

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION						
POSITION AND HIRING INFORMATION						
1. POSITION NUMBER <b>98234 G3453</b>		2. POSITION TITLE <b>DPY COMMUNICATIONS-COMPUTER SYSTEMS MANAGER</b>			3. OCCUPATIONAL CODE <b>301</b>	
4. ORGANIZATIONAL TITLE <b>Exercise Plans and Readiness Branch Chief</b>		5. CAREER GROUP <b>Standard</b>	6. PAY SCHEDULE <b>GS</b>	7. PAY BAND <b>0213</b>	8. TARGET PAY BAND <b>0213</b>	9. OPM FUNCTIONAL CODE <b>DPY</b>
10. DRUG TEST <b>YES X NO</b>	11. BUS CODE <b>8888-5USC CH 7112(b)(1)</b>	12. FAIR LABOR STANDARDS ACT <b>N X E 5 CFR 551.205</b>			13. DOD SUPERVISORY STATUS & AF SL <b>DOD 2/AF 4</b>	
14. KEY/EMERGENCY ESSENTIAL <b>NA</b>	15. MOBILIZATION INDICATOR <b>NA</b>		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL <b>No</b>		17. CERTIFICATION REQUIRED <b>YES X NO</b>	
18. POSITIVE EDUCATION REQUIREMENTS <b>YES X NO</b>		19. LANGUAGE REQUIRED <b>YES X NO</b>		20. LANGUAGE IDENTIFIER		
21. FINANCIAL STATEMENTS REQUIRED <b>X YES NO</b>		22. POSITION SENSITIVITY <b>Critical Sensitive</b>		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT <b>YES X NO</b>
25. DUTIES Serves as Chief, Exercise Plans and Readiness Branch. Provides deliberate and contingency planning by ensuring USTC and component commands' communications systems effectively support current and future requirements. Prepares USTRANSCOM's communications system support and exercise plans annexes, ensuring the command's worldwide contingency communications connectivity requirements are available through direct coordination with representatives of USTC components, supported by CINCs, JCS, OSD, NSA, DISA, host nations and various agencies of the Federal Government. Develops Operational Plans (OPLANS), surveys/upgrades fixed communications system infrastructure at key Defense Transportation System (DTS) sites around the world, rapidly deploys tactical communication systems equipment to remote ports and airfields, monitors readiness capabilities of the components, and manages satellite/spectrum programs for the command. Represents TCJ6 exercise network architecture and information assurance interests at exercise planning conferences. Manages four phases of Joint Training System for TCJ6 to include requirements (Joint Mission Essential Tasks), plans (Joint Training Plan), execution (training events), and assessment (lessons learned). Manages TCJ6 inputs for various readiness reports. Plans for and operates Milstar terminals. Provides support for all aspects of spectrum management. Coordinates Satellite Communication (SATCOM) requirements. Develops and coordinates airborne communications requirements. Provides technical integration and planning expertise. Advocates and manages Theater Information Management requirements for functional commands through program support in Automated Information Systems (AIS). Identifies requirements and analyzes technical solutions to ensure USTC communication requirements are satisfied in support of global logistics and the warfighter. 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>USTC/TCJ6-TR</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
35%	APM	PLR		Computer Specialist / Plans and Requirements
35%	RFB	RQM		Telecom Mgmt / Spec / Requirements
30%	ARL	CMW		Program Analysis / Contingency / Mobility / War Plans

## 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. SCORE AND IMPACT LEAVE BLANK		
H. ORGANIZATIONAL ENVIRONMENT US TRANSCOM	I. CAREER FIELD/ COMMUNITY E	J. RESERVED FOR COMPONENT USE CLC! 453A		31. PPP OPTION CODE	

## 32. SKILLS INFORMATION

- Extensive knowledge of DOD systems including applications, operating systems, management principles, information processing standards and procedures. In depth knowledge of configuration management regulations, principles, and techniques.
- Extensive knowledge of fixed/tactical/strategic information systems design, development, and the implementation methodologies combined with a broad knowledge of communications-electronics equipment.
- Knowledge of transportation policies, procedures and practices within the Defense Transportation System (DTS).
- Knowledge of the Chairman, Joint Chiefs of Staff readiness assessment program, the Joint Monthly Readiness Report (JMRR).
- Skill in identification, integration, installation, planning, analyzing, organizing, directing, operating and modification of the transportation communications-computer systems architecture for world-wide exercise and contingency operations.
- Knowledge of National, DOD and JCS directives governing the use of Radio Frequency (RF) spectrum.
- Skill to communicate effectively, both orally and in writing, to address complex technical issues, prepare statements and briefings for senior military, government, and civilian officials, and to coordinate/manage planning and program activities.
- Skill in planning, organizing, directing, operating and evaluating the myriad of programs this position manages.
- Ability to plan, organize, prioritize, and delegate daily workload to meet changing deadlines and rapidly changing circumstances.
- Ability to supervise, mentor, motivate, appraise, and work with subordinate supervisors and non-supervisory employees.
- Knowledge of safety and security regulations, practices, and procedures.

## 33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS:

- Incumbent will be required to travel by regularly scheduled passenger, military, or commercial aircraft in the performance of temporary duty assignments.
- The employee must obtain and maintain a Top Secret/Special Compartmented Intelligence (SCI) security clearance.
- This position may require the employee to work other than normal duty hours including weekends and holidays 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>Hope McMahon</i>	b. TITLE <i>Chief Transformation &amp; Refinement Div</i>	b. DATE (YYYY/MM/DD) 2007 02 05
a. SIGNATURE <i>Christ J. Walker</i>	b. TITLE Human Resources Specialist	b. DATE (YYYY/MM/DD) 2007 10 05

DD FORM 2918, Jul 2006

Air Force Automated Form - Jul 2006

Lead HR Specialist Class

2010/7/6

PD Number: 9S234

## 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:** US OPM General Schedule Supervisory Guide, HRCD-5 June 1998, April 1998; DOD Supplementary Guide for the GSSG, TS-123, April 1993, June 1993; US OPM Administrative Analysis Grade Evaluation Guide, TS-98, August 1990; US OPM Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, TS-34, January 1979.

**CLASSIFICATION ADDITIONAL NOTES:** The system shows that this position supervises two employees, one of which is outside the organizational structure and the present manpower number cannot be found to be supported by this position. Thus this supervision chain needs to be corrected to reflect the correct location of the position supervised or place the position under the proper supervisor within the organizational structure of that position. Therefore, this position meets the definition of a supervisor for the one properly supervised in accordance with 5 USC 7103, but does not meet the minimum requirement nor the full intent for application of the GSSG for supervisors of occupying at least 25% of the position's time in supervision. Thus this position has been coded 4 and does not get the title of supervisor.

**Series and Title Determination:** This position requires knowledge of and skill in applying analytical and evaluative methods and techniques as they relate to computer system information development and management. The position also performs work that requires knowledge sufficient to manage, administer, supervise deliver, and support information technology (IT) systems and services. The paramount knowledge requirement test and applied. It is noted that this position involves substantive work in IT, and the paramount knowledge requirement involves analysis and administration of computer information management process and solutions as they apply to current and future requirements. Since the duties of this position require analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objects; this position meets the full intent of the Miscellaneous Administration and Program Series, GS-0301, thus 0301 is used.

To determine the grade for this position, two factors were considered: The GSSG and the Factor Evaluation System (FES) were considered. GSSG was not used because this position did not meet the full intent of the standard, however, FES was used to determine the grade and the total points for all factors are converted to the appropriate grade level using the grade conversion table.

Gregg P. Castro  
Lead HR Specialist Classification AFMA  
6 July 2010

### GS PD Standards for Sequence #: 1040317

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<b>PD#</b>	<b>PS-OC-PB</b>	<b>Position Title</b>
9S234	YC-0301-02	SURV COMM-COMPUTER SYSTEMS MANAGER

<p><b>Mission Goal</b></p> <p>The USTRANSCOM J6 Mission is to "provide leading edge Information Management, Technology Services, and Policy Guidance across the JDDE to connect people, to streamline processes, and to assure access to trusted information; anytime, anywhere." The Joint Information Technology Transformation Project Office (JITTPO) supports this mission by direct involvement with the following goal:</p> <p>J6 Goal #2 – Improve and Sustain JDDE IT Operations</p> <p>And, JITTPO is indirectly involved with the remaining four J6 goals:</p> <p>J6 Goal #1 – Support JDDE Process Integration and Optimization with Corporate Services</p> <p>J6 Goal #3 – Streamline CIO Guidance/Policy for Enterprise Solutions and Other Compliance for Enforcement across the JDDE in Collaboration with DOD Partners</p> <p>J6 Goal #4 – Continually Develop the Workforce</p> <p>J6 Goal #5 – Mature Capabilities-Based IT Portfolio Management</p> <p>In addition, the JITTPO is directly involved in two J6 priorities, Surface Deployment and Distribution Command Bed-down and Network Migration, and supports two other priorities, Fusion Center Stand-up and Corporate Service Vision implementation.</p>
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#### GS PD Standards for Sequence #: 1040317

Number	Standard Title	Standard
1	Supervision	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. This directly supports J6 IT Strategy Goal 4 - Continually Develop the Workforce.

GS PD Standards for Sequence #: 1040317

Number	Standard Title	Standard
2	Project Management	Throughout FY2010, oversee project management efforts within Branch to ensure delivery of Campus Communications, BRAC Communications and Audiovisual supporting Enterprise Service Management for J6 Priorities SDDC Beddown and Fusion Center standup. Oversee formulation/execution of project schedules. Ensure compliance with USTRANSCOM technical standards. Manage resources matched to the identified requirements. Collaborate with functional and /or user's representatives to ensure user needs are addressed. Manage program risk and formulate mitigation strategies. By 30 Sep 2010, ensure that all USTRANSCOM assigned projects are on track in accordance with TCJ6 approved milestones and time-lines and are compliant with statutory/regulatory requirements. This objective can be exceeded by eliminating roadblocks, overcoming challenges and improving processes. As a result, USTRANSCOM projects will provide efficiency of resources and effectiveness of capabilities delivered to the warfighter
3	Contract Implementation and Oversight	Throughout FY2010, implement BRAC C4S Integration contracts in support of Communications and Audiovisual requirements for new USTRANSCOM building as well as modifications to other primary USTRANSCOM campus facilities and oversee related contract activities. Lead actions to finalize contract awards, monitor contract performance, ensure deliverables are being met, and validate billing is accurate. Take appropriate actions for contract deficiencies and/or outstanding performance. All actions ensure C4 IT capabilities for Global Operations, and support J6 priorities – SDDC Beddown and Fusion Center Standup. By 30 Sep 2010, ensure that 95% of all BRAC-related, JITTPO-controlled integrated information environment activities are implemented within the scheduled timeline. Exceeding can be achieved by identifying and removing barriers to successful implementation.