

Position Description

PD#: D2186000

Replaces PD#: D1829000

AIR SUPPORT OPERATIONS SQUADRON COMMANDER

GS-0301-13

Servicing CA: NGB

Agency: NGB

Directorate: ANG

Cmd Code: ANG Aviation Wing

Org: Air Support Operations Squadron

Citation 1: USOPM, GENERAL SCHEDULE SUPERVISORY GUIDE, JUN 98

Citation 2: USOPM, GENERAL SCHEDULE SUPERVISORY QUALIFICATION GUIDE, JAN 08

Citation 3: USOPM, MISCELLANEOUS ADMINISTRATION PROGRAM SERIES DEFINITION, GS-0301, JAN 79

Classified By: Heidi Parker, NG-J1-TNC

Classified Date: 13 March 2013

PD Release #: 13-1008

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: VARIES

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code:

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Security Access: YES

Competitive Level: VARIES

Target Grade/FPL: 13

Career Ladder PD: NO

Emergency Essential: YES

Bus Code: VARIES

Personnel Reliability Position: VARIES

Information Assurance: YES

Influenza Vaccination: NO

PD Status: VERIFIED

Position Duties: See Attached

This position is located in an Air National Guard (ANG) Aviation Wing, Air Support Operations Squadron (ASOS) and Tactical Air Control Party (TACP). The primary purpose is to provide leadership and guidance ensuring unit functions meets all wartime readiness requirements. Directs and supervises staff functions, through subordinate supervisors, affecting a diverse and very complex Theater Air Ground System (TAGS). The unit provides operations and maintenance support for assigned computer, communications, data, and sensor systems; information assurance, materiel control, and vehicle and powered support equipment maintenance. The base level of work supervised is at the GS-11 level.

MAJOR DUTIES:

1. Determines unit goals that are the foundation for long and short range planning and execution of all internal programs. Provides the focus for all functions and activities in the squadron. Ensures goals are in consonance with higher headquarters direction and local limitations. Considers factors such as current and future mission needs, political climate, environmental concerns, radio frequency spectrum, and tactical training location availability. Assesses and ensures compliance, supportability and planning for a wide variety of programs and operations including: Joint Terminal Attack Control (JTAC) qualification, certification, and currency, long-haul and tactical communications systems, Local Area Networking and Wide Area Networking equipment, messaging equipment, telephone switching systems, multiplexing equipment, powered support systems, heating and air conditioning equipment, unit transportation capabilities, etc.
2. Plans subordinates' work; sets and adjusts short-term priorities; and prepares schedules for completion of work. Assigns work based on priorities, selective consideration of the difficulty and requirements of the assignment, and the capabilities of employees. Advises, counsels, mentors, and instructs employees on work and administrative matters. Maintains military and full-time strength through recruiting and retention programs. Interviews candidates for unit full-time positions and selects employees for appointments, promotions, or reassignments to such positions. Identifies employees' professional development, provides or arranges for needed training for skills and interpersonal competencies, and maintains an effective leadership/career development program. Makes critical judgments and on-the-spot decisions regarding the safety of assigned personnel. Hears and resolves employees' complaints and refers serious unresolved complaints to higher-level management. Initiates actions to correct performance or conduct problems. Effects minor disciplinary measures such as, warnings and reprimands; and, recommends appropriate actions in more serious disciplinary matters. Ensures the Equal Employment Opportunity Program is effective. Establishes channels of communication within the division to keep employees informed and consistently provides feedback. Initiates methods to improve performance and work results. Develops performance standards, explains performance expectations, and evaluates the work performance of subordinates.
3. Oversees the programs of the ASOS/TACP functions through subordinate supervisors who manage technical activities within the organization. Collaborates with Operations and Maintenance work centers to negotiate, decide and/or coordinate on work-related issues. Advises officials at the National Guard Bureau (NGB) and Air Combat Command regarding problems and the resulting impacts between the unit's business elements and broader programs. Assures reasonable equity among unit employees on their performance standards and rating techniques. Makes decisions regarding work problems presented by subordinate supervisors. Evaluates supervisors and serves as reviewing official on evaluations/appraisals accomplished by supervisors or senior workers. Provides direction and assistance in the projection, justification, execution, and control of an allocated multimillion dollar programs

involving federal funding and resources. Through subordinates, ensures supply inventories are kept at proper levels; stock fund authorizations support unit activity level; and logistics plans meet mobilization/mobility requirements and support war plans. Makes or approves selections for non-supervisory positions and provides final selection approvals for supervisory positions. Determines whether contractors' work meets standards of adequacy necessary for authorization of payment. Finds and implements ways to eliminate or reduce barriers and impediments to the maintenance and operation of all TAGS equipment.

4. Develops unit budget based on mission requirements and submits that budget to higher headquarters for approval. Exercises judgment and discretion in the utilization of resources including equipment, facilities, funds, manpower, space, and time to effect expenditures and economical accomplishment of tasks. Performs duties of Resource Manager in accordance with the Resource Management System.
5. Responsible for the availability of mission capable ASOS/TACP Unit Type Codes to meet U.S. Air Force, contingency, and training requirements. Monitors adequacy of maintenance and repair actions/procedures and components. Assures timely identification of potential system wide equipment deficiencies and notification of concerned agencies. Maintains Combat Mission Ready status.
6. Coordinates with the NGB, Major Commands, and other outside agencies to determine if existing operational capabilities are compatible with Air Force, Joint, and National requirements. Presents equipment and manpower requirements to satisfy these operational needs. Meets with external organizations to coordinate training requirements and plans for the upcoming year. Discusses appropriate command and control issues and ensures that units understand organizational relationships and priorities. Maintains a close functional working relationship with participating units.
7. Maintains liaison with national, state, and local governmental agencies such as, law enforcement, disaster relief, and others regarding matters of operational and environmental safety, protection of resources, and other issues of possible unit impact. Ensures compliance with all applicable environmental laws and rules. Coordinates with appropriate agencies for required permits. Coordinates environmental compliance assessment visits with other agencies.
8. Negotiates and reviews host/tenant agreements, memoranda of understanding, joint use and inter-service agreements, and leases with military and civil agencies.
9. Ensures proper and adequate security and safeguarding of property, assigned equipment, resources, and people. Ensures classified documents and equipment are accounted for, controlled, stored, and safeguarded.
10. Ensures mission readiness of personnel, and compliance with directives as validated through the Inspector General and other review agencies. Ensures personnel are trained and exercised in wartime skills. Demonstrates mission capability through a series of extensive Air Force inspections. Ensures maintenance of required program records and documentation.
11. Analyzes unit Status of Resources and Training System Reports to determine the impact on organizational programs and resource management.
12. This position may require pilot or combat systems officer duties as deemed appropriate by the Director of Staff. These duties will not constitute more than 10% of the incumbent's overall

duty time. The primary purpose of these duties is to provide relevant and recent close air support experience to enhance the training and certification of JTACs.

13. Performs other related duties as assigned.

FACTOR 1. PROGRAM SCOPE AND EFFECT FL 1-2 350 PTS

The work directed covers an ASOS and TACP. Directs an organization of technical specialists that assesses and ensures compliance, supportability, and planning for operations that include but are not limited to ground and satellite communications systems, terrestrial communications systems, software and firmware installation and testing, communications security, and sensor systems operations that is used to control air to ground weapons. The effects ensure the proper operation for the systems equipment which has a significant impact on the safety of flight for the aircraft controlled and on the ability to perform its peacetime and wartime mission. Additionally services support and directly impact multi-mission installations and combat Army units throughout the United States in addition to foreign nations.

FACTOR 2. ORGANIZATIONAL SETTING FL 2-2 250 PTS

The position is accountable to a position (ANG Wing Commander) that is one reporting level below the first general officer in the direct supervisory chain.

FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED FL 3-3b 775 PTS

The position directly or through a subordinate supervisor, supervises staff functions that support the organization's mission requirements. Exercises supervisory responsibility and authority including granting leave, appraising performance, establishing performance standards, recommending promotions, and initiating disciplinary actions as needed. Gives advice, counsel and instructions to subordinate employees on both general policy and administrative matters. Consults with subordinate supervisors and staff functions on training needs. Develops strategies for the hiring, training, and professional development of squadron personnel in all areas. Makes decisions on work problems presented by subordinates. Evaluates subordinate supervisor or staff functions and reviews evaluations made by subordinates on other employees. Hears and resolves grievances and serious employee complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving subordinate employees and determines required action. Supports equal employment opportunity and labor-management relations programs. Ensures efficient position management is practiced within the organization.

FACTOR 4. PERSONAL CONTACTS

SUB-FACTOR 4A. NATURE OF CONTACTS FL 4A-3 75 PTS

Contacts are with high ranking military or civilian managers, supervisors, and technical staff at the ANG, major military components and coalition forces high ranking managers and other organizational level of the agency headquarters administrative support staff. Meets with local officers of regional or national trade associations, public action groups, or professional organizations; and or state and local government managers doing business with the organization. Contacts include those which take place in meetings and conferences. Contacts require up-to-date technical familiarity with complex subject matter.

SUB-FACTOR 4B. PURPOSE OF CONTACTS FL 4B-3 100 PTS

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations or contacts.

FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED FL 5-6 800 PTS

Responsible for providing supervision and technical authority over work graded and constructed at the GS-11 grade level which best characterizes the nature of the basic, mission oriented, non-supervisory work of the organization.

FACTOR 6. OTHER CONDITIONS FL 6-4 1120 PTS

Position supervises two subordinate supervisors and involves substantial coordination and integration of major work assignments and projects of technical work comparable to the GS-11 level.

OTHER SIGNIFICANT FACTS:

These tasks have no impact on the classification of this position and are not addressed in the technician's performance standards.

The position is designated for drug testing.

The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.

The position's duties and responsibilities may significantly impact the environment. The employee is responsible to maintain awareness of environmental responsibilities as dictated by legal and regulatory requirements, the organization and its changing mission.

Total Points: 3470

Point Range: 3155-3600 = GS-13

Final Classification: Commander, GS-0301-13