

# POSITION DESCRIPTION

1. Agency PDCN 80174

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

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

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Base Services Specialist	GS	0301	09	mhd	2 Jun 95

<b>16. Organizational Title</b> (If different from official title)	<b>17. Name of Employee</b> (optional)
--	--

<b>18. Dept/Agency/Establishment</b> - National Guard Bureau  a. <b>First Subdivision</b> - State Adjutant General  b. <b>Second Subdivision</b> - ANG Wing/Group Flying Unit	c. <b>Third Subdivision</b> - d. <b>Fourth Subdivision</b> - e. <b>Fifth Subdivision</b> -
---	--

<b>19. Employee Review.</b> <i>This is an accurate description of the major duties and responsibilities of my position.</i>	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 _____
---	---

<b>21. Classification/Job Grading Certification:</b> <i>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.</i>  Typed Name and Title of Official Taking Action MARVIN H. DALLEY  Signature _____ Date 2 Jun 95 //signed//	<b>22. Standards Used in Classifying/Grading Position</b> USOPM PCS for Miscellaneous Administration and Program Series,  Information For Employees. <i>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.</i>
--	---

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

**24. Remarks:**  
 CRA95-1007

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

25.

DUTIES:

This position is located in the Services Flight at an ANG Wing/Group Flying Unit. Its purpose is to manage the Prime Readiness in Base Services (Prime RIBS) and base Services (SV) activities.

-- Ensures combat readiness is achieved through the development and implementation of effective unit programs in Services, training and administration. Analyzes combat capability of the services unit through intensive evaluation of training, equipment status, manning and unit supervision. Provides critiques and accomplishes tasks, such as formulation of plans, policies, operating instructions, recruiting and retention programs and unit administration. Manages services unit self-inspection programs. Ensures all inspection discrepancies and corrective actions are answered. Evaluates unit exercises and unit training assemblies (UTAs) for all services support requirements. Manages and evaluates services training program.

-- Provides technical guidance and recommendations to the commander on a regular basis regarding Services programs. Compiles relevant data and prepares special tables, graphs, charts, and briefings to depict unit readiness and training status. Reviews data to determine existing deficiencies if any and directs or performs appropriate corrective actions.

-- Reviews incoming plans for tasking and impact on Services activities, and prepares plan summaries for staff review when necessary. Coordinates all Prime RIBS taskings with higher headquarters. Requests theater clearances, mandays, and orders for tasked personnel.

-- Prepares and reviews annexes to operations, plans, and orders as they pertain to services [i.e., Base Support Plans (BSPs), Joint Support Plans (JSPs), and Air Base Operability]. Ensures all critical services support is included in these plans and the RIBS team is either capable of meeting the tasked level of services (i.e., has adequate trained personnel, equipment, and supplies) or identifies limiting factors to the commander.

-- Provides guidance and defines requirements for RIBS combat support during contingency operations and conventional regional conflicts in accordance with the War Mobilization Plan (WMP). Establishes and maintains the Prime RIBS Team Management Book and ensures recall plans, status reports, training schedules, deployment kits, etc. are current.

-- Manages Unit Manning Document (UMD) force structure to ensure that Services Status of Resources and Training System (SORTS) requirements are identified and filled. Compiles and updates status of personnel, training, equipment, and supplies in accordance with JCS requirements.

Analyzes SORTS data and makes recommendations to unit command staff for submission of C-Level status. Implements and verifies MAJCOM SORTS initiatives. Develops strategic quality training SORTS initiatives preventing unit C-Level degradation.

-- Develops directives, plans, and programs relative to services of MAJCOM gained resources. Implements plans and programs throughout the unit and coordinates proposals with higher echelons, lateral organizations and host.

-- Serves as the continual day-to-day point of contact at the Services unit for the senior commander. Maintains close working relationships with the host, ANGR/CEOS, and gaining MAJCOM. Provides technical guidance to the unit and host services staff concerning all services matters. Plans, coordinates, and monitors services training activities for UTAs and annual training. Represents and provides liaison between senior leadership, host services, ANGR/CEOS and gaining MAJCOM for management of manpower, budget, training, deployment and coordination of services programs as required.

-- Plans and programs unit deployments to include manpower, transportation, deployment dates, facilities, communications, equipment/vehicles, formal training quotas, and grade waivers. Determines capability of services unit to meet requirements specified in plans, identifies services limitations on equipment capabilities, personnel, etc. Coordinates with tasking activities to commit personnel and equipment. Coordinates procurement of critical items when shortages occur. Coordinates with host base services, senior commander, gaining MAJCOM and ANGR/CEOS concerning formulation of policy and the services provided mission resources. Prepares and defends proposals for changes in services policy to the commander.

-- Prepares and manages a comprehensive annual budget for training, equipment and supplies, including but not limited to Operations and Maintenance (O&M) funds, Military Personnel (MILPERS) funds, and Subsistence Budget. Manages services unit supply program. Reviews Table of Allowances (TAs) for required equipment and monitors Custodian Authorization/Custody Receipt Listing (CA/CRL) for accuracy. Manages the Unit Welfare Funds (UWF). Ensures disbursements, accounting, and auditing procedures are accomplished in accordance with established policies. Provides guidance to Commanders on appropriate uses of funds.

-- Manages the unit mobility program. Monitors and schedules updates of services mobility folders. Participates, when required, as the services expert to conduct site survey of unit's wartime operating locations, ORI sites and other deployment locations. Conducts/reviews site surveys and coordinates with flying unit representative to ensure proper exercise plans are available. Researches and obtains information about deployment sites and it's country's location, customs, and people.

-- Manages and ensures effective accomplishment of all services administrative functions.

-- Establishes guidelines and sets policy for unit lodging requirements. Manages Blanket Purchase Agreements (BPAs) with host base lodging and contract hotels.

-- Manages the base Mortuary Affairs Program. Coordinates with higher headquarters on eligibility status of deceased Guard personnel. Establishes case files as appropriate. Coordinates military honors for eligible personnel. Manages, trains, and equips base search and recovery team. Briefs mortuary officer on status of remains to higher headquarters and senior base officials. At tenant locations, serves as the unit point of contact for necessary emergency/mortuary services.

-- Performs other related duties as assigned.

Factor 1, Knowledge Required by the Position:

-- Practical knowledge of services, readiness management, SORTS, and associated programs in order to analyze and plan adequate mission support. Knowledge must incorporate principles, concepts, and methodologies to accomplish assignments. Incumbent must weigh the impact of variables such as cost, critical personnel qualifications, equipment availability and other issues that influence the course of actions taken in resolving questions or issues. Knowledge of and ability to interpret readiness management reporting procedures, policies, and directives.

-- Ability to communicate clearly and concisely both orally and in writing. Knowledge and skill in using spread sheets, data bases, word processing software computer systems in support of assigned programs.

-- Knowledge and skill in applying analytical and evaluative techniques, to the identification, consideration, and resolution of program related issues or problems.

Factor 2. Supervisory Controls:

-- Works under the general supervision of the Support Group Commander. Incumbent independently plans work and accomplishes tasks in accordance with applicable regulations and directives. Completed work is reviewed for overall adequacy, effectiveness, and soundness of judgment, and work is measured in terms of results achieved.

-- Incumbent is responsible for keeping the supervisor informed about work progress, potentially controversial matters, or conditions or requirements with far-reaching implications.

Factor 3. Guidelines:

-- General and specific guidelines are available in the form of Air Force, MAJCOM, and NGB directives, which cover most situations encountered. However, incumbent is required to exercise judgment in determining the applicability of these guidelines to various work situations.

Factor 4, Complexity:

-- Incumbent performs various duties requiring the application of different and unrelated methods, practices, techniques, or criteria. Incumbent compiles, analyzes, and summarizes information relating to gathering information, identifying and analyzing issues, and developing recommendations to resolve substance issues. Work has a significant impact on the readiness management function and on the effectiveness and efficiency of unit operations.

Factor 5. Scope and Effect:

-- Purpose of the work is to assess the productivity, effectiveness, and efficiency of the readiness management activities and to resolve substantive issues. Work requires expertise in the application of established and accepted techniques. Recommendations and findings have an impact on readiness activities. Work contributes to the involvement of productivity, effectiveness, and efficiency of readiness management.

Factor 6/7 Personal Contacts/Purpose of Contacts:

-- Contacts are with employees, supervisors, and managers within and outside of the Wing to include counterparts at other units. Purpose of these contacts is to provide advice and assistance, and resolve services issues and problems or for carrying out plans and reviews to achieve mutually agreed upon services program objectives.

-- Typical contacts are with project managers responsible for substantive subject matter programs or their designated representative.

Factor 8. Physical Demands:

-- Work is primarily sedentary, although some physical effort or exertion may be required.

Factor 9, Work Environment:

-- Work is typically performed in an office environment that is adequately lighted and climate controlled. Incumbent may be required to fly in military and/or commercial aircraft to perform temporary duty (TDY) assignments.

**EVALUATION STATEMENT**

A. Title, Series, and Grade: Base Services Specialist, GS-301-09.

B. References:

1. USOPM PCS for Miscellaneous Administration and Program Series, GS-0301, Jan 79.
2. USOPM Administrative Analysis & Grade-Evaluation Guide, Aug 90.

C. Background: This position description is a significant revision to the duties and responsibilities associated with managing the Prime Readiness in Base Services and Base Services activities.

D. Series, Title and Grade Determination:

1. Series: The GS-0301 Series includes positions the duties of which are to perform, supervise, or manage nonprofessional two-grade interval work for which no other series is appropriate. The mixture of analytical, planning, and administrative duties assigned to this position are not readily identifiable within an established series. There are no directly applicable standards. Therefore, the position is assigned to the GS-301 series.

2. Title: Titles are not prescribed for positions classified to the GS-301 series. The title of Base Services Specialist is descriptive of the work performed and meets USOPM guidance on constructing titles.

3. Grade: The Administrative Analysis and Grade-Evaluation Guide provides grade level criteria for nonsupervisory administrative analytical, planning, and evaluation work, at grade GS-09 and above. As shown on the attached Evaluation Summary, the correct grade for the position is GS-09.

E. Conclusion: Base Services Specialist, GS-0301-09.

Classifier: Marvin H. Dalley    Region: NGB-HR-WC    Date: 2 Jun 95

**ADMINISTRATIVE ANALYSIS GRADE-EVALUATION GUIDE****SUMMARY EVALUATION**

<b>FACTOR</b>	<b>LEVEL</b>	<b>POINTS</b>	<b>REMARKS</b>
1. KNOWLEDGE REQUIRED	1-6	950	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2-b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
<b>TOTAL POINTS ASSIGNED:</b>		1985	<b>GRADE: GS-09</b>

**FINAL CLASSIFICATION:** Base Services Specialist, GS-0301-09

Classifier: Marvin H. Dalley    Region: NGB-HR-WC    Date: 2 Jun 95