

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION																														
POSITION AND HIRING INFORMATION																														
1. POSITION NUMBER <b>9S229 63072</b>		2. POSITION TITLE <b>SUPV PROGRAM ANALYST</b>			3. OCCUPATIONAL CODE <b>YC-0343-02</b>																									
4. ORGANIZATIONAL TITLE <b>USTRANSCOM DSPMO Distribution Program Support Branch Chief</b>		5. CAREER GROUP <b>Standard</b>	6. PAY SCHEDULE <b>YC GS</b>	7. PAY BAND <b>02 14</b>	8. TARGET PAY BAND <b>NA 14</b>																									
9. OPM FUNCTIONAL CODE	10. DRUG TEST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		11. BUS CODE <b>8888-5 USC Chapter 7112(a)(1)</b>		12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input checked="" type="checkbox"/> X E 5CFR 551.205																									
13. DOD SUPERVISORY STATUS & AF SL		14. KEY/EMERGENCY ESSENTIAL <b>No</b>		15. MOBILIZATION INDICATOR <b>C - Position required in peacetime and upon mobilization</b>																										
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<b>25. DUTIES</b> Serves as Chief, Distribution Program Support Branch. Manages and provides support for program and project managers assigned to the DSPMO. Oversees all aspects of Advisory and Assistance Service (A&AS), Federally Funded Research and Development Center, and any other program support contracts and contractors. Performs a broad range of operational and developmental acquisition program analysis assignments entailing unique problems, creativity, innovative use of techniques, advanced approaches, and/or new technologies. Conducts business case analyses, cost effectiveness analyses, economic analysis, government cost estimates, independent cost estimates, risk assessment, award fee assessment, and analyses of alternatives to support current and emerging DSPMO assigned tasks. Develops resource and financial sections for all acquisition documentation developed by the DSPMO. Controls all DSPMO financial resources, budget planning and programming, and tracks obligations and expenditures. Maintains a continuous liaison with financial management, legal, acquisition, policy, contractors, and oversight counterparts in USTRANSCOM, Component Commands, other unified commands, Joint Staff, Air Force, and Secretary of the AF for Acquisition, to ensure program execution and to foster robust communications. Represents an annual fiduciary responsibility of approximately \$45 million. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees; provides resource management oversight; develops performance standards and rates employees; interviews candidates for subordinate positions; recommends hiring, promotions or reassignments; takes disciplinary measures, such as warning 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 subordinates' 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.																														
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27. POSITION OCCUPIED  <b>Competitive</b>			28. a. DUTY STATION (City - County - State Or Overseas Location) <b>Scott Air Force Base, St Clair County, IL</b> b. GEOGRAPHICAL LOCATION CODE <b>177835163</b>																											
<b>29. Core Competencies</b> <b>Air Force Skill Codes:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Percentage</th> <th style="text-align: center;">Skill Code</th> <th style="text-align: center;">Shred</th> <th style="text-align: center;">Subshred</th> <th style="text-align: center;">Literal Translation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">40%</td> <td style="text-align: center;">ARL</td> <td style="text-align: center;">FMR</td> <td></td> <td style="text-align: center;">Program Analysis, Financial Management</td> </tr> <tr> <td style="text-align: center;">35%</td> <td style="text-align: center;">ARL</td> <td style="text-align: center;">PLN</td> <td></td> <td style="text-align: center;">Program Analysis, Planning</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">ARL</td> <td style="text-align: center;">PRG</td> <td></td> <td style="text-align: center;">Program Analysis, Programming</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Percentage	Skill Code	Shred	Subshred	Literal Translation	40%	ARL	FMR		Program Analysis, Financial Management	35%	ARL	PLN		Program Analysis, Planning	25%	ARL	PRG		Program Analysis, Programming					
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## 30. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU DUAL STATUS <input type="checkbox"/> NON-DUAL STATUS <input type="checkbox"/>		C. AIR/ARMY RESERVE TECHNICIAN YES <input type="checkbox"/> NO <input type="checkbox"/>	
D. AF SPEC CODE/ MIL OCCUPATIONAL SPEC	E. ROLE LEAVE BLANK	F. SPECIALITY LEAVE BLANK	G. SCOPE AND IMPACT LEAVE BLANK		
H. ORGANIZATIONAL ENVIRONMENT  HQ USTRANSCOM	I. CAREER FIELD/ COMMUNITY  E – Comm Info	J. RESERVED FOR COMPONENT USE  Gen Skill: DPY	31. PPP OPTION CODE		

## 32. SKILLS INFORMATION


1. Comprehensive knowledge of Information Technology (IT) acquisition management regulations and processes, in conjunction with a top level understanding of the breadth of acquisition and supportability functions vital to successful acquisition program management process.
2. Broad knowledge of budgetary and financial management principles and techniques as they relate to planning and execution of IT acquisition programs. In-depth knowledge of Planning, Programming, Budgeting, & Execution (PPB&E) process, resource and financial boards and panels, such as the IRB and DBMC, that impact funding of DSPMO projects and programs.
3. Comprehensive knowledge of portfolio management as related to IT program management.
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, resource, and financial processes.
5. In-depth knowledge of the Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management Framework. Knowledge of the Joint Capabilities Integration & Development System (JCIDS).
6. Knowledge of DOD IT systems including configuration, applications, operating systems, and management principles and techniques.
7. Extensive knowledge of DOD, Service, Joint Staff, commercial, and GSA directives, regulations, practices, and policies. Comprehensive knowledge of Defense Transportation System information technologies.
8. 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. Skill and ability to present technical briefings, chair meetings, and prepare reports.
9. 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. The employee must obtain and maintain acquisition certification for business, cost estimating, and financial management (advanced) level II in the budget/program/ FM analyst and EVM type of assignment. It is highly desired the employee obtain and maintain a Level III.
2. It is highly desired the employee obtain and maintain acquisition certification for program management (intermediate) level II in the business management/IT type of assignment.
3. Incumbent may be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.
4. The employee must obtain and maintain a Top Secret security clearance.
5. This position may require the employee to work other than normal duty hours, which may include overtime.
6. This position requires a financial disclosure statement.

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 FRANK N. TEMPIA, YC-3, USAF, Chief, Distribution Services Program Management Office	b. DATE (YYYY/MM/DD) 2007/11/29
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## 36. CLASSIFICATION APPROVED BY

a. SIGNATURE 	b. TITLE HR Specialist (Classification/Staffing)	b. DATE (YYYY/MM/DD) 2007/11/29
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Lead HR Specialist Class

2010/7/7

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8. 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. Skill and ability to present technical briefings, chair meetings, and prepare reports.
9. Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstance.

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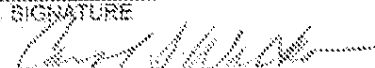
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A. DOD RESERVED				

## 35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE 	b. TITLE FRANK N. KEMPIA, FC-3, USAF, Chief, Distribution Services Program Management Office	c. DATE (YYYYMMDD) 20071129
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## 36. CLASSIFICATION APPROVED BY

a. SIGNATURE 	b. TITLE HR Specialist (Classification/Staffing)	c. DATE (YYYYMMDD) 20071129
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## CLASSIFICATION CRITERIA:

**Factor 1, Program Scope and Effect****Level 1-3****-- 550 points**

The incumbent serves as the advisor to Director of TCJ6 and directs the overall program analyst and financial cost activities of the TCJ6, Distribution Program Support Branch. Incumbent plans and directs the formulation and interpretation of USTRANSCOM policy and procedures for programming, budgeting, and cost analysis of the Program Support Branch. Delegates tasks to subordinates within the Program Branch and brings together the diverse functional requirements such as operations, system support, engineering, manufacturing, production, schedules, systems cost and other functions appropriate to the task.

The work effects the accomplishment of significant to the Command and DOD for acquisition and budgeting of critical and extremely complex systems and subsystem services for USTRANSCOM's mission as the DOD's single manager/executive agent for global defense transportation. Incumbent organizes, plans, programs,, schedules, budgets, estimates, and evaluates projects, programs, and contractors' cost and schedule performance; DoD and USTRANSCOM acquisition and cost program baselines; reprogramming and other financial management functions related to the programs and acquisition management. These functions encompass long range planning, i.e. 6-10 years and significantly impact a wide range of organizations, including DoD, Combatant Commands, Component Commands, laboratories, and contractors.

**Factor 2, Organizational Setting****Level 2-2****-- 250 points**

The position reports to the Division Chief who is a Colonel (O6), who reports to TCJ6 Director who is a Brigadier General (1 star) and Deputy Director who is a SES.

**Factor 3, Supervisory and Managerial Authority Exercised****Level 3-2****-- 450 points**

The incumbent plans and schedules work to be accomplished by subordinates set and adjust short-term priorities; assigned work in consideration of employees' skills and mission requirements; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also approves leave, selects candidates for positions; recommends position structure changes; initiates disciplinary actions; and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as need to improve quality, timeliness, and efficiency of work.

**Factor 4, Personal Contacts****Sub factor 4A – Nature of Contacts****Level 4A-3****--75 points**

Contacts are the high ranking military and civilian officials such as: Commander, Directors, combatant commands, component commands, DoD, Joint Staff, military services, DISA, DLA, foreign military organizations, private industry and non-governmental organizations. Also with internal USTRANSCOM staffs such as: subordinates personnel, other functional chiefs, the USTRANSCOM CFO, CAE, PEO, CIO, Comptroller/Deputy Comptroller and directorates staffs. Contacts range from informal discussions to very formal meetings. Meeting often require extensive preparation and an expert understanding of complex DoD financial and budget matters and processes.

**Sub factor 4B – Purpose of Contacts****Level 4B-3****--100 points**

Incumbent provides advice and guidance on programs, projects, financial and budgetary matters and resolves broad and complex issues or problems involving management concerns. Maintains working relations with key management officials to keep them informed of current and planned projects and programs. Responsible for justifying, defending, or negotiating with official on assigned projects and programs, in obtaining resources, and in gaining compliance with established policies, regulations, or contracts. Actively participates in meetings, presentations, working groups, and committees involving problems and/or issues of considerable consequence or importance to projects and programs of the command.

**Factor 5, Difficulty of Typical Work Directed****Level 5-8****--1030 points**

The position is responsible for providing direction and supervision over work at the GS-13 grade level, which best characterizes the nature of the basic mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload of the organization.

**Factor 6A, Other Conditions**

**Level 6-6**

**--1325 points**

Incumbent provides supervision and oversight for projects and programs that requires significant and extensive coordination and integration of a number of important projects and program segments of two grade interval program analyst, acquisition, and financial management work comparable in difficulty to the GS-13 grade level. Incumbent has responsibility for major recommendation which have direct and substantial effect on the command through projects and programs managed.

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**CLASSIFICATION SUMMARY:**

CLASSIFICATION STANDARD(S) USED: US OPM Position Classification Standard for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998; and DoD Supplementary Guide to the GSSG, June 1993 (HRCD-7, July 1999)

GS-14 Point Range: 3605-4050

Total Points: 3780

Final Grade: GS-0343-14

## GS PD Standards for Sequence #: 1052644

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<b>PD#</b>	<b>PS-OC-PB</b>	<b>Position Title</b>
9S239	YC-0343-02	SUPV PROGRAM ANALYST

<b>Mission Goal</b>
<p>The Commander is responsible to the Secretary of Defense for the nation's defense transportation requirements. He exercises command over service transportation components from the Army, Navy, and Air Force.</p> <p>TCJ6: The directorate is responsible for long-range planning, policy guidance, direction, technical, control, and program management for projects involving the development and implementation of major transportation management systems DOD-wide.</p> <p>TCJ6-P: Distribution Services Program Management Office (DSPMO) directs and controls the acquisition, architecture development, technology assessments, and requirements resolution of USTRANSCOM programs. Manage, develop, and implement validated and funded USTRANSCOM Command, Control, Communications, and Computer (C4) Systems projects and provide command oversight for DOD, Joint Staff C4S, and USTRANSCOM component command programs. Implement technical solutions in accordance with current C4S policies, funding constraints, acquisition strategy, maintenance, and integrated logistics support for new programs until the system has been certified, commissioned, and accepted by the responsible operations and maintenance activity.</p>

### GS PD Standards for Sequence #: 1052644

Number	Standard Title	Standard
1	Branch Personnel Supervision	<p>By 30 September 2010 execute the full range of supervisory 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 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.</p>
2	Contract Oversight	<p><b>Contract Oversight:</b> Oversee contract(s) for assigned programs. Monitor contract performance to ensure deliverables are met and billing is accurate. Take appropriate actions to correct contract deficiencies and/or performance problems.</p> <p><b>Measurement:</b> By 30 SEP 10, for USTRANSCOM assigned programs, ensure that 90% of required deliverables have been received and contract billing is accurate. Take appropriate action to correct contract deficiencies. Ensure contracting statutory/regulatory requirements are satisfied and correct deficiencies within 90 days of discovery. Ensure that assigned TCAQ programs are managed within USTRANSCOM</p>