

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION					
POSITION AND HIRING INFORMATION					
1. POSITION NUMBER 9S43034 9SG2927		2. POSITION TITLE IT SPEC (PLCYPLN)			3. OCCUPATIONAL CODE 2210
4. ORGANIZATIONAL TITLE		5. CAREER GROUP Standard	6. PAY SCHEDULE YAGS	7. PAY BAND 02-12	8. TARGET PAY-BAND 02-12
9. OPM FUNCTIONAL CODE NA		10. DRUG TEST YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
11. BUS CODE 8888-6USC CH 7112(b)(1)		12. FAIR LABOR STANDARDS ACT N <input type="checkbox"/> X <input checked="" type="checkbox"/> E 5 CFR 551.205			13. DOD SUPERVISORY STATUS & AF SL DOD #AF 9 8
14. KEY/EMERGENCY ESSENTIAL NA		15. MOBILIZATION INDICATOR C - Position required in mobilization and peacetime		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL No	
17. CERTIFICATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		18. POSITIVE EDUCATION REQUIREMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
19. LANGUAGE REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		20. LANGUAGE IDENTIFIER NA			
21. FINANCIAL STATEMENTS REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		22. POSITION SENSITIVITY Noncritical Sensitive		23. PAY POOL IDENTIFIER	
24. LAUTENBERG/SMITH AMENDMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		25. DUTIES Plans, develops, and implements USTRANSCOM TCJ6 activities, initiatives, and programs. Gathers, assembles, and analyzes facts. draws conclusions. devises solutions to problems, and identifies changes and trends as they relate to transformational activities. Applies expert analytical and technical skills to the identification, consideration, and resolutions of issues or problems concerning efficiency and effectiveness of transformational activities, initiatives, and programs. Devises and develops acquisition strategies for the implementation and integration of transformational activities, initiatives, and programs. Leads the synchronization and integration of transformational changes through the execution and management of programmatic goals and process. Assesses and evaluates organizational structuring options for complex, diverse organizations and works in a multi-functional environment involving interaction with the highest executive and management levels of the Air Force, Department of Defense, and Chief Executives. Represents the TJC6 Directorate as a member of the USTRANSCOM Transformation Task Force.			
26. POSITION'S ORGANIZATION USTC/TCJ6-XC					
27. POSITION OCCUPIED Competitive			28. a. DUTY STATION (City - County - State Or Overseas Location) Scott AFB, Belleville, St Clair County, IL		
			b. GEOGRAPHICAL LOCATION CODE 177835163		
29. Core Competencies Air Force Skill Codes:					
Percentage	Skill Code	Shred	Subshred	Literal Translation	
50%	APM	ZAF		Computer Specialist/Program Management	
25%	APM	PLR		Computer Specialist/Plans and Requirements	
25%	APM	YYB		Computer Specialist/Acquisition	

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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
USSTRANSCOM

I. CAREER FIELD/
COMMUNITY
E: CommInfo

J. RESERVED FOR COMPONENT USE
ORG CODE: CMY - Communications
CENTRALLY MANAGED: 2
COMP LEVEL CODE: K45A

31. PRP ORTION CODE

32. SKILLS INFORMATION

1. Mastery knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes. Extensive knowledge of Strategic Planning processes and techniques.
2. Comprehensive knowledge of DOD IT systems including configuration, applications, operating systems, and management principles and techniques. Extensive knowledge of DOD, Service, Joint Staff, commercial, and GSA directives, regulations, practices, and policies. In-depth knowledge of Defense Transportation System information technologies.
3. Broad knowledge of, and skill in applying IT system acquisition regulations, policies, guidelines, practices and procedures.
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. Skill and ability to present technical briefings, chair meetings, and prepare reports.
5. Ability to apply extensive knowledge of current IT methods, practices and procedures. Stays current of technological advancements in an ever-changing environment.
6. Ability to plan, organize, and prioritize daily workload to meet changing deadlines and rapidly changing circumstances.

33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

1. Travel by military or commercial aircraft in accordance with the Joint Travel Regulation (JTR) in the performance of temporary duty assignments is required.
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.

34. OTHER REQUIREMENTS

A. DOD RESERVED

B. DOD RESERVED

C. DOD RESERVED

D. DOD RESERVED

E. COMPONENT USE

35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE

Samuel G. Powell

b. TITLE

Chief, Distribution Transformation and Support Division

b. DATE (YYYY/MM/DD)

20070524

36. CLASSIFICATION APPROVED BY

a. SIGNATURE

Carol J. White
Samuel G. Powell

b. TITLE

Human Resources Specialist

b. DATE (YYYY/MM/DD)

20070524

HR SPEC 157

2010) 07/12

62927

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:

GS PD Standards for Sequence #: 1206544

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PD#	PS-OC-PB	Position Title
43034	YA-2210-02	IT SPECIALIST (PLCYPLN)

Mission Goal

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:

J6 Goal #2 – Improve and Sustain JDDE IT Operations

And, JITTPO is indirectly involved with the remaining four J6 goals:

J6 Goal #1 – Support JDDE Process Integration and Optimization with Corporate Services

J6 Goal #3 – Streamline CIO Guidance/Policy for Enterprise Solutions and Other Compliance for Enforcement across the JDDE in Collaboration with DOD Partners

J6 Goal #4 – Continually Develop the Workforce

J6 Goal #5 – Mature Capabilities-Based IT Portfolio Management

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.

GS PD Standards for Sequence #: 1206544

Number	Standard Title	Standard
1	BRAC C4S Integration	In support of TCJ6 Priority to ensure Surface Deployment and Distribution Command's Beddown, represent TCJ6 on the Joint Occupancy/Move Plan (JO/MP) committee and chair the Communications sub-committee responsible for planning C4S support in a synchronized, integrated and harmonized environment across the Command. Provide weekly, or as needed, minutes to the JO/MP Chair within 48 hours of each conducted session. Develop an integrated Communications and Audiovisual implementation schedule, monitor activities and assess progress. Alert the JO/MP Chair to requirement gaps and implementation issues. In partnership with the respective functional prepare and submit Change Requests to mitigate gaps; monitor for completion. Assess process-oriented functions for integration/synchronization opportunities and incorporate into the overarching Facility Business Plan. Exceeding can be achieved by identifying and removing barriers to successful synchronization, integration, and harmonization.

GS PD Standards for Sequence #: 1206544

Number	Standard Title	Standard
2	Project Management	Throughout FY2010, manage projects to ensure delivery of BRAC Communications and Audiovisual in support of Enterprise Service Management supporting the Fusion Center. 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 representatives to ensure user needs are addressed. Manage program risk and formulate mitigation strategies. By 30 Sep 2010, ensure that applicable USTRANSCOM projects are on track in accordance with TCJ6 approved milestones and time-lines and 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, and will directly support J6 IT Strategy Goal 2, Improve and Sustain JDDE IT Operations.
3	Contract Implementation and Oversight (Contracting Officer Technical Rep Duties)	Throughout FY2010, develop, monitor and execute 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. 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. Develop supporting documentation to properly address requirements, cost, and schedule. Ensure all required documents are coordinated through appropriate staff. All actions ensure C4 IT capabilities for Global Operations and directly support J6 priority – SDDC's Beddown. 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.

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4. ORGANIZATIONAL TITLE		5. CAREER GROUP Standard	6. PAY SCHEDULE YA	7. PAY BAND 02	8. TARGET PAY BAND 02	9. OPM FUNCTIONAL CODE NA
10. DRUG TEST YES <input checked="" type="checkbox"/> NO	11. BUS CODE 8888-5USC CH 7112(b)(1)	12. FAIR LABOR STANDARDS ACT N <input type="checkbox"/> X <input checked="" type="checkbox"/> E 5 CFR 551.206			13. DOD SUPERVISORY STATUS & AF SL DOD 5/AF 5	
14. KEY/EMERGENCY ESSENTIAL NA	15. MOBILIZATION INDICATOR C - Position required in mobilization and peacetime		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL No		17. CERTIFICATION REQUIRED YES <input type="checkbox"/> X <input checked="" type="checkbox"/> NO	
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25. DUTIES

Plans, develops, and implements USTRANSCOM TCJ6 activities, initiatives, and programs. Gathers, assembles, and analyzes facts, draws conclusions, devises solutions to problems, and identifies changes and trends as they relate to transformational activities. Applies expert analytical and technical skills to the identification, consideration, and resolutions of issues or problems concerning efficiency and effectiveness of transformational activities, initiatives, and programs. Devises and develops acquisition strategies for the implementation and integration of transformational activities, initiatives, and programs. Leads the synchronization and integration of transformational changes through the execution and management of programmatic goals and process. Assesses and evaluates organizational structuring options for complex, diverse organizations and works in a multi-functional environment involving interaction with the highest executive and management levels of the Air Force, Department of Defense, and Chief Executives. Represents the TJC6 Directorate as a member of the USTRANSCOM Transformation Task Force.

26. POSITION'S ORGANIZATION

USTC/TCJ6-XC

27. POSITION OCCUPIED

Competitive

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

Scott AFB, Belleville, St Clair County, IL

b. GEOGRAPHICAL LOCATION CODE

177835163

29. Core Competencies

Air Force Skill Codes:

Percentage	Skill Code	Shred	Subshred	Literal Translation
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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 E-Comm/Info	J. RESERVED FOR COMPONENT USE	31. PPP OPTION CODE	

32. SKILLS INFORMATION

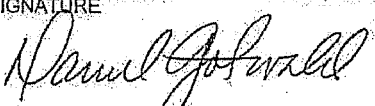
1. Mastery knowledge of, and skill in applying government policies, directives, and other regulatory memorandum concerning program management, utilization, acquisition, modeling, technological advances, and standardization of C4S principles, concepts, methods, standards, practices, and processes. Extensive knowledge of Strategic Planning processes and techniques.
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2. The employee must obtain and maintain a secret security clearance.
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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 Chie, Distribution Transformation and Support Division	b. DATE (YYYY/MM/DD) 20070524
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36. CLASSIFICATION/APPROVED BY

a. SIGNATURE 	b. TITLE Human Resources Specialist	b. DATE (YYYY/MM/DD) 20070524
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