

POSITION DESCRIPTION (Please Read Instructions on the Back)

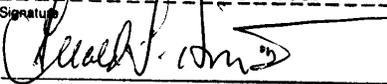
Reason for Submission Description: <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Meters <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando FL	5. Duty Station Orlando, FL	1. Agency Position No. NL09108
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required NO <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	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	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15. Classified/Graded by		13. Competitive Level Code 07-17			14. Agency Use
a. U.S. Office of Personnel Management	Official Title of Position			Pay Plan	Occupational Code
b. Department, Agency or Establishment				Grade	Initials
c. Second Level Review					Date
d. First Level Review	Support Services Specialist			GS	342
e. Recommended by Supervisor or Initiating Office				07	
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	c. Third Subdivision Chief of Staff (CS)
a. First Subdivision Army Material Command	d. Fourth Subdivision Admin Office (CSA)
b. Second Subdivision Education, Training & Instrumentation Command	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 GERALD D. HILL, III MAJ SF Executive Officer	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature:  Date: 6/3/94	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
USOPM PCS for GS-342, Support Services Administration, dtd Nov 78 (TS-33)

Typed Name and Title of Official Taking Action Nancy E. Spurlin Personnel Management Specialist	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: 6/3/94	

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

Position is at full performance level. Bus 7777

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

Introduction

This position is located in the Administrative Office of the Chief of Staff Office of the Simulation, Training, and Instrumentation Command (STRICOM) Orlando, FL 32826-3276. STRICOM is a major subordinate command of the Army Material Command (AMC). The position includes a variety of duties to support STRICOM and subordinate Project Manager Offices.

Major Duties

1. Serves as the command's Official Mail Control Officer. Oversees the work of two subordinate mail clerks. Responsible for all incoming/outgoing mail: to include all classes of mail eg., first class, express, international, fourth and priority, determining which class is most cost effective. Meters outgoing mail, opens incoming mail IAW SOPs, date stamps and reviews correspondence for suspenses and original signatures. Maintains daily mail cost accountability and compiles quarterly/ yearly reports to HQ,AMC. Insures mail meter is loaded with dollar value and ensures trust account with US Post Office has sufficient balance. Completes and processes appropriate postal forms for any IOBS/recovery with the United States Post Office. This includes damaged mail, invalid meter stamps, and improper delivery of Express Mail. Serves as a liaison for STRICOM with NAWCTSD mailroom personnel, the United States Postal Service account representative and local Postal personnel.

20%

2. Serves as the Message/Communication Center Manager and the command expert on the paperless message traffic (MTF) system. Reviews outgoing message traffic, trains all clerical staff on use of the MTF system and resolves any problems that arise. Serves as coordinating authority for the Command's communication disk (after assuring compliance with Command guidance on releaser's signature authority and subject). Supervises the downloading and reviewing of incoming traffic for pertinent information. Directs message traffic (action/info) to appropriate PM/DIR and classified to the Security Manager as appropriate. Responsible for the compiling, updating, and continuous review of a current correspondence and message traffic routing guide for the entire organization to ensure efficient distribution. Maintains the message files by day-time group number and disposes in accordance with the MARKS filing system.

15%

3. Serves as Publications Control Officer for STRICOM as such maintains the Dept of Army publications account. Updates the initial distribution system of the DA 12 series, which is the computerized system for all publications. Serves as technical resource person for staff on publication questions and must be able to locate and order publications, articles and books. minimal information. This includes regulatory and training publications, forms and periodicals. Maintains publication accounts with the Dept of the Navy (DON), Dept of Defense (DOD), Army Material Command (AMC), US Marine Corp, and the Army Training and Doctrine Command (TRADOC). Maintains the STRICOM library as current and posted. Serves as organizational point of contact for subscriptions to trade periodicals and distribution to all levels of the command. Functions as liaison to NAWCTSD to maintain all appropriate Navy publications and SOPs applicable to STRICOM. Requisitions necessary publications for contractor personnel in support of STRICOM, contract obligations. Reviews all requests for DA Publications account by civilian contractors in conjunction with the Acquisition Directorate.

15%

4. Responsible for the command's Emergency Operating Records Program IAW Army Regulation 25-1, The Army Information Resources Management Program ensuring survivability of documents essential to the operation of the command under emergency conditions. As Recordkeeping Manager for STRICOM, conducts periodic reviews of Project Manager and Directorate offices files, trains clerical staff and serves as command expert on The Modern Army Recordkeeping system (MARKS).

10%

5. Maintains database for the command correspondence suspense system and the Secretary of the General's Staff (SGS) taskers. Provides reminders to staff personnel of actions due. Produces weekly report to command staff recapping overdue suspenses.

10%

6. Serves as the command's Print Control/Copier Manager. Recommends purchases or lease of reproduction equipment and coordinates the approval of purchases in accordance with the DOD regulations through the responsible agencies. Compiles statistical reports on usage of machinery for both the billing and DOD reports. Serves as key operator for STRICOM office reproduction machines, including responsibility for maintenance, supplies, posting, and distribution of incoming faxes. Trains new personnel as needed on the correct usage of machines. Acts as the focal point for all service/repairs on fax and reproduction machines.

10%

7. Responsible for supply requisitioning of expendable items used by the administrative branch as well as items used command wide. Responsible for ordering and insuring correctness of organizational letterhead and correspondence supplies, eg., envelopes, routing Blips and facsimile cover sheets. Maintains supplies of envelopes, labels and forms for STRICOM and the subordinate Project Managers. Functions as the liaison for the STRICOM audio-visual account at Ft. Stewart, GA for all areas of organizational training requirements. Has signature authority for photographic requests at the NTC photo lab.
05%

8. Updates various organizational charts, rosters of personnel assigned to STRICOM. Maintains a database containing information associated with members of the command for universal use by all STRICOM, NAWCTSD personnel, and authorized personnel outside the command.
10%

9. Serves as the Command's Army Family Action Plan coordinator. As such plans meetings, presents ideas to the commander and represents the command at the AMC and DA levels. Briefs visiting VIPs on the STRICOM AFAP as needed.
05%

10. Performs other duties as assigned.

FACTORS

Factor 1. Knowledge Required by the Position

Knowledge of DA, AMC and STRICOM's organizational structure, mission, and functions, as well as those of its sub-elements to route any type of material including a variety of different technical and administrative topics by subject matter content. Must have a comprehensive working knowledge of the vast number of different programs to determine the proper action office and what correspondence should be reviewed by the Command group.

Knowledge of administrative and protocol procedures to coordinate requirements and ensure administrative control of recurring and ad-hoc actions.

Skill in researching reference publications, guidelines and microfiche to ascertain correct identification, description and regulation of Dept of Defense, Dept of Army, Army Material Command, TRADOC and other publications. Has the knowledge and skill to locate civilian defense related publications and knowledge of ordering through the GSA and GAO publication channels. Familiar with data entry for the resupply message system of DA publications and maintains an inventory of publications on hand.

Knowledge of mail regulations, to include, but not limited to: Army Regulation 25-51, DOD 4525.6-M, DOD 4525.8-M, United States Postal Service Domestic and International Mailing Manuals.

Skill in operating a personnel computer and ability to use Local Area Network (LAN) and DOS based software to maintain databases, organizational charts, suspense files and publication ordering systems.

Factor 2. Supervisory Controls

The supervisor defines objectives priorities, and deadlines. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, or accepted practices. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

Factor 3. Guidelines

Guidelines are in the form of DOD, DA AMC and local policies and procedures. Occasionally incumbent must use judgement in interpreting and applying guidelines to specific situations.

Factor 4. Complexity

The work involves different and unrelated processes and methods. The incumbent must determine the best course of action depending upon the project, needs or issues involved to obtain objectives. The decision of what action must be taken and which organizational element will take that action requires a study of each separate item.

Factor 5. Scope and Effect.

Primary purpose of this position is to provide a variety of administrative support functions to STRICOM. Many problems may present themselves simultaneously. Work affects not only the command's staff and programs, but also other agencies, both DOD and civilian contractors, that conduct business with STRICOM.

Factor 6. Personal Contacts

Personal contacts include all levels of STRICOM personnel, all personnel in field offices, in the co-located Navy Command, and also intra-agency contacts of Publication Control Officers and proponent persons throughout the Department of the Army and the Department of Defense.

Factor 7. Purpose of Contacts

Contacts are for the purpose of obtaining or providing information relative to daily mail receipt and distribution, obtaining and issuing office supplies and blank forms, and obtaining publications and information to assist the staff in queries for technical information on specific programs or needs.

Factor 8. Physical Demands

While some work is sedentary in nature, there is frequent walking, stooping, stretching and bending involved. Additionally recurrent lifting and carrying moderately heavy boxes weighing up to 32 pounds is required. Skill driving a vehicle is needed.

Factor 9. Work Environment

Work is performed in an office setting with adequate heating, lighting and ventilation.