

POSITION DESCRIPTION

1. Agency D2123000

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 PD 80524000, GS-0201-12, Human Resources Officer (Military)	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 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 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
Human Resources Officer (Military)	GS	0201	12	blp	26 Jul 11

16. Organizational Title (If different from official title)
 Force Support Officer

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision - ANG Wing

c. Third Subdivision - Mission Support Group

d. Fourth Subdivision - Force Support Squadron

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

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature	Date	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

B. LYNN PETERSON
 Human Resources Specialist (Classification)

Signature Date 26 Jul 11

22. Standards Used in Classifying/Grading Position
 USOPM General Schedule Supervisory Guide (HRCD-5) dated June 1998; USOPM Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200, dated Dec 2000.

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

24. Remarks:
 Released from NGB-J1-T5, CRA 11-1005, dated 26 July 11.

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

25.

a. INTRODUCTION:

This position is located at an Air National Guard (ANG) Wing, Mission Support Group, Force Support Squadron. The primary purpose of this position is to direct, manage, administer, and plan Force Support Programs for the wing and geographically separated units (GSU). The incumbent serves as the principle staff officer and chief advisor to the Wing Commander, Group Commanders, Director of Staff, and the Assistant Adjutant General for Air (A/TAG) for all matters pertaining to the administration of Force Support programs which include: Recruiting and Retention, Installation Personnel Readiness, Officer Personnel Management, Enlisted Personnel Management, Civilian Personnel and Active Guard Reserve Programs, Personnel Systems Management, Military Personnel Section, Force Management, Career Development, Force Development, Airman and Family Readiness, Honor Guard Program, Mortuary/Casualty Affairs, Fatality Search and Recovery, Food Operations, Lodging, Fitness, Recreation, and Private Organizations, Non-Appropriated Funds (NAF) and Special Morale & Welfare Funds. The incumbent supervises a work force consisting of Federal, Military, Civilian, and contracted personnel involved in plans, procedures, and operations affecting life cycle management of personnel and base operating support for federal, state, and local missions.

b. DUTIES AND RESPONSIBILITIES:

(1) Manages Force Support programs through subordinate supervisors and senior workers that supervise technical and administrative activities within organizational sub-units. Assigns work based on consideration of project requirements, priorities, and functional unit responsibilities. Accepts, amends, or rejects work, which has been reviewed by subordinate supervisors. Provides advice, counsel, or instruction to supervisors and/or subordinate employees on highly complex technical and administrative matters. Makes decisions on work problems presented by subordinate supervisors. Advises officials at the National Guard Bureau (NGB) on problems involving the relationship between the work of the organization supervised and broader programs, and the impact on such programs. Ensures preparation for annual self-inspection, formal MAJCOM inspections, evaluations, audits, staff assistance visits, as well as inspections and exercises, which are specific to installation missions.

(2) Manages, directs, and administers military human resources and personnel programs for the assigned and supported organizations. Personnel programs include Recruiting and Retention, Installation Personnel Readiness, Officer Personnel Management, Enlisted Personnel Management, Military Personnel Data System (MILPDS), Military Personnel Section, Force Management, Career Development, Force Development. Acts as principal advisor to Wing and Group Commanders, Director of Staff, and A-TAG on interpretation, planning, and subsequent execution of published personnel directives/doctrines from Department of Defense (DoD), Department of the Air Force (DAF), MAJCOMs, and NGB. Responsible proponent for the implementation

of all NGB, Air Reserve Personnel Center (ARPC), Air Force Personnel Center (AFPC), Air Expeditionary Force (AEF) Center, and Major Command Personnel regulations and policies pertinent to wing activities and requirements. Develops local instructions based on guidance derived from DoD, USAF, MAJCOMs and NGB regulations and statutory requirements. Provides leadership and guidance for the utilization of personnel resources and requirements.

(3) Performs strategic planning in support of wing long-range objectives. Oversees organizational preparation necessary to accomplish Force Support programs essential to daily operations and mission readiness. Reviews and analyzes personnel data derived from a variety of systems and documents such as Military Personnel Execution System (MPES); Unit Manning Document (UMD); Unit Manpower Personnel Roster (UMPR); Deliberate Crisis Action Planning and Execution System (DCAPES); and the Unit Type Code Management Information System (UMIS) for inclusion in the wing strategic plan. Provides technical recommendations to senior leadership on all organizational personnel actions such as activations, deactivations, conversions, and reorganizations. Reviews and analyzes existing and forecasted military force structure to identify, determine, and mitigate the impact on personnel requirements. Directs development of personnel force management plans to resolve complex force structure issues. Coordinates with NGB staff to resolve complex personnel issues encountered in producing pragmatic, executable plans.

(4) Plans and directs personnel mobilization and deployment activities through the Installation Personnel and Readiness office. Coordinates military human resources activities, which are focused on wartime readiness and effective personnel utilization. Maintains a high state of military readiness by ensuring sufficient numbers of trained military personnel are available to accomplish wartime, contingency, and peacetime taskings. Provides oversight for the Personnel Deployment Function (PDF) and monitors effectiveness. Directs the preparation of contingency, exercise, and deployment (CED), NATO, and mobilization orders. Oversees the Military Personnel Appropriation (MPA) workday program. Reviews and analyzes applicable exercise and operational plans (O-Plan) annexes. Identifies training, personnel, and equipment requirements, and ensures the readiness capability of squadron Unit Type Codes (UTCs). Directs the assignment, management, and training of the Personnel Support for Contingency Operations (PERSCO) and Readiness in Base Services (Prime RIBS) teams. Oversees the unit Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), and Air Expeditionary Force (AEF) Reporting Tool (ART) for the squadron to reflect unit mission capability.

(5) Oversees manpower and personnel programs. Provides analytical review of personnel strength management programs, highlighting potential trends affecting organizational sustainment. Advises senior leadership on strength of assigned organizations, current and projected manpower authorizations, and provides analyses on current and future changes. Develops short, intermediate, and long-range plans enabling the organization to achieve desired end strength within forecasted manpower allocations. Identifies resource shortfalls and presents arguments to NGB to support

manpower changes/adjustments. Initiates Organizational Change Requests (OCR) resulting from mission changes, realignments, or organization activations/deactivations. Provides oversight of personnel force management programs, initiatives, and processes to include, but not limited to: assignments and reassignments, training and retraining, administration of enlistment processes and promotion programs, reenlistments and extensions, separations and retirements, fitness program, and Line of Duty (LOD) determinations. Ensures the military evaluation system for enlisted and officers is conducted in a timely manner and in accordance with directives. Ensures enlisted and officer processing and accessions are accomplished in accordance with established standards and in a timely manner.

(6) Provides strategic direction for force development programs to include: On-the-Job Training (OJT), formal school training, Air Force Institute Advanced Distributed Learning (AFIADL), Developmental Education (DE) (formerly Professional Military Education), and ancillary training. Ensures accuracy of all base level Air Force Specialty Code (AFSC) classification actions. Validates the integrity of all testing programs conducted at base level. Oversees the administration of the Community College of the Air Force (CCAF), distance learning programs, and the College Level Examination Program (CLEP). Monitors approval/disapproval of NGB-funded training requests based on cost and/or need.

(7) Provides oversight to the Airman and Family Readiness Program to ensure wellness is maintained throughout assigned organizations. Coordinates human service delivery system to ensure family program elements (spiritual, psychological, physical, and financial health) are provided to military and family members. Oversees planning, scheduling, and management of the family program to include: recruiting and training of volunteers; conducting seminars, workshops, and orientations; and conducting pre-/post-deployment/mobilization family readiness briefings. This includes family readiness, resource management, mobilization and deployment coordination, crisis intervention, outreach, volunteer recruitment, training and management. Provides strategic planning, inter-service coordination, and liaison with state headquarters, NGB, state and federal government, and non-government (profit and non-profit) agencies and organizations. Ensures Yellow Ribbon Reintegration Programs (YRRP) satisfies prescribed directives and that the services provided meet the needs of the organization, members, and families.

(8) Provides functional oversight of Sustainment Services section for mission requirements and base-wide needs, to include food services, lodging, Morale, Welfare, and Recreation (MWR), Mortuary Affairs, honor guard, and fitness programs. Oversees the wing Survivor Assistance Program (SAP) and effectiveness of Family Liaison Officer (FLO) and Summary Court Officer (SCO) programs. May serve as the wing Mortuary Affairs Officer. Oversees training and equipping of Fatality Search and Recovery Teams (FSRT) where assigned. Provides oversight for contracting actions and management of appropriated funds (APF) and non-appropriated funds (NAF). Oversees the Home Community Care program. Monitors adequacy of Prime RIBS training to ensure Sustainment Services personnel are organized, trained, and

equipped for deployment. Provides oversight of Private Organizations (POs) and Unofficial Activities (UAs).

(9) Oversees Recruiting and Retention programs. Monitors accession programs to achieve and maintain authorized end strength. Responsible for local force management initiatives to ensure revitalization of the workforce. Coordinates accession of military service members with external agencies and organizations. Ensures a recruiting plan is prepared and executed in concert with state, wing, and organizational strength objectives, including AFSC specific initiatives and diversity goals. Responsible for administration of incentive programs related to NGB directives and fiduciary oversight for expenditure of appropriated funds and incentive payments, to include state programs, as applicable. Reviews and makes recommendations based on trend analysis of retention programs affecting readiness and other organizational requirements. Focuses retention efforts on the unique needs of the organization and objectives established at national, state, and local levels. Ensures tuition assistance for military members and other education-related entitlements are properly administered, including those authorized through individual states.

(10) Oversees implementation of full-time human resources programs to include dual status military technicians (General Schedule and Federal Wage System), non-dual status technicians, and Active Guard/Reserve (AGR) personnel under the guidance and purview of the state Human Resources Office (HRO). Provides supervision for assigned HRO "Remote Designee." Oversees local implementation of government programs involving health insurance, retirement, thrift savings program (TSP), Worker's Compensation, disability and life insurance (including those limited to National Guard employees), career and retirement counseling, and employee services to include initiation of hiring requests, resignations, retirements, employee appraisals, suggestion awards programs, etc. Participates in labor management and local negotiations at the request of the HRO. Monitors employment authorizations and manages local control grade accountability.

(11) Provides management and oversight of a comprehensive budget for Force Support operations, which includes programs for Recruiting and Retention, Family Readiness, Formal Schools, Subsistence, Contract Lodging, Food Operations Contracts, NAF, and other special Operation and Maintenance (O&M) and Military Personnel (MILPERS) funding and workday requirements. Oversees coordination of purchase requests, statements of work, and bid solicitations with the Contracting Office. Identifies needs and justifies unfunded requirements. Adjusts Force Support budget accounts based on changing mission priorities and special requirements. Serves as a Technical Advisor on the wing Financial Management Board to ensure effective utilization of employment authorizations.

(12) Serves as the wing point of contact for Homeland Defense and Civil Support activities with regard to base operating support and accountability utilizing the following force support capabilities: Fatality Management, Food Operations, Lodging, Laundry Operations, Recreation and Fitness, and PERSCO to include the planning for local,

state, and federal response plans which involve natural and man-made disasters and civil disturbances. Designates or serves as representative for the installation Emergency Operations Center as required, for capabilities contained within accountability operations and Emergency Support Functions six and eight (Mass Care and Public Health).

(13) Develops performance standards; evaluates the work performance of subordinates; communicates performance expectations to subordinates and provides feedback on strengths and weaknesses, and serves as reviewing official on evaluations/appraisals accomplished by subordinate supervisors. Consults with subordinates on training and developmental needs. Interviews candidates for positions within the organization, approves selections for supervisory and non-supervisory positions. Hears and resolves employee complaints not resolved at a lower level. Effects minor disciplinary measures (e.g., warnings or reprimands) for less serious cases, reviews serious disciplinary cases and problems involving employees, and determines appropriate action. Determines unit level award and recognition programs and approves recipients. Recommends awards or bonuses for subordinate personnel, coordinates on changes in position classification subject to approval by supervisors and higher-level officials. Supports equal employment opportunity and labor-management relations programs. Reviews position descriptions and recommends changes as needed. Approves/disapproves leave requests to include approval of compensatory time and employee travel.

(14) Performs other duties as assigned.

c. FACTOR DISCUSSION:

Factor 1 - Program Scope and Effect:

This position functions as the Force Support Officer with oversight of the workforce assigned to provide base-wide support for the total ANG base population, to include base tenant organizations, detachments, and GSUs. Manages and directs the Force Support Squadron and its functions to include, but not limited to: Recruiting and Retention, Installation Personnel Readiness, Officer Personnel Management, Enlisted Personnel Management, Civilian Personnel and Active/Guard Reservist Programs, Military Personnel Data System (MILPDS), Military Personnel Element, Force Management, Career Development, Force Development, Airman and Family Readiness, Mortuary/Casualty Affairs, Fatality Search and Recovery, Food Operations, Lodging, Fitness, Recreation, and Private Organizations, Non-Appropriated Funds (NAF) and Special Morale & Welfare Funds. The Force Support Officer is integrally involved in providing support to the military missions of assigned and supported organizations. Support services provided by this position and organization directly contribute to accomplishment of the wing and organizational missions, whether at home station or at deployed locations. The incumbent plays a key role in formulation of Force Support policies and objectives affecting the wing and supported units. Breadth of

knowledge in multiple disciplines is required. Subordinate's workload may be carried out at a variety of locations.

Factor 2 - Organizational Setting:

This position functions under the general supervision of the Mission Support Officer, who is three levels below the Adjutant General in the direct supervisory chain.

Factor 3 - Supervisory and Managerial Authority Exercised:

This is a second level supervisory position that directs and supervises an organization comprised of several flights and managed through subordinate supervisors and positions constructively classified as supervisory in the case of military positions.

Factor 4 - Personal Contacts:

Subfactor 4A - Nature of Contacts:

Frequent contacts are with high-ranking military members within the Joint Force Headquarters-State; managers, supervisors, and functional staff at NGB, MAJCOMs, other federal and non-federal agencies, and representatives from federal, state, or local government. Incumbent coordinates with other active duty service components, Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force Services Agency (AFSVA), State Human Resources Office (HRO), National Personnel Records Center (NPRC), Office of Personnel Management (OPM), Veterans Administration (VA), AEF Center, Air Force Manpower Agency (AFMA), the Federal Emergency Management Agency (FEMA), American Red Cross, Salvation Army (and other relief agencies), Veterans of Foreign Wars (VFW), American Legion (and other veteran service organizations), deployed functions serving Combatant and Unified Commands. Contacts may be informal, occur in conferences and meetings, or take place through telephone, televised, radio or similar contact, and sometimes require nonroutine or special preparation.

Subfactor 4B - Purpose of Contacts:

The purpose of contacts is to coordinate personnel matters and requirements; ensure military unit compliance with federal/non-federal agencies, DoD, USAF, NGB, and state regulatory guidance; negotiate new and revised military unit structure placements within the state; collaborate with subordinate supervisors, key military officials, and commanders in making determinations on work issues regarding the personnel requirements of military units, e.g., wing, groups, squadrons, flights. Coordinates and effects program changes, state and special personnel requirements for deployment readiness, military support and emergency operations; and advises NGB and active military component officials with substantially broader responsibilities on work problems, challenges, and issues affecting unit military personnel. Contacts are a result of participation in planning conferences, meetings, presentations, and take place with the

organizations serviced, or with management and counterparts in regional or national meetings.

Factor 5 - Difficulty of Typical Work Directed:

The highest level of work performed which best characterizes the nature of the basic, mission oriented, non-supervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization is at the GS-9 level.

Factor 6 - Other Conditions:

The position directs and supervises an organization comprised of several flights managed through subordinate supervisors and positions constructively classified as supervisory, in the case of military positions, which requires coordination, integration, or consolidation of administrative, technical, or complex technician or support work comparable to GS-09 or 10 work.

d. 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.

These 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: Human Resources Officer (Military), GS-0201-12

B. References:

1. USOPM General Schedule Supervisory Guide (HRCD-5), dated June 1998.
2. USOPM Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200, dated Dec. 2000.

C. Background: The ANG Force Support Re-Write Integrated Process Team (FSRIPT) is a panel of base-level subject matter experts (SME) chartered by NGB/A1, the Mission Support Group Advisory Council (MSGAC), and the Force Support Field Advisory Council (FSFAC) to address the validity of content within Force Support PODs and PDs. The FSRIPT has researched and concluded that current manpower and classification documents do not accurately reflect the accretion of work, duties, and responsibilities levied upon the field since 2000. In May 2009, the Personnel Field Advisory Council (PFAC) was charged with the responsibility of remedying the differences. With the dissolution of the PFAC in Jun 2010, the contents of this package represent a culmination of efforts finalized by the FSRIPT in Nov 2010.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: This work requires knowledge or experience of an administrative nature, which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. Thus, position is subject to the General Schedule (GS).

2. Series: The primary purpose of this position is to plan, direct, and administer force support programs for wing military personnel and associate units. This position requires knowledge of the basic concepts, principles, and theories of military human resources management and the ability to adapt these to meet mission requirements of the state. The appropriate series for this type of work is contained in the GS-0201 series and are paramount to the position. Additionally, the position is responsible for programs associated with Base Services such as lodging, fitness, food service programs, recreational and special morale and welfare, etc. While not specifically covered under the GS-0201 series, these positions also directly affect 'human resources', providing in-depth human resources management services to ANG managers, supervisors and support personnel. This position is appropriately assigned to the GS-0201 series.

3. Title: The basic title for positions having responsibility for management of a military human resources program classified to the GS-0201 series is Human Resources Officer (Military). An Organizational Title of Force Support Officer is added to further define the position.

4. Grade: The GSSG covers supervisory and managerial positions. As shown in the attached General Schedule Supervisor Position Evaluation Statement, the grade is GS-12.

E. Conclusion: Human Resources Officer (Military), GS-0201-12.

CLASSIFIER: B. Lynn Peterson, NGB-J1-T5

Date: 26 Jul 11

**GENERAL SCHEDULE SUPERVISOR
POSITION EVALUATION STATEMENT**

FACTOR	FL	PTS	REMARKS
1. PROGRAM SCOPE AND EFFECT	1-2	350	
2. ORGANIZATIONAL SETTING	2-1	100	
3. SUPVY & MANAGERIAL AUTHORITY	3-3b	775	
4. CONTACTS			
A. NATURE	4A-2	50	
B. PURPOSE	4B-2	75	
5. DIFFICULTY (BASE WORK)	5-5	650	
6. OTHER CONDITIONS	6-3a	975	
Adjustment Provision	Y or N	N	
TOTAL POINTS ASSIGNED:		2975	GRADE: GS-12

FINAL CLASSIFICATION: Human Resources Officer (Military), GS-0201-12

CLASSIFIER: B. Lynn Peterson, NGB-J1-T5

Date: 26 Jul 11