

POSITION DESCRIPTION

1. Agency PDCN 70319000/80419000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use OFFICER

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
International Partnership Specialist	GS	0301	11	em	25 Jul 01

16. Organizational Title (If different from official title)
 State Partnership Coordinator

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau

a. First Subdivision - State Adjutant General
b. Second Subdivision -
c. Third Subdivision -
d. Fourth Subdivision -
e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action
 ENEIDA MARTINEZ
 Personnel Management Specialist
 Signature //signed// Date 25 Jul 01

22. Standards Used in Classifying/Grading Position
 US OPM PCS for Miscellaneous Administration and Program Series, GS-0301, Jan 1979, TS-34 and US OPM PCS for Administrative Analysis Grade Evaluation Guide, Aug 1990, TS-98

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date								
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-HR-Classification Activity, CRA 01-1024, dated 25 Jul 01.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in an Army/Air National Guard joint organization. The purpose of this position is to plan, coordinate, and execute the State Partnership Program (SPP) initiative between the National Guard of a state and the foreign area partner nation. This position has overall responsibility for developing statewide plans, policies, and procedures for the participation in the National Guard State Partnership Program.

This position requires military membership. It is designated for National Guard officer incumbency only. The incumbent provides subordinate guidance and team leadership to non-dual status and dual status employees. Incumbent plans, organizes, manages, and performs duties necessary to accomplish State Partnership Program functions in support of programs essential to state Army or Air National Guard daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state Air/Army National Guard requirements.

--Plans, coordinates, and executes the State Partnership Program between the state and the partner country. Ensures all actions taken are within the framework, support of, and in concert with international agreements such as the North Atlantic Treaty Organization (NATO) Charter on a distinctive partnership. These partnerships are predicated upon written agreement between NATO, United States European Command (USEUCOM), National Guard Bureau (NGB), and the participating nations of which most are classified as former Soviet Union or non-aligned states. Develops, coordinates, and obtains approval for the five year SPP plan based on requests from United States (U.S.) Ambassador to partner country, partner country's Ministry of Defense, and geographic Commander-in-Chief (CINC). Coordinates and obtains approval through The Adjutant General to NGB, CINC, and where warranted to the Interagency Working Group at Secretary of Defense/Secretary of State level.

--Maintains continual liaison with the partner country through the Military Liaison Team (MLT) and the Defense Attaché Office stationed in the embassy of the partner nation. Conceptualizes, plans, coordinates, and executes Familiarization Visits to include visits sponsored by the United States America Information Service (USAIS). The partner nation participates in visits in which the host state is the organization of primary responsibility (OPR). Membership in the visiting delegation may consist of both military and civilian authorities from the partner nation. Visiting delegations often consist of military personnel of the highest rank as well as civil authorities of cabinet level equivalency. Incumbent is responsible for the execution of the event from start to finish. Attention to detail, as well as strict protocol considerations, is of paramount importance. The primary purpose of these visits is to demonstrate and familiarize the visiting delegation with the procedures and policies pertaining to the operation of the National Guard within the military structure of the U.S. as well as how the National Guard provides support to civil authorities. Familiarization Visits sponsored by USAIS may include elected and non-elected officials and journalists. The OPR is normally the U.S.

State Department, with the state serving as the organizational secondary representative.

--Coordinates and executes visits to the partner nation by military members and civilian personnel. Coordinates with the U.S. State Department, Department of Defense (DoD), NGB, Commander in Chief of European Command (CINCEUR), embassy staff of both the U.S. and partner nation, and U.S. Transportation Command when military air is utilized for all aspects of the event.

--Serves as the focal point for joint and combined military exercises between the state and the partner nation, which may include other state's partner nations, both in the U.S. and overseas. In conjunction with the state command structure and the member nation's military leadership, the SPPC develops scenarios for deployment of the State National Guard soldiers and airmen. Because of the number of entities involved and the delicate balance that must be maintained, the incumbent must remain vigilant and cognizant of the protocol of such actions. Responsible for coordinating the many details that are inherent with military exercises. The utilization of a single coordinator, in this function, is necessary because of the possibilities for misunderstanding of boundaries of authority and responsibility. Takes a myriad of considerations into account in planning and executing National Guard participation in foreign military exercises and coordinates with the U.S. State Department, DoD, CINCEUR, MLT, various Service Secretariats, embassy staff members, NGB, and the partner nation's counterparts. At the onset of the SPP, the deployments of both state National Guard and partner nations may be small; however, requirements for coordination become more complex as the size of the rotational deployments increase from squad to larger formations as the program matures.

--Oversees the development of proposed SPP events with partner country. Ensures events are submitted to NGB, U.S. State Department, Interagency Working Group where warranted, and geographic CINC for approval. Oversees the executing unit to ensure they stay within the parameters defined for the state event.

--Responsible for coordination of the preparation of all country clearance messages, event travel, and support requirements, to include the number of people traveling, dates, air/ground transportation, meals, and hotels. Serves as the point of contact for scheduled training/educational activities throughout the state for multiple annual events with the partner country and or countries. Ensures U.S. personnel deploying to partnership country receive proper security and customs orientation briefings. Provides feedback to the Joint Chiefs of Staff personnel on trends, issues, and state concerns regarding partnership country when determined necessary.

--Responsible for the SPP budget, which includes NGB Warsaw Initiative Funds, Minuteman Fellowship Funds, and State Department Cooperative Threat Reduction Funds. Analyzes and forecasts short/long term event budget needs. Re-evaluates changes annually that may occur to the plan and submits justification documentation for annual budget. Reviews quarterly list of concept sheets from USEUCOM and those

generated internal to the state. Responsible for submission of military interdepartmental purchase request, which is used to send funds from theater command to state for travel/per diem of National Guard personnel.

--Attends NGB SPP, CINC Scheduling Conference and State/Federal Government meetings as the director and The Adjutant General's representative. Accepts/approves and commits the state, within the framework of the five-year plan and based on higher authority guidance.

--May coordinate humanitarian support activities to provide various supplies/services from other outside organizations to be sent to partner or other countries. Participates in state level sister cities' meeting.

--Maintains constant communication with the partner country through the State National Guard Liaison Officer, CINC staff, Military Liaison or other such teams or individuals, and the Defense Attaché Office stationed at the embassy of the partner nation.

--Briefs The Adjutant General on current status of SPP and provides a current situation report on the country. Briefs the state MLT nominee of assignments or duties, and escort officers on their duties and responsibilities before initiation.

--Conducts studies and projects at the request of NGB to identify concerns. Develops issue papers sponsored by the Joint Chiefs and NGB to determine program effectiveness. Prepares position papers on a variety of subjects related to the working partnership. May develop profiles of partnership country for presentation to various groups.

--May be subject to inspection/evaluation by USEUCOM or NGB.

--Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position:

FL 1-7 1250 Points

--Knowledge of statewide operations and DoD directives, policies, and laws concerning the State Partnership Program.

--Must be knowledgeable of the state mobilization process.

--Must possess a significant knowledge of, or be experienced with, U.S. military joint operations.

--Ability to independently analyze and resolve difficult issues and problems in the assigned area of responsibility.

--Knowledge of a variety of aspects of management principles, practices, methods, techniques, and precedents in order to plan, organize, and advise upper level management officials engaged in a variety of military missions.

--Knowledge of major issues, (to include historical, economical, political, and military issues), program goals and objectives, work processes, and administrative operations of the partner nation and its ministry of defense.

--Ability to handle a broad spectrum of cultural differences.

--Ability to communicate effectively both orally and in writing.

--Ability to understand the ARNG/ANG orders process.

Factor 2 - Supervisory Controls:

FL 2-4 450 Points

--The supervisor and employee develop a mutually acceptable project plan that typically includes identification of the work to be accomplished and the scope of the assignment objectives. The incumbent is responsible for planning and organizing the steps necessary to ensure each assignment is completed within the definitive interpretation of regulations, laws, policies, and precedent cases.

Factor 3 – Guidelines:

FL 3-3 275 Points

--Guidelines provide a general outline of the concepts, methods, and goals assigned to programs. The guidelines that regularly apply at this level consist of broad guidance such as directives issued by a national headquarters, general agency policy statements and objectives, interagency program policy proposals requiring refinement and coordination, or other guides that are not specific on how they are to be defined, implemented, and monitored at the employee's level. Due to lack of specificity, the guidelines are often insufficient to accomplish specific objectives. Also included at this level, is the interpretation and application of guidelines originating from more than one agency or department, which apply to programs and organizations involving joint operations.

Factor 4 – Complexity:

FL 4-4 225 Points

--The work consists of projects and studies, which require gathering of information, identifying and analyzing situations, and developing recommendations to resolve problems of effectiveness and efficiency. Assesses situations complicated by conflicting or insufficient data. The incumbent applies analytical techniques that require modification to fit situations throughout the partnership country Ministry of Defense.

Factor 5 - Scope and Effect:

FL 5-4 225 Points

--The purpose of the work is to plan and carry out projects in a variety of functional areas to accomplish the efficiency and productivity of the Department of Defense missions assigned to the state. The incumbent identifies, analyzes, and makes recommendations to enhance SPP mission accomplishment. Work tasks require assessment of program operations and requires the incumbent to analyze and resolve problems in the effectiveness and efficiency of command activities.

Factor 6 - Personal Contacts andFactor 7 - Purpose of Contacts:

Matrix 3c 180 Points

--Contacts are inside and outside the agency. Contacts are with high levels of diplomatic, command, staff and program managers. Contacts within the National Guard include directors, Unit Administrative Officers/OICs, ANG Group Commanders, NGB International Affairs Office and other directorates, MLTs, etc. Outside contacts include Headquarters U.S. European Command's Joint Contact Team, Joint Forces Command, Army Training and Doctrine Command, U.S. Army Forces Command, U.S. Army Europe, U.S. Air Force Europe, U.S. Marine Corps Forces Europe, Special Operations Command, and U.S. Navy Forces Europe.

--Purpose of contacts is to negotiate events or levels of participation in a shared event and to provide advice and recommendations to managers and staff officials on organizational and program related issues and concerns.

Factor 8 - Physical Demands:

FL 8-1 5 Points

--The work is sedentary in nature with occasional standing, walking, bending, and light lifting required. The work of the position does not impose any unusual physical requirements on the incumbent.

Factor 9 - Work Environment:

FL 9-1 5 Points

--The work of the position is normally performed in a well-lighted and ventilated office environment. Travel to military units throughout the state may be required, as well as travel out of state or overseas, which may be frequent at times. Immunizations must be current. Possession of a current and valid U.S. passport is mandatory.

EVALUATION STATEMENT

A. Title, Series and Grade: International Partnership Specialist, GS-0301-11

B. References:

1. U.S. OPM PCS for Miscellaneous Administration and Program Series, GS-0301, Jan 1979, TS-34

2. U.S. OPM PCS for Administrative Analysis Grade Evaluation Guide, Aug 1990, TS-98

C. Background: This is a new position located in an ARNG/ANG joint organization of the state National Guard. It is created to coordinate/manage the State Partnership Program. This program links states with partner countries' defense ministries and other government agencies, primarily through the vehicle of the states' National Guards, for the purpose of improving bilateral relations with the U.S. The program's goals reflect an evolving international affairs mission for the National Guard, and promote regional stability and civil-military relationships in support of U.S. policy objectives.

D. Series, Title, and Grade Determination:

1. Series: The work of the position is so new and involves specialized work for which no appropriate occupational series has been established. Therefore, the GS-0301 series standard, which covers two-grade interval work that is not classifiable elsewhere, and the mixture of work cannot be identified with an established series was used. This series includes work requiring analytical ability, judgment, discretion, and knowledge of program principles, concepts, policies, and objectives. The duties and responsibilities defined in the official position description are well matched with the series definition of the GS-0301 series standard and position is therefore allocated to this series.

2. Title: There is no specified title for position in the GS-0301 series. The constructed title of International Partnership Specialist is determined most appropriate, as it is descriptive of the overall responsibilities of this position.

3. Grade: As there is no grading determining criteria for the GS-0301 series, cross reference is made to standards most closely related to the kind of work involved. This position is graded per reference B.2. See attached summary.

E. Conclusion: Based on the above evaluation, this position is classified as International Partnership Specialist, GS-0301-11.

CLASSIFIER: Eneida Martinez, NGB Pers Mgmt Spec

DATE: 25 Jul 01

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-7	1250	
2. SUPERVISORY CONTROLS	2-4	450	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-4	225	
5. SCOPE AND EFFECT	5-4	225	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	3c	180	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED:		2615	GRADE: GS-11

FINAL CLASSIFICATION: International Partnership Specialist, GS-0301-11

CLASSIFIER: Eneida Martinez, NGB Pers Mgmt Spec DATE: 25 Jul 01