

POSITION DESCRIPTION

1. Agency PDCN 80159 **D1398000**

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

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 |
|--|----------|-------------------|-------|----------|-----------|
| Supervisory Production Controller (Aircraft) | GS | 1152 | 11 | mtl | 28 Feb 95 |

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|--|--|
| 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 - | 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.*

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|---|---|
| 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>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 MYRA T. LOCKIE Signature _____ Date 28 Feb 95 //signed// | 22. Standards Used in Classifying/Grading Position USOPM PCS for Production Control Series, GS-1152, Apr 92; 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> |
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| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|---------------------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (Opt) | | | | | | | | |
| b. Supervisor | | | | | | | | |
| c. Classifier | | | | | | | | |

24. Remarks:
 CRA95-1002

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

a. INTRODUCTION:

This position is located within an National Guard flying unit. Its purpose is to supervise and manage logistics staff functions consisting of the Maintenance Operations Center (MOC); Plans, Scheduling and Documentation (PS&D); Engine Management; Maintenance Training; Depot Level Repairables (DLR); Programs and Mobility; and Production Analysis/Data Base Management.

b. DUTIES AND RESPONSIBILITIES:

(1) Coordinates and ensures timely development of weekly, monthly, and quarterly maintenance plans, flying schedules, and documentation of historical data. Ensures engine management responsibilities are accomplished in accordance with applicable directives. Ensures the development of all required plans to include, but not limited to, the aircraft parking plan and emergency war order (EWO) contingency; and exercise and emergency action plans; to ensure applicability and consistency and to avoid duplication and confusion. Reviews reports and statistical data from subordinate functions and other sources for the purpose of evaluating overall maintenance program status or identifying exception, trend, or problems areas. Areas which require further examination are brought to the attention of management.

(2) Supervises and directs utilization of branch personnel. Establishes work priorities; oversees work in progress to ensure compliance with established policies and directives; ensures supply discipline, radio discipline and proper care of assigned equipment and facilities; within area of responsibility. Informs subordinate personnel of policy, practice or procedural changes affecting individual or organization status. Interviews and selects new employees. Develops criteria and evaluates employee performance. Manages the employee recognition program. Participates in the labor relations program, equal opportunity programs, or other human resource management programs. Participates in problem solving and takes action as required.

(3) Reviews and coordinates requests for cannibalization and local manufacture of material. Authorizes utilization of Readiness Spares Kit (RSP) assets. Assists the Programs and Mobility, Depot Level Repairables, and maintenance production functions with the development and submission of budget estimates for the maintenance complex for inclusion into the base financial plan. Ensures maintenance data base support for all maintenance functions.

(4) Interacts with maintenance activities and the training management function to establish a maintenance training program that ensures all personnel are qualified for their jobs, and that a balance of skills is maintained within the maintenance complex.

(5) Allocates, assigns, and replaces vehicles within the maintenance complex according to need. Coordinates with the user and transportation function. Ensures vehicle status changes are posted to

visual aids and ensures proper allocation and monitoring of AGE within the maintenance complex.

(6) Controls the assignment and utilization of nontactical radios for the directorate. Establishes radio nets and call signs in accordance with prescribed directives. Monitors nets to ensure proper radio discipline.

(7) Ensures that MOC coordinates and monitors maintenance requirements with all affected agencies. Ensures that required visual aids are maintained and that aircraft status is verified and reported in accordance with applicable directives.

(8) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

The supervisor offers general supervision. Works independently in accordance with policies and procedures established by the supervisor and higher authority.

ADDENDUM TO PD# D1398000
Supervisory Production Controller (Aircraft), GS-1152-11

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.

EVALUATION STATEMENT

A. Title, Series, and Grade: Supervisory Production Controller (Aircraft), GS-1152-11.

B. References:

1. USOPM PCS for Production Control Series, GS-1152, Apr 92.
2. USOPM General Schedule Supervisory Guide, Apr 92.

C. Background: Air National Guard units have been reorganized to form an Aircraft Generation Division (AGD) as directed by the Air Force. This position is described to reflect these changes.

D. Series, Title, and Grade Determination:

1. Series: Duties involve responsibility for supervising and managing logistics staff functions involving the planning, scheduling, documentation, and analysis of maintenance plans and flying schedules. Such work is characteristic of the Production Control Series, GS-1152, where work criteria involves planning, estimating, scheduling, and expediting the use of labor, machines, and materials, etc., Reference B.1. Position is therefore assigned to the GS-1152 series.

2. Title: Subject position is titled Supervisory Production Controller (Aircraft) in accordance with titling criteria cited in References B.1. and B.2.

3. Grade: The grade is determined by reference to the General Schedule Supervisory Guide, Reference B.1. The attached Summary Evaluation indicates that subject duties equate to the GS-11 level.

E. Conclusion: Supervisory Production Controller (Aircraft), GS-1152-11.

Classifier: Myra T. Lockie Region: NGB-HR-WC Date: 28 Feb 95

GENERAL SCHEDULE SUPERVISORY GUIDE
SUMMARY EVALUATION

POSITION TITLE: Supervisory Production Controller (Aircraft)

| FACTOR | LEVEL | POINTS | REMARKS |
|---|------------|--------|---------------------|
| 1. SCOPE & EFFECT | 1-2 | 350 | |
| 2. ORGANIZATIONAL SETTING | 2-1 | 100 | |
| 3. SUPERVISORY AND MANAGERIAL AUTHORITY | 3-2 | 450 | |
| 4. CONTACTS: A. NATURE | 4A-1 | 25 | |
| | B. PURPOSE | 4B-2 | 75 |
| 5. DIFFICULTY (BASE WORK) | 5-5 | 650 | GS-09 |
| 6. OTHER CONDITIONS | 6-3 | 975 | |
| TOTAL POINTS ASSIGNED: | | 2625 | GRADE: GS-11 |

FINAL CLASSIFICATION: Supervisory Production Controller (Aircraft), GS-1152-11.

Classifier: Myra T. Lockie Region: NGB-HR-WC Date: 28 Feb 95