

# POSITION DESCRIPTION

<b>2. Reason for Submission</b> <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Positions Replaced:	<b>3. Service</b> <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	<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> <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	<b>11. Position is</b> <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	<b>12. Sensitivity</b> <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Moderate Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	<b>13. Competitive Level</b>  <b>14. Agency Use</b> OFFICER-

15. Classified/Graded by Dual Status

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
Logistics Management Officer	GS	0346	12	ml	31 Oct 95

<b>16. Organizational Title (if different from official title)</b>  <b>18. Dept/Agency/Establishment</b> - National Guard Bureau  a. First Subdivision - State Adjutant General  b. Second Subdivision - ANG Wing Flying Unit	<b>17. Name of Employee (optional)</b>  c. Third Subdivision - Logistics Directorate  d. Fourth Subdivision -  e. Fifth Subdivision -
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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 _____
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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.

22. Standards Used in Classifying/Grading Position  
 USOPM PCS for: Logistics Management Series, GS-346, January 1987; General Schedule Supervisory Guide, April 1993.

Typed Name and Title of Official Taking Action  
 MYRA LOCKIE  
 Personnel Management Specialist

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.

Signature	Date								
Meyra Lockie	31 Oct 95								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)									
b. Supervisor									
c. Classifier									

24. Remarks:

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

D1404000 80205000

25.

**a. INTRODUCTION:**

This position is located in an Air National Guard Wing Flying unit and serves as an Aircraft Logistics Officer. The purpose of this position is to plan, schedule, control and direct the use of logistics resources to meet mission requirements. Through subordinate supervisors, directs and supervises aircraft modification, overhaul, and repair programs that affect highly complex single- or multi-engine military aircraft. Work requires the ability to integrate logistics functions to plan, organize, and implement an Air Force logistics program. In addition, work requires a knowledge of logistics management procedures, capabilities, limitations, and techniques of avionics systems; theory of flight; principles of airframe construction, engines, and aircraft installed systems; and supply, transportation, and POL operation procedures as related to aircraft logistics units.

**b. DUTIES AND RESPONSIBILITIES:**

(1) Manages and administers aircraft logistics activities within Aircraft Generation Division and Maintenance Division (Component Repair Division and Equipment Maintenance Division, if applicable). Plans, develops, and publishes aircraft logistics policies and procedures within the general framework, as established by higher echelons of command. Manages the overall maintenance and related support activities to assure timely, effective and complete logistical support of base, group, wing, state, National Guard Bureau and Air Force mission requirements. Supervises the preparation of plans for logistical support of operational missions. Reviews aircraft maintenance and related material support requirements in terms of specific objectives, relative priorities, capabilities and limitations. Advises commanders and staff on status of logistics programs, functional capabilities, and current and projected operational training and mission requirements. Serves on the flight planning committee to ensure proper scheduling of aircraft commitments commensurate with logistics capability.

(2) Supervises and directs the preparation of budget estimates; financial plans; studies of the aircraft logistics organization; manning requirements; facility requirements; mobility or contingency requirements; and publications related to maintenance, methods, policies and procedures. Utilizes the compilation and development of current aircraft logistics data, analysis, and reports in order to analyze and keep abreast of aircraft logistics trends; and to analyze the organization's logistical capabilities and evaluate logistical effectiveness.

(3) Coordinates logistic activities with supervisors, various base activities, and higher echelons of logistics such as Air Force Depot Weapons Systems Managers, NGB, Major Command Staff, etc. Maintains liaison with counterparts at other ANG bases, particularly those possessing the same type of aircraft, to ensure a prompt and free exchange of pertinent technical, management, and mission

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information. Participates in conferences and seminars as the aircraft logistics representative for the base or NGB, as required.

(4) Administers a sound aircraft logistics personnel management program to assure that personnel in staff, supervisory, and technical positions are highly qualified and motivated. Interviews and selects applicants for supervisory positions or other key positions. Establishes work performance standards for supervisors and key personnel; and assigns annual performance evaluations. Initiates disciplinary actions, promotion actions, and step increases. Recommends performance awards. Approves sick leave and annual leave for key personnel and approves overall leave schedules for the organization. Counsels subordinates, explains logistics and personnel policies, hears grievances and resolves work problems. Reviews the overall human resource program within the organization to ensure that subordinate supervisors are effectively accomplishing their personnel management responsibilities. Reviews job description changes proposed by subordinate supervisors and assures accuracy and completeness of supervisory job descriptions. Makes periodic reviews of position structures to determine whether each position is necessary for accomplishment of operations and whether duties are assigned and organized in a manner which provides economy and efficiency of operations. Approves overall training for the logistics function.

(5) Administers a rigid safety and security program within the aircraft logistics organization.

(6) Serves as a technical advisor to accident investigation boards; and may be assigned as a member of an accident investigation board.

(7) Participates in engineering studies and analysis of proposed modifications related to aircraft, aircraft engines, accessories, systems, and associated aerospace ground equipment, machinery, and tools.

(8) Prepares for and participates in various types of readiness evaluations such as ORI, IG and QAFA inspections and/or mobility and command support exercises. May serve as a member of a team coping with natural disasters or civil emergencies.

(9) Performs other duties as assigned.

#### C. SUPERVISORY CONTROLS:

Works under the general supervision of the Director of Logistics. Receives policy and guidance from applicable management publications, higher headquarter personnel, technical publications, technical representatives, and various assisting agencies. Work is evaluated in terms of program effectiveness.

**ADDENDUM TO PD# D1404000**  
**Logistics Management Officer, GS-0346-12**

**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.***

D1404000 ~~80205000~~**EVALUATION STATEMENT**

A. Title, Series and Grade: Logistics Management Officer, GS-346-12.

B. References:

1. USOPM PCS for Logistics Management Series, GS-346, January 1987.
2. USOPM PCS for General Schedule Supervisory Guide, April 1993.

C. Background: Air National Guard units have been reorganized to form an Aircraft Generation Division (AGD) within the Logistics Directorate of which this position is a part. This position is described to reflect these changes.

D. Occupational Series, Title, and Grade Determination:

1. Occupational Series: This position has full managerial responsibility to plan, schedule, control and direct the use of logistics resources to meet the mission requirements of an ANG flying base. Work requires the ability to integrate logistics functions to plan, organize, and implement an Air Force logistics program. A knowledge of logistics management procedures, capabilities, limitations, and techniques is also required. Such work is descriptive of the series criteria for the GS-346 series in accordance with Reference B.1.

2. Title: This position is assigned the constructed title of Logistics Management Officer in accordance with titling instructions contained in Reference B.1.

3. Grade: As this position is managerial/supervisory in nature, the General Schedule Supervisory Guide (GSSG), Reference B.2., was used to grade this position. (See the attached FES Summary Evaluation.)

E. Conclusion: Based on the GSSG evaluation, this position is classified as Logistics Management Officer, GS-346-12.

Classifier: Myra Lockie    Region: NGB-ER-WC    Date: 31 Oct 95

**GENERAL SCHEDULE SUPERVISORY GUIDE**  
**SUMMARY EVALUATION**

**POSITION NUMBER:** 80205000 D1404000  
**POSITION TITLE:** Logistics Management Officer  
**LOCATION:** ANG, Logistics Directorate

<b>FACTOR</b>	<b>LEVEL POINTS</b>		<b>REMARKS</b>
1. SCOPE AND EFFECT	1-2	350	
2. ORGANIZATIONAL SETTINGS	2-1	100	
3. SUPERVISORY AND MANAGERIAL AUTHORITY	3-3	775	
4. CONTACTS			
A. NATURE	4A-1	50	
B. PURPOSE	4B-2	75	
5. DIFFICULTY (BASE WORK)	5-5	650	
6. OTHER CONDITIONS	6-3	975	
<b>TOTAL POINTS ASSIGNED:</b>		<b>2975</b>	

**FINAL CLASSIFICATION:** Logistics Management Officer, GS-346-12

Classifier: MYRA LOCKIE

Region: NGB-HR-WC

Date: 31 Oct 95