

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. NL12670

2. Reason for Submission: Redescription, New, Hdqtrs., Field, Reestablishment, Other

3. Service: Hdqtrs., Field

4. Employing Office Location: Orlando, FL.

5. Duty Station: Orlando, FL.

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: 0570

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	Student Trainee (Management Analysis)	GS-0399	05			
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: U.S. Army Materiel Command (AMC)

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

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

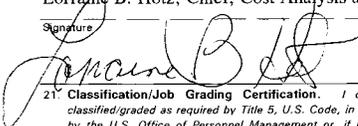
e. Fifth Subdivision

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

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)

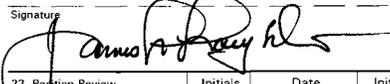
Signature:  Date: 6-4-02

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: 5CFR213.3202; OPM Hdbk. of Occupa. Gps. & Families, GS-0099 -General Student Trainee Series, GS-0399-Administrative & Office Support Student Trainee Series, Aug 01; U.S. OPM PCS for Mgt. & Program Clerical & Assist. Series, GS-0344, TS-124, May 93

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

Signature:  Date: 5-4-02

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 Cost Analysis and Systems Division within the Directorate for Resources Management of the 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, simulators, testing and training instrumentation, targets and threat simulators. The mission includes cradle to grave life cycle acquisition beginning with technology base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisition and sustainment activities through the functional matrix organizations and four project managers. The incumbent participates as a Student Trainee in a Career Experience Program (SCEP). The purpose of this position is to provide management analysis assistance in support of manpower planning and execution concepts, application of accepted practices, and the identification, analysis, and recommended solutions of manpower management problems associated with planning, execution, and funding.

MAJOR DUTIES

On-the-job experience involves the practical application of the principles, concepts, work processes, regulations, and reference material fundamental to the field of management analysis to select and adapt methods and procedures. Typical work requires applying a background knowledge and understanding of management analysis practices based on substantial training and experience related to the field of management analysis to perform basic assignments of narrow-scope.

1. Analyzes manpower requirements, funding requirements, maintenance of Table of Distribution and Allowances (TDA), Program Budget Guidance (PBG), Work Year and End Strength authorizations and execution. Supports STRICOM Internal Operating Budget (IOB) development and execution. Evaluates civilian and military strength levels. Reviews proposed recruit actions with a focus on organization structure, authorizations, and funding sources. Maintains and analyzes the command staffing plan. Analyzes monthly 218 reports directly relating to work years, end-strength, and funding (PBG and actual) execution. Prepares and establishes the TDA to include identification of authorized/required position with associated funding. Prepares the monthly matrix work year and end strength data. Participates in manpower studies and surveys. Builds a general understanding of STRICOM programs and relationships of the acquisition phase and funding source requirements. Supports the manpower schedule 8 requirement during the Program Objective Memo (POM) cycle.

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-4 - 550 Points

- Practical knowledge of manpower and financial principles, concepts, procedures and operations associated with the relationships between funding, authorizations, work-year and end-strength planning and execution.
- Knowledge of and skill in the analysis and comparison of related funding sources and specific program acquisition phases to terms of planning and execution of associated manpower.
- Understanding of the quantitative relationships between program plans and budgetary data in related forms and schedule to adjust such data to reflect changes in funds available, obligations, end-strength and work-years.
- Knowledge of DoD, DA, and AMC policies and regulations to monitor, track, realign and support manpower resources.

Factor 2 - Supervisory Controls - Level 2-2 - 125 Points

Supervisor or higher graded analyst provides developmental assignments with instruction on what is to be done, how to do it, and when it is to be done. Specific instructions are provided for new, difficult, or special assignments.

Incumbent independently carries out recurring management analysis technical assignments but refers problems and unfamiliar situations not covered by instructions to the supervisor or higher level analyst for further guidance.

More difficult work assignments not previously performed are spot-checked in progress for conformance with instructions and guidelines. Supervisor or higher level analyst assures completed work is reviewed for accuracy and adequacy and to assess trainee's progress and readiness for further training.

Factor 3 - Guidelines - Level 3-2 - 125 Points

The incumbent follows procedures, policies and practices in detailed Army and local supplements for doing the work that are readily available and applicable to most assignments. Incumbent uses judgment in selecting and applying the most appropriate guides for use in completing management analysis technical assignments. Significant deviations from established guidelines requiring significant judgment are referred to the supervisor or higher level analyst for guidance.

Factor 4 - Complexity - Level 4-2 - 75 Points

Assists a higher graded specialist in a developmental capacity, to understand management, concepts, application of accepted

practices, and the identification, analysis, and solution of organizational manpower problems through progressively more specialized and responsible work assignments. The work consists of duties that involve unrelated steps, processes or methods. The decision regarding what needs to be done involves various choices that require the employee to recognize the existence of and differences among a few easily recognizable situations. Actions are taken or responses made after considering the basic purposes and other characteristics of operations involved, and readily available sources of information, the kind of transactions or entries, or other differences of a factual nature to complete routine assignments.

Factor 5 - Scope and Effect - Level 5-2 - 75 Points

The purpose of this position is to provide management analysis assistance in support of manpower planning and execution concepts, application of accepted practices, and the identification, analysis, and recommended solutions of manpower management problems associated with planning, execution, and funding. The work involves the execution of specific rules, regulations or procedures that typically comprises a complete segment of a broad management analysis project, study, or process.

The work product or service affects the accuracy, reliability, or acceptability of further processes or services in STRICOM with similar administrative or information management needs.

Factor 6 & 7 - Personal Contacts & Purpose of Contacts - Level 2-a - 45 Points

Personal contacts are with employees in the Army but outside the immediate organization. People contacted are managers, employees, and other representatives from various levels within the Army, such as headquarters, regional, district, or field offices, or other operating offices at the immediate installation.

The purpose of contacts is to obtain, clarify or provide facts or information ranging from simple to highly technical.

Factor 8 - Physical Demands - Level 8-1 - 5 Points

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items.

Factor 9 - Work Environment - Level 9-1 - 5 Points

The work is performed in an office or similar setting requiring normal safety precautions against everyday risks or discomforts. May require occasional travel.