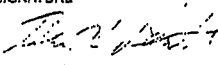
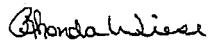


NOTE: POSITION MUST BE REVIEWED UPON VACANCY.

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION																						
POSITION AND HIRING INFORMATION GLC: N37A Comp Area: AA																						
1. POSITION NUMBER 95273 95G2841		2. POSITION TITLE Supervisory Financial Management Analyst				3. OCCUPATIONAL CODE 0501																
4. ORGANIZATIONAL TITLE DEAMS Functional Manager		5. CAREER GROUP Standard	6. PAY SCHEDULE GS YA	7. PAY BAND 14 03	8. TARGET PAY BAND 14 03	9. OPM FUNCTIONAL CODE																
10. DRUG TEST YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	11. BUS CODE 8888-5 USC Ch 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 DOD 2/AF 1																
14. KEY/EMERGENCY ESSENTIAL NA	15. MOBILIZATION INDICATOR C- position required in mobilization and peacetime		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL		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 Non-Critical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT YES <input checked="" type="checkbox"/> NO																
<p>25. DUTIES</p> <p>Project Manager for the Defense Enterprise Accounting and Management System (DEAMS) Functional Management Office, an OSD Business Transformation Agency mandated project to replace legacy financial systems using enterprise architecture with commercial financial accounting software. Manages the activities of a matrixed workforce of over 100 military, civilian and contractor personnel from the U.S. Transportation Command (USTRANSCOM), Air Force and the Defense Finance and Accounting Service (DFAS). Serves as senior DoD functional financial management expert responsible for the development, build, test, deployment and sustainment of a new accounting and finance system for the Air Force and USTRANSCOM. Ensures system is compliant with a wide variety of accounting and fiscal policies including appropriations law, Comptroller General decisions, OMB circulars, Treasury Department regulations, FASAB, JFMIP and other governing entities. Develops and promulgates financial and accounting policies, procedures and systems requirements to comply with SAF/FM or DOD software architecture. Applies accounting principles, theories, concepts, and practices in new or novel ways to solve problems where no clear precedent exists. Conceptualizes integrating systems and recognizes potential interface problems with other systems. Identifies, coordinates, and resolves controversial or key issues and problems related to accounting system design and modification. Evaluates proposals from subordinate levels or headquarters elements regarding the use of automated accounting systems. Advises high ranking officials at all organizations on accounting and financial policies and systems regarding the implementation of re-engineered transportation financial processes. Represents USTRANSCOM, SAF/FM and DFAS on studies with DOD, other military services, GAO and civilian agencies concerning documentation and requirements for integration/implementation across major Service and Agency boundaries. Acts as Executive Steering Group member providing DEAMS representation at OSD level meeting discussing ERP Implementation across DOD. Assigns work to subordinates based on priorities, difficulty of assignments, employee capabilities; provides technical oversight; develops performance standards/rates employees; interviews candidates for subordinate positions, hires, promotes and reassigns; takes disciplinary actions such as warnings and reprimands; identifies developmental/training needs of employees, provides and/or arranges for needed development and training. Provides a work environment free of all forms of discrimination, harassment and retaliation. Addresses subordinate concerns, whether perceived or real/follows up with appropriate action to correct or eliminate tension in the workplace. Supports the agency's EEO program.</p>																						
26. POSITION'S ORGANIZATION USTRANSCOM. TCJB/DEAMS																						
27. POSITION OCCUPIED Competitive				28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB, Belleville, IL, St Clair County, IL b. GEOGRAPHICAL LOCATION CODE 177835163																		
29. Core Competencies Air Force Skill Codes:																						
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60%	AXV	DTS		Financial Administration, Data Systems																		
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95G2841

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION				
30. COMPONENT INFORMATION				
A. STANDARD OCCUPATION CODE (SOC) 0901		B. NATIONAL GUARD BUREAU DUAL STATUS NON-DUAL STATUS		C. AIR/ARMY RESERVE TECHNICIAN 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 C - Financial Management	J. RESERVED FOR COMPONENT USE Completed code: N37A		31. PPP OPTION CODE
32. SKILLS INFORMATION 1. Extensive experience in leading an Oracle enterprise resource planning program. 2. Mastery knowledge of the theory, concepts, and practices mandated by Office of Management and Budget (OMB), Chief Financial Officers (CFO) Act, Government Performance and Results Act (GPRA), Government Reform Act, Federal Financial Management Improvement Act (FFMIA), Business Transformation Agency's (BTA's) Business Enterprise Architecture and other related laws, regulations, and policies. 3. In-depth knowledge of the Airlift Service Industrial Fund Integrated Computer System (ASIFICS), the Automated Business Services System (ABSS), General Accounting Finance System (GFAS), GFAS Rehost (GAFS-R), and Integrated Accounts Payable System (IAPS). 4. Skill at making critical independent decisions, presenting and influencing top level management decisions, and articulating and defending decisions to higher management and working across service and department lines. 5. Skill in communicating effectively both orally and in writing. 6. General knowledge of theories, principles and practices of federal personnel management and the various personnel disciplines, laws, regulations, policies and concepts pertaining to federal Employment Opportunity Programs.				
33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS 1. May be required to travel by military or commercial aircraft in accordance with the Joint Travel Regulations (JTR) 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. 4. MBA in Finance and Logistics preferred. 5. FM military designation a plus.				
34. OTHER REQUIREMENTS A. DOD RESERVED		B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED
E. COMPONENT USE				
35. AUTHORIZED MANAGEMENT OFFICIAL				
a. SIGNATURE 		b. TITLE Director, Program Analysis and Financial Management		c. DATE (YYYY/MM/DD) 20080911
36. CLASSIFICATION APPROVED BY				
a. SIGNATURE 		b. TITLE HR Specialist (Staffing/Classification)		c. DATE (YYYY/MM/DD) 2008/09/12

*Kenneth M. Arnold-Dunlap HR Spec (classification)
2010/06/25*

CLASSIFICATION CRITERIA:

Factor 1, Knowledge Required By The Position

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

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, or other work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3, Guidelines

Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

Factor 4, Complexity

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

The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service affects the work of other experts, the development of major aspects of administrative or scientific programs or missions, or the well-being of substantial numbers of people.

Factor 6, Personal Contacts

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

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

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

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.

CLASSIFICATION STANDARD(S) USED: U.S. Office of Personnel Management, Job Family Position Classification Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, December 2000.

NOTE: This position must be reviewed at the time of vacancy.

GS PD Standards for Sequence #: 1133134

GS PD Standards for Sequence #: 1133134

PD#	PS-OC-PB	Position Title
9S273	YA-0501-03	SUPV FINANCIAL MANAGEMENT ANALYST

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. DEAMS is a financial management initiative that will transform business and financial management processes and systems to provide accurate, reliable, and timely business information to support effective business decision making for U.S. Transportation Command, Defense Finance and Accounting Service (DFAS), and the U.S. Air Force.</p> <p>DEAMS will:</p> <ul style="list-style-type: none"> - Implement a strategy migrating systems into Business Enterprise Architecture (BEA) for USTRANSCOM, AF and DFAS - Establish cost management and performance measurement capabilities at optimum level(s) - Provide for full compliance with CFO Act and Government Management Reform Act requirements - Promote development of DoD-wide financial management solutions and processes - Improved financial management visibility <p>When fully implemented, this solution will be an example of a cross-service application of the (BEA) and will reflect the best practices in financial management applied consistently across USTRANSCOM and the USAF with potential for expansion throughout DoD</p>

GS PD Standards for Sequence #: 1133134

Number	Standard Title	Standard
1	Personnel Management	<p>Communicates performance expectations. Hold employees accountable for accomplishment; makes meaningful distinctions among employees based on performance contributions fosters and rewards excellent performance. Assures employees are assigned a rating of record as required.</p> <p>Meets: Actions are timely and accurate. Exceeds: Actions are model for other managers.</p> <p>Adheres to laws and regulations concerning merit system principles, prohibited personnel practices; ensures continuing applications of and compliance with EEO laws, regulations and policy.</p> <p>Meets: Full compliance with no valid discrepancies Exceeds: devises at least one at least one innovative personnel process improvement.</p>

GS PD Standards for Sequence #: 1133134

Number	Standard Title	Standard
2	Functional Program Manager	<p>Establishes diplomatic, convincing professional and effective interactions and working relationships with the Scott AFB financial user community as well as leadership, external partners at the OSD, BTA, DFAS, SAF/FM, SAF/AQ, GCSS-AF and DEAMS program contractors including Oracle, Accenture and Administrative and Advisory Services (A&AS) contract support team members.</p> <p>Meets: No significant reports of discord. Exceeds when positive feedback on effective working relationships is acknowledged by those external to J8.</p>
3	Accounting System Development	<p>Advise senior leadership in advance of need for participation in and predicted outcomes of DEAMS program events 90% of the time</p> <p>Deliver Accounting System scheduled for 2nd Quarter FY 2010: --Meets if System delivery begins on 30 March 2010 --Exceeds if program delivery begins prior to 30 March 2010</p>

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION																				
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29. Core Competencies Air Force Skill Codes: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Percentage</th> <th style="width: 20%;">Skill Code</th> <th style="width: 10%;">Shred</th> <th style="width: 10%;">Subshred</th> <th style="width: 45%;">Literal Translation</th> </tr> </thead> <tbody> <tr> <td>60%</td> <td>AXV</td> <td>DTS</td> <td></td> <td>Financial Administration, Data Systems</td> </tr> <tr> <td>40%</td> <td>ARL</td> <td>DTS</td> <td></td> <td>Program Analysis, Data Systems</td> </tr> </tbody> </table>						Percentage	Skill Code	Shred	Subshred	Literal Translation	60%	AXV	DTS		Financial Administration, Data Systems	40%	ARL	DTS		Program Analysis, Data Systems
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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. SPECIALITY LEAVE BLANK		G. SCOPE AND IMPACT LEAVE BLANK	
H. ORGANIZATIONAL ENVIRONMENT USTRANSCOM	I. CAREER FIELD/ COMMUNITY C - Financial Management	J. RESERVED FOR COMPONENT USE		31. PPP OPTION CODE	

32. SKILLS INFORMATION

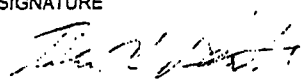
1. Extensive experience in leading an Oracle enterprise resource planning program.
2. Mastery knowledge of the theory, concepts, and practices mandated by Office of Management and Budget (OMB), Chief Financial Officers (CFO) Act, Government Performance and Results Act (GMRA), Government Reform Act, Federal Financial Management Improvement Act (FFMIA), Business Transformation Agency's (BTA's) Business Enterprise Architecture and other related laws, regulations, and policies.
3. In-depth knowledge of the Airlift Service Industrial Fund Integrated Computer System (ASIFICS), the Automated Business Services System (ABSS), General Accounting Finance System (GFAS), GFAS Rehost (GAFS-R), and Integrated Accounts Payable System (IAPS).
4. Skill at making critical independent decisions, presenting and influencing top level management decisions, and articulating and defending decisions to higher management and working across service and department lines.
5. Skill in communicating effectively both orally and in writing.
6. General knowledge of theories, principles and practices of federal personnel management and the various personnel disciplines, laws, regulations, policies and concepts pertaining to federal Employment Opportunity Programs.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

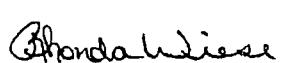
1. May be required to travel by military or commercial aircraft in accordance with the Joint Travel Regulations (JTR) in the performance of temporary duty assignments.
2. The employee must obtain and maintain a secret security clearance.
3. This position may require the employee to work other than normal duty hours, which may include overtime.
4. MBA in Finance and Logistics preferred.
5. FM military designation a plus.

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 Director, Program Analysis and Financial Management	b. DATE (YYYY/MM/DD) 20080911
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE 	b. TITLE HR Specialist (Staffing/Classification)	b. DATE (YYYY/MM/DD) 2008/09/12
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