

Review When VACANT

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION						
POSITION AND HIRING INFORMATION						
1. POSITION NUMBER 9542970 95G 2019		2. POSITION TITLE Staff Management Analyst			3. OCCUPATIONAL CODE 0343	
4. ORGANIZATIONAL TITLE Freedom of Information Act/Privacy Act Disclosure Officer		5. CAREER GROUP Standard	6. PAY SCHEDULE GS	7. PAY BAND 02 11	8. TARGET PAY BAND 02 11	9. OPM FUNCTIONAL CODE
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 551.205			13. DOD SUPERVISORY STATUS & AF SL DOD 3AF 1 4	
14. KEY/EMERGENCY ESSENTIAL NA	15. MOBILIZATION INDICATOR NA	16. ENVIRONMENTAL/HAZARD DIFFERENTIAL No		17. CERTIFICATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
18. POSITIVE EDUCATION REQUIREMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		19. LANGUAGE REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		20. LANGUAGE IDENTIFIER		
21. FINANCIAL STATEMENTS REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		22. POSITION SENSITIVITY Critical Sensitive		23. PAY POOL IDENTIFIER		24. LAUTENBERG/SMITH AMENDMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<p>25. DUTIES</p> <p>Serves as the principle advisor to the USTRANSCOM Commander/Deputy Commander/Chief of Staff/Directors and Chiefs of CSGs on all matters regarding the management and oversight of the USTRANSCOM Freedom of Information Act (FOIA) and Privacy Act (PA) programs. Implements policies and programs required by law for public access to USTRANSCOM information under the FOIA PA. Interprets DOD FOIA and PA policy for USTRANSCOM application. Accomplishes staff liaison and coordination to expedite processing within prescribed time frames. Works directly with the USTRANSCOM Staff Judge Advocate (TCJA), the Department of Justice, and DOD General Counsel in preparing Vaughn Indices and Exemption Declarations in support of litigation filed pursuant to the Freedom of Information Act. Analyzes and evaluates FOIA and PA requests for USTRANSCOM and Transportation Component Commands (Air Mobility Command (AMC), Military Sealift Command (MSC), and Surface Deployment and Distribution Command (SDDC) records in terms of cited legislation and content to determine legislative applicability. Determines offices responsible for search and review of requested documents and ensures action is properly assigned. In making this determination, conducts extensive telephone coordination throughout USTRANSCOM, DOD, TCCs, and other federal agencies, as applicable. Takes initiative to ensure requests for non USTRANSCOM information are transferred to proper agencies. Serves as independent FOIA and PA case action officer. In this capacity, applies knowledge of the FOIA, PA, DOD Directive 5400.7, and DOD Directive 5400.11 in reviewing and analyzing classified sensitive unclassified, and privacy information for public release. Information is reviewed to ensure that withheld information is properly protected by an exemption of the FOIA or the PA. Incumbent prepares responses for FOIA and PA requests to the public; for example, in areas such as Contracting, Defense Transportation Coordination Initiative (DTCI), DOD Transportation, U.S. Foreign Detainee Movements, Personnel Actions, Aeromedical Evacuation System, etc. Incumbent prepares all responses to commercial entities in "Reverse" FOIAs, to include Guidelines. Provides USTRANSCOM data for input into the DOD FOIA Annual Report to Congress. Maintains a public reading room in paper or electronic format in accordance with 5 U.S.C. 7552(a)(2). Ensure appropriate indices are maintained for records in the reading room. Responsible for the training of USTRANSCOM personnel on their responsibilities under the FOIA and PA. Employee will oversee the management of information throughout the command, which includes publications, Information Collections and Reports Management Program, and the command mail information management communications programs. Employee will supervise one GS-343-11 civilian employee and four military. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Addresses subordinate's 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.</p>						
26. POSITION'S ORGANIZATION USTC/TCCS-JS						
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%	ARG	RFE		Management Analysis, Records Management
30%	ARG	RFT		Management Analysis, Communications Management
20%	ARG	RFA		Management Analysis, Directives Management

## NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

### 30. COMPONENT INFORMATION

A. STANDARD OCCUPATION CODE (SOC)		B. NATIONAL GUARD BUREAU DUAL STATUS <input type="checkbox"/> NON-DUAL STATUS <input type="checkbox"/>		C. AIR/ARMY RESERVE TECHNICIAN YES <input type="checkbox"/> NO <input type="checkbox"/>
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 A	J. RESERVED FOR COMPONENT USE CLC: 3J5A	31. PPP OPTION CODE	

### 32. SKILLS INFORMATION

1. Knowledge of the FOIA and other pertinent laws, Executive Orders, and FOIA court decisions and precedents pertaining to information disclosures, security, privacy and protection of information related to the FOIA program.

2. Knowledge of DOD FOIA policy and related DOD regulations, directives, and court decisions regarding the FOIA, and to include the requirements set forth in Records Disposition Schedules and Information Security Program Regulations. Requires ability to interpret these instructions in order to create and/or revise USTRANSCOM directives.

3. Knowledge of the disclosure provisions of the PA, including Defense Privacy Board Advisory Opinions and current DOD PA policy.

4. Ability to interpret civil law and court decisions affecting the FOIA to apply in the creating of Vaughn Indices and writing Declarations in support of FOIA litigation filed against the Command.

5. Current and comprehensive knowledge of Command policies, programs and operations with emphasis on the Defense Transportation System (DTS) and those programs under the cognizance of USTRANSCOM and its TCCs.

6. Ability to plan, organize work, meet deadlines, and direct the functions and staff of a small to medium sized organization.

7. Ability to communicate effectively, both orally and in writing.

8. Ability to use tact and diplomacy and maintain good working relations.

9. Knowledge of safety and security regulations, practices and procedures.

## 33. CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS

Must be able to obtain and maintain a Top Secret clearance.

May occasionally travel by commercial or military transportation for the purpose of attending conference or training related to work assignments.

## 34. OTHER REQUIREMENTS

B. DOD RESERVED

C. DOD RESERVED

D. DOD RESERVED

E. COMPONENT USE

A. DOD RESERVED

## 35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE

b. TITLE

b. DATE (YYYY/MM/DD)

*Judy Q. Hoffmann**Chief, Joint Secretariat**2007 02 26*

CLASSIFICATION APPROVED BY

a. SIGNATURE

b. TITLE

b. DATE (YYYY/MM/DD)

*Carl S. Walker**Human Resources Specialist**2007 02 26**James Brown HR Specialist**2010 06 29*

## FACTORS 1 - KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-7 - 1250

Expert knowledge of the Freedom of Information Act (FOIA) (including legal interpretation and decisions pertaining thereto) and other pertinent laws, Executive Orders, and FOIA court decisions and precedents pertaining to information disclosures, security, privacy, and protection of information related to the FOIA Program.

Expert knowledge of Department of Defense (DoD) FOIA, PA, and Civil Liberties policy and related DoD regulations, directives, and court decisions regarding the FOIA, PA, Civil Liberties to include the requirements set forth in Records Disposition Schedules and Information Security Program Regulations. Requires advance ability to interpret these instructions in order to create and/or revise HQ USTRANSCOM regulations.

Expert knowledge of the disclosure provisions of the Privacy Act (PA), including Defense Privacy Board Advisory Opinions and current DoD PA policy.

Expert knowledge of the interaction of the PA with the FOIA and Civil Liberties.

Advance ability to interpret civil law and court decisions affecting the FOIA within USTRANSCOM to apply to writing affidavits in support of FOIA litigation filed against the command.

Expert knowledge of classification and declassification procedures for DoD information requested by a Freedom of Information Act (FOIA) request. Requires following and applying the guidelines established by the appropriate Executive Orders. Requires detail oriented analytical ability for reviewing historical and current information to determine its sensitivity, and to recognize the equities belonging to other agencies.

Current and comprehensive knowledge of USTRANSCOM policies, programs and operations with specialized knowledge of Transportation, Logistics, Acquisition, Manpower, Reserve Affairs, Political and Military Affairs, Public Affairs, Human Rights, Communications, Financial Management, and Legislative issues.

In-depth working knowledge of records management and attendant procedures of the numerous depositories and libraries, which maintain technical, professional and other specialized documentation of interest to the public.

Ability to express ideas effectively, both orally and in writing.

## FACTOR 2 - SUPERVISORY CONTROLS - LEVEL 2-4 - 450 POINTS

Supervision is consultative. Incumbent performs under the broad guidance and general supervision of the Chief, Joint Secretariat, with full authority to review and clear HQ USTRANSCOM information under the direction of the Initial Denial Authority for release to the public under the Freedom of Information Act (FOIA) and the Privacy Act (PA). Independently determines methods and approaches to be used, with work being evaluated in context of broad program objectives and compliance with national, congressional, and departmental policies and priorities. Decisions are accepted as technically authoritative.

## FACTOR 3 - GUIDELINES - LEVEL 3-4 - 450 POINTS

3-3 275 points

Basic guidelines include applicable federal statutes, including but not limited to, the Freedom of Information Act (FOIA) and its legislative history, the Privacy Act (PA), Executive Orders, Civil Liberties, Department of Defense (DoD) and HQ USTRANSCOM directives, court decisions in FOIA, PA, Civil Liberties law suits, and policies enunciated by policy level officials in the U.S. Government. Incumbent uses independent judgment and discretion in interpreting and determining intent of broadly stated guidelines, particularly in the areas of policy, FOIA legislation, court decisions, and security guides, and using expert knowledge in these areas, issues appropriate administrative policy statements and guidance to staff. The incumbent is a recognized expert in interpreting the aforementioned statutes, regulations, directives, Executive Orders, and policies as they pertain to the implementation of command FOIA, PA, and Civil Liberties programs.

## FACTOR 4 - COMPLEXITY - LEVEL 4-4 - 225 POINTS

Most of the requested information is voluminous, complex, and sensitive and the incumbent is frequently required to reconcile conflicting opinions concerning its suitability for public disclosure. These conflicting opinions may come from subject matter experts, legal counsel, or operations security managers. Incumbent is required to analyze unclassified information and determine if harm may be caused by disclosure and if so, be able to articulate that harm into legal affidavits for litigation, if necessary. This process includes total understanding and interpretation of vague, complex legal language contained in the Freedom of Information Act (FOIA) and applying the correct FOIA exemption(s) to the sensitive information. Incumbent must also recognize whether information requested under the Privacy Act (PA) is subject to the Act's mandatory disclosure provisions. The work involves establishing requirements and adjusting a heavy daily workload that is highly variable, unpredictable, and uncontrollable involving inflexible and extremely short suspenses to available administrative support. Incumbent analyzes the interrelated issues of legislative changes to the FOIA, PA, Civil Liberties and attendant FOIA court decisions to evaluate and affect overall FOIA and PA program effectiveness and efficiency in assuring substantive, mission-oriented goals are met to enhance the FOIA, PA, and Civil Liberties programs at large. Incumbent is also required to use subjective concepts and value judgments in determining whether information should be disclosed to the public. Such subjective conclusions are not readily susceptible to verification through normal objective standards or reevaluations, and incumbent must perform in this manner with virtually no supervision.

FACTOR 5 - SCOPE AND EFFECT - LEVEL ~~5-4~~ - 225 POINTS

5-3 150

The purpose of the position is to serve as a principal staff adviser to USTRANSCOM office(s), component commands, sub-unified commands, Security Cooperation Offices on clearance of information requested under the FOIA, PA, and Civil Liberties for public disclosure. The incumbent is responsible for a decision-making process, the result of which bears directly on government transparency and national security. Subject matter pertaining to virtually every aspects of HQ USTRANSCOM activity is reviewed for clearance to ensure it does not reveal sensitive information protected from release by a FOIA exemption. In the implementation of HQ USTRANSCOM responsibility for the accurate and timely disclosure of information to the general public the incumbent exercises the final FOIA, PA, and Civil Liberties reviews of HQ USTRANSCOM information destined for such release. The results of this action contribute directly to the national objective of an informed public and the conduct of an open government.

6-3 180

FACTORS 6 & 7 - PERSONAL CONTACTS AND PURPOSE OF CONTACTS - LEVEL ~~4C~~ - 230 POINTS

The incumbent must develop and maintain contact with officials throughout the Department of Defense (DoD), which frequently includes members of the Senior ranking officers, Senior Executive Service, and other offices and agencies within the Executive Branch, Legislative Branch (including the GAO), and representatives of defense contractors and research institutions. Incumbent also communicates directly with Congressional staff members, foreign government officials, members of foreign countries, the news media, the general public, public interest groups, business and legal counsels in DoD, the Department of Justice, and U.S. Attorney's Office. As the HQ USTRANSCOM FOIA Requester Service Center, incumbent must respond in a timely manner to all inquiries from FOIA requesters into the status of their request. These contacts may include members of the news media, DoD employees, public interest groups, military dependents, corporate executives, attorneys, and Congressional staff members.

These contacts are to review current Department of Defense and Department of Justice policies and programs to assure accurate and timely decisions which will reflect uniformity and consistency in the judgments made in the clearance of HQ USTRANSCOM information proposed for public release. Incumbent justifies, defends, negotiates and/or resolves matters involving significant or controversial issues with the objective of arriving at a unified position, compromise, or suitable alternative. Incumbent ensures legal interpretation of the FOIA, PA, and Civil Liberties is applied consistently and fairly to all members of the public, both foreign and domestic, legal officials, business officials, and public interest groups.

## FACTOR 8 - PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS

Work requires coping with continuous rigid and extremely short deadlines where the workload is heavy and highly variable, unpredictable, and uncontrollable. Work may require some dimbing and the lifting of 50-pound boxes of records.

## FACTOR 9 - WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS

Majority of work is performed in an office, conference room setting. A portion of the work is performed in a classroom environment during presentation of training. The position is situated in a fast paced, high stress environment.

**CLASSIFICATION SUMMARY:**

CLASSIFICATION STANDARD(S) USED: US OPM PCS for Miscellaneous Administration and Program Series, GS-301, TS-343, Jan 79; US OPM PCS for Management and Program Analyst, GS-343, August 1990 (TS-998); and the Administrative Analysis Grade Evaluation Guide, TS-98, Aug 90.

TOTAL POINTS: ~~2840~~ 2540

FINAL GRADE: GS-0343-12 65-0343-11 (2355-2750)

9SG2019

RPA 951809 was submitted for NSPS to GS conversion on this position. No duties in the core document were provided; only FES factors for GS-12. The points in Factor 3, 5 and 6 were changed as they were not appropriate for this position. This position reports to Supv Joint Secretariat, core document 42735,. That position is the principal staff adviser to USTRANCSOM and responsible for policy, and procedures.

A supervisory level code 4 was assigned. Will need to be reviewed when vacant.

Judy Brown  
Human Resources Specialist (Class/Lead)  
29 Jun 10

## GS PD Standards for Sequence #: 971152

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PD#	PS-OC-PB	Position Title
42970	YC-0343-02	SUPV MANAGEMENT ANALYST

<p><b>Mission Goal</b></p> <p>The Command Support Group (CSG) office directly supports the USTRANSCOM Commander, Deputy Commander and Chief of Staff in fulfilling their global duties as a unified combatant command providing synchronized global air, land, and sea transportation. Provides support in developing policies, strategies, and doctrine to support the Defense Transportation System and the Distribution Process Owner. In coordination with combatant commands, develops, refines, and maintains deployment plans, advocates strategic mobility enhancements, and ensures DOD access in the strategic mobility system. Lead office in executing USTRANSCOM information management, to include Freedom of Information Act/Privacy Act responsibilities.</p>
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### GS PD Standards for Sequence #: 971152

Number	Standard Title	Standard
1	FOIA Officer and Privacy Act Program Manager	Command PM for FOIA IAW 5 U.S.C. 552, E.O 13392, and Open Govt Act, 31 Dec 07. Implements program across command/components. Processes FOIA requests and accomplishes all FOIA requirements within timeline established by law, within span of control. Accomplishes up to 2 FOIA requests per month, either interim or final responses. Notification to OSD FOIP on all significant (media & congressional) FOIA requests within 24 hours of receipt; acknowledgement to FOIA requester(s) within 10 business days after receipt of FOIA request. No more than 10% of total FOIA requests received complaints to OSD Public Liaison per FY. Reports PA & PII spillage and breaches to OSD PAO within 24 hours of occurrence, and notifies PII breaches to affected individual(s) and self-protection advisory within 48 hours of occurrence.
2	Information Manager	Manages the TCCS-IM function, including mailroom operations, express mail account, printing and reprographics and copier lease contract with a combined budget of \$300K annually. Achieves 95% accuracy in accountable mail; 96% budget accountability; 98% accuracy in command publishing. Oversees the creation and updating of 14 command visual aids; 2 policy directives, 2 pamphlets, 1 handbook and 7 instructions with no more than 60 days delay in schedule. Oversees management and administration of the electronic records program for both NIPR and SIPR, TRIM Content with no less than 5% of command trained and implementing TRIM. Oversight on the command's publications and forms management programs with no more than 30 days from receipt of publication/form to posting. CSG Management Internal Control (MIC) program coordinator responsible for nine assessable CSG units with no more than 30 days delay in quarterly reporting.



**GS PD Standards for Sequence #: 971152**

Number	Standard Title	Standard
3	Supervision	Supervises 3 military members, 2 civilians, and 2 contractors. Promote a work environment throughout the rating cycle which provides equal opportunity to subordinates as demonstrated by decisions affecting a fair distribution of work and special projects, training, recognition, developmental assignments, leave usage, overtime, merit promotions, etc. Meet established milestones (within span of control) for the completion and submission of supportable performance evaluations, to include work plans, feedback, and recommended ratings. Should the need arise, institute timely measures to overcome subordinates' conduct problems; the chosen course of action is to be procedurally correct and fully justified. Must faithfully adhere to all merit principles when affecting personnel decisions.