

Review once done

# NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

## POSITION AND HIRING INFORMATION

1. STANDARD POSITION NUMBER <b>9S N1234</b>		2. POSITION TITLE <b>SUPV IT SPECIALIST (INFOSEC)</b>				3. OCCUPATIONAL CODE <b>2210</b>	
4. ORGANIZATIONAL TITLE <b>USTRANSCOM</b>  Branch Chief		5. CAREER GROUP <b>SC</b>	6. PAY SCHEDULE <b>YC</b> <b>GS</b>	7. PAY BAND <b>12</b>	8. TARGET PAY BAND <b>12</b>	9. OPM FUNCTIONAL CODE	
10. DRUG TEST <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>	11. BUS CODE 8888- 5 USC Chap 7112 (b) (1)	12. FAIR LABOR STANDARDS ACT <b>N</b> <input checked="" type="checkbox"/> <b>E</b> 5 CFR 551.206				13. DOD SUPERVISORY STATUS & AF SL DoD <b>2</b> /AF <b>4</b>	
14. KEY/EMERGENCY ESSENTIAL <b>N/A</b>	15. MOBILIZATION INDICATOR <b>C</b> - Position Required in Peacetime and Upon Mobilization		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL <b>N/A</b>		17. CERTIFICATION REQUIRED <b>X</b> <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/> (See Block 33)		
18. POSITIVE EDUCATION REQUIREMENTS <b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>		19. LANGUAGE REQUIRED <b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>		20. LANGUAGE IDENTIFIER <b>N/A</b>			
21. FINANCIAL STATEMENTS REQUIRED <b>X</b> <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>		22. POSITION SENSITIVITY <b>Critical Sensitive</b>		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT <b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>	

25. DUTIES: Plans, executes, and leads the USTRANSCOM Information Assurance program in support of DOD, Joint Staff, and USTRANSCOM command objectives and goals. Leads command activities to provide defense in depth capabilities to protect, defend, react, respond and sustain operations for defending USTRANSCOM, Transportation Military Service Components, Defense Transportation System (DTS), and Distribution Process Owner (DPO) systems and information. Manages activities needed to develop, test, certify, accredit, and implement USTRANSCOM's information assurance and computer network defense architecture. Provides communications security (COMSEC) support for USTRANSCOM requirements, service assurance monitoring for situational awareness and operational Information Systems readiness of DPO systems, and NetOps reporting to higher headquarters and lateral agencies. Serves as the senior information assurance (IA) functional expert for USTRANSCOM and provides consultant support to the Designated Approval Authority (DAA) and Chief Information Officer (CIO) for operational IT plans and readiness activities. Prioritizes and assigns work to subordinate employees based on mission needs, 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, promotion 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.

26. POSITION'S ORGANIZATION  
USTRANSCOM TCJ6

27. POSITION OCCUPIED

Competitive

28. a. DUTY STATION (City - County - State Or Overseas Location)

Scott AFB, St Clair, IL

b. GEOGRAPHICAL LOCATION CODE

177835163

29. Core Competencies

Air Force Skill Codes:

Percentage	Skill Code	Shred	Subshred	Literal Translation
75%	APM	WFJ		Computer Specialist/Security
25%	APM	PLR		Computer Specialist/Plans and Requirements

# NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

## 30. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC) 2210	B. NATIONAL GUARD BUREAU DUAL STATUS    NON-DUAL STATUS	C. AIR/ARMY RESERVE TECHNICIAN YES    NO
D. AF SPEC CODE/ MIL OCCUPATIONAL SPEC  033S4	E. AF SPEC CODE/ MIL OCCUPATIONAL SPEC  033S4	F. AF SPEC CODE/ MIL OCCUPATIONAL SPEC  033S4
H. ORGANIZATIONAL ENVIRONMENT Joint Activity (Multi-Service)	I. CAREER FIELD/ COMMUNITY E - Comm/Info	J. RESERVED FOR COMPONENT USE Org Func Code: CMY Centrally Managed Code: 2 Comp Level Code: 1F9A

## 31. PPP OPTION CODE

## 32. SKILLS INFORMATION


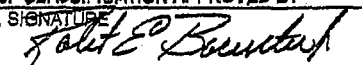
1. Mastery knowledge of a full range of Information Assurance (IA) principles, concepts, practices, products and services (including hardware, software, networking, and communications), and methods for evaluating risk and vulnerability, implementing mitigating improvement, and disseminating IA tools and procedures.
2. Expert knowledge of IA requirements for certification and accreditation, network operations and protocols, systems testing and evaluation, and performance management methods sufficient to plan and conduct security accreditation reviews for installed systems or networks and assess and advice on new or revised security measures and countermeasures based on the results of accreditation reviews.
3. Expert knowledge of, and skill in applying, government policies, directives, and other regulatory memorandum concerning program management compliance, utilization, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes.
4. 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. Skills and ability to present technical briefings, chair meetings, and prepare reports.
5. Ability to plan, organize, and lead others in team studies and projects and to negotiate effectively with management to accept and implement recommendations, where proposals involve substantial resources, and requires extensive changes in established concepts and procedures. Ability to plan, organize, prioritize, and delegate daily workload of subordinates to meet rapidly changing deadlines and circumstances.

## 33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

1. The employee may be required to work other than normal duty hours, including evenings, weekends, and/or holidays.
2. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.
3. Recall to duty may be a requirement of this position.
4. Overtime and/or emergency overtime may be required.
5. Incumbent must be eligible for a TS/SCI security clearance (Special Compartmented Information).
6. Information Assurance Certification is a condition of employment. This position includes information assurance (IA) work as a paramount duty requirement. Per DoD 8570.01-M, the incumbent of this position must achieve the appropriate IA certification within six months of assignment of these duties. A waiver of this six month requirement may be granted per DoD 8570.01-M, C3.2.4.2 or C3.2.4.3. Failure to receive the proper IA certification may result in removal from this position.

34. OTHER REQUIREMENTS A. DOD RESERVED	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
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## 35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE 	b. TITLE Chief, Operations and Readiness Division	c. DATE (YYYY/MM/DD) 2009/02/05
a. SIGNATURE 	b. TITLE Human Resources Specialist (Classification)	c. DATE (YYYY/MM/DD) 2009/03/09

ROBERT E. BOERSTLER, JR.

HR Specialist

2010 0206

**Evaluation Statement**  
YC-2210-02  
Supervisory IT Specialist (INFOSEC)

**Background:** A Request for Personnel Action (RPA# 09FEB9SMULLETT550552) was received requesting establishment of a Supervisory IT Specialist for USTRANSCOM/TCJ6-OI. This supervisory position is requested to provide a greater information assurance (IA) program continuity and consistency. Presently, the branch chief position is a USAF Lt Col, 33S4 requirement. A manpower change request was submitted to USTC-J1 and the Joint Staff-J1 to change the military officer requirement to a C4S Staff Officer requirement. This manpower change was confirmed by reviewing the UMD.

**References:** DoD 1400.25-M, SUBCHAPTER 1920, Classification. DoD 1400.25-M, SUBCHAPTER 1920 APPENDICES 1-5 Classification Criteria for Standard Career Group – Professional/Analytical Pay Schedule and Supervisor/Manager Pay Schedule.

**Occupational Code/ Career Group/Pay Schedule:** Work of this position falls into the 2210 occupational series and is defined as Professional/Analytical work. The work of this position “Plans, executes, and leads the USTRANSCOM Information Assurance program in support of DOD, Joint Staff, and USTRANSCOM command objectives and goals. Leads command activities to provide defense in depth capabilities to protect, defend, react, respond and sustain operations for defending USTRANSCOM, Transportation Military Service Components, Defense Transportation System (DTS), and Distribution Process Owner (DPO) systems and information. Manages activities needed to develop, test, certify, accredit, and implement USTRANSCOM's information assurance and computer network defense architecture. Provides communications security (COMSEC) support for USTRANSCOM requirements, service assurance monitoring for situational awareness and operational Information Systems readiness of DPO systems, and NetOps reporting to higher headquarters and lateral agencies. Serves as the senior information assurance (IA) functional expert for USTRANSCOM and provides consultant support to the Designated Approval Authority (DAA) and Chief Information Officer (CIO) for operational IT plans and readiness activities.” This Supervisory IT Specialist position serves as the Information Assurance Operations Branch Chief. This position is appropriately placed in the 2210 occupational series, covered by the Standard Career Group, Professional/Analytical Pay Schedule.

**Non Supervisory Evaluation:** The position is covered by the Standard Career Group and the 2210 occupational series and the YA pay schedule is appropriate for the non-supervisory type work.

Pay Band 1 of the classification criteria for Standard Career Group – Professional/Analytical Pay Schedule states, “Entry/Intern/Developmental positions. Employees carry out assignments using basic principles, concepts, and methodology of the occupation. Work is designed to provide the competencies, skills, and experiences needed to

perform pay band 2 work. This level is not considered Full-Performance/Journey level for occupations in this pay schedule." The duties of this position exceed Pay Band 1.

Pay Band 2 of the classification criteria for Standard Career Group – Professional/Analytical Pay Schedule states, "Full-Performance/Journey level positions. The employee is an experienced worker who has gained competencies and skills either by work experience at pay band 1 or through relevant graduate study and/or experience. The employee carries out assignments independently. This level is appropriate for most installation and headquarters positions in DoD occupations in this pay schedule." This position plans, executes, and leads the USTRANSCOM Information Assurance program in support of DOD, Joint Staff, and USTRANSCOM command objectives and goals. The position leads command activities to provide defense in depth capabilities to protect, defend, react, respond and sustain operations for defending USTRANSCOM, Transportation Military Service Components, Defense Transportation System (DTS), and Distribution Process Owner (DPO) systems and information. The position manages activities needed to develop, test, certify, accredit, and implement USTRANSCOM's information assurance and computer network defense architecture. It provides communications security (COMSEC) support for USTRANSCOM requirements, service assurance monitoring for situational awareness and operational Information Systems readiness of DPO systems, and NetOps reporting to higher headquarters and lateral agencies. This position serves as the senior information assurance (IA) functional expert for USTRANSCOM and provides consultant support to the Designated Approval Authority (DAA) and Chief Information Officer (CIO) for operational IT plans and readiness activities. This position fully meets pay band 2.

Pay Band 3 of the classification criteria for Standard Career Group – Professional/Analytical Pay Schedule states, "Subject matter expert/program manager level positions. Employees at this level are either subject matter experts or project/program managers. Work at this level typically involves responsibility for program development and/or oversight of major Department (OSD) level or Component/Command (or equivalent) level programs. The scope of the work is typically the "big picture" rather than "action officer work" and typically impacts the work of other experts. At this level, work involves independently resolving problems or issues, impacting programs that extend across Components or throughout a Component/Commands (or equivalent) organization. Organizations where this work resides typically include DoD Agencies, military department headquarters, a major military command; and other organizations with equivalent delegated program responsibilities." This position does not meet the intent of pay band 3.

**This position's technical non supervisory duties are properly classified at the YA-2210-02 level.**

**Supervisory Evaluation (Base Level of Work):**

This position supervises two YA-2210-02 Information Technology Specialists, one C4S O5, 33S4, and one C4S O4, 33S4. This position performs a full range of supervisory duties to include prioritizing and assigning work to subordinate employees based on

mission needs, difficulty of assignments, and the capabilities of employees; providing resource management oversight; developing performance standards and rating employees; interviewing candidates for subordinate positions; recommending hiring, promotion or reassignments; taking disciplinary measures, such as warning and reprimands; identifying developmental and training needs of employees; and providing and/or arranges for needed development and training; providing a work environment that is free from all forms of discrimination, harassment, and retaliation; addressing subordinates' concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace; and supporting the agency's EEO program. Classification of a supervisory position requires consideration of the base level work, i.e., the level of work which best represents the work of the non-supervisory subordinates. Often, subordinate positions are classified in more than one Pay Schedule and/or Pay Band. The level of work which best represents, and is most representative of this position's subordinate non supervisory workforce is YA-02. Serving as the immediate supervisor of two subordinate NSPS employees and two military positions meets the NSPS immediate supervisory criteria for professional/analytical positions with the best representation of non-supervisory work equating to YA-02. Based on the NSPS Level conversion chart the position equates to YC-02.

**Supervisory Classification:** This position classifies as a YC-2210-02.

**Final Classification Findings:** The technical duties of the position grades as a YA-2210-02, while the supervisory duties grades to a YC-2210-02. *Per SC1920.4.4. Mixed Positions. For most positions, the work falls within a single occupation and pay band (PB). However, in some cases employees perform work that may be classified in different occupations or PBs...Where work falls within more than one PS or PB, the position is classified in the highest PS and PB. Supervisory positions that also include non-supervisory work are classified in the PS and PB with the highest rate range and thus may be classified in a non-supervisory PS but with a supervisory title.* This position is a mixed position as it is performing work as a YA-02 (technical) and YC-02 (supervisory). However, as the YC-02 is the higher of the PS and PB, this position is placed in the YC-02 PS and PB.

**Final Classification:** Supervisory IT Specialist (INFOSEC), YC-2210-02.

  
ROBERT E. BOERSTLER, JR.

Human Resource Specialist (Classification)

10 MAR 09

## **GS-12 ADMINISTRATIVE WORK**

### **CLASSIFICATION CRITERIA:**

#### **Factor 1, Knowledge Required By The Position**

Level 1-7

1250 Points

Knowledge of a wide range of concepts, principles, and practices of the occupation sufficient to carry out difficult and complex work assignments. Knowledge and skill in applying analytical and evaluative methods and techniques to improve organizational efficiency/productivity; develops new or modified work methods, processes or procedures. Knowledge of the major programs, mission, and functions of the organization.

#### **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 4-4

225 Points

The work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.

#### **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-12 Point Range: 2755-3150

Total Points: 2790

Grade: GS-12

**CLASSIFICATION STANDARD(S) USED:** US OPM Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, covering the GS-2210, Information Technology Management Series, May 2001, revised Aug 2003, revised Sep 2008.

## GS PD Standards for Sequence #: 1185704

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<b>PD#</b>	<b>PS-OC-PB</b>	<b>Position Title</b>
N1234	YC-2210-02	SUPV IT SPECIALIST (INFOSEC)

<b>Mission Goal</b>  Effectively achieved the stated objective, anticipating and overcoming significant obstacles. Adapts established methods and procedures when needed. Results were technically sound, accurate, thorough, documented, and met applicable authorities, standards, policies, procedures and guidelines. Planned, organized, prioritized, and scheduled own work activities to deliver the objective in a timely and effective manner, making adjustments to respond to changing situations and anticipating and overcoming difficult obstacles as necessary. Demonstrated high standards of personal and professional conduct and represented the organization or work unit effectively.
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### GS PD Standards for Sequence #: 1185704

Number	Standard Title	Standard
1	Leads and supervises personnel in GCCC, Information Protection, and Test Center	<p>Prioritizes and assigns work to subordinate employees based on mission needs, 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, promotion 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.</p> <p>Support USTRANSCOM mission by leading activities supporting the protection, defense, and readiness of USTRANSCOM networks and information as delineated in the DOD IA Strategic Plan Goals 1 (Protect Information) and 2 (Defend Systems and Networks)</p> <p>Success will be measured by:            - Ensuring contractor and FFRDC work force teams perform technical and management functions in accordance with applicable PWS and DOD/USTRANSCOM policy; I will initiate action to correct deviations f</p>
2	Improve USTRANSCOM Cyberspace Operations Defense Capabilities	<p>In support of TCJ6 IT Strategy Goal 3, Sustain and Improve JDDE IT Operations, improve USTRANSCOM cyberspace operations defense capabilities by leading projects and initiatives to improve defenses, enhance situational awareness, and improve overall defense in depth capabilities for legacy and emergent systems and capabilities.</p> <p>- Success will be measured by leading the planning and execution of USTRANSCOM cyberspace operations defense capabilities, in coordination with and executed by the SSP and other organizations, in accordance with DOD, USTRANSCOM, CDR USSTRATCOM, JTF-GNO and other direction. Capabilities</p>



GS PD Standards for Sequence #: 1185704

Number	Standard Title	Standard
		<p>include boundary defenses, malware content filtering, sensor and other USTRANSCOM and TCC validated enhancements.</p> <p>- I will initiate corrective action to ensure required capabilities are achieved per command direction, advise supervisor if mission impact is anticipated, and provide recommended corrective actions as required.</p>
3	Provide Information System Security Engineering Capabilities	<p>Lead Information Systems Security Engineering (ISSE) activities in support of TCJ6 IT Strategy Goal 2, Define, Design, and Deliver Joint Deployment and Distribution Enterprise IT solutions</p> <p>Success will be measured by:</p> <p>-Successfully leading security engineering functions to accomplish DOD and USTRANSCOM objectives, integrating DOD, USTRANSCOM, NIST, and best security engineering practices into programmatic documentation, architectures, and implementation plans for command priority initiatives.</p> <p>-Providing security engineering assessments in support of C&amp;A and USTRANSCOM operational requirements. Success will be measured by customer satisfaction, and no adverse impacts to the supported program from ISSE cycle time.</p>
4	Lead cyberspace operations defense activities in support of DOD and USTRANSCOM	<p>Lead cyberspace operations defense and information assurance functions and elements in support of USTRANSCOM Joint C4S, Corporate Services Vision (CSV, and network migration transformation initiatives. Recommend changes to existing processes, procedures, technologies, and methods for best of breed and best practices to achieve command objectives.</p> <p>Represent USTRANSCOM cyberspace operations in recurring National, DOD, Combatant Command and service forums; communicate and advocate USTRANSCOM positions and objectives.</p>