

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) STANDARD POSITION DESCRIPTION (SPD)																									
POSITION AND HIRING INFORMATION CLC: OW8A Comp Area: AA																									
1. STANDARD POSITION NUMBER 43308 G 341		2. POSITION TITLE Assistant Chief of Staff			3. OCCUPATIONAL CODE 0301																				
4. ORGANIZATIONAL TITLE Assistant Chief of Staff		5. CAREER GROUP 0301	6. PAY SCHEDULE YA GS	7. PAY BAND 03 15	8. TARGET PAY BAND 03 15																				
10. DRUG TEST <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11. BUS CODE 8888-5USC 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-5/AF-5																				
14. KEY/EMERGENCY ESSENTIAL Key	15. MOBILIZATION INDICATOR N/A		16. ENVIRONMENTAL/HAZARD DIFFERENTIAL N/A	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 N/A																					
21. FINANCIAL STATEMENTS REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> No		22. POSITION SENSITIVITY Critical Sensitive		23. PAY POOL IDENTIFIER	24. LAUTENBERG/SMITH AMENDMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																				
25. DUTIES The primary purpose of this position is to serve as senior technical advisor and executive administrative manager to the USTRANSCOM Chief of Staff. Provides executive leadership and direction in the formulation, development, and execution of a full and complex range of management command functions, which includes: protocol, public affairs, office of secretariat, information management, and facility management. Develops goals, oversees the development of policies and procedures and objectives that integrate the Commander's management and mission objectives, vision, and strategy. Recognized as a command expert in the development and interpretation of TRANSCOM guidance in support of program analysis and evaluation, and special Command's projects. Provides senior expert professional consultative functional skills in applying and developing workable strategies and implementation for command initiatives to senior leaders. Represents the Chief of Staff by serving on various committees, working groups, variety of command and functional area organizations. Attends meetings and conferences with senior leaders and officials and acts as the Chief of Staff's "trouble shooter" in resolving complex command issues and problems. Oversees through completion highly complex, extremely sensitive analytical studies that require input and assistance from senior leaders, managers, experts, and subject matters experts in fields that are important to the command vision in rapidly changing and challenging times. Works at the executive level to determine over arching command wide areas of improvement. Prepares a variety of documents such as analytical reports, program assessments, briefing materials, decision memoranda, correspondence, and other documents related to the specific areas of assignment. May be required to act as the Chief of Staff during Chief of Staff's absence with full supervisory responsibilities.																									
26. POSITION'S ORGANIZATION USTC/TCCS																									
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: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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: left;">Literal Translation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50%</td> <td style="text-align: center;">AKM</td> <td></td> <td></td> <td>Officer/Administrator</td> </tr> <tr> <td style="text-align: center;">50%</td> <td style="text-align: center;">ARL</td> <td></td> <td></td> <td>Program Analysis</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Percentage	Skill Code	Shred	Subshred	Literal Translation	50%	AKM			Officer/Administrator	50%	ARL			Program Analysis					
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NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

30. COMPONENT INFORMATION

a. STANDARD OCCUPATION CODE (SOC) 301		b. NATIONAL GUARD BUREAU <input type="checkbox"/> DUAL STATUS <input type="checkbox"/> NON-DUAL STATUS		c. AIR/ARMY RESERVE TECHNICIAN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
d. AF SPEC CODE/ ML OCCUPATIONAL SPEC N/A	e. ROLE	f. SPECIALTY	g. SCOPE AND IMPACT	
h. ORGANIZATIONAL ENVIRONMENT COCOM	i. CAREER FIELD/ COMMUNITY E	j. RESERVED FOR COMPONENT USE N/A	31. PPP OPTION CODE N/A	

32. SKILLS INFORMATION

1. Expert knowledge of administrative management support functions, principles, techniques and programs.
2. Expert knowledge in developing, adapting, modifying, and applying advance mgt principles & techniques to define clarify and/or solve problems, and to negotiate and defend findings and alternative solutions for senior level mgt.
3. Knowledge of the mission, roles, functions, organizational structures and operations of USTRANSCOM, DoD, AF, and organizations that govern, interface with and/or influence the command.
4. Mastery knowledge of application of qualitative and quantitative methods for assessment and improvement of program effectiveness.
5. Ability to communicate effectively with others, both orally and in writing; in situations to work out solutions to sensitive complex problems or issues. Ability to promote effective working relationships.
6. Analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. Ability to balance program requirements against overall management goals.

33. CONDITIONS OF APPOINTMENT

May be required to travel by military and/or civilian aircraft in the performance of official duties.

34. OTHER REQUIREMENTS

a. DOD RESERVED	b. DOD RESERVED	c. DOD RESERVED	d. DOD RESERVED	e. COMPONENT USE

35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE WILLIAM H. JOHNSON, MG, USA	b. TITLE CHIEF OF STAFF	c. DATE (YYYY/MM/DD) 2008/08/19
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE Rhonda Weiss	b. TITLE HR Specialist	c. DATE (YYYY/MM/DD) 2008/09/10
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Gregg P. Carter

Lead HR Specialist Class

2010/7/2

CLASSIFICATION CRITERIA:

Factor 1, Knowledge Required By The Position

Level 1-8

1550 Points

Knowledge of the Command structure, mission, programs, and organizational relationships. A comprehensive knowledge of the function and mission of the Department of Defense and the roles and necessity the command serves in supporting the mission.

A thorough knowledge of quantitative and qualitative methods and techniques to develop staffing standards covering complex program functions. The ability to lead studies and analysis teams and determine accurate measurement techniques.

Knowledge of planning and programming regulations, guidelines and processes, and thorough knowledge of DoD facilities planning, acquisition, and management process to prepare long-range and short-range planning guidance in accordance with broad agency program policies and objectives.

Must be able to direct complex studies requiring application of advanced analytical and statistical methods and techniques.

Ability to organize, plan, and conduct programs and activities and to write and manage the writing of program analysis.

A high degree of tact, discretion, and diplomacy in carrying out the work of the office and speaking for the Chief of Staff. This includes appropriate handling of administratively sensitive activities.

An exceptional ability to interface with all levels and communicate effectively, both orally and in writing.

Expert skills in the visualization of complex processes and procedures to facilitate communication of concepts, programs, projects, and system to senior leaders internal and external to the command, paired with expert presentation, persuasion, and team-building skills.

Factor 2, Supervisory Controls

Level 2-5

650 Points

The incumbent of this position reports directly to the Chief of Staff who provides broad policy guidance and outlines overall objectives. Incumbent is delegated complete responsibility and authority to exercise management control of the work and is expected to design, plan, and carry out major projects, programs, and assignments. Work is reviewed for effectiveness of program management, services rendered to the organization, and soundness of judgment exercised in accomplishing duties.

Factor 3, Guidelines

Level 3-5

650 Points

Guidelines include a variety of Department of Defense and Command regulations, policies, and procedures. Guidelines are broadly stated and nonspecific, consisting of general policy statements and directions which required interpretation and judgment in carrying out duties. Incumbent interprets policies and develops strategies for use in the command programs and operations. The incumbent must exercise creativity and initiative in applying broad general guidelines and dynamic situations and to exercise professional judgment in handling problems which are not covered by guidelines.

Factor 4, Complexity

Level 4-6

450 Points

The work consists of a variety of functions requiring consideration of many different and unrelated processes and methods. Due to the unique nature of the mission of the command, the incumbent is responsible for coordination with DoD, combatant commands, and military services guidelines with those of the command as necessary. The incumbent must be able to analyze interrelated issues of effectiveness, efficiency, and productivity affecting major programs of the command. Incumbent must possess the skill to evaluate and consider the impact of change in legislative and other DoD regulatory requirements on long-range goals and objectives. Although the purpose and desired objectives are usually clear, the method and techniques of approach to be used in accomplishing the objectives are wholly dependent on the skill, mature judgment, experience, and resourcefulness of the incumbent.

Factor 5, Scope and Effect

Level 5-6

450 Points

The work contributes to the improvement of the productivity, effectiveness, and efficiency of the command staff and administrative support provided to the command. Work affects the plans, goals, and effectiveness of mission and programs at various levels throughout the command. Incumbent will advise of changes to command staff organizational structures, organizational charts, and mission and functional statements to implement organization changes in program administration.

Factor 6, Personal Contacts

SEE FACTOR LEVEL 7

Contacts are with high ranking officials from outside the employing agency at National or international levels in highly unstructured settings.

Factor 7, Purpose of Contacts

Level 6/7-4d 330 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.

Total Points: 4140

Point Range: 4055

Grade: GS-15

CLASSIFICATION STANDARD(S) USED: OPM Position Classification Standard for Management and Program Analysis Series, GS-0343, TS-98, August 1990, (HRCD-6, January 1999); OPM Administrative Analysis Grade Evaluation Guide, TS-98, August 1990, (HRCD-6, January 1999).

GS PD Standards for Sequence #: 1133150

GS PD Standards for Sequence #: 1133150

PD#	PS-OC-PB	Position Title
43308	YA-0301-03	ASSISTANT CHIEF OF STAFF

Mission Goal
United States Transportation Command provides global air and surface transportation to meet national security objectives by maintaining command and control of strategic forces and logistics infrastructure. TRANSCOM also serves as the DoD Distribution Process Owner. Office of the Chief of Staff serves as principal advisor to the USTRANSCOM Commander and Deputy Commander and assists in the performance of assigned duties and responsibilities. Directs and coordinates the activities of the staff in accordance with the policies and instructions of the Commander and Deputy Commander. Acts as primary point of contact between the Commander and the three Transportation Component Commands for administrative matters. Additionally, the Chief of Staff acts on matters affecting the command in the absence of the Commander and Deputy Commander.

GS PD Standards for Sequence #: 1133150


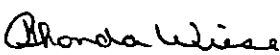
Number	Standard Title	Standard
1	Executive Administrative Manager	Assists the Chief of Staff by providing executive leadership and direction in the formulation, development, and execution of a full and complex range of management command functions, which includes: protocol, public affairs, office of the secretariat, information management knowledge management and facilities management. Ensure smooth, efficient functioning of the Office of the Chief of Staff (TCCS) by ensuring full compliance with valid requirements, instructions, etc. with minimal late/missed deadlines.
2	Command Representation	Professionally and expertly represent TCCS in all significant representation of the command (committees, working groups, command and area organizations, etc.) by acting as the Chief of Staff during his absence with full supervisory responsibility and no loss of command group continuity. Renders decisions on behalf of the Chief of Staff that are fully-vetted, timely (in relation to need) and consistent with command position. Rescissions should occur only rarely.

GS PD Standards for Sequence #: 1133150

Number	Standard Title	Standard
3	Supervisory	Promotes a work environment which provides equal opportunity to subordinates as demonstrated by decisions effecting a fair distribution of work and special projects, training, recognition, developmental assignments, leave usage, etc., Meets established milestones for the completion of supportable performance evaluations, e.g. work plans, feedback, and recommended ratings. Constantly displays leadership characteristics by personal example and mentoring junior personnel. Ensures TCCS members are provided a safe work site with adequate resources to accomplish their duties effectively. Communicates performance expectations and holds employees accountable for accomplishment. Institutes timely measures to overcome subordinates conduct problems; chosen course of action to be fully justified, faithfully adhere to all merit principles. Complaints regarding the incumbent's actions (either commissions or omissions) should rarely occur and will be evaluated by the impact they have on the staff.
4	Technical Advisor	Provide senior, expert professional consultive functional skills in developing and applying workable strategies and implementation of command initiatives. Assist the Chief of Staff in developing and implementing solutions for over-arching command-wide areas of improvement. Guidance must be thoroughly researched, accurate, appropriate for the audience, and timely rendered given the nature of the issue.

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9543308

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a. STANDARD OCCUPATION CODE (SOC) 3C1		b. NATIONAL GUARD BUREAU <input type="checkbox"/> DUAL STATUS <input type="checkbox"/> NON-DUAL STATUS		c. AIR/ARMY RESERVE TECHNICIAN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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35. AUTHORIZED MANAGEMENT OFFICIAL				
a. SIGNATURE  WILLIAM H. JOHNSON, MG, USA		b. TITLE CHIEF OF STAFF		c. DATE (YYYY/MM/DD) 2008/08/19
36. CLASSIFICATION APPROVED BY				
a. SIGNATURE 		b. TITLE HR Specialist		c. DATE (YYYY/MM/DD) 2008/09/10

DD FORM 2918 (BACK), JUL 2006

9543308