

NOTE: POSITION MUST BE REVIEWED UPON VACANCY.

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION						
POSITION AND HIRING INFORMATION						
1. POSITION NUMBER <del>9S235</del> <b>9SG2830</b>		2. POSITION TITLE <b>SUPV FINANCIAL MANAGEMENT ANALYST</b>			3. OCCUPATIONAL CODE <b>0501</b>	
4. ORGANIZATIONAL TITLE <b>USTRANSCOM TCC Budget Branch Chief</b>		5. CAREER GROUP <del>Standard</del>	6. PAY SCHEDULE <b>GS</b>	7. PAY BAND <b>14</b>	8. TARGET PAY BAND <b>14</b>	9. OPM FUNCTIONAL CODE <b>NA</b>
10. DRUG TEST <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>	11. BUS CODE 8888-5CSC.CII 7112(b)(1)	12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input checked="" type="checkbox"/> E 5 CFR 551.205			13. DOD SUPERVISORY STATUS & AF SL DOD-2/AF-1	
14. KEY/EMERGENCY ESSENTIAL <b>NA</b>		15. MOBILIZATION INDICATOR C - position required in mobilization and peacetime		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL <b>No</b>		17. CERTIFICATION REQUIRED <input type="checkbox"/> YES <input 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		
21. FINANCIAL STATEMENTS REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		22. POSITION SENSITIVITY <b>Non-Critical Sensitive</b>		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT <input type="checkbox"/> YES <input type="checkbox"/> NO
25. DUTIES Serves as the USTRANSCOM component command level technical subject matter expert on the Transportation Working Capital Fund (TWCF), a \$9.9 billion command budget. Provides advice, assistance and guidance on difficult budgeting and related information. Develops TWCF policy, procedures, guidance and recommendations applicable to financial management, rates, budget preparation and reporting and serves as the subject matter expert for the command. Advises program managers, directors, and coordinates major funding program functions among the three component commands: Air Mobility Command (AMC), Military Sealift Command (MSC) and Surface Deployment and Distribution Command (SDDC), in all phases of budget administration (formulation, presentation and execution). Monitors TWCF budget execution. Analyzes current and future programmatic issues for transportation services; analyzes costs, rates, revenue and other financial impacts on the Defense Transportation System (DTS) and related financial programs. Conducts complex analyses, reviews and special studies of budget and TWCF costs, revenues and rates. Represents USTRANSCOM and participates in various high level committees and meetings with OSD, Services, other COCOMs and their components which could significantly alter the level of spending for program operations. Serves as branch chief and provides leadership, policy guidance and technical direction to a staff of budget and program analyst action officers. 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 <b>USTRANSCOM, TCJ8-BT</b>						
27. POSITION OCCUPIED <b>COMPETITIVE</b>			28. a. DUTY STATION (City - County - State Or Overseas Location) <b>Scott AFB, Belleville, St Clair County, IL</b> b. GEOGRAPHICAL LOCATION CODE <b>177835163</b>			
29. Core Competencies Air Force Skill Codes:						
Percentage	Skill Code	Shred	Subshred	Literal Translation		
50%	BCU	RVL		Budget Analyst, Revolving Funds		
35%	CSA			Cost Analyst		
15%	FLL			Traffic Management Specialist		

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION				
20. 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/SEL OCCUPATIONAL SPEC		E. GRADE		F. GRADE
H. ORGANIZATIONAL ENVIRONMENT	I. CAREER FIELD/ COMMUNITY	J. RESERVED FOR COMPONENT USE		K. PPP OPTION CODE
USTRANSCOM	G - Financial Management	Complex code: N37A		
21. SKILLS INFORMATION				
<p>1. In-depth knowledge of the missions, functions, responsibilities, organization, procedures, goals, objectives of the command, DOD, JCS, Services, OMB.</p> <p>2. Expert knowledge of the federal budget process, the DOD Planning, Programming and Budgeting System (PPBS) and policies and regulations relating to the TWCF to develop long range (multi-year) TWCF plans to support the development of USTRANSCOM's transportation requirements as the Distribution Process Owner.</p> <p>3. Mastery knowledge of TWCF financial operations including financial management regulations, cost accounting principles, cash management, contingency/humanitarian policy, supplemental appropriations, rate policy, and TWCF budget formulation and execution.</p> <p>4. Expert knowledge of methodologies used in workload forecasting; business reviews, rate setting, financial data man, and metrics development at USTRANSCOM and at each of the component commands.</p> <p>5. Ability to persuade and influence operations and business practices and policies of USTRANSCOM's functional and program activities and to integrate transportation plans and programs (i.e., detailed overhead analysis and definition, cost drivers, vendor analysis, over ocean transportation billing, end-to-end distribution, appropriated and working capital funds, etc).</p> <p>6. Thorough understanding of program operations and cost drivers.</p> <p>7. Skill at making critical independent decisions, presenting and influencing top level management decisions and articulating and defending decisions to higher management officials and higher headquarters.</p> <p>8. Ability to communicate effectively, both orally and in writing, for the purpose of advising management and colleagues on difficult problems and proposing options and alternatives.</p> <p>9. Skill in responding to OSD/OMB questions and hearings.</p> <p>10. General knowledge or theories, principles and practices of federal personnel management and the various personnel disciplines, laws, regulations, policies and concepts pertaining to federal Equal Employment Opportunity Programs.</p>				
22. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS				
<p>1. May be required to travel by military or commercial aircraft in accordance with the Joint Travel Regulations (JTR) 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>				
23. OTHER REQUIREMENTS	A. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
A. DOD RESERVED				
24. AUTHORIZED MANAGEMENT OFFICIAL				
A. SIGNATURE	B. TITLE		C. DATE (YYYYMMDD)	
<i>John S. [Signature]</i>	Chief Program and Budget Division		2007/10/15	
25. CLASSIFICATION APPROVED BY				
C. SIGNATURE	D. TITLE		E. DATE (YYYYMMDD)	
<i>Carol S. [Signature]</i>	HR Specialist (Classification/Staffing)		2007/10/16	

*Kenneth M. Arnold-Dunlap*

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## **CLASSIFICATION CRITERIA:**

### **Factor 1, Knowledge Required By The Position**

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**

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**

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**

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information.

### **Factor 5, Scope and Effect**

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**

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**

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**

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**

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.

**CLASSIFICATION STANDARD(S) USED:** U.S. Office of Personnel Management, Job Family Position Classification Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, December 2000.

**NOTE:** This position must be reviewed at the time of vacancy.

### GS PD Standards for Sequence #: 1163778

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PD#	PS-OC-PB	Position Title
9S235	YA-0501-03	SUPV FINANCIAL MANAGEMENT ANALYST

#### Mission Goal

USTRANSCOM develops and directs the Joint Deployment and Distribution Enterprise to globally project national security capabilities, accurately sense the operating environment, provide end-to-end visibility and rapidly respond to support joint logistics requirements. The Program Analysis and Financial Management Directorate (TCJ8) is the USTRANSCOM focal point for all budget and financial management matters. TCJ8 advocates and defends programs important to the Defense Transportation System (DTS), Distribution Process Owner (DPO) systems, Distribution System Portfolio, etc. At a minimum, these responsibilities include formulating Transportation Capital Working Fund (TWCF) budget, develop long range strategic planning and TWCF policy, procedures, guidance, and recommendations to applicable financial management, to accomplish budget and program preparation and reporting, and to monitor and control budget execution. The Program and Budget Division goals specifically are to perform the full complement of program and budgetary operations, to include formulation, justification, presentation, execution, cost estimating and reporting, sales forecasting, cash analyses for worldwide programs of USTRANSCOM and Transportation Component Commands (TCC) comptrollers.

### GS PD Standards for Sequence #: 1163778

Number	Standard Title	Standard
1	PERSONNEL MANAGEMENT	<p>Communicates performance expectations. Holds employees accountable for accomplishment; makes meaningful distinctions among employees based on performance contributions, fosters and rewards excellent performance; addresses poor performance. Assures employees are assigned a rating of record as required Meets: Actions are timely and accurate. Exceeds: Actions are model for other managers</p> <p>Adheres to laws and regulations concerning merit system principles, prohibited personnel practices; ensures continuing application of and compliance with EEO laws, regulations and policy Meets: Full compliance with no valid discrepancies Exceeds: Devises at least one innovative personnel process improvement.</p>

**GS PD Standards for Sequence #: 1163778**

Number	Standard Title	Standard
2	TCC Budget Planning and Execution	<p>Provide proper guidance to each TCC on programming, budget, &amp; financial execution activities.</p> <ul style="list-style-type: none"> <li>--Guidance is up-to-date and within schedules 90% of time</li> <li>--Identifies &amp; notifies TCCs of any non-compliance, within five working days, 90% of time</li> </ul> <p>Provide TWCF budget execution variances for each TCC to USTRANSCOM leadership, applicable USTRANSCOM Command Staff and OUSD(C) Directorate of Revolving Funds and recommend solutions</p> <ul style="list-style-type: none"> <li>--Responses are logical, well-reasoned and timely</li> <li>--Technically correct 90% of the time</li> </ul>
3	Command Representation	<p>Establishes effective working relationships with internal USTRANSCOM staff and external customers on issues pertaining to TCC budget, TWCF rates and humanitarian/contingency transportation funding</p> <ul style="list-style-type: none"> <li>-- Meets when cooperative participation is provided 90% of the time, based on fewer than three reports of non-cooperation.</li> <li>-- Beneficial feedback to customers provided 90% of the time.</li> </ul>