

See attached ltr
dtd 24 Nov 93

POSITION DESCRIPTION

1. Agency PDCN ~~50016000~~ **D0749000**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input 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 #
Replaces P8581000 Production Controller (Aircraft) GS-1152-09		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 checked="" 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"/> 1=Non-sensitive <input type="checkbox"/> 2=Noncrit Sens <input type="checkbox"/> 3=Critical Sens <input type="checkbox"/> 4=Special Sens	
				13. Competitive Level	
				14. Agency Use EWI Dual Status	

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
Production Controller (Aircraft)	GS	1152	09	AEK	27 Sep 93

16. Organizational Title (if different from official title)

17. Name of Employee

18. Dept/Agency/Establish - National Guard Bureau
 a. First Subdivision - State Adjutant General
 b. Second Subdivision - ANG Wing/Group Flying Activity
 c. Third Subdivision - Aircraft Maintenance Division
 d. Fourth Subdivision - Maintenance Control Branch
 e. Fifth Subdivision - Job Control Section

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

Employee Signature/Date (optional)

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 relating to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

Name and Title of Immediate Supervisor
Signature/Date

Name and Title of Higher-Level Supervisor or Manager (Optional)
Signature/Date

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 standard applies, consistently with the most applicable published standards.
 ANDREW E. KNIPPIN
 Position Classification Specialist
 Signature/Date
 //signed// *Andrew E. Kniffin* 27 Sep 93

22. Position Classification Stds Used in Classifying/Grading Psn
 US OPM PCS, Production Control Series, GS-1152, dtd Apr 92

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 the USOPM. Information on classification/job grading appeals, and complaints on exemption from PLSA is available from the personnel office or the USOPM.

23. Position Review

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

24. Remarks: Released from NGB-HR-EC, Memo dtd 24 Nov 93

#1 Skill	Shred	Sub	#2 Skill	Shred	Sub	#3 Skill	Shred	Sub

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

25.

a. INTRODUCTION:

This position is located in the Job Control Section of the Maintenance Control Branch. The purpose of this position is to provide planning, scheduling and control of aircraft maintenance through a variety of support maintenance shops.

b. DUTIES AND RESPONSIBILITIES:

1. Implements preliminary (advance) maintenance plans for assigned weapon systems and schedules immediate maintenance for transient aircraft. Designates, maintains and monitors current maintenance repair priorities of aircraft to ensure actuality and compliance with flying schedules. Authorizes and assigns aircraft maintenance jobs, job control numbers either manually or through a computerized maintenance system, work priorities, and start and completion times for scheduled and unscheduled maintenance of aircraft. Conducts the control and dispatch of shop assignments. Monitors progress of job completion by dispatched personnel. Controls maintenance on assigned aircraft and related support and training equipment. Takes prompt and decisive action to make on-the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements, and incorporates all unscheduled maintenance into a daily plan.
2. Maintains visual aids depicting status of maintenance actions in progress, specialist availability and status of aerospace vehicles, aerospace ground equipment (AGE), training equipment, transportation and tow vehicles, munitions loads, arming of guns and munitions, and location of aircraft and dispatched AGE. Maintains a visual schedule of daily flying, noting deviations and cancellations.
3. Coordinates with Materiel Control on mission capable (MICAP) and non-mission capable status (NMCS) of parts, adjustments to in-shop work priorities, and verification of urgency of need designators. Determines the source of supply for cannibalization actions.
4. Coordinates with Quality Assurance on functional check flight (FCF) requirements, Air Operations on flying schedule, other maintenance shops for coordination of repair work and with other functional areas as required.
5. Requests necessary support services such as fire fighting activity standby, fuel and defuel and civil engineer support. Directs physical movement of aircraft and aerospace ground equipment.
6. Controls the maintenance communications and transportation systems to provide for the effective transmission of information and movement of material and maintenance personnel.

7. Develops and maintains current procedural check sheets for use during actions such as mass loads, combat turnaround, broken arrow (nuclear emergency), emergency war orders (EWO) notification, aircraft crash, flightline fire, severe weather warning or evacuation. Monitors and revises the sequence of preselected aircraft required for contingency commitments.

8. Makes required inputs to the automated data system and retrieves data and/or computer generated products as required.

9. Conducts training of assigned military personnel.

10. Performs other duties as assigned.

* Paragraph added per Dialcom from CCFT, 12 Feb 90, see attached.

c. SUPERVISORY CONTROLS:

Works under general supervision of the Maintenance Control Supervisor. Performs duties in accordance with established policies and procedures referring only problems of a difficult nature to supervisor for advice and guidance. Work is reviewed in terms of quality, timeliness of service and final results achieved.

POSITION DESCRIPTION ADDENDUM

OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

Factor Evaluation System (FES)

POSITION EVALUATION SUMMARY

D0749000

PDCN 50016000

Organization Location: Job Control Section

Title, Series and Grade: Production Controller (Aircraft) GS-1152-09

Evaluation Factors =====	Points Assigned =====	Standard Used (Bmk #, FL #) =====	Comments =====
1. Knowledge Required	<u>950</u>	<u>1-6</u>	
2. Supervisory Controls	<u>275</u>	<u>2-3</u>	
3. Guidelines	<u>275</u>	<u>3-3</u>	
4. Complexity	<u>150</u>	<u>4-3</u>	
5. Scope and Effect	<u>150</u>	<u>5-3</u>	
6. Personal Contacts	<u>---</u>	<u>6-2</u>	
7. Purpose of Contacts	<u>75</u>	<u>7-B</u>	
8. Physical Demands	<u>5</u>	<u>8-1</u>	
9. Work Environment	<u>5</u>	<u>9-1</u>	

SUMMARY:

TOTAL POINTS . 1885
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GRADE CONVERSION GS-09

Remarks: GS-09 = (1855-2100)

Reference: Production Control Series, GS-1152, TS-114, April 1992.

The position is classified as Production Controller (Aircraft)
GS-1152-09.

CLASSIFIER: Andrew E. Kniffin

REGION: Eastern

DATE: 27Sep93

PD Chang 701

From: NGB-TN-CCA (NGM0362) Delivered: Wed 14-Feb-90 8:50 EST Sys 150
1)
Subject: PRODCASL
mail Id: IPM-150-900214-079590510

DEPARTMENT OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
CENTRAL CLASSIFICATION ACTIVITY
#1 GRANT RD., JEFFERSON BARRACKS, ST. LOUIS, MO 63125-4118

NGB-CCA

12 FEB 90

MEMORANDUM FOR The Support Personnel Management Offices of All
States, Puerto Rico, The Virgin Islands, and The
District of Columbia

SUBJECT: Addendum #1 to Position Description F8581000,
Production Controller (Aircraft), GS-1152-09, FC 2121

1. This memorandum transmits an addendum to position description F8581000, Production Controller (Aircraft), GS-1152-09, Functional Code 2121, Maintenance Control Branch, Job Control Section.
2. The following paragraph is added to position description F8581000 as duty number ten (10).
Performs duties to facilitate the control and coordination of the maintenance flight line activity. Monitors aircraft maintenance in progress and provides estimated completion time follow-up on all flight line activity to provide continuing surveillance of progress and requirements. Anticipates problems and provides alternatives and recommendations to meet mission schedules.
Also change the present duty paragraph number ten (10) to number eleven (11).
3. Position description F4406000, Production Controller (Aircraft), GS-1152-08, Function Code 2200, Organizational Maintenance, is abolished and the duties are incorporated into position description F8581000. Incumbents of the abolished position can not be non-competitively promoted to the position established in Function Code 2121, Maintenance Control, Job Control Section. Competitive procedures or reassignment of a qualified applicant must be made to fill the position.
4. A change to the Support Personnel Manning Document will be made by Manpower. Questions pertaining to the SPMD should be referred to NGB-MO.
5. Questions pertaining to this amendment and personnel actions should be directed to your servicing Regional Activity.

"signed"
EUGENE F. LYSAGHT
Chief
NGB-Central Classification
Activity

DISTRIBUTION:
ALL TAGS, ATTN: SPMO
CF:
NGB-WCA - Dean Wade
NGB-ECA
NGB/MO Sonja Groom
NGB-LGM - COL Larry Jones
NGB-LGMM - COL Paul Haskell