

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription of Establishment <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 Orlando, FL		1. Agency Position No. NL09212001	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.		13. Competitive Level Code 09-23	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> 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 checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special Sensitive		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	PROGRAM ANALYST	GS	343	09		
e. Recommended by Supervisor or Initiating Office	PROGRAM ANALYST	GS	343	09		

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
16. Department, Agency, or Establishment Department of the Army		c. Third Subdivision Project Manager for Training Device (PM TRADE) (T)	
a. First Subdivision U.S. Army Materiel Command		d. Fourth Subdivision	
b. Second Subdivision Simulation Training & Instrumentation Command (STRICOM)		e. Fifth Subdivision	

Employee Review—This is an accurate statement 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor PHILLIP E. SPURKLE, DPM TRADE	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date 8/26/94	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.

Typed Name and Title of Official Taking Action NANCY SPURLIN	22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Management/Program Analyst Series, GS-343 (TS-98) 08/90; and Admin Analysis GEG (TS-98) 08/90.
Signature 	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.
Date 9-12-94	

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks: This is a developmental position training to the full performance level of GS-11. 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, and availability of funds and work at the higher level. This is not a complete position description without the full performance level PD attached. **BUS: 7777**

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

SUPERVISORY CONTROLS

Receives closer supervision initially via verbal instructions and a review of work during progress and upon completion. As training progresses and competence is gained, incumbent is permitted to function with increasing freedom from supervision.

MAJOR DUTIES

Receives training in performance of duties and responsibilities set forth on attached job description (PD#: ~~NE~~ 0343-11). Gradually assumes more responsibility and learns to perform the full scope of the position.

Performs other duties as assigned.

NOTE: Non-competitive promotion of the incumbent of this position may be effected provided the attached description is classifiable to its present title, series and grade level at the time the incumbent meets the following requirements:

a. The incumbent is performing the full scope of the major duties under the supervisory controls stated in the attached job description.

b. The incumbent meets the regulatory qualification requirements for promotion.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 09212

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."