POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: 7047A

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*: Replaces PD #J416A, GS-0343-15

3. Service: [ ] Hdqtrs [X] Field

4. Employing Office Location: Norfolk, Virginia

5. Duty Station: Norfolk, Virginia

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interest

9. Subject to IA Action: [ ] Yes [X] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [X] Supervisory [ ] Managerial [ ] Neither

12. Sensitivity: [ ] 1--Non-Sensitive [ ] 3--Critical [X] 2--Noncritical Sensitive [ ] 4--Special Sensitive

13. Competitive Level Code: C001

14. Agency Use:

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	MANAGEMENT ANALYSIS OFFICER	GS	0343	15	(b) (6)	09/30/2016
e. Recommended by Supervisor or Initiating Office	Management Analysis Officer	GS	0343	15		

16. Organizational Title of Position *(if different from official title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Commander, Naval Region Mid Atlantic

a. First Subdivision: Total Force Manpower Management

b. Second Subdivision: Norfolk, VA 23511

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision: UIC: 61463 ORG: N1

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(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 relating to appointment and payment of public funds, and that 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 or Manager *(optional)*: (b) (6) [redacted]

Signature: (b) (6) [redacted] Date: 09/28/2016

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: (b) (6) [redacted] HR SPECIALIST

Signature: (b) (6) [redacted] Date: 09/30/2016

22. Position Classification Standards Used in Classifying/Grading Position: OPM PCF for Management and Program Analysis Series, GS-0343/OPM AAGEG, TS-98, Aug 1990; OPM GSSG HRCD-5, April/June 1998

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 the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

Position requires United States or U.S. possession issued driver's license

UIC: 61463 SUPV: 2

25. Description of Major Duties and Responsibilities *(See Attached)*

MANAGEMENT ANALYSIS OFFICER
GS-0343-15

I. INTRODUCTION

This position is the Regional Total Force (TF) Manpower and Programs Director (N1) for Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT), a two-star Echelon III commander under Commander. Navy Installations Command (CNIC). The Mid-Atlantic Region encompasses 14 naval installations (60+ UICs), 26 Base Operating Support programs and 10,000+ military, appropriated fund, non-appropriated fund, and contractor personnel operating within a regional organization supporting over 350,000 DON and DOD operating forces and hosted/tenant populations in a 20-state area of responsibility (from North Carolina to Maine and from the East Coast to Chicago).

The TF Director is responsible for the oversight, management, planning, and delivery of all Total Force programs services and the position management for all assigned active and reserve military populations, appropriated fund civilians and mission related contractor positions within the CNIC Budget Submitting Office (BSO) area of responsibility. The incumbent will also be responsible for coordinating and conducting organizational analyses, position reviews, manpower assessments, military personnel support and the delivery of a wide range of military and civilian manpower and personnel support services. The Director also coordinates total force strategy and workforce development by coordinating with senior leadership to strengthen current and future workforce competencies and skillsets. The Director will also be responsible for providing documentation of all military, civilian and contractor positions in the manpower systems of record and validating the requirements for same.

The incumbent will advise the Regional Commander, the Executive Director, Chief of Staff, Regional Commanding Officers and Regional Program Directors on all aspects of total force management as it relates to the MIDLANT region. The position will develop, implement, and manage all manpower and personnel programs, policies, procedures, strategies and plans to execute the Regional Commander's goals and objectives In this capacity, the TF Director is the region's single-service provider for authoritative manpower resource analysis and management. This position will also receive and implement technical guidance from CNIC HQ N1, as well as provide advice to the CNIC N1 on significant regional issues. The primary focus of this position is to ensure COMNAVREG MIDLANT has the right people, with the right skills, in the right places at the right time to support Regional mission requirements

II. MAJOR DUTIES AND RESPONSIBILITIES

A. <u>TF Director/Regional Program Director</u> (50%)

1. Total Force Director. The incumbent serves as the Director of the COMNAVREG MIDLANT Total Force Manpower Program (N1). In this capacity, the incumbent manages a multi-faceted total force resource management and support services organization, capable of meeting all manpower, human resource and personnel needs in a regional matrix environment.

The incumbent is the principal advisor to the Commander, Commanding Officers and Regional Program Directors on all aspects of total force management, including military and civilian position

management, organizational structure and function, military and civilian billet/position requirements determination and validation, cross-functional manpower resource integration, and total force planning, execution and monitoring for the entire COMNAVREG MIDLANT area of responsibility (AOR). The primary function of this position is to serve as the director of all total force manpower and personnel support functions for the region and all installations/U1Cs within the assigned AOR.

The position oversees the provision of expert advice in the areas of Military and Civilian Manpower, regional consolidations, transfers of work/function, and other organizational issues; oversees the development of regional staffing requirements (military, civilian, contractor) in support of execution within assigned performance levels; and directs the planning and execution of major organization project research and manpower analyses. The incumbent directs the provision of policy/program guidance in the areas of position management and manpower requirements development; directs the analysis and formulation of program policy within the command and AOR, consistent with broad, extensive and varied statutes, regulations, and requirements imposed by Congress, state and federal authorities and higher authority directives; and reviews and makes critical recommendations to the Regional Command or Executive Director which may have a direct impact on mission effectiveness of the command and the larger region. As part of the senior regional staff, ensures the coordination and evaluation of current and projected personnel and position needs in me development or an effective total force strategy to meet near and long term operational requirements, consistent with funding projections and projected skills and inventories.

The TF Director directly oversees the operations of the Regional Manpower Office (N11), the Regional Human Resources Office (N13), and the Regional Operational Support Officer (for reserve requirements). The Director also provides programmatic and resource support to the Transient Personnel Unit Norfolk, the Command Climate Specialist, and Career Counselors assigned to regional installations. The incumbent manages the Personnel Accountability function and supports the update and accuracy of regional components of manpower and personnel systems such as the Total Workforce Management Services (TWMS), Defense Civilian Personnel Data System (DCPDS), and Total Force Manpower Management System (TFMMS). The TF Director Coordinates and oversees total force program support and services to ensure a full range of support requirements are identified, resourced, and executed.

2. Regional Program Director

As a Regional program director, responsible for the full range of management planning, director, oversight, coordination and execution to ensure program requirements are fully met within applicable standards. To support the manpower requirements for numerous Commanding Officers and programs, the incumbent must keep fully and currently informed of active military, reserve, APF civilian and contractor manpower and personnel issues throughout the activities supported by the regional program. The incumbent's management duties include planning, organizing, coordinating, directing and quality assurance review of all total work force support functions and operations. Through subordinate supervisors, oversees and directs a variety of specialists and technical experts. The incumbent exercises Program Director authority to oversee the overall planning, direction and execution of the program. The incumbent develops annual and long-term funding and resource requirements for submission in the annual POM/PR and budgetary submissions to CNIC. Approves long-term work plans developed by subordinate supervisors. Exercises authority to

internally allocate, distribute and utilize authorized funds in the organization's operational budget.

Directs, coordinates or overseas supervisors or team leaders or contactors. Coordinates and directs efforts of cross-functional teams or matrixed support. Performs the full range of supervisor responsibilities: Makes decisions on work problems presented by subordinates; makes selections for subordinate supervisory or non-supervisory positions; recommends awards and position classification changes; plans work to be accomplished; sets and adjusts priorities and prepares project/work completion plans and milestones; organizes and assigns work to subordinates based on priorities and difficulty of assignment and employee capabilities; develops and evaluates subordinate employee performance standards; gives subordinates advice, counsel or instructions on work and administrative matters; interviews candidates for program positions, recommends appointments, promotions or reassignments with the organization; Hears and resolves employee complaints, refers more serious unresolved complaints to higher level management; effects minor disciplinary measures and recommends other action in more serious cases; identifies subordinate employees development and training needs; provides for or arranges necessary development training; and finds ways to improve unit production and increase work quality.

Supports Equal Employment Opportunity (EEO) policies and ensures full compliance with these policies throughout organization. Actively seek opportunities to improve diversity and ensure equality in personnel and work-related matters.

Program evaluation is an integral part of the incumbent's responsibility and is carried out on a continuing basis by output monitoring, conferences with customers and operational personnel, work measurement statistics and progress reports. The incumbent is responsible for regional program execution and program evaluation, ensuring resources are wisely utilized, costs are minimized and results are maximized, within the operating parameters directed by resourcing levels and output expectations.

B. <u>Total Force Program Management</u> (30%)

The incumbent is responsible for regional manpower, personnel, and human capital strategy development, action plans, manpower resources distribution, technical evaluations, analyses, execution, and oversight of the military and civilian manpower and personnel programs for the Mid-Atlantic Region. Assigned programs and responsibilities include, but are not limited to:

- Military and civilian end-strength and billet allocations for all assigned commands/UICs
- Regional training and Workforce Development
- Civilian Human Resources programs (ER/LR and Staffing/Classification)
- Equal Employment Opportunity program
- Regional Position Management (military, civilian, and contractor)
- Commercial Services (A-76) Program management
- Personnel Programs (TPU oversight, entitlement travel)
- Personnel Accountability (NFAAS)
- Operational Support (Reserve) requirements management
- Telework Coordination
- Regional Manpower Documents and Accounting Management

- Regional Manpower Systems Management (TWMS, TFMMS, RIS)
- Designated special analyses and reporting requirements (e.g., POM/PR manpower analysis/review and manpower/program input into strategic plans, budgets, business plans and other special studies or data analysis/collection requirements.

C. <u>Senior Manpower Resource Analyst</u> (20%)

Conducts or directs analytical management improvement studies and projects, including requirements termination, resource reduction studies, organization reviews, manpower studies, contracting-out evaluations, and cost-reduction initiatives through the Mid-Atlantic Region. Provides expertise, technical guidance, and higher echelon/regional policy interpretation for subordinate commands, programs and cross-functional teams to plan for, organize and execute projects, management surveys, requirements studies, resource utilization initiatives, manpower analyses and other manpower projects Presents written and verbal results and negotiates with/briefs top management officials to accept and implement recommendations. The incumbent serves as the senior manpower resource advisor to the Regional Commander, subordinate Commanding Officers and Regional Program Directors. Works closely with the Director, Business Operations (N5) and the Regional Comptroller (N8) to ensure all issues are thoroughly reviewed and vetted from a total resource standpoint.

FACTOR 1. KNOWLEDGE REQUIRED BY THIS POSITION

Incumbent must have experience in supervising, managing and administering complex, multi-faceted manpower and personnel programs, to include experience in the various functional areas of manpower and personnel management.

Incumbent must have a mastery of a wide range of qualitative and quantitative methods for assessing complex organizational challenges associated with naval Base Operating Support organizations and developing supporting civilian and military billet plans. Must have the ability to analyze and develop plans to address deficient situations and to improve complex management processes.

Knowledge of advanced management and organizational analysis techniques, systems and procedures for assessing and recommending improvements to complex management processes and organizations_ Expert knowledge of qualitative and quantitative methods in analyzing and measuring effectiveness, efficiency and productivity of programs.

Ability to plan, organize and apply a wide range of management principles, theories and processes with a high degree of resourcefulness, ingenuity, analytical acumen and practical implementation to a wide array of unique situations, studies, investigations, evaluations, case analyses, and assignments.

Comprehensive knowledge of a wide range of administrative laws, policies, regulations, procedures and precedents applicable to the administrative of civilian and military manpower programs.

Expert knowledge of the variety of processes associated with the establishment/ disestablishment/modification of organizations, transfers of function/work and other consolidation

issues.

The incumbent must also have:

- Significant management and administrative experience, demonstrating adaptability, flexibility and skills in planning, organizing, scheduling, prioritizing and problem definition.
- Creativity, resourcefulness, and dynamic leadership essential to developing and maintaining a solutions-oriented program.
- Knowledge of the Mid-Atlantic Region's matrix organizational structure and interrelationships as they pertain to customer oriented products and services.
- Knowledge of the nature of military and civilian occupations, skills, experience and training required of the positions serviced/supported.
- Experience in meeting with and dealing persuasively with higher echelon officials, Commanding Officers and other senior management officials to achieve mutual cooperation and understanding in a regional environment.
- The ability to motivate, train, and work effectively with subordinates objectively and farly, the capacity to adjust to changing work pressures, dynamic operational environments and shifting priorities.
- A comprehensive understanding of the Navy's organizational structure and chains of command is required.
- Incumbent must be highly effective in written and oral communication, in mediation and conflict resolution, convincing in presenting ideas and concepts and have demonstrated ability to produce completed staff work in a timely manner.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent performs duties and executes responsibilities under the general guidance and direction of the Chief of Staff and Executive Director of the Mid-Atlantic Region. Guidance provided is normally broad, in the form of verbal or written information regarding overall strategies, goals and objectives, without specifics on techniques or methods to be used to accomplish assignments. Incumbent exercises broad and general authority over assigned program areas, independently developing strategies, plans, execution specifics, monitoring and detailed procedures to effectively execute assigned programs and manage assigned responsibilities. Incumbent works independently within a broad range of authority determining actions to be taken and work to be done according to general guidance, official directives, experience, knowledge and personal judgment.

Incumbent exercises technical and administrative responsibility for the assigned human resources, manpower management, and total force manpower support programs The incumbent is expected to effectively execute assigned programs according to command goals and objectives and official directives, using experience, knowledge and personal judgment to achieve best results. Incumbent is expected to produce finished work that is authoritative and does not require review prior to release. The incumbent is considered the COMNAVREG MIDLANT subject matter expert on total force manpower matters and represents the command in this capacity.

FACTOR 3. GUIDELINES

The incumbent must have a thorough knowledge of OPM, DOD and Navy policies and regulations governing assigned responsibilities. The incumbent must stay abreast of the latest changes in human resource management, manpower management and total workforce development and their impact on serviced activities and mission requirements
The incumbent must be able to interpret and adapt general administrative and management policies and guidelines, organization and manpower management theories, procedural requirements and directives to fit local and unique situations. Major decisions are often made as a result of the professional experience and judgment of the incumbent, his/her understanding of top management goals and constraints, and the incumbent's broad understanding of cross-functional and mission delivery impacts on total force resourcing. Since most guidelines provide only broad general guidance, the incumbent must exercise considerable originality, resourcefulness and seasoned judgment to interpret, adapt and apply guidelines across a range of total force programs.

FACTOR 4. COMPLEXITY

The incumbent directs, as the Total Force Manpower Regional Program Director, in-depth analyses and assessments of human resources, manpower management, organization, and total workforce development functions which support the 14 installations, 60+ LIICs, and 10,000 billets which comprise the Mid-Atlantic Region. The incumbent independently assesses manpower resource and organizational alignment situations, develops appropriate responses and implements high-impact courses of action in a dynamic and rapidly changing operational environment Direction of the program requires the ability to evaluate, synthesize and forecast results of interrelated issues which directly impact effectiveness, efficiency and productivity of work in support of the region's mission execution. In addition, program efforts could impact major mission delivery and thus the ability of CNIC programs and tenants within the AOR to meet their operational requirements. Decisions on approach are complicated by the need to coordinate among varied considerations and organizations and to project resource requirements and project criteria for current and future years (taking into consideration strategic plans, long-range command/program goals, political, economic, and social consequences of changes to the amount of types of services provided and the changing nature of the mission, needs of the Navy and the program customer base). Decisions regarding what needs to be done include major areas of uncertainty in approach and methodology, calling for innovation, creative thinking and resourcefulness_

FACTOR 5. SCOPE AND EFFECT

The incumbent serves as the authoritative technical advisor and subject matter expert for the Mid-Atlantic Region regarding total workforce and manpower management The incumbent interacts with the Regional flag staff, Regional Program Directors, Commanding Officers, senior officials at supported commands, higher headquarters officials and other flag commands to allocate manpower resources, resolve complex resourcing issues and to provide complete total force manpower services. Therefore, the duties of this position have a profound impact on the mission success of all installations, programs and commands within the COMNAVREG MIDLANT AOR. Additionally, effective resource management and utilization provided by the incumbent's organization directly impacts all supported commands within the region.

FACTOR 6. PERSONAL CONTACTS

Contacts are routinely made with all levels of command and management within the COMNAVREG MIDLANT, CNIC and DON/DOD/OPM organizations, other government agencies, the private sector, contractors, Congressional Staffs, local government officials, bargaining units, academia, etc. Each meeting varies as to purpose, content, and ground rules.

FACTOR 7.PURPOSE OF CONTACTS

Contacts ensure increased total force manpower management effectiveness; to gather data, resolve complex issues, address manpower resourcing issues, and coordinate program or cross-functional services and delivery; to discuss and establish/modify major policies, defend regional positions, influence and persuade others in support of mission objectives and command goals, and to provide planning or execution guidance.

FACTOR 8. PHYSICAL DEMANDS

Work is primarily sedentary, with no unusual physical demands. Work is often stressful due to imposed short deadlines and high visibility and impact of work products.

FACTOR 9. WORK ENVIRONMENT

Most work is performed in an office setting with adequate lighting, ventilation and heating. On- site visits to gather information or to consult with programs, installations or higher authority may require periodic business travel.

SUPERVISORY EVALUATION

FACTOR 1. PROGRAM SCOPE AND EFFECT

The purpose of the work is to develop, coordinate, execute, and manage a full-range of regional Total Force Manpower programs for the Mid-Atlantic Regional Commander (a Navy 2-star flag officer). Programs and functions are regional in scope due to geographical area of the Mid-Atlantic Region and significant due to their public visibility, direct impact on naval operations, mission accomplishment, and civilian community interface. Regional Program operations indirectly support approximately 350,000 members of the Navy family (active duty, reserves, appropriate fund and non-appropriated fund civilians, dependents, and retirees) by directly supporting the 14 installations and 10,000 military and civilian employees of the Mid-Atlantic Region. Examples of these programs include: Manpower/Manning, Human Resources, Personnel Accountability, Entitlement Travel, Transient Personnel Operations, Operational Reserve Support, Workforce Development, and Organizational Analysis. Business Operations of the Total Force Directorate involve funds in excess of $4 million annually. The recommendations and technical guidance provided by this position in these and other highly complex programs impact Navy and DoD policy implementation and set internal policy, regulatory, and operational precedent. The incumbent ensures the adequacy, accuracy, and validity of technical information, findings, and data uses as the basis for Navy and DoD program/policy responses and establishes the Regional Commander's requirements for the Total Force Manpower Directorate's programs. Impact directly affects the operation performance and shore readiness of the 14 installations, 60+ UICS, and 21 Reserve Units comprising the Mid-Atlantic Region. The incumbent is frequently called upon to provide recommendations and courses of action to higher headquarters which

influence the mission performance of the CNIC enterprise.

FACTOR 2. ORGANIZATIONAL SETTING

The incumbent is expected to plan, organize, and execute all assignments and duties independently to completion without detailed guidance or instruction. The incumbent reports to the Regional Commander through the Deputy Commander (GS-15) and the Chief of Staff (Navy 0-6) who provides broad policy guidance, objectives, and resource priorities. The incumbent makes significant decision involving broad program areas - - develops major policy, resolves conflicts, solves problems, establishes/modifies/terminates programs and initiatives within the area of responsibility, expends funds, makes official commitments, and develops long-range plans. The incumbent keeps the Regional Commander, Deputy Commander, and Chief of Staff (as well as higher headquarters as appropriated) informed on progress, initiatives, issues, and potentially controversial matters. The incumbents' performance is reviewed by the Deputy Commander and higher authority for effectiveness in terms of operational success, financial performance, quality cost, and conformance to navy operational standards, policies, and objectives. Policy, procedural controls, and operational standards imposed upon incumbent include DoD and Navy directives, instructions, standard business practices, financial accounting guidelines, federal and state laws, regulations, and policy promulgated by navy authority.

FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

The incumbent is delegated broad authority to oversee planning and direction of all assigned Total Force Manpower programs. The incumbent is a Regional Program Director, a department head, and 2nd level supervisor. The incumbent directly oversees a department of 45 military (from 2nd Class Petty Officer (E5) to Commander (05) and civilian (from GS-7 to GS-14) providing services to the Regional headquarters staff and 14 installation commanding officers. The incumbent additionally oversees another 120 personnel programmatically providing Transient Personnel and Navy Career Counseling services. Incumbent has the authority to independently set goals and execute programs to meet legal requirements and mission objectives. Incumbent develops and recommends regional policies to the Regional Commander and Deputy Commander regarding program areas of responsibility. Incumbent makes independent decisions regarding organization structure to ensure efficient and effective operations within the Total Force organization. The incumbent recommends organizational structures and alignments across the region to promote more effective organizations. Incumbent develops long-term strategies and goals to meet assigned mission requirements and to execute higher headquarters priorities. Develops and executes annual business plans and sets service levels for customers and has the authority to align/realign work with the Total Force programs and approve incentive awards for assigned personnel. The incumbent is expected to evaluate courses of action within the context of broad policy guidance and to develop program execution plans and operational strategies to meet organizational goals with established guidelines.

FACTOR 4. PERSONAL CONTACTS

a. Nature of Contacts

The incumbent represents the Regional Commander and the Region in situations with other

commands, federal/state/local activities/agencies, citizen groups, bargaining units, media, and senior staff members of SECNAV, CNO, CNIC, CFFC, NAVSEA, BUMED, NAVFAC, and other base operating support commands. The incumbent routinely interacts with shore/afloat Commanding Officers and key staff members, senior officials, manager, and operational staff members of other services, program managers, technical specialists, the news media, and the public.

b. Purpose of Contact

The purpose is to effectively coordinate to execute and manage Total Force Manpower programs; to ensure compliance with governing federal, state, local, and navy policy; to coordinate with customers and impacted organizations to provide expert opinion; advise, clarify/resolve operational direction to meet Regional Commander program objectives. Typically, assignments and operational responsibilities involve high level participation in Navy and civilian working groups, conferences, negotiations, and meetings concerning matters for which there are conflicting interests, differing objectives, varying opinions and operational objectives. During contacts, the incumbent defines program strategy, solicits/promotes consensus, clarifies/resolves conflict, conveys technical information, develops mutually beneficial strategies and courses of action, and negotiates agreements on behalf of the Navy and the Regional Commander. Additionally, contacts are to gain guidance from higher authority, provide regional guidance to subordinate commands and to gather information upon which to base operational decisions or recommendations.

FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED

Duties and responsibilities involve the full range of complex functions and operational responsibilities inherent in implementing a multi-discipline operational program across 14 installations covering over 20 states. The incumbent manages and coordinates diverse operational programs involving a number of complex vertical organization structures governed by different Navy program managers. The incumbent responds to a variety of regulatory and technical military missions, involving different funding types, resource sponsors, DoD/Navy Program managers and commands. The work is often complex and requires evaluation and assessment of multiple operational requirements, subject matter imperatives, and often conflicting guidance to arrive at best solutions to implement to meet customer requirements and operational necessity. The incumbent develops policies, designs organizations, develops implementation strategies and technical direction, - - all within the context of a wide variety of governing laws, regulations, operational requirements, and regional policies. Plans and initiatives have to be executable within program requirements, manpower/staffing, material, funding and equipment to effective and efficiently deliver and perform required regional operations, meet program objectives, achieve expected results, and minimize operational short falls.

Work is often complicated by frequent changes in work priorities, the injection of unforeseen or unscheduled projects with short deadlines and higher authority short-term response requirements. Often, such changes and emergent operational requirements mandate major adjustment to meet policy shifts, changes in direction, and changes in funding profiles. Changes, in operations and/or policy, often require changes in direction, staffing assignments, priorities, and short deadlines for collection of data and decision–making. Changes may require temporary or permanent adjustment to staffing (plus or minus) and/or use of consultants on ad hoc cross-functions work teams.

The incumbent performs strategic thinking to define organizational goals to achieve various objectives,

exercises full initiative and innovation in performing all duties and responsibilities to accomplish directed and internally developed goals and objectives. The experience judgment of the incumbent is used to select the best approach and plan to apply to any given problem.

FACTOR 6. OTHER CONDITIONS

The incumbent directly supervises and oversees two GS-14s, one Navy Commander (05), on LCDR (04), one LT (03), and one GS-13. The incumbent provides resource sponsorship and funding support for the Transient Personnel Unit and for each installation's Career Counselor. The incumbent is a 2nd level supervisor and department head and ensures coordination between all Total Force Manpower programs to ensure effective delivery of services and support. The incumbent must have high levels of coordination and communication to ensure mission is accomplished without duplication and the mission objectives are met efficiently and effectively. The incumbent coordinates actions among internal supervisors and program managers, other department heads/ regional program managers, special assistants, and Commanding Officers/Executive Officers to ensure effective program delivery.

Position requires a US issued Driver's License

A **SECRET** security clearance is required.

Position Review (Recruit/Fill) Evaluation Statement, RPA #495772, Replaces PD #J416A, GS-0343-15:

Advisory Classification: Management Analysis Officer, GS-0343-15

Duty Location/Series/Title Summary: Command Staff, CNIC, Mid Atlantic, Norfolk, VA, UIC 61463. Position serves as Regional Total Force Manpower and Programs Director for Commander Navy Region Mid Atlantic, encompassing 14 naval installations, 26 Base Operating Support programs and including 10,000 plus military, AF, NAF and contractor personnel operating in a 20-state area of responsibility. A prescribed title of Management Analysis Officer is assigned to this supervisory position in the Management and Program Analysis Series, GS-0343.

Refs: OPM PCF for Management and Program Analysis Series, GS-0343/OPM Administrative Analysis Grade Evaluation Guide (AAGEG), TS-98, Aug 1990; OPM General Schedule Supervisory Guide (GSSG), HRCD-5, April/June 1998

Supervisory Duties are evaluated by GSSG and grade controlling below. Personally performed duties are evaluated at GS-14 by AAGEG.

Factor 1, Program Scope and Effect, Level 1-3, 550 points (Supervises total force manpower programs for CNR Mid Atlantic for headquarters and 14 installations in region)

Factor 2, Organizational Setting, Level 2-2, 250 points (Reports to a position one level below flag officer/SES equivalency)

Factor 3, Supervisory and Managerial Authority Exercised, Level 3-3b, 775 points (Second level supervisory/managerial authorities are exercised by position)

Factor 4, Personal Contacts

4A-Nature of Contacts, Level 4A-3, 75 points/4B-Purpose of Contacts, Level 4B-3, 100 points

Factor 5, Difficulty of Typical Work Directed, Level 5-8, 1030 points (Base level of non-supervisory subordinates is GS-13)

Factor 6, Other Conditions, Level 6-6, 1325 points (Se Factor 5)

TOTAL POINTS: 4105 = GS-15, (4055+)

CORRECTIVE NOTE: In order to establish/classify position, completed and signed position designation record and completed OF-8 signed by supervisor must be submitted.

(b) (6) [redacted], HR Spec (Class), OCHR Stennis 9-23-2016

Investigate

Position Designation Record

Agency	DOD/DON
Position Title	Management Analysis Officer
Series and Grade/Pay Band	GS-343-15
Position Description Number	J416A
Designator's Name & Title	(b) (6) [redacted] CAPT USN CHIEF OF STAFF

National Duties	Degree of Potential for Compromise or Damage
Requires eligibility for access to classified information	• Position requires eligibility for access to Secret, Confidential, or "L" level information
Developing plans or policies related to national defense or military operations	• Any knowledge of military operations or items of war the compromise of which could result in significant or serious damage to the national security
Protecting or controlling access to facilities or information systems	One or more of the following when there is the potential to cause significant or serious damage to national security, through limited autonomy: • Responsibility for identity vetting and/or access to materials for producing credentials and badges permitting access

National Duties	Degree of Potential for Compromise or Damage
	to facilities or information systems, the compromise of which could result in significant or serious damage to the national security • Access to and/or controlling access to designated restricted areas or facilities, property, information systems that maintain materials or national security classified at the Secret, Confidential or "L" level
Fiduciary responsibility in support of activities with national security impact	• Fiduciary responsibilities are of such a minor or inconsequential nature and/or internal controls are so significant that there is no reasonable expectation that there could be significant or serious damage to national security
Unclassified information (e.g. private, controlled unclassified, or proprietary information)	• Limited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause significant or serious damage to national security
Other duties that could otherwise bring about a material adverse effect on the national security. Provide sufficient unclassified explanation to document that the duty does not fit in one of the preceding available selections. DON Total Force Manpower (military and civilian) program director overseeing staffing and manning of 14 Navy installations and 1 Regional Headquarters.	• Other duties, when there is the potential to cause significant or serious damage to national security;

Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	One or more of the following: • Mid-level management duties or assignments • Assists agency rule-makers or policy decision-makers for significant public trust government programs in an influential way • Responsible for independent or semi-independent action with moderate impact on efficiency and integrity of the service • Significant public contact about important government programs impacting the public's trust
Protection of government funds for non-national security operations	One or more of the following: • Obligates, expends, collects or controls funds or items with monetary value of less than $2 million, but only when meaningful controls are in place to monitor the process and detect abuse; Otherwise, value may not exceed $1 million • Audits or analyzes budgets or other financial records, with potential for limited impact on government programs or operations • Procures (or secures funding for) goods and/or services with monetary value less than $2 million annually the compromise of which

Duties	Degree of Potential for Compromise or Damage
	could cause limited impact on government programs or operations
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to: • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust
Government service delivery, including customer service or public liaison duties	Duties involve customer service responsibilities and/or public liaison that could severely impact the public's trust through severe damage/harm to: • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust

Adjustment for Program Designation and Level of Supervision

Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact

Adjustments	Label
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Total Points Designation

Label	Points
Total Initial Position Designation Points from Step 2	81
Adjusted Position Designation Points from Step 3	71

Investigation	Form Required
T5	SF 86

Sensitivity	Risk Level
Non-Critical Sensitive	High Risk

Signature: (b) (6) [redacted]

Date: 26SEP16

Name: (b) (6) [redacted]