

Position Requirements Document Cover Sheet**Position Number: 13009****Classification: Supply Technician (Property Book), NK-2005-II****Local Title: Property Book Officer****Employing Office Location: Orlando, FL****Duty Station: Orlando, FL****Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology)
ASA(ALT)****1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO
STRI)****2nd Div: Project Support Group****3rd Div: Acquisition Logistics Directorate****4th Div:**

Supervisor's 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.

Immediate Supervisor: Harry Bryan**Title: Acting Director, Acquisition Logistics Directorate****Signature: //s// Date: 18 Sep 03****Higher Supervisor or Manager:****Title: Project Support Executive****Signature: //s// Date: 19 Sep 03**

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sally Wagner**Title: Director, HRO****Signature: //s// Date: 23 Sep 03****FLSA: Non Exempt****Drug Test:****Key Position:****Sensitivity: NCS****Reason for Submission: New****Previous PD Number:****Envir. Diff:****Acq Posn Category:****BUS Code: 7777****Emergency Ess:****OPM Functions Code:****Status:****Subject to IA:****Mobilization:****Career Prg ID:****CAPL Number:****Acq Career Level:****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:****Financial Disclosure: [] Public Financial [] Confidential Financial****[] Supervisor [] Manager [X] Neither****Citation 1: PSC, Supply clerical & technician Series, GS-2005, TS 115, May 1992****Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Acquisition Logistics Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Property Book Officer, NK-2005-II

III. Duties:

Serves as the Property Book Officer responsible and accountable for maintaining control of the government property documented in the PEO STRI Command and field/liaison activities Property Book. Exercises knowledge of the policies, procedures and methods governing Government property management. Exercises property management functions to include record maintenance, property accountability, acquisition, receiving, distribution, storage, utilization, maintenance, reutilization and disposal.

1. Serves as primary point of contact concerning PEO STRI property accountability. Responsible for formal property accountability and maintains records that show current value of property record, item identification, authorizations, on-hand balances, property condition, and location of all nonexpendable and other specially designated property. Serves as focal point for the operation of Defense Property Accountability System (DFAS) (Property Book) and Automation Resources Management System (ARMS) for the command.
2. Schedules and requests the conduct of physical inventories of government property by responsible employee or hand receipt holders under the barcode inventory. Performs 100% physical verification of property assigned to PEO STRI annually. Updates hand receipt accounts to reflect movement of property to, within, and from hand receipt account areas. Resolves problems regarding accountability or disposition of property as the result of new or completed projects and contract changes.
3. Conducts investigation to determine cause of property discrepancies by reviewing documentation such as purchase order, receiving reports, reports of survey, hand receipt transfers and turn-ins. Administers report of survey processes as necessary for liability of all lost, stolen, or damaged government property. Provides follow-up on reports of survey as needed and finalizes documents to support removal from accountability.
4. Receives and processes requests for equipment/furniture repair, initiates requisitions to procure service. Establishes and maintains files of equipment warranty, repair, and maintenance records. Establishes and maintains suspense file to track repair or maintenance.

5. Certifies receipt of property, inspects and accepts incoming property, ensures accountability and safekeeping, makes distribution and provides certification for processing invoices and vendor payments. Coordinates with Contracting Division to resolve vendor/shipment discrepancies and damage disputes.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving

Level II

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts administrative activities for projects. Develops, modifies, and/or applies rules, procedures, or operations to resolve problems of moderate complexity/difficulty. Independently plans and executes assignments; resolves problems and handles deviations. Identifies and adapts guidelines for new or unusual situations.

Factor: 2. - Teamwork/Cooperation

Level II

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Works with others to accomplish tasks. Resolves administrative problems; facilitates cooperative interactions with others. Guides others and coordinates activities in support of team goals. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations

Level II

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the administrative efforts of individuals or team members as they interact with customers. Independently interacts with customers to understand customer needs/expectations. Interacts independently with customers to communicate information and coordinate actions.

Factor: 4. - Leadership/Supervision

Level II

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Actively contributes as team member or leader; takes initiative to accomplish assigned projects. Guides others in accomplishing projects. Coordinates appropriately with others to complete tasks within established guidelines. Identifies and pursues individual/team developmental opportunities.

Factor: 5. - Communication

Level II

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Interprets and communicates administrative procedures within immediate organization. Prepares, coordinates, and consolidates documents, reports, or briefings. Communicates/presents internal administrative/functional procedures and tasks internally and externally.

Factor: 6. - Resource Management

Level II

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Identifies and uses resources to accomplish projects. Plans resources to achieve project schedules. Effectively accomplishes projects within established resource guidelines.

Selective Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of a wide range of well established and commonly applied property management principles, concepts, and methodologies of property book operations to provide required services and/or resolve problems.

Knowledge of standardized administrative practices and procedures to effectively conduct studies, review, and evaluate property accountability, disposal and storage program activities.

Skill in applying fact finding and investigative techniques to gather clear-cut factual evidence of compliance with regulatory and procedural requirements.

Ability to access or locate information through the use of a personal computer or terminal.

Ability to interpret and apply rules, regulations, and procedures.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit.

Ability to provide guidance to customers.

Ability to communicate orally and in writing.

Ability to plan and organize work.

Ability to work cooperatively as a member of a team.

Ability to identify problems and develop innovative solutions.