

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION									
POSITION AND HIRING INFORMATION									
1. POSITION NUMBER 9S43031 9SG3039		2. POSITION TITLE BUY IT SPECIALIST (PLCYPLN)					3. OCCUPATIONAL CODE 2210		
4. ORGANIZATIONAL TITLE Testing and Transformation Branch Chief		5. CAREER GROUP Standard	6. PAY SCHEDULE GS	7. PAY BAND 13	8. TARGET PAY BAND 13	9. OPM FUNCTIONAL CODE NA			
10. DRUG TEST YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	11. BUS CODE 8888-5USC CH 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 4			
14. KEY/EMERGENCY ESSENTIAL NA		15. MOBILIZATION INDICATOR NA		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					
21. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		22. POSITION SENSITIVITY Noncritical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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	Subscribed	Literal Translation
80%	APM	Z&P		Computer Specialist, Program Management
20%	APM	PLR		Computer Specialist, Plans and Requirements
20%	APM	YTB		Computer Specialist, Acquisition

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30. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU		C. AIRARMY RESERVE TECHNICIAN	
		DUAL STATUS NON-DUAL STATUS		YES NO	
D. AF SPEC CODE/MLL	E. AF SPEC CODE/MLL	F. AF SPEC CODE/MLL		G. AF SPEC CODE/MLL	
OCCUPATIONAL SPEC	OCCUPATIONAL SPEC	OCCUPATIONAL SPEC		OCCUPATIONAL SPEC	
H. ORGANIZATIONAL ENVIRONMENT		I. CAREER FIELD		J. RESERVED FOR COMPONENT USE	
US TRANSOM		COMMUNITY		31. PPP OPTION CODE	
		E		CLC K45A	

32. SKILLS INFORMATION

1. Expert knowledge of, and skill in applying government policies, directives, and other regulatory memorandums 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, policies, and procedures. Expert knowledge of Defense Transportation System information technologies.
2. 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, monitor, 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. COMPONENT USE
A. DOD RESERVED				

35. AUTHORIZED MANAGEMENT OFFICIAL

3. SIGNATURE	4. TITLE	5. DATE (YYYYMMDD)
<i>[Signature]</i>	Chief, Transformation and Support Division USTRANSCOM/JEX	20070827

36. CLASSIFICATION APPROVED BY

3. SIGNATURE	4. TITLE	5. DATE (YYYYMMDD)
<i>[Signature]</i>	Human Resources Specialist	11/07/05

DD FORM 2919, Jul 2006

Air Force Automated Form - Jul 2006

PD Number: 9343031

Ronald L. Freund HR SPEC (CLASS) 2 July 2010

GS-13 ADMINISTRATIVE

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 2-4

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 4-5

325 Points

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

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-13 Point Range: 3155-3600

Total Points: 3190

Grade: GS-13

CLASSIFICATION STANDARD(S) USED: Administrative Work in the Information Technology Group, 2200 Issued: May 2001 Revised: August 2003 Revised: September 2008

CLASSIFICATION ADDITIONAL NOTES:

GS PD Standards for Sequence #: 1073034

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PD#	PS-OC-PB	Position Title
43031	YC-2210-02	SUPV IT SPECIALIST (PLCYPLN)

Mission Goal
<p>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. TCJ6 mission: Plans, programs, implements, and manages command, control, communications, and computer (C4) systems, products, and services for the Commander and United States Transportation Command staff. Develops/oversees long-range planning, policy technical integration and interoperability, life-cycle support and program management for major transportation C4 systems enabling synchronized transportation, distribution, and sustainment DOD wide. Chief Information Officer (CIO) to USTRANSCOM. Chief Architect for the Joint Distribution Architecture and DOD Distribution Portfolio Management for OSD, Joint Services, Services, COCOMs, DLA, and other DOD agencies, and CDR USTRANSCOM.</p>

GS PD Standards for Sequence #: 1073034

Number	Standard Title	Standard
1	Supervisory	By 30 Sep 2010 execute the full range of Branch-level human resources (including performance management as outlined in DoD 1400.25-M, SC1940.5.7.4.) and fiscal responsibilities within established timelines and in accordance with applicable regulations. Develop a plan to ensure adherence to merit principles for the performance cycle. Develop a vision for the branch which aligns performance expectations with organizational goals. Continually develop and improve a service-oriented workforce. As a result, supervision will foster a climate of diversity in the workplace and a culture of honesty, integrity, trust, openness, and respect for individuals
2	Enterprise Portfolio Manager	Provide guidance and management oversight to Project Manager(s) for assigned Command's Enterprise Infostructure Portfolio, USTRANSCOM LAN, Software, Infostructure, Information Assurance and C4S Project to sustain and improve JDDE IT operations. Ensure that all USTRANSCOM assigned projects are on track in accordance with TCJ6 and/or PEO approved milestones and time-lines and compliant with USTRANSCOM technical standards, and statutory/regulatory requirements. As a result, USTRANSCOM programs will provide C4 IT capabilities for Global Operations and exercises across the JDDE and will provide efficiency of resources and effectiveness of capabilities delivered to the warfighter and leads to the further development of capabilities-based portfolio management. Measurement: Provide reports and metrics for investment performance by sub-portfolio and Program of Record with 90% accuracy within specified timeframes prior to senior leader investment reviews.

GS PD Standards for Sequence #: 1073034

Number	Standard Title	Standard
3	RESOURCE MANAGEMENT	<p>Responsible for Command's Enterprise Infostructure Portfolio, USTRANSCOM LAN, Software, Infostructure, Information Assurance, and C4S Projects. Develop and execute strategy for maximizing effectiveness of strategic investments through USTRANSCOM's Corporate Governess Process (GCP). In collaboration with other JDDE corporate Portfolio Managers keep Capabilities-based portfolio focus on achieving a balance between effective support and efficient resource allocation. Ensure effective use of CGP tools, timelines and resources within the branch. Manage resource reduction/change through identifying risks and impacts of services provided to USTRANSCOM customers throughout the reporting period. Measurement: Adjustments of support plan(s) within 30 days, accomplish CGP resource adjustments/allocations within 30 days 90% of the time during the reporting cycle. Provides analysis, briefings, and metrics within 90% accuracy within specified timeframes.</p>
4	Partnering	<p>Leads branch in testing activities. Oversee the effective accomplishment of testing capability for ATO and ATC authorizations. Identification integration opportunities for test consolidation, synchronization, integration, and harmonization of USTRANSCOM, AMC, and SDDC testing functions supporting the Strategic Plan, CIO Strategic Plan, and BRAC guidance. Implement Virtual Laboratory Partnership (VLP) Memorandum of Agreement (MOA) agreement and across the VLP enterprise by 30 Sept 08.</p>