

POSITION DESCRIPTION

1. Agency PDCN ~~80326000~~

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) Vice Air Commander (Pilot/Navigator, GS-340-14, ED F9372000	3. Service <input type="checkbox"/> HQ <input checked="" 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 checked="" 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 checked="" 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 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
Vice Air Commander	GS	0340	14	hdw	26 May 00

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 Flying Wing	c. Third Subdivision - Command d. Fourth Subdivision - e. Fifth Subdivision -
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.	

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. Typed Name and Title of Official Taking Action H. DEAN WADE Personnel Management Specialist Signature _____ Date 26 May 00 //Signed//	22. Standards Used in Classifying/Grading Position OPM General Schedule Supervisory Guide, dated Apr 1993, OPM Handbook of Occupational Groups and Families, Series Definition for Program Management Series, GS-340, dated Jan 1999, OPM Introduction to the Position Classification Standards, HRCD 7, dated July 1999 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.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

24. Remarks:
 Released from NGB-HRCA, CRA 00-1013, Dated 26 May 00

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

25.

a. INTRODUCTION:

This position is located at an Air National Guard Flying Wing. The incumbent of this position functions as the full assistant to the Air Commander. Its primary purpose is to provide leadership and management of the flying unit, to provide manpower, equipment, and training in peacetime, in preparation to perform the wartime mission. The incumbent is accountable with the Air Commander in complying with a wide variety of federal, state, and local authorities on all aspects of operations, personnel, equipment, funds, and real property in the accomplishment of duties. In addition, this position may have similar supervisory and/or support responsibilities for other flying and non-flying units which may be collocated or geographically separated.

b. DUTIES AND RESPONSIBILITIES:

1. Directly and through group commanders, incumbent assists the Air Commander in determining unit goals which are the foundation for long and short range planning and execution of all unit programs, and provides a focus for all unit functions and activities. Ensures goals coincide with national and state military strategies and local limitations. Considers factors such as current and future mission needs, political climate, environmental concerns, area demographics, and airfield and airspace operating conditions. Accommodates nontraditional military roles and missions such as foreign training, augmenting active Air Force training, disaster relief and drug interdiction. Incumbent is also responsible for general oversight and support of tenant organizations and geographically separated units. Provides guidance, resources, and other support similar to wing/group requirements.

2. Responsible for accomplishment of the unit mission flying training program. Ensures flying hour/sortie program meets requirements, and the unit achieves mission training and/or combat readiness objectives. If the incumbent is non rated, command and control of aircraft operations transfers to the operations Group Commander/Director of Operations.

3. Assists the Air Commander in ensuring the availability of mission capable aircraft to meet unit flying program and alert/contingency requirements. Monitors adequacy of maintenance and repair actions/procedures and components. Assures timely identification of potential fleet integrity problems and notification of concerned major commands.

4. Assists the Air Commander in ensuring the formulation, presentation, justification, and execution of an allocated multi-million dollar budget involving several major force elements and state funds. Through subordinate managers, ensures supply inventories are kept at proper levels; Stock Fund authorization will support unit activity level; logistics plans meet mobilization/mobility requirements and support war plans; procurement, contracting and payroll activities are proper, accurate, and timely.

5. Assists the Air Commander to plan, organize, direct and control real estate and facility construction, maintenance and repair, and utilization. Aids in developing the Base Land Use and Facilities Master Plan which is the key element in determining land and structure needs, facility siting, construction/modification, and future mission assignments. Ensures the development and implementation of a variety of federal, state and local programs to ensure

mission effectiveness: Hazard Abatement Program - Ensures the development of a plan which meets national, state, and local environmental requirements for proper disposal of hazardous waste, control of fuel spills, and for providing safe working conditions; Fraud, Waste and Abuse Program - Ensures compliance with accountability procedures, to detect embezzlement, theft, and other criminal activities; Health and Fitness Program - Ensures personnel are examined, evaluated, and receive medical treatment as required to be readily deployable world-wide, and able to withstand the rigors of warfare. Institutes fitness, wellness, and substance abuse programs; Public Affairs Program - Maintains a positive community climate through a variety of recurring and special events; Disaster Response Actions - Provides emergency service to the military, commercial carrier, and general aviation airfield users for airport/base crash/fire/rescue operations; Personnel Management - In conjunction with the Adjutant General's staff, and through subordinate staff members, plans, organizes, directs, and controls unit military and full-time personnel under several different personnel systems. Ensures manpower authorizations, grades, and specialties are adequate for the mission. Maintains military and full-time strength through recruiting and retention programs. Ensures Equal Employment Opportunity Program is effective. Implements federal and state military and civilian Merit Promotion, Incentive Award, and Suggestion Programs. Ensures fair and equitable contract negotiations and grievance resolution with labor unions. Establishes channels of communication within the unit, which keep personnel informed, and provides feedback. Ensures adequate training for all aspects of assigned tasks, and maintains an effective leadership/career development program. Ensures appropriate disciplinary measures are taken when necessary.

6. Assists the Air Command in communicating and coordinating items of interest and potential adverse impact at the highest levels of national, state, and local political leadership. In conjunction with the Air Commander, represents the Air National Guard and state to foreign political and military dignitaries, including heads of state. Coordinates policies, plans, programs, and requirements at the senior leadership levels of the Air Force, Major Command, wartime gaining commands, National Guard Bureau, and the Adjutant General's Office. Serves on a broad range of committees and boards which formulate recommendations on policy, resource allocation, future planning, and provides feedback to leaders. Maintains liaison with national, state, and local governmental agencies such as FAA, EPA, law enforcement, disaster relief, airport management, and others on matters of operational and environmental safety, protection of resources and dignitaries, and other issues of possible unit impact.

7. Ensures an adequate messing facility and provides meals as appropriate. Provides billeting for authorized personnel in accordance with standards. Authorizes and supports morale, welfare, and recreation programs within constraints. Through the Chaplain, provides religious services, and through the Judge Advocate, provides legal services.

8. In conjunction with the Air Commander, negotiates and approves host/tenant agreements, memoranda of understanding, joint use and inter service agreements, leases, and licenses with military and civil agencies who provide and receive support, share resources, and inter operate with the unit.

9. Ensures proper and adequate security and safeguarding of property, aircraft and equipment, resources, and people entrusted to the unit/base. Develops Resource Protection Plan which identifies high value/risk assets, evaluates potential threats, and sets levels of

protection. May authorize use of deadly force. Ensures classified documents and equipment are accounted for, controlled, stored and safeguarded.

10. Maintains mission readiness and compliance with directives as validated through the Inspector General and other reviewing agencies. Ensures personnel are trained and exercised in their wartime skills. Demonstrates mission capability through a series of extensive Air Force inspections. Ensures required record and documentation of programs are maintained.

11. Ensures a functional base information systems plan which provides for equipment/data security, communications, data processing, and audio/visual services.

12. Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

Incumbent functions under the general supervision of the Air Commander. Incumbent applies pertinent directives to local use for proper accomplishment of assigned responsibilities, and exercises initiative and sound judgment in making managerial decisions and displaying leadership ability to ensure mission accomplishment.

ADDENDUM TO PD# D1469000
Vice Air Commander, GS-0340-14

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: Vice Air Commander, GS-0340-14.

B. References:

1. OPM General Schedule valuation Guide (GSSG), Apr 93.
2. OPM Introduction to the Position Classification Standards, HRCD 7, Jul 99.
3. OPM Handbook of Occupational Groups and Families, Series Definition for Program Management Series, GS-340, Jan 99.

C. Background: The position description replaces a similar position description which restricted incumbency to rated officers. The new position description is open to rated and non-rated officers reflecting a policy decision by MG Paul Waver, Director, Air National Guard.

D. Series, Title and Grade Determination:

1. Series: The Program Management Series, GS-0340 includes all classes of positions the duties of which are to manage or direct one or more programs, including appropriate service supporting organizations, when the paramount qualification requirement of the position is management and executive knowledge and ability, and when it does not require competence in a specialized, subject-matter or functional area. The paramount requirement of this position is to serve as a full assistant to the Air Commander at the ANG Flying Wing with leadership responsibility, direct line responsibility and accountability for the flying unit. In order to successfully perform the duties of this position, a degree of competence is required in a number of specialized subject-matter or functional areas, such as aircraft maintenance, financial/budget, personnel, air operations, information systems, facilities management, security, public affairs, etc. However, the knowledge or abilities of any one of the many specialized series involved are not paramount to performing the work of this position. The paramount qualification requirement of this position is management of the various operating programs and functional areas. Therefore the position is appropriately allocated to the Program Management Series, GS-0340.

2. Title: The Program Management Series, GS-0340, does not prescribe titles. In accordance with the titling guidance provided by the Introduction to the Position Classification Standards an official title should be descriptive of the work performed and denote when supervision is included in the position. Because the title "Vice Air Commander" has traditionally been used to identify the full assistant to the Air Commander of an ANG flying unit and basically meets OPM titling practices, the official constructed title for this position is Vice Air Commander.

3. Grade: The GSSG provides evaluation criteria for determining General Schedule supervisory and managerial positions in grades GS-5 through GS-15. This position is a full assistant or deputy to the position of Air Commander, GS-0340-15, and shares fully in the duties, responsibilities, and authorities of the Air Commander. The grade of this position is therefore set one grade lower, than the Air Commander, at GS-14.

E. Conclusion: Based on the above evaluation, this position is classified as Vice Air Commander, GS-0340-14.

Classifier: H. Dean Wade

Region: NGB-HR-CA

Date: 26 May 00