

# NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

## POSITION AND HIRING INFORMATION

1. POSITION NUMBER <del>95G 2050</del> 95G 2050	2. POSITION TITLE Program Analyst				3. OCCUPATIONAL CODE 0343
4. ORGANIZATIONAL TITLE Critical Infrastructure Program Manager	5. CAREER GROUP <del>Standard</del>	6. PAY SCHEDULE AGS	7. PAY BAND 12	8. TARGET PAY BAND 12	9. OPM FUNCTIONAL CODE
10. DRUG TEST YES X NO	11. BUS CODE 8888	12. FAIR LABOR STANDARDS ACT N X E 5 CFR 551.206			13. SUPERVISORY STATUS DoD-8/ AF-8
14. KEY/EMERGENCY ESSENTIAL No	15. MOBILIZATION INDICATOR A. Position not required upon mobilization.	16. ENVIRONMENTAL/HAZARD DIFFERENTIAL N/A		17. CERTIFICATION REQUIRED YES X NO	
18. POSITIVE EDUCATION REQUIREMENTS YES X NO	19. LANGUAGE REQUIRED YES X NO	20. LANGUAGE IDENTIFIER N/A			
21. FINANCIAL STATEMENTS REQUIRED YES X NO	22. POSITION SENSITIVITY Critical-Sensitive	23. PAY POOL IDENTIFIER	24. LAUTENBERG/SMITH AMENDMENT YES X NO		

## 25. DUTIES

Plans, programs, and executes USTRANSCOM Critical Infrastructure Program (CIP) in the Operational J3 environment. Develops and maintains a database of critical assets supporting analyses of interdependencies among critical assets of other DOD and non-DOD organizations. Provides graphic depiction of the status of those assets via active participation in exercises, modeling and real world crises in direct support of the USTRANSCOM Deployment Distribution Operations Center. CIP Working Group lead which is comprised of representatives from the three Transportation Component Commands and USTRANSCOM staff. Provides guidance and elicits their support for the USTRANSCOM CIP. Represents the command as a senior specialist on the DOD CIP Integration Staff led by Office of the Assistant Secretary of Defense for Homeland Defense and Americas' Security Affairs; the Operations Advisory Board led by the Joint Staff; and the Defense Infrastructure Sector Council, a consortium of DISLAs within the DOD CIP community. Understands, applies and integrates full spectrum of threat response reaction/mitigation to events ranging from terrorist attacks to natural disasters and catastrophic accidents. In coordination with DOD component representatives, Department of Homeland Security representatives, and other organizations, identifies, prioritizes and assesses worldwide physical and cyber infrastructures critical to USTRANSCOM's global mobility missions to help assure availability as needed to support geographic combatant commanders. Interacts frequently with interagency representatives of non-DOD agencies such as the Transportation Security Administration, Maritime Administration, and U.S. Coast Guard to ensure CIP collaboration. Develops and annually updates a detailed Defense Infrastructure Sector Assurance Plan and incorporates appropriate physical security, policy security and administrative security measures that serve as the foundation of the command's CIP. Establishes methods to coordinate processes, organizational responsibilities, planned activities, and relationships with other governmental organizations and related programs to effect identification and protection of key elements of the Transportation Sector. Prepares Performance Work Statements to accomplish specific tasks. Manages a workforce of one Army O4 billet and 13 contracted employees. Serves Quality Assurance Personnel. Administer/monitor multi-million dollar CIP contract. Submit performance reports as needed and rendered.

## 26. POSITION'S ORGANIZATION

TCJ3-FC

## 27. POSITION OCCUPIED

Competitive

## 28.a. DUTY STATION (City - County - State)

Scott Air Force Base/St. Clair/Illinois

## b. GEOGRAPHICAL LOCATION CODE

177835163

## 29. CORE COMPETENCIES

Percentage	Skill Code	Shred	Subshred	Literal Translation
40%	ARL	PLN		Program Analysis/Planning
30%	FKM			Transportation
30%	ABU	PCU		Physical Security/Security Administration

# NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

## 30. COMPONENT INFORMATION

a. STANDARD OCCUPATION CODE (SOC)	b. NATIONAL GUARD BUREAU DUAL STATUS      NON-DUAL STATUS	c. AIR/ARMY RESERVE TECHNICIAN YES      NO
d. AF SPEC CODE/ MIL OCCUPATIONAL SPEC SA071	e. ROLE	f. SPECIALTY
h. ORGANIZATIONAL ENVIRONMENT INSTALLATION	i. CAREER FIELD/ COMMUNITY N - LOGISTICS	j. RESERVED FOR COMPONENT USE ORG Func Code: PPY Centrally Managed Code: 2 Comp Lev Code: K78A
		g. SCOPE AND IMPACT
		31. PPP OPTION CODE

## 32. SKILLS INFORMATION

1. Knowledge of DOD and commercial transportation-based systems and architectures.
2. Knowledge of Physical Security, Security Administration, Antiterrorism and Force Protection policies, programs, and execution.
3. Knowledge of National CIP issues, including the Department of Homeland Security, DOD CIP and the ten Defense Infrastructure Sectors.
4. Knowledge of the missions and functions of USTRANSCOM and its Transportation Component Commands, DOD, and the Military Departments and Services.
5. Skill in written and oral communication.
6. Ability to plan, organize, and lead others in studies or projects and to negotiate effectively with senior management to accept and implement recommendations.
7. Skill in evaluating and resolving complex problems.
8. Knowledge of Quality Assurance Personnel responsibilities and procedures.
9. Knowledge of the Planning, Programming, Budgeting, and Execution System.

## 33. CONDITIONS OF APPOINTMENT

1. A Top Secret security clearance with SCI access is required.
2. Required to travel by military and/or civilian aircraft in the performance of official duties.
3. Overtime may be required.

## 34. OTHER REQUIREMENTS

a. DOD RESERVED	b. DOD RESERVED	c. DOD RESERVED	d. DOD RESERVED	e. COMPONENT USE
-----------------	-----------------	-----------------	-----------------	------------------

## 35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE <i>Michael L. [Signature]</i>	b. TITLE <i>CHIEF FORCE PROTECTION</i>	c. DATE (YYYY/MM/DD) <i>2008/02/20</i>
---	---	---

## 36. CLASSIFICATION APPROVED BY

a. SIGNATURE <i>Gina Ramon</i>	b. TITLE <i>HR Specialist (Classification)</i>	c. DATE (YYYY/MM/DD) <i>2009/02/20</i>
-----------------------------------	---	---

*Albert Holliday*  
DD FORM 2918, Jul 2006

Air Force Automated Form - Updated April 2008

PD Number: 9562050

9562050

## GS PD Standards for Sequence #: 1180042

GS PD Standards for Sequence #: 1180042

PD#	PS-OC-PB	Position Title
N1174	YA-0343-02	PROGRAM ANALYST

<p><b>Mission Goal</b></p> <p>The Operations and Plans Directorate directs and synchronizes the Defense Transportation System with national distribution processes to meet national security objectives. It maintains C2 of strategic forces and logistics infrastructure. USTRANSCOM/J3 sets operations policy and conducts crisis action and adaptive planning of deploy/sustain forces. It directs and monitors process improvements for global Distribution Process Owner (DPO) operations. USTRANSCOM/J3 is primarily responsible to develop and design the operational architecture and integrate the automated information systems (AIS) and other information technology (IT) capabilities to support global warfighting requirements. It acts as the DOD functional proponent for in-transit visibility and schedules/manages all CONUS Operational Support Airlift in support of DOD wartime readiness requirements.</p>
--

GS PD Standards for Sequence #: 1180042

Number	Standard Title	Standard
1	Critical Infrastructure Program Oversight	Serve as Branch Chief and Manage the USTRANSCOM Critical Infrastructure Program (CIP) in accordance with DOD Directive 3020.40, "Defense Critical Infrastructure Program". Update list of classified key nodes annually. Conduct/participate in vulnerability assessments at a minimum of two key sites per year. Represent USTRANSCOM CIP at a minimum of four CIP meetings hosted by OASD(HD&ASA) CIP Directorate and Joint Staff per year. Submit 90% of CIP reports to OASD(HD&ASA) and Joint Staff on time. Successfully incorporate CIP into the USTRANSCOM IPL or TCCC congressional testimony as appropriate. Review and approve responses to at least six DOD or other government policy or guidance documents per year (impact USTRANSCOM CIP). Chair the USTRANSCOM CIP Working Group meeting at least annually. Manage a workforce of one military officer (O4) and normally 13 contracted employees. As Quality Assurance, submit timely Contractor Performance Appraisal Reports and conduct monthly contractor IPRs.
2	Interservice/Interagency Coordination	Represent USTRANSCOM annually at a minimum of two events with organizations external to DOD such as the Department of Homeland Security, Transportation Security Administration (TSA) and/or U.S. Coast Guard. Execute at least two actions annually that foster collaboration and information sharing relative to the USTRANSCOM/TSA Memorandum of Agreement (MOA). Review the MOA annually, updating as required, to address evolving DOD and USTRANSCOM CIP actions that affect/effect TSA actions. Report any updates to the TCJ3 operational chain within 90 days with 90% accuracy.

**GS PD Standards for Sequence #: 1180042**

<b>Number</b>	<b>Standard Title</b>	<b>Standard</b>
3	CIP Contract Funding and Scope of Effort	Prepare and justify annual funding submissions, within established timelines, to OASD (HD&ASA) and USAF POM with 90% accuracy. Target receiving a minimum of \$1M per year to fund contractor support for the USTRANSCOM CIP. Prepare annual updated Performance Work Statements, within established timelines, detailing contractor tasks to execute the USTRANSCOM CIP. Develop alternative solutions, if POM action is circumvented or unsuccessful, for contingency solutions at least annually.
4	Supervision/Supervisory Duties	Supervise the Deputy CIP Manager, a military O4 billet, communicating job objectives and providing formal quarterly feedback on the officer's progress in meeting performance standards. Prepare and submit Officer Efficiency Reports on time and in format based on host service requirements. Foster professional development, ensuring the officer participates in at least one on-site visit to key transportation nodes per year and completes at least one CIP-related education course annually. Ensures the officer is designated and trained as Alternate Quality Assurance Personnel, as Alternate Trusted Agent for CIP contractors in the Contractor Verification System, and as an alternate authority to accept monthly contractor invoices in the Wide Area Work Flow system.

**CLASSIFICATION CRITERIA:****Factor 1, Knowledge Required By The Position**

Level 1-7      1250 Points

-- Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations toward development and/or improvement of critical command plans and programs for conducting major operations such as war, mobilization, rescue, mission and flying operations, deployment, rescue, foreign military sales, acquisition, weapon system/training device upgrade/modification, PPBS, special operations, or similar operations.

-- Knowledge of military command structure, missions, programs, and organizational relationships and program goals and objectives, the sequence and timing of key operational events and milestones, and methods of evaluating the effectiveness of planning actions as related to actual events.

-- Knowledge of the various command entities involved in overall planning and execution of operations and evaluations.

-- Skill in designing and conducting comprehensive studies, and developing solutions to assigned portions of broad, important, and severe command operational and contingency areas.

-- Ability to plan, organize, and develop studies or projects, making recommendations on substantive operating programs, and to negotiate effectively with others to accept and implement recommendations, where the proposals involve substantial resources.

-- Ability to staff/coordinate packages with Command and other agencies.

**Factor 2, Supervisory Controls**

Level 2-4      450 Points

Within a framework of priorities, funding, and overall project or program objectives, the employee, senior analyst, and supervisor develop a mutually acceptable project plan, which typically includes identification of the work to be done, the scope of the product, and deadlines for completion. Within the parameters of the approved plan, the employee plans and organizes the project, estimating costs and funding, coordinating with staff and line management personnel, and conducting all phases of the project. 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. 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 would be affected by implementation of the recommendations.

**Factor 3, Guidelines**

Level 3-4      450 Points

Guidelines consist of general administrative policies and management and organizational theories that require considerable adaptation and/or interpretation for application to issues and problems studied. Policies and precedents provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project. Guidelines require considerable judgment and adaptation to tailor them to specific command unique requirements. Administrative guidelines usually cover program goals and objectives of the Air Force, such as DOD controls on size of work forces, implementation dates, and similar objectives. Within the context of broad regulatory guidelines, the employee must typically refine and develop more specific guidelines to complete the required planning and programming requirements.

**Factor 4, Complexity**

Level 4-4      225 Points

The work consists of projects and studies that require analysis of interrelated issues of effectiveness, efficiency, and productivity, developing recommendations to resolve issues and problems of command unique programs.

Applies qualitative and quantitative analytical techniques that frequently require modification to fit a wide range of variables. Typical assignments require developing and coordinating recommendations for overall detailed plans, goals, and objectives for long-range implementation of the program. Projects assigned consist of issues, problems, or concepts, which are not always susceptible to direct observation and analysis, such as projected missions and functions. Difficulty is encountered in measuring effectiveness due to variations in the nature of processes studied to meet changes in missions or support services. Information about the subject is often complicated by conflicting or incomplete information, cannot readily be obtained by direct means, or is otherwise difficult to document. Assignments are further complicated by the need to compile, reconcile, and correlate voluminous data from a variety of sources, and must be cross-checked, analyzed, and interpreted to obtain accurate and relevant information. Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables that affect long-range program performance. Makes recommendations for refining existing work methods and techniques for application to the analysis of issues or resolution of problems in assigned areas.

**Factor 5, Scope and Effect**

Level 5-4

225 Points

The purpose of the work is to assess the productivity, effectiveness, and efficiency of major program operations and analyze and resolve problems in the staffing, effectiveness, and efficiency of programming objectives. Work involves participating in the establishment of criteria to measure and/or predict the attainment of program or organizational goals and objectives. The work contributes to the improvement of productivity, effectiveness, and efficiency in program operations within the command. Work affects the plans, goals, and effectiveness of missions and programs at the various echelons or locations. The work involves identifying and developing ways to resolve problems or cope with issues, which directly affect the accomplishment of specific command unique goals and objectives. Takes into consideration such factors as cost-effectiveness, attainment of operational goals and objectives, rules of engagement, international laws, etc. Recommendations contribute to the optimum organization and distribution of functions, organizational concepts, and staffing of programs and operations in assigned areas.

**Factor 6, Personal Contacts**

\*Level/Points (see Factor 7)

and

**Factor 7, Purpose of Contacts**

\*Level 6/7-3/c 180-Points

Contacts include counterpart officials in other MAJCOMS, contractors, and other command staff offices in a moderately unstructured setting. Contacts are also made with Air Force officials several levels above the incumbent when presenting program and plans briefings, etc.

The purpose of contacts is to influence managers or other officials to accept and implement findings or proposals. The employee may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

**Factor 8, Physical Demands**

Level 8-1

5 Points

Work is primarily sedentary, such as sitting comfortably. There may be some walking, standing, bending, and carrying of light items.

**Factor 9, Work Environment**

Level 9-1

5 Points

The work is typically performed in a properly heated and ventilated, and well-lighted office setting.

**Other significant facts pertaining to this position are:**

1. May travel by military or commercial air to conferences, meetings, or other functions away from the duty site.
2. Aircraft maintenance/logistics experience (e.g., crew chief, maintenance personnel) is critical to the successful completion of the work.

---

**CLASSIFICATION SUMMARY:**

CLASSIFICATION STANDARD(S) USED: OPM Position Classification Standard for Management and Program Analysis Series, GS-343, TS-98, August 1990, (HRCD-6, January 1999); and OPM Administrative Analysis Grade Evaluation Guide, TS-98, August 1990, (HRCD-6, January 1999).

FACTOR LEVELS AND POINTS: 1-7/1250, 2-4/450, 3-4/450, 4-4/225, 5-4/225, 6&7-3C/180, 8-1/5, 9-1/5

GS-12 Point Range: 2755-3150

Total Points: 2790

Grade: GS-12

**CLASSIFICATION REMARKS:**

The Management and Program Analysis Series, GS-343, does not contain grading criteria. The standard states that nonsupervisory positions at grade GS-09 and above be evaluated by reference to the Administrative Analysis Grade Evaluation Guide. The Administrative Analysis Grade Evaluation Guide covers administrative work which does not require specialized subject matter knowledge and skills, but does require a high degree of qualitative and/or quantitative analytical skills, the ability to research problems/issues, written and oral communication skills, and the application of mature judgment in problem solving. Work described in this SCPD falls within this definition; therefore, the position was evaluated in accordance with the factors and work illustrations in the Guide.