

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. **NL12583**

2. Reason for Submission: Redescription New Reestablishment Other

3. Service: Hdqtrs. Field

4. Employing Office Location: **Orlando, FL.**

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure Employment and Financial Interests

9. Subject to IA Action: Yes No

10. Position Status: Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CR)

11. Position is: Supervisory Managerial Neither

12. Sensitivity: 1 - Non-Sensitive 3 - Critical Sensitive 2 - Noncritical Sensitive 4 - Special Sensitive

13. Competitive Level Code: **0990**

14. Agency Use

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|----------------------------|-----------|-------------------|-----------|----------|------|
| a. U.S. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | | | | | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | Management Analyst | GS | 0343 | 09 | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: **Department of the Army (DA)**

c. Third Subdivision: **Directorate for Resources Management (R)**

a. First Subdivision: **Army Materiel Command (AMC)**

d. Fourth Subdivision: **Cost Analysis and Systems Division (RC)**

b. Second Subdivision: **Simulation, Training & Instrumentation Command (STRICOM)**

e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: **Lorraine B. Hotz, Chief, Cost Analysis and Systems Division**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

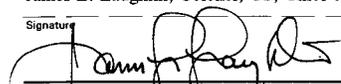
Signature:  Date: **3-25-02**

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position: **USOPM PCS for Management and Program Analysis Series, GS-0343; Aug 90, TS-98 (HRCD-7); USOPM AAGG, Aug 90, TS-98 (HRCD-7); USOPM Digest of Significant Classification Decisions and Opinions, No. 7, Aug 85, Issue: Level 2-5.**

Typed Name and Title of Official Taking Action: **James L. Laughlin, Colonel, GS, Chief of Staff**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature:  Date: **3-25-02**

| 23. Position Review | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks: **This is a developmental position training to the full performance level of GS-12 (NL12585). The duties assigned prepare the employee for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade of this position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without the full performance level PD attached. BUS: 7777. NON-CRITICAL ACQUISITION POSITION: The employee must meet DoD 5000.52-M requirements applicable to the duties of the position.**

25. Description of Major Duties and Responsibilities (See Attached)