

# POSITION DESCRIPTION

1. Agency PDCN 40026000

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

**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
Aircraft Pilot	GS	2181	12	SLM	17 Feb 94

<b>16. Organizational Title</b> (If different from official title) Aviation Programs Specialist	<b>17. Name of Employee</b> (optional)
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<b>18. Dept/Agency/Establishment</b> - National Guard Bureau  a. <b>First Subdivision</b> - State Adjutant General  b. <b>Second Subdivision</b> - State Army Aviation Office (SAAO)	<b>c. Third Subdivision</b> - <b>d. Fourth Subdivision</b> - <b>e. Fifth Subdivision</b> -
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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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<b>21. Classification/Job Grading Certification:</b> 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 SUELLEN L. MATTISON  Signature _____ Date 17 Feb 94 //signed//	<b>22. Standards Used in Classifying/Grading Position</b> USOPM PCS for Aircraft Operation Series, GS-2181, dtd Jan 88  <b>Information For Employees.</b> 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								
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

**24. Remarks:**  
 Released from NGB-HR-EC, ID # CRA94-1002, dtd 17 Feb 94

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

25.

## a. INTRODUCTION:

Position is located in the office of the State Army Aviation Officer (SAAO). Serves as the primary staff officer for the management of aircrew standardization and training programs, fixed and rotary wing aircraft, avionics, armament and associated ground support equipment, maintenance programs, light safety programs, and operational support airlift usage.

## b. DUTIES AND RESPONSIBILITIES:

- (1) Directs, evaluates, and issues technical guidance to aviation units on matters pertaining to aviation training, readiness reporting, the Aircrew Training Manual and National Guard Bureau (NGB) training management and planning. Oversees both collective and individual programs. Provides staff level supervision to training officers and noncommissioned officers in battalions and related requests for waivers of flying program requirements. Manages and directs the Additional Flight Training Period (AFTP) Program; audits and provides reports on utilization, entitlement, and total program execution. Administers Flying Hour Program (FHP) and Operational Support Aircraft (OSA) priorities. Facilitates direct communication between supported and supporting units involving aviation support. Coordinates joint training exercises. Ensures that all aviation support requirements will further collective training, both for aviation and supported ground units and will contribute to increased combat readiness. Supervises and coordinates training program for ground commanders in use and planning for employment of Army aviation assets.
- (2) Serves as Aircraft Maintenance Manager and as a technical expert in the field of aircraft equipment maintenance with responsibility for coordination of intermediate and limited Depot Maintenance Programs for the Army Aviation Support Facilities (AASFs). Provides coordination and interface between the aviation facilities and such staff offices as USPFO, Support Personnel Management Office, Public Affairs, Emergency Operations Center, Facilities Management Office, and State Maintenance Office to insure smooth operation and function of the State Aviation Maintenance Program. Analyzes the maintenance management system data to determine cause and effect of adverse trends and problems. Takes action based on analysis to correct problems on adverse trends. Collects information, provides advice, renders decisions, and prepares reports of corrective action.
- (3) Manages the aircraft inventory for the state. Coordinates between receiving and/or losing state or facility for transfer documents, flight crew requirements, and transfer criteria for all aircraft transfers; works directly with facility Property Book Officers (PBOs) to monitor property book management.
- (4) Manages Physical Security Program in the SAAO and provides staff level support and assistance to physical security/operational security managers of the aviation units in the state. Conducts physical security inspections and evaluations.
- (5) Has staff responsibility for the Army Aviation accident prevention program, to include semi-annual safety meeting for all aircrew members. Coordinates with the National Guard Bureau and the Army Aviation Center in matters pertaining to aviation safety. May be assigned to aircraft accident investigation teams, maintenance management review and foreign object damage.
- (6) Represents the SAAO at conferences and meetings. Delivers formal and informal presentations. May participate as a state Army aviation representative on inspection teams and staff visits. Serves, as required, as chairman or member of boards pertaining to pilot flying status, such as; federal recognition, flying evaluation, aircraft accident in flight standardization. Attends conferences on aviation or related subjects, participating with representatives of other services and federal, state, local, and civic agencies and organizations.
- (7) In the absence of the SAAO, the incumbent serves as advisor to the Adjutant General regarding ARNG aviation matters, performs liaison between the Adjutant General and user organizations in matter relevant to aviation and aircraft maintenance. Liaison is maintained with appropriate agencies for logistic support of assigned aircraft and with Aviation Officers at various Army headquarters. In these situations, the incumbent may exercise personnel management and supervision of aviation facilities.
- (8) Performs other duties as assigned.

## [1]EVALUATION STATEMENT

- A. Title, Series and Grade: Airplane Pilot, GS-2181-12
- B. Reference: USOPM PCS for Aircraft Operation Series, GS-2181, Jan 88.
- C. Background: This position description results from a manpower study and addresses duties previously unidentified within the State Army Aviation Office.
- D. Series, Title, and Grade Determination:
  1. Series: The GS-2181 series includes positions which perform staff work concerned with planning, analyzing, or administering agency aviation programs, where the work requires application of pilot knowledge and skills.
  2. Title: Aircraft Pilot is the title provided by the series for positions responsible for the management of aviation programs or the performance of various staff activities related to such programs but not responsible for providing ground and flight instruction. As this official title does not clearly address the intent of the position an organizational title of Aviation Programs Specialist was constructed and may be used.
  3. Grade: The grade of positions classified in this occupation, who regularly engage in aircraft pilot duties, are influenced by three primary factors; the aircraft operated, nature and purpose of assignments, and the degree of hazard involved. When the knowledges and skills gained through experience and training as a pilot are essential for performance of such work, and the positions are in the career field covered by this series, such positions are evaluated through a comparison of the knowledge and skills required in the position to the knowledge and skills described in the various levels of the standard.

The predominant duty assignments of this position are directly comparable to the criteria found in the standard at the GS-12 level. The incumbent must possess the knowledges and skills to permit operation of light twin-engine airplanes or helicopters to a variety of locations, some of which are unfamiliar, for a variety of military purposes. Flights include both day and night flying, at potentially low altitudes and speeds over unfavorable or unfamiliar terrain, using instrument flight techniques. While actual aircraft operation in these assignments is relatively limited, as is the degree of involved hazard, any lack of both is counter-balanced by the degree of knowledge the incumbent must have of the total aviation program to include different mission-assigned and support aircraft, flight, flight training, aviation maintenance and related programs. Without bringing such knowledges and skills to the position, the incumbent can not complete the assigned responsibilities. The assignments found in this position are a match to the GS-12 level in type of aircraft, nature of assignment, and degree of hazard involved. The GS-13 level is not attained in that this position is not the originator of new material pertaining to flight training programs, nor does this position impact the management of aviation programs beyond the state level as the National Guard Bureau and the Department of Army provides a framework of technical guidance to the State Army Aviation Office.

- E. Conclusion: Aircraft Pilot, GS-2181-12. CLASSIFIER: Suellen L. Mattison REGION: NGB-HR-EC DATE: 17 Feb 94