

Used only for
Overline position

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) STANDARD POSITION DESCRIPTION (SPD)					
POSITION AND HIRING INFORMATION CLC: 143A Comp Area: AA					
1. STANDARD POSITION NUMBER 43314 63437	2. POSITION TITLE International Relations Specialist			3. OCCUPATIONAL CODE 0131	
4. ORGANIZATIONAL TITLE International Security Cooperation Program Manager	5. CAREER GROUP Std	6. PAY SCHEDULE GS	7. PAY BAND 12	8. TARGET PAY BAND 12	9. OPM FUNCTIONAL CODE
10. DRUG TEST YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888-00SC Ch 2112(b)(1) ML	12. FAIR LABOR STANDARDS ACT N <input checked="" type="checkbox"/> X <input type="checkbox"/> E 5 CFR 551.206		13. DOD SUPERVISORY STATUS & AF SL DoD-SIAF-5 B	
14. KEY/EMERGENCY ESSENTIAL No	15. MOBILIZATION INDICATOR C-Position required in mobilization and peacetime	16. ENVIRONMENTAL/HAZARD DIFFERENTIAL N/A	17. CERTIFICATION REQUIRED ___ YES <input checked="" type="checkbox"/> NO		
18. POSITIVE EDUCATION REQUIREMENTS <input checked="" type="checkbox"/> YES ___ 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 1	24. LAUTENBERG/SMITH AMENDMENT ___ YES <input checked="" type="checkbox"/> NO		
25. DUTIES Serves as International Security Cooperation (SC) Program Manager, Manager for USTRANSCOM international programs relating to SC and Security Assistance (SA) issues and activities. Principle duties include SC activities such as international command agreements, Foreign Military Sales (FMS), International Military Education and Training (IMET), and outreach programs to foreign militaries. Provides expertise related to Department of Defense (DoD), Department of State (DoS), security cooperation policy, international programs, issues, and funding. Researches and analyzes DoD security cooperation policy and doctrine, US public laws, and regulatory documents for purposes of establishing new Command policy and procedures. Prepares high-level position papers and briefings on international security cooperation issues for the Command and outside organizations. Interacts with the Office of the Under Secretary of Defense for Policy (OUSD/P), the Joint Staff, the Services, the Unified Commands, Transportation Component Commands (TCCCs), federal agencies, and foreign militaries to promote and gain support for the Command's SC programs, policies, and events. Serves as primary command focal point for Geographic Combatant Commands' (GCC) Theater Security Cooperation (TSC) plans and issues. Participates in all GCC Theater Security Cooperation Working Groups (TSCWG). Ensures that the Command's SC Programs support GCC objectives. Provides the Command with detailed analysis, and recommendations for SC courses of action, based on close review of GCC TSC plans, cooperation with GCC country and regional experts, with contact with US Embassy Defense representatives from both the Defense Attache office (DAO) and the Security Assistance Office (SAO), through research of archival material and regulatory guidance, and through accurate, current knowledge of international events and political environments. Makes recommendations to the Commander for country-specific programs, based on accurate research of GCC TSC goals and objectives. Publishes a list of the Command's priority countries, based on careful analysis of both the Command and GCC requirements. Coordinates with GCC and obtains their cooperation and support for Command programs in GCC areas of responsibility (AOR). Researches a wide range of non-transportation working capital fund (TWCF) resources from a variety of both DoD (Title 10) and DoS (Title 22) sources, and obtains the appropriate funding to execute the Command's unfunded SC programs and projects. Prepares the Command's annual SC Plan. Prepares Command's annual assessment of its SC program for the SECDEF.					
26. POSITION'S ORGANIZATION USTC/TCJ54-PD					
27. POSITION OCCUPIED Competitive		28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB, Illinois, IL b. GEOGRAPHICAL LOCATION CODE 177835163			
29. Core Competencies					
Air Force Skill Codes:					
Percentage	Skill Code	Shred	Subshred	Literal Translation	
100%	ADU			International Relations	

This is an overline
position.

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 X 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		I. CAREER FIELD/ COMMUNITY 4-International Affairs	J. RESERVED FOR COMPONENT USE	31. PPP OPTION CODE
32. SKILLS INFORMATION				
<p>1. Knowledge of international relations and the structure of US Security Cooperation (SC) and Security Assistance (SA) Programs, and comprehensive knowledge of the Arms Export Control Act, Foreign Assistance Act, and other (SA) legislation, DoD regulations and Joint Staff policies and directives.</p> <p>2. Knowledge of the Joint and Combines Military environment, military command and control, geographical areas of responsibilities as pertains to geographical combatant commands (GCC). Knowledge of the interagency process. In-depth knowledge of the missions, functions, responsibilities, organizations, procedures, goals, and objectives of the command, DoD, JCS, and Services.</p> <p>3. Ability to communicate effectively, both orally and in writing, with all levels of personnel, including officials in OSD, the Joint Staff, defense agencies, TCCs, military services, private industry, and other government agencies. Ability to bring people from widely-diverse, DoD military, civilian, foreign military organizations to come to a consensus of key agreements or policies.</p> <p>4. A good understanding of US Embassy operations world-wide.</p> <p>5. Ability to assimilate, analyze and evaluate data to formulate command positions; able to articulate and defend command requirements, and present reports in final format.</p> <p>6. Understands the Defense Transportation System and issues relating to the transportation of Foreign Military Sales.</p> <p>7. Understands the complexity of Title 10 and Title 22 funding streams available for security cooperation.</p> <p>8. Knowledge of world-wide DoD-interest en route transportation infrastructure.</p>				
33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS				
<p>1. Employee must obtain and maintain a Top Secret security clearance.</p> <p>2. Temporary duty may require the use of military of regularly scheduled commercial transportation.</p> <p>3. A Masters Degree in International Affairs, International Relations of Strategic Studies highly desirable.</p> <p>4. Attendance at Defense International Security Assistance Management (DISAM) is highly desirable.</p> <p>5. Completion of Senior Service College or equivalent (i.e. Services Colleges, National Defense University, RAND Fellows, etc.) is highly desirable.</p> <p>6. Previous service with foreign military in a liaison or exchange position desirable.</p>				
34. OTHER REQUIREMENTS	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
A. DOD RESERVED				
35. AUTHORIZED MANAGEMENT OFFICIAL				
a. SIGNATURE <i>Bruce R. Smith</i>		b. TITLE Chief, Policy and Doctrine Division		c. DATE (YYYY/MM/DD) 2008/10/16
36. CLASSIFICATION APPROVED BY				
a. SIGNATURE <i>Glenda Wiese</i>		b. TITLE HR Specialist (Staffing & Classification)		c. DATE (YYYY/MM/DD) 2008/10/16

Gregg P. Smith Lead HR Specialist Class 2010/7/1

GS-12 Professional Work

CLASSIFICATION CRITERIA:

Factor 1, Knowledge Required By The Position

Level 1-7

1250 Points

Broad professional knowledge of a wide range of theories, principles, concepts, standards, and methods of the discipline sufficient to carry out difficult and complex work assignments. Knowledge of the discipline sufficient to adapt precedents or existing strategies to meet unusual needs or special demands and to prepare, present, and evaluate plans designs, reports, and correspondence. Formulates, executes, advises on, and explains recommendations or solutions to modify standard practices, equipment, devices, processes and techniques and resolve a wide variety of complex problems.

Factor 2, Supervisory Controls

Level 2-4

450 Points

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3, Guidelines

Level 3-4

450 Points

Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

Factor 4, Complexity

Level 4-4

225 Points

The work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.

Factor 5, Scope and Effect

Level 5-4

225 Points

The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions. The work product or service affects a wide range of agency activities, major activities or industrial concerns, or the operation of other agencies.

Factor 6, Personal Contacts

Level 6-3

60 Points

The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. Typical of contacts at this level are those with people in their capacities as attorneys; contractors; or representatives of professional organizations, the news media, or public action groups.

Factor 7, Purpose of Contacts

Level 7-3

120 Points

The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

Factor 8, Physical Demands

Level 8-1

5 Points

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. No special physical demands are required to perform the work.

Factor 9, Work Environment

Level 9-1

5 Points

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

GS-12 Point Range: 2755-3150

Total Points: 2790

Grade: GS-12

CLASSIFICATION STANDARDS: OPM Administrative Analysis Grade Evaluation Guide(AAGEG), TS-98, August 1990; OPM Grade Evaluation Guide for Policy Analysis, TS-52 March 1981; Introduction to Classification Standards, Appendix 3, Primary Standard, July 1995; and Handbook of Occupational Groups and Families, August 2001.

ADDITIONAL CLASSIFICATION NOTES: The supervisory level was changed from 5 to 8. To be given a supervisory status code 5 this position would have duties and responsibilities of which require or authorize the individual to formulate, determine, or influence the policies of the agency. This position makes recommendations, coordinates and researches various programs and issues and forward those recommendations to the Commander. This is an overhire position. **This description is used only for an overhire position. Should this position become permanent a new PD will need to be written and evaluated.**

Gregg P. Castro

Lead HR Specialist, Classification/AFMA

1 July 2010

GS PD Standards for Sequence #: 1142699

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PD#	PS-OC-PB	Position Title
43314	YA-0131-02	INTERNATIONAL RELATIONS SPECIALIST

Mission Goal

The Policy and Doctrine Division (J5/4-P) is responsible for reviewing, developing, and implementing joint and allied doctrine as well as transportation and traffic management policies. Engages with the joint transportation community to improve business processes for the worldwide movement of passengers, cargo, and personal property; codifying such processes in the Defense Transportation Regulation. Command focal point for agreements, Chemical, Biological, Radiological, and Nuclear issues, and Joint Strategic Documents, e.g. Unified Command Plan, and Guidance for Development of the Force. Manages the USTRANSCOM Security Cooperation program and serves as DOD Executive Agent for Customs and Border Clearance issues.

GS PD Standards for Sequence #: 1142699

Number	Standard Title	Standard
1	Security Cooperation Management	<p>Serves as the USTRANSCOM's International Relations Specialist managing daily activities associated with the command's Security Cooperation Program. Develops the USTRANSCOM Security Cooperation (SC) Plan and strategic priorities. Researches and analyzes potential security cooperation initiatives to ensure they meet command SC strategic priorities. Identifies and procures available resources for Security Cooperation programs. Fills all Security Cooperation-related requirements to DOD agencies such as Security Cooperation plans, assessments, and documentation, and requests for information. Identifies, tracks and compiles all USTRANSCOM Directorate, and subordinate commands' SC activities</p> <p>Measurement -Security Cooperation program and project requirements are developed and communicated accurately within 5 working days of suspense with no more than 5 errors/quarter.</p>

GS PD Standards for Sequence #: 1142699

Number	Standard Title	Standard
2	Security Cooperation Policy, Strategy and Doctrine Specialist.	<p>Formulates command positions on security cooperation strategy, policy, and doctrine.</p> <p>Advises the Command on Security Cooperation issues, provides point papers, and briefings as requested. Coordinates with Security Cooperation counterparts at the Geographic Combatant Commands (GCC). Advises the command on relevant GCC programs, issues and events. Maintains currency on all DOD, OSD, and Joint Staff Security Cooperation initiatives to insure that USTRANSCOM's compliance. Develops and manages outreach programs with international partners. Serves as Command lead for coordination on all DOD Security Cooperation documentations such Instructions, Directives, and Regulations.</p> <p>Measurement:</p> <ul style="list-style-type: none"> - Completes security cooperation activities accurately and within 5 working days of suspense with no more than 5 errors/quarter.
3	Command Representative	<p>Represents Division at internal events and represents USTRANSCOM at DOD, government, and industry-wide meetings/briefings/conferences. As required, speaks and briefs persuasively using facts to support the position, and responds effectively to outside agency questions. Answers request for information from outside agencies.</p> <p>Measurement:</p> <ul style="list-style-type: none"> - Support position with accurate facts with no more than 5 errors/quarter. - Responds to internal senior leader (through chain of command) and outside agency questions within 5 work days.
4	Joint Staff Officer	<p>Serves as action officer for assigned projects. Ensures completion to meet required internal suspense date; ensures response is clear, concise, and in compliance with appropriate command directives/positions. Ensures suspense is extended if circumstances require additional time (e.g., awaiting coordination from another office/agency). Follows up on requests for coordination in a timely manner.</p> <p>Measurement:</p> <ul style="list-style-type: none"> - Completes assigned tasks/projects by due dates; no more than 5 major revisions/quarter; no more than 5 late submissions/quarter. - Works well with coworkers/leadership to promote organizational harmony/effectiveness and an atmosphere of teamwork with no more than 2 interpersonal conflicts/quarter.