### Position Description

**(Please Read Instructions on the Back)**

#### Explanation (Show any positions replaced)

Replaces F1417000, Operations OFF (Pilot), GM-301-13; FL4001000, Air Ops OFF (Pilot/Nav), GM-340-13; FL400000, (see blk 24).

#### 13. Competitive Level Code

- Position Status: Exempt
- Position is: Supervisory
- Sensitivity: None

#### 18. Organizational Title of Position (If different from official title)

<table>
<thead>
<tr>
<th>Official Title of Position</th>
<th>Pay Plan</th>
<th>Occupational Code</th>
<th>Grade</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Operations Officer (Pilot/Nav)</td>
<td>GS</td>
<td>2101</td>
<td>14</td>
<td>JT</td>
<td>2 DEC 1989</td>
</tr>
</tbody>
</table>

#### 22. Position Classification/Job Grading Certification

- Typed Name and Title of Official Taking Action: JAMES TAYLOR

#### 24. Remarks (See Blk 2)

- Air Ops OFF (Pilot), GM-301-13 (MAC & SAC only); F10035000, Air Ops OFF (Pilot/Nav), GM-2101-13 (MAC & SAC only); 1418000, Director of Flying (Pilot), GM-301-14, (189TAG at Little Rock, AR only).

#### 25. Description of Major Duties and Responsibilities

- **1st Skill:** FMM Shred: Subshred: Percent: 90%
- **2nd Skill:** 2G2 or 2GK Shred: Subshred: Percent: 10%
25.

a. INTRODUCTION:

This position is located at unit level in the Air Operations program at selected Military Airlift Command (MAC) and Strategic Air Command (SAC) gained flying units in the Air National Guard (ANG). Its paramount purpose is to plan, organize and supervise all unit flying operations programs required by Air Force, Major Command, and ANG regulations. In addition to supervisory responsibility, this position is a rated aircrew member on flying status involved in the piloting or navigation of unit-equipped (UE) aircraft.

b. DUTIES AND RESPONSIBILITIES:

(1) Plans work to be accomplished by the organization which consists of about 15 or more full-time subordinates engaged in technical and administrative work. Sets priorities and prepares schedules for completion of work. Assigns work to subordinate units based on priorities, selective consideration of difficulty and requirements of assignments, and the capabilities of employees. Reviews, accepts, amends or rejects work which has been reviewed by subordinate supervisors. Gives advice, counsel, or instruction to supervisors and subordinate employees on both general policy and administrative matters. Consults with subordinate supervisors and training specialists on training needs. Provides or makes provision for development and training. Makes decisions on work presented by subordinate supervisors. Collaborates with heads of other units to negotiate, decide on, and/or coordinate work-related changes affecting other units not personally supervised. Advises officials with broader and higher responsibilities on problems involving the relationship of the work of the organization supervised to broader programs, and its impact on such programs. Evaluates supervisors and reviews evaluations made by supervisors on other employees. Approves selections for nonsupervisory positions and recommends selections for supervisory positions. Hears and resolves group grievances and serious employee complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving key employees and determines required action. Supports equal employment opportunity and labor-management relations programs. Ensures efficient position management and that position descriptions of subordinates are accurate. Approves/disapproves leave. Prepares performance standards.

(2) Oversees all unit operations activities, both in the air and on the ground, which based on unit mission and equipment, may include any of the following Air Operations program support functional areas: Training, Standardization and Evaluation, Tactics, Scheduling, Plans, Command Post, Intelligence, Life Support, Flying Operations and Flight Management. Unit mission may require additional functions, e.g. Airspace Management, Air Evacuation Operations, Aero-Medical Operations, Aircraft Alert Operations, Airfield Management, Simulator Operations, Operational Support Aircraft (OSA) etc. Monitors work of subordinates and reviews written
reports. Sete division policy and gives guidance to subordinates to ensure Air Force, gaining command, ANG, and unit directive(s) are properly implemented to achieve operational readiness of the unit.

(3) Develops long-range training and deployment plans for the unit to meet training goals, higher headquarters Inspection schedules and overseas deployment requirements. Coordinates required planning and resources with other units and higher headquarters to support and implement the training and deployment plan. Directs the development of unit training goals and long-range advanced planning to include facility/equipment modernization, improvement or replacement. Develops detailed plans for accomplishment of these training goals and advanced plans.

(4) Acts as a key advisor on the Commander's staff to coordinate unit flying operations with other ANG flying units and outside agencies, e.g. the Federal Aviation Administration (FAA), civilian airport authorities, etc., and with unit maintenance resources and support areas. Acts as central point of contact with local and regional FAA representatives in establishing letters of agreement for aircraft operations, developing and controlling military training airspace, investigating possible violations of flying directives, and coordination for local unit sponsored exercises.

(5) Serves as the Operations representative on the Commander's Financial Management Board. Develops and recommends the operations budget for approval to higher headquarters based on unit requirements and mission. Oversees the approved operations budget and allocates resources to meet training goals to include efficient expenditure of man-day allocations. Serves as the operations representative on the Base Facilities Utilization Board.

(6) Develops and directs the unit flying hour program in coordination with higher headquarters to meet approved higher headquarters flying hour allocations. Oversees and coordinates the unit Status of Resources and Training Systems (SORTS) reports with higher headquarters to determine unit mission capability under wartime conditions. Assesses the impact on organizational programs and resource management.

(7) Oversees all unit flight and ground training of assigned/attached flying personnel. Reviews and recommends establishment of formal courses of instruction, training aids, training programs, training standards, directives and memoranda pertaining to training of the unit and its assigned and attached elements. Monitors training programs to ensure maximum utilization of training facilities, adherence to training standards and avoidance of duplicate training effort. Provides guidance to the flying instructional program and directs the methods and procedures used in flight instruction of assigned/attached aircrew members, ensuring optimum utilization of assigned aircraft. Ensures that assigned/attached aircrews maintain continuous qualification in medical and physiological training in accordance with Air Force, Gaining Command, and ANG regulations/requirements.
Monitors the implementation of an effective division safety program for all flying operations and related ground activities. Continually evaluates program results to reduce or eliminate accidents and incidents. Follows-up on the corrective action taken to eliminate hazards.

Develops division policy for flight management personnel to insure effective and efficient administrative control of all flight documentation and individual flight records. Oversees the operations computer program in coordination with the base-wide computer program. Participates in management decisions impacting purchase and use of computer hardware, software, and training programs for the unit.

Must pass standardization/evaluation flight examinations and meet annual flying requirements as prescribed by applicable regulations and directives. Performs pilot or navigator functions in advanced, heavy, multi-engine, fixed or rotary wing military transport/tanker aircraft on extended flights to domestic/foreign points. Flying missions are conducted in all weather conditions, which based on unit mission and equipment may include: (a) transporting personnel from point-to-point using fully adequate landing areas, (b) executing evasive maneuvers, close formation flying, low altitude flight at very low speeds, aerial refueling, airdrop of cargo and personnel, overseas flights. Transporting heavy loads on short or marginal airfields, and/or escorting and refueling formations in long distance aircraft deployment operations worldwide, (c) flying night operations using night vision goggles (NVG), very low speed flight at very low altitudes over any terrain, single/multi-ship defensive combat maneuvering and transporting cargo and personnel into remote and confining landing zones or, (d) administering introductory flight training to familiarize military students with complex UE aircraft systems and how they function.

Performs other duties as assigned.

SUPERVISORY CONTROLS:

Incumbents work under the general policy and administrative direction of the Commander. Derives guidance from regulations and special instructions of the NGB, United States Air Force, and gaining command. Independently plans and performs work and results are reviewed for accomplishment of mission and program objectives.
EVALUATION STATEMENT (Rev)

A. **Title, Series and Grade:** Air Operations Officer (Pilot/Navigator) GS-2101-14.

B. **References:**

1. OPM PCS for Aircraft Operation Series, GS-2181, Jan 88.
2. OPM PCS for Air Navigation Series, GS-2183, Jan 88.
3. OPM Transportation Specialist Series (Definition) GS-2101, Oct 65.
4. OPM General Schedule Supervisory Guide (GSSG), Apr 93.

C. **Background:** This revision of the evaluation statement reflects application of the GSSG.

D. **Series, Title and Grade Determination:**

1. **Series:** This position performs both supervisory and nonsupervisory duties. Knowledge and skills gained through training and experience as either a pilot or navigator are essential for performance of the work. Neither requirement is predominant. The GS-2101 Transportation Specialist Series Definition includes all administrative positions the duties of which are to advise on, supervise, or perform work which involves two or more specialized transportation functions or other transportation work not specifically included in other series in the GS-2100 Transportation Group. In these positions, incumbents are responsible for the overall direction of unit flying and supervise work involving two or more specialized transportation functions, (i.e., GS-2181, 2183, 2185) or other transportation work. The position description therefore matches the GS-2101 series definition.

2. **Title:** There is no published standard for the GS-2101 series, only a definition. Agencies may designate the official title of positions in occupational series for which OPM has not prescribed standards. Air Operations Officer is the appropriate title since it is short, meaningful and clear with "Officer" denoting a level of responsibility which inherently includes supervision. The parenthetical designation of pilot/navigator reflects special knowledge and skills needed to perform the work.

3. **Grade:** The GSSG provides evaluation Criteria for determining General Schedule supervisory and managerial positions in grades GS-05 through GS-15. Application of the GSSG to this position results in a grade of GS-14 as shown in the attached Summary Evaluation.

E. **Conclusion:** Based on the above evaluation, this position is classified as Air Operations Officer (Pilot/Navigator), GS-2101-14.

**Classifier:** M. Dalley **Region:** NGB-HR-WC **Date:** 1 DEC 1994
**GENERAL SCHEDULE SUPERVISORY GUIDE**

**SUMMARY EVALUATION**

**POSITION NUMBER:** F8922000  
**POSITION TITLE:** Air Operations Officer (Pilot/Navigator) Organization  
**Location:** Air Operations Directorate

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<tr>
<td>1. SCOPE &amp; EFFECT</td>
<td>1-2</td>
<td>350</td>
<td></td>
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<tr>
<td>2. ORGANIZATIONAL SETTING</td>
<td>2-2</td>
<td>250</td>
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<tr>
<td>3. SUPERVISORY AND MANAGERIAL AUTHORITY</td>
<td>3-3</td>
<td>775</td>
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</tbody>
</table>
| 4. CONTACTS:  
  A. NATURE | 4A-3 | 75 | |
|  B. PURPOSE | 4B-3 | 100 | |
| 5. DIFFICULTY (BASE WORK) | 5-8 | 1030 | |
| 6. OTHER CONDITIONS | 6-5 | 1225 | |

**TOTAL POINTS ASSIGNED:** 3805  
**GRADE:** GS-14

**FINAL CLASSIFICATION:** Air Operations Officer (Pilot/Navigator), GS-2101-14  
**1 DEC 1994**