

Needs to be Reviewed when Vacant

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NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION									
POSITION AND HIRING INFORMATION									
1. POSITION NUMBER 98211G2942		2. POSITION TITLE Supv Acquisition Program Manager				3. OCCUPATIONAL CODE 1101			
4. ORGANIZATIONAL TITLE		5. CAREER GROUP Standard	6. PAY SCHEDULE GS-14	7. PAY BAND 14	8. TARGET PAY BAND 14	9. OPM FUNCTIONAL CODE			
10. DRUG TEST YES X 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 1			
14. KEY/EMERGENCY ESSENTIAL NA	15. MOBILIZATION INDICATOR NA		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					
21. FINANCIAL STATEMENTS REQUIRED X YES NO		22. POSITION SENSITIVITY Critical-Sensitive		23. PAY POOL IDENTIFIER TCAQ		24. LAUTENBERG/SMITH AMENDMENT YES X NO			
25. DUTIES. <p>Responsibilities include; managing and coordinating the collective efforts of a multi-disciplined staff of military, civilian, and contractors assigned to major programs of national scope and critical agency-wide programs, as well as all participating organizations in planning, directing, integrating, and executing all aspects of the assigned programs and for achieving program cost, schedule, performance and/or system supportability requirements. Develops goals and objectives that integrate organization and acquisition management objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design. Makes periodic and comprehensive assessment and evaluation of program goals, objectives, which will provide a basis for long-range planning to enhance the organization's management capabilities. Represents the program office and the Acquisition Directorate at higher levels within the organization, DOD and with contractor organizations. Advises staff regarding policies, procedures, and directives of higher level management or headquarters. Eliminates work problems or barriers to mission accomplishment, promotes team building and implements quality improvements. Supervises one YA-1101-3 Program Manager position, one YA-2210-2 Computer Specialist position and one O-5 Program Manager position. Plans work for accomplishment by subordinates, sets and adjusts short and long-term priorities. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees; develops performance standards and rates employees; interviews candidates for subordinate positions; recommends hiring, promotions 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. Balances workload and provides overall direction and vision to the subordinates on a wide range of acquisition program management and administrative issues. Establishes metric and analysis systems assess efficiency, effectiveness, and compliance with regulatory procedures. Identifies need for change in organization priorities and takes action to implement such changes. Explains performance expectations and provides regular feedback on strengths and weaknesses.</p> <p>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.</p>									
26. POSITION'S ORGANIZATION USTC/TCAQ									
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
100%	CMC	UNB	ZAF	Bus/Ind Spcist/Sys Acq/Prog Mgmt
%				
%				

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. SPECIALTY LEAVE BLANK		G. SCOPE AND IMPACT LEAVE BLANK	
H. ORGANIZATIONAL ENVIRONMENT	I. CAREER FIELD/ COMMUNITY	J. RESERVED FOR COMPONENT USE		31. PPP OPTION CODE	
	R				

32. SKILLS INFORMATION

1. Mastery of acquisition management regulations and processes, in conjunction with a top level understanding of the breadth of acquisition and supportability functions vital to successful acquisition processes.
2. Mastery of the policies, practices, regulations, and laws concerning the acquisition management process and initiatives.
3. Ability and professional stature to lead significant changes in business practices, influence policy decisions at the highest levels of the acquisition community, and the vision, originality and ingenuity to inspire and lead a staff in rethinking complex organizational systems.
4. Knowledge of the missions, roles, functions, organizational structures, and operation of the DOD, Services, and organizations that govern, interface with, and/or influence the systems/services acquisition process.
5. Exceptional skill to plan, organize, and direct the functions and staff in critical aspects of development and production, support of systems, subsystems, or equipment and to coordinate various aspects of systems/services acquisition such as engineering, contracting, financial management, configuration, test, and manufacturing.
6. Ability to communicate both orally and in writing, clearly, concisely, and with technical accuracy.
7. Ability to supervise, mentor, motivate, appraise, and work with subordinate supervisors and non-supervisory employees.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

1. This is a Critical Acquisition Position (CAP). Unless specifically waived by the appropriate Component Official (i.e., the Director of Acquisition Career Management for the Component, the Service Acquisition Executive, or the Service Secretary) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference 10 U.S.C. 1733 and 1737):

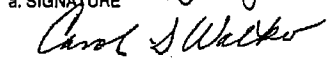
- a. Employee must be a member of the Acquisition Corps at the time of appointment
- b. Employee must execute, as a condition of appointment, a written agreement to remain in Federal Service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment.
2. Employee must meet, or be capable of meeting, Defense Acquisition Work Improvement Act (DAWIA) requirements applicable to the position.
3. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.
4. Employee may be required to work overtime.
5. Employee is expected to meet Continuing Acquisition Education requirements.
6. Employee is required to submit an initial and annual SF-450 (Financial Disclosure) in accordance with the Joint Ethics Regulation.
7. Employee is required to obtain and maintain a Top Secret clearance.

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	b. DATE (YYYY/MM/DD) 2007 04 12
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36. CLASSIFICATION/APPROVED BY

a. SIGNATURE 	b. TITLE HR Spec Classification Officer	b. DATE (YYYY/MM/DD) 2007 04-17
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Gregg P. Castro *Lead HR Specialist CLASS* *2006/6/29*

CLASSIFICATION CRITERIA:

Factor 1, Knowledge Required By The Position

Level 1-8

1550 Points

Comprehensive knowledge and mastery of an administrative field to apply experimental theories and new applications or developments to problems not susceptible to treatment by accepted methods. Extensive knowledge of advanced concepts, principles, practices, methods, and techniques to provide expert judgment concerning programs/operations; resolve complex, unique problems, conditions, or issues; or significantly alter standard practices, processes and known techniques. Knowledge of the missions, roles, functions, organizational structure, and operation of the DOD, Air Force, and user commands that govern, interface with, and/or influence assigned programs. Comprehensive knowledge of the laws, principles, policies, practices, and precedents applicable to the program.

Factor 2, Supervisory Controls

Level 2-5

650 Points

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, or other work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3, Guidelines

Level 3-5

650 Points

Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

Factor 4, Complexity

Level 4-6

450 Points

The work consists of broad functions and processes; assignments are characterized by breadth and intensity of effort and involve several phases pursued with the efforts of others. The work requires originating new techniques, establishing criteria, or developing new information.

Factor 5, Scope and Effect

Level 5-5

325 Points

The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service affects the work of other experts, the development of major aspects of administrative or scientific programs or missions, or the well-being of substantial numbers of people.

Factor 6, Personal Contacts

Level 6-4

110 Points

Contacts are with high ranking officials from outside the employing agency at National or international levels in highly unstructured settings.

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-14 Point Range: 3605-4050

Total Points: 3865

Grade: GS-14

CLASSIFICATION STANDARD(S) USED: OPM Handbook of Occupational Groups and Families, series definition for General Business and Industry, GS-1101, January 1999; US OPM Introduction to the Position Classification Standards, TS-107, August 1991, AFRL Manual 36-104, 1 Jul 2008

ADDITIONAL NOTES:

The NSPS PD reflects supervision of 2 persons, (YA-03 AND YA-02), and 1 military person O-5. With just 2 civilians this position would meet the definition of a supervisor in 5 USC 7103 (a)(10), but does not meet the minimum requirement for application of the General Schedule Supervisory Guide (GSSG). Therefore, since this position meets the minimal supervisory requirements, this position will be given a code 4 but not the title supervisor granted by the GSSG. Since the incumbent was promoted from a DR-III to a YC-03, however, the DR III is equivalent to a GS-14 and the YC-03 is equivalent to a GS-14 or 15. Since it is not clear whether the position is a 14 or 15, an audit will need to be done to accurately determine what grade this position truly is. **Since this position is a CONVERSION from NSPS to GS, this position will need to be reviewed upon vacancy.**

Gregg Castro

Lead HR Specialist Classification/AFMA

29 June 2010