

POSITION DESCRIPTION

1. Agency PDCN **50022000**

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) Replaces F8962000 Security Officer, GS-0080-09	3. Service <input type="checkbox"/> HQ <input 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 checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input 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/ENLISTED 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
Security Officer	GS	0080	11	AEK	14 Feb 95

16. Organizational Title (If different from official title) _____ **17. Name of Employee** (optional) _____

18. Dept/Agency/Establishment - National Guard Bureau
 a. **First Subdivision** - State Adjutant General
 b. **Second Subdivision** - ANG/Wing Group Flying Base
c. Third Subdivision - Mission Support Division
d. Fourth Subdivision - Security Police Function
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 _____

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
 ANDREW E. KNIFFIN

Signature _____ Date 14 Feb 95
 //SIGNED//

22. Standards Used in Classifying/Grading Position
 General Schedule Supervisory Guide, TS-123, April 1993;
 Security Administration Series, GS-080, TS-82, December 1987.

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

24. Remarks:
 CRA 95-1001
Pen and ink changes made per CRA 99-1011

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

25.

Major Duties

This position functions as the Base Chief of Security Police. Supervises and manages security police programs and activities of 25-45 full-time personnel at a National Guard Base, to include installation security, air base ground defense, conventional weapon systems security, law enforcement, training, resource protection, information security, personnel security, industrial security, wartime information security, and security classification management.

Plans, organizes, and directs security police activities. Plans, organizes and directs activities and programs to support base activities such as; security, resource protection, law enforcement, and information security programs. Develops base security operation plans, confrontation management plans, base defense plans, information security programs and resource protection plans. Develops security annexes to other operational or contingency plan, to include deployment of personnel and individual and unit equipment. Develops and implements policies to ensure program effectiveness and efficient use of personnel and equipment. Develops detailed procedures and instructions for such functions as prevention of unauthorized entry of restricted areas and mission essential resources, use of personnel and equipment to defend bases in hostile environments or form terrorist attacks, protection of National Guard resources, enforcement of military law and order, and protection of national security information. Operates and administers base security training programs. Plans for the employment of electronic and other physical security equipment to ensure the most efficient and economical mix of manpower and equipment to achieve required levels of security consistent with existing threat levels. Initiates programming and budgeting actions for initial acquisition, modification, and replacement of security police facilities, vehicles, equipment, and other resources. Establishes performance standards and controls for cost effective use of security police personnel and material.

Supervises security police activities. Assigns and directs security police personnel in normal and emergency operations, including security, law enforcement, and air base defense; crash and disaster control activities; and civil or internal disorders. Insures adequate coverage for shift supervision. Oversees and evaluates subordinate flight's performance and that of the supervisors. Directs the conduct of training programs to meet local and mobility mission requirements. Conducts, evaluates, and critiques exercises. Ensures professional standards of performance within security police activities through management, supervisory, and inspection programs.

Coordinates security police activities. Advises and coordinates with commanders on security, air base defense, law enforcement, and information security matters. Coordinates the activities of other units which have responsibilities during emergency security or local

ground defense operations. Coordinates with other military services and civil agencies on security, air base defense, and law enforcement; mutual support agreements; and host-tenant agreements.

Performs technical security police functions. Analyzes security and law enforcement reports and statistics. Review reports of activities occurring during tour of duty. Evaluates the employment of security police weapons to ensure maximum effectiveness. Evaluates the deployment and employment of electronic sensor systems to ensure maximum effectiveness in their installation and use. Conducts staff meetings; and frequently visits activities or work centers for which responsible.

Monitors and directs security police programs. Monitors DOD, State, and Air Force training standards. Analyzes newly developed equipment and weaponry. Initiates programming and budgeting actions for acquisition, modification, and replacement of security police facilities, vehicles, and equipment. Monitors security police programs through inspections, reporting systems, and observation. Evaluates programs by recording, charting, and analyzing the status of discipline, reports of crimes, security violations, and traffic incidents. Determines adequacy of facilities, equipment, and procedures used to account for, store, transmit, and destroy classified material. Monitors and evaluates reporting dealing with compromise of classified information and personnel program documents which includes the special security files.

Factor 1. Knowledge Required by the Position

Knowledge of Air Force security police programs and basic management functions, such as installation security measures; conventional weapon systems security concepts; air base defense and antiterrorist tactics; police administration, including law enforcement, resource protection, traffic management, programming and budgeting procedures; information security concepts; principles of deployment operational capabilities, limitations, vulnerabilities, basic phenomenology and technology of electronic and other security equipment; and employment of security police weapons.

Factor 2. Supervisory Controls

This position works under the supervision of the Support Group Commander.

Works under broad delegated authority for independently planning, scheduling, coordinating, carrying out and monitoring the effectiveness of the security police concept of operation. Makes extensive unreviewed technical judgements related to the interpretation and implementation of existing security policy for assigned security areas, leading technical authority for the employment of interrelated security programs employed.

Factor 3. Guidelines

Guidelines consist of Federal, State and local laws, regulations, policies, procedures and precedence or other not specific in how they should be defined, implemented and monitored.

Guidelines for performing the work are purposely left open in order to allow accommodating variations in local and remote environmental conditions that affect the nature of security systems.

Factor 4. Complexity

Administers the physical security program to protect classified or sensitive information, personnel, facilities or other sensitive materials, resources, or processes against criminal, terrorist, or hostile intelligence activities. Decisions are complicated by the numbers and the nature of existing security programs or other regulated guidances or circumstances. Incumbent must be totally knowledgeable of the different employee personnel and pay systems. Incumbent must adapt security programs for mission changes and the variable local environment.

Factor 5. Scope and Effect

Responsible for developing installation programs for the protection of Air Force assets, i.e. multi-million dollar aircraft, facilities, and support equipment.

Factor 6. Personal Contacts

Maintains liaison with federal, state and local law enforcement agencies and intelligence organizations.

Factor 7. Purpose of Contacts

Contacts are made for the purpose of resolving issues or problems that affect carrying out security plans and reviews to achieve a mutual agreement upon security and program objectives. Persuade managers to comply with differing security objectives.

Factor 8. Physical Demands

The work is sedentary and is usually accomplished seated at a desk. Conducts information/industrial/physical security inspection, perform installation vulnerability assessments. Performs routine post checks.

Factor 9. Work Environment

The work is primarily performed in an office setting involving every day risks or discomforts.

ADDENDUM TO PD# DD0754000
Security Officer, GS-0080-11

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.

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.

[1] EVALUATION STATEMENT

A. Title, Series and Grade: Security Officer, GS-0080-11.

B. Reference: General Schedule Supervisory Guide, TS-123, April 1993; Security Administration Series, GS-080, TS-82, December 1987.

C. Background Information: Review of this position was prompted by the fact that numerous active military installations are closing or scaling back in their operation and its impact on the Guard's Security Police function. This has left the Guard installations with more sophisticated and expensive weapon systems to operate, maintain, and to secure. In addition there is a requirement to support active and retired members as part of the everyday responsibilities of the security administrative functions in lieu of closed active duty facilities. The revised position description reflects the Guard's growing role in our nation's defense.

D. Series, Title and Grade Determination:

1. Occupational Series: This position's introductory paragraph defines duties that fully meet the criteria set forth in the series definitions of the Security Administrative Series, GS-080, and the General Schedule Supervisory Guide. These two guides provide separate grading criteria and both will be addressed in this evaluation.

2. Title: The title Security Officer is authorized for a position performing the highest level of qualifying security work in an organizational unit. The use of officer in the title satisfies the requirement to distinguish this position as supervisory.

3. Grade: Determination of the grade is based on the highest of two evaluations since supervision and technical work is to be evaluated. In the case both evaluations established the level of work being performed by this position as that of GS-11. This is in line with a position that supervises and is the sole authority on a significant, distinct and identifiable program at the installation level.

D Conclusion: This position is properly classified as Security Officer, GS-0080-11.

Classifier: Andrew E. Kniffin Region: Eastern Date: 14 Feb 95

GENERAL SCHEDULE SUPERVISORY GUIDE

POSITION EVALUATION SUMMARY

Organization Location: ANG Flying Base, Mission Support

<u>Evaluation Factors</u>	<u>Factor Level Assigned</u>	<u>Points Assigned</u>	<u>Comments</u>
1. Program Scope and Effect	1 - 2	350	
2. Organizational Setting	2 - 1	100	
3. Authority Exercised	3 - 3	775	3-2c 1-10 3-3b 1-3,5 (a to c)
4. Personal Contacts			
a. Nature of Contacts	4A- 2	50	
b. Purpose of Contacts	4B- 3	100	
5. Difficulty of Work Directed	5 - 4	505	GS-07
6. Other Conditions	6 - 2	575	
TOTAL POINTS:		2455	

GRADE CONVERSION: GS-11 =(2355-2750)

FINAL CLASSIFICATION: Security Officer, GS-080-11

REMARKS:

CLASSIFIER: Andrew E. Kniffin

REGION: Eastern

DATE: 14 Feb 95

Factor Evaluation System (FES)

POSITION EVALUATION SUMMARY

Organization Location: ANG Flying Base, Mission Support
Title, Series and Grade: Security Officer, GS-080-11

Evaluation Factors	Points Assigned	Standard Used (Bmk #, FL #)	Comments
=====	=====	=====	=====
1. Knowledge Required	<u>1250</u>	<u>1 - 7</u>	
2. Supervisory Controls	<u>450</u>	<u>2 - 4</u>	
3. Guidelines	<u>275</u>	<u>3 - 3</u>	
4. Complexity	<u>225</u>	<u>4 - 4</u>	
5. Scope and Effect	<u>225</u>	<u>5 - 4</u>	
6. Personal Contacts	<u>60</u>	<u>6 - 3</u>	
7. Purpose of Contacts	<u>50</u>	<u>7 - 2</u>	
8. Physical Demands	<u>5</u>	<u>8 - 1</u>	
9. Work Environment	<u>5</u>	<u>9 - 1</u>	

SUMMARY:

TOTAL POINTS 2545
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GRADE CONVERSION GS-11 = (2355-2750)

Remarks:

CLASSIFIER: Andrew E. Kniffin

REGION: Eastern

DATE: 14 Feb 95