

NSPS To GS Conversion

AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION:	USTRANSCOM/TCCS-FM	CPD NUMBER:	43144 G 2038
SUPV LEV CODE:	5	COMP LEV CODE:	91XA
TARGET GRADE:	13	FLSA:	Exempt
JOB SHARE:	No	CAREER PRG ID:	E
SENSITIVITY:	Critical Sensitive	BUS:	8888
EMERGENCY ESS:	No	DRUG TEST:	No
KEY POSITION:	No	POSITION HIST:	CENTRALLY MANAGED TYPE: No

CLASSIFICATION: BRAC and Transformation Program Manager , GS-0301-13
 DUTY TITLE: BRAC and Transformation Program Manager

ORG & FUNC CODE: PPY
 1ST SKILL CODE: 50% APMPLR - Computer Specialist/Plans and Requirements
 2ND SKILL CODE: 50% DXNSTJ - General Facilities & Equip/Facilities
 3RD SKILL CODE:

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

[Signature]
 CLASSIFIER'S SIGNATURE

2010/06/30
 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

4/19/10
 DATE

CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

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

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION						
POSITION AND HIRING INFORMATION						
1. POSITION NUMBER 9S43144- <i>G 2038</i>		2. POSITION TITLE BRAC and Transformation Program Manager			3. OCCUPATIONAL CODE 0301	
4. ORGANIZATIONAL TITLE		5. CAREER GROUP <i>Standard</i>	6. PAY SCHEDULE <i>YA GS</i>	7. PAY BAND <i>Grade 02 13</i>	8. TARGET PAY BAND <i>Grade NA 13</i>	9. OPM FUNCTIONAL CODE
10. DRUG TEST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888 5 USC 7112(b)(1)	12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input checked="" type="checkbox"/> E 5 CFR 551.206			13. DOD SUPERVISORY STATUS & AF SL 5	
14. KEY/EMERGENCY ESSENTIAL NA	15. MOBILIZATION INDICATOR C - Position required in peacetime and upon mobilization.		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 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 Provides advice and assistance to the Transformation Task Force (TTF) Director on a wide variety of issues. Using a full range of leadership and project management skills, runs the facility working groups and works with AMC and SDDC to meet Temporary and Permanent Facility completion dates. Facilitates and leads Component teams, addressing several projects simultaneously, and briefs senior officers and executives. Manages the Transformation Task Force processes, chairs the Annex Managers meetings, and provides updates to senior leadership. Provides expertise and leadership to integrate emerging space/facility, communication, IT, and force protection requirements into USTRANSCOM by prioritizing and working with AMC/A7 and 375 Air Wing on planning, design, and construction of temporary and permanent BRAC and other facilities supporting Transformation. Interfaces with USTRANSCOM customers and interprets their requirements to ensure facility configurations support proper operational capability. Formulates and executes facility engineering budget to ensure that BRAC and transformation milestones are achieved. Performs analysis of functional, financial, and technical aspects of IT communications, security, and infrastructure requirements. Identifies requirements with customers for projects to upgrade the IT/Comm as part of the construction project. Works with TCJ6 to improve IT/Comm infrastructures in USTRANSCOM facilities. Lead for resolving IT/Comm issues in the SDDC temporary facility, the new MILCON project, and any other major BRAC or Transformation projects for USTRANSCOM. Conducts analyses of existing systems, infrastructure and components to determine comprehensive installation business requirements and opportunities for new and/or enhanced information technology and facilities enhancements. Conducts organizational research and analytical studies to determine specific requirements and develop specifications.						
26. POSITION'S ORGANIZATION USTRANSCOM-TCCS-FM						
27. POSITION OCCUPIED Competitive			28. a. DUTY STATION (City - County - State Or Overseas Location) Scott Air Force Base, IL St. Clair b. GEOGRAPHICAL LOCATION CODE 177865163			

29. Core Competencies

Air Force Skill Codes:

Percentage	Skill Code	Shred	Subshred	Literal Translation
50%	APM	PLR		Computer Specialist/Plans and Requirements
50%	DXN	STJ		General Facilities & Equip/Facilities

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 USTRANSCOM	I. CAREER FIELD/ COMMUNITY E - Comm and Info	J. RESERVED FOR COMPONENT USE	31. PPP OPTION CODE		

32. SKILLS INFORMATION

1. Comprehensive knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, technological advance, and standardization of Force Protection, C4S and Facilities Engineering principles, concepts, methods, standards, practices, and processes.
2. Comprehensive knowledge of governing facility management regulations and standards.
3. Extensive knowledge of Strategic Planning processes and techniques.
4. Broad knowledge of and skill in applying infrastructure system acquisition regulations, policies, guidelines, practices and procedures.
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.
6. Skill and ability to present technical briefings, chair meetings, and prepare reports.
7. Ability to apply extensive knowledge of current infrastructure and communications/security methods, practices and procedures. Stays current of technological advancements in an ever-changing environment.
8. 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 Top 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 <i>Levendob D. Child</i>	b. TITLE Deputy Director BRAC Transformation TASK Force	b. DATE (YYYY/MM/DD) 2007/12/21
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE <i>Carol J. [Signature]</i>	b. TITLE HR Specialist (Classification/Staffing)	b. DATE (YYYY/MM/DD) 2007 12 26
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HR Specialist (Class)

2010/06/30

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

Level 1-8

1550 Points

Expert knowledge of base realignment and closure laws, policies, processes, and procedures as they apply to USTRANSCOM's missions. Maintains a thorough understanding of the associated DOD and AF BRAC goals, objectives, principles, constraints, methods, and monetary policy. This knowledge is used in planning and organizing highly complex, sensitive, broad scale actions to produce sound and consistent long-range BRAC planning, programming, implementation, and execution documents.

Thorough knowledge of USTRANSCOM programs, operations, objectives, priorities, and goals coupled with a comprehensive understanding of management and systems in order to conduct analytical studies and projects relative to base realignment.

Expert knowledge of mission, organizations, activities and functional responsibilities as well as interrelationships of functions to make effective assessment of impact of BRAC.

Skill in oral and written communication in order to prepare and present briefings, convey recommendations to management staff and attend meetings, conferences, and ad hoc meetings.

Ability to address a team of experts assigned full or part-time to work BRAC issues. Team is comprised of experts from various functional areas including engineers, resource management, human resources, and logistics.

Factor 2, Supervisory Controls

Level 2-4

450 Points

Within a framework of priorities, funding, and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion.

Incumbent is responsible for the planning, coordination, and integration of base realignment actions. Supervisor relies on the incumbent to independently plan, design, and integrate all BRAC and related projects within assigned AOR.

This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Employee exercises discretion, judgment, and innovation in the execution of program responsibility.

Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Completed work is also reviewed critically outside the employee's immediate office by staff and line management officials whose programs and employees would be affected by implementation of the recommendations.

Factor 3, Guidelines

Level 3-4

450 Points

Guidelines consist of administrative statements concerning the process, issues, or problems being studied as well as Base Realignment and Closure laws. The guidelines require considerable adaptation and/or interpretation for application to the BRAC program for use by USTRANSCOM.

Factor 4, Complexity

Level 4-5

325 Points

Serves as analyst for the BRAC program with responsibility for the review, inspection, planning, and development of solutions to the range of program-related issues pertaining to base realignment actions directed by law. The work is extremely complex as it involves planning and execution of projects based on closures resulting from realignment and consolidation. The work consists of sophisticated long and short-range studies, projects, highly complex broad scale base realignment actions focusing on developing comprehensive resource strategies, and planning documents. Studies, projects, and programs normally involve multiple areas and cut across organizational and functional lines. Studies require participation of functional experts and specialists in the field under study. Incumbent must be able to gauge the effects of legislative and regulatory changes, environmental, and socioeconomic influences that radically alter analyzed and planned

programs, and routinely complicated projects. Work requires the analysis of a variety of interrelated issues such as changes in legislation, regulations, and higher headquarters directives, as well as rapidly changing resource programs and must consider impact on the long-range effects of realignment actions. The work involves issues related to resources (dollar, manpower, workforce composition, physical facilities) required and/or available to carry out mission/functions. Difficulty is encountered in discerning the intent of legislation and policy statements, and in determining how to translate the intent into program actions. In addition, the incumbent must identify issues to team members, coordinate the work of team members, and translate the intent of findings into program actions. The employee, in the process of completing short and long range studies, is normally faced with the need for development of innovative measures to ascertain program accomplishments, results, and effectiveness.

Factor 5, Scope and Effect

Level 5-5

325 Points

The work involves oversight of major aspects of very broad high visibility and substantive issues related to Base Realignment and Closure (BRAC) planning that are of significant interest to the public and Congress. The work involves identifying and developing solutions to complex problems and resolving issues that directly affect mission accomplishment. Studies frequently involve extensive problems of coordination in fact-finding, reviewing, and testing recommendations with outside groups. Recommendations resulting from study assignments involve highly significant program or policy matters. Incumbent prepares implementing recommendations to include responsibilities, milestones, labor, costs, facilities, etc., which results in changes to mission and support activities' structure and operations. Results of work are critical to the mission or affect large numbers of people on a long term, continuing basis. The work involves highly significant programs or policy matters that impact on other components and agencies.

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

Level 6-3/7-C

180 Points

Personal contacts are primarily with functional personnel at AMC, 375 Air Wing, SDDC, and subordinate activities, BRAC action officers, analysts, and action officers from other MACOMs and installations, in moderately unstructured setting.

Represents USTRANSCOM in meetings with other MACOMs, DA and DoD staff. Delivers presentations and briefings.

Contacts are made for the purpose to influence managers and other officials to accept, implement, and execute approved BRAC recommendations.

Factor 8, Physical Demands

Level 8-1

5 Points

Work is primarily sedentary; however, there may be periods of carrying light items, i.e., folders, reports, and briefing materials.

Factor 9, Work Environment

Level 9-1

5 Points

Work is generally performed in an office setting.

TOTAL POINTS: 3290

POINT RANGE: 3155 – 3600 = GS-13

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, January 1979, TS-34; and OPM Administrative Analysis Grade Evaluation Guide, August 1990, TS-98. Points assigned to factors 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 6-7/3c, 180 points; FL 8-1, 5 points; FL 9-1, 5 points.
Total Points: 3290

GS-13 Point Range: 3155 – 3600

Final Classification: BRAC and Transformation Program manager, GS-0301-13