

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) STANDARD POSITION DESCRIPTION (SPD)																					
POSITION AND HIRING INFORMATION																					
1. STANDARD POSITION NUMBER <b>43295 95G1299</b>		2. POSITION TITLE <b>Secretary (OA)</b>			3. OCCUPATIONAL CODE <b>0318</b>																
4. ORGANIZATIONAL TITLE		5. CAREER GROUP <b>SC</b>	6. PAY SCHEDULE <b>YB GS</b>	7. PAY BAND <b>03 11</b>	8. TARGET PAY BAND <b>03 11</b>	9. OPM FUNCTIONAL CODE <b>N/A</b>															
10. DRUG TEST <b>YES X NO</b>	11. BUS CODE 8888-USC Chap 71. par 7112(b)2	12. FAIR LABOR STANDARDS ACT <b>N X E</b>			13. DOD SUPERVISORY STATUS & AF SL <b>DoD-8/AF-8</b>																
14. KEY/EMERGENCY ESSENTIAL <b>N/A</b>	15. MOBILIZATION INDICATOR C-Position required in peacetime and upon mobilization		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL <b>N/A</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>YES X NO</b>		22. POSITION SENSITIVITY <b>Critical Sensitive</b>		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT <b>YES X NO</b>															
<b>25. DUTIES</b> Serves as the first point of contact in the USTRANSCOM 4-star Commander's office. Performs complex and unique technical work. Uses guidelines that have significant gaps requiring the employee to identify the most significant issues and important facts. Exercises a high degree of initiative in searching out sources of information, much of it indirect or obscure, to make determinations. Expertise allows the resolution of virtually all technical and policy problems. Has a very good understanding of where to look for answers and understands what is possible. When a task seems impossible, continues to look for work around. Is delegated considerable latitude or authority to carry out the work, and makes decisions regarding his/her work, without prior supervisory approval. Prepares a wide variety of USTRANCOM recurring and nonrecurring correspondence, reports, and other documents from information obtained from the staff, files, and other sources requiring a high degree of initiative in searching for information. Independently composes and prepares non-technical correspondence such as requests for information concerning the organization's mission and programs; office procedures; and letters of acknowledgment, commendation, or notification; and interpreting and adapting policies, guides, procedures, regulations, and precedents to new or unique situations. Reviews and processes incoming and outgoing correspondence, materials, publications, regulations, and directives. Receives telephone calls, greets visitors, and ascertains the nature of the calls or visits. Based upon detailed knowledge of the organization and its programs and operations, determines appropriate action. Independently notes and follows-up on commitments made at meetings and conferences by staff members, and maintains Commander's calendar, coordinates meeting arrangements, and/or schedules meetings and/or conferences, prepares travel orders, and vouchers. Acts as back-up to the Command's Trip Coordinator. Uses multiple office automation software to create, format, modify, edit, and print a variety of letters, reports, memos, other legal documents, briefings, and spreadsheet. Independently plans work.																					
<b>26. POSITION'S ORGANIZATION</b> USTC/TCCC																					
27. POSITION OCCUPIED  <b>Competitive</b>			28. a. DUTY STATION (City - County - State Or Overseas Location) <b>Scott AFB, Illinois, 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;"> <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;">75%</td> <td style="text-align: center;">ANT</td> <td></td> <td></td> <td style="text-align: center;">Secretary</td> </tr> <tr> <td style="text-align: center;">25%</td> <td style="text-align: center;">OAS</td> <td style="text-align: center;">CPX</td> <td></td> <td style="text-align: center;">Office Automation Clk/Ast Data Systems Support</td> </tr> </tbody> </table>							Percentage	Skill Code	Shred	Subshred	Literal Translation	75%	ANT			Secretary	25%	OAS	CPX		Office Automation Clk/Ast Data Systems Support
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# 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   X   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	I. CAREER FIELD/ COMMUNITY E-Comm/Info	J. RESERVED FOR COMPONENT USE	31. PPP OPTION CODE	

## 32. SKILLS INFORMATION

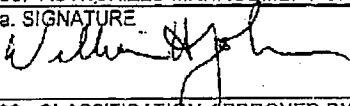
1. Knowledge of extensive rules, procedures, or operations applied to secretarial and clerical assignments to perform the procedural and administrative work of the office, such as preparing and editing documents, maintaining files/records, locating, assembling and composing information for various reports, inquiries, non-technical correspondence and travel orders and vouchers.
2. Knowledge of office functions and commitments of supervisor and staff to prepare and review correspondence, to screen telephone calls and visitors, to maintain USTRANSCOM Commander's calendar, and to perform other substantive or administrative work of the organization.
3. Knowledge of correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports.
4. Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases, and graphs.
5. Skill in typing; a qualified typist is required.
6. Ability to communicate effectively and professionally, both orally and in writing, with the highest ranking military and civilians in DoD, DoS, Joint Commands, Congressional staff and representatives of industry.
7. Ability to plan and organize work, meets deadlines, and demonstrates initiative in performing these functions.
8. Skill in using scheduling/appointment software to manage the Commander's and office staffs' calendars.

## 33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

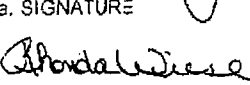
1. Employee may be required to travel by commercial or military aircraft in the performance of temporary duty (TDY) assignments.
2. Employee must obtain and maintain a Top Secret clearance.
3. The incumbent must have ability to type a minimum of 40 WPM.


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 Chief of Staff	c. DATE (YYYY/MM/DD) 2008/08/04
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## 36. CLASSIFICATION APPROVED BY

a. SIGNATURE 	b. TITLE HR Specialist (Staffing & Classification)	c. DATE (YYYY/MM/DD) 2008/08/20
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 HR Spec (Class)
     
 2010/06/17

## **GS-11 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 3-3

275 Points

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

#### **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 5-3

150 Points

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well being of people.

#### **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 7-2

50 Points

The purpose is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**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-11 Point Range: 2355-2750

Total Points: 2470

Grade: GS-11

CLASSIFICATION STANDARD(S) USED: USOPM Position Classification Standard for Secretary Series, GS-0318, TS-64 Jun 1'982, TS-34 Jan 79.

**NOTES:**

NSPS PD 43295, YB-0318-03, Secretary, is being converted to a GS-0318-11 because it is currently classified as a YB-03. IAW NSPS Guidelines, positions classified as YB-03 should be able to support the GS-11 or GS-12 grade level. This PD was retrieved from PARIS did not include an evaluation statement to justify the position being supportable in Pay Band 3. Upon review of the NSPS PD and the Job Objectives, this position does not appear to be supportable at the GS-11 level. Before NSPS, this position was classified as a GS-0318-10. Upon NSPS conversion, it converted to a YB-0318-02. Once the YB-02 was vacated, it was cancelled and replaced with NSPS PD 43295, YB-0318-03.

The factor levels are 'standard' for GS-11 Administrative positions. IAW procedures for conversion out of NSPS, when using the Alternative Classification procedures, the job objectives and appropriate standard GS factor levels should be attached to the NSPS PD.

Upon vacancy, this position should 'not' be filled until it has been reviewed by Classification and a determination made to ensure the work of this position is supportable at the GS-11 level.

### GS PD Standards for Sequence #: 1127192

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PD#	PS-OC-PB	Position Title
43295	YB-0318-03	SECRETARY (OA)

#### Mission Goal

The Command Section supports USTRANSCOM's mission to provide common-user and commercial transportation, terminal management and aerial refueling, provide global patient movement for Department of Defense (DoD) Through the Defense Transportation System and serve as the Distribution Process Owner (DPO) for the DoD. USTRANSCOM is responsible for creating and implementing world-class global deployment and distribution solutions in support of the President, Secretary of Defense, and Combatant Commander-assigned missions.

### GS PD Standards for Sequence #: 1127192

Number	Standard Title	Standard
1	Scheduling	Critical thinking and executing duties without supervision are traits essential for this position. Independently manages commander's business and social calendar to ensure his time is used efficiently and effectively. Must maintain cognizance of commander's priorities to ensure time sensitive meetings are appropriately scheduled with adequate time allotted for each appointment. Must work closely with executive officers, aides, trip planner, Protocol, and Cmdr's Action Group, and secretaries to ensure responsive, flexible and coordinated scheduling among command's senior staff. Produces and distributes the next day's calendar at the end of each duty day. During the work day keeps commander on schedule by providing timely reminders when meetings are set to start and finish. Mistakes (over/under scheduling, missed appointments, etc.) should seldom occur and will be evaluated on the level of adverse impact that materializes or if it results with embarrassment to the commander.
2	Communications	Free the commander of distractions by receiving and placing telephone calls. Independently evaluates importance of in-bound calls and alerts the commander to the call, takes appropriate notes if the commander cannot be disturbed, or redirects the caller to a more suitable office as the situation warrants. Out-bound calls must be placed within the timeframe set by the commander (e.g., by noon, end-of-day) and harmonize with the free time available on his calendar. Must remain adaptive and be able to react swiftly in all situations as the callers, and those called, may be confronted with pressing timelines and be geographical dispersed across global time zones. As the calls may involve high ranking members of the White House, Congress, and senior government officials all military protocols must be honored when receiving and placing calls. Errors in judgment should be rare and are unacceptable if critical calls are missed or handled improperly.

**GS PD Standards for Sequence #: 1127192**

Number	Standard Title	Standard
3	Correspondence	Review, draft, and edit documents such as staff packages, reports, emails, and letters for the commander. Documents must meet the commander's communication intent and be grammatically correct with adherence to special formatting instructions applied by the Services or outside agency, e.g., DoS, Joint Staff, etc. Grammatical errors must be identified and either repaired directly, or quickly communicated to the respective office for correction to ensure timely completion. As the incumbent's review may be the last performed prior to the commander's endorsement, accuracy is paramount. Errors, or untimely execution, should be extremely rare.