

Review after conversion

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) STANDARD POSITION DESCRIPTION (SPD)						
POSITION AND HIRING INFORMATION						
1. STANDARD POSITION NUMBER 43204 9562937		2. POSITION TITLE Air Operations Specialist			3. OCCUPATIONAL CODE 2150	
4. ORGANIZATIONAL TITLE		5. CAREER GROUP STND	6. PAY SCHEDULE YA GS	7. PAY BAND 02 13	8. TARGET PAY BAND 02 13	9. OPM FUNCTIONAL CODE
10. DRUG TEST X YES NO	11. BUS CODE 8888	12. FAIR LABOR STANDARDS ACT N X E			13. DOD SUPERVISORY STATUS & AF SL 5	
14. KEY/EMERGENCY ESSENTIAL Key-YES	15. MOBILIZATION INDICATOR N	16. ENVIRONMENTAL/HAZARD DIFFERENTIAL N		17. CERTIFICATION REQUIRED YES X NO		
18. POSITIVE EDUCATION REQUIREMENTS YES X NO		19. LANGUAGE REQUIRED YES X NO		20. LANGUAGE IDENTIFIER		
21. FINANCIAL STATEMENTS REQUIRED YES X NO		22. POSITION SENSITIVITY Critical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT YES NO
25. DUTIES Serves as a senior technical advisor and focal point for policies and procedures for Very Important Person (VIP)/Special Air Mission (SAM) fleet. Reviews, analyzes and evaluates current or projected VIP/SAM and OSA programs to determine their overall effectiveness in achieving full required support of designated customers and their compliance with applicable laws, regulations, agreements and policies. Performs extensive in-depth analysis of current operation policies, procedures, techniques and practices used to govern and operate the spectrum of commercial variant aircraft including Operational Support Airlift (OSA) and VIP/SAM to assess the impact on mission. Develops and implements new or changed policies, operational procedures or processes. Provides advice, guidance and counsel to internal and external staff on difficult airlift requirements and issues. Performs extensive research, interprets, analyzes and applies US Public Law and DOD policies to ensure aircraft and travelers are supported via appropriate methods. Develops solutions, which may involve the development and application of innovative processes or procedures to solve complex airlift requirements. Responsible for establishing, revising and reviewing policies, procedures, mission objectives and organization design for OSA and VIP/SAM activities to ensure mission and flight safety is not compromised. Make recommendations and coordinates OSA initiatives, processes, policies and operations between the Services, Joint Staff, WHMO, OSD, JOSAC, TACC, CoCOMS and other airlift providers to enhance enterprise effectiveness and efficiency. Develops and maintains training plans and continuity of operations for division. Represents the Command at various DOD meetings with components, OSD and service headquarters. Assists in coordinating, scheduling, facilitating the Senior Leader Airlift Steering Group (SLASG) and Senior Leader Airlift Working Group (SLAWG) conferences and/or VTCs. Maintains readiness to augment Joint DDOC positions to provide OSA expertise.						
26. POSITION'S ORGANIZATION USTC/TCJ3-S						
27. POSITION OCCUPIED Competitive			28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB, Illinois, IL			
			b. GEOGRAPHICAL LOCATION CODE 177835163			
29. Core Competencies						
Air Force Skill Codes:						
Percentage	Skill Code	Shred	Subshred	Literal Translation		
50%	FMM	THU		Transportation Services/Air		
25%	FMM	DTS		Transportation Services/Data Systems		
25%	ARN			Logistics Management		

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	J. RESERVED FOR COMPONENT USE	31. PPP OPTION CODE	

32. SKILLS INFORMATION


1. Comprehensive knowledge of a wide range of air transportation operations policies, directives, principles and practices to include knowledge of aircraft capabilities and limitation, range, air refueling requirements, configuration, loading and takeoff weight restrictions.
2. Knowledge of international diplomatic clearance procedures and requirements worldwide to ensure planned missions that overfly or land in countries requiring clearances will be properly coordinated and cleared.
3. In-depth knowledge of laws, regulations and formal guidance relating to OSA and VIP/SAM operations to include DOD, Joint Service, Army, Navy, Marine, Air Force, Federal Aviation Administration, International Civil Aviation rules and other applicable laws, regulations, instructions and directives as they pertain to OSA and VIP/SAM airlift, DV aircraft operations characteristics, and OSA and VIP/SAM management.
4. Ability to analyze, plan and adjust work operations to meet complex program requirements and objectives within available resources, and to mentor, motivate, and appraise the staff of an organization.
5. Ability to communicate, both orally and in writing, to prepare and present information, documents, reports, and briefings to all levels of personnel within TRANSCOM up to the highest levels of Office of the Secretary of Defense on a routine basis.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

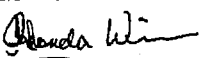
1. Work may occasionally require travel away from the normal duty station on military and commercial aircraft.
2. Work may require the employee to drive a motor vehicle. An appropriate, valid driver's license may be required for the position.
3. Incumbent may be required to be on standby to respond to emergent requirements requiring time sensitive response to meet customers' needs
4. THIS POSITION IS DESIGNATED AS KEY. Incumbent must be removed from their military recall status if alternatives for filling the position during an emergency are not available. The incumbent may be required to take part in test alerts and practice.

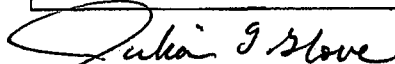
34. OTHER REQUIREMENTS A. DOD RESERVED	B. DOD RESERVED	C. DOD RESERVED	D. DOD RESERVED	E. COMPONENT USE
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35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE 	b. TITLE Deputy for Programs & Readiness J3, USTRNSCOM	b. DATE (YYYY/MM/DD) 2008/07/29
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE 	b. TITLE HR Specialist (Staffing & Classification)	b. DATE (YYYY/MM/DD) 2008/07/30
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 HR Specialist 20100629

GS-13 ADMINISTRATIVE

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 Series Definition for Transportation Operations Series, GS-2150, dated September 1993.

US OPM Position Classification Standard for Traffic Management Series, GS-2130, TS-106, dated July 1991.

US OPM PCS for the Administrative Analysis Grade-Evaluation Guide, TS-98, dated August 1990.

CLASSIFICATION ADDITIONAL NOTES:

GS PD Standards for Sequence #: 1207032

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PD# **PS-OC-PB** **Position Title**
43291 YA-2150-02 AIR OPERATIONS SPECIALIST

Mission Goal

Directs and synchronizes the nation's Defense Transportation System interpreting distribution processes with other National, Joint, Coalition, and Service activities to meet national security objectives. Synchronizes strategic forces and logistics infrastructure to produce the required tactical effect. Conducts crisis action and adaptive operational planning to deploy and sustain. Directors and monitors process improvements for global Distribution Process Owner operations. Schedules, manages, and monitors all operational support airlift and VIP/SAM fleet with associated requirements.

GS PD Standards for Sequence #: 1207032

Number	Standard Title	Standard
1	Policy Analysis	Over the next reporting period you will serve as senior technical advisor and focal point for policies and procedures for Very Important Person/Special Air Mission (VIP/SAM) fleet. You will be responsible for reviewing, analyzing and evaluating current and projected VIP/SAM and Operational Support Airlift (OSA) programs to determine their overall effectiveness in achieving full required support of designated customers, and their compliance with applicable laws, regulations, agreements and policies. You will make recommendations facilitate coordination of OSA initiatives, processes, policies and operations between various agencies which include, but are not limited to, the different Services, Joint Staff, WHMO, OSD, JOSAC, TACC, COCOMS and other airlift providers in order to enhance enterprise effectiveness and efficiency.
2	Division Senior Leader Airlift Working Group and Steering Group Coordinator	Over the next reporting period you will serve as division liaison and coordinator for all TMT taskers, the Senior Leader Airlift Working Group (SLAWG) and the Senior Leader Airlift Steering Group (SLASG). You will also be the overall coordinator for the SLAWG. In such role you will ensure all members of the SLAWG are notified, invited and presented with the necessary information to facilitate an efficient meeting. You will also be responsible for coordinating division VTC meetings with outside organizations. This requires you to coordinate meeting locations, collect necessary technical data for the VTC office and ensure division attendees are thoroughly prepared for the meeting.

GS PD Standards for Sequence #: 1207032

Number	Standard Title	Standard
3	DV VIPSAM asset Scheduling and Utilization Management	Over the next reporting period you will serve as a coordinator of OSA operations between the Services, Joint Staff, WHMO, OSD, JOSAC, TACC, COCOMs and other airlift providers. You will serve as the focal point for coordinating USTRANSCOM/CC directed movement of OSA and VIP/SAM assets to support other COCOMs. You will serve as primary validator of requests to use such assets and Roll-on/Roll-off equipment. You will develop solutions, which may involve the development and application of innovative processes or procedures to solve complex airlift requirements.

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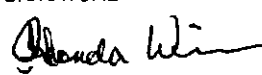
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A. DOD RESERVED				

35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE		b. TITLE	b. DATE (YYYY/MM/DD)
		Deputy for Programs & Readiness J3, USSTRANSCOM	2008/07/29
36. CLASSIFICATION APPROVED BY			
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		HR Specialist (Staffing & Classification)	2008/07/30