

7-26-10

MEMORANDUM FOR MARIANNA PETERSON

FROM: DEBRA IVY, TCJ1-C

SUBJECT: USTRANSCOM FOIA 10-97 (Tasker 1019632346)

This packet includes all of the position descriptions for Information Technology positions (2210 Series) within the United States Transportation Command, fulfilling the current FOIA request. There are 23 total position descriptions to include: 9SN1234, 9S43097, 9S42718, 9S43031, 9S41515, 9S42872, 9S9S205, 9S199, 9S42148, 9S42621, 9S42881, 9S43034, 9SN1441, 9S42876, 9S42160, 9S9S155, 9S42560, 9S42880, 9SN0917, 9S9S196, 9S159, 9S42587, and 9S43038. Please contact me with any questions at (618) 229-8181.

A handwritten signature in black ink, appearing to read 'Debra Ivy', with a stylized flourish at the end.

DEBRA IVY
Chief, Training and Civilian Personnel Division

AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION: HQ AMC/DOYR
 SUPV LEV CODE: 8
 TARGET GRADE: 12
 JOB SHARE: NA
 SENSITIVITY: Noncritical Sensitive
 EMERGENCY ESS:
 KEY POSITION: NA

CPD NUMBER: 9S4151500 - 04 62 2
 COMP LEV CODE: K37A 1 I 1 A
 FLSA: Exempt
 CAREER PROG ID:
 BUS: 1036
 DRUG TEST:
 POSITION HIST:

CLASSIFICATION: ~~Computer Specialist (Programmer Analyst)~~ GS-334-12
 DUTY TITLE:

2210

*Application of new standard,
 Administrative Work in the
 Information Technology Group,
 GS-8200 dtd May 2001,*

ORG & FUNC CODE: TAY Transportation - Miscellaneous

1ST SKILL CODE: 60% CPA MIS Computer Programmer Analyst - Mgt Info Sys

2ND SKILL CODE: 40% APM DBM Computer Specialist - Database Management

3RD SKILL CODE: %

*M.M.B.
 25 Jul 2001*

CLASSIFIED BY:

M. Mueller-Briefeld
 CLASSIFIER'S SIGNATURE

10-6-98
 DATE

SUPERVISOR'S CERTIFICATION: I certify that this Core Personnel Document is an accurate statement of the major duties, knowledge, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

Lou E. Koch
 SUPERVISOR'S SIGNATURE

6 Oct 98
 DATE

PERFORMANCE PLAN CERTIFICATION:

Rate/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

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BUS CODE: Position is included in the Bargaining Unit IAW Chapter 71

Bgr 7/29/06

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To serve as the HQ AMC/DOY ^{IT} Computer Specialist (Programmer Analyst) ^(APPSW/DATAMGT) responsible for all aspects of the division's Management Information System (MIS) to include computer data, database management, programs, telecommunications, networking and program interfaces in support of COINS, SPS and other related systems.

The organizational location of this position is: See cover page

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: Mission and function statements are contained in AMCR 23-11.

DUTY 1:

X

Critical

Non-Critical

Provides technical expertise in the application of database management systems (DBMS) and MIS. Provides technical analysis and resolution of all problems encountered by functional area users when accessing data through the DBMS and user data access languages to obtain reports and other information provided by applications systems. Provides guidance to functional area users in the use of various systems and procedures. Provides technical guidance on data storage structures, techniques, and interfaces between databases to assist analysts, developers and functional users. Evaluates applications programs and existing databases to identify and resolve access and performance problems. As office leading technical authority, independently plans and carries out projects and analysis of organization's automation requirements. Interprets policies and regulations and coordinates with DOD and Air Staff experts to support mission objectives. May lead groups to resolve complex database administration problems. Evaluates and determines enhancements and changes to DBMS and MIS. Develops programs for DBMS enhancements unique to the needs of the command; e.g., special security requirements and ensures compatibility.

STANDARDS:

- A. Promptly and courteously provides technical expertise which is substantive and timely.
- B. Effectively contributes to resolution of problems.
- C. Appropriately assists functional area users.
- D. Accurately determines changes for DBMS/MIS.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 2:

X

Critical

Non-Critical

Performs studies and prepares reports on data and database utilization. These include both recurring and special studies/reports. Recurring studies/reports are performed on items such as entitlement, awards, data distribution, database performance, and disk utilizations. Special studies/reports are required to provide response to directorate, command and audit requests for information and to provide justification for hardware and/or software acquisition; to investigate application system data and database problems; to evaluate the results of applying new methods and techniques to existing

databases; and to evaluate the impacts of hardware configuration changes to databases. Performs quality control of computer produced reports.

STANDARDS:

- A. Reports and studies are prepared in a timely manner.
- B. Provides valuable and timely input to the development of studies and reports.
- C. Regularly performs quality checks on the accuracy of data in management reports.
- D. Reports, papers, briefings, and correspondence are technically accurate and effectively presented whether written or oral.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 3:

X Critical

Non-Critical

Performs general systems administration functions. This includes physical database design; technical assistance during logical database design; DBMS resource requirement evaluation; database backup recovery, and restart procedures; database load procedures; database integrity and maintenance; access control and "user view" maintenance; database performance management; database machine management; and database standards, documentation composition and review, and MIS evaluations. Tests and debugs programs to satisfy requirements. Maintains system logs and other records of computer operations such as documentation of equipment and software licenses, training, system malfunctions and corrective action taken. Maintains inventory of computer supplies necessary to keep systems functioning smoothly. Plans for future system enhancements. Makes recommendations for acquisition, possible leasing or modernization of equipment and/or systems in order to provide management the services and advice required.

STANDARDS:

- A. Accurately identifies processing requirements.
- B. Documentation is prepared in an accurately and timely manner.
- C. Thoroughly conducts routine maintenance of the system.
- D. Recommendations are well researched and prepared.

KSA: 1, 2, 3, 4, 5, 6, 7, 8, 9

DUTY 4:

Critical

X

Non-Critical

Maintains liaison within the agency, with other DOD commands, contractors, vendors, database specialists, and other government agencies for the purpose of mutual exchange of information and assistance concerning the use and implementation of Management Information System, database and data access systems. Interacts daily with the organization's specialists and managers as well as other personnel in the directorates and executive offices. Keeps abreast of new developments in database and data processing technology for both mainframe and PC environments. Reviews database systems and various types, makes and models of equipment, evaluating and analyzing their capabilities for possible adaptation to current or new systems. Represents the interests of division in meetings. Establishes effective

professional working relationships with coworkers, contractors, and other government personnel. Promotes a cooperative working environment which contributes to the successful accomplishment of the mission. Uses tact and diplomacy in oral and written communications with others and presents a good image as a representative of HQ AMC.

STANDARDS:

- A. Actively develops professional working relationships.
- B. Knowledge of technology is current and relevant.
- C. Actively participates in meetings and conferences.

KSA: 1, 2, 3, 4, 5

DUTY 5:

X Critical

Non-Critical

Accomplishes state-of-the-art, on-the-job technical training, guidance, and direction to other personnel, as well as the training of user personnel. Instructs on specific tasks and job techniques. Identifies, develops and conducts remedial training based on system changes, update procedures, quality review and specific requests. Reviews changes to system, regulations, policies and procedures and provides guidance to employees based on review of changes. Also develops all documentation required relevant to the implementation and operation of the MIS, DBMS, Office Information System (OIS) and/or other user or in-house developed data access methodologies. Provides a wide variety of record keeping, reporting and informational duties in support of organization's programs, functions and projects. Develops all documentation required relevant to the implementation and operation of DOY Information systems, computer hardware, databases, equipment and interfaces. Develops operating instructions or techniques to cover new or unanticipated problems.

STANDARDS:

- A. Guidance and assistance provided is sound and technically accurate.
- B. Appropriately identifies, develops and conducts training that produces desired results.
- C. Prepares appropriate and accurate documentation.
- D. Provides valuable and timely input to the development of operating instructions or techniques.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 6:

X Critical

Non-Critical

Analyzes and determines cause of malfunctions related to hardware, software, or environment and initiates corrective action and performs periodic or scheduled preventive maintenance for a variety of complex systems and equipment. Troubleshoots and maintains equipment to include PCs, LaserJet Printers, fax machines, servers, laptops, and disk drives. Loads, maintains and troubleshoots software to include: Windows, Windows NT, MS Office, Form Flow, and other software. Identifies system problems and determines solutions along with ways to improve system performance.

Arranges for base technical expertise when needed; coordinates with the 375CG Help Desk and other support personnel to resolve problems beyond personal capabilities/scope. Attempts to restart jobs that terminate abnormally or cause the computer system to hang. Works with vendor representatives, computer hardware specialists, and system software specialists, if required, to determine the cause of problems resistant to standard problem solving techniques. Runs diagnostic and reliability tests and corrects conditions. Periodically cleans highly sensitive hardware such as electromagnetic, photoelectric, laser, mechanical highspeed computer peripheral or processing equipment. Applies emergency procedures in case of natural or man-made disasters and security risk situations. Reconfigures computer systems to take failing peripherals or system components out of action. Performs computer systems, hardware and software installation and on going support for entire division.

STANDARDS:

- A. Promptly and accurately performs analyses and determines cause of malfunctions.
- B. Expediently initiates corrective actions.
- C. Effectively maintains database integrity.
- D. Corrects conditions which respond to standardized control procedures or precedent options in a prompt manner.

KSA: 1, 2, 3, 4, 5, 6, 7, 8, 9

RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSA)

- 1. Knowledge of a wide range of computer techniques, methods, sources and procedures.
- 2. Knowledge of systems software and systems development life cycle, including systems documentation, design, development, configuration management, cost analysis, data administration, DBMS, systems integration and testing, trouble-shooting techniques and implementation procedures.
- 3. Knowledge of data processing techniques and procedures, both manual and automated, including work processes, terminology and management information requirements.
- 4. Knowledge of computer policies, practices and data processing standards.
- 5. Knowledge of computer operating systems, systems interrelationships and interfaces and their relationships and involvement with other applications systems interfaces.
- 6. Knowledge of applications systems and programming to recommend initiation of refinement of procedures and processing techniques.
- 7. Knowledge of programming languages and techniques, systems design and efficiency.
- 8. Knowledge of ADP hardware capabilities, including operating systems, productivity tools, and peripheral equipment available on command installed machines.
- 9. Knowledge of the installation and maintenance of current software versions to include MS-DOS, MS Windows, NETSCAPE, MS Outlook, Laplink file transfer and other software currently utilized.

Factor 1, Knowledge Required

Level 1-7

1250 PTS

Knowledge of a wide range of computer techniques, methods, sources and procedures, including familiarity with approaches used by ADP organizations in other agencies as well as the private sector. Knowledge of systems software and systems development life cycle, including systems documentation, design, development, configuration management, cost analysis, data administration, DBMS, systems integration and testing, trouble-shooting techniques and implementation procedures. Knowledge of the Command's existing data processing techniques and procedures, both manual and automated, including work processes, terminology and management information requirements. Knowledge of DoD and Command policies and data processing standards. The ability to modify standard practices and adapt computer systems to solve a variety of computer software problems, and to adapt precedents or make significant departures from previous approaches to similar projects to provide for the specialized requirements of some projects, and the ability to apply the standard practices of related scientific disciplines, such as software engineering techniques, as they relate to software design, development and implementation. Knowledge of computer operating systems, systems interrelationships and interfaces and their relationships and involvement with other applications systems interfaces, and the ability to decide which operating mode and/or equipment configuration is most appropriate for the implementation of a particular application. Knowledge of the subject matter area to recommend initiation of refinement of procedures and processing techniques to improve utilization of resources and/or coverage of management needs. Knowledge of programming languages and techniques sufficient to provide efficient program code and guidance to other specialists in the areas of (1) nonfunctional/functional software interfaces; (2) use of object oriented and event driven programming; and (3) overall applications systems design and efficiency. Knowledge of ADP hardware capabilities, including operating systems, productivity tools, and peripheral equipment available on command installed machines. Knowledge of the installation and maintenance of current software versions to include MS-DOS, MS Windows, NETSCAPE, MS Outlook, Laplink file transfer and other software currently utilized. Knowledge of standard policies and practices employed by other specialists is essential to expedite the total operational effort.

Factor 2, Supervisory Controls

Level 2-4

450 PTS

The supervisor sets the overall objectives, and in consultation with the employee, determines time frames and possible shifts in staff or other resources required. The employee, having developed expertise in the assignment, independently plans and carries out projects and analyses of the organization's requirements; interprets policies, procedures, and regulations in conformance with established mission objectives; integrates and coordinates the work of others as necessary; and resolves most conflicts that arise. The employee informs the supervisor about the progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or achieving expected results.

Factor 3, Guidelines

Level 3-4

450 PTS

Policies and precedents provide guidance which is general in nature with little specificity regarding the approach to be followed in accomplishing the work. Typically, the primary constraints are those imposed by the need for compatibility with existing systems or processes. Performance of the assigned studies, design projects, equipment or system software evaluations usually requires deviating from traditional methods of researching trends and patterns to develop improved methods or formulate criteria. The employee uses initiative and resourcefulness in researching and implementing state-of-the-art techniques and technologies to develop new and improved methods to cope with particular projects.

Factor 4, Complexity

Level 4-5

325 PTS

The assignments consist of various projects, studies or evaluations characterized by the need for significant departures from established practice. They typically involve a number of stages in an automation project to include studies preliminary to the decision to automate, or an unusual depth of analysis of system software, computer equipment, or a similar broad specialty area. Deciding what has to be done typically is complicated by the novel or obscure nature of the problems and special requirements for organization and coordination. Technical difficulty is exceptional where numerous conditions, options, and machine characteristics must be considered including the evaluation and installation of both COTS DBMS and computer operating systems, redesigning both the physical and

logical database structure, porting of historical computer data to both a new environment and database structure, reengineering a mainframe application to a client/server environment, specifying computer hardware and operating system required to support the system, specifying and implementing solutions for remote access to the system, studying and resolving database and operating system performance issues, and developing specifications for the interrelationship and integration of the Standard Procurement System (SPS) and several database systems to include Commercial Operations Integrated System (COINS), Bulletin Board, GDSS and GOPAX.

Factor 5, Scope and Effect

Level 5-4

225 PTS

The scope of the work involves investigating and analyzing a variety of unusual problems, questions, and conditions associated with downsizing a geographical separated mainframe system to a local client/server environment, establishing criteria for the interrelationship of the SPS system and COINS database systems including communications, method, and frequency of data exchange between systems, developing and implementing database design specifications, and establishing remote access to the system. The work affects activities and functions of contractors as well as others including MTMC, HQ AMC/TACC, and HQ AMC/DO.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts

Level 3-B

110PTS

Personal contacts include daily interaction with the organization's specialists and managers as well as other personnel in the directorates and executive offices. Additionally, there is frequent contact with representatives of computer manufacturers and contractors and computer personnel from other government agencies. Most contacts are to resolve problems, plan activities, coordinate efforts, and to schedule system tests with other government agencies to assure the reliability and accuracy of operational programs for the command.

Factor 8, Physical DemandLevel 8-²~~1~~²⁰/₅ PTS

Work includes physical movement of computer hardware and electrical hazards associated with internal components and computer power sources. The work requires regular and recurring periods of caring for or performing minor repairs on equipment and carrying or loading paper, carrying PCs, or printers that weigh less than 40 pounds.

Factor 9, Work Environment

Level 9-1

5 PTS

Work is performed in a stressful environment with frequent interruptions. The work is performed in a typical office setting.

Other significant facts pertaining to this position are:

1. The employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays.
2. The employee may be required to travel by regularly scheduled passenger military or commercial aircraft in the performance of officially assigned duties. Subject to call back on night shift, holidays, weekends or irregular shift changes as occasion demands.

CLASSIFICATION SUMMARY: 1-7 1250

2-4 450
 3-4 450
 4-5 325
 5-4 225
 3-B 110
 8-1 ²⁰/₅
 9-1 5

Total Points: 2820²⁵ MB

CLASSIFICATION STANDARD(S) USED: US OPM PCS for Computer Specialist Series, GS-334, TS- 106 dated July 1991.

CLASSIFICATION REMARKS:

AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION: USTRANSCOM/TCI6-R *WY* CPD NUMBER: 9S41611001 *42560 42185*
 SUPV LEV CODE: 8 COMP LEV CODE: K36A
 TARGET GRADE: 11 FLSA: Exempt
 JOB SHARE: No
 SENSITIVITY: Critical-Sensitive *57664* CAREER PROG ID: N/A
 EMERGENCY ESS: No BUS: 1036
 KEY POSITION: No DRUG TEST: N/A
 POSITION HIST: Replaces 9S40717021

CLASSIFICATION: ~~Computer Specialist, GS-0334-11~~ *Information Technology Specialist, GS-2210-11*
 DUTY TITLE:

ORG & FUNC CODE: DPY Data Processing
 1ST SKILL CODE: 50 % APMYYB Computer Specialist, Acquisition
 2ND SKILL CODE: 40 % CPACMH Programmer Analyst, Telecommunications
 3RD SKILL CODE: 10 % APMLR Computer Specialist, Plans and Requirements

CLASSIFIED BY:

CLASSIFIER SIGNATURE

5 Apr 2002

David Mullett
 DATE

SUPERVISORS CERTIFICATION:

I certify that this Core Personnel Document is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

SUPERVISOR:

SUPERVISOR SIGNATURE

2 FEB 1999

DATE

CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

AF Form 1003 APR 90 (COMPUTER GENERATED)

CLASSIFICATION REMARKS: OPM Position
 Classification Standard for Administrative Work in the
 Information Technology Management Series, GS-2210, May
 2001. New Standard Applied *4/5/02 Bman*
 Results in change to Title and Series.

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To perform ~~technical~~^{IT} work, studies, and analysis relative to acquisition selection, disposition, and reutilization of ~~communications computer~~^{IT} systems. The work of this position involves coordinating and integrating technical aspects of ~~computer~~^{IT} work with administrative matters.

The organizational location of this position is: U.S. Transportation Command, Directorate of C4 Systems, C4 Support Div
~~Resources and Contracting Division, Scott AFB IL.~~
~~Procurement + Information Branch~~

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: To provide authoritative guidance and support in the areas of ~~communications computer~~^{IT} systems resource acquisition policy and procedures, availability, and use. ~~Recommends development of and implements policy and procedures for the management of~~^{IT} ~~communications computer~~^{IT} system resources of USTRANSCOM.

DUTY 1: Plans and coordinates the acquisition of information technology assets and services (i.e., computer hardware/software, network, reuse assets for major systems, and related technical studies and services). Controls and manages the issuance of Communications-Computer Systems Equipment Orders ~~to vendors or Statements of Work~~^{IT} (SOWs) and equipment specifications to contracting activities to acquire ~~communications computer~~^{IT} system equipment and services. Monitors delivery of this equipment and services to ensure it meets programmed requirements. Performs Contracting Officer Technical Representative (COTR) and Task Manager duties for the contracting officer to ensure contract adherence and enforcement and to provide technical interpretations for the contracting officer in contract negotiations or arbitration. 40% Critical

STANDARDS:

- A. Effectively plans and coordinates all phases of the acquisition, implementation, and integration of the assets involved with a project/service.
- B. Consistently conducts research and develops specifications, justifications, and economic analyses in support of selection and acquisition actions.
- C. Properly prepares solicitation packages (to include Statements of Work, Technical Evaluation Criteria, bid schedules, etc.) for contract. Initiates, receives, analyzes, coordinates, and incorporates recommended modifications to the solicitation package to ensure technical accuracy.
- D. Thoroughly reviews the solicitation package and coordinates with the Contracting Office to ensure completeness and legal sufficiency.
- E. Properly serves as an authorized representative of the Contracting Officer and is responsible for providing technical information for the procurement of information technology assets and service. Reviews technical specifications for bid solicitations.
- F. Ensures vendor compliance with contract provisions. Provides proper interpretation of technical provisions of contracts and informally discusses technical differences between vendors.
- G. Thoroughly reviews proposals to continue, expand, or delete assets and recommends appropriate disposition.

H. Assists with preparation of appropriate supporting justification for long-range funding requirements and submissions.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 2: Assists with the conduct of analyses and studies to facilitate recommendations and staff actions in regard to the appropriate sources, acquisition methods, and financial programmatic actions required for ~~communications-computer~~ system programs, equipment, software, and contractual services. This includes assignments related to program planning, monitoring, and coordination of the systems life cycle functions. Assignments involve specialized services or accomplishing projects which require application of a variety of techniques and methods to determine the best approach.

20%

Critical

STANDARDS:

- A. Provides appropriate advice or assistance to decision makers in setting program goals and establishing priorities to support the organizational mission.
- B. Effectively monitors, evaluates, and coordinates assigned functions and briefs management officials of program status. Documents program purposes, methods, assumptions, and conclusions.
- C. Properly directs preparation or prepares a variety of program reports. Assists higher-level management official(s) in the evaluation of fiscal requirements for validity and sufficiency.
- D. Properly reviews and controls the allocation of organizational funds associated with major initiatives. Controls funding allocations as required and recommends redistribution of allocations as needed.
- E. Effectively evaluates impacts of new technologies on current systems and policies. Assesses performance and effectiveness of new or substantially modified systems.

KSA: 1, 2, 3, 5, 7, 8

DUTY 3: Receives and processes ~~communications and computer~~ ^{IT} requirements from the USTRANSCOM staff. Evaluates requirements for validity and need within the context of command policy, architectures and concepts of operation for all Command, Control, Communications and Computer Systems (C4S). Helps to determine the feasibility of information systems requirements and assists with development of program procurement strategies specifically tailored to support the required ~~communications and computer~~ acquisition actions.

15%

Critical

STANDARDS:

- A. Actively and effectively participates in team meetings to identify and validate requests for changes to technical systems and evaluate proposed solutions.
- B. Executes defined projects through to completion with minimal supervisory intervention. Resolves project management problems accurately and makes adjustments to project plans and maintains professional qualities at all times.
- C. Effectively represents the organization at conferences, planning meetings, and other functions concerning the long-range strategic plans of DOD C4 systems, USTRANSCOM strategic plans and other plans affecting C4S requirements.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 4: Assists program managers with performing programming and planning duties as required to maintain the long-term programmatic health of ongoing and planned ~~communications-computer~~ systems and programs. This includes maintaining close coordination with technical project and program managers within USTRANSCOM as needed to ensure that program requirements are properly considered during the established Planning, Programming, Budgeting System (PPBS) cycles. Identifies and analyzes both long and short range procurement requirements for network C4 operations and maintenance needs so as to provide uninterrupted service for all mission requirements.

15%

Critical

STANDARDS:

- A. Accurately projects cost of satisfying C4 needs and provides inputs for required budget submissions for inclusion in the USTRANSCOM Program Objective Memorandum (POM) process.
- B. Effectively researches government capabilities and contractual options to determine the best value approach to satisfy C4 needs. Accurately documents findings and recommends approach to management.
- C. Inputs to budget submissions will be provided to the technical staff for review and be available for inclusion in the final Budget Estimate Submission in sufficient time to meet suspense deadlines.

KSA: 1, 2, 3, 5, 8

DUTY 5: Maintains liaison with internal USTRANSCOM organizations in order to anticipate the future direction of ~~communications-computer~~ systems technology and procurement policies. This includes representing the TCJ6 Directorate in matters relating to ~~communications-computer~~ systems policy and procedures. It will also require the incumbent to review technical and contractual literature, attend hardware/software demonstrations, and visit other government agencies to keep abreast with the current trends in ~~communications-computer~~ systems technologies and current vendor services.

10%

Non-Critical

STANDARDS:

- A. Consistently maintains technical proficiency by attending symposia, expositions, and meetings and reviewing current communications and computer literature.
- B. Actively maintains liaison with internal USTRANSCOM organizations to anticipate direction of communications-computer systems technology required to support the mission.

KSA: 1, 4, 5, 6, 7

Other significant facts pertaining to this position are: Work occasionally requires TDY travel away from the normal duty station. A Top Secret clearance is required.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

- 1. Knowledge of ~~communications-computer~~ systems acquisition regulations, practices, and procedures.
- 2. Skill in effective oral communication.

3. Skill in effective written communication techniques.
4. Knowledge of ~~information processing~~^{IT} standards and procedures.
5. Skill in applying knowledge of current automation technology and practices.
6. Knowledge of configuration management regulations, principles, and techniques.
7. Knowledge of acquisition requirements and guidelines at a sufficient level to serve as a Contracting Officer's Technical Representative (COTR).
8. Knowledge of Planning, Programming, Budgeting System (PPBS) and Program Objective Memorandum (POM) processes.

CLASSIFICATION FACTORS:**Factor 1, Knowledge Required By The Position**

Level 1-7

1250 Points

- Knowledge of agency ~~information processing~~^{IT} standards, policies, and procedures to analyze and advise managers on systems matters and evaluate the need for changes in existing policies and procedures.
- General knowledge of the mission, objectives, terminology, and management practices in the agency in order to recognize probable areas of interaction and overlap between proposed and existing systems.
- Knowledge of the principles, policies, and practices of acquisition and program management. Uses this knowledge to serve as a technical specialist involved in the planning, organization, and managing of systems acquisition. Ability to ensure overall compliance with contractual requirements and hardware specifications.
- Knowledge of ~~information systems and information processing equipment~~^{IT principles, concepts, methods} characteristics, ~~computer~~^{IT} techniques, requirements, methods, and procedures to include familiarity with approaches used by organizations in other agencies and/or the private sector in order to evaluate alternatives and provide assistance to managers.
- Knowledge of department, agency, command, and installation ~~ADP~~^{IT} procedures and standards as they relate to limitations on design approaches, coordination requirements, programming specifications, and documentation related to networks.
- Knowledge of systems design and development techniques and agency policies and procedures. Skill in relating aspects and parts of a project to the overall needs of the organizations served. Knowledge of new or revised policies, practices, and technical management guidelines to provide advisory services, consultation, technical assistance, and/or training.
- Knowledge and skill in adapting analytical techniques and evaluation criteria to determine program effectiveness, to develop new or modified work methods and ability to analyze and resolve complex problems.
- Knowledge of the large variety of programming and planning documents associated with all phases of the assigned ~~computer~~^{IT} systems or information technology programs. This includes knowledge of GSA, DOD, USTRANSCOM, and AF directives concerning procurement of ADP resources.
- Knowledge of the acquisition and program management cycle which includes acquisition, development and implementation of new or modified information systems, subsystems, or equipment items to meet cost schedule, performance, and supportability criteria. This includes knowledge of life cycle costs and the factors that must be included when determining the cost effectiveness of introducing new technology.

Factor 2, Supervisory Controls

Level 2-4 450 Points

The supervisor provides general guidance, as to scope and priorities of projects in the assigned area and, in consultation with the employee, determines time-frames and possible shifts in staff assignments. Employee plans, organizes, and carries out assignments, coordinates work with others, determines the approach and methodology to be used, and keeps the supervisor apprised of potential problems. The employee clears with the supervisor approaches that may have potential policy impact. Completed work is reviewed for its effectiveness in meeting user requirements, accuracy of estimated time frames and projected problem areas, and effectiveness in coordinating the project with other groups.

Factor 3, Guidelines

Level 3-3 275 Points

Guidelines primarily consist of Federal, AF, and GSA procurement regulations, plus general C4S-related DOD and USTRANSCOM regulations, legislation, and policy. Broadly stated technical specifications equipment regulations, precedent contracts, procurement procedures, and previous studies are available as general guidance, but are not completely applicable or gaps may exist in significant areas. The employee is required to adapt guides and precedents for application to the assigned project to supplement gaps or lack of specificity to particular problems or situations. Established guidelines often must be interpreted, as in the case of advising contractor personnel or other vendors on the application of USTRANSCOM acquisition policy and regulations.

Factor 4, Complexity

Level 4-4 225 Points

Assignments consist of projects, studies, or evaluations characterized by the need for substantial problem analysis. Deciding what needs to be done typically involves assessment of situations complicated by conflicting or insufficient data that must be analyzed to determine the applicability of established methods. Different technical approaches often must be considered or tested and projections made from these results. Computer equipment or system software evaluation and modification at this level primarily concern items available from vendors already in use in other Government or private ~~ADP~~ operations.

Factor 5, Scope and Effect

Level 5-3 150 Points

The work involves resolving a variety of conventional problems, questions, or situations such as typically is the case where responsibility has been assigned for maintenance of a set of ~~communications-computer~~ systems or programs. Accomplishments of the work affect the operation of C4 systems throughout Headquarters USTRANSCOM. This includes responsibility for contracts and projects that, although affecting activities or individuals throughout the agency, are primarily to facilitate the operation of C4 systems in support of the Headquarters staff. The employee also assists with providing advice, consultation, and guidance concerning program aspects that affect a wide range of agency activities.

Factor 6, Personal Contacts3c
Level ~~6-3~~ 180 points
60 Points

Personal contacts are with senior representatives and other systems analysts, programmers, and functional area users from within and outside USTRANSCOM. This includes other C4 systems support personnel from DOD, JCS, the Services, MSC, MTMC, and AMC, as well as system users, project officers, procurement personnel, engineers, and prospective equipment or system software vendors and contractors.

~~Factor 7, Purpose of Contacts~~~~Level 7-3 120 Points~~

The purpose of the contacts is to influence managers and supervisors to conform to changing requirements and procedures peculiar to the command and to obtain information and coordination on current and future projects. Also, frequent meetings are held with functional area representatives, computer specialists, vendors, and users. Meetings are required to resolve problems and establish procurement planning.

AIR FORCE STANDARD CORE PERSONNEL DOCUMENT (SCPD)

ORGANIZATION: USTC/TCJ6-A SCPD NUMBER: 9S42587
 SUPV LEVEL CODE: 85 COMP LEVEL CODE: ~~K45A~~
 TARGET GRADE: ~~13~~ 17-02 FLSA: Exempt
 JOB SHARE: No CAREER PROG ID: 2/E
 SENSITIVITY: *Non* Critical-Sensitive *8/31/04* BUS: 8888
 EMERGENCY ESS: NA DRUG TEST: NA
 KEY POSITION: NA POSITION HIST: Cancels 9S39940-460342

CLASSIFICATION: Information Technology Specialist (PLCYPLN), ~~GS-2210-13~~ 17A-2210-02
 DUTY TITLE: Enterprise Policy and Planning Analyst

ORG & FUNC CODE:
 1ST SKILL CODE: 40% CPAMIS Programmer Analyst/Management Information Systems
 2RD SKILL CODE: 35% APMPLR Computer Specialist/Plans & Requirements
 3ND SKILL CODE: 25% APMZAF Computer Specialist/Program Management

CLASSIFIED BY:

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

Carol S. Walker
 CLASSIFIER'S SIGNATURE

6 May 2004
 DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

SA S. M.
 SUPERVISOR'S SIGNATURE

6 May 2004
 DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

NSPS-
 LAW DOD 1400.25M (4-28-06):
 Employee's performance plan in this PD is superseded by
 NSPS guidelines, and is documented on DOD form 2906
effective 10-15-06

BUS-CODE: Position is exempt from the
 bargaining unit IAW 5 USC, Chapter 71, para
 7112(b)(1)- MANAGEMENT OFFICIAL

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to exercise enterprise system and architecture management responsibilities for proposed and funded USTRANSCOM and/or Joint Staff directed Command, Control, Communications, and Computer Systems (C4S) by analyzing technical and systems solutions in accordance with current C4S policies, Enterprise Architecture compliance, migration of equipment/software, and technical standards required to achieve optimal interoperability and supportability.

The organizational location of this position is: United States Transportation Command, Command, Control, Communications and Computer Systems Directorate / Chief Information Officer (TCJ6 / CIO). Chief Information Officer (CIO) Support Division, Architecture and Integration Branch, Scott AFB, IL 62225-5357

ORGANIZATIONAL GOALS OR OBJECTIVES: Develops, implements, and ensures compliance with plans, policies, standards, infrastructures, and enterprise architecture framework to ensure interoperability and supportability among all enterprise Information Technology (IT) systems. Facilitates, coordinates, and integrates the development and evolution of USTRANSCOM's Enterprise Architecture, consisting of multiple views (operational, systems, and technical views) that promote interoperability and supportability, and improves understanding, comparisons, and relationships across organizational and Joint boundaries.

DUTY 1:**40% Critical**

Manages, develops, and implements an enterprise architecture for USTRANSCOM validated and/or proposed programs including Joint Staff directed programs and systems. Analyzes a wide range of IT management activities extending and applying to the entire organizational enterprise. Develops, updates and utilizes an enterprise architecture to capture the architectural representation of the IT systems embodied in the various components of the overall enterprise, their relationships to each other, and to the environment and principles guiding the enterprise design and evolution. Facilitates integration and promotes interoperability and compatibility to support related activities such as Portfolio Management and IT investment processes. Performs studies, reviews IT policies, and establishes plans and policies to optimize IT solutions across the enterprise. Develops guidelines to ensure architecture is maintained in a current state. Establishes processes for developing and updating descriptive architecture products. Integrates architecture both internally across various views and externally among outside organizations. Frequently contacts representatives of the Office of the Secretary of Defense, Joint Staff, Combatant Commanders, Services, and/or Transportation Component Commands (TCC) to evaluate complex interoperability problems and provide technical guidance, or recommended solutions for USTRANSCOM and component commands.

STANDARDS:

- A. Expertly provides program management of the development and implementation of architecture products reflecting multiple USTRANSCOM programs/systems in an expert manner with few exceptions. Consistently ensures information is readily available to support Portfolio Management and IT investment process.
- B. Provides technical and systems oversight of architecture activities to facilitate the design, development, integration, and interoperability of multiple USTRANSCOM systems, subsystems, and prototypes, which is typically accurate and timely.
- C. Typically develops marketing and outreach initiatives to the user communities that are most often effective.

KSA: All**DUTY 2:****25% Critical**

Evaluates, monitors, and manages progress of enterprise IT systems development. Recommends, in coordination with all other directorates and component commands, technical standards, and IT compliance procedures for USTRANSCOM systems. Develops and monitors sequencing plans to transition from the enterprise

baseline environment to the target environment. This includes monitoring program compliance with technical architecture design and standards, as well as the multiple, concurrent, interdependent activities and incremental builds to ensure that required enterprise capabilities are met.

Attends high-level decision meetings at USTRANSCOM and users' groups. Uses influence and persuasion at program reviews, conferences, and other functions concerning USTRANSCOM's architecture position. Works closely with Program Managers to ensure systems meet C4S interoperability and supportability requirements and expectations. Develops point papers, presents briefings, and other presentations on future plans and current program status for senior staff, distinguished visitors, decision-makers, and other agencies, as required.

STANDARDS:

- A. Evaluates and portrays sequencing plans displaying enterprise-wide program progress, maturity, compliance to standards, schedule, and performance status, most often accurately and professionally.
- B. Normally provides continuous improvement by examining processes and making suggestions to improve interoperability and supportability of USTRANSCOM IT systems, policies, and procedures.
- C. Strives to support maximum organizational return on IT investments by evolving a corporate perspective and decision-making process, with rare exception.
- D. In most cases, develops and maintains effective communications, both orally and in writing. Normally maintains effective working relationships, internally and with other organizations.

KSA: ALL

DUTY 3:**15% Critical**

Serves as a USTRANSCOM enterprise technical and systems expert and consultant in the areas of architecture, integration, and interoperability. Assures understanding of technical and systems requirements, objectives, specifications, and products by all concerned activities. Reviews, evaluates and ensures interoperability and supportability of procedures, techniques, and policies with those of other interfacing IT organizations. Provides guidance on standards to civilian, military, and contractor personnel. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT systems and acquisition policies and regulatory requirements. As required, serves as the Contracting Officers' Representative (COR) for assigned programs and performs those duties and responsibilities in accordance with negotiated contractual requirements. Assists in Statement of Work preparation and establishment of performance requirements. Requires review and application of technical contractual regulations and policies, and visits with other government agencies and contractors to keep abreast with the current trends in IT systems and programs, security risk and management, current vendor services, and evolving technologies.

STANDARDS:

- A. Provides technical and systems advice and policy interpretation to diverse, highly skilled, operational, technical, and systems experts in pursuit of organizational goals that is accurate in most cases. Typically leads, develops, encourages, improves, and evaluates assigned government and contractor resources in an accurate manner.
- B. Coordinates various organizations output resulting in specific products for senior leadership and customer support review and approval that are generally effective.
- C. Most often consistently maintains technical proficiency. Stays abreast of DOD and USTRANSCOM standards and ensures proper protection of classified material with few exceptions.

KSA: 1, 2, 3, 4

DUTY 4:**15% Critical**

Conducts interoperability and supportability assessments across the enterprise to ensure that systems are designed and developed in accordance with the concepts, policies, and standards defined by the enterprise architecture. Establishes evaluation criteria, and develops, updates, and executes technical assessment studies. Establishes forum to discuss technical issues/concerns and to ensure sound IT program management through an evaluation of the technical feasibility and solvency of each USTRANSCOM system/program. Results are considered during broader IT investment analysis process in evaluating the overall program viability, interoperability, and supportability against limited IT resources and program constraints. Findings are evaluated and recommendations provided to both the program manager and the CIO Program Review Process (CPRP). Provides technical guidance and evaluates milestones for feasibility, technical integration, and interoperability of systems and subsystems. Provides technical guidance to civilian, military, and contractor personnel.

STANDARDS:

A. Typically performs accurate and timely assessments of test plans, operating environment, service assurance, data interfaces, database standardization, schedule and timelines, security documentation, security technical implementation, technical solutions, and standards compliance.

B. Communicates professionally and effectively, both orally and in writing, in most cases.

KSA: 1, 2, 4, 6

DUTY 5:**5% Critical**

Creates, reviews and monitors Communications-Computer System Requirements Document (CSRD) in support of the Command, Control, Communications, and Computer C4 Systems Advisory Board (C4SAB). Receives request for a new or updated communications-computer capability and determines if capability or license already exists. If not available, prepares CSRD stating requirement, justification, and impact if requirement is not met. Monitors CSRD through entire process. Attends C4SAB meetings to discuss CSRDs and to answer any questions from the board on CSRDs. Also responsible to perform Functional Areas Communications and Computer Systems Manager (FACCSM) duties. Troubleshoots and corrects level-one communications-computer problems and forwards unresolved problems to the USTRANSCOM Help Desk. Controls access to computers within area of responsibility. Uses the Automated Account Request System (AARS) to request account activity for arriving and departing personnel. May be appointed as the Equipment Custodian. Coordinates all IT asset issues with Equipment Custodian (EC). Coordinates with EC to initiate turn-in documents for excess IT assets.

STANDARDS:

A. Generally accepts request and determines need for CSRD in timely manner. Typically monitors CSRD as it processes, and provides feedback to requestor professionally and effectively. Usually answers all questions upon request.

B. In most cases, attends meetings and provides details, costs, etc., in an expert manner.

C. Controls access to computers within area of responsibility and coordinates all IT assets issues with EC in most cases.

KSA: 4, 5, 6

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Mastery knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.

2. Expert knowledge of Clinger-Cohen Act and various associated directives, regulations, practices and policies aligned with DOD, Joint Staff, Services and Agencies.
3. Expert knowledge of, and skill in applying, DOD Architecture Framework associated with interoperability and supportability of IT systems.
4. Ability to apply extensive knowledge of the current CIO IT investment process and C4S Advisory Board as it relates to technical assessment and recommendations.
5. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstances.
6. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.

CLASSIFICATION CRITERIA:**Factor 1. Knowledge Required By The Position**

Level 1-8

1550 Points

Mastery of, and skill in applying, advanced knowledge of IT concepts, methods, standards, and practices in order to serve as an Architecture authority for enterprise programs/systems development, implementation, and migration. Performs a key role in very difficult assignments, such as identifying duplicative efforts or gaps that minimize broader enterprise interoperability solutions and have wide-spread mission impact. Includes an in-depth knowledge of a wide range of IT methods, advancements, systems concepts, analysis, design, development, and testing of applications for both hardware and software.

Mastery knowledge of IT policies and principles, such as Clinger-Cohen Act, to enforce compliance regarding system design, development and implementation solutions combined with a broad knowledge of IT systems data, data flow, interfaces, and interactions.

Expert knowledge on the Chief Information Officer (CIO) IT investment process as it relates to various assessments against mission capabilities, technical standards, systems development, and financial exhibits.

Mastery knowledge of IT concepts and practices associated with DOD Architecture Framework and compliance process for developing, evaluating, and approving IT products and applications. Provide expert technical advice, guidance, and recommendations to upper management. Implements new concepts and methodologies to better manage oversight and control previously unsolvable problems.

Expert knowledge of program management principles, methods and practices combined with an extensive understanding of the analytical and administrative methods and techniques required to evaluate enterprise-wide programs for effectiveness and efficiencies associated with interoperability and supportability standards and guidance.

Skill and ability to develop new or modified approaches and work methods, establish innovative techniques, and identify measurement and evaluative criteria to determine program effectiveness and to analyze and resolve highly complex problems. Utilize various methods to resolve or scope workforce issues associated with IT program/initiatives.

Factor 2. Supervisory Controls

Level 2-4

450 Points

The supervisor outlines assignments in general terms and defines the overall objectives. Within these general areas of direction the employee has responsibility for planning, designing and carrying out objectives and assignments, and for coordinating, as a peer, with experts both within and outside the organization. The employee independently

resolves problems, determines the best approach and methodology to be used, coordinates work with others, as necessary, interprets policies, and appraises the supervisor about progress, potentially controversial matters, or far-reaching implications. In performing the work, the employee makes technical judgments in deciding which analytical and technical decisions lead to, or help form, decisions on operational policy. Review is made for adherence to policies, attainment of objectives, and, ultimately, for effectiveness in predicting the resources needed to accomplish the work.

Factor 3, Guidelines

Level 3-4

450 Points

Guidelines primarily consist of Public Law, Federal, DOD, and Joint Staff policies, and local regulations, policies, standards, and precedents that provide general guidance. Guidelines specific to assignments are often very general or have gaps in specificity that require considerable interpretation and adaptation for application to issues or problems. Judgment, initiative, and resourcefulness are required in deviating from established methods to modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; treat specific issues or problems; research trends and patterns; develop new methods and criteria; and/or propose new policies and practices.

Factor 4, Complexity

Level 4-5

325 Points

The employee makes determinations and plans actions to develop and implement new methods, techniques, policies, and architectural requirements for C4 business systems. Project assignments involve a variety of duties, projects, studies, and/or evaluations requiring an in-depth analysis of IT or acquisition issues characterized by the need for significant departures from established practices. Decisions concerning what needs to be done are complicated by conflicting or insufficient data that must be analyzed to determine the applicability of established methods. Although precedent studies and programs are helpful, they are usually untried at the scale proposed. A number of approaches to accomplish the work are possible and decisions regarding the approach are complicated by the extensive coordination required between the various users, other IT staff and supporting Command staff, e.g., legal review. The work requires developing criteria where numerous conditions, options, and conflicting user needs must be considered. Incumbent must also consider probable areas of future changes in policy affecting enterprise-wide designs, hardware and software developments, or comparable aspects of assigned projects in order to resolve complex technical issues, and plan for user requirements and emerging technology.

Factor 5, Scope and Effect

Level 5-5

325 Points

The work involves isolating and defining issues or conditions, resolving critical problems in enterprise-wide systems, and/or developing new approaches and techniques for use by others, and monitoring testing/implementation of new technologies. The employee serves as a consultant and enterprise advisor in controlling a common direction to which the overall enterprise architecture and various supporting IT applications are deemed interoperable. Advice, guidance, or results of the work affect development of major aspects of mission-related business systems and technologies used throughout the agency.

Factor 6, Personnel Contacts and Factor 7, Purpose of Contacts

Level 3C

180 Points

Regular contacts are with USTRANSCOM leadership, USTRANSCOM component commands' information technology leadership, Services and Agencies, Joint Staff, Office of the Secretary of Defense, various directorate level and functional points of contact within USTRANSCOM, contractors, vendors, and professional associations and interest groups. Frequently contacts are at the General Officer or equivalent level, and with contractors at the Project Manager level. Contacts occur in scheduled and unscheduled meetings, in formal and informal settings, briefings, negotiating sessions, workshops, conferences, and TDY's requiring incumbent's technical familiarity with complex IT issues. Timelines, appointments, coordination, and reporting are all extremely difficult due to the level of approval contact that is required. The employee must vary methods and approaches for achieving results based on the broad nature of contacts.

Contacts involve influencing others to utilize particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems securing cooperation. The persons contacted

STANDARD CORE PERSONNEL DOCUMENT

Number: 9S42587

have diverse viewpoints, goals or objectives; consequently, requires the ability to bring parties to compromise, or develop suitable alternatives.

Factor 8, Physical Demands

Level 8-1 5 Points

The work requires no special physical demands and is sedentary in nature. The work may involve some walking and standing in conjunction with travel to and attendance at meetings and conferences away from the work site. May carry light items such as documents, books, laptops, and/or drive a motor vehicle.

Factor 9, Work Environment

Level 9-1 5 Points

The work is performed in a typical office setting with visits to various other buildings or offices to support projects. The work environment involves everyday risks or discomforts that require normal safety precautions.

Other significant facts pertaining to this position are:

- Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.
- The employee must obtain and maintain a ^{W-2 8/30/01} ~~Top Secret~~ security clearance.
- This position may require the employee to work other than normal duty hours, which may include overtime.
- Incumbent may act as Branch Chief when required.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED:

OPM Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, covering the GS-2210, Information Technology Management Series. May 2001.

CLASSIFICATION REMARKS:

The job incumbent(s) serves as a technical expert where IT knowledge is paramount for performance of the work. The job clearly meets the definition of the GS-2210 series as contained in referenced guide above. The appropriate title is Information Technology Specialist, with the parenthetical title of PLCYPLN since the duties and responsibilities revolve around the enterprise system and architecture management responsibilities. The factor level credited are as follows, as evident in the Factor Level descriptions contained above in the position description:

Factor Levels are as follows: FL 1-8, 1550 points; FL 2-4, 450 points; FL 3-4, 450 points; FL 4-5, 325 points; FL 5-5, 325 points; FL 6-3, 7-C, 180 points; 8-1, 5 points; 9-1, 5 points.


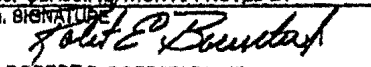
GS-13 Point Range: 3155-3600

Total Points: 3290

Grade: GS-13

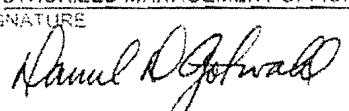

Final Determination: Information Technology Specialist (PLCYPLN), GS-2210-13

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION																					
POSITION AND HIRING INFORMATION																					
1. STANDARD POSITION NUMBER 9S N1234	2. POSITION TITLE SUPV IT SPECIALIST (INFOSEC)				3. OCCUPATIONAL CODE 2210																
4. ORGANIZATIONAL TITLE USTRANSCOM Branch Chief	5. CAREER GROUP SC	6. PAY SCHEDULE YC	7. PAY BAND 2	8. TARGET PAY BAND 2	9. OPM FUNCTIONAL CODE																
10. DRUG TEST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888- 5 USC Chap 7112 (b) (1)	12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input checked="" type="checkbox"/> E 5 CFR 551.208			13. DOD SUPERVISORY STATUS & AF SL DoD-2/AF-2																
14. KEY/EMERGENCY ESSENTIAL N/A	15. MOBILIZATION INDICATOR C- Position Required in Peacetime and Upon Mobilization	16. ENVIRONMENTAL/HAZARD DIFFERENTIAL N/A		17. CERTIFICATION REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (See Block 33)																	
18. POSITIVE EDUCATION REQUIREMENTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		19. LANGUAGE REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		20. LANGUAGE IDENTIFIER N/A																	
21. FINANCIAL STATEMENTS REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		22. POSITION SENSITIVITY Critical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT YES <input checked="" type="checkbox"/> NO															
<p>25. DUTIES: Plans, executes, and leads the USTRANSCOM Information Assurance program in support of DOD, Joint Staff, and USTRANSCOM command objectives and goals. Leads command activities to provide defense in depth capabilities to protect, defend, react, respond and sustain operations for defending USTRANSCOM, Transportation Military Service Components, Defense Transportation System (DTS), and Distribution Process Owner (DPO) systems and information. Manages activities needed to develop, test, certify, accredit, and implement USTRANSCOM's Information assurance and computer network defense architecture. Provides communications security (COMSEC) support for USTRANSCOM requirements, service assurance monitoring for situational awareness and operational Information Systems readiness of DPO systems, and NetOps reporting to higher headquarters and lateral agencies. Serves as the senior information assurance (IA) functional expert for USTRANSCOM and provides consultant support to the Designated Approval Authority (DAA) and Chief Information Officer (CIO) for operational IT plans and readiness activities. Prioritizes and assigns work to subordinate employees based on mission needs, difficulty of assignments, and the capabilities of employees; provides resource management oversight; develops performance standards and rates employees; interviews candidates for subordinate positions; recommends hiring, promotion or reassignments; takes disciplinary measures, such as warning and reprimands; identifies developmental and training needs of employees; and provides and/or arranges for needed development and training. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinates' concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Supports the agency's EEO program.</p>																					
26. POSITION'S ORGANIZATION USTRANSCOM TCJ6																					
27. POSITION OCCUPIED Competitive			28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB, St Clair, IL b. GEOGRAPHICAL LOCATION CODE 177835163																		
29. Core Competencies Air Force Skill Codes: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Percentage</th> <th style="width: 20%;">Skill Code</th> <th style="width: 15%;">Shred</th> <th style="width: 15%;">Subshred</th> <th style="width: 35%;">Literal Translation</th> </tr> </thead> <tbody> <tr> <td>75%</td> <td>APM</td> <td>WFJ</td> <td></td> <td>Computer Specialist/Security</td> </tr> <tr> <td>25%</td> <td>APM</td> <td>PLR</td> <td></td> <td>Computer Specialist/Plans and Requirements</td> </tr> </tbody> </table>							Percentage	Skill Code	Shred	Subshred	Literal Translation	75%	APM	WFJ		Computer Specialist/Security	25%	APM	PLR		Computer Specialist/Plans and Requirements
Percentage	Skill Code	Shred	Subshred	Literal Translation																	
75%	APM	WFJ		Computer Specialist/Security																	
25%	APM	PLR		Computer Specialist/Plans and Requirements																	

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION				
30. COMPONENT INFORMATION				
A. STANDARD OCCUPATION CODE (SOC) 2210		B. NATIONAL GUARD BUREAU DUAL STATUS NON-DUAL STATUS		C. AIR/ARMY RESERVE TECHNICIAN YES NO
D. AF SPEC CODE/MIL OCCUPATIONAL SPEC 033S4	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
H. ORGANIZATIONAL ENVIRONMENT Joint Activity (Multi-Service)	I. CAREER FIELD/ COMMUNITY E - Comm/Info	J. RESERVED FOR COMPONENT USE Org Func Code: CMY Centrally Managed Code: 2 Comp Level Code: 1F9A	31. PPP OPTION CODE	
32. SKILLS INFORMATION				
<p>1. Mastery knowledge of a full range of Information Assurance (IA) principles, concepts, practices, products and services (including hardware, software, networking, and communications), and methods for evaluating risk and vulnerability, implementing mitigating improvement, and disseminating IA tools and procedures.</p> <p>2. Expert knowledge of IA requirements for certification and accreditation, network operations and protocols, systems testing and evaluation, and performance management methods sufficient to plan and conduct security accreditation reviews for installed systems or networks and assess and advice on new or revised security measures and countermeasures based on the results of accreditation reviews.</p> <p>3. Expert knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.</p> <p>4. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skills and ability to present technical briefings, chair meetings, and prepare reports.</p> <p>5. Ability to plan, organize, and lead others in team studies and projects and to negotiate effectively with management to accept and implement recommendations, where proposals involve substantial resources, and requires extensive changes in established concepts and procedures. Ability to plan, organize, prioritize, and delegate daily workload of subordinates to meet rapidly changing deadlines and circumstances.</p>				
33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS				
<p>1. The employee may be required to work other than normal duty hours, including evenings, weekends, and/or holidays.</p> <p>2. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.</p> <p>3. Recall to duty may be a requirement of this position.</p> <p>4. Overtime and/or emergency overtime may be required.</p> <p>5. Incumbent must be eligible for a TS/SCI security clearance (Special Compartmented Information).</p> <p>6. Information Assurance Certification is a condition of employment. This position includes information assurance (IA) work as a paramount duty requirement. Per DoD 8570.01-M, the incumbent of this position must achieve the appropriate IA certification within six months of assignment of these duties. A waiver of this six month requirement may be granted per DoD 8570.01-M, C3.2.4.2 or C3.2.4.3. Failure to receive the proper IA certification may result in removal from this position.</p>				
34. OTHER REQUIREMENTS A. DOD RESERVED	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
35. AUTHORIZED MANAGEMENT OFFICIAL				
a. SIGNATURE 		b. TITLE Chief, Operations and Readiness Division		c. DATE (YYYY/MM/DD) 2009/02/05
36. CLASSIFICATION APPROVED BY				
a. SIGNATURE 		b. TITLE Human Resources Specialist (Classification)		c. DATE (YYYY/MM/DD) 2009/03/09
ROBERT E. BOERSTLER, JR.				

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION																										
POSITION AND HIRING INFORMATION																										
1. POSITION NUMBER 9S43097		2. POSITION TITLE SUPV IT SPECIALIST (SYSANALYSIS)			3. OCCUPATIONAL CODE YC-2210-02																					
4. ORGANIZATIONAL TITLE USTRANSCOM Enterprise Infrastructure Support Branch Chief		5. CAREER GROUP Standard	6. PAY SCHEDULE YC	7. PAY BAND 02	8. TARGET PAY BAND 02	9. OPM FUNCTIONAL CODE																				
10. DRUG TEST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888-5 USC Chapter 7112.(a)(1)	12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input checked="" type="checkbox"/> E 5CFR 551.205			13. DOD SUPERVISORY STATUS & AF SL DOD-2/AF-1																					
14. KEY/EMERGENCY ESSENTIAL No	15. MOBILIZATION INDICATOR		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL No		17. CERTIFICATION REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																					
18. POSITIVE EDUCATION REQUIREMENTS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		19. LANGUAGE REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		20. LANGUAGE IDENTIFIER N/A																						
21. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		22. POSITION SENSITIVITY Critical- Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																				
25. DUTIES Serves as Chief, Enterprise Infrastructure Support Branch. Manages, develops, and implements USTRANSCOM validated programs and/or Joint Staff directed programs and systems. Performs analysis of functional, financial, and technical aspects of IT requirements, plans, and software development. Takes broadly-defined goals from such sources as system specifications or ill-defined user requirements, compares them to the command's mission, current systems design and state-of-the-art technology in order to design and plan new systems, subsystems, and interfaces to satisfy those goals or requirements. Advises USTRANSCOM and other DoD agency staff specialists and operating personnel on problems encountered in implementing assigned programs and systems and the development of related procedures and proposals. Monitors the development of tests to ensure systems perform in accordance with the functional description and system specifications. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees; provides technical oversight; develops performance standards and rates employees; interviews candidates for subordinate positions; recommends hiring, promotion or reassignments; take disciplinary measures, such as warning and reprimands; identifies developmental and training needs of employees; and provides and/or arranges for needed development and training. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinates' concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Supports the agency's EEO program.																										
26. POSITION'S ORGANIZATION USTRANSCOM TCJ6-XI																										
27. POSITION OCCUPIED Competitive			28. a. DUTY STATION (City - County - State Or Overseas Location) Scott Air Force Base, IL b. GEOGRAPHICAL LOCATION CODE 177835163																							
29. Core Competencies Air Force Skill Codes: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Percentage</th> <th style="text-align: center;">Skill Code</th> <th style="text-align: center;">Shred</th> <th style="text-align: center;">Subshred</th> <th style="text-align: left;">Literal Translation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50%</td> <td style="text-align: center;">APM</td> <td style="text-align: center;">ZAF</td> <td></td> <td>Computer Specialist, Program Management</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">APM</td> <td style="text-align: center;">PLR</td> <td></td> <td>Computer Specialist, Plans and Requirements</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">APM</td> <td style="text-align: center;">YYB</td> <td></td> <td>Computer Specialist, Acquisition</td> </tr> </tbody> </table>							Percentage	Skill Code	Shred	Subshred	Literal Translation	50%	APM	ZAF		Computer Specialist, Program Management	25%	APM	PLR		Computer Specialist, Plans and Requirements	25%	APM	YYB		Computer Specialist, Acquisition
Percentage	Skill Code	Shred	Subshred	Literal Translation																						
50%	APM	ZAF		Computer Specialist, Program Management																						
25%	APM	PLR		Computer Specialist, Plans and Requirements																						
25%	APM	YYB		Computer Specialist, Acquisition																						

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

30. COMPONENT INFORMATION				
A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU DUAL STATUS NON-DUAL STATUS		C. AIR/ARMY RESERVE TECHNICIAN YES NO
D. AF SPEC CODE/MIL OCCUPATIONAL SPEC	E. ROLE LEAVE BLANK	F. SPECIALITY LEAVE BLANK	G. SCOPE AND IMPACT LEAVE BLANK	
H. ORGANIZATIONAL ENVIRONMENT HQ USTRANSCOM	I. CAREER FIELD/ COMMUNITY E - Comm and Info	J. RESERVED FOR COMPONENT USE Gen Skill: DPY	31. PPP OPTION CODE	
32. SKILLS INFORMATION 1. Mastery knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes. Extensive knowledge of Strategic Planning processes and techniques. 2. Comprehensive knowledge of DOD IT systems including configuration, applications, operating systems, and management principles and techniques. Extensive knowledge of DoD, Service, Joint Staff, commercial, and GSA directives, regulations, practices, and policies. In-depth knowledge of Defense Transportation System information technologies. 3. Broad knowledge of, and skill in applying, IT system acquisition regulations, policies, guidelines, practices and procedures. 4. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statement prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports. 5. Ability to apply extensive knowledge of current IT methods, practices and procedures. Stays current of technological advancements in an ever-changing environment. 6. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstance.				
33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS 1. Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments. 2. The employee must obtain and maintain a Secret security clearance. 3. This position may require the employee to work other than normal duty hours, which may include overtime.				
34. OTHER REQUIREMENTS	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
A. DOD RESERVED				
35. AUTHORIZED MANAGEMENT OFFICIAL				
a. SIGNATURE 		b. TITLE DANIEL D. GOTWALD Chief, Distribution Transformation and Support Division		c. DATE (YYYY/MM/DD) 20070927
36. CLASSIFICATION APPROVED BY				
a. SIGNATURE 		b. TITLE HR Specialist (Classification/Staffing)		c. DATE (YYYY/MM/DD) 2007-10-01

Incumbent is required to file an OGE Form 450, Confidential Financial Disclosure Report, upon appointment and will be required to file annually.

AIR FORCE CORE PERSONNEL DOCUMENT (CPD)

ORGANIZATION: USTRANSCOM/TCJ3-SA CPD NUMBER: 9S42718
 SUPV LEVEL CODE: 8 COMP LEVEL CODE: K36A
 TARGET GRADE: 4A-2210-02 FLSA: Exempt
 DRUG TEST: No CAREER FIELD ID: E
 SENSITIVITY: Critical Sensitive CENTRALLY MANAGED TYPE: N/A
 EMERGENCY ESS: No BUS: 8888
 KEY POSITION: No POSITION HIST: Replaces 9S42212

CLASSIFICATION: ~~AF-SPECIALIST-GS-2210-13~~ IT Specialist (Proj Mgt) 4A-2210-02
 DUTY TITLE: BT 10/9/06

ORG & FUNC CODE: OPY
 1ST SKILL CODE: 25 40% CPAMIS Programmer Analyst, Management Info Systems
 2ND SKILL CODE: 25 30% APMDBM Computer Specialist, Data Base Management
 3RD SKILL CODE: 50 30% APMZAF Computer Specialist, Program Management
 12-14-06 CSW

CLASSIFIED BY:

Carol J. Miller
 CLASSIFIER'S SIGNATURE

20 Sep 05
 DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

L. E. Adams
 SUPERVISOR'S SIGNATURE

21 Sep 05
 DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.	<i>[Signature]</i>			
Date	21 Sep 05			
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

Incumbent is required to file an OGE Form 450, Confidential Financial Disclosure Report, upon appointment and will be required to file annually.

BUS CODE: Position is exempt from the bargaining unit IAW 5 USC, Chapter 71, para 7112(b)(1)- MANAGEMENT OFFICIAL

BA 7/31/06

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to function as an IT Specialist in support of the USTRANSCOM Operations Directorate.

The organizational location of this position is: US Transportation Command, Operations Directorate, Operations Integration Division, Operational Architecture Branch, TCJ3-OSA, Scott AFB IL.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: to advise senior leadership and Operations Directorate personnel and coordinate with USTRANSCOM enterprise personnel, external DOD agencies, and vendors in the appropriate acquisition, integration, development, and implementation of C4S systems and tools needed to support the USTRANSCOM defense transportation mission.

DUTY 1:

50% Critical

Functions as an IT Specialist in support of the Operations directorate, which includes the Deployment and Distribution Operations Center (DDOC). Advises senior leadership and functions as a critical liaison representing operational requirements between TCJ3 and TCJ6 support elements for C4S programs and issues required to support the Defense Transportation System (DTS) and the Distribution Process Owner (DPO) mission. Anticipates emerging technologies and advises TCJ6 personnel on methods for insertion of new technologies to meet operational requirements. Advises key staff on C4S operational, system and technical architectures in support of Joint Mobility Control Group (JMCG) business process reengineering and system integration. Provides critical input to the USTRANSCOM strategic plan for Command and Control (C2) processes and systems. Coordinates and provides technical expertise to various C4S working groups in support of the C4S migration to a USTRANSCOM corporate data environment and enterprise portal. Provides critical input to the USTRANSCOM CIO Program Review Panel (CPRP) and Contracts Review Board (CRB) processes in support of various multi-million dollar Information Technology (IT) programs and contract expenditures greater than \$250K. Coordinates on various C4S issues with Transportation Component Commands (TCCs), Joint Chiefs of Staff, Defense Information Systems Agency (DISA), and other federal agencies and DOD contractors as required to analyze and define system and interoperability requirements. Monitors status of C4S software/hardware requirements pending procurement and implementation.

STANDARDS:

- A. Almost always anticipates and identifies emerging issues, problems, and potential need and recommends appropriate technical resolutions.
- B. Normally develops innovative C4S solutions and capabilities that support the USTRANSCOM operational architecture and meet operational requirements.
- C. Usually provides sound technical expertise and advice to senior leadership to support USTRANSCOM's future C4S directions in meeting DTS and DPO requirements.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 2:

30% Critical

As the Functional Manager for DTS C2 programs, oversees system development efforts and ensures contractor efforts meet operational requirements. Advises and assists the TCJ6 Program Manager (PM) in the acquisition and contract execution process of programs. Plans and establishes work schedules, deadlines, and standards of acceptable work for contractor personnel in requirements refinement, design, and training efforts. Chairs Configuration Control Boards, as appropriate, and provides initial validation and prioritization of user

DATE:

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requirements. Provides system demonstrations and marketing briefings to senior leadership and operations personnel across myriad organizations and units comprising the transportation mobility community.

STANDARDS:

- A. Normally ensures that functional requirements are well-defined and support the transportation mission.
- B. Represents program requirements at the USTRANSCOM CIO Program Review Panel (CPRP) and works with technical program managers to ensure program development succeeds within budget and schedule constraints, in most cases.
- C. Usually monitors contract efforts and works closely with contractor personnel to ensure operational requirements are satisfactorily met in a timely manner.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 3:

15% Critical

Coordinates and represents USTRANSCOM integration requirements with Joint Staff, DISA, and Combatant Commanders for system integration and interfaces supporting USTRANSCOM Advanced Concept Technology Demonstration (ACTD) and Research and Development (R&D) initiatives. Directs day-to-day contractor efforts for system integration and external data interfaces. Assists and advises TCJ6 Transition Manager in developing implementation plans to support enterprise-wide implementation efforts.

STANDARDS:

- A. Generally ensures coordination for external data interfaces with appropriate program managers.
- B. Normally ensures contracting teams receive appropriate Government guidance for integration efforts.
- C. Usually coordinates issues with USTRANSCOM staff and external agencies and advises senior leadership of significant issues.

KSA: 1, 2, 4, 5, 6, 7

DUTY 4:

5% Critical

Develops executive-level briefings, fact papers, and program funding summaries providing support to the Branch and Division Chiefs. Accomplishes various division-level taskings, such as review of Joint Staff or OSD C4S documents and/or C4S initiative funding request submissions.

STANDARDS:

- A. Almost always provides accurate and timely information to senior leadership.
- B. Normally provides thorough review and timely accomplishment of division taskings.

KSA: 1, 2, 4, 5, 6

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

- 1. Mastery knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.

DATE:

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2. Expert knowledge of DOD IT systems including configuration, applications, operating systems, and management principles and techniques. Extensive knowledge of DOD, Services, Joint Staff, commercial, and GSA directives, regulations, practices, and policies. Expert knowledge of the Defense Transportation System information technologies.
 3. Expert knowledge of, and skill in applying, IT systems acquisition regulations, policies, guidelines, practices and procedures.
 4. Skill in planning, organizing, directing, operating, and evaluating systems.
 5. Skill and ability to communicate effectively, both orally and in writing, to address complex technical issues, prepare statements and briefings for senior military, government, and civilian officials.
 6. Ability to gather facts and use effective analytical methods to assess information, plan the sequence of actions necessary to make sound decisions and solve a variety of problems.
 7. Skill and ability to apply methods for troubleshooting, recovering, adjusting, modifying and improving systems to solve complex problems, provide support that minimizes interruptions in service to customers, and maintain liaison with industry and other activities.
-

CLASSIFICATION CRITERIA:**Factor 1, Knowledge Required By The Position**

Level 1-8

1550 Points

- Comprehensive knowledge of information technology to serve as a technical authority covering a wide range of technology and applications. This knowledge is used to perform a key role in very difficult assignments related to systems software design, analysis, systems integration and testing, troubleshooting techniques and implementation methodologies.
- Broad knowledge of operating systems, electronic mail systems, networking protocols, software/hardware used to support LAN/WAN infrastructure, mini and personal computer hardware and associated peripheral equipment.
- Broad knowledge of corporate data environment, enterprise portal, and multi-tiered architecture and capabilities.
- Knowledge of state of the art technologies, theories, principles, and practices needed to develop new approaches, establish innovative techniques, and identify measurement and evaluation criteria to determine systems effectiveness, to develop new or modified work methods, and to analyze and resolve highly complex problems.
- Knowledge of information systems life cycle processes including development, testing, acquisition, deployment, and support.

Factor 2, Supervisory Controls

Level 2-4

450 Points

The supervisor sets overall objectives and responsibilities; priorities and deadlines are discussed jointly. Incumbent independently develops and modifies the objectives and boundaries of assignments. The incumbent plans, designs, and carries out studies and leads projects in coordination with other IT experts, both within and outside the Command. This position requires interface with all levels of IT on an individual basis. The supervisor may be consulted on the resolution of difficult problems. Work is reviewed based on results achieved, customer satisfaction, and conformance to policies and requirements.

Factor 3, Guidelines

Level 3-4

450 Points

Guidelines primarily consist of DOD, GSA, and Service regulations and standards. USTRANSCOM policies and instructions, and broadly stated technical objectives. Guidelines are often lacking, requiring new improved methods

to be tested, which may provide a basis for future guidelines. Considerable judgment is required in relating guidelines to the solution of projects and determining if additional methods of problem resolution would be beneficial. Trends and patterns must be investigated in order to anticipate and correct problem areas.

Factor 4, Complexity

Level 4-5

325 Points

Assignments require an unusual depth of analysis in assigned projects, characterized by the need for significant departures from established practices. A high degree of initiative, resourcefulness, and judgment is required to evaluate, correlate, advise, and make appropriate decisions on complex computer requirements. Functions span communications, computer, logistics, and transportation services and may include system troubleshooting, system architecture design, analysis, systems integration, and software/hardware testing and implementation. Problems are of a type that have been resistant to solutions in the past. Novel or obscure problems or special requirements for the organization and coordination complicate decisions concerning multiple user systems that involve several different functional areas. Typical problems include conflicting requirements, poorly defined problems, projections based on variable data and evaluation and anticipation of technological, mission, funding, and other changes over a long term project. Although precedent studies and programs are helpful, they are usually untried at the scale proposed. A number of approaches to accomplish the work are possible and decisions regarding approach are complicated by the extensive coordination required between the various users and other IT staff. The work requires developing criteria upon which to base future modification and redesign efforts.

Factor 5, Scope and Effect

Level 5-5

325 Points

The work involves requirements analysis, design, and planning necessary to support implementation of both major and minor software/hardware upgrades and new technologies in support of the command's mission. Evaluations and recommendations impact critical operations and significantly affect the C4S tools and systems used to support USTRANSCOM and its component commands.

Factor 6, Personal Contacts/Factor 7, Purpose of Contacts

Level 6/3 - 7/C

180 Points

Personal contact with USTRANSCOM senior leadership and staff officers to advise and coordinate C4S programs and issues are a daily requirement. Personal contacts with TCCs and outside agencies, such as DOD, Joint Chiefs of Staff (JCS), Defense Information Systems Agency (DISA), and Services are made frequently to ensure coordination of requirements and development and resolution of C4S issues. Contacts are made with functional users, systems and network administrators, and mid-level and senior leadership personnel, as well as DOD contractors. The employee participates in various conferences within USTRANSCOM, the TCCs, the Joint Chiefs of Staff, and other unified commands to discuss/define user requirements and their impact on command center systems, development, and connectivity.

Contacts involve influencing others or to persuade them to cooperate in meeting objectives and deadlines when there are problems in securing cooperation. Contacts are also used to define requirements for new data processing capabilities and modifications to existing systems in support of the USTRANSCOM transportation mission. Contacts are necessary to discuss feasibility, problem definition and solutions, and issues regarding system compatibility and interoperability.

Factor 8, Physical Demands

Level 8-1

5 Points

The work is primarily sedentary, but may require some walking, standing, bending, climbing stairs, and carrying and/or lifting of light items, such as books or papers. No special physical demands are required to perform the work.

Factor 9, Work Environment

Level 9-1

5 Points

The work is performed in a typical office setting, requiring the use of normal safety precautions necessary for an office environment. The work area is adequately lighted, heated, and ventilated.

Other significant facts pertaining to this position are:

DATE:

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The employee must be able to obtain and maintain a Top Secret security clearance.

This position requires the employee to occasionally travel away from the normal duty station.

The employee must be willing and able to travel on military and commercial aircraft.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: PCS Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, dated May 2001.

FACTOR LEVELS AND POINTS: 1-8, 1550 points; 2-4, 450 points; 3-4, 450 points; 4-5, 325 points; 5-5, 325 points; 6/3-7/C, 180 points; 8-1, 5 points; 9-1, 5 points

GS-13 Point Range: 3155-3600

Total Points: 3290

Grade: GS-13

Final Classification: IT SPECIALIST, GS-2210-13

AFFPC Free Flow Format

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION						
POSITION AND HIRING INFORMATION						
1. POSITION NUMBER 9S43031		2. POSITION TITLE SUPV IT SPECIALIST (PLCYPLN)			3. OCCUPATIONAL CODE 2210	
4. ORGANIZATIONAL TITLE Testing and Transformation Branch Chief		5. CAREER GROUP Standard	6. PAY SCHEDULE YC	7. PAY BAND 02	8. TARGET PAY BAND 02	9. OPM FUNCTIONAL CODE NA
10. DRUG TEST YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888-5USC CH 7112(b)(1)	12. FAIR LABOR STANDARDS ACT ___N___X___E 5 CFR 551.205			13. DOD SUPERVISORY STATUS & AF SL DOD 1	
14. KEY/EMERGENCY ESSENTIAL NA	15. MOBILIZATION INDICATOR NA		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL No		17. CERTIFICATION REQUIRED ___YES___X___NO	
18. POSITIVE EDUCATION REQUIREMENTS ___YES___X___NO		19. LANGUAGE REQUIRED ___YES___X___NO		20. LANGUAGE IDENTIFIER		
21. FINANCIAL STATEMENTS REQUIRED ___YES___X___NO		22. POSITION SENSITIVITY Noncritical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT ___YES___X___NO
25. DUTIES Serves as Chief, Testing and Transformation Branch. Supervises 8 military/civilians and 16 contractors integrating information technology capabilities into the Joint Deployment and Distribution Enterprise (JDDE). Develops policy, long-range planning, technical integration and interoperability, life-cycle support, and program management for major transportation C4 systems enabling synchronized transportation, distribution, and sustainment DOD-wide. Responsible for USTRANSCOM JDDE systems support center (JSSC) demonstration and testing of functional capabilities and the identification of system design and development security risks. Provides USTRANSCOM and Component Command program managers policy guidance, documentation review and interface testing for achieving Joint Interoperability Test Center (JITC) certification of JDDE systems. Directs efforts to gather, assemble and analyze facts, draw conclusions, devise solutions to problems, and identify changes and trends as they relate to transformational activities. Oversees application of complex analytical and technical skills to the identification, consideration, and resolutions of issues or problems concerning efficiency and effectiveness of transformational activities, initiatives, and programs. Supervises acquisition strategies for the implementation and integration of transformational activities, initiatives, and programs. Devises organizational structuring options for complex, diverse organizations and to work in a multi-functional environment involving interaction with the highest executive and management levels of the Air Force, Department of Defense, and Chief Executives. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees; provides technical oversight; develops performance standards and rates employees; interviews candidates for subordinate positions; recommends, hiring, promotion or reassignments; takes disciplinary measures, such as warnings and reprimands; identifies developmental and training needs of employees; and provides and/or arranges for needed development and training. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinate's concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Supports the agency's EEO program.						
26. POSITION'S ORGANIZATION USTC/TCJ6-XC						
27. POSITION OCCUPIED Competitive			28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB, Belleville, St Clair County, IL b. GEOGRAPHICAL LOCATION CODE 177835163			

29. Core Competencies

Air Force Skill Codes:

Percentage	Skill Code	Shred	Subshred	Literal Translation
50%	APM	ZAF		Computer Specialist, Program Management
25%	APM	PLR		Computer Specialist, Plans and Requirements
25%	APM	YYB		Computer Specialist, Acquisition

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

30. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU DUAL STATUS NON-DUAL STATUS		C. AIR/ARMY RESERVE TECHNICIAN YES NO
D. AF SPEC CODE/MIL OCCUPATIONAL SPEC	E. ROLE LEAVE BLANK	F. SPECIALITY LEAVE BLANK		G. SCOPE AND IMPACT LEAVE BLANK
H. ORGANIZATIONAL ENVIRONMENT US TRANSCOM	I. CAREER FIELD/ COMMUNITY E	J. RESERVED FOR COMPONENT USE	31. PPP OPTION CODE	

32. SKILLS INFORMATION

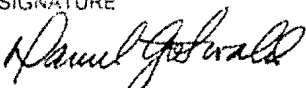
1. Mastery knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes. Expert knowledge of Strategic Planning processes and techniques.
2. Expert knowledge of DOD IT systems including configuration, applications, operating systems, and management principles and techniques. Extensive knowledge of DOD, Service, Joint Staff, commercial, and GSA directives, regulations, practices, and policies. Expert knowledge of Defense Transportation System information technologies.
3. Expert knowledge of, and skill in applying IT system acquisition regulations, policies, guidelines, practices and procedures.
4. Skill and ability to communicate effectively both orally and in writing complex technical issues and statement prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.
5. Ability to apply extensive knowledge of current IT methods, practices and procedures. Stays current of technological advancements in an ever-changing environment.
6. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstances.
7. Ability to supervise, mentor, motivate, appraise, and work with subordinate supervisors and non-supervisory employees.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

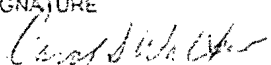
1. Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.
2. The employee must obtain and maintain a Secret security clearance.
3. This position may require the employee to work other than normal duty hours which may include overtime.

34. OTHER REQUIREMENTS	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMF
A. DOD RESERVED				

35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE 	b. TITLE Chief, Transformation and Support Division USTRANSCOM/JS-X	b. DATE (YYYY/MM/DD) 20070517
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE 	b. TITLE Human Resources Specialist	b. DATE (YYYY/MM/DD) 20070517
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Incumbent is required to file an OGL Form 459, Confidential Financial Disclosure Report, upon appointment and will be required to file annually.



AIR FORCE STANDARD CORE PERSONNEL DOCUMENT (SCPD)

ORGANIZATION: USTC/TCJ6-GE
 SUPV LEVEL CODE: 5
 TARGET GRADE: ~~13~~ *YA-02*
 DRUG TEST: No
 SENSITIVITY: Noncritical-Sensitive
 EMERGENCY ESS: N/A
 KEY POSITION: N/A

SCPD NUMBER: 9S42872 -
 COMP LEVEL CODE: ~~K36A~~
 FLSA: Exempt
 CAREER FIELD ID: E
 CENTRALLY MANAGED TYPE: 2
 BUS: 8888
 POSITION HIST: Replaces 42183

CLASSIFICATION: ~~Information Technology Specialist, GS-2240-13~~ *IT Specialist (Systems Analysis)*
 DUTY TITLE: Senior Information Technology Specialist

ORG & FUNC CODE: DPY
 1ST SKILL CODE: 50% APMZAF Computer Specialist/Program Management
 2RD SKILL CODE: 25% APMYYB Computer Specialist/Acquisition
 3ND SKILL CODE: 25% APMDBA Computer Specialist/Database Management

CLASSIFIED BY:

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

CLASSIFIER'S SIGNATURE

DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

SUPERVISOR'S SIGNATURE

DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

BUS CODE: Position is exempt from the
 bargaining unit IAW 5 USC, Chapter 71, para
 7112(b)(1) - MANAGEMENT OFFICIAL

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to perform duties of a Senior IT Specialist in support of GTN. Performs technical analysis for IT functional requirements, plans, and IT architecture design, development, testing, and implementation of Information Technology (IT) systems. Identifies and ensures compliance of DOD standards, policies, and procedures for the acquisition of IT systems. Reviews technical proposals and contract deliverables for program managers. Establishes and maintains documentation library and technical standards required to achieve optimal interoperability and supportability.

The organizational location of this position is: United States Transportation Command, Command, Control, Communications and Computer Systems Directorate, TCJ6-GE Scott AFB, IL 62225-5357

ORGANIZATIONAL GOALS OR OBJECTIVES: Develops, implements, and ensures compliance with plans, policies, standards, infrastructures, and enterprise architecture framework to ensure interoperability and supportability among all USTRANSCOM GTN Information Technology (IT) systems. Provides technical guidance and defines milestones for technical integration of systems and subsystems. Employs the Integrated Defense Acquisition, Technology & Logistic Life Cycle Management Frame Work for USTRANSCOM GTN acquisitions. Develops technical documentation in the form of task orders for contractor support in technical integration and other integration related documents, provides guidance to contractor, civilian, and military personnel, and develops data requirements documents, systems/subsystems specifications and test plans.

DUTY 1:**50%****Critical**

Performs technical analysis of IT functional requirements, develops and evaluates Information Systems Architectures, and develops/evaluates acquisition plans. Takes broadly defined goals from such sources as the systems specification or ill-defined user requirements, compares them to the command's mission, current system design and state-of-the-art technology to design and plan new systems, subsystems or interfaces to satisfy those goals/requirements. Conducts feasibility studies and cost-benefit analysis, defines milestones in software development, and provides technical guidance during development. Investigates trends and patterns in Information Technologies, and when appropriate, advocates departing from established procedures. Ensures systems GTN architecture compliance for applicable DoD and USAF Security Regulations and Instructions, Global Information Grid (GIG) policies, and ensures that the appropriate engineering design principles are employed such as the Carnegie Mellon Capability Maturity Model CMMISM for Systems Engineering/Software Engineering/Integrated Product and Process Development.

STANDARDS:

- A. Effectively provides program management of the development and implementation of architecture products reflecting multiple USTRANSCOM programs/systems with few exceptions. Normally provides guidance acquiring and maintaining USTRNASCOTM GTN Systems using the Integrated Defense Acquisition, Technology & Logistic Life Cycle Management Frame Work.
- B. Provides technical and systems oversight of architecture activities to facilitate the design, development, integration, and interoperability of multiple USTRANSCOM systems, subsystems, and prototypes, which is typically accurate and timely.
- C. Usually provides effective guidance and ensure compliance for information systems design and development with DoD and USAF Policies, Regulations, Instructions, and Manuals.

KSA: All**DUTY 2:****20%****Critical**

Evaluates, monitors, and manages progress of GTN IT systems development. Recommends, in coordination with all other directorates and component commands, technical standards, and IT compliance procedures for USTRANSCOM GTN systems. Develops and monitors sequencing plans to transition from the enterprise baseline environment to the target environment. This includes monitoring program compliance with technical architecture design and standards, as well as the multiple, concurrent, interdependent activities and incremental builds to ensure that required enterprise capabilities are met. Uses influence and persuasion at program reviews, conferences, and other functions concerning USTRANSCOM's GTN architecture position. Works closely with Program Managers to ensure systems meet C4S interoperability and supportability requirements and expectations. Develops point papers, presents briefings, and other presentations on future plans and current program status for senior staff, distinguished visitors, decision-makers, and other agencies, as required.

STANDARDS:

- A. Evaluates and portrays sequencing plans displaying enterprise-wide program progress, maturity, compliance to standards, schedule, and performance status, most often accurately and professionally.
- B. Normally provides continuous improvement by examining processes and making suggestions to improve interoperability and supportability of USTRANSCOM IT systems, policies, and procedures.
- C. Strives to support maximum organizational return on IT investments by evolving a corporate perspective and decision-making process, with rare exception.
- D. In most cases, develops and maintains effective communications, both orally and in writing. Normally maintains effective working relationships, internally and with other organizations.

KSA: ALL

DUTY 3:**15%****Critical**

Serves as a USTRANSCOM GTN enterprise technical and systems expert and consultant in the areas of architecture, integration, and interoperability. Assures understanding of technical and systems requirements, objectives, specifications, and products by all concerned activities. Reviews, evaluates and ensures interoperability and supportability of procedures, techniques, and policies with those of other interfacing IT organizations. Provides guidance on standards to civilian, military, and contractor personnel. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT systems and acquisition policies and regulatory requirements. Assists in Statement of Work preparation and establishment of performance requirements. Requires review and application of technical contractual regulations and policies, and visits with other government agencies and contractors to keep abreast with the current trends in IT systems and programs, security risk and management, current vendor services, and evolving technologies.

STANDARDS:

- A. Provides accurate technical and systems advice and policy interpretation to diverse, highly skilled, operational, technical, and systems experts in pursuit of organizational goals in most cases. Typically leads, develops, encourages, improves, and evaluates assigned government and contractor resources effectively.
- B. Coordinates various organizations output resulting in specific products for senior leadership and customer support review and approval that are generally effective.
- C. Most often consistently maintains technical proficiency. Stays abreast of DOD and USTRANSCOM standards and ensures proper protection of classified material with few exceptions.

KSA: 1, 2, 3, 4

DUTY 4:**10%****Critical**

Conducts interoperability and supportability assessments across the GTN and the USTRANSCOM family of systems to ensure that systems are designed and developed in accordance with the concepts, policies, and standards defined by the enterprise architecture. Establishes evaluation criteria, and develops, updates, and executes technical assessment studies. Establishes a forum to discuss technical issues/concerns and to ensure sound IT program management through an evaluation of the technical feasibility and solvency of each USTRANSCOM GTN system/program. Results are considered during broader IT investment analysis process in evaluating the overall program viability, interoperability, and supportability against limited IT resources and program constraints. Findings are evaluated and recommendations provided to both the program manager and the CIO Program Review Process (CPRP). Provides technical guidance and evaluates milestones for feasibility, technical integration, and interoperability of systems and subsystems. Provides technical guidance to civilian, military, and contractor personnel.

STANDARDS:

- A. Typically performs accurate and timely assessments of test plans, operating environment, service assurance, data interfaces, database standardization, schedule and timelines, security documentation, security technical implementation, technical solutions, and standards compliance.
- B. Communicates professionally and effectively, both orally and in writing, in most cases.

KSA: 1, 2, 4, 6**DUTY 5:****5%****Critical**

Creates, reviews and monitors Communications-Computer System Requirements Document (CSRD) in support of the Command, Control, Communications, and Computer C4 Systems Advisory Board (C4SAB). Receives request for a new or updated communications-computer capability and determines if capability or license already exists. If not available, prepares CSRD stating requirement, justification, and impact if requirement is not met. Monitors CSRD through entire process. Attends C4SAB meetings to discuss CSRDs and to answer any questions from the board on CSRDs. Troubleshoots and corrects level-one communications-computer problems and forwards unresolved problems to the USTRANSCOM Help Desk.

STANDARDS:

- A. Generally accepts request and determines need for CSRD in timely manner. Typically monitors CSRD as it processes, and provides feedback to requestor professionally and effectively. Usually answers all questions upon request.
- B. In most cases, attends meetings and provides details, costs, etc., in an effective manner.

KSA: 4, 5, 6**RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):**

1. Mastery knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.
2. Expert knowledge of Clinger-Cohen Act and various associated directives, regulations, practices and policies aligned with DOD, Joint Staff, Services and Agencies.
3. Expert knowledge of, and skill in applying, DOD Architecture Framework associated with interoperability and supportability of IT systems.

4. Ability to apply extensive knowledge of the current CIO IT investment process and C4S Advisory Board as it relates to technical assessment and recommendations.
 5. Ability to plan, organize, and prioritize daily workload to meet changing deadlines and rapidly changing circumstances.
 6. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.
-

CLASSIFICATION CRITERIA:**Factor 1, Knowledge Required By The Position**

Level 1-8

1550 Points

Mastery of, and skill in applying, advanced knowledge of IT concepts, methods, standards, and practices in order to serve as an Architecture authority for enterprise programs/systems development, implementation, and migration. Performs a key role in very difficult assignments, such as identifying duplicative efforts or gaps that minimize broader enterprise interoperability solutions and have wide-spread mission impact. Includes an in-depth knowledge of a wide range of IT methods, advancements, systems concepts, analysis, design, development, and testing of applications for both hardware and software.

Mastery knowledge of IT policies and principles, such as Clinger-Cohen Act, to enforce compliance regarding system design, development and implementation solutions combined with a broad knowledge of IT systems data, data flow, interfaces, and interactions.

Mastery knowledge of IT concepts and practices associated with DOD Architecture Framework and compliance process for developing, evaluating, and approving IT products and applications. Provide expert technical advice, guidance, and recommendations to upper management. Implements new concepts and methodologies to better manage oversight and control previously unsolvable problems.

Expert knowledge of program management principles, methods and practices combined with an extensive understanding of the analytical and administrative methods and techniques required to evaluate enterprise-wide programs for effectiveness and efficiencies associated with interoperability and supportability standards and guidance.

Expert knowledge of acquisition and software engineering principles such as the Carnegie Mellon University CMMISM for Systems Engineering/Software Engineering/Integrated Product and Process Development, and the Malcolm Baldrige National Quality Award Program.

Skill and ability to develop new or modified approaches and work methods, establish innovative techniques, and identify measurement and evaluative criteria to determine program effectiveness and to analyze and resolve highly complex problems. Utilizes various methods to resolve or scope workforce issues associated with IT program/initiatives.

Factor 2, Supervisory Controls

Level 2-4

450 Points

The supervisor outlines assignments in general terms and defines the overall objectives. Within these general areas of direction the employee has responsibility for planning, designing and carrying out objectives and assignments, and for coordinating, as a peer, with experts both within and outside the organization. The employee independently resolves problems, determines the best approach and methodology to be used, coordinates work with others, as necessary, interprets policies, and appraises the supervisor about progress, potentially controversial matters, or far-reaching implications. In performing the work, the employee makes technical judgments in deciding which analytical and technical decisions lead to, or help form, decisions on operational policy. Review is made for

adherence to policies, attainment of objectives, and, ultimately, for effectiveness in predicting the resources needed to accomplish the work.

Factor 3, Guidelines

Level 3-4

450 Points

Guidelines primarily consist of Public Law, Federal, DOD, and Joint Staff policies, and local regulations, policies, standards, and precedents that provide general guidance. Guidelines specific to assignments are often very general or have gaps in specificity that require considerable interpretation and adaptation for application to issues or problems. Judgment, initiative, and resourcefulness are required in deviating from established methods to modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; treat specific issues or problems; research trends and patterns; develop new methods and criteria; and/or propose new policies and practices.

Factor 4, Complexity

Level 4-5

325 Points

The employee makes determinations and plans actions to develop and implement new methods, techniques, policies, and architectural requirements for the USTRANSCOM GTN. Project assignments involve a variety of duties, projects, studies, and/or evaluations requiring an in-depth analysis of IT or acquisition issues characterized by the need for significant departures from established practices. Decisions concerning what needs to be done are complicated by conflicting or insufficient data that must be analyzed to determine the applicability of established methods. Although precedent studies and programs are helpful, they are usually untried at the scale proposed. A number of approaches to accomplish the work are possible and decisions regarding the approach are complicated by the extensive coordination required between the various users, other IT staff and supporting Command staff, e.g., legal review. The work requires developing criteria where numerous conditions, options, and conflicting user needs must be considered. Incumbent must also consider probable areas of future changes in policy affecting enterprise-wide designs, hardware and software developments, or comparable aspects of assigned projects in order to resolve complex technical issues, and plan for user requirements and emerging technology.

Factor 5, Scope and Effect

Level 5-5

325 Points

The work involves isolating and defining issues or conditions, resolving critical problems in enterprise-wide systems, and /or developing new approaches and techniques for use by others, and monitoring testing/implementation of new technologies. The employee serves as a consultant and enterprise advisor in controlling a common direction to which the overall enterprise architecture and various supporting IT applications are deemed interoperable. Advice, guidance, or results of the work affect development of major aspects of mission-related business systems and technologies used throughout the agency.

Factor 6, Personnel Contacts and Factor 7, Purpose of Contacts

Level 3C

180 Points

Regular contacts are with USTRANSCOM leadership, USTRANSCOM component commands' information technology leadership, Services and Agencies, Joint Staff, Office of the Secretary of Defense, various directorate level and functional points of contact within USTRANSCOM, contractors, vendors, and professional associations and interest groups. Frequently contacts are at the General Officer or equivalent level, and with contractors at the Project Manager level. Contacts occur in scheduled and unscheduled meetings, in formal and informal settings, briefings, negotiating sessions, workshops, conferences, and TDY's requiring incumbent's technical familiarity with complex IT issues. Timelines, appointments, coordination, and reporting are all extremely difficult due to the level of approval contact that is required. The employee must vary methods and approaches for achieving results based on the broad nature of contacts.

Contacts involve influencing others to utilize particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems securing cooperation. The persons contacted have diverse viewpoints, goals or objectives; consequently, requires the ability to bring parties to compromise, or develop suitable alternatives.

Factor 8, Physical Demands

Level 8-1

5 Points

The work requires no special physical demands and is sedentary in nature. The work may involve some walking and standing in conjunction with travel to and attendance at meetings and conferences away from the work site. May carry light items such as documents, books, laptops, and/or drive a motor vehicle.

Factor 9, Work Environment

Level 9-1

5 Points

The work is performed in a typical office setting with visits to various other buildings or offices to support projects. The work environment involves everyday risks or discomforts that require normal safety precautions.

Other significant facts pertaining to this position are:

- Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.
- The employee must obtain and maintain a Secret security clearance.
- Employee must meet, or be capable of meeting, Defense Acquisition Work Improvement Act (DAWIA) requirements applicable to the duties of the position.
- Employee is expected to meet Continuing Acquisition Education requirements.
- This position may require the employee to work other than normal duty hours, which may include overtime.
- Incumbent may act as Branch Chief when required.

CLASSIFICATION SUMMARY:**CLASSIFICATION STANDARD(S) USED:**

OPM Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, covering the GS-2210, Information Technology Management Series, May 2001.

Factor Level are as follows: 1-8, 1550 points; 2-4, 450 points; 3-4, 450 points; 4-5, 325 points; 5-5, 325 points; 6-3/7c, 180 points; 8-1, 5 points; 9-1, 5 points.

GS-13 Point Range: 3155-3600

Total Points: 3290

Grade: GS-13

Final Classification: Information Technology Specialist, GS-2210-13



AIR FORCE STANDARD CORE PERSONNEL DOCUMENT (SCPD)

ORGANIZATION: USTC/TCJ6-GE
 SUPV LEVEL CODE: 1
 TARGET GRADE: 14 YC-02
 JOB SHARE: No
 SENSITIVITY: Critical Sensitive
 EMERGENCY ESS: NA
 KEY POSITION: NA
 SCPD NUMBER: 9S9S205
 COMP LEVEL CODE: 1B5A
 FLSA: Exempt
 CAREER PROG ID: 2/E
 BUS: 8888
 DRUG TEST: NA
 POSITION HIST: Replaces 9S42256

CLASSIFICATION: SUPV IT SPECIALIST (PLCYPLN), GS-2210-14 YC-2210-02
 DUTY TITLE: Chief, Systems Engineering Branch

ORG & FUNC CODE: DPY
 1ST SKILL CODE: 50% APMZAF Computer Specialist/Program Management
 2ND SKILL CODE: 25% APMDBM Computer Specialist/Database Management
 3RD SKILL CODE: 25% CPAMIS Programmer Analyst/Management Information Systems


SCPD DEVELOPED AND CLASSIFIED BY:

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.


 CLASSIFIER'S SIGNATURE

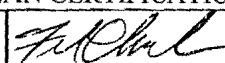
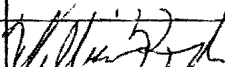
13 Sep 06
 DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

 FOR COL HETLAND
 SUPERVISOR'S SIGNATURE

8 SEP 2006
 DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date	8 SEP 2006			
Reviewer				
Date				
Employee*				
Date	9-8-06			

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to serve as a first level supervisor, providing planning, directing, organizing, and exercising control over non-supervisory employees assigned to the Systems Engineering Branch. Responsible for the design, development, testing, and implementation of Information Technology (IT) systems. Identifies and ensures compliance of DOD standards, policies, and procedures for the acquisition of IT systems. Develops, manages, and executes the Configuration Management Plan (CMP). Develops the program System Engineering Plan (SEP) and Engineering/CM program process improvements. Develops Test and Evaluation Master Plans in support of the validation of system operational readiness. Develops and maintains program Functional and Technical Requirements Documents. Reviews technical proposals and contract deliverables for program managers. Establishes and maintains documentation library. Provides computer and communications technical support to organization users.

The organizational location of this position is: United States Transportation Command, Command, Control, Communications and Computer Systems Directorate, Global Transportation Network Program Management Division, Systems Engineering Branch.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: to design, develop, test, and implement IT solutions for USTRANSCOM using the Integrated Defense Acquisition, Technology, & Logistics Life Cycle Management Framework to ensure compliance with plans, policies, standards, infrastructures, and the USTRANSCOM enterprise architecture framework that fosters interoperability and supportability among all the enterprise Information Technology (IT) systems. Facilitates, coordinates, and integrates the work efforts of subordinates, support contractors, and system integration contractors to deliver operationally effective IT solutions to the enterprise user community.

DUTY 1:**40%****Critical**

Plans, organizes, and directs the activities of the Systems Engineering Branch. Develops goals and objectives that integrate organization and objectives for development of USTRANSCOM validated requirements into viable and cost effective IT solutions. Coordinates activities and schedules with internal, as well as, external organizations, suppliers, and customers. Identifies needs for changes in priorities and takes action to implement such changes. Plans works to be accomplished by subordinate employees and support contractors. Sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees and support contractors based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advise, guidance, and direction on a wide range of programmatic, technical and administrative issues. Coordinates with support organizations and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishments and organization effectiveness. Accepts, amends, or rejects work presented by direct report subordinates and support contractors. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

STANDARDS:

- A. Planning, organizing, and directing efforts typically comply with higher headquarters guidance and achieve organization and customer needs.
- B. Management of resources normally meets the needs of the staff and customers adequately and effectively.
- C. Methods established to review actions are usually effective and ensure legal and regulatory compliance issues and/or customer concerns are promptly identified and addressed.

KSA: 1, 2, 3, 4

DUTY 2:**30%****Critical**

Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selections of candidates for vacancies, promotions, details, and reassignments taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers' performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or recommends for training (formal and on-the-job) to maintain and improve job performance. Encourages employee self-development. Approves master level schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determination to subordinate employees.

STANDARDS:

- A. Personnel management actions initiated are typically prompt, accurate, and well considered in terms of mission, legal, regulatory, and EEO objectives.
- B. Technical and administrative guidance provided to subordinates is almost always timely and substantive, and promotes development of individual skills and abilities.
- C. Consistently observes and complies with health, safety, and security directives.

KSA: 1, 5, 6, 7

DUTY 3:**10%****Critical**

Represent the Global Transportation Network Program Management Division with the Logistics and Transportation communities and national partners. Establishes, develops, and maintains effective working relationships with representatives of the Office of Secretary of Defense (Acquisition/Logistics/Transportation), Joint Chiefs of Staff, Combatant Commands, Services, Agencies, Components, commercial industry, and academic partners. Meets with functional proponents, key customers, and coordinating officials to assess customer satisfaction, gain insight into complex customer requirements, and resolve unusual problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and perform special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and ensures follow-up action is taken. Researches and determines or recommends appropriate actions or interpretation of issues that may impact organization, command, agency, commercial or national interest.

STANDARDS:

A. Interactions with internal and external officials and/or customers are usually diplomatic, convincing, professional, and promote effective working relationships.

B. Recommendations are almost always thoroughly researched and analyzed to ensure all issues are properly addressed.

C. Typically ensures participation and outcomes of special projects result in positive impact on the organization and/or improves quality.

KSA: 1, 4, 5, 6, 7

DUTY 4:**10%****Critical**

Serves as a USTRANSCOM senior technical consultant in the areas of concept definition, systems design and development, program management, systems engineering, testing, and IT life cycle management. Assures understanding of functional, technical and systems requirements, objectives, specifications, and products by all concerned activities. Reviews, evaluates and ensures interoperability and supportability of procedures, techniques, and policies with those of other interfacing IT organizations. Provides guidance on standards to civilian, military, and contractor personnel. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT systems, acquisition policies, and regulatory requirements. As required, serves as the Contracting Officers' Representative (COR) for assigned programs and performs those duties and responsibilities in accordance with negotiated contractual requirements. Assists other program elements in Statement of Work preparation and establishment of technical performance requirements. Engages with other government entities, vendors, and contractors to keep abreast of current trends in IT systems development, security and risk management, current vendor services, and evolving technologies. Participates in DOD activities establishing data administration policy and procedures. Serves as technical advisor and consultant for database planning, programming, design, and development. Provides technical guidance based on functional requirements. Convenes conferences, establishes program agendas, determines appropriate participants, and leads conference discussions relating to IT system design, development, and implementation.

STANDARDS:

A. Provides technical and systems advice and policy interpretation to diverse, highly skilled, operational, technical, and systems experts in pursuit of organizational goals that is accurate in most cases. Typically leads, develops, encourages, improves, and evaluates assigned government and contractor resources in an accurate manner.

B. Coordinates various organizations output resulting in specific products for senior leadership and customer support review and approval that are generally effective.

C. Most often consistently maintains technical proficiency. Stays abreast of DOD and USTRANSCOM standards and ensures proper protection of classified material with few exceptions.

KSA: 1, 2, 3, 4

DUTY 5:**10%****Critical**

Assumes responsibility for successful accomplishment of program objectives as identified in the GTN Acquisition Plan. Ensures timely accomplishment of milestones from concept development through program completion, either through independent actions or by matrix management and technical guidance over subordinates, support contractors, and system developers. Ensures the successful management of assigned projects through the engineering, logistics, development, installation, and test and acceptance phases. Exercises authority over planning, organizing, directing, controlling, and evaluating the use of resources, including personnel, money, materials, and facilities. Identifies and organizes teams consisting of USTRANSCOM and Component staff representatives, contractor system integrators and developers, and other DOD activities. Identifies level of resource commitment required from DOD entities and obtains agreements necessary to support successful completion of projects. Conducts technical milestone reviews regarding the feasibility of meeting the stated objectives of the program plan for design,

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development, procurement, delivery, and sustainment of IT products. Performs other duties as assigned. May act as Division Chief in his absence.

STANDARDS:

A. Typically performs accurate and timely assessments of test plans, operating environment, service assurance, data interfaces, database standardization, schedule and timelines, security documentation, security technical implementation, technical solutions, and standards compliance.

B. Communicates professionally and effectively, both orally and in writing, in most cases.

KSA: 1, 2, 4, 6

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Expert knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.
2. Knowledge of safety and security regulations, practices, and procedures.
3. Ability to plan, organize, and direct the functions and staff of a small to medium sized organization.
4. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.
5. Knowledge of management and personnel practices with respects to Department of Defense working environments.
6. Expert knowledge of Clinger-Cohen Act and various associated directives, regulations, practices and policies aligned with DOD, Joint Staff, Services and Agencies.
7. Expert knowledge of, and skill in applying the Integrated Defense Acquisition, Technology, & Logistics Life Cycle Management Framework associated with the development of IT systems.

SUPERVISORY CONTROLS:

Works under the general supervision of the Chief, Global Transportation Network Program Management Division. The employee independently plans, organizes, and directs the work of the Systems Engineering Branch to achieve goals and objectives and ensure compliance to legal and regulatory requirements. Work is reviewed in terms of overall mission support and attainment of organizational and Department goals.

CLASSIFICATION CRITERIA:**Factor 1, Program Scope and Effect**

Level 1-3

550 Points

The purpose of the work is to provide command and DOD advice and guidance on acquisition issues associated with end-to-end supply and transportation operational processes and all supporting logistics information systems. The employee typically serves as a senior expert and consultant regarding all issues associated with developing and life cycle maintenance of IT solutions. Oversees the facilitation for integrating a variety of development activities and supporting logistics activities into a comprehensive IT solution. Ensures subordinate employees monitor progress toward meeting the plans. Directs studies and executes workshops to analyze architecture information and establish integrated interrelations between operational logistics processes and supporting IT applications. Evaluates new developments in technology and analyzes potential impacts on IT environments. Efforts generally cut across service components, agencies and global geographic regions. Work also involves the analysis of operational requirements for

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logistics information systems to include data automation policies, regulations, and procedures to determine their impacts on operational processes and missions.

Factor 2, Organizational Setting

Level 2-2 250 Points

The employee is accountable to the GTN Program Management Division Chief that is one reporting level below the first SES or general officer, equivalent in the direct supervisory chain.

Factor 3, Supervisory and Managerial Authority Exercised

Level 3-2c 450 Points

The incumbent assigns and reviews works, assuring accuracy requirements are met and approves leave. The incumbent also: plans and schedules work to be accomplished by subordinates; sets and adjusts short-term priorities, assigns work in consideration of employee skills and mission requirements; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also: recommends selection of candidates for positions; recommends position structure changes; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

Factor 4, Personal Contacts**Subfactor 4A - Nature of Contacts**

Level 4A-3 75 Points

Regular contacts are with USTRANSCOM leadership, USTRANSCOM component commands' information technology leadership, Services and Agencies, Joint Staff, Office of the Secretary of Defense, various directorate level and functional points of contact within USTRANSCOM, contractors, vendors, and professional associations, academia, and interest groups. Frequently contacts are at the General Officer or equivalent level, and with contractors at the Program Manager level. Contacts occur in scheduled and unscheduled meetings, in formal and informal settings, briefings, negotiating sessions, workshops, conferences, and TDYs requiring incumbent's technical familiarity with complex IT issues. Timelines, appointments, coordination, and reporting are all extremely difficult due to the level of approval contact that is required. The employee must vary methods and approaches for achieving results based on the broad nature of contacts.

Subfactor 4B - Purpose of Contacts

Level 4B-3 100 Points

Contacts involve influencing others to utilize particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems securing cooperation. The persons contacted have diverse viewpoints, goals or objectives; consequently, requires the ability to bring parties to compromise, or develop suitable alternatives.

Factor 5, Difficulty of Typical Work Directed

Level 5-8 1030 Points

The position is responsible for providing direction and supervision over work at the GS-13 level which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

Factor 6, Other Conditions

Level 6-5 1225 Points

The work supervised or overseen involves complex technical and administrative work comparable to GS-13 level work. The work involves developing innovative solutions and implementing new policies, procedures and methodologies that will impact all users of DoD distribution services. Extensive analysis and evaluation of existing and proposed processes is necessary and requires staff members to interpret broad guidelines and use sound judgment when recommending actions.

Other significant facts pertaining to this position are:

1. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.
2. Incumbent will be required to perform temporary duty (TDY) to meet mission needs and to use government quarters.
3. Must be able to obtain and maintain a Top Secret clearance.

DATE: 5/10/00

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: US OPM PCS for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998; and DOD Supplementary Guide to the GSSG, June 1993 (HRCD-7, July 1999). OPM, Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, dated May 2001

GS-14 Point Range: 3605-4050

Total Points: 3680

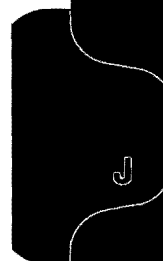
Grade: GS-14

Factor levels on technical duties are as follows: 1-8, 1550; 2-4, 450; 3-4, 450; 4-5, 325; 5-5, 325; 6-3, 60; 7-3, 120; 8-1, 5; 9-1, 5.

Total Points 3290

GS-13 Point Range 3155-3600

Final classification: Supv IT Specialist (PLCYPLN), GS-2210-14



ORGANIZATION: USTRANSCOM/TC16-P SCPD NUMBER: 98199
SCPD LEVEL CODE: 2 COMPLEVEL CODE: 103A
TARGET GRADE: GS-15 FLSA: Exempt
DRUG TEST: No CAREER FIELD ID: E
SENSITIVITY: Critical Sensitive CENTRALLY MANAGED TYPE: 2
EMERGENCY ESS: No BUS: 8888
KEY POSITION: No POSITION HIST: Replaces 9S41716

CLASSIFICATION: Supervisory Information Technology Specialist, GS-2210-TS 4C-2210-03 Csw 10-07-06
DUTY TITLE: (Plcypln)

ORG & FUNC CODE: DPY
1ST SKILL CODE: 50% APMZAF Computer Specialist, Program Management
2ND SKILL CODE: 25% APMYYB Computer Specialist, Acquisition
3RD SKILL CODE: 25% APMPLR Computer Specialist, Plans and Requirements

SCPD DEVELOPED AND CLASSIFIED BY:

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

Carol S. Walker
CLASSIFIER'S SIGNATURE

27 July 06
DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

Virginia L. Williamson
SUPERVISOR'S SIGNATURE

26 July 2006
DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to exercise second level supervisory and managerial authorities as the Division Chief of the Programs Division. Responsible for managing, developing, and implementing USTRANSCOM-validated Command, Control, Communications, and Computer Systems (C4S) programs and for providing command oversight for DOD and Joint Staff C4S programs. As the senior C4S program manager, establishes policies and processes for development and implementation of C4 systems and networks for which USTRANSCOM is responsible. Expert on DOD acquisition and program management processes. Provides policies, procedures, and oversight to USTRANSCOM program managers. Advocates USTRANSCOM C4S programs at all panels, boards, and councils which meet to discuss Information Technology Investment and result in balanced IT budget and Program Objective Memorandum. Responsible for ensuring effective and efficient C4S program investment planning, development, and implementation of information technology capabilities

The organizational location of this position is: U.S. Transportation Command, Command, Control, Communications, and Computer Systems Directorate, Program Division, Scott Air Force Base, Illinois.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: to provide integrated and interoperable Defense Transportation Systems (DTS) support to USTRANSCOM's mission and DTS customers world-wide, by establishing an enterprise architecture, monitoring migration and testing for compliance, driving information technology investment, and providing engineering services and support from the data-level, through the applications level, and ending at the net-centric level.

DUTY 1:

Critical

Plans, organizes, and oversees the activities of the Program Division. Develops goals and objectives that integrate C4S interoperability concerns with current and ongoing transportation, deployment, and in transit visibility operational concerns. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term priorities, and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and adjusts organization to optimize use of resources and maximize efficiency and effectiveness. Balances workload and provides overall direction and vision to the subordinate unit chiefs on a wide range of transportation information technology concerns and administrative issues. Establishes metric and analysis systems for units managed to assess efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources submitted by subordinate supervisors, and balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Plans and schedules work in such a manner that promotes a smooth flow and even distribution and ensures effective use of organization resources to achieve organization goals and objectives as well as installation customer needs. Establishes review systems for the organization that make certain government needs are met and validated, and that economy and quality of operations are maintained or improved. Accepts, amends, or rejects work of subordinate supervisors. Reviews work and management techniques of subordinate supervisors. As a second level supervisor, is held accountable for actions of and advice provided by staff of subordinate units. Makes decisions on work problems presented by subordinate supervisors. Directs self-assessment activities of subordinate supervisors. Reviews training recommended by subordinate supervisors to assure it is proper and promotes effective operation of the organization as a whole.

STANDARDS:

A. Planning, organizing, and directing efforts typically comply with TCJ6, command and higher headquarters guidance and achieve organization and customer needs.

- B. Management of resources normally meets the needs of the staff and customers adequately and effectively.
- C. Methods established to review actions of subordinate supervisors are usually effective and ensure legal and regulatory compliance issues and/or customer concerns are promptly identified and addressed.

KSA: 1, 2, 3, 4, 5

DUTY 2:

Critical

Exercises supervisory personnel management responsibilities. As the Chief of the Program Division, directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Selects candidates for subordinate non-supervisory positions and recommends selections for subordinate supervisory positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors and employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher-level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees. Initiates action to correct performance or conduct problems of employees directly supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinate supervisors and non-supervisory employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave for subordinate supervisors and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Reliably discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Explains classification determinations to subordinate employees.

STANDARDS:

- A. Personnel management initiated is typically accurate, timely, and well considered in terms of mission, legal, regulatory, and EEO objectives.
- B. Technical and administrative guidance provided to subordinates is almost always timely and substantive, and promotes development of individual skills and abilities.
- C. Consistently observes and complies with health, safety, and security directives.

KSA: 1, 2, 3, 4, 5

DUTY 3:

Critical

Represents USTRANSCOM with a variety of installation and functional area organizations. Establishes, develops, and maintains effective working relationships with other internal Directorate Division Chiefs and Deputies, with the Director and Deputy Director, and with peer-level managers in other Directorates, and with the Office of Secretary of Defense, Joint Staff, Combatant Commands, Services, Agencies, component commands, and commercial industry partners. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization program management and acquisitions policy and procedures, and resolves significant problems

DATE: 5/10/00

Page 3

that arise. Represents the Director on boards, committees, and other groups composed of peers within OSD, DOD, other federal agencies, and professional groups. Ensures subordinate units provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency.

STANDARDS:

- A. Interactions with internal and external officials and/or customers are normally diplomatic, convincing, professional, and promote effective working relationships, and protect the interests of the Government.
- B. Recommendations are almost always thoroughly researched and analyzed to ensure all issues are properly addressed.
- C. Typically ensures participation and outcomes of special projects result in positive impact on the organization and/or improves quality.

KSA: 1, 5

DUTY 4:

Critical

Serves as the senior official responsible for program management of C4S systems. This encompasses change configuration management of existing systems, requirements prioritization from a technology standpoint (functional prioritization is done by the Operations Directorate), oversight of functional and technical migration efforts, management of the processes and contracts that result in software development and software and hardware integration. The outcome of all of these efforts is controlled development of future C4 systems, starting at requirements generation and ending at systems replacement.

STANDARDS:

- A. Internal and external customers are typically provided with responsive feedback on requests for new or enhanced information technology support.
- B. Change is normally controlled to prevent duplicative requirements from being developed in multiple systems, through effective analysis during the enterprise change management process.
- C. Usually migration plans are monitored and proper reporting to higher authority is accomplished in a timely manner.

KSA: 1, 2, 4, 5, 6, 7, 8, 9, 10

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Mastery of knowledge of IT systems design, development, IT technology, and the implementation methodologies combined with a broad knowledge of IT systems data, data flow, interfaces and interactions to analyze/develop new IT systems, and to analyze existing IT systems at USTRANSCOM and the Transportation Component Commands (TCCs).
2. Mastery knowledge in planning advanced IT systems projects and of leading task forces for resolving critical problems in existing systems which require innovative solutions in many aspects of the project.
3. Knowledge of safety and security regulations, practices, and procedures.
4. Ability to plan, organize, and direct the functions and mentor, motivate, and appraise the staff of an organization.

5. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Ability to give briefings, chair meetings, and prepare reports.
 6. Broad knowledge of DTS systems including methods, systems, applications, and management principles. Extensive knowledge of Federal ADP, Joint Service, Commercial Carrier, GSA, DTS components, DLA, and JCS directives, regulations, practices, policies, and procedures.
 7. Detailed knowledge and experience with communication and IT technology disciplines as it relates to operating systems, database management (DBM) systems, telecommunications, inter-operability, configuration management (CM), integration, Life Cycle Management (LCM), software metrics, Electronic Data Interchange (EDI), modeling, simulation, requisitioning, logistical supply/resupply, transportation, database administration, and contract administration.
 8. A comprehensive knowledge of OSD, DOD, JCS, DLA, Services, USTRANSCOM and Component command's transportation IT system requirements, ability to articulate highly complex and critical interagency command and control, logistics, acquisition, and operational processes. The ability to plan and coordinate large scale interagency IT system is required.
 9. Ability to apply state-of-the-art IT and communication technologies in an optimum fashion to support the enhancement of and/or development of DTS computer systems.
 10. Comprehensive knowledge of Federal Acquisition Regulations (FAR), and laws government the administration, acquisition, and management of contracts.
-

CLASSIFICATION CRITERIA:**SUPERVISORY CONTROLS:**

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Within these broad areas of direction the employee has responsibility for planning, designing, and carrying out studies or projects and for coordinating, as a peer, with experts both within and outside the organization. In performing the work, the employee makes extensive unreviewed technical judgments concerning the development, interpretation and implementation of the DTS enterprise architecture. The employee is regarded as the leading technical authority and expert on DOD-wide C4ISR architecture matters. The supervisor usually accepts the employee's recommendations without change. Results of work are considered technically authoritative and are normally accepted without significant change.

CLASSIFICATION CRITERIA:**Factor 1, Program Scope and Effect**

Level 1-3

550 Points

Scope: The incumbent serves as Chief, Programs Division. The work involves providing integrated and interoperable Defense Transportation Systems (DTS) support to USTRANSCOM's mission and DTS customers world-wide. Establishes enterprise architecture, monitors migration and testing for compliance, drives information technology investment, and provides engineering services and support from the data-level, through applications level and ending at the net-centric level.

Effect: The work produced under this Division Chief's supervision impacts the structure of the Defense Transportation System and the information technology backbone and services provided to support that system. Additionally, the formulation of future information technology programs and funding streams is dependent on the products produced under the supervision of the incumbent.

Factor 2, Organizational Setting

Level 2-3

350 Points

This position is accountable to the Director of Command, Control, Communication and Computer Systems Directorate which is a general/flag officer position.

Factor 3, Supervisory and Managerial Authority Exercised

Level 3-3

775 Points

Plans, coordinates, and directs work. Sets and adjusts long and short-term goals, priorities, and prepares schedules for task completion. Assigns work to subordinate supervisors based on priorities, selective consideration of the requirements of assignments, and capabilities of employees. Makes decisions on work problems presented by subordinate supervisors, team leaders or similar personnel. Develops performance standards for subordinate supervisors, evaluates subordinate supervisors, and serves as reviewing official on evaluations of non-supervisory employees rated by subordinate supervisors. Assures reasonable equity of performance standards and rating techniques developed by subordinate supervisors. Provides guidance and instruction to employees on both work and administrative matters. Makes or approves selections for subordinate supervisory positions and for group leader, or project leader positions responsible for coordinating the work of others, and similar positions. Hears and resolves group grievance or serious employee complaints. Reviews and approves serious disciplinary actions involving non-supervisory subordinates. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards or bonuses for subordinates and recommends changes in position classification, when necessary.

Factor 4, Personal Contacts**Sub factor 4A- Nature of Contacts**

Level 4A-4

100 Points

The incumbent has frequent contacts are with influential individuals or organized groups from outside the employing agency; major defense contractors, SES, flag or general officers, executive level heads of bureaus and higher level organizations in other Federal agencies.

Sub factor 4B- Purpose of Contacts

Level 4B-4

125 Points

Negotiates and defends distribution issues to USTRANSCOM Commander, Component Commanders, commercial CEO's, and Congressional Subcommittees in response to legislative inquiries. The incumbent will frequently be required to justify, defend, negotiate, persuade, and convince senior government and civilian officials of the feasibility and benefits of implementing controversial IT systems, or new approaches to solving highly significant matters such as distribution problems that substantiate modifications to existing processes and involve large expenditures of resources.

Factor 5, Difficulty of Typical Work Directed

Level 5-8

1030 Points

The position is responsible for providing direction and supervision over work performed in subordinate units at the GS-13-level which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

Factor 6, Other Conditions

Level 6-5

1225 Points

Supervision and oversight requires significant and extensive coordination and integration of a number of important projects and program segments of technical and administrative work the majority of which is comparable to the GS-13 level. This requires the incumbent to make major recommendations that have a direct and substantial effect on the organization and projects managed. The employee is responsible for significant internal and external program and policy issues affecting enterprise architectures within the distribution community ensuring functional integration and intermodal interoperability through coordination with OSD, JCS, DLA and the Services.

Special Situations: None.

Other significant facts pertaining to this position are:

1. Work requires frequent travel away from the normal duty station on military or commercial aircraft.
 2. Work requires ability to brief senior officials up to and including 4 star and SES-5 level.
 3. Must be able to obtain and maintain a Top Secret Clearance.
-

CLASSIFICATION SUMMARY:

DATE: 5/10/00

Page 6

CLASSIFICATION STANDARD(S) USED:

US OPM PCS for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998; and DOD Supplementary Guide to the GSSG, June 1993 (HRCD-7, July 1999).

GS-15 Point Range: 4055 and up

Total Points: 4155

Grade: GS-15

Final Classification: GS-2210-15, Supervisory Information Technology Specialist.

AFPC Free Flow Format



AIR FORCE STANDARD CORE PERSONNEL DOCUMENT (SCPD)

ORGANIZATION: USTC/TCJ-PI	SCPD NUMBER: 9S42148
SUPV LEVEL CODE: 8	COMP LEVEL CODE: K36A
TARGET GRADE: 12	FLSA: Non-Exempt
DRUG TEST: No	CAREER FIELD ID: E
SENSITIVITY: Noncrit-Sens	CENTRALLY MANAGED TYPE:
EMERGENCY ESS: No	BUS: 1036
KEY POSITION: No	POSITION HIST: Overlay

CLASSIFICATION: Information Technology Specialist, GS-2210-07
DUTY TITLE:

ORG & FUNC CODE: DPY
1ST SKILL CODE: 50% APMZAF Computer Specialist, Program Management
2ND SKILL CODE: 25% APMYYB Computer Specialist, Acquisition
3RD SKILL CODE: 25% CPAMIS Programmer Analyst, Management Information Systems

DEVELOPED AND CLASSIFIED BY THE AIR FORCE SCPD LIBRARY, 03/26/03

Barb Toennies
CLASSIFIER'S SIGNATURE

14 Jul 05
DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

Frank Tempia
SUPERVISOR'S SIGNATURE

14 Jul 05
DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To serve as a IT specialist in a developmental capacity, performing assignments designed to further develop applicable analytical and evaluative skills and techniques. This is a developmental position. All training must be completed and regulatory requirements met prior to promotion.

The organizational location of this position is: UTRANSCOM, TCJ6, Information Structure Branch, Scott AFB, IL.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are:

DUTY 1:

Critical

Performs developmental assignments. Performs developmental assignments of moderate difficulty where work procedures are established and a number of specific guidelines exist. Work assignments consisting of a series of specific and related tasks have been selected to orient the employee in the practical application of basic occupational principles, concepts, and techniques. Assignments are combined with training to further develop analytical skills and techniques in the occupation. Assistance in solving problems is available from the supervisor or a higher-graded specialist.

STANDARDS:

- A. Usually performs developmental work assignments in compliance with instructions.
- B. Typically completes assignments in a timely manner.

KSA: 1, 2, 3, 4, 5

DUTY 2:

Critical

Performs recurring assignments. Independently performs recurring assignments of limited, but gradually increasing, difficulty and complexity. The employee is responsible for locating and selecting the most appropriate guidelines and procedures for application, and making minor deviations to adapt the guidelines to specific cases. Analyzes routine problems that are encountered and resolves them. Refers deviations, problems, and unfamiliar situations to the supervisor for assistance.

STANDARDS:

- A. With few exceptions, performs work assignments in compliance with instructions.
- B. Typically completes the assignments in a timely manner.
- C. Usually analyzes problems correctly and resolves them appropriately.

KSA: 1, 2, 3, 4, 5

DUTY 3:

Critical

Participates in special initiatives, studies, and projects. Works with other specialists in planning and conducting special initiatives, studies, and projects. Assists in preparing reports and briefings outlining study findings and recommendations.

STANDARDS:

- A. Usually plays an active role when working with other specialists in planning studies, projects, and initiatives.
- B. Almost always participates effectively with other specialists in conducting the studies, projects, and initiatives.

KSA: 1, 2, 3, 4, 5**DUTY 4:**

Critical

Prepares written correspondence and other documentation. Drafts or prepares a variety of documents to include newsletter items, responses to routine inquiries, reports, letters, and other related documents.

STANDARDS:

- A. With few exceptions, prepares effective and accurate written documentation and reports within prescribed timeframes.
- B. Typically completes assignments in a timely manner.

KSA: 3**RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):**

- 1. Knowledge of basic principles, concepts, and practices of information technology.
- 2. Skill in applying basic principles, concepts, and practices of the occupation sufficient to perform entry-level assignments in information technology.
- 3. Skill in communicating factual and procedural information clearly, orally and in writing.
- 4. Ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions.
- 5. Ability to plan and organize work, and consult effectively with co-workers.

CLASSIFICATION CRITERIA:**Factor 1, Knowledge Required By The Position**

Level 1-6

950 Points

- Knowledge of the basic principles, concepts, and methodology used in information technology.
- Skill in applying basic principles, concepts, and practices of the occupation sufficient to perform moderately difficult assignments.
- Ability to effectively communicate information clearly, orally and in writing.
- Ability to gather and analyze basic facts and draw conclusions.

-- Ability to learn the operation of automated data systems.

Factor 2, Supervisory Controls

Level 2- 2 125 Points

The supervisor or a higher-graded specialist instructs the employee on the purpose of the assignment, its scope, limitations, expected deadlines, and priorities. The supervisor also advises the employee on peculiarities of new assignments. Working in a developmental capacity, the employee works independently but within the framework established by the supervisor or higher-graded specialist and in accordance with established practices and procedures. Problems not covered by instructions are referred to the supervisor or higher-graded specialist for assistance. The work is reviewed upon completion for accuracy and conformance to established procedures or special instructions and to ensure decisions are supported by the facts of the situation. More difficult work or new assignments are reviewed in greater detail.

Factor 3, Guidelines

Level 3- 2 125 Points

A number of established procedures and specific guidelines are available for application. The employee uses judgment in locating and selecting the most appropriate guidelines, and makes minor deviations from them as necessary. The employee may also determine which of several established alternatives to use. The employee refers situations in which the existing guidelines cannot be applied or significant deviations must be made, to the supervisor or higher-graded specialist for assistance.

Factor 4, Complexity

Level 4- 2 75 Points

Assignments involve a series of related steps or processes. The employee must choose from various alternatives for performing the work by recognizing the differences among a few easily distinguishable situations. The employee exercises judgment in selecting the most appropriate approach that is in accordance with established procedures and practices.

Factor 5, Scope and Effect

Level 5- 2 75 Points

The work involves application of specific rules, regulations, or procedures, and typically comprises a complete segment of an assignment of broader scope. The work affects the overall accuracy, quality, acceptability, and timeliness of final work products produced by higher-grade specialists.

Factor 6, Personal Contacts

Level/Points (see Factor 7)

Personal contacts are usually with employees within the immediate organization, office, or work unit, and in related or support units.

Factor 7, Purpose of Contacts

Level 6/7-1A 30 Points

The purpose of contacts is to receive instructions; and to obtain, clarify, or exchange factual information needed to complete assignments.

Factor 8, Physical Demands

Level 8- 1 5 Points

The work is primarily performed sitting at a desk although it may involve some walking to attend meetings at other offices or worksites. No special physical exertion is required.

Factor 9, Work Environment

Level 9- 1 5 Points

The work is performed in an office setting with adequate lighting, heat and ventilation. The work involves everyday risks or discomforts that require normal safety precautions.

Other significant facts pertaining to this position are:

1. May be required to travel by military and/or civilian aircraft in the performance of official duties.
-

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: OPM Position Classification Standard for Administrative Work in the Information Technology Management Series, GS-2210, May 2001.

FACTOR LEVELS AND POINTS: 1-6/950, 2-2/125, 3-2/125, 4-2/75, 5-2/75, 6/7-1A/30, 8-1/5, 9-1/5

GS-07 Point Range: 1355 - 1600

Total Points: 1390

Grade: GS-07

FINAL CLASSIFICATION: Information Technology Specialist, GS-2210-07

CLASSIFICATION REMARKS:**NOTE(S) TO USERS:**

1. This template can only be used for developmental positions when the positions are targeted to the GS-9 level or higher.
 2. Minor changes may be made to fit local requirements, using the existing SCPD number, as long as the changes do not affect the classification or staffing patterns of the SCPD.
 3. The OPM Primary Standard was used in assigning factor levels for this template. The classification of a GS-07 developmental position must be validated by reference to the grading criteria in the appropriate occupational classification standard(s) before this template is used. Factor level descriptions in this template may be supplemented with specific occupational verbiage from the classification standard factor level descriptions if deemed necessary.
-

AFPC Free Flow Format

AIR FORCE CORE PERSONNEL DOCUMENT (CPD)

ORGANIZATION: USTC/TCJ6-PI	CPD NUMBER: 9S42148
SUPV LEVEL CODE: 8	COMP LEVEL CODE: K36A
TARGET GRADE: GS-12	FLSA: Non-Exempt
JOB SHARE: No	CAREER Field ID: E
SENSITIVITY: Non-Critical / Sensitive	BUS: 1036
EMERGENCY ESS: No	DRUG TEST: No
KEY POSITION: No	POSITION HIST:

CLASSIFICATION: Information Technology Specialist, GS-2210-9
DUTY TITLE: IT Systems Program Manager

ORG & FUNC CODE:

1ST SKILL CODE: 50%	APM7AF	Computer Specialist, Program Management
2ND SKILL CODE: 25%	APMYYB	Computer Specialist, Acquisition
3RD SKILL CODE: 25%	CPAMIS	Programmer Analyst, Mgmt Info Sys.

CLASSIFIED BY:

[Signature]
CLASSIFIER'S SIGNATURE

14 Jul 05
DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

[Signature]
SUPERVISOR'S SIGNATURE

13 JUL 05
DATE

PERFORMANCE PLAN CERTIFICATION:

Ratee/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

ORGANIZATIONAL LOCATION:

The primary purpose of this position is: Development Position, IT Specialist

The organizational location of this position is: See front page

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: See Mission Statement

This is a developmental position. Duties and responsibilities remain the same as PD 9S42148 with the following changes:

Factor 1, Knowledge Required By The Position

Level 1-6 950 Points

Knowledge of established techniques and requirements of IT management responsibilities carried out by the Command. Knowledge and skill of well defined subject matter applications to gather, analyze, and evaluate information in completing assignments. Analytical and evaluative skills to assess and develop specific portions of program initiatives and to identify consider and resolve routine issues or problems associated with portions of projects or studies. Oral and written communication skills are necessary to assess customer IT requirements and present courses of action or resolutions to management.

Factor 2, Supervisory Controls

Level 2-3 275 Points

The employee shall receive specific projects in terms of scope of responsibility, potential problems, objectives, priorities and deadlines. Precedents which require successive steps are generally available. The supervisor shall provide assistance with unusual or controversial issues for which precedents have not been established. The employee plans, coordinates and executes the successive steps of the project, resolving problems and handling deviations in accordance with established procedures and previous experience. Management reviews work for technical soundness, conformance with overall requirements, and contribution to the project objectives.

Factor 3, Guidelines

Level 3-3 275 Points

The employee works within the framework of established DoD, Air Force, USTRANSCOM and installation policies and regulatory requirements, developing the necessary judgment to apply the appropriate regulatory policy for resolution of the issues at hand. Interpretation of regulatory guidance from the first line supervisor may be necessary to provide the appropriate avenue of regulatory requirements applicable for the employee to invoke to resolve the specific issue.

Factor 4, Complexity

Level 4-3 150 Points

The employee is in an expanded training capacity performing work that involves different and unrelated methodologies, practices, or criteria to successfully resolve. The employee compiles, analyzes, and summarizes information; selecting appropriate courses of action after considering the impacts on operations and resources, and recommending to management the best action to meet program objectives.

Factor 5, Scope and Effect

Level 5-3 150 Points

The purpose of this work is to perform management of segments of IT system projects and resolve common issues and problems; utilizing the knowledge and skills gained from previous training and experience to work assignments for meeting training objectives at this level of the development assignment. The employee is expected to apply established IT systems methods, procedures and techniques to resolve the issues at hand. Work will have an impact on the effectiveness of IT system services provided to the Command.

Other significant facts pertaining to this position are:

1. May be required to travel by military and/or civilian aircraft in the performance of official duties.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: OPM Position Classification Standard for Administrative Work in the Information Technology Management Series, GS-2210, May 2001.

FACTOR LEVELS AND POINTS: 1-6/950, 2-3/275, 3-3/275, 4-3/150, 5-3/150, 6/7-3C/180, 8-1/5, 9-1/5

GS-07 Point Range: 1855 - 2100

Total Points: 1990

Grade: GS-09

FINAL CLASSIFICATION: Information Technology Specialist, GS-2210-07

CLASSIFICATION REMARKS:

NOTE(S) TO USERS:

1. This template can only be used for developmental positions when the positions are targeted to the GS-9 level or higher.
2. Minor changes may be made to fit local requirements, using the existing SCPD number, as long as the changes do not affect the classification or staffing patterns of the SCPD.
3. The OPM Primary Standard was used in assigning factor levels for this template. The classification of a GS-07 developmental position must be validated by reference to the grading criteria in the appropriate occupational classification standard(s) before this template is used. Factor level descriptions in this template may be supplemented with specific occupational verbiage from the classification standard factor level descriptions if deemed necessary.

AIR FORCE CORE PERSONNEL DOCUMENT (CPD)

ORGANIZATION: USTC/TCJ6-PI	CPD NUMBER: 9S42148
SUPV LEVEL CODE: 8	COMP LEVEL CODE: K36A
TARGET GRADE: GS-12	FLSA: Exempt
JOB SHARE: No	CAREER Field ID: E
SENSITIVITY: Non-Critical / Sensitive	BUS: 10-610
EMERGENCY ESS: No	DRUG TEST: No
KEY POSITION: No	POSITION HIST:

CLASSIFICATION: Information Technology Specialist, GS-2210-11
DUTY TITLE: IT Systems Program Manager

ORG & FUNC CODE:

1ST SKILL CODE: 50%	APMZAF	Computer Specialist, Program Management
2ND SKILL CODE: 25%	APMYEB	Computer Specialist, Acquisition
3RD SKILL CODE: 25%	CPAMIS	Programmer Analyst, Management Info Sys.

CLASSIFIED BY:

Basil J. ...
CLASSIFIER'S SIGNATURE

14 Jul 05
DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

Frank J. ...
SUPERVISOR'S SIGNATURE

13 JUL 05
DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: Development Position IT Specialist

The organizational location of this position is: See front page

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: See current mission statement

This is a developmental position. Duties and responsibilities remain the same as PD 9S42148 with the following changes:

Factor 2, Supervisory Controls

Level 2-3

275 Points

The immediate supervisor outlines assignments in general detail and defines the projects' objectives. The employee has responsibilities for planning, designing, investigating, and coordinating with the commands' staff, outside consultants and subject matter experts to develop a thorough understanding and deliver a coordinated, staffed solution to the task at hand.

The employee resolves issues with guidance from the first line supervisor and is gradually granted greater latitude in independence as demonstrated capabilities grow; eventually developing to the point of independently resolving problems, determining the best approach and methodology to utilize, coordinating staff action with peers, making technical decisions and appraising the supervisory chain of potential problems or issues that require management assistance to resolve. As demonstrated capability with these characteristics develops, the employee will be granted greater self determination, with the goal of eventually being responsible for making decisions, interpreting policy, accomplishing staff level coordination and advising the supervisory chain of the recommendations in direction, guidance, technical solutions, and programmatic requirements to resolve the tasks at hand

Factor 3, Guidelines

Level 3-3

275 Points

The employee works within the framework of established DoD, Air Force, USTRANSCOM and installation policies and regulatory requirements, developing the necessary judgment to apply the appropriate regulatory policy for resolution of the issues at hand. Interpretation of regulatory guidance from the first line supervisor may be necessary to provide the appropriate avenue of regulatory requirements applicable for the employee to invoke to resolve the specific issue.

Factor 4, Complexity

Level 4-4

225 Points

The employee is in a training capacity, performing work that involves actions for encompassing a variety of duties. The employee must compile, analyze and summarize information for the purpose of selecting the appropriate course(s) of action to present to management for decision making. The employee should consider and factor in criteria that will meet program objectives while mitigating operational impacts and maintaining fiscal responsibilities. The level of success in these areas will directly impact the ability of the Command to install, operate and maintain IT systems throughout their anticipated life cycle.

Other significant facts pertaining to this position are:

1. May be required to travel by military and/or civilian aircraft in the performance of official duties.
-

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: OPM Position Classification Standard for Administrative Work in the Information Technology Management Series, GS-2210, May 2001.

FACTOR LEVELS AND POINTS: 1-7/1250, 2-3/275, 3-3/275, 4-4/225, 5-4/225, 6/7-3C/180, 8-1/5, 9-1/5

GS-07 Point Range: 2355 - 2750

Total Points: 2440

Grade: GS-11

FINAL CLASSIFICATION: Information Technology Specialist, GS-2210-07

CLASSIFICATION REMARKS:

NOTE(S) TO USERS:

1. This template can only be used for developmental positions when the positions are targeted to the GS-9 level or higher.
 2. Minor changes may be made to fit local requirements, using the existing SCPD number, as long as the changes do not affect the classification or staffing patterns of the SCPD.
 3. The OPM Primary Standard was used in assigning factor levels for this template. The classification of a GS-07 developmental position must be validated by reference to the grading criteria in the appropriate occupational classification standard(s) before this template is used. Factor level descriptions in this template may be supplemented with specific occupational verbiage from the classification standard factor level descriptions if deemed necessary.
-

AFPC Free Flow Format

AIR FORCE STANDARD CORE PERSONNEL DOCUMENT

ORGANIZATION: USTC/TCJG-PC
SUPV LEV CODE: 8
TARGET GRADE: GS-12
JOB SHARE: No
SENSITIVITY: *non-critical sensitive*
EMERGENCY ESS: No
KEY POSITION: No

SCPD NUMBER: 9S42148
COMP LEV CODE: K36A
FLSA: Exempt
CAREER PROG ID: 2/E
BUS: 1036
DRUG TEST: No
POSITION HIST: Replaces SF3686000

CLASSIFICATION: Information Technology Specialist, GS-2210-12
DUTY TITLE: IT Systems Program Manager

ORG & FUNC CODE: DPY
1ST SKILL CODE: 50% APMZAF Computer Specialist, Program Management
2ND SKILL CODE: 25% APMPLR Computer Specialist, Plans and Requirements Acquisition
3RD SKILL CODE: 25% APMIMIS Computer Specialist, Management Information Systems
CFA Programmer Analyst

CLASSIFIED BY: BERNADETTE Y. MOORE

Bernadette Y Moore
CLASSIFIER SIGNATURE

2 Jan 02
DATE

SUPERVISOR'S CERTIFICATION: I certify that this Core Personnel Document is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

SUPERVISOR:

Laura J Jones
SUPERVISOR'S SIGNATURE

31 Dec 01
DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: Exercise project management responsibilities for validated and funded USTRANSCOM and Joint Staff directed Command, Control, Communications, and Computer (C4) system requirements and implement technical solutions in accordance with current C4S policies, funding constraints, acquisition strategy, maintenance concepts, and configuration management plans.

The organizational location of this position is: USTRANSCOM TCJG, Programs Division, Scott AFB, IL 62225-5357

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: Manage, develop, and implement validated and funded USTRANSCOM Command, Control, Communications, and Computer (C4) Systems projects, and provide command oversight for DOD Joint Staff C4S programs. Implement technical solutions in accordance with current C4S policies, funding constraints, acquisition strategy, maintenance, and integrated logistics support for new programs until the system has been certified, commissioned, and accepted by the responsible operations and maintenance activity.

DUTY 1: As an IT systems project manager for assigned systems, orchestrates, manages, develops, and implements USTRANSCOM validated programs and Joint Staff directed programs. Performs analysis of functional, financial, and technical aspects of requirements and plans. Takes broadly-defined goals from such sources as the system specification, or ill-defined user requirements, compares them to the command's mission, current systems design, and state-of-the-art technology to plan and implement new systems, subsystems, or interfaces to satisfy those goals/requirements. Consideration must be given to the often conflicting criteria of mission needs, functional requirements, security requirements, system capability, and system performance. Conducts feasibility studies and cost-benefit analysis, defines milestones in software development and recommends alternative solutions to identified problem areas in current processes and systems. Develops implementation plans for the software development and provides technical guidance during development. Plans the management and acquisition strategy for assigned programs or projects. Directs and monitors contractor activities to assure progress on cost, schedule, performance, and/or supportability criteria. Analyzes design objectives for technical feasibility. Evaluates and establishes technical requirements, as needed. Prepares comprehensive evaluations and/or recommendations for directorate level consideration. Provides technical guidance and defines milestones for technical integration and interoperability of systems and subsystems. Develops technical documentation in the form of task orders for contractor support in technical integration and interoperability and other associated documents. Provides technical guidance to civilian, military, and contractor personnel. Develops data requirements documents, system/subsystem specifications, and test plans. Oversees the development of tests to ensure that systems perform in accordance with the functional description and system specification. Evaluates test cases and scenarios to ensure test plans represent mission requirements. Evaluates test results and recommends acceptance/rejection to the supervisor.

STANDARDS:

50%

Critical

- A. Provide project management of the development and system maintenance activities for USTRANSCOM assigned programs, systems, and accurately with rare exceptions. Plans the management, acquisition strategy, and implementation plans for multiple USTRANSCOM programs and insure the reliability, security, and cost constraints for assigned systems/programs are met in most cases.

- B. Routinely provides oversight of software engineering activities to facilitate the design, development, integration, and interoperability of multiple USTRANSCOM systems, subsystems, and prototypes/testing. Reviews and evaluates test plans, data accuracy, performance plans, system capacity reports for adherence to test plans, effectiveness, timeliness, and quality which is generally accepted.
- C. Strives for maximum organizational results by cooperating with others to make team decisions work, with few exceptions. Routinely develops and maintains effective communications and working relationships, both internal and external to USTRANSCOM.

KSA: 1, 2, 3, 4, 5

DUTY 2: Evaluates, monitors, and manages progress of system development and use. Recommends, in coordination with all other agency organizations, technical policy and IT procedures for USTRANSCOM systems. Provides positive contributions to the quality assurance program. Participates in formal review of implementation of enhancements. Attends high-level decision meetings at USTRANSCOM and users' groups. Defends the program position at program reviews, conferences, and other functions. Develops point papers, presents briefings, and other presentations on future plans and current project status for senior staff, distinguished visitors, decision-makers, and other agencies, as required.

STANDARDS:

25%

Critical

- A. Evaluates program progress and schedule risk(s), and takes appropriate actions with few exceptions. Typically supports continuous improvement by examining work processes and making suggestions to improve quality, timeliness, and efficiency of USTRANSCOM IT policies and procedures.
- B. Evaluates and portrays program cost, schedule, and performance status that is generally accurate.
- C. Strives for maximum organizational results by cooperating with others to make team decisions work, with few exceptions. Routinely develops and maintains effective communications and working relationships both internal and external to USTRANSCOM.

KSA: 1, 2, 3, 4, 5

DUTY 3: Serves as USTRANSCOM staff specialist and consultant to local and other DOD agency staff specialists and operating personnel on problems encountered in implementing systems and the development of related procedures and proposals. Assures understanding of operational objectives, specifications and products by all concerned activities. Reviews, evaluates and ensures compatibility of procedures, techniques and policies with those of other interfacing IT organizations. Provides liaison on interface problems with system administrators, network administrators, security specialists, and database administrators at USTRANSCOM. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT systems and acquisition policies. Requires review of technical and contractual regulations and policies, and interface with other government agencies to keep abreast of current trends in IT systems, security management and risks to current vendor services, and evolving technologies.

STANDARDS:

25%

Critical

- A. Regularly develops skills and techniques to professionally enhance executive-level, decision-making processes and actions. Routinely coordinates diverse, highly skilled operational, technical and systems experts in pursuit of organizational mission and goals. Often leads, develops, encourages, improves, and evaluates assigned government and contractor resources.

- B. Routinely protects classified material and system security.
- C. Stays abreast of DOD and USTRANSCOM standards and evolving technologies, with few exceptions. Continually maintain technical proficiency.

KSA: 1, 3, 4, 5

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA)

1. Knowledge of government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, IT specialty area trends and standardization of C4S processes. Knowledge of DOD systems including configuration, applications, operating systems, and management principles and techniques. Extensive knowledge of DOD, Service, Joint Staff, commercial, and GSA directives, regulations, practices, and policies.
2. Knowledge of IT systems/software acquisition regulations, policies, guidelines, practices, and procedures.
3. In-depth knowledge of DOD technologies, security aspects, and USTRANSCOM reporting systems. Knowledge of Strategic Planning processes and techniques.
4. Ability to apply extensive knowledge of current IT, methods, practices and procedures. Stays current with technological advancements in this ever-changing environment. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstances.
5. Skill and ability to communicate effectively, both orally and in writing. Ability to give briefings, chair meetings, and prepare reports

CLASSIFICATION FACTORS:

Factor 1, Knowledge Required By The Position

Level 1-7**1250 Points**

Knowledge of, and skill in applying IT concepts, principles, methods, and practices. Knowledge of, and skill in applying, assigned specialty area of IT, to serve as USTRANSCOM technical authority on assigned operating system(s) standards to perform a key role in difficult assignments, such as planning for advanced system projects, for resolving critical problems which require innovative solutions and have wide-spread impact. Knowledge of, and skill in applying, IT security principles and methods.

Comprehensive knowledge of the characteristics of the IT hardware and software systems, knowledge of comparable systems in use in other agencies and the private sector for accomplishing similar applications, and knowledge of emerging technology to serve as a technical expert providing leadership and technical guidance to specialists involved in life cycle management of operating specialty.

Knowledge of IT systems design and development concepts, and related policies and procedures to provide advice and consultation to management, systems planners, and/or developers.

Knowledge of the principles, policies, and practices of IT systems/services acquisition. Ability to serve as a program manager responsible for the planning, organization, and realization of systems, software, and services acquisition. Knowledge of IT systems life cycle processes including development, testing, acquisition, deployment, and support.

DATE: 12/18/01

Page:

Knowledge of project management theories, principles, and practices combined with a thorough understanding of the analytical, evaluative, and administrative methods and techniques required for managing IT systems programs.

Thorough knowledge of the mission and programs of the command and user requirements.

Ability to develop technical requirements for new or modified applications, establish innovative techniques/solutions, and identify measurement and evaluation criteria to determine program effectiveness, and to analyze and resolve high complex/sensitive problems.

Factor 2, Supervisory Controls**Level 2-4****450 Points**

The supervisor provides broad mission, functions, directives, guidance, and interests. Incumbent designs, modifies, plans, prepares, executes, measures, coordinates, adjusts, reports, and takes action independently. Is responsible for detailed inter-agency planning and execution working as a peer with technical experts from other agencies. Leadership generally accepts recommendations with little or no change.

Incumbent is responsible for decision making, direction and execution based on past practices, executive level feedback and DOD-wide assessments. Incumbent has authority to make agency-level coordination without supervision. Apprises superior(s) of progress and of potentially controversial/sensitive matters. Work is reviewed for soundness of overall approach. Receives executive-level decision briefs, adjusting priorities, direction or guidance, or interpretation of acts, resolutions and laws, and incumbent initiates/incorporates new guidance into projects. Review process is unstructured, flexible and largely driven by the situation, or lack of system problems.

Factor 3, Guidelines**Level 3-4****450 Points**

Guidelines primarily consist of Federal, DOD, AF, and USTRANSCOM regulations, policies, standards, and precedents that provide very general guidance, but are not specific to assignments that requires considerable interpretation and/or adaptation for application to project issues and problems. The employee uses judgment, initiative, and resourcefulness in deviating from established methods.

Factor 4, Complexity**Level 4-5****325 Points**

Project assignments require an unusual in-depth analysis of IT issues characterized by the need for significant departures from established practices, or that involve major uncertainties. Deciding what needs to be done typically involves assessment of situations complicated by conflicting or insufficient data that must be analyzed to determine the applicability of established methods. Employee conceives of solutions to highly complex or sensitive issues. A number of approaches to accomplish the work are possible and decisions regarding approach are complicated by the extensive coordination required between the various users and other IT staff. The work requires developing criteria where numerous conditions, options, and conflicting user needs must be considered.

Factor 5, Scope and Effect**Level 5-4****225 Points**

The work involves isolating and defining issues or conditions, resolving critical problems for DOD-wide systems, or establishing criteria, formulating approaches, assessing program effectiveness, and investigating/analyzing a variety of unusual conditions, problems, or issues. The employee serves as consultant or project coordinator in carrying out atypical efforts. The work affects a wide range of agency users, or activities, or that of other agencies

Factor 6 & 7, Personal Contacts/Purpose of Contacts**Level 3-C****180 Points**

Contacts are with USTRANSCOM leadership, component commands' IT leadership, and various directorate level points of contact within USTRANSCOM. Some contacts are at the General Officer or equivalent level. Timelines, appointments, coordination and reporting are all extremely difficult due to the level of approval/user contact required. The purpose of contacts is to organize and persuade others to reach consensus on funding, compliance,

DATE: 12/18/01

Page:



ORGANIZATION: ~~USTC/...~~ IFE NUMBER: **9842621**
SUPV LEVEL CODE: **5** COMP LEVEL CODE: **JA7A**
~~...~~ ELISA: Exempt
JOB SHARE: No
SENSITIVITY: Critical-Sensitive BUS: 8888
EMERGENCY ESS: No DRUG TEST: No
KEY POSITION: **No Yes** POSITION HIST: Position review - upgrade

CLASSIFICATION: IT SPECIALIST (DATAMGT/SYSANALYSIS), ~~GS-2210-13~~ **YA-2210-02** ~~Comp 10-9-06~~
DUTY TITLE: Database Administrator/Systems Administration

ORG & FUNC CODE: DPY
1ST SKILL CODE: 50% APMDDBM Database Management
2ND SKILL CODE: 35% CPAMIS Management Information Systems
3RD SKILL CODE: 15% APMCFM Configuration Management

CLASSIFIED BY:

Carol Walker
CLASSIFIER'S SIGNATURE

08-27-04
DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

Suzanne P. Dubose
SUPERVISOR'S SIGNATURE

24 Aug 04
DATE

PERFORMANCE PLAN CERTIFICATION:

Rate/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

NSPS-
IAW DOD 1400.25M (4-28-06): *effective 10-15-06*
Employee's performance plan in this PD is superseded by
NSPS guidelines, and is documented on DOD form 2906

37-8-31-06

BUS CODE: Position is exempt from the
bargaining unit IAW 5 USC, Chapter 71, para
7112(b)(1)- MANAGEMENT OFFICIAL

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: the management, design and analysis of the operational Global Transportation Network (GTN) and TRANSCOM Regulating and Command and Control Evacuation System (TRAC2ES) systems.

The organizational location of this position is: US Transportation Command, Command, Control, Communications and Computer Systems Directorate, Operations and Plans Division, Information Assurance Branch, Scott AFB, IL.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: ensure the war fighter has access to accurate and timely in-transit visibility (ITV) via the Global Transportation Network (GTN).

DUTY 1:**Critical**

Serves as senior GTN technical advisor to management and lead for GTN Customer Support Center and TRAC2ES Tier II support team. Participates as key member and advisor to TCJ6 management for all operational issues involving GTN. As a member of management's IT team, participates in developing strategic plans for enhancement of the system environment, developing functional and technical requirements for acquisitions, conducting cost benefit analyses, feasibility studies, and related activities. Works with management to isolate and correct complex problems which hinder the capability of the organization to fully utilize information management technology. Analyzes performance data and operating conditions to isolate specific shortfalls and develops innovative methods to overcome system weaknesses. Maintains liaison with civilian transportation agencies and professional organizations to ensure consistency and integrity of data entering the GTN. Acts as primary point of contact for all actions related to data source feed flow. Contacts source POC when data flow is interrupted and provides assistance in troubleshooting and diagnosing cause. Assists in the evaluation of progress in system development. Recommends, in coordination with other USTRANSCOM entities, technical policy and IT procedures for the GTN. Provides positive contributions to the quality assurance program for the GTN through participation in the program management review process, and by providing feedback on how system performance affects customer experience. Participates in formal review of implementation of enhancements. Attends high-level decision meetings at USTRANSCOM and users' groups. Presents briefings on future plans and current project status when required.

STANDARDS:

- A. With few exceptions, participates effectively as a member of management's IT team.
- B. Routinely establishes and maintains effective liaison with civilian transportation agencies and professional organizations.
- C. With few exceptions, develops effective strategies for restarting data source feed flow into GTN following disruption of data flow.
- D. Almost always provides accurate and timely updates to TCJ6 management.

KSA: 1, 4, 5, 6, 7

DUTY 2:**Critical**

Evaluates effectiveness, analyzes, designs and develops changes or modifications to the GTN. Represents the organization at various project meetings and on committees to assist in the establishment of priorities. Serves as a representative on various boards or groups to include participation in configuration control boards to review and coordinate on all proposed configuration modifications and/or system standards. Conducts preliminary analyses of

new projects assigned to the organization to help determine the nature of the requirements, logical work and information flows, and whether new technologies or advancements in technology should be incorporated. Provides upper management with estimates of man-hours and resources necessary to implement major software projects. Informs leaders of how assigned segments of the systems software will interface with other existing programs. Represents command and provides development feedback to design contractor by serving as contractor award fee board member.

STANDARDS:

- A. Almost always effectively designs and develops changes or modifications that produce sound results.
- B. Routinely makes effective and timely determination of the impact changes or modifications will have on the existing system.
- C. With few exceptions, performs thorough fact gathering/analyses and provides reliable recommendations which are realistic, achievable, and make efficient use of resources.

KSA: 1, 2, 3, 5, 6, 7

DUTY 3:**Critical**

Maintains, monitors and performance tunes the database. Performs a variety of duties associated with the technical management of various databases. Works with customers and IT specialists to determine if information needed is in existing database management files. Develops access programs to obtain data from files. May search other files in other agencies to locate data and connect to local information systems for user access. Supports backup and recovery through database management systems. Designs distributed database architectures. Designs, maintains, updates, analyzes, and monitors data integrity and security of databases; and ensures that the databases support user programs. Provides technical expertise and advice to the staff in the resolution of complex database automation problems associated with local and remote computer-to-computer communications networks, vendor supplied software, and computer performance analysis. Designs and modifies the storage structure and mapping between databases. Determines search strategies to be used, user retrieval rules, record relationships, and data compression techniques. Develops and maintains security provisions to guard against unauthorized update, copying or distribution of databases. Determines the character of data elements and the nature of controls to ensure that transactions recorded for one function automatically create appropriate file notations, reports, or actions for related functions. Accomplishes emergency maintenance and database restoration both during duty hours and in an on-call status during non-duty periods. At any time of day or night, provides troubleshooting support when users or computer operators identify critical database problems or failure. Diagnoses failures to isolate the source of the problems between communications lines, equipment, and software. When necessary, devises temporary fixes, documents problems, and refers problem to the design/development team for permanent solution. Installs permanent database changes approved by the configuration control board.

STANDARDS:

- A. With few exceptions, efficiently maintains data integrity, maximizes utilization of systems, and prevents work stoppage or slow down.
- B. Routinely develops and maintains effective database management systems that meet organizational business needs.
- C. Almost always resolves database problems and recovers/restores lost data promptly.

KSA: 1, 2, 4, 5, 6, 7

DUTY 4:**Critical**

Performs services as a senior systems administrator: Plans, coordinates, and installs applications software and hardware for operating systems. Administers and maintains assigned systems. Develops, reviews, and modifies changes to schedule of operations for successful day-to-day operations. Optimizes the functionality and performance of hardware and software systems and ensures availability, integrity, efficiency, and reliability of servers. Identifies system problems that are of an unusual or complex nature and develops corrective action. Designs data products, processes, or programs that provide for increased organizational optimization of Information Technology (IT) processes. Oversees the installation and configuration of applications software and the establishment of user environments. Troubleshoots and analyzes unusual or complex hardware and software malfunctions to resolve physical and logical processing problems and recommends acquisition of equipment, software and/or hardware which will resolve operational problems. Continually surveys system operation to identify and anticipate potential problems which could lead to loss or serious interruption of service. Identifies corrective or preventive procedures and takes actions to rectify immediate problems and prevent future occurrences. Develops proposals to enhance operational use of systems hardware and software and keeps abreast of technological advances to ensure continued optimum service. Applies innovative techniques and seasoned judgment to assist management in identifying areas where IT systems can reduce or eliminate labor and time intensive manual processes. Analyzes and diagnoses system failures to isolate source of problems. Performs testing, troubleshoots, and corrects complex or unusual problems involving interface and interoperability of system components such as hardware, systems software, and applications programs. Manages installation of system patches and enhancements/updates and ensures system integrity is not compromised. Develops standard procedures for account establishment, system maintenance, and system recovery. Ensures maintenance and upgrade procedures are established in such a way as to minimize disruption to normal business functions of organizations within the installation. This includes ensuring scheduled backups of servers and the application of upgrades or system patches will have minimum impact. Provides proactive consultation and instruction with system users to ensure seamless implementation of changes. Serves as a senior advisor to lower-graded specialists engaged in similar responsibilities.

STANDARDS:

- A. With few exceptions, appropriately plans, coordinates, and implements all system upgrades and modifications necessary to meet user requirements.
- B. Routinely optimizes the functionality and performance of systems.
- C. Almost always ensures system continuity through effective surveillance of system components and their operation.

KSA: 2, 4, 5, 6, 7

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Extensive knowledge of operations of GTN, including applications, operating systems, management principles, information processing standards and procedures.
2. Extensive knowledge of the principles, methods, and practices for integrating information system components sufficient to plan, coordinate, and administer computer systems, and optimize system performance.
3. In depth knowledge of configuration management regulations, principles, and techniques.
4. Skill in planning, organizing, directing, operating and evaluating of systems.
5. Skill and ability to communicate effectively, both orally and in writing, to address complex technical issues, prepare statements and briefings for senior military, government, and civilian officials.
6. Ability to gather facts and use effective analytical methods to assess information, plan the sequence of actions necessary to make sound decisions and solve a variety of problems.

7. Skill and ability to apply methods for troubleshooting, recovering, adjusting, modifying, and improving systems to solve complex problems, provide support that minimizes interruptions in service to customers, and maintains liaison with industry and other activities.

CLASSIFICATION CRITERIA:**Factor 1, Knowledge Required By the Position**

Level 1-8

1550 Points

-- Mastery of knowledge of database and system administration with special emphasis on USTRANSCOM's premier information system, the Global Transportation Network (GTN). Uses this knowledge to provide technical expertise and experience in dealing with extremely broad and complex issues associated with the GTN. Such in-depth knowledge is sought by and provided on a daily basis to superiors up to and including the TCJ6, a Brigadier General position.

-- Mastery of knowledge of systems architecture. Expert knowledge of configuration management to review and coordinate on configuration modifications. Such knowledge is required to evaluate proposed changes to the GTN to ensure implementation does not disrupt in-transit visibility for worldwide combatant commanders that use the Defense Transportation System.

-- Expert knowledge of system administration to administer relevant operating system(s). Mastery of knowledge and fluency in at least one command language. Such knowledge is required by the senior systems administrator as he not only provides the highest level of support to the command, but also mentors and trains junior system administrators.

-- Mastery of written and oral communication techniques to allow highly technical information to be communicated to both technical and non-technical audiences as appropriate.

-- Comprehensive knowledge of the command's IT standards. Extensive knowledge of systems design, local operating system software, and database concepts to envision problems which would be encountered by application programmers in using various database structures. Knowledge of technological advancements in database management field and the needs of the command sufficient to perform studies to evaluate whether change in the local database management system (DBMS) would be cost-effective. Knowledge of system programming design techniques to develop enhancements to the DBMS. Such knowledge will ensure the command takes advantage of the technological functions of current versions of database systems while focusing on upcoming advancements that could provide increased capabilities.

-- Extensive knowledge of the overall Federal, DOD, and command policy, rules and regulations regarding data element standardization and knowledge of DOD's general IT standards sufficient to advise computer specialists on the use of elements and codes in the assigned application areas. Knowledge of work processes and terminology in the applications area and the command's organization and structure sufficient to recognize areas of overlap or duplication in data elements and determine coordination required to resolve problems.

-- Knowledge of organizational mission, objectives, terminology, and management practices of the Services, TCCs and other agencies in order to recognize probable areas of interaction and overlap between proposed and existing systems. Such knowledge is required to understand and communicate with the process owners of more than 20 data source feeds into the GTN.

Factor 2, Supervisory Controls

Level 2-4

450 Points

The supervisor assigns objectives to be achieved and special problems to be solved. The supervisor is available for advice or assistance as necessary, but the employee is relied upon to plan and carry out the work independently, keeping the supervisor advised of progress and unusual complications or matters of a far-reaching, policy-making nature. The employee resolves problems, coordinates work with other computer and user personnel as necessary, interprets policy, and makes technical decisions regarding data base structure. Completed work is reviewed for effectiveness in meeting requirements and expected results.

Factor 3, Guidelines

Level 3-4 450 Points

Command IT standards and policies and vendor's technical literature are available; however, guidelines are very general with respect to adapting the DBMS to the command's particular needs. The employee must anticipate problem areas, research trends in data needs, and develop techniques and/or specialized programs to be used for evaluating possible changes in DBMS procedures, with special emphasis on the GTN.

Factor 4, Complexity

Level 4-5 325 Points

The work involves wide variety of knowledge and analysis of all major resources within the GTN. Assignments consist of a variety of activities in the database and computer systems management field. The work requires developing new and original approaches and concepts as well as modifying existing ones. Decisions regarding what needs to be done involve issues complicated by factors such as requirements and program changes, rapidly evolving technology, and sweeping changes in customer requirements. Sound judgment and resourcefulness are essential skills required to facilitate the timely completion and implementation of operational systems. Additionally, the incumbent must stay abreast of the rapid advance in computer technology.

Factor 5, Scope and Effect

Level 5-4 225 Points

The work involves requirements analysis, design, and planning necessary to support implementation of both major and minor software/hardware upgrades of the GTN in support of the command's mission. Work enables GTN and TRAC2ES customers to accomplish mission requirements in the most effective manner possible through the optimal application of information technology.

Factor 6/7, Personal Contacts/Purpose of Contacts

Level 6/7-3C 180 Points

Personal contacts with USTRANSCOM senior leadership and staff officers to advise and coordinate C4S programs are a daily requirement. Personal contacts with Transportation Component Commands (Air Mobility Command, Military Sealift Command, Military Surface Deployment and Distribution Command) and outside agencies are made frequently to ensure coordination of requirements and development and resolution of C4S issues. Contacts are made with functional users, system and network administrators, and mid-level and senior leadership personnel, as well as DOD contractors. Employee participates in various conferences within USTRANSCOM to discuss/define user requirements and their impacts on development and connectivity of current and future versions of GTN.

Contacts are used to define requirements for new data processing capabilities and modifications to existing systems in support of the USTRANSCOM transportation mission. Contacts are necessary to discuss feasibility, problem definition and solutions, and issues regarding system compatibility and interoperability.

Factor 8, Physical Demands

Level 8-1 5 Points

The work is generally of a sedentary nature. The employee may be required to walk to nearby buildings for meetings or stand during meeting attendance. The employee may be required to carry light objects such as files and reports. No special physical qualifications are required.

Factor 9, Work Environment

Level 9-1 5 Points

Work is performed in a normal office setting where basic safety precautions are required. Work occasionally requires travel away from normal duty station.

Other significant facts pertaining to this position are:

1. Employee will serve as Branch Chief when necessary or required.
2. Employee will serve as government lead for GTN Customer Support Center.
3. Employee will serve as government lead for Transportation Regulating and Command and Control Evacuation System (TRAC2ES) Tier II support team.

4. Employee will be required to work uncommon tours including weekends and holidays to accomplish remedial actions for emergency situations.
5. Overtime and/or emergency overtime may be required.
6. This is a key position. Incumbents must be removed from their military recall status if alternatives for filling the position during an emergency are not available. The incumbent may be required to take part in test alerts and practice exercises.

CLASSIFICATION SUMMARY:**CLASSIFICATION STANDARD(S) USED:**

OPM PCS Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, dated May 2001

FACTOR LEVELS AND POINTS: 1-8, 1550 points; 2-4, 450 points; 3-4, 450 points; 4-5, 325 points; 5-4, 225 points; 6/7-3C, 180 points; 8-1, 5 points; 9-1, 5 points.

GS-13 Point Range: 3155-3600

Total Points: 3190

Grade: GS-13

CLASSIFICATION REMARKS:

This position is the lead for the GTN Customer Support Center and the TRAC2ES Tier II support team, maintains, monitors, analyses, and performance tunes the database and is the GTN technical advisor to management. This is clearly two-grade interval work and meets the series definition for the GS-2210, i.e., paramount knowledge of IT principles, concepts, practices, and methodology is required. The work performed primarily consists of database management and system analysis, therefore the position is titled Information Technology Specialist (Data Management/System Analysis).

Final Determination: GS-2210-13, IT SPECIALIST (DATAMGT/SYSANALYSIS)

AFPC Free Flow Format

M

ORGANIZATION: USTC/TCJ6-OIP SCPD NUMBER: 9S42881
 SUPV LEVEL CODE: 8 COMP LEVEL CODE: ~~K46A~~
 TARGET GRADE: T2 YF-02 FLSA: Exempt
 DRUG TEST: No CAREER FIELD ID: E
 SENSITIVITY: Critical - Sensitive CENTRALLY MANAGED TYPE: 2
 EMERGENCY ESS: N/A BUS: ~~1036~~ 8388
 KEY POSITION: N/A POSITION HIST: Replaces 9S42181

CLASSIFICATION: Information Technology Specialist (INFOSEC), GS-2210-TZ YA-2210-02 Com 10-9-04
 DUTY TITLE: Information Assurance Manager

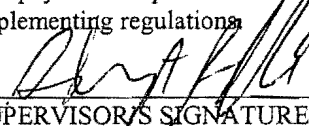
ORG & FUNC CODE: DPY
 1ST SKILL CODE: 100% APMWFJ Information Technology Specialist, Security
 2ND SKILL CODE:
 3RD SKILL CODE:

CLASSIFIED BY:


 CLASSIFIER'S SIGNATURE

22 Mar 04
 DATE

SUPERVISOR'S CERTIFICATION: I certify that this Core Personnel Document is an accurate statement of the major duties, knowledge, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.


 SUPERVISOR'S SIGNATURE

20 Mar 06
 DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

AF Form 1003 APR 90 (COMPUTER GENERATED)

BUS CODE: Position is exempt from the Bargaining Unit IAW 5 USC, Chapter 71, Para 6: Intelligence, counterintelligence, investigative or security work.

8-1-06

NSPS-
 IAW DOD 1400.25M (4-28-06): *effective 10-15-06*
 Employee's performance plan in this PD is superseded by NSPS guidelines and is documented on DOD form 2906

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to function as Information Technology System Security Manager, Network Security Manager, and Information Systems Security officer responsible for assisting in the planning, organizing, directing, coordinating, and controlling of major security programs and for ensuring that the Information Technology security policy and guidance of numerous JCS regulations and AF Special Security Instructions are followed.

The organizational location of this position is:

United States Transportation Command, Operations and Plans Division, Information Assurance Branch, Scott AFB, IL 62225-5357

ORGANIZATIONAL GOALS OR OBJECTIVES: Provides general oversight, administration, and overall coordination of security matters, including analysis, test, and evaluation. Ensures that security instructions, guidance, and standard operating procedures are prepared, issued, and maintained for the site in accordance with directions from higher headquarters. Monitors implementation of said instructions and procedures and directs actions appropriate to remedy security deficiencies.

DUTY 1:

40%

Critical

Develops, reviews, revises, and implements procedures for investigating, reporting, and resolving all information systems security incidents involving the command information systems and the information systems interfaces. Ensures that continuing tests of the information systems security protective features are performed and maintains documentation of the results. Effectively ensures that information systems security activities, policies, and directives are enforced and that conflicts of interest, responsibilities and functions are resolved. Develops, reviews, and submits for approval plans and procedures for monitoring and reacting to information systems security warning messages and reports. Initiates programs and procedures to improve and enhance the information systems security aspects of the command's information systems which often have worldwide impact. Ensures that all personnel who install, operate, maintain, or utilize the command's information systems and related hardware hold the proper security clearance and access authorization, and are indoctrinated in applicable information system security requirements and responsibilities. Evaluates the effectiveness and impact of the information systems security measures/procedures of any communications interface to specified information system and plans and prepares correspondence to the appropriate command authority, identifying problem areas as appropriate.

STANDARDS:

- A. Consistently evaluates and determines adequacy of security measures in information systems plans and programs.
- B. Normally develops new information systems security programs, standards, and capabilities to promote and enhance effectiveness of DOD, Joint Staff, Air Force, and USTRANSCOM system security.
- C. Usually ensures users of information systems are educated in and comply with the DOD, JS, AF, and USTRANSCOM security directives.
- D. Almost always brings initiatives into practice ahead of established schedule.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 2:

25%

Critical

Investigates and reports information systems security incidents that could degrade network integrity to the appropriate command authority for consideration and appropriate action. Immediately notifies the appropriate command authority of any suspected information system security incident associated with a remote network site. Provides recommendations to assist the DAA in determining if other sites should be denied access to resources at the command and if network operations should be terminated at the remote site. Leads cross-command incident response team in developing solutions to security incidents. Evaluates progress of solution implementation and provides periodic updates to directorate leadership. Reviews security incidents for negative trends and lessons learned. Develops, reviews and implements risk mitigation programs to reduce impact of negative security trends.

STANDARDS:

- A. Normally reviews information systems security inspection reports, technical security reports, and specifications for proposed information systems to effectively ascertain scope of problems and trends.
- B. Typically initiates timely actions to correct deficiencies, revise standards, and specifications, and/or promulgated new guidance
- C. Usually investigates and takes necessary corrective action immediately or in a timely manner, depending on the critical importance of the issue.

KSA: 1, 2, 3, 4, 5

DUTY 3:

25%

Critical

Serves as USTRANSCOM Information Assurance Manager providing information systems security advice and guidance on special projects to command program managers. Ensures program managers have an understanding of information system operational objectives, specifications and products and which products are authorized for use on the USTRANSCOM local area network. Reviews, evaluates and ensures compatibility of procedures, techniques and policies with those of other interfacing ADP organizations. Provides liaison on information systems security issues with system administrators, network administrators, security specialists, and database administrators at USTRANSCOM. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of information systems security technology and policies. Requires review of technical and contractual regulations and policies, and visits other government agencies to keep abreast of current trends in information systems security technologies, security risk management, current vendor services, and evolving technologies.

STANDARDS:

- A. Normally provides accurate technical advice and policy interpretation to diverse, highly skilled operational, technical and systems experts in pursuit of organizational goals.
- B. Typically leads, develops, encourages, improves and evaluates assigned government and contractor resources effectively.
- C. Usually stays abreast of DoD and USTRANSCOM standards.
- D. Consistently protects classified material properly.

KSA: 2, 3, 7

DUTY 4:

10%

Critical

Maintains liaison and positive relationships with the Joint Staff (JS), service headquarters staffs, National Security Agency (NSA), service MAJCOMs, Transportation Component Commands (TCCs), and command activities to discuss and resolve information systems security issues. Develops, reviews and distributes technical reports on security threats and incidents to DOD and other governmental agencies. Coordinates security activities with components to ensure consistent security posture across the components. Represents USTRANSCOM at meetings with the JS, NSA, MAJCOMs, TCCs and commercial organizations. Develops security briefings and presents USTRANSCOM concerns on information systems security at various meetings and conferences.

STANDARDS:

- A. Typically maintains positive relations with activities and counterparts.
- B. Normally develops and presents effective briefings.

KSA: 1, 2, 3, 6, 7

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA)

1. Knowledge of a full range of information technology security principles, concepts, practices, products and services (including systems software, database software, immediate access storage technology), and methods for evaluating risk and vulnerability, implementing mitigating improvement, and disseminating information technology security tools and procedures.
 2. Knowledge of information technology security (INFOSEC) requirements for certification and accreditation, network operations and protocols, systems testing and evaluation, and performance management methods sufficient to plan and conduct security accreditation reviews for installed systems or networks and assess and advise on new or revised security measures and countermeasures based on the results of accreditation reviews.
 3. Knowledge of Local Area Network security requirements and techniques for protecting computer systems from viruses, data tampering, and unauthorized system entry.
 4. Expert knowledge of the Defense Transportation System information technologies.
 5. Knowledge of a broad range of telecommunications concepts and principles, operating modes, systems, media, equipment, equipment configuration, and related software systems, processes and procedures to assess and advise on vulnerability to attack from a variety of sources (e.g., espionage, disruption of services, destructive programs/applications) and procedures and methods for protection of systems and applications.
 6. Ability to communicate effectively, both orally and in writing.
 7. Ability to develop and conduct training on information security.
-

CLASSIFICATION CRITERIA:

Factor 1, Knowledge Required By The Position**Level 1-7, 1250 Points**

Knowledge of a wide range of information technology security principles, methods, regulations, policies, products and services sufficient to develop specifications to ensure compliance with security requirements at the LAN level and to plan and coordinate the delivery of an information technology security awareness training program for end users at all levels in the command.

Knowledge of a wide range of information technology security requirements for certification and accreditation; network operations and protocols; systems testing and evaluation; and performance management methods sufficient to implement and coordinate activities designed to ensure, protect, and restore information technology systems, services, and capabilities; to monitor and evaluate systems compliance with information technology security requirements; provide advice and guidance in implementing information technology security policies and procedures in the development and operation of network systems; to plan and conduct security accreditation reviews for installed systems or networks; and to recommend new or revised security measures and countermeasures based on the results of accreditation reviews.

Knowledge of a wide range of information technology and communication computer security techniques, requirements, methods, sources, and procedures in INFOSEC automated software security.

Knowledge of system software and systems development life cycles including systems documentation, design development, configuration management, cost analysis, data administration, systems integration, and testing.

Knowledge of information technology security requirements and skill sufficient to develop and evaluate program documentation to include: mission needs statements, operational requirements documents and support plans, specifications, and proposals.

Ability to serve as the focal point for information security, providing advice and assistance on complex issues to improve the information technology security program comprising many unique organizations and large, complex computer and communications security systems.

Ability to apply sound judgment in the use of security knowledge and in weighing the impact of variables such as granting access to classified keying material and other issues that influence the course of actions taken in resolving security questions or issues.

Ability to apply policies, principles, and information technology security concepts sufficient to carry out activities leading to security C&A.

Ability to apply findings of assessments to mitigate Information Technology security risks through the implementation of corrective actions.

Factor 2, Supervisory Controls**Level 2-4, 450 Points**

The supervisor of this position discusses the incumbent's assignments in general terms and defines the overall objectives. The employee has responsibility for planning, designing, and carrying out projects, and for coordinating, as a peer, with experts both within and outside the organization. The employee independently resolves problems, determines the best approach and methodology to be used, coordinates work with others as necessary, interprets policy, makes technical decisions, and keeps the supervisor apprised of potential problems. In performing the work, the employee makes technical judgments in deciding which analytical and technical decisions lead to or help form decisions on operational policy. Completed work is reviewed for expected results.

Factor 3, Guidelines**Level 3-4, 450 Points**

Guidelines primarily consist of Public Law, Federal, DOD, Joint Staff policies, components, and local regulations, policies, standards, and precedents that provide general guidance. Guidelines specific to assignments are often very general or have gaps in specificity that require considerable interpretation and adaptation for applications to issues or problems. Judgment, initiative, and resourcefulness are required in deviating from established methods to modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; treat specific issues or problems; research trends and patterns; develop new methods and criteria; and/or propose new policies and practices.

Factor 4, Complexity

Level 4-4, 225 Points

Assignments consist of various computer systems security projects or evaluations that require planning, analysis and implementation of preventative or corrective measures. Systems access capabilities, user access requirements, physical and personnel security requirements may need to be considered jointly or individually to evaluate problems, resolve issues or establish measures to prevent unauthorized access. Deciding what has to be done typically involves assessing situations complicated by conflicting or insufficient data which must be analyzed to determine the applicability of established methods. A wide variety of information and a number of computer systems must be evaluated in the process of formulating overall recommendations. Consideration must be given to probable future changes that would impact the security of IT systems.

Factor 5, Scope and Effect

Level 5-4, 225 Points

The work involves investigating and analyzing a variety of unusual problems, questions, or conditions associated with security; formulating projects or studies or establishing criteria in computer security. The work affects computer systems which in turn affects a wide range of agency activities.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts

Level 6-3/7C, 180 Points

Regular contacts are with USTRANSCOM leadership, USTRANSCOM component commands' information technology leadership, the Joint Staff, the Office of the Secretary of Defense, and various directorate level points of contact within USTRANSCOM. Contacts occur in scheduled and unscheduled meetings, workshops, conferences, and TDYs requiring incumbent's technical familiarity with complex information systems security issues. Timelines, appointments, coordination and reporting are all extremely difficult due to the level of approval contact required. Employee must vary methods and approaches for achieving results based on the broad nature of contacts.

Contacts involve influencing others to utilize particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems securing cooperation.

Factor 8, Physical Demands

Level 8-1, 5 Points

The work requires no special physical demands and is sedentary in nature. It may involve some walking, standing, bending or carrying of light items such as files, computer reports or office supplies.

Factor 9, Work Environment

Level 9-1, 5 Points

The work is performed in a typical office setting. Special safety precautions are not required.

Other significant facts pertaining to this position are -

Incumbent may be required to travel by regularly scheduled passenger military or commercial aircraft in the performance of temporary duty assignments.

The employee must obtain and maintain a Top Secret clearance.

This position may require the employee to work other than normal duty hours, which may include overtime.

Incumbent may act as Section Chief when required.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD (S) USED:

OPM PCS Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, dated May 2001

FACTOR LEVELS AND POINTS: 1-7, 1250 pts; 2-4, 450 pts; 3-4, 450 pts; 4-4, 225 pts; 5-4, 225 pts; 6-3/7C, 180 pts; 8-1, 5 pts; 9-1, 5 pts.

GS-12 point range: 2755-3150

Total points: 2790

Final Classification: Information Technology Specialist (INFOSEC), GS-2210-12

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NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION																									
POSITION AND HIRING INFORMATION																									
1. POSITION NUMBER 9S43034		2. POSITION TITLE IT SPEC (PLCYPLN)			3. OCCUPATIONAL CODE 2210																				
4. ORGANIZATIONAL TITLE		5. CAREER GROUP Standard	6. PAY SCHEDULE YA	7. PAY BAND 02	8. TARGET PAY BAND 02																				
9. OPM FUNCTIONAL CODE NA																									
10. DRUG TEST YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888-5USC CH 7112(b)(1)	12. FAIR LABOR STANDARDS ACT ___ N ___ X ___ E 5 CFR 551.206			13. DOD SUPERVISORY STATUS & AF SL DOD 5/AF 5																				
14. KEY/EMERGENCY ESSENTIAL NA	15. MOBILIZATION INDICATOR C - Position required in mobilization and peacetime		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL No		17. CERTIFICATION REQUIRED ___ YES ___ X ___ NO																				
18. POSITIVE EDUCATION REQUIREMENTS ___ YES ___ X ___ NO		19. LANGUAGE REQUIRED ___ YES ___ X ___ NO		20. LANGUAGE IDENTIFIER NA																					
21. FINANCIAL STATEMENTS REQUIRED ___ YES ___ X ___ NO		22. POSITION SENSITIVITY Noncritical Sensitive		23. PAY POOL IDENTIFIER																					
				24. LAUTENBERG/SMITH AMENDMENT ___ YES ___ X ___ NO																					
25. DUTIES Plans, develops, and implements USTRANSCOM TCJ6 activities, initiatives, and programs. Gathers, assembles, and analyzes facts. draws conclusions. devises solutions to problems, and identifies changes and trends as they relate to transformational activities. Applies expert analytical and technical skills to the identification, consideration, and resolutions of issues or problems concerning efficiency and effectiveness of transformational activities, initiatives, and programs. Devises and develops acquisition strategies for the implementation and integration of transformational activities, initiatives, and programs. Leads the synchronization and integration of transformational changes through the execution and management of programmatic goals and process. Assesses and evaluates organizational structuring options for complex, diverse organizations and works in a multi-functional environment involving interaction with the highest executive and management levels of the Air Force, Department of Defense, and Chief Executives. Represents the TJC6 Directorate as a member of the USTRANSCOM Transformation Task Force.																									
26. POSITION'S ORGANIZATION USTC/TCJ6-XC																									
27. POSITION OCCUPIED Competitive			28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB, Belleville, St Clair County, IL b. GEOGRAPHICAL LOCATION CODE 177835163																						
29. Core Competencies Air Force Skill Codes: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Percentage</th> <th style="text-align: center;">Skill Code</th> <th style="text-align: center;">Shred</th> <th style="text-align: center;">Subshred</th> <th style="text-align: left;">Literal Translation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50%</td> <td style="text-align: center;">APM</td> <td style="text-align: center;">ZAF</td> <td></td> <td>Computer Specialist/Program Management</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">APM</td> <td style="text-align: center;">PLR</td> <td></td> <td>Computer Specialist/Plans and Requirements</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">APM</td> <td style="text-align: center;">YYB</td> <td></td> <td>Computer Specialist/Acquisition</td> </tr> </tbody> </table>						Percentage	Skill Code	Shred	Subshred	Literal Translation	50%	APM	ZAF		Computer Specialist/Program Management	25%	APM	PLR		Computer Specialist/Plans and Requirements	25%	APM	YYB		Computer Specialist/Acquisition
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50%	APM	ZAF		Computer Specialist/Program Management																					
25%	APM	PLR		Computer Specialist/Plans and Requirements																					
25%	APM	YYB		Computer Specialist/Acquisition																					

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

30. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU DUAL STATUS NON-DUAL STATUS		C. AIR/ARMY RESERVE TECHNICIAN YES NO
D. AF SPEC CODE/ MIL OCCUPATIONAL SPEC	E. ROLE LEAVE BLANK	F. SPECIALITY LEAVE BLANK	G. SCOPE AND IMPACT LEAVE BLANK	
H. ORGANIZATIONAL ENVIRONMENT USTRANSCOM	I. CAREER FIELD/ COMMUNITY E: Comm/Info	J. RESERVED FOR COMPONENT USE ORG CODE: CMY - Communications CENTRALLY MANAGED: 2 COMP LEVEL CODE: K45A		K. PRP OPTION CODE

32. SKILLS INFORMATION


1. Mastery knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes. Extensive knowledge of Strategic Planning processes and techniques.
2. Comprehensive knowledge of DOD IT systems including configuration, applications, operating systems, and management principles and techniques. Extensive knowledge of DOD, Service, Joint Staff, commercial, and GSA directives, regulations, practices, and policies. In-depth knowledge of Defense Transportation System information technologies.
3. Broad knowledge of, and skill in applying IT system acquisition regulations, policies, guidelines, practices and procedures.
4. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.
5. Ability to apply extensive knowledge of current IT methods, practices and procedures. Stays current of technological advancements in an ever-changing environment.
6. Ability to plan, organize, and prioritize daily workload to meet changing deadlines and rapidly changing circumstances.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS


1. Travel by military or commercial aircraft in accordance with the Joint Travel Regulation (JTR) in the performance of temporary duty assignments is required.
2. The employee must obtain and maintain a secret security clearance.
3. This position may require the employee to work other than normal duty hours, which may include overtime.

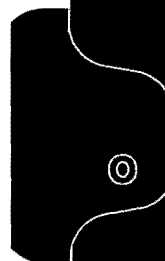
34. OTHER REQUIREMENTS A. DOD RESERVED	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
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35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE 	b. TITLE Chief, Distribution Transformation and Support Division	c. DATE (YYYY/MM/DD) 20070524
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE 	b. TITLE Human Resources Specialist	c. DATE (YYYY/MM/DD) 20070524
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NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

POSITION AND HIRING INFORMATION

1. POSITION NUMBER 9S N1441		2. POSITION TITLE Information Technology Specialist (Policy and Planning)			3. OCCUPATIONAL CODE 2210	
4. ORGANIZATIONAL TITLE USTRANSCOM IT Specialist		5. CAREER GROUP SC	6. PAY SCHEDULE YA	7. PAY BAND 2	8. TARGET PAY BAND	9. OPM FUNCTIONAL CODE
10. DRUG TEST ___ YES ___ X ___ NO	11. BUS CODE 8888 - 5USC 7112(B)(1)	12. FAIR LABOR STANDARDS ACT ___ N ___ X ___ E 5CFR 551.207			13. DOD SUPERVISORY STATUS & AF SL DoD 2/AF 5	
14. KEY/EMERGENCY ESSENTIAL NO	15. MOBILIZATION INDICATOR C-position required in peace time and upon mobilization		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL NO		17. CERTIFICATION REQUIRED ___ X ___ YES ___ NO	
18. POSITIVE EDUCATION REQUIREMENTS ___ YES ___ X ___ NO		19. LANGUAGE REQUIRED ___ YES ___ X ___ NO		20. LANGUAGE IDENTIFIER N/A		
21. FINANCIAL STATEMENTS REQUIRED ___ YES ___ X ___ NO		22. POSITION SENSITIVITY Non-Critical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT ___ YES ___ X ___ NO

25. DUTIES

Serves as a Senior IT Specialist supporting assigned Defense Transportation System (DTS) IT systems and programs. Performs technical analysis for IT functional requirements, plans, and IT architecture design, development, testing, and implementation of IT systems. Identifies and ensures compliance of DoD standards, policies, and procedures for the acquisition of IT systems. Reviews technical proposals and contract deliverables for program managers. Establishes and maintains documentation library and technical standards required to achieve optimal interoperability and supportability. Takes broadly defined goals from such sources such as the systems specifications or ill-defined user requirements, compares them to the command's mission, current system design and state-of-the-art technology to design and plan new systems, subsystems, or interfaces to satisfy those goals or requirements. Conducts feasibility studies and cost-benefit analysis, defines milestones in software development, and provides technical guidance during development. Evaluates, monitors, and manages the progress of assigned DTS IT systems development. Develops and monitors sequencing plans to transition from the enterprise baseline environment to the target IT environment. For assigned IT systems, serves as a command DTS enterprise technical and systems expert and consultant in the areas of architecture, integration, and interoperability. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT systems and acquisition policies and regulator requirements. Conducts interoperability and supportability assessments across the DTS to ensure that systems are designed and developed in accordance with the concepts, policies, and standards defined by the enterprise architecture. Establishes evaluation criteria, develops updates, and executes technical assessment studies. Creates, reviews, and monitors Communications-Computer System Requirements Documents (CSR D) in support of the technical review boards and groups by evaluating IT system requirements to determine operational IT capability and licensing requirements.

26. POSITION'S ORGANIZATION
USTRANSCOM/TCJ6-PE

27. POSITION OCCUPIED

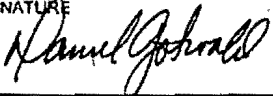

Competitive

28. a. DUTY STATION (City - County - State Or Overseas Location)
Scott Air Force Base, ST Clair, IL

b. GEOGRAPHICAL LOCATION CODE
177835163

29. Core Competencies
Air Force Skill Codes:

Percentage	Skill Code	Shred	Subshred	Literal Translation
50%	APMZAF			Computer Specialist, Program Management
25%	APMYB			Computer Specialist, Acquisition
25%	APMDBA			Computer Specialist/Database Management

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION				
30. COMPONENT INFORMATION				
A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU		C. AIR/ARMY RESERVE TECHNICIAN
		DUAL STATUS NON-DUAL STATUS		YES NO
D. AF SPEC CODE/ MIL OCCUPATIONAL SPEC	E. SPECIALTY	F. SPECIALTY	G. RESERVE AND IMEACT	
03354				
H. ORGANIZATIONAL ENVIRONMENT	I. CAREER FIELD/ COMMUNITY	J. RESERVED FOR COMPONENT USE		31. PPP OPTION CODE
Joint Activity	E- Comm & Info	Org Func Code: DDY Centrally Managed Type: NA Comp Lvl Code: K45A		
32. SKILLS INFORMATION				
<p>1. Mastery knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4S principles, concepts, methods, practices, and processes.</p> <p>2. Expert knowledge of DOD IT systems including configuration, applications, operating systems, and management principles and techniques. Extensive knowledge of DID, Service, Joint Staff, commercial, and GSA directives, regulations, practices, and policies. Expert knowledge of Defense Transportation System information technologies.</p> <p>3. Expert knowledge and skill in applying, IT acquisition regulations, policies, practices and procedures.</p> <p>4. Professional skill and ability to communicate effectively, both orally and in writing.</p> <p>5. Ability to apply extensive knowledge of current IT methods, practices and procedures. Stays current of technological advancements in an ever-changing environment.</p> <p>6. Ability to plan, organize, prioritize, and delegate daily workload to meet rapidly changing deadlines and circumstances.</p>				
33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS				
<p>1. Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.</p> <p>2. Employee must meet, or be capable of meeting, Defense Acquisition Work Improvement Act (DAWIA) requirements applicable to the duties of the position.</p> <p>3. The employee must obtain and maintain a Secret security clearance.</p> <p>4. This position may require the employee to work other than normal duty hours, which may include overtime.</p> <p>5. Employee is expected to meet Continuing Acquisition Education requirements.</p>				
34. OTHER REQUIREMENTS	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
A. DOD RESERVED				Replaces PD#9842184
35. AUTHORIZED MANAGEMENT OFFICIAL				
a. SIGNATURE		b. TITLE		b. DATE (YYYY/MM/DD)
		Chief, Distribution Capabilities and Support Division		2008/08/27
36. CLASSIFICATION APPROVED BY				
a. SIGNATURE		b. TITLE		b. DATE (YYYY/MM/DD)
		Human Resource Specialist (Classification)		2009 - April - 20

AIR FORCE STANDARD CORE PERSONNEL DOCUMENT (SCPD)

ORGANIZATION: USTC/TCJ6-GE SCPD NUMBER: 9S42876 -
 SUPV LEVEL CODE: 5 COMP LEVEL CODE: K36A-
 TARGET GRADE: 43 4A-02 FLSA: Exempt
 DRUG TEST: No CAREER FIELD ID: E
 SENSITIVITY: Noncritical-Sensitive CENTRALLY MANAGED TYPE: 2
 EMERGENCY ESS: N/A BUS: 8888
 KEY POSITION: N/A POSITION HIST: Replaces 42596. This is a Term position.

CLASSIFICATION: ~~Information Technology Specialist, GS-2210-13~~ IT specialist (sysanalysis)
 DUTY TITLE: Senior Information Technology Specialist 4A-2210-02

ORG & FUNC CODE: DPY
 1ST SKILL CODE: 50% APMZAF Computer Specialist/Program Management
 2RD SKILL CODE: 25% APMYYB Computer Specialist/Acquisition
 3ND SKILL CODE: 25% APMDBA Computer Specialist/Database Management

cow 10/9/06

CLASSIFIED BY:

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

Carol S. Walker
 CLASSIFIER'S SIGNATURE

22 Mar 06
 DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

Barry O. Holland
 SUPERVISOR'S SIGNATURE

13 MAR 06
 DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

BUS CODE: Position is exempt from the bargaining unit IAW 5 USC, Chapter 71, para 7449.

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to perform duties of a Senior IT Specialist in support of GTN. Performs technical analysis for IT functional requirements, plans, and IT architecture design, development, testing, and implementation of Information Technology (IT) systems. Identifies and ensures compliance of DOD standards, policies, and procedures for the acquisition of IT systems. Reviews technical proposals and contract deliverables for program managers. Establishes and maintains documentation library and technical standards required to achieve optimal interoperability and supportability.

The organizational location of this position is: United States Transportation Command, Command, Control, Communications and Computer Systems Directorate, TCJ6-GE Scott AFB, IL 62225-5357

ORGANIZATIONAL GOALS OR OBJECTIVES: Develops, implements, and ensures compliance with plans, policies, standards, infrastructures, and enterprise architecture framework to ensure interoperability and supportability among all USTRANSCOM GTN Information Technology (IT) systems. Provides technical guidance and defines milestones for technical integration of systems and subsystems. Employs the Integrated Defense Acquisition, Technology & Logistic Life Cycle Management Frame Work for USTRANSCOM GTN acquisitions. Develops technical documentation in the form of task orders for contractor support in technical integration and other integration related documents, provides guidance to contractor, civilian, and military personnel, and develops data requirements documents, systems/subsystems specifications and test plans.

DUTY 1:**50%****Critical**

Performs technical analysis of IT functional requirements, develops and evaluates Information Systems Architectures, and develops/evaluates acquisition plans. Takes broadly defined goals from such sources as the systems specification or ill-defined user requirements, compares them to the command's mission, current system design and state-of-the-art technology to design and plan new systems, subsystems or interfaces to satisfy those goals/requirements. Conducts feasibility studies and cost-benefit analysis, defines milestones in software development, and provides technical guidance during development. Investigates trends and patterns in Information Technologies, and when appropriate, advocates departing from established procedures. Ensures systems GTN architecture compliance for applicable DoD and USAF Security Regulations and Instructions, Global Information Grid (GIG) policies, and ensures that the appropriate engineering design principles are employed such as the Carnegie Mellon Capability Maturity Model CMMISM for Systems Engineering/Software Engineering/Integrated Product and Process Development.

STANDARDS:

- A. Effectively provides program management of the development and implementation of architecture products reflecting multiple USTRANSCOM programs/systems with few exceptions. Normally provides guidance acquiring and maintaining USTRNASCOTM GTN Systems using the Integrated Defense Acquisition, Technology & Logistic Life Cycle Management Frame Work.
- B. Provides technical and systems oversight of architecture activities to facilitate the design, development, integration, and interoperability of multiple USTRANSCOM systems, subsystems, and prototypes, which is typically accurate and timely.
- C. Usually provides effective guidance and ensure compliance for information systems design and development with DoD and USAF Policies, Regulations, Instructions, and Manuals.

KSA: All**DUTY 2:****20%****Critical**

Evaluates, monitors, and manages progress of GTN IT systems development. Recommends, in coordination with all other directorates and component commands, technical standards, and IT compliance procedures for USTRANSCOM GTN systems. Develops and monitors sequencing plans to transition from the enterprise baseline environment to the target environment. This includes monitoring program compliance with technical architecture design and standards, as well as the multiple, concurrent, interdependent activities and incremental builds to ensure that required enterprise capabilities are met. Uses influence and persuasion at program reviews, conferences, and other functions concerning USTRANSCOM's GTN architecture position. Works closely with Program Managers to ensure systems meet C4S interoperability and supportability requirements and expectations. Develops point papers, presents briefings, and other presentations on future plans and current program status for senior staff, distinguished visitors, decision-makers, and other agencies, as required.

STANDARDS:

- A. Evaluates and portrays sequencing plans displaying enterprise-wide program progress, maturity, compliance to standards, schedule, and performance status, most often accurately and professionally.
- B. Normally provides continuous improvement by examining processes and making suggestions to improve interoperability and supportability of USTRANSCOM IT systems, policies, and procedures.
- C. Strives to support maximum organizational return on IT investments by evolving a corporate perspective and decision-making process, with rare exception.
- D. In most cases, develops and maintains effective communications, both orally and in writing. Normally maintains effective working relationships, internally and with other organizations.

KSA: ALL

DUTY 3:**15%****Critical**

Serves as a USTRANSCOM GTN enterprise technical and systems expert and consultant in the areas of architecture, integration, and interoperability. Assures understanding of technical and systems requirements, objectives, specifications, and products by all concerned activities. Reviews, evaluates and ensures interoperability and supportability of procedures, techniques, and policies with those of other interfacing IT organizations. Provides guidance on standards to civilian, military, and contractor personnel. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT systems and acquisition policies and regulatory requirements. Assists in Statement of Work preparation and establishment of performance requirements. Requires review and application of technical contractual regulations and policies, and visits with other government agencies and contractors to keep abreast with the current trends in IT systems and programs, security risk and management, current vendor services, and evolving technologies.

STANDARDS:

- A. Provides accurate technical and systems advice and policy interpretation to diverse, highly skilled, operational, technical, and systems experts in pursuit of organizational goals in most cases. Typically leads, develops, encourages, improves, and evaluates assigned government and contractor resources effectively.
- B. Coordinates various organizations output resulting in specific products for senior leadership and customer support review and approval that are generally effective.
- C. Most often consistently maintains technical proficiency. Stays abreast of DOD and USTRANSCOM standards and ensures proper protection of classified material with few exceptions.

KSA: 1, 2, 3, 4

DUTY 4:**10%****Critical**

Conducts interoperability and supportability assessments across the GTN and the USTRANSCOM family of systems to ensure that systems are designed and developed in accordance with the concepts, policies, and standards defined by the enterprise architecture. Establishes evaluation criteria, and develops, updates, and executes technical assessment studies. Establishes a forum to discuss technical issues/concerns and to ensure sound IT program management through an evaluation of the technical feasibility and solvency of each USTRANSCOM GTN system/program. Results are considered during broader IT investment analysis process in evaluating the overall program viability, interoperability, and supportability against limited IT resources and program constraints. Findings are evaluated and recommendations provided to both the program manager and the CIO Program Review Process (CPRP). Provides technical guidance and evaluates milestones for feasibility, technical integration, and interoperability of systems and subsystems. Provides technical guidance to civilian, military, and contractor personnel.

STANDARDS:

A. Typically performs accurate and timely assessments of test plans, operating environment, service assurance, data interfaces, database standardization, schedule and timelines, security documentation, security technical implementation, technical solutions, and standards compliance.

B. Communicates professionally and effectively, both orally and in writing, in most cases.

KSA: 1, 2, 4, 6

DUTY 5:**5%****Critical**

Creates, reviews and monitors Communications-Computer System Requirements Document (CSRD) in support of the Command, Control, Communications, and Computer C4 Systems Advisory Board (C4SAB). Receives request for a new or updated communications-computer capability and determines if capability or license already exists. If not available, prepares CSRD stating requirement, justification, and impact if requirement is not met. Monitors CSRD through entire process. Attends C4SAB meetings to discuss CSRDs and to answer any questions from the board on CSRDs. Troubleshoots and corrects level-one communications-computer problems and forwards unresolved problems to the USTRANSCOM Help Desk.

STANDARDS:

A. Generally accepts request and determines need for CSRD in timely manner. Typically monitors CSRD as it processes, and provides feedback to requestor professionally and effectively. Usually answers all questions upon request.

B. In most cases, attends meetings and provides details, costs, etc., in an effective manner.

KSA: 4, 5, 6

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Mastery knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.

2. Expert knowledge of Clinger-Cohen Act and various associated directives, regulations, practices and policies aligned with DOD, Joint Staff, Services and Agencies.

3. Expert knowledge of, and skill in applying, DOD Architecture Framework associated with interoperability and supportability of IT systems.

4. Ability to apply extensive knowledge of the current CIO IT investment process and C4S Advisory Board as it relates to technical assessment and recommendations.
 5. Ability to plan, organize, and prioritize daily workload to meet changing deadlines and rapidly changing circumstances.
 6. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.
-

CLASSIFICATION CRITERIA:**Factor 1, Knowledge Required By The Position**

Level 1-8

1550 Points

Mastery of, and skill in applying, advanced knowledge of IT concepts, methods, standards, and practices in order to serve as an Architecture authority for enterprise programs/systems development, implementation, and migration. Performs a key role in very difficult assignments, such as identifying duplicative efforts or gaps that minimize broader enterprise interoperability solutions and have wide-spread mission impact. Includes an in-depth knowledge of a wide range of IT methods, advancements, systems concepts, analysis, design, development, and testing of applications for both hardware and software.

Mastery knowledge of IT policies and principles, such as Clinger-Cohen Act, to enforce compliance regarding system design, development and implementation solutions combined with a broad knowledge of IT systems data, data flow, interfaces, and interactions.

Mastery knowledge of IT concepts and practices associated with DOD Architecture Framework and compliance process for developing, evaluating, and approving IT products and applications. Provide expert technical advice, guidance, and recommendations to upper management. Implements new concepts and methodologies to better manage oversight and control previously unsolvable problems.

Expert knowledge of program management principles, methods and practices combined with an extensive understanding of the analytical and administrative methods and techniques required to evaluate enterprise-wide programs for effectiveness and efficiencies associated with interoperability and supportability standards and guidance.

Expert knowledge of acquisition and software engineering principles such as the Carnegie Mellon University CMMISM for Systems Engineering/Software Engineering/Integrated Product and Process Development, and the Malcolm Baldrige National Quality Award Program.

Skill and ability to develop new or modified approaches and work methods, establish innovative techniques, and identify measurement and evaluative criteria to determine program effectiveness and to analyze and resolve highly complex problems. Utilizes various methods to resolve or scope workforce issues associated with IT program/initiatives.

Factor 2, Supervisory Controls

Level 2-4

450 Points

The supervisor outlines assignments in general terms and defines the overall objectives. Within these general areas of direction the employee has responsibility for planning, designing and carrying out objectives and assignments, and for coordinating, as a peer, with experts both within and outside the organization. The employee independently resolves problems, determines the best approach and methodology to be used, coordinates work with others, as necessary, interprets policies, and appraises the supervisor about progress, potentially controversial matters, or far-reaching implications. In performing the work, the employee makes technical judgments in deciding which analytical and technical decisions lead to, or help form, decisions on operational policy. Review is made for

adherence to policies, attainment of objectives, and, ultimately, for effectiveness in predicting the resources needed to accomplish the work.

Factor 3, Guidelines

Level 3-4

450 Points

Guidelines primarily consist of Public Law, Federal, DOD, and Joint Staff policies, and local regulations, policies, standards, and precedents that provide general guidance. Guidelines specific to assignments are often very general or have gaps in specificity that require considerable interpretation and adaptation for application to issues or problems. Judgment, initiative, and resourcefulness are required in deviating from established methods to modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; treat specific issues or problems; research trends and patterns; develop new methods and criteria; and/or propose new policies and practices.

Factor 4, Complexity

Level 4-5

325 Points

The employee makes determinations and plans actions to develop and implement new methods, techniques, policies, and architectural requirements for the USTRANSCOM GTN. Project assignments involve a variety of duties, projects, studies, and/or evaluations requiring an in-depth analysis of IT or acquisition issues characterized by the need for significant departures from established practices. Decisions concerning what needs to be done are complicated by conflicting or insufficient data that must be analyzed to determine the applicability of established methods. Although precedent studies and programs are helpful, they are usually untried at the scale proposed. A number of approaches to accomplish the work are possible and decisions regarding the approach are complicated by the extensive coordination required between the various users, other IT staff and supporting Command staff, e.g., legal review. The work requires developing criteria where numerous conditions, options, and conflicting user needs must be considered. Incumbent must also consider probable areas of future changes in policy affecting enterprise-wide designs, hardware and software developments, or comparable aspects of assigned projects in order to resolve complex technical issues, and plan for user requirements and emerging technology.

Factor 5, Scope and Effect

Level 5-5

325 Points

The work involves isolating and defining issues or conditions, resolving critical problems in enterprise-wide systems, and /or developing new approaches and techniques for use by others, and monitoring testing/implementation of new technologies. The employee serves as a consultant and enterprise advisor in controlling a common direction to which the overall enterprise architecture and various supporting IT applications are deemed interoperable. Advice, guidance, or results of the work affect development of major aspects of mission-related business systems and technologies used throughout the agency.

Factor 6, Personnel Contacts and Factor 7, Purpose of Contacts

Level 3C

180 Points

Regular contacts are with USTRANSCOM leadership, USTRANSCOM component commands' information technology leadership, Services and Agencies, Joint Staff, Office of the Secretary of Defense, various directorate level and functional points of contact within USTRANSCOM, contractors, vendors, and professional associations and interest groups. Frequently contacts are at the General Officer or equivalent level, and with contractors at the Project Manager level. Contacts occur in scheduled and unscheduled meetings, in formal and informal settings, briefings, negotiating sessions, workshops, conferences, and TDY's requiring incumbent's technical familiarity with complex IT issues. Timelines, appointments, coordination, and reporting are all extremely difficult due to the level of approval contact that is required. The employee must vary methods and approaches for achieving results based on the broad nature of contacts.

Contacts involve influencing others to utilize particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems securing cooperation. The persons contacted have diverse viewpoints, goals or objectives; consequently, requires the ability to bring parties to compromise, or develop suitable alternatives.

Factor 8, Physical Demands

Level 8-1

5 Points

The work requires no special physical demands and is sedentary in nature. The work may involve some walking and standing in conjunction with travel to and attendance at meetings and conferences away from the work site. May carry light items such as documents, books, laptops, and/or drive a motor vehicle.

Factor 9, Work Environment

Level 9-1

5 Points

The work is performed in a typical office setting with visits to various other buildings or offices to support projects. The work environment involves everyday risks or discomforts that require normal safety precautions.

Other significant facts pertaining to this position are:

- Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.
 - The employee must obtain and maintain a Secret security clearance.
 - This position may require the employee to work other than normal duty hours, which may include overtime.
 - Incumbent may act as Branch Chief when required.
-

CLASSIFICATION SUMMARY:**CLASSIFICATION STANDARD(S) USED:**

OPM Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, covering the GS-2210, Information Technology Management Series, May 2001.

Factor Level are as follows: 1-8, 1550 points; 2-4, 450 points; 3-4, 450 points; 4-5, 325 points; 5-5, 325 points; 6-3/7c, 180 points; 8-1, 5 points; 9-1, 5 points.

GS-13 Point Range: 3155-3600

Total Points: 3290

Grade: GS-13

Final Classification: Information Technology Specialist, GS-2210-13

AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION: USTC/TCJ6:P
 SUPV LEV CODE: 75
 TARGET GRADE: GS-43-4A-02
 JOB SHARE: No
 SENSITIVITY: Critical - Sensitive
 EMERGENCY ESS: No
 KEY POSITION: No

SCPD NUMBER: 9S42160
 COMP LEV CODE: K36A
 FLSA: Exempt
 CAREER PROG ID: 2/E
 BUS: 8888
 DRUG TEST: No
 POSITION HIST: SF3959200 3 SF3972400

CLASSIFICATION: Information Technology Specialist: GS-2210-13
 DUTY TITLE: IT Systems Program Manager

ORG & FUNC CODE:

1ST SKILL CODE: 50% APMZAF Computer Specialist, Program Management
 2ND SKILL CODE: 25% APMLPR Computer Specialist, Plans and Requirements
 3RD SKILL CODE: 25% APMYYB Computer Specialist, Acquisition

CLASSIFIED BY:

[Signature]

CLASSIFIER'S SIGNATURE

1 March 2002

DATE

SUPERVISOR'S CERTIFICATION: I certify that this Core Personnel Document is an accurate statement of the major duties, knowledge, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

[Signature]

SUPERVISOR'S SIGNATURE

1 March 02

DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

AF Form 1003 APR 90 (COMPUTER GENERATED)

BUS CODE: Position is exempt from the
 bargaining unit IAW 5 USC, Chapter 71, para
 7112(b)(1)- MANAGEMENT OFFICIAL

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is:

Exercise project management responsibilities for validated and funded USTRANSCOM and/or Joint Staff directed Command, Control, Communications, and Computer (C4) business system requirements and implement technical solutions in accordance with current C4S policies, funding constraints, acquisition strategy, maintenance concepts, and configuration management plans.

The organizational location of this position is:

United States Transportation Command, Directorate of Command, Control, Communication and Computer Systems Directorate (TCJ6), Programs Division, Scott AFB, IL 62225-5357

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are:

Manage, develop, and implement validated and funded USTRANSCOM Command, Control, Communications, and Computer (C4) Systems projects and provide command oversight for DOD, Joint Staff C4S, USTRANSCOM and component commands programs. Implement technical solutions in accordance with current C4S policies, funding constraints, acquisition strategy, maintenance, and integrated logistics support for new programs until the system has been certified, commissioned, and accepted by the responsible operations and maintenance activity.

DUTY 1:**40% Critical**

Manages, develops, and implements USTRANSCOM validated programs and/or Joint Staff directed programs and systems. Performs analysis of functional, financial, and technical aspects of IT requirements, plans, and software development. Takes broadly-defined goals from such sources as the system specifications, or ill-defined user requirements, compares them to the command's mission, current systems design, and state-of-the-art technology in order to design and plan new systems, subsystems, and interfaces to satisfy those goals/requirements. Consideration must be given to the often conflicting criteria of mission needs, functional requirements, security requirements, system capability, system performance, and funding criteria. Conducts feasibility studies and cost-benefit analyses, defines milestones in development, and recommends alternative solutions to identified problem areas in current processes and systems. Develops implementation plans for the IT development and provides technical guidance during development. Plans the management and acquisition strategy for assigned programs or projects. Directs and monitors contractor activities to assure progress on cost, schedule, performance, and/or supportability criteria. Influences and persuades management officials to accept technical technical alternatives which differ from the original proposals. Persuades staff officers and management officials to accept controversial changes to established objectives. Investigates trends and patterns in IT programs and systems development to advocate departing from established procedures. Analyzes design objectives for technical feasibility. Participates in, or leads, integrated teams to evaluate and establish technical requirements. Prepares comprehensive evaluations and/or recommendations for directorate level consideration. Frequently contacts representatives of the Services, Joint Staff, Transportation Component Commands (TCC), and supported Commanders in Chiefs (CINC) to evaluate complex integration problems and provide technical guidance, or recommended solutions for USTRANSCOM and component commands.

STANDARDS:

- A. Provides project management of the development and implementation activities of multiple USTRANSCOM programs/systems in an expert manner with few exceptions. Plans the management acquisition strategy, and implementation plans.
- B. Provides technical oversight of software engineering activities to facilitate the design, development, integration, and interoperability of multiple USTRANSCOM systems, subsystems, and prototypes, which is typically accurate and timely.
- C. Typically develops marketing concepts for USTRANSCOM programs/systems to the user community which are most often effective.

KSA: All

DUTY 2:

25% Critical

Evaluates, monitors, manages, and reports on the progress of IT system development.

Recommends, in coordination with all other agency organizations, technical policy, and IT procedures for USTRANSCOM systems. Provides positive contributions to the quality assurance program. Participates in formal review of implementation of enhancements. Attends high-level decision meetings at USTRANSCOM and users' groups. Defends the program position at program reviews, conferences, and other functions. Works closely with functional managers to ensure system meets user requirements and expectations. Develops point papers, presents briefings, and other presentations on future plans and current project status for senior staff, distinguished visitors, decision-makers, and other agencies, as required.

STANDARDS:

- A. Evaluates and portrays program progress, program cost, schedule, and performance status, most often accurately and professionally. Provides continuous improvement by examining work processes and making suggestions to improve quality, timeliness, and efficiency of USTRANSCOM IT systems, policies and procedures.
- B. Strives for maximum organizational results by cooperating with others to make team decisions work, with rare exception. Develops and maintains effective communications, both orally and in writing, and working relationships, internally and with other organizations, in most cases.

KSA: All

DUTY 3:

20% Critical

Serves as a USTRANSCOM technical expert and consultant for assigned programs and systems to command and other DOD agency staff specialists and operating personnel on problems encountered in implementing systems and the development of related procedures and proposals. Assures understanding of functional requirements, operational objectives, specifications, and products by all concerned activities. Reviews, evaluates and ensures compatibility of procedures, techniques and policies with those of other interfacing IT organizations. Provides liaison on program issues with system administrators, network administrators, security specialists, and database administrators at USTRANSCOM. Provides guidance on standards to civilian, military, and contractor personnel. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT systems and acquisition policies and regulatory requirements. Serves as the Contracting Officers' Representative (COR) for assigned programs/systems and performs those duties and responsibilities in accordance with negotiated contractual requirements. Requires review of technical and contractual regulations and policies, and visits with other government agencies, and contractors, to keep abreast with

the current trends in IT systems and programs, security risk and management, current vendor services, and evolving technologies.

STANDARDS:

- A. Provides technical advice and policy interpretation to diverse, highly skilled operational, technical and systems experts in pursuit of organizational goals that is accurate in most cases. Typically leads, develops, encourages, improves, and evaluates assigned government and contractor resources in an accurate manner.
- B. Coordinates various organizations output resulting in specific products for senior leadership and customer support review and approval which is generally effective.
- C. Most often consistently maintains technical proficiency. Stays abreast of DOD and USTRANSCOM standards, and ensures proper protection of classified material with few exceptions.

KSA: 2, 3, 5

DUTY 4:

15% Critical

Monitors the development of tests to ensure that systems perform in accordance with the functional description and system specifications. Evaluates test results and test reports, and recommends acceptance/rejection to the supervisor. Provides technical guidance and defines milestones for technical integration and interoperability of systems and subsystems. Develops technical documentation in the form of task orders for contractor support in technical integration and interoperability and other associated documents. Provides technical guidance to civilian, military, and contractor personnel. Develops data requirements documents, system/subsystem specifications, and test plans.

STANDARDS:

- A. Typically performs accurate and timely review and evaluation of test plans, performance plans, system capacity reports, test cases and scenarios for meeting mission requirements, effectiveness, accuracy, timeliness, and quality.
- B. Communicates results, both orally and in writing, in most cases professionally and effectively.

KSA: 1, 2, 3, 4, 6

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA)

- 1. Mastery knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4 principles, concepts, methods, standards, practices, and processes. Expert knowledge of Strategic Planning processes and techniques.
- 2. Expert knowledge of DOD IT systems including configuration, applications, operating systems, and management principles and techniques. Extensive knowledge of DOD, Service, Joint Staff, commercial, and GSA directives, regulations, practices, and policies. Expert knowledge of the Defense Transportation System information technologies.
- 3. Expert knowledge of, and skill in applying, IT systems acquisition regulations, policies, guidelines, practices and procedures.

4. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.
5. Ability to apply extensive knowledge of current IT methods, practices and procedures. Stays current with technological advancements in an ever-changing environment.
6. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstances.

CLASSIFICATION CRITERIA:**Factor 1, Knowledge Required By The Position**

Level 1-8

1550 Points

Mastery of, and skill in applying, advanced knowledge of IT principles, concepts, methods, standards, and practices in order to serve as a technical authority for assigned programs/systems, development, acquisition, and implementation. Performs a key role in very difficult assignments, such as planning for advanced system projects or leading task forces for resolving critical problems which require innovative solutions, and have wide-spread mission impact. Includes an in-depth knowledge of a wide range of IT techniques and experience with multiple IT specialties and disciplines.

Expert knowledge of the technical characteristics of the IT hardware and software systems, the Command's IT architecture, knowledge of comparable systems in use in other agencies, and the private sector, for accomplishing similar applications, and knowledge of emerging technology to serve as a technical expert providing leadership and technical guidance to specialists involved in life cycle management of IT systems.

Expert knowledge of IT as relates to systems design/development concepts, meeting mission functional requirements, and related policies and procedures to provide advice and consultation to system planners and developers.

Mastery of the principles, policies, and practices of IT systems acquisition and program management. Applies this expert-level knowledge to serve as a program manager responsible for the planning, organization, and realization of IT systems acquisition, testing, implementation, and operational functionality. Mastery knowledge of IT systems life cycle processes including development, testing, acquisition, deployment, and support.

Expert knowledge of program management theories, principles, and practices combined with an extensive understanding of the analytical, evaluative, and administrative methods and techniques required for managing IT systems/ programs.

Skill and ability to develop new approaches, establish innovative techniques, and identify measurement and evaluative criteria to determine program effectiveness, to develop new or modified work methods, and to analyze and resolve highly complex problems.

Factor 2, Supervisory Controls

Level 2-4

450 Points

The supervisor outlines assignments in general terms and defines the overall objectives. Within these general areas of direction, the employee has responsibility for planning, designing, and carrying out studies or projects, and for coordinating, as a peer, with experts both within and outside the organization. The employee independently resolves problems, determines the best approach and methodology to be used, coordinates work with others, as necessary, interprets policy, makes technical decisions, and apprises the supervisor of potential problems. In performing the work, the employee makes technical

judgments in deciding which analytical and technical decisions lead to, or help form, decisions on operational policy. The incumbent is regarded as one of the leading technical authorities and expert for DOD systems. The supervisor usually accepts the employee's recommendations without change. The incumbent is responsible for decision making, direction and execution based on past practices, executive-level feedback and DTS-wide assessments, and has authority to make agency-level coordination without supervision. Supervisory review consists of receiving executive-level decision briefs, assessing soundness of overall approach, effectiveness in adjusting priorities, direction, guidance, or interpretation of acts, resolutions and laws, and incumbent initiating/incorporating new guidance into projects or missions. Review process is unstructured, flexible and largely driven by the situation.

Factor 3, Guidelines

Level 3-4

450 Points

Guidelines primarily consist of Public Law, Federal, DOD, and/or Joint Staff policies, components, and local regulations, policies, standards, and precedents that provide general guidance. Guidelines specific to assignments are often inapplicable or have gaps in specificity that requires considerable interpretation and/or adaptation for application to issues or problems. Judgment, initiative and resourcefulness are required to interpret conflicting directives and overall objectives, isolate areas that require further study, or show greatest promise, and develop plans for resolving issues. When guidelines are lacking, the employee must generate new or improved methods to be tested which may provide a basis for future guidelines.

Factor 4, Complexity

Level 4-5

325 Points

The incumbent makes determinations and plans actions to develop and implement new methods, techniques, policies, and operational requirements for C4 business systems. Project assignments involve a variety of duties, projects, studies, and/or evaluations requiring an in-depth analysis of IT or acquisition issues, characterized by the need for significant departures from established practices. Problems are resistant to solutions used in the past. Decisions concerning what needs to be done are complicated by conflicting or insufficient data which must be analyzed to determine the applicability of established methods. Although precedent studies and programs are helpful, they are usually untried at the scale proposed. A number of approaches to accomplish the work are possible and decisions regarding approach are complicated by the extensive coordination required between the various users, other IT staff and supporting Command staff, e.g., legal review. The work requires developing criteria where numerous conditions, options, and conflicting user needs must be considered. Incumbent must also consider probable areas of future changes in policy affecting system designs, hardware and software developments, or comparable aspects of assigned projects in order to resolve complex technical issues, plan for user requirements, and emerging technology.

Factor 5, Scope and Effect

Level 5-5

325 Points

The work involves isolating and defining issues or conditions, resolving critical problems in agency wide systems, and/or developing new approaches and techniques for use by others, monitoring testing, and implementation of new technologies. The employee serves as a consultant and project manager in carrying out one-of-a-kind programs/systems. Advice, guidance, or results of the work affect development of major aspects of mission-related business programs and systems used throughout the agency. The work significantly affects development of major areas or the results of the work of other computer experts throughout the agency, contractor project managers, and/or in other agencies.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts

Level 3D

280 Points

Regular contacts are with USTRANSCOM leadership, USTRANSCOM component commands' information technology leadership, the Joint Staff, the Office of the Secretary of Defense, and various directorate level and functional points of contact within USTRANSCOM. Frequent contacts are at the General Officer or equivalent level, and with contractors at the Project Manager level. Contacts occur in scheduled and unscheduled meetings, in formal and informal settings, briefings, negotiating sessions,

workshops, conferences, and TDY's requiring incumbent's technical familiarity with complex IT issues. Timelines, appointments, coordination and reporting are all extremely difficult due to the level of approval contact that is required. The employee must vary methods and approaches for achieving results based on the broad nature of contacts.

The primary purpose of contacts are to present, justify, defend, negotiate, or settle matters involving significant or controversial IT issues which may impact the nature and scope of programs, and dealing with substantial expenditures. Contacts involve influencing others to utilize particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems securing cooperation. The persons contacted have diverse viewpoints, goals or objectives; consequently, requires ability to bring parties to compromise, or develop suitable alternatives. The incumbent participates in briefings, negotiations, and meetings involving problems or issues of considerable consequence and/or vital importance.

Factor 8, Physical Demands

Level 8-1

5 Points

The work requires no special physical demands and is sedentary in nature. The work may involve some walking and standing in conjunction with travel and to attend meetings and conferences away from the work site. May carry light items, such as, documents, laptops, books, and/or to drive a motor vehicle.

Factor 9, Work Environment

Level 9-1

5 Points

The work is performed in a typical office setting, that is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

Other significant facts pertaining to this position are:

- Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.
- The employee must obtain and maintain a Top Secret security clearance.
- This position may require the employee to work other than normal duty hours, which may include overtime.
- Incumbent may act as Branch Chief when required.

CLASSIFICATION SUMMARY:**CLASSIFICATION STANDARD(S) USED:**

USOPM Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200 (GS-2210), May 2001

CLASSIFICATION REMARKS:

The job incumbent(s) serves as a technical expert where IT knowledge is paramount for performance of the work. The job clearly meets the definition of the GS-2210 series as contained in referenced guide above. The appropriate title is *Information Technology Specialist*, with no parenthetical title since the duties and responsibilities as a program/system project manager span the gamut of the ten specialties

CORE PERSONNEL DOCUMENT

Number: 9S42160

listed in the standard. The factor levels credited are as follows, as evident in the Factor Level descriptions contained above in the position description:

FL 1-8:	1550 points
FL 2-4	450 points
FL 3-4	450 points
FL 4-5	325 points
FL 5-5	325 points
FL 6/7 (3D)	280 points
FL 8-1	5 points
FL 9-1	5 points
TOTAL	3390 Points

GS-13 Point range: 3155-3600

Grade: GS-13

Final Determination: Information Technology Specialist, GS-2210-13

21 February 2002

ORGANIZATION: USTC/TCI6-AS SCPD NUMBER: 9S9S155
SUPV LEVEL CODE: 1
TARGET GRADE: ~~14~~ ~~YC-02~~ FLSA: Exempt
DRUG TEST: NA CAREER FIELD ID: E
SENSITIVITY: Critical Sensitive CENTRALLY MANAGED TYPE: 2
EMERGENCY ESS: NA BUS: 8888 — Based on super duties 7/21/06
KEY POSITION: NA POSITION HIST: New

CLASSIFICATION: Supervisory Information Technology Specialist (PLCYPLN), GS-2210-14 YC-2210-02
DUTY TITLE: Chief, Systems & Technology Architecture Branch' Genw 10-9-06

ORG & FUNC CODE: DPY

1ST SKILL CODE: 40%	CPAMIS	Programmer Analyst/Management Information Systems
2ND SKILL CODE: 35%	APMPLR	Computer Specialist/Plans & Requirements
3RD SKILL CODE: 25%	APMZAF	Computer Specialist/Program Management

SCPD DEVELOPED AND CLASSIFIED BY:

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

Carol Walker
CLASSIFIER'S SIGNATURE

9 Aug 05
DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

Virginia L. Williamson
SUPERVISOR'S SIGNATURE

4 AUG 05
DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

NSPS-
IAW DOD 1400.25M (4-28-06):
Employee's performance plan in this PD is superseded by
NSPS guidelines, and is documented on DOD form 2906
effective 10-15-06

BUS CODE: Position is excluded from the
bargaining unit IAW Chapter 71 - supervisory
By 7-31-06

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to serve as a first level supervisor, providing planning, directing, organizing, and exercising control over non-supervisory employees assigned to the Systems and Technology Architecture Branch. Establishes and maintains standard profiles for Information Technology (IT) systems. Reconciles IT systems functions with process capabilities. Develops and manages the Corporate Resource Information Source (CRIS) database. Develops, directs and performs technical assessment for all Transportation Working Capital Funds (TWCF) IT systems. Supports portfolio managers in the performance of technical reviews. Performs configuration management for all systems and technical view products. Performs data calls for all IT systems. Prioritizes and develops front-end application to CRIS.

The organizational location of this position is: United States Transportation Command, Command, Control, Communications and Computer Systems Directorate, Deputy Director for Distribution Portfolio Management, Enterprise Architecture Division, Systems and Technology Architecture Branch.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: develops, implements, and ensures compliance with plans, policies, standards, infrastructures, and enterprise architecture framework to ensure interoperability and supportability among all enterprise Information Technology (IT) systems. Facilitates, coordinates, and integrates the development and evolution of USTRANSCOM's Enterprise Architecture, consisting of multiple views (operational, systems, and technical views) that promote interoperability and supportability, and improves understanding, comparisons, and relationships across organizational and joint boundaries.

DUTY 1:**Critical**

Plans, organizes, and directs the activities of the Systems and Technology Architecture Branch. Develops goals and objectives that integrate organization and objectives for enterprise architecture for USTRANSCOM validated and/or proposed programs including Joint Staff directed programs and systems. Researches, interprets, analyzes and applies DOD, Joint, Combatant Commands, and non-DOD strategies, policies, regulations and guidelines. Establishes policies and procedures for accomplishment of the mission of the Systems and Technology Architecture Branch. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies needs for changes in priorities and takes action to implement such changes. Plans works to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advise, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor of significant issues and problems related to work accomplishments. Establishes metrics and analyzes systems to ensure processes are meeting critical requirements. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

STANDARDS:

- A. Planning, organizing, and directing efforts typically comply with higher headquarters guidance and achieve organization and customer needs.
- B. Management of resources normally meets the needs of the staff and customers adequately and effectively.
- C. Methods established to review actions are usually effective and ensure legal and regulatory compliance issues and/or customer concerns are promptly identified and addressed.

KSA: 1, 2, 3, 4

DUTY 2:**Critical**

Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selections of candidates for vacancies, promotions, details, and reassignments taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers' performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or recommends for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master level schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determination to subordinate employees.

STANDARDS:

- A. Personnel management actions initiated are typically prompt, accurate, and well considered in terms of mission, legal, regulatory, and EEO objectives.
- B. Technical and administrative guidance provided to subordinates is almost always timely and substantive, and promotes development of individual skills and abilities.
- C. Consistently observes and complies with health, safety, and security directives.

KSA: 1, 5, 6, 7

DUTY 3:**Critical**

Represents the Enterprise Architecture Division with the Defense logistics community and national partners. Establishes, develops, and maintains effective working relationships with representatives of the Office of Secretary of Defense (Logistics), Joint Staff, Combatant Commands, Services, Agencies, components commands, and commercial industry partners. Meets with functional proponents, key customers, and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve unusual problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and perform special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and ensures follow-up action is taken. Researches and determines or recommends appropriate actions or interpretation of issues that may impact organization, command, agency, commercial or national interest.

STANDARDS:

- A. Interactions with internal and external officials and/or customers are usually diplomatic, convincing, professional, and promote effective working relationships.

B. Recommendations are almost always thoroughly researched and analyzed to ensure all issues are properly addressed.

C Typically ensures participation and outcomes of special projects result in positive impact on the organization and/or improves quality.

KSA: 1, 4, 5, 6, 7

DUTY 4:**Critical**

Serves as a USTRANSCOM enterprise technical and systems expert and consultant in the areas of architecture, integration, and interoperability. Assures understanding of technical and systems requirements, objectives, specifications, and products by all concerned activities. Reviews, evaluates and ensures interoperability and supportability of procedures, techniques, and policies with those of other interfacing IT organizations. Provides guidance on standards to civilian, military, and contractor personnel. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT systems and acquisition policies and regulatory requirements. As required, serves as the Contracting Officers' Representative (COR) for assigned programs and performs those duties and responsibilities in accordance with negotiated contractual requirements. Assists in Statement of Work preparation and establishment of performance requirements. Requires review and application of technical contractual regulations and policies, and visits with other government agencies and contractors to keep abreast with the current trends in IT systems and programs, security risk and management, current vendor services, and evolving technologies.

STANDARDS:

A. Provides technical and systems advice and policy interpretation to diverse, highly skilled, operational, technical, and systems experts in pursuit of organizational goals that is accurate in most cases. Typically leads, develops, encourages, improves, and evaluates assigned government and contractor resources in an accurate manner.

B. Coordinates various organizations output resulting in specific products for senior leadership and customer support review and approval that are generally effective.

C. Most often consistently maintains technical proficiency. Stays abreast of DOD and USTRANSCOM standards and ensures proper protection of classified material with few exceptions.

KSA: 1, 2, 3, 4

DUTY 5:**Critical**

Conducts interoperability and supportability assessments across the enterprise to ensure that systems are designed and developed in accordance with the concepts, policies, and standards defined by the enterprise architecture. Establishes evaluation criteria, and develops, updates, and executes technical assessment studies. Establishes forum to discuss technical issues/concerns and to ensure sound IT program management through an evaluation of the technical feasibility and solvency of each USTRANSCOM system/program. Results are considered during broader IT investment analysis process in evaluating the overall program viability, interoperability, and supportability against limited IT resources and program constraints. Findings are evaluated and recommendations provided to both the program manager and the CIO Program Review Process (CPRP). Provides technical guidance and evaluates milestones for feasibility, technical integration, and interoperability of systems and subsystems. Provides technical guidance to civilian, military, and contractor personnel.

STANDARDS:

A. Typically performs accurate and timely assessments of test plans, operating environment, service assurance, data interfaces, database standardization, schedule and timelines, security documentation, security technical implementation, technical solutions, and standards compliance.

B. Communicates professionally and effectively, both orally and in writing, in most cases.

KSA: 1, 2, 4, 6

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Expert knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.
2. Knowledge of safety and security regulations, practices, and procedures.
3. Ability to plan, organize, and direct the functions and staff of a small to medium sized organization.
4. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.
5. Knowledge of management and personnel practices with respects to Department of Defense working environments.
6. Expert knowledge of Clinger-Cohen Act and various associated directives, regulations, practices and policies aligned with DOD, Joint Staff, Services and Agencies.
7. Expert knowledge of, and skill in applying, DOD Architecture Framework associated with interoperability and supportability of IT systems.
8. Ability to apply extensive knowledge of the current CIO IT investment process and C4S Advisory Board as it relates to technical assessment and recommendations.

SUPERVISORY CONTROLS:

Works under the general supervision of the Chief, Enterprise Architecture Division. The employee independently plans, organizes, and directs the work of the Systems and Technology Architecture Branch to achieve goals and objectives and ensure compliance to legal and regulatory requirements. Work is reviewed in terms of overall mission support and attainment of organizational and Department goals.

CLASSIFICATION CRITERIA:**Factor 1, Program Scope and Effect**

Level 1-3

550 Points

The purpose of the work is to provide command and DOD advice and guidance on enterprise architecture issues associated with end-to-end supply and transportation operational processes and all supporting logistics information systems. The employee typically serves as a senior expert and consultant regarding all issues associated with developing, maintaining, aligning and influencing change through enterprise architectures. Oversees the facilitation for integrating a variety of logistics process activities and supporting logistics systems into a series of comprehensive transformation plans. Ensures subordinate employees monitor progress toward meeting the plans. Directs studies and executes workshops to analyze architecture information and establish integrated interrelations between operational logistics processes and supporting IT applications. Evaluates new developments in technology and analyzes potential impacts on supply chain environments. Efforts generally cut across service components, agencies and global geographic regions. Work also involves the analysis of operational requirements for logistics information systems to include data automation policies, regulations, and procedures to determine their impacts on operational processes and missions.

Factor 2, Organizational Setting

Level 2-2

250 Points

The employee is accountable to the Enterprise Architecture Division Chief who is one reporting level below the first SES or general officer, equivalent in the direct supervisory chain.

Factor 3, Supervisory and Managerial Authority Exercised

Level 3-2c

450 Points

The incumbent assigns and reviews works, assuring accuracy requirements are met and approves leave. The incumbent also: plans and schedules work to be accomplished by subordinates; sets and adjusts short-term priorities, assigns work in consideration of employee skills and mission requirements; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also: recommends selection of candidates for positions; recommends position structure changes; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

Factor 4, Personal Contacts**Subfactor 4A- Nature of Contacts**

Level 4A-3 75 Points

Regular contacts are with USTRANSCOM leadership, USTRANSCOM component commands' information technology leadership, Services and Agencies, Joint Staff, Office of the Secretary of Defense, various directorate level and functional points of contact within USTRANSCOM, contractors, vendors, and professional associations and interest groups. Frequently contacts are at the General Officer or equivalent level, and with contractors at the Project Manager level. Contacts occur in scheduled and unscheduled meetings, in formal and informal settings, briefings, negotiating sessions, workshops, conferences, and TDY's requiring incumbent's technical familiarity with complex IT issues. Timelines, appointments, coordination, and reporting are all extremely difficult due to the level of approval contact that is required. The employee must vary methods and approaches for achieving results based on the broad nature of contacts.

Subfactor 4B- Purpose of Contacts

Level 4B-3 100 Points

Contacts involve influencing others to utilize particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems securing cooperation. The persons contacted have diverse viewpoints, goals or objectives; consequently, requires the ability to bring parties to compromise, or develop suitable alternatives.

Factor 5, Difficulty of Typical Work Directed

Level 5-8 1030 Points

The position is responsible for providing direction and supervision over work at the GS-13 level which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

Factor 6, Other Conditions

Level 6-5 1225 Points

The work supervised or overseen involves complex technical and administrative work comparable to GS-13 level work. The work involves developing innovative solutions and implementing new policies, procedures and methodologies that will impact all users of DoD transportation services. Extensive analysis and evaluation of existing and proposed processes are necessary and requires staff members to interpret broad guidelines and use sound judgment when recommending actions.

Other significant facts pertaining to this position are:

1. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.
2. Incumbent will be required to perform temporary duty (TDY) to meet mission needs and to use government quarters.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: US OPM PCS for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998; and DOD Supplementary Guide to the GSSG, June 1993 (HRCD-7, July 1999).

GS-14 Point Range: 3605-4050

Total Points: 3680

Grade: GS-14

DATE: 5/10/00

Page 6

ORGANIZATION: USTC/TCJ6-IP
SUPV LEVEL CODE: 5
~~TARGET GRADE: 13-10-02~~
DRUG TEST: No
SENSITIVITY: Noncritical Sensitive
EMERGENCY ESS: N/A
KEY POSITION: N/A

SCPD NUMBER: 9S42880
COMP LEVEL CODE: K45A
PESA: Exempt
CAREER FIELD ID: E
CENTRALLY MANAGED TYPE: 2
BUS: 8888
POSITION HIST: Replaces 9S42587

CLASSIFICATION: Information Technology Specialist (PLCYPLN), GS-2210-13-
DUTY TITLE: Enterprise Policy and Planning Analyst

ORG & FUNC CODE: DPY
1ST SKILL CODE: 40% CPAMIS Programmer Analyst/Management Information Systems
2RD SKILL CODE: 35% APMLR Computer Specialist/Plans & Requirements
3ND SKILL CODE: 25% APMZAF Computer Specialist/Program Management

CLASSIFIED BY:

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

Carol Schell
CLASSIFIER'S SIGNATURE

22 Mar 06
DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

[Signature]
SUPERVISOR'S SIGNATURE

20 MAR 2006
DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

IS CODE: Position is exempt from the
gaining unit IAW 5 USC, Chapter 71, para
12(b)(1)- MANAGEMENT OFFICIAL

7/31/06

NSPS-
IAW DOD 1400.25M (4-28-06):
Employee's performance plan in this PD is superseded by
NSPS guidelines, and is documented on DOD form 2906
effective 10-15-06

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to exercise Information Technology (IT) Portfolio Management (PfM) responsibilities for proposed and funded USTRANSCOM and/or Joint Staff directed Command, Control, Communications, and Computer Systems (C4S), and in support of the DOD Distribution Portfolio Manager, exercise IT PfM for proposed and funded systems within the DOD Distribution Portfolio. These responsibilities will be exercised to improve IT capabilities and mission outcomes using PfM processes, IT Investment Management principles, and employing the products and information derived from the enterprise architecture and other systems data resources. Responsibilities include deriving technical and systems solutions in accordance with current C4S, IT PfM, and IT Investment Management policies and directives; in compliance with integrated Enterprise Architecture principles and standards.

The organizational location of this position is: United States Transportation Command, Command, Control, Communications and Computer Systems Directorate / Chief Information Officer (TCJ6 / CIO), IT Policy and Distribution Portfolio Management Division, Portfolio Analysis Branch (TCJ6-IP), Scott AFB, IL 62225-5357

ORGANIZATIONAL GOALS OR OBJECTIVES: Develops, implements, and ensures compliance with plans, policies, standards, infrastructures, and enterprise architecture to ensure the management of current and planned IT investments as portfolios. Facilitates, coordinates, and integrates the development and evolution of USTRANSCOM's IT portfolios using an integrated enterprise architecture, integrated plans, risk management techniques, capability goals and objectives, and performance measures.

DUTY 1:**40% Critical**

Manages, develops, and implements a PfM process for USTRANSCOM validated and/or proposed programs, projects, and initiatives including Joint Staff directed programs and systems, and systems within the DOD Distribution Portfolio. The process includes a wide range of IT portfolio management activities extending and applying to the entire organizational enterprise, to include analysis, selection, control, and evaluation; utilizes an enterprise architecture to capture the architectural representation of the IT systems embodied in the various components of the overall enterprise, and their relationships to each other; and identifies gaps between current and future environments, assessing process improvement opportunities within and across the distribution portfolio. Performs studies, reviews acquisition strategies and program lifecycle management, creates/revises IT and PfM policies, and establishes plans and policies to optimize IT enablers across the distribution and transportation enterprises. Develops guidelines to ensure the PfM process is maintained in a current state. Frequently contacts representatives of the Office of the Secretary of Defense, Joint Staff, Combatant Commanders, Services, and/or Transportation Component Commands (TCC) to evaluate PfM issues and provide technical guidance, or recommended solutions for USTRANSCOM and component commands.

STANDARDS:

- A. Provides program management of the development and implementation of USTRANSCOM's PfM processes in an expert manner with few exceptions. Consistently ensures information is readily available to support Portfolio Management and IT investment processes.
- B. Provides oversight of PfM activities to facilitate the design, development, integration, and interoperability of multiple USTRANSCOM and DOD Distribution systems, subsystems, and prototypes, which is typically accurate and timely.
- C. Typically develops marketing and outreach initiatives to the user communities that are most often effective.

KSA: All

DUTY 2:**25% Critical**

Evaluates, monitors, and manages progress of enterprise IT PfM process development. Recommends, in coordination with all other Directorates, Component Commands, COCOMs, Services, Agencies, OSD, Joint Staff, and industry, PfM and IT policy compliance procedures for USTRANSCOM and DOD Distribution portfolios. This includes monitoring program compliance to ensure that portfolio assets are acquired in accordance with cost, schedule, performance, and risk baselines, and remain consistent with current approved version of the integrated architecture, and to ensure that required enterprise capabilities are met. Develops and monitors USTRANSCOM Transformation IT plans to support DOD's business transformation. Attends high-level decision meetings at USTRANSCOM and users' groups. Uses influence and persuasion at program reviews, conferences, and other functions concerning USTRANSCOM's PfM position. Works closely with Portfolio Managers to ensure systems meet IT and PfM policy requirements and expectations. Develops point papers, presents briefings, and other presentations on future plans and current program status for senior staff, distinguished visitors, decision-makers, and other agencies, as required.

STANDARDS:

- A. Evaluates and portrays PfM and transformation plans displaying enterprise-wide program progress, maturity, compliance to standards, schedule, and performance status, most often accurately and professionally.
- B. Normally provides continuous improvement by examining processes and making suggestions to improve the PfM process to be implemented for USTRANSCOM and DOD Distribution IT systems, policies, and procedures.
- C. Strives to support maximum organizational return on IT investments by evolving a corporate perspective and decision-making process to identify the best mix of IT investments, with rare exception.
- D. In most cases, develops and maintains effective communications, both orally and in writing. Normally maintains effective working relationships, internally and with other organizations.

KSA: ALL

DUTY 3:**15% Critical**

Serves as a USTRANSCOM and DOD Distribution enterprise technical and systems expert and consultant in the area of PfM. Assures understanding of technical and systems requirements, objectives, specifications, and products by all concerned activities. Reviews, evaluates and ensures PfM procedures, techniques, and policies with those of other interfacing IT organizations. Provides guidance on PfM policies and practices to civilian, military, and contractor personnel. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT PfM policies and regulatory requirements. As required, serves as the Contracting Officers' Representative (COR) for assigned programs and performs those duties and responsibilities in accordance with negotiated contractual requirements. Assists in Statement of Work preparation and establishment of performance requirements. Requires review and application of technical contractual regulations and policies, and visits with other government agencies and contractors to keep abreast with the current trends in PfM and IT systems and programs, security risk and management, current vendor services, and evolving technologies.

STANDARDS:

- A. Provides PfM and systems advice and policy interpretation to diverse, highly skilled, operational, technical, and systems experts in pursuit of organizational goals that is accurate in most cases. Typically leads, develops, encourages, improves, and evaluates assigned government and contractor resources in an accurate manner.

- B. Coordinates various organizations output resulting in specific products for senior leadership and customer support review and approval that are generally effective.
- C. Most often consistently maintains technical proficiency. Stays abreast of DOD and USTRANSCOM standards and ensures proper protection of classified material with few exceptions.

KSA: 1, 2, 3, 4

DUTY 4:**15% Critical**

Acts as USTRANSCOM primary point of contact, providing required technical support necessary to prepare USTRANSCOM's participants in DOD forums for business and warfighter mission areas. Provides recommendations for system certification and conditions for certification. Addresses conditions set during prior certification sessions and evaluates compliance to prior conditions. Additionally, makes recommendations for improvements to the Distribution PFM governance process and supports Investment Review Board administrative functions as necessary.

STANDARDS:

- A. Normally sets high standards of personal performance to meet objectives that provide technical expertise and IT experience when dealing with extremely broad and complex distribution and transportation systems that may be further complicated by such factors as wide diversity of IT and architecture solutions, and by multiple authorities, policies, and controls.
- B. In most cases, attends meetings and provides details of technical analysis and recommendations in a professional and expert manner.

KSA: 4, 5, 6

DUTY 5:**5% Critical**

Monitors, reviews, analyzes, develops, and modifies IT policy in support of USTRANSCOM. Leads the IT staffing associated with the Joint Capabilities Integration and Development System (JCIDS) process as it relates to and affects the USTRANSCOM IT enterprise. Stays abreast of current DOD, Service, USTRANSCOM and other Combatant Command, and Defense Agency IT policies to determine impact and ramifications related to the USTRANSCOM enterprise and IT policies. Reviews all incoming policy documents and correspondence for relevance to USTRANSCOM. Analyzes both internal and external IT policy, staffing accordingly to affect the necessary response/coordination required to complete the staffing action. As appropriate, develops new or modifies existing internal IT policy, while ensuring that pertinent coordination and comments or changes are performed to answer data calls for staffing of external IT policy. Monitors appropriate Functional Capabilities Board (FCB) actions to ensure close coordination with Distribution Portfolio Managers for follow-on actions that may be necessary to maintain effective portfolio management and oversight.

STANDARDS:

- A. Normally ensures that all USTRANSCOM IT policies are effectively maintained current related to both internal and external policy influences.
- B. In most cases, promptly responds to both internal and external coordination data calls to ensure timely staffing of all policy and portfolio management related actions.
- C. Coordinates, schedules, and conducts appropriate level meetings to ensure that IT policy, JCIDS, and portfolio management goals and objectives are attained with rare exception.

D. Consistently communicates effectively, both orally and in written communications to ensure that the fundamental themes of IT policy, JCIDS actions, and portfolio management are understood. Typically maintains effective working relationships both internally and with other external organizations.

KSA: All

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Mastery knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning IT and PfM compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.
2. Expert knowledge of Clinger-Cohen Act, National Defense Authorization Act, and various associated directives, regulations, practices and policies aligned with DOD, Joint Staff, Services, and Agencies.
3. Expert knowledge of, and skill in evaluating the application of the principles of the DOD Architecture Framework associated with interoperability and supportability of IT systems.
4. Ability to apply extensive knowledge of the current CIO IT investment and PfM processes, and the OSD Investment Review Boards as it relates to technical assessments and certification recommendations.
5. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstances.
6. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.

CLASSIFICATION CRITERIA:

Factor 1, Knowledge Required By The Position

Level 1-8

1550 Points

Mastery of, and skill in applying, advanced knowledge of IT and PfM concepts, methods, standards, and practices in order to serve as an Architecture authority for enterprise programs/systems development, implementation, and migration. Performs a key role in very difficult assignments, such as identifying duplicative efforts or gaps that minimize broader enterprise interoperability solutions and have wide-spread mission impact. Includes an in-depth knowledge of a wide range of IT and PfM methods, advancements, systems concepts, analysis, design, development, and testing of applications for both hardware and software.

Mastery knowledge of IT policies and principles, such as Clinger-Cohen Act and the National Defense Authorization Act, to enforce compliance regarding system design, development and implementation solutions combined with a broad knowledge of IT systems data, data flow, interfaces, and interactions.

Expert knowledge on the Chief Information Officer (CIO) IT investment and PfM processes as it relates to various assessments against mission capabilities, technical standards, systems development, and financial exhibits.

Mastery knowledge of program management and IT PfM concepts and practices associated with DOD Architecture Framework and compliance process for developing, evaluating, and approving IT products and applications. Provide expert technical advice, guidance, and recommendations to upper management. Implements new concepts and methodologies to better manage oversight and control previously unsolvable problems.

Expert knowledge of IT and PfM principles, methods and practices combined with an extensive understanding of the analytical and administrative methods and techniques required to evaluate enterprise-wide programs for effectiveness and efficiencies associated with interoperability and supportability standards and guidance.

Skill and ability to develop new or modified approaches and work methods, establish innovative techniques, and identify measurement and evaluative criteria to determine program effectiveness and to analyze and resolve highly complex problems. Utilizes various methods to resolve or scope workforce issues associated with IT program/initiatives.

Factor 2, Supervisory Controls

Level 2-4

450 Points

The supervisor outlines assignments in general terms and defines the overall objectives. Within these general areas of direction the employee has responsibility for planning, designing and carrying out objectives and assignments, and for coordinating, as a peer, with experts both within and outside the organization. The employee independently resolves problems, determines the best approach and methodology to be used, coordinates work with others, as necessary, interprets policies, and appraises the supervisor about progress, potentially controversial matters, or far-reaching implications. In performing the work, the employee makes technical judgments in deciding which analytical and technical decisions lead to, or help form, decisions on operational policy. Review is made for adherence to policies, attainment of objectives, and, ultimately, for effectiveness in predicting the resources needed to accomplish the work.

Factor 3, Guidelines

Level 3-4

450 Points

Guidelines primarily consist of Public Law, Federal, DOD, and Joint Staff policies, and local regulations, policies, standards, and precedents that provide general guidance. Guidelines specific to assignments are often very general or have gaps in specificity that require considerable interpretation and adaptation for application to issues or problems. Judgment, initiative, and resourcefulness are required in deviating from established methods to modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; treat specific issues or problems; research trends and patterns; develop new methods and criteria; and/or propose new policies and practices.

Factor 4, Complexity

Level 4-5

325 Points

The employee makes determinations and plans actions to develop and implement new methods, techniques, policies, and architectural and PfM requirements for C4 business systems. Project assignments involve a variety of duties, projects, studies, and/or evaluations requiring an in-depth analysis of IT or acquisition issues characterized by the need for significant departures from established practices. Decisions concerning what needs to be done are complicated by conflicting or insufficient data that must be analyzed to determine the applicability of established methods. Although precedent studies and programs are helpful, they are usually untried at the scale proposed. A number of approaches to accomplish the work are possible and decisions regarding the approach are complicated by the extensive coordination required between the various users, other IT staff and supporting Command staff, e.g., legal review. The work requires developing criteria where numerous conditions, options, and conflicting user needs must be considered. Incumbent must also consider probable areas of future changes in policy affecting enterprise-wide designs, hardware and software developments, or comparable aspects of assigned projects in order to resolve complex technical issues, and plan for user requirements and emerging technology.

Factor 5, Scope and Effect

Level 5-5

325 Points

The work involves isolating and defining issues or conditions, resolving critical problems in enterprise-wide systems, and /or developing new approaches and techniques for use by others, and monitoring testing/implementation of new technologies. The employee serves as an IT and PfM consultant and enterprise advisor in controlling a common direction to which the overall enterprise architecture and various supporting IT applications are deemed interoperable. Advice, guidance, or results of the work affect development of major aspects of mission-related business systems and technologies used throughout the agency.

Factor 6, Personnel Contacts and Factor 7, Purpose of Contacts

Level 3C

180 Points

Regular contacts are with USTRANSCOM leadership, USTRANSCOM component commands' information technology leadership, Services and Agencies, Joint Staff, Office of the Secretary of Defense, various directorate level and functional points of contact within USTRANSCOM, contractors, vendors, and professional associations and interest groups. Frequently contacts are at the General Officer or equivalent level, and with contractors at the Project Manager level. Contacts occur in scheduled and unscheduled meetings, in formal and informal settings, briefings, negotiating sessions, workshops, conferences, and TDY's requiring incumbent's technical familiarity with complex IT and P&M issues. Timelines, appointments, coordination, and reporting are all extremely difficult due to the level of approval contact that is required. The employee must vary methods and approaches for achieving results based on the broad nature of contacts.

Contacts involve influencing others to utilize particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems securing cooperation. The persons contacted have diverse viewpoints, goals or objectives; consequently, requires the ability to bring parties to compromise, or develop suitable alternatives.

Factor 8, Physical Demands

Level 8-1

5 Points

The work requires no special physical demands and is sedentary in nature. The work may involve some walking and standing in conjunction with travel to and attendance at meetings and conferences away from the work site. May carry light items such as documents, books, laptops, and/or drive a motor vehicle.

Factor 9, Work Environment

Level 9-1

5 Points

The work is performed in a typical office setting with visits to various other buildings or offices to support projects. The work environment involves everyday risks or discomforts that require normal safety precautions.

Other significant facts pertaining to this position are:

- Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.
- The employee must obtain and maintain a Secret security clearance.
- This position may require the employee to work other than normal duty hours, which may include overtime.
- Incumbent may act as Branch Chief when required.

CLASSIFICATION SUMMARY:CLASSIFICATION STANDARD(S) USED:

OPM Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, covering the GS-2210, Information Technology Management Series, May 2001.

CLASSIFICATION REMARKS:

The job incumbent(s) serves as a technical expert where IT knowledge is paramount for performance of the work. The job clearly meets the definition of the GS-2210 series as contained in referenced guide above. The appropriate title is Information Technology Specialist, with the parenthetical title of PLCYPLN since the duties and

responsibilities revolve around the enterprise system and architecture management responsibilities. The factor level credited are as follows, as evident in the Factor Level descriptions contained above in the position description:

Factor Levels are as follows: FL 1-8, 1550 points; FL 2-4, 450 points; FL 3-4, 450 points; FL 4-5, 325 points; FL 5-5, 325 points; FL 6-3, 7-C, 180 points; 8-1, 5 points; 9-1, 5 points.

GS-13 Point Range: 3155-3600

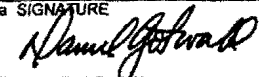
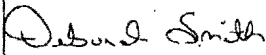
Total Points: 3290

Grade: GS-13

Final Determination: Information Technology Specialist (PLCYPLN), GS-2210-13

T

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION																												
POSITION AND HIRING INFORMATION																												
1. STANDARD POSITION NUMBER 9SN0917	2. POSITION TITLE Supervisory Information Technology Specialist (PLCYPLN)					3. OCCUPATIONAL CODE 2210																						
4. ORGANIZATIONAL TITLE USTRANSCOM Branch Chief		5. CAREER GROUP SC	6. PAY SCHEDULE YC	7. PAY BAND 2	8. TARGET PAY BAND	9. OPM FUNCTIONAL CODE																						
10. DRUG TEST ___ YES <input checked="" type="checkbox"/> NO	11. BUS CODE 88885 USC 7112 (b)(1)	12. FAIR LABOR STANDARDS ACT ___ N <input checked="" type="checkbox"/> E 5CFR 551.207				13. DOD SUPERVISORY STATUS & AF SL DoD-2/AF-1																						
14. KEY/EMERGENCY ESSENTIAL No/No		15. MOBILIZATION INDICATOR C - Position required in peacetime and upon mobilization		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL		17. CERTIFICATION REQUIRED YES <input checked="" type="checkbox"/> NO																						
18. POSITIVE EDUCATION REQUIREMENTS ___ YES <input checked="" type="checkbox"/> NO		19. LANGUAGE REQUIRED ___ YES <input checked="" type="checkbox"/> NO		20. LANGUAGE IDENTIFIER N/A																								
21. FINANCIAL STATEMENTS REQUIRED <input checked="" type="checkbox"/> YES ___ NO		22. POSITION SENSITIVITY Critical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT ___ YES <input checked="" type="checkbox"/> NO																						
26. DUTIES Plans, organizes, and directs the activities of the branch, ensuring that the branch complies with legal and regulatory requirements. Develops goals and objectives that integrate organization and objectives for enterprise architecture for USTRANSCOM validated and/or proposed information technology (IT) systems and programs including Joint Staff directed programs and systems. Researches, interprets, analyzes and applies DOD, Joint, Combatant Commands, and non-DOD strategies, policies, regulations and guidelines. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Represents the Division with the Defense logistics community and national partners. Establishes, develops, and maintains effective working relationships with representatives of USTRANSCOM, OSD (Logistics), Joint Staff, Combatant Commands, military services, component commands, and commercial transportation industry partners. Serves as a USTRANSCOM enterprise technical and systems expert and consultant in the areas of architecture, integration, and interoperability. Assures understanding of technical and systems requirements, objectives, specifications, and products by all concerned activities. Reviews, evaluates, and ensures interoperability and supportability of procedures, techniques, and policies with those of other interfacing IT organizations. Conducts interoperability and supportability assessments across the enterprise to ensure that systems are designed and developed in accordance with the concepts, policies, and standards defined by the enterprise architecture. Establishes evaluation criteria, and develops updates, and executes technical assessment studies. Prioritizes and assigns work to subordinate employees based on mission needs, difficulty of assignments, and the capabilities of employees, provides resource management oversight, develops performance standards and rates employees, interviews candidates for subordinate positions, recommends hiring, promotion or reassignments, takes disciplinary measures, such as warning and reprimands, identifies developmental and training needs of employees, and provides and/or arranges for needed development and training. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinates' concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Supports the agency's EEO program.																												
28. POSITION'S ORGANIZATION USTRANSCOM TCJ6																												
27. POSITION OCCUPIED Competitive				28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB/ST Clair/Illinois b. GEOGRAPHICAL LOCATION CODE 177835163																								
29. Core Competencies Air Force Skill Codes.																												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Percentage</th> <th style="width: 20%;">Skill Code</th> <th style="width: 10%;">Shred</th> <th style="width: 10%;">Subshred</th> <th style="width: 45%;">Literal Translation</th> </tr> </thead> <tbody> <tr> <td>40%</td> <td>CPA</td> <td>MIS</td> <td></td> <td>Programmer Analyst/Management Information Systems</td> </tr> <tr> <td>35%</td> <td>APM</td> <td>PLR</td> <td></td> <td>Computer Specialist/Plans and Requirements</td> </tr> <tr> <td>25%</td> <td>APM</td> <td>ZAF</td> <td></td> <td>Computer Specialist/Program Management</td> </tr> </tbody> </table>									Percentage	Skill Code	Shred	Subshred	Literal Translation	40%	CPA	MIS		Programmer Analyst/Management Information Systems	35%	APM	PLR		Computer Specialist/Plans and Requirements	25%	APM	ZAF		Computer Specialist/Program Management
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NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION				
30 COMPONENT INFORMATION				
A STANDARD OCCUPATION CODE (SOC) 2210		B NATIONAL GUARD BUREAU DUAL STATUS NON-DUAL STATUS		C AIR/ARMY RESERVE TECHNICIAN YES NO
D AF SPEC CODE/ MIL OCCUPATIONAL SPEC 33S4				
H ORGANIZATIONAL ENVIRONMENT HQ USTRANSCOM	I CAREER FIELD/ COMMUNITY Comm and Info	J RESERVED FOR COMPONENT USE Org Func Code DPY Centrally Managed Yes CLC 1B5A		31 PPP OPTION CODE
32. SKILLS INFORMATION				
<p>1 Mastery knowledge of IT investment principles, policies, and practices of substantive value to the command mission, functions, programs and activities, policies, goals and objectives, management principles and processes</p> <p>2 Expert knowledge of a wide range of qualitative and/or quantitative IT investment methods for the assessment and improvement of joint IT transition plans, programs, and strategic initiatives</p> <p>3 Expert knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes</p> <p>4 Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials Skills and ability to present technical briefings, chair meetings, and prepare reports</p> <p>5 Expert knowledge of Clinger-Cohen Act and various associated directives, regulations, practices, and policies aligned with DOD, Joint Staff, Military Services, and Federal Agencies</p> <p>6 Ability to plan, organize, and lead others in team studies and projects and to negotiate effectively with management to accept and implement recommendations, where proposals involve substantial resources, and requires extensive changes in established concepts and procedures.</p>				
33 CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS				
<p>1 Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments</p> <p>2 The employee must obtain and maintain a Secret security clearance</p> <p>3 This position may require the employee to work other than normal duty hours, which may include overtime</p>				
34 OTHER REQUIREMENTS A DOD RESERVED	B DOD RESERVED	C DOD RESERVED	D DOD RESERVED	E COMPONENT USE
35 AUTHORIZED MANAGEMENT OFFICIAL				
a SIGNATURE  DANIEL D. GOTWALD		b TITLE Chief, Distribution Capabilities and Support Division		b DATE (YYYY/MM/DD) 2008/11/12
36 CLASSIFICATION APPROVED BY				
a SIGNATURE  DEBORAH J. SMITH		b TITLE Human Resources Specialist (Classification)		b DATE (YYYY/MM/DD) 2008/11/13

EVALUATION STATEMENT

Background

RPA 08OCT9SLAWREN0416913 was submitted on 16 Oct 08 as a Position Review action for a Supervisory Information Technology (PLCYPLN), YC-2210-02. This position will supervise one Program Analyst, YA-0343-02, and one IT Specialist (PLCYPLN), YA-2210-02.

Grade Determination

This position is a mixed position performing nonsupervisory and supervisory work. Both sets of duties were evaluated separately.

Nonsupervisory Work Evaluation

Plans, organizes, and directs the activities of the branch, ensuring that the branch complies with legal and regulatory requirements. Develops goals and objectives that integrate organization and objectives for enterprise architecture for USTRANSCOM validated and/or proposed information technology (IT) systems and programs including Joint Staff directed programs and systems. Researches, interprets, analyzes and applies DOD, Joint, Combatant Commands, and non-DOD strategies, policies, regulations and guidelines. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Represents the Division with the Defense logistics community and national partners. Establishes, develops, and maintains effective working relationships with representatives of USTRANSCOM, OSD (Logistics), Joint Staff, Combatant Commands, military services, component commands, and commercial transportation industry partners. Serves as a USTRANSCOM enterprise technical and systems expert and consultant in the areas of architecture, integration, and interoperability. Assures understanding of technical and systems requirements, objectives, specifications, and products by all concerned activities. Reviews, evaluates, and ensures interoperability and supportability of procedures, techniques, and policies with those of other interfacing IT organizations. Conducts interoperability and supportability assessments across the enterprise to ensure that systems are designed and developed in accordance with the concepts, policies, and standards defined by the enterprise architecture. Establishes evaluation criteria, and develops updates, and executes technical assessment studies.

Nonsupervisory duties are classified as YA-2210-02.

Supervisory Work Evaluation

To be classified as an immediate supervisor and assigned a pay band in the Supervisor/Manager Standard Pay Schedule (PS), the position must

- Assign work to subordinates based on priorities, difficulty of assignments, and the capabilities of the employees,
- Provide technical oversight,
- Develop performance plans and rate employees,

- Interview candidates for subordinate positions, recommend hiring, promotion, or reassignments
- Take disciplinary measures, such as warnings and reprimands,
- Identify developmental and training needs of employees, provide and/or arranges for needed development and training

This position meets the above requirements for an immediate level supervisor under NSPS

Base Level of Work

This position supervises two (2) civilian employees, all at YA-02 Referring to the classification criteria found in SC1920 for Standard Career Group, Supervisor/Manager Pay Schedule, the base level of work is determined to be Technician/Support, Pay Band 02 Applying the supervisory level conversion chart found in SC 1920 for the Supervisor/Manager Pay Schedule (PS, supervisory pay band is 02 is assigned

Supervisory duties are classified as YC-2210-02

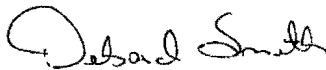
Title Determination

Supervisory positions are titled using Appendix 4, NSPS Occupational Definitions, Codes and Titles Positions that meet the minimum requirements for coverage are titled as supervisory even if the supervisory work is not the basis for pay schedule and pay band determination The title Supervisory Information Technology Specialist (PLCYPLN) is assigned

Summary

This position performs supervisory work at YC-2210-02 and nonsupervisory work at YA-2210-02 Supervisory positions that also include nonsupervisory work are classified in the pay schedule and pay band with the highest rate range and thus may be classified in a nonsupervisory pay schedule, but with a supervisory title

Final Classification Supervisory Information Technology Specialist(PLCYPLN), YC-2210-02



Deborah Smith
Human Resources Specialist (Classification)



AIR FORCE STANDARD CORE PERSONNEL DOCUMENT (SCPD)

ORGANIZATION: THUSTC/TCJ6-A0 SCPD NUMBER: ~~9S98155~~ 9S95196
 SUPV LEVEL CODE: 1 COMP LEVEL CODE: K45A
 TARGET GRADE: 14 FLSA: Exempt
 DRUG TEST: NA CAREER FIELD ID: 2
 SENSITIVITY: Critical Sensitive CENTRALLY MANAGED TYPE: E
 EMERGENCY ESS: NA BUS: 8888
 KEY POSITION: NA POSITION HIST: New

CLASSIFICATION: Supervisory Information Technology Specialist (PLCYPLN), GS-2210-14

DUTY TITLE: Chief, Systems & Technology Architecture Branch

IT POLICY & INVESTMENT MANAGEMENT

ORG & FUNC CODE: DPY

1ST SKILL CODE: 40%	CPAMIS	Programmer Analyst/Management Information Systems
2ND SKILL CODE: 35%	APMPLR	Computer Specialist/Plans & Requirements
3RD SKILL CODE: 25%	APMZAF	Computer Specialist/Program Management

SCPD DEVELOPED AND CLASSIFIED BY:

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

 Carol S Walker
 CLASSIFIER'S SIGNATURE

9 Aug 2005

DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

 Virginia L. Williamson
 SUPERVISOR'S SIGNATURE

4 Aug 2005

DATE

PERFORMANCE PLAN CERTIFICATION:

Ratee/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

STANDARD CORE PERSONNEL DOCUMENT

Number: 1

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to serve as a first level supervisor, providing planning, directing, organizing, and exercising control over non-supervisory employees assigned to the Systems and Technology Architecture Branch. Establishes and maintains standard profiles for Information Technology (IT) systems. Reconciles IT systems functions with process capabilities. Develops and manages the Corporate Resource Information Source (CRIS) database. Develops, directs and performs technical assessment for all Transportation Working Capital Funds (TWCF) IT systems. Supports portfolio managers in the performance of technical reviews. Performs configuration management for all systems and technical view products. Performs data calls for all IT systems. Prioritizes and develops front-end application to CRIS.

IT POLICY &
INVESTMENT
MANAGEMENT

The organizational location of this position is: United States Transportation Command, Command, Control, Communications and Computer Systems Directorate, Deputy Director for Distribution Portfolio Management, Enterprise Architecture Division, Systems and Technology Architecture Branch.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: develops, implements, and ensures compliance with plans, policies, standards, infrastructures, and enterprise architecture framework to ensure interoperability and supportability among all enterprise Information Technology (IT) systems. Facilitates, coordinates, and integrates the development and evolution of USTRANSCOM's Enterprise Architecture, consisting of multiple views (operational, systems, and technical views) that promote interoperability and supportability, and improves understanding, comparisons, and relationships across organizational and joint boundaries.

DUTY 1:

Critical

IT POLICY & INVESTMENT MANAGEMENT

Plans, organizes, and directs the activities of the Systems and Technology Architecture Branch. Develops goals and objectives that integrate organization and objectives for enterprise architecture for USTRANSCOM validated and/or proposed programs including Joint Staff directed programs and systems. Researches, interprets, analyzes and applies DOD, Joint, Combatant Commands, and non-DOD strategies, policies, regulations and guidelines. Establishes policies and procedures for accomplishment of the mission of the Systems and Technology Architecture Branch. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies needs for changes in priorities and takes action to implement such changes. Plans works to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor of significant issues and problems related to work accomplishments. Establishes metrics and analyzes systems to ensure processes are meeting critical requirements. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

IT POLICY & INVESTMENT
MANAGEMENT
BRSTANDARDS:

- A. Planning, organizing, and directing efforts typically comply with higher headquarters guidance and achieve organization and customer needs.
- B. Management of resources normally meets the needs of the staff and customers adequately and effectively.
- C. Methods established to review actions are usually effective and ensure legal and regulatory compliance issues and/or customer concerns are promptly identified and addressed.

DATE: 5/10/00

Page 2

STANDARD CORE PERSONNEL DOCUMENT

Number: 951

KSA: 1, 2, 3, 4

DUTY 2:

Critical

Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selections of candidates for vacancies, promotions, details, and reassignments taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers' performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or recommends for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master level schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determination to subordinate employees.

STANDARDS:

- A. Personnel management actions initiated are typically prompt, accurate, and well considered in terms of mission, legal, regulatory, and EEO objectives.
- B. Technical and administrative guidance provided to subordinates is almost always timely and substantive, and promotes development of individual skills and abilities.
- C. Consistently observes and complies with health, safety, and security directives.

KSA: 1, 5, 6, 7

DUTY 3:

Critical

IT Policy & Distribution Portfolio Management

Represents the Enterprise Architecture Division with the Defense logistics community and national partners. Establishes, develops, and maintains effective working relationships with representatives of the Office of Secretary of Defense (Logistics), Joint Staff, Combatant Commands, Services, Agencies, components commands, and commercial industry partners. Meets with functional proponents, key customers, and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve unusual problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and perform special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and ensures follow-up action is taken. Researches and determines or recommends appropriate actions or interpretation of issues that may impact organization, command, agency, commercial or national interest.

STANDARDS:

- A. Interactions with internal and external officials and/or customers are usually diplomatic, convincing, professional, and promote effective working relationships.

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B. Recommendations are almost always thoroughly researched and analyzed to ensure all issues are properly addressed.

C Typically ensures participation and outcomes of special projects result in positive impact on the organization and/or improves quality.

KSA: 1, 4, 5, 6, 7

DUTY 4:Critical

Serves as a USTRANSCOM enterprise technical and systems expert and consultant in the areas of architecture, integration, and interoperability. Assures understanding of technical and systems requirements, objectives, specifications, and products by all concerned activities. Reviews, evaluates and ensures interoperability and supportability of procedures, techniques, and policies with those of other interfacing IT organizations. Provides guidance on standards to civilian, military, and contractor personnel. Maintains liaison with internal USTRANSCOM and external organizations in order to anticipate the future direction of IT systems and acquisition policies and regulatory requirements. As required, serves as the Contracting Officers' Representative (COR) for assigned programs and performs those duties and responsibilities in accordance with negotiated contractual requirements. Assists in Statement of Work preparation and establishment of performance requirements. Requires review and application of technical contractual regulations and policies, and visits with other government agencies and contractors to keep abreast with the current trends in IT systems and programs, security risk and management, current vendor services, and evolving technologies.

STANDARDS:

A. Provides technical and systems advice and policy interpretation to diverse, highly skilled, operational, technical, and systems experts in pursuit of organizational goals that is accurate in most cases. Typically leads, develops, encourages, improves, and evaluates assigned government and contractor resources in an accurate manner.

B. Coordinates various organizations output resulting in specific products for senior leadership and customer support review and approval that are generally effective.

C. Most often consistently maintains technical proficiency. Stays abreast of DOD and USTRANSCOM standards and ensures proper protection of classified material with few exceptions.

KSA: 1, 2, 3, 4

DUTY 5:Critical

Conducts interoperability and supportability assessments across the enterprise to ensure that systems are designed and developed in accordance with the concepts, policies, and standards defined by the enterprise architecture. Establishes evaluation criteria, and develops, updates, and executes technical assessment studies. Establishes forum to discuss technical issues/concerns and to ensure sound IT program management through an evaluation of the technical feasibility and solvency of each USTRANSCOM system/program. Results are considered during broader IT investment analysis process in evaluating the overall program viability, interoperability, and supportability against limited IT resources and program constraints. Findings are evaluated and recommendations provided to both the program manager and the CIO Program Review Process (CPRP). Provides technical guidance and evaluates milestones for feasibility, technical integration, and interoperability of systems and subsystems. Provides technical guidance to civilian, military, and contractor personnel.

STANDARDS:

A. Typically performs accurate and timely assessments of test plans, operating environment, service assurance, data interfaces, database standardization, schedule and timelines, security documentation, security technical implementation, technical solutions, and standards compliance.

B. Communicates professionally and effectively, both orally and in writing, in most cases.

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KSA: 1, 2, 4, 6

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Expert knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.
2. Knowledge of safety and security regulations, practices, and procedures.
3. Ability to plan, organize, and direct the functions and staff of a small to medium sized organization.
4. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.
5. Knowledge of management and personnel practices with respects to Department of Defense working environments.
6. Expert knowledge of Clinger-Cohen Act and various associated directives, regulations, practices and policies aligned with DOD, Joint Staff, Services and Agencies.
7. Expert knowledge of, and skill in applying, DOD Architecture Framework associated with interoperability and supportability of IT systems.
8. Ability to apply extensive knowledge of the current CIO IT investment process and C4S Advisory Board as it relates to technical assessment and recommendations.

SUPERVISORY CONTROLS:

IT Policy + Distribution Portfolio
 Works under the general supervision of the Chief, Enterprise Architecture Division. The employee independently plans, organizes, and directs the work of the Systems and Technology Architecture Branch to achieve goals and objectives and ensure compliance to legal and regulatory requirements. Work is reviewed in terms of overall mission support and attainment of organizational and Department goals.

CLASSIFICATION CRITERIA:**Factor 1, Program Scope and Effect**

Level 1-3

550 Points

The purpose of the work is to provide command and DOD advice and guidance on enterprise architecture issues associated with end-to-end supply and transportation operational processes and all supporting logistics information systems. The employee typically serves as a senior expert and consultant regarding all issues associated with developing, maintaining, aligning and influencing change through enterprise architectures. Oversees the facilitation for integrating a variety of logistics process activities and supporting logistics systems into a series of comprehensive transformation plans. Ensures subordinate employees monitor progress toward meeting the plans. Directs studies and executes workshops to analyze architecture information and establish integrated interrelations between operational logistics processes and supporting IT applications. Evaluates new developments in technology and analyzes potential impacts on supply chain environments. Efforts generally cut across service components, agencies and global geographic regions. Work also involves the analysis of operational requirements for logistics information systems to include data automation policies, regulations, and procedures to determine their impacts on operational processes and missions.

Factor 2, Organizational Setting

Level 2-2

250 Points

The employee is accountable to the Enterprise Architecture Division Chief who is one reporting level below the first SES or general officer, equivalent in the direct supervisory chain.

Factor 3, Supervisory and Managerial Authority Exercised

Level 3-2c

450 Points

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Number:

The incumbent assigns and reviews work, assuring accuracy requirements are met and approves leave. The incumbent also: plans and schedules work to be accomplished by subordinates; sets and adjusts short-term priorities, assigns work in consideration of employee skills and mission requirements; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also: recommends selection of candidates for positions; recommends position structure changes; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

Factor 4, Personal Contacts**Subfactor 4A- Nature of Contacts**

Level 4A-3 75 Points

Regular contacts are with USTRANSCOM leadership, USTRANSCOM component commands' information technology leadership, Services and Agencies, Joint Staff, Office of the Secretary of Defense, various directorate level and functional points of contact within USTRANSCOM, contractors, vendors, and professional associations and interest groups. Frequently contacts are at the General Officer or equivalent level, and with contractors at the Project Manager level. Contacts occur in scheduled and unscheduled meetings, in formal and informal settings, briefings, negotiating sessions, workshops, conferences, and TDY's requiring incumbent's technical familiarity with complex IT issues. Timelines, appointments, coordination, and reporting are all extremely difficult due to the level of approval contact that is required. The employee must vary methods and approaches for achieving results based on the broad nature of contacts.

Subfactor 4B- Purpose of Contacts

Level 4B-3 100 Points

Contacts involve influencing others to utilize particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems securing cooperation. The persons contacted have diverse viewpoints, goals or objectives; consequently, requires the ability to bring parties to compromise, or develop suitable alternatives.

Factor 5, Difficulty of Typical Work Directed

Level 5-8 1030 Points

The position is responsible for providing direction and supervision over work at the GS-13 level which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

Factor 6, Other Conditions

Level 6-5 1225 Points

The work supervised or overseen involves complex technical and administrative work comparable to GS-13 level work. The work involves developing innovative solutions and implementing new policies, procedures and methodologies that will impact all users of DoD transportation services. Extensive analysis and evaluation of existing and proposed processes are necessary and requires staff members to interpret broad guidelines and use sound judgment when recommending actions.

Other significant facts pertaining to this position are:

1. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.
2. Incumbent will be required to perform temporary duty (TDY) to meet mission needs and to use government quarters.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: US OPM PCS for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998; and DOD Supplementary Guide to the GSSG, June 1993 (HRC-7, July 1999).

GS-14 Point Range: 3605-4050

Total Points: 3680

Grade: GS-14

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ORGANIZATION: OSTRAN/SCDM/TCJ6-1
SUPV LEVEL CODE: 2
TARGET GRADE: GS-15-7C-03

SCPD NUMBER: 96159
COMP LEVEL CODE: K50A
FLSA: Exempt
CAREER FIELD ID: E
CENTRALLY MANAGED TYPE: 2
BUS: 8888
POSITION HIST: Replaces 42224

CLASSIFICATION: Supervisory Information Technology Specialist, GS-2210-15 ~~7C-2210-03~~
DUTY TITLE: Chief, Information Technology Policy & Distribution Portfolio Management Division

ORG & FUNC CODE: DPY
1ST SKILL CODE: 50% APMDBM Computer Specialist, Data Base Management
2ND SKILL CODE: 25% APMYYB Computer Specialist, Acquisition
3RD SKILL CODE: 25% APMPLR Computer Specialist, Plans and Requirements

SCPD DEVELOPED AND CLASSIFIED BY:

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

CLASSIFIER'S SIGNATURE

DATE

SUPERVISOR'S CERTIFICATION: I certify that this SCPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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.

SUPERVISOR'S SIGNATURE

DATE

PERFORMANCE PLAN CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

NSPS-
IAW DOD 1400.25M (4-28-06):
Employee's performance plan in this PD is superseded by
NSPS guidelines, and is documented on DOD form 2906

BUS CODE: Position is excluded from the
bargaining unit IAW Chapter 71 - supervisory

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to exercise second level supervisory and managerial authorities as the Division Chief of the Information Technology (IT) Policy and Distribution Portfolio Management (DPfM) Division. As the senior technical analyst, establishes policies and investment standards and analyzes C4 systems, networks, and facilities for which USTRANSCOM is responsible. Expert on interagency investment processes, to include portfolio management practices, transition plans and investment review boards. Provides policies, procedures, and oversight to supporting program managers with IT investment services at all panels, boards, and councils which meet to discuss Information Technology Investment and result in balanced IT budget and Program Objective Memorandum. Objective owner of Distribution Portfolio Management initiatives in command strategic plan. Responsible for ensuring orderly and efficient policy and IT investment planning, development, and implementation of information technology capabilities.

The organizational location of this position is: U.S. Transportation Command, Command, Control, Communications, and Computer Systems Directorate, IT Policy and DPfM Division, Scott Air Force Base, Illinois.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: to provide integrated and interoperable Defense Transportation and Distribution Systems support to USTRANSCOM's mission and customers world-wide, by establishing an enterprise architecture, monitoring migration and testing for compliance, driving information technology investment, and providing engineering services and support from the data-level, through the applications level, and ending at the net-centric level.

DUTY 1:

Critical

Plans, organizes, and oversees the activities of the IT Policy and DPfM Division. Develops goals and objectives that integrate C4S interoperability concerns with current and ongoing transportation, deployment, and in transit visibility operational concerns. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term priorities, and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and adjusts organization to optimize use of resources and maximize efficiency and effectiveness. Balances workload and provides overall direction and vision to the subordinate unit chiefs on a wide range of transportation information technology concerns and administrative issues. Establishes metric and analysis systems for units managed to assess efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources submitted by subordinate supervisors, and balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Plans and schedules work in such a manner that promotes a smooth flow and even distribution and ensures effective use of organization resources to achieve organization goals and objectives as well as installation customer needs. Establishes review systems for the organization that make certain government needs are met and validated, and that economy and quality of operations are maintained or improved. Accepts, amends, or rejects work of subordinate supervisors. Reviews work and management techniques of subordinate supervisors. As a second level supervisor, is held accountable for actions of and advice provided by staff of subordinate units. Makes decisions on work problems presented by subordinate supervisors. Directs self-assessment activities of subordinate supervisors. Reviews training recommended by subordinate supervisors to assure it is proper and promotes effective operation of the organization as a whole.

STANDARDS:

A. Planning, organizing, and directing efforts typically comply with TCJ6, command and higher headquarters guidance and achieve organization and customer needs.

B. Management of resources normally meets the needs of the staff and customers adequately and effectively.

C. Methods established to review actions of subordinate supervisors are usually effective and ensure legal and regulatory compliance issues and/or customer concerns are promptly identified and addressed.

KSA: 1, 2, 3, 4, 5

DUTY 2:

Critical

Exercises supervisory personnel management responsibilities. As the Chief of the IT Policy & DPFM Division, directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Selects candidates for subordinate non-supervisory positions and recommends selections for subordinate supervisory positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors and employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher-level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees. Initiates action to correct performance or conduct problems of employees directly supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinate supervisors and non-supervisory employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave for subordinate supervisors and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Reliably discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Explains classification determinations to subordinate employees.

STANDARDS:

- A. Personnel management initiated is typically accurate, timely, and well considered in terms of mission, legal, regulatory, and EEO objectives.
- B. Technical and administrative guidance provided to subordinates is almost always timely and substantive, and promotes development of individual skills and abilities.
- C. Consistently observes and complies with health, safety, and security directives.

KSA: 1, 2, 3, 4, 5

DUTY 3:

Critical

Represents USTRANSCOM with a variety of installation and functional area organizations. Establishes, develops, and maintains effective working relationships with the Office of Secretary of Defense (Logistics), Joint Staff, Combatant Commands, Services, Agencies, component commands, and commercial industry partners. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization Portfolio Management policy and IT investment procedures, and resolves significant problems that arise. Represents the Director on boards, committees, and other groups composed of peers within OSD, DOD, other federal agencies, and professional groups. Ensures subordinate units provide customer guidance and training. Participates in special

DATE: 5/10/00

projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency.

STANDARDS:

- A. Interactions with internal and external officials and/or customers are normally diplomatic, convincing, professional, and promote effective working relationships, and protect the interests of the Government.
- B. Recommendations are almost always thoroughly researched and analyzed to ensure all issues are properly addressed.
- C. Typically ensures participation and outcomes of special projects result in positive impact on the organization and/or improves quality.

KSA: 1, 5

DUTY 4:**Critical**

Directs, reviews, and submits Investment Review Board requirements for global Supply/Transportation logistics systems. Oversees development, reviews and compliance activities of distribution-related IT investments across the Department of Defense. Ensures both supply and transportation operational activities and investments are mapped, documented, and information is stored and readily assessable through aligned architecture repositories. Monitors periodic data calls ensuring information is updated with all applicable Defense-wide logistics information systems. Monitors inventory of systems and distributes information for national military and congressional inquiries. Conducts periodic compliance reviews and reports findings and recommendations through senior investment review boards. Promotes a single logistics architecture reference model capable of providing a common framework for aligning independent architectures across the Department. Acknowledges supply chain practices and ensures effective and efficient procedures are incorporated, as applicable, into the enterprise architecture framework. Encourages primary threads are established and transcribed reflecting essential activities and associated systems for executing deployment and distribution missions. Fosters use of portfolio management principles and maintains a coordinated/approved listing of mission-based capabilities for logistics and distribution.

STANDARDS:

- A. Normally ensures members of the logistics community at large are in strict compliance with portfolio management and IT Investment policies and promptly notifying any observed or identified violations in accordance with established guidelines.
- B. Fosters a portfolio management work environment to improved communication and better understanding of the principals regarding interoperability, costs and performance in most cases.
- C. Typically develops appropriate metrics to examine customer feedback, trend analysis, and timeliness of investment updates.

KSA: 1, 2, 4, 5, 6, 7, 8, 9, 10

DUTY 5:**Critical**

Acts as the command lead for the Chief Information Officer to controlling information technology capital investment. Oversees the portfolio management process and acts as the Secretariat for the Chief Information Officer Program Review Process. Ensures optimal allocation of information technology funds and ensures that potential redundancies, overlaps and gaps in capability are addressed. Ensures that the pertinent assessments are

accomplished prior to the Board, Panel and Council, addressing technical issues, viability of sustaining the system, and mission analysis.

STANDARDS:

- A. The Chief Information Officer Program Review Process successfully delivers a balanced information technology budget and Program Objective Memorandum in most cases.
- B. Normally the Board, Panel and Council meetings are successfully conducted and process improvements are evaluated and implemented as needed.
- C. Technical assessments are generally efficiently conducted and feedback provided to program managers in a timely manner. Other assessments are normally scheduled and outputs are captured and evaluated effectively.

KSA: 1, 2, 5, 8, 10

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

- 1. Mastery of knowledge of IT systems design, development, IT technology, and the implementation methodologies combined with a broad knowledge of IT systems data, data flow, interfaces and interactions to analyze/develop new IT systems, and to analyze existing IT systems at USTRANSCOM and the Transportation Component Commands (TCCs).
 - 2. Mastery knowledge in planning advanced IT systems projects and of leading task forces for resolving critical problems in existing systems which require innovative solutions in many aspects of the project.
 - 3. Knowledge of safety and security regulations, practices, and procedures.
 - 4. Ability to plan, organize, and direct the functions and mentor, motivate, and appraise the staff of an organization.
 - 5. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Ability to give briefings, chair meetings, and prepare reports.
 - 6. Broad knowledge of DTS systems including methods, systems, applications, and management principles. Extensive knowledge of Federal ADP, Joint Service, Commercial Carrier, GSA, DTS components, DLA, and JCS directives, regulations, practices, policies, and procedures.
 - 7. Detailed knowledge and experience with communication and IT technology disciplines as it relates to operating systems, database management (DBM) systems, telecommunications, inter-operability, configuration management (CM), integration, Life Cycle Management (LCM), software metrics, Electronic Data Interchange (EDI), modeling, simulation, requisitioning, logistical supply/resupply, transportation, database administration, and contract administration.
 - 8. A comprehensive knowledge of OSD, DOD, JCS, DLA, Services, USTRANSCOM and Component command's transportation IT system requirements, ability to articulate highly complex and critical interagency command and control, logistics, acquisition, and operational processes. The ability to plan and coordinate large scale interagency IT system is required.
 - 9. Ability to apply state-of-the-art IT and communication technologies in an optimum fashion to support the enhancement of and/or development of DTS computer systems.
 - 10. Comprehensive knowledge of Federal Acquisition Regulations (FAR), and laws govern the administration, acquisition, and management of contracts.
-

CLASSIFICATION CRITERIA:

DATE: 5/10/00

SUPERVISORY CONTROLS:

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Within these broad areas of direction the employee has responsibility for planning, designing, and carrying out studies or projects and for coordinating, as a peer, with experts both within and outside the organization. In performing the work, the employee makes extensive unreviewed technical judgments concerning the development, interpretation and implementation of the DTS enterprise architecture. The employee is regarded as the leading technical authority and expert on DOD-wide C4ISR architecture matters. The supervisor usually accepts the employee's recommendations without change. Results of work are considered technically authoritative and are normally accepted without significant change.

CLASSIFICATION CRITERIA:**Factor 1, Program Scope and Effect**

Level 1-3

550 Points

Scope: The incumbent serves as Chief, IT Policy and DPfM Division. The work involves providing integrated and interoperable Defense Transportation Systems (DTS) support to USTRANSCOM's mission and DTS customers world-wide. Establishes enterprise architecture, monitors migration and testing for compliance, drives information technology investment, and provides engineering services and support from the data-level, through applications level and ending at the net-centric level.

Effect: The work produced under this Division Chief's supervision impacts the structure of the Defense Transportation System and the information technology backbone and services provided to support that system. Additionally, the formulation of future information technology programs and funding streams is dependent on the products produced under the supervision of the incumbent.

Factor 2, Organizational Setting

Level 2-3

350 Points

This position is accountable to the Director of Command, Control, Communication and Computer Systems Directorate which is a general/flag officer position.

Factor 3, Supervisory and Managerial Authority Exercised

Level 3-3

775 Points

Plans, coordinates, and directs work. Sets and adjusts long and short-term goals, priorities, and prepares schedules for task completion. Assigns work to subordinate supervisors based on priorities, selective consideration of the requirements of assignments, and capabilities of employees. Makes decisions on work problems presented by subordinate supervisors, team leaders or similar personnel. Develops performance standards for subordinate supervisors, evaluates subordinate supervisors, and serves as reviewing official on evaluations of non-supervisory employees rated by subordinate supervisors. Assures reasonable equity of performance standards and rating techniques developed by subordinate supervisors. Provides guidance and instruction to employees on both work and administrative matters. Makes or approves selections for subordinate supervisory positions and for group leader, or project leader positions responsible for coordinating the work of others, and similar positions. Hears and resolves group grievance or serious employee complaints. Reviews and approves serious disciplinary actions involving non-supervisory subordinates. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards or bonuses for subordinates and recommends changes in position classification, when necessary.

Factor 4, Personal Contacts**Sub factor 4A- Nature of Contacts**

Level 4A-4

100 Points

The incumbent has frequent contacts are with influential individuals or organized groups from outside the employing agency; major defense contractors, SES, flag or general officers, executive level heads of bureaus and higher level organizations in other Federal agencies.

Sub factor 4B- Purpose of Contacts

Level 4B-4

125 Points

Negotiates and defends distribution issues to USTRANSCOM Commander, Component Commanders, commercial CEO's, and Congressional Subcommittees in response to legislative inquiries. The incumbent will frequently be required to justify, defend, negotiate, persuade, and convince senior government and civilian officials of the feasibility and benefits of implementing controversial IT systems, or new approaches to solving highly significant matters such as distribution problems that substantiate modifications to existing processes and involve large expenditures of resources.

Factor 5, Difficulty of Typical Work Directed

Level 5-8 1030 Points

The position is responsible for providing direction and supervision over work performed in subordinate units at the GS-13-level which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

Factor 6, Other Conditions

Level 6-5 1225 Points

Supervision and oversight requires significant and extensive coordination and integration of a number of important projects and program segments of technical and administrative work the majority of which is comparable to the GS-13 level. This requires the incumbent to make major recommendations that have a direct and substantial effect on the organization and projects managed. The employee is responsible for significant internal and external program and policy issues affecting enterprise architectures within the distribution community ensuring functional integration and intermodal interoperability through coordination with OSD, JCS, DLA and the Services.

Special Situations: None.

Other significant facts pertaining to this position are:

1. Work requires frequent travel away from the normal duty station on military or commercial aircraft.
 2. Work requires ability to brief senior officials up to and including 4 star and SES-5 level.
 3. Must be able to obtain and maintain a Top Secret Clearance.
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CLASSIFICATION SUMMARY:**CLASSIFICATION STANDARD(S) USED:**

US OPM PCS for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998; and DOD Supplementary Guide to the GSSG, June 1993 (HRCD-7, July 1999).

GS-15 Point Range: 4055 and up

Total Points: 4155

Grade: GS-15

Final Classification: GS-2210-15, Supervisory Information Technology Specialist.

AFPC Free Flow Format

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

POSITION AND HIRING INFORMATION

1. POSITION NUMBER 9S43038		2. POSITION TITLE IT SPECIALIST (PLCYPLN)			3. OCCUPATIONAL CODE 2210	
4. ORGANIZATIONAL TITLE		5. CAREER GROUP Standard	6. PAY SCHEDULE YA	7. PAY BAND 03	8. TARGET PAY BAND 03	9. OPM FUNCTIONAL CODE NA
10. DRUG TEST YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888-5USC CH 7112(b)(1)	12. FAIR LABOR STANDARDS ACT ___N___X___E. 5 CFR 551.206				13. DOD SUPERVISORY STATUS & AF SL DOD 5/AF 5
14. KEY/EMERGENCY ESSENTIAL NA	15. MOBILIZATION INDICATOR C - Position required in mobilization and peacetime		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL No		17. CERTIFICATION REQUIRED ___YES___X___NO	
18. POSITIVE EDUCATION REQUIREMENTS ___YES___X___NO		19. LANGUAGE REQUIRED ___YES___X___NO		20. LANGUAGE IDENTIFIER NA		
21. FINANCIAL STATEMENTS REQUIRED ___YES___X___NO		22. POSITION SENSITIVITY Critical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT ___YES___X___NO
25. DUTIES Serves as a subject matter expert technical advisor to the Command, Control, Communications, and Computer Systems Directorate. Provides technical guidance and direction to the staff on establishing standards and evaluating C4 systems, networks, and facilities for which USTRANSCOM is responsible, to include fixed (garrison) and combat (deployed) assets, space or terrestrial assets. APD or telecommunications assets, and government owned or leased assets for compliance. Provides expert guidance and oversight in the design, development, and modification of the federated architectures supporting USTRANSCOM and includes how the Command will interoperate with the DOD Services and Agencies. Tracks emerging technologies that pertain to information technology systems, implementing new technologies when warranted. Ensures that all systems are operational and capable of supporting USTRANSCOM's mission. Establishes, develops, and maintains effective working relationships with the Office of Secretary of Defense (Logistics), Joint Staff, Combatant Commands, Services, Agencies, component commands, and commercial industry partners. Contributes to the development and direction of research programs. Represents the Directorate at national and international forums concerned with technical aspects of Command mission. Researches and/or analyzes problems, issues, or program requirements. Identifies and resolves problems related to Command programs or services. The incumbent plays a major leadership role in organizing, managing and strengthening a comprehensive information technology infrastructure that will support and transform the administrative and business areas of the Command. Develops specifications for information technology (IT) contracts and programs involving hardware, software, components, systems, subsystems, and/or services. Prepares statements of work (SOWs), requests for Information (RFIs), and requests for proposals (RFPs). Evaluates computer requirements. Develops evaluation plans. Participates on proposal evaluation teams. Evaluates vendor proposals for adequacy in terms of vendor ability to perform desired actions and produce proper results. Conducts an organizational transformation of IT to ensure that the strategic objectives of the Command can be adequately supported and delivered through the use of cutting edge technology. Creates an Information Technology Project Management structure that will effectively and efficiently ensure that projects are well documented, effectively planned with appropriate resources, and successfully brought to completion. Such a structure will provide the necessary project management and oversight controls, tools and resources analysis required for all IT projects, from conceptual design through implementation and delivery. Recommends long-range and short-range management information systems plans, budgets and potential funding sources.						
26. POSITION'S ORGANIZATION USTC/TCJ6-AD						
27. POSITION OCCUPIED Competitive			28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB, Belleville, St Clair County, IL b. GEOGRAPHICAL LOCATION CODE 177835163			

29. Core Competencies

Air Force Skill Codes:

Percentage	Skill Code	Shred	Subshred	Literal Translation
50%	APM	ZAF		Computer Specialist/Program Management
35%	APM	PLR		Computer Specialist/Plans and Requirements
15%	APM	YYB		Computer Specialist/Acquisition

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

30. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU		C. AIR/ARMY RESERVE TECHNICIAN	
		DUAL STATUS NON-DUAL STATUS		YES NO	
D. AF SPEC CODE/MIL OCCUPATIONAL SPEC	E. ROLE LEAVE BLANK	F. SPECIALITY LEAVE BLANK		G. SCOPE AND IMPACT LEAVE BLANK	
H. ORGANIZATIONAL ENVIRONMENT USTRANSCOM	I. CAREER FIELD/ COMMUNITY E-Comm/Info	J. RESERVED FOR COMPONENT USE		31. PPP OPTION CODE	

32. SKILLS INFORMATION

1. Mastery knowledge of IT systems design, development, IT technology, and implementation methodologies combined with a broad knowledge of IT systems data, data flow, interfaces and interactions to analyze/develop new IT systems and to analyze existing IT systems at USTRANSCOM and the Transportation Component Commands (TCCs).
2. Mastery knowledge of, and skill in planning advanced IT systems projects and leading task forces for resolving critical problems in existing systems which require innovative solutions in many aspects of the project.
3. Professional skill and ability to communicate effectively, both orally and in writing, complex technical issues and statements prepared for senior military, government, and civilian officials. Skill and ability to present technical briefings, chair meetings, and prepare reports.

Expert knowledge of, and skill in applying, DOD Architecture Framework associated with interoperability and portability of IT systems.

5. Detailed knowledge and experience with communications and IT technology disciplines as it relates to operating systems, database management (DBM) systems, telecommunications, inter-operability, configuration management (CM), integration, Life Cycle Management (LCM), software metrics, Electronic Data Interchange (EDI), modeling, simulations, requisitioning, logistical supply/resupply, transportation, database administration, and contract administration.
6. A comprehensive knowledge of OSD, DOD, JCS, DLA, Services, USTRANSCOM and Component Command's transportation IT system requirements and the ability to articulate highly complex and critical interagency command and control, logistics, acquisition, and operational processes. The ability to plan and coordinate large scale interagency IT systems is required.
7. Ability to apply state-of-the-art IT and communication technologies in an optimum fashion to support the enhancement of and/or development of DTS computer systems.
8. Comprehensive knowledge of Federal Acquisition Regulations (FAR), and laws governing the administration, acquisition, and management of contracts.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

1. Work requires frequent travel away from the normal duty station on military or commercial aircraft.
2. The employee must obtain and maintain a top secret security clearance.
3. Work requires the ability to brief senior officials up to and including 4 star and SES-5 level.

34. OTHER REQUIREMENTS	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
A. DOD RESERVED				

35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE	b. TITLE	c. DATE (YYYY/MM/DD)
<i>Virginia L. Williamson</i>	VIRGINIA L. WILLIAMSON, SES DEPUTY DIRECTOR, COMMAND CONTROL COMMUNICATIONS & COMPUTER SYSTEMS	26070604

36. CLASSIFICATION APPROVED BY

a. SIGNATURE	b. TITLE	c. DATE (YYYY/MM/DD)
<i>David J. Williams</i>	Human Resources Specialist	2005-0004