

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field	4. Employing Office Location Orlando, Fl.	5. Duty Station Orlando, Fl.	1. Agency Position No. NL13135
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel 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 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	
Explanation (Show any positions replaced) Special employment program position. Full performance level under the special employment program is GS-09		13. Competitive Level Code 0572		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	Inventory Management Specialist	GS	2010	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 ASA, (Acquisition, Logistics and Technology) ASA (ALT)	c. Third Subdivision Acquisition Logistics Directorate
a. First Subdivision PEO, Simulation, Training and Instrumentation	d. Fourth Subdivision
b. Second Subdivision Project Support Group (PSG)	e. Fifth Subdivision

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

Signature of Employee (optional)

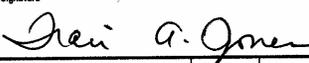
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with 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 HARRY W. BRYAN Director of Acquisition Logistics	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature
Date 5/14/04	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 Inventory Management Series, GS-2010, July 1992, TS-117, USOPM Position Classification Standard, Grade Evaluation Guide for Supply Positions, July 1992, TS-117

Typed Name and Title of Official Taking Action
TRACI A. JONES, Project Support Executive

Signature


Date
5/14/04

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.

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

24. Remarks
Serves in a developmental position with assignments/training directed towards providing incumbent the capability of eventually performing the full scope of GS-2010-09, Inventory Management Specialist NL13137 duties. Performs duties at the entry level with assignments planned to develop the incumbent for progression to an intermediate GS-2010-07, Inventory Management Specialist developmental position. Incumbent is eligible for noncompetitive promotion upon meeting qualification requirements and time-in-grade restrictions and satisfactorily demonstrating the ability to perform the full scope of duties at the intermediate level. BUS 7777

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

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