

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
NL12639

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (ICR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
Explanation (Show any positions replaced)		13. Competitive Level Code 0210		14. Agency Use

15. Classified/Graded	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	Student Trainee (Computer/Electronics Engineering)	GS	0899	03		
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

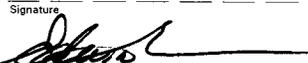
18. Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Directorate for Engineering and Technology Development (E)
a. First Subdivision U.S. Army Materiel Command (AMC)	d. Fourth Subdivision
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)	e. Fifth Subdivision

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

Signature of Employee (optional)

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
Edwin A. Trier, Acting Director for Eng and Tech Development

Signature:  Date: 5/15/02

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

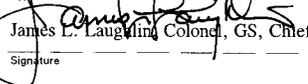
Signature: _____ Date: _____

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
5CFR213.3202; OPM Handbook of Occupational Groups & Families, GS-0099-General Student Trainee Series, GS-0899-Eng & Arch Student Trainee Series, Aug 01; U.S. OPM PCS for Eng Tech Series, GS-0802, Jun 69, TS-80, Aug 74, TS-19, Jul 99.

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.

Typed Name and Title of Official Taking Action
James L. Laughlin, Colonel, GS, Chief of Staff 6 May 02

Signature:  Date: _____

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

24. Remarks
5CFR213.3202: Student Career Experience Program (SCEP)
BUS: 7777

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

INTRODUCTION

Position is located in the Directorate for Engineering and Technology Development (E), Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulation. The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. These divisions perform technology-based management, concept formulation, acquisition management and technical contract management of simulations, simulators, training systems and instrumentation projects assigned to STRICOM. The incumbent participates as a Student Employee in a Career Experience Program (SCEP). The purpose of this position is to provide engineering assistance services in support of programs supported by the Directorate for Engineering and Technology Development. This position is not an acquisition position in the Systems Planning, Research, Development and Engineering Career Field.

SUPERVISORY CONTROLS

Works under general supervision of the Deputy Director. Receives explicit guidance from higher-grade engineers who assign work with oral or written instructions covering work methods and time limitations. Completes work in accordance with established procedures, plans and specifications, and other appropriate guidelines. Supervisor or a higher-grade engineer is available for additional assistance when deviations are noted. Work is spot-checked in progress, and upon completion is reviewed for adequacy, accuracy, timeliness, and adherence to instruction.

MAJOR DUTIES

1. Participates in recurring orientations designed to familiarize the incumbent with the current status of projects being accomplished by the organization and to provide an understanding of their interrelationship with and/or impact on work being accomplished in the division to which assigned at the time.

30%

2. Typical work assignments include:

- a. Drafts work on design drawings for reports;
- b. Computes relative to the foregoing, and for estimates;
- c. Assists on field visits, taking measurements or making observations of instrumented conditions and recording same;
- d. Writes technical reports or portions thereof;
- e. Researches for and edits technical report material;

- f. Assists in the conduct of conferences and meetings;
- g. Compiles data for management actions, including networks and inputs data for automatic data processing operations;
- h. Assists in laboratory and field testing of materials.

70%

Performs other duties as assigned.

Nature of Assignment

Work is characterized by (a) required knowledge of detailed procedures which are either established and repetitive or which are specified by the supervisor at the time of initial performance, and (b) some readily-acquired computer/electronics engineering skill or knowledge.

Level of Responsibility

Incumbent receives complete, explicit oral and/or written instructions at the beginning of each assignment, covering work methods, available equipment, procedures, reference guidelines, etc. The supervisor is available for instruction and guidance at any time. Incumbent is expected to perform recurring tasks under supervision that gradually lessens until the more routine, recurring tasks are only infrequently spot-checked or observed. The less routine tasks are occasionally checked in progress or upon completion.