WEBPAC

Contents (Last Updated on February 18, 2004)

- Demo Classification Guide
- Dawia Code Definitions
- FLSA
- Sensitivity Codes
- Functional Codes

Administrative

- Titles
- Specialty Codes
- DA-A Duties
- DA-1 Duties
- DA-2 Duties
- DA-3 Duties
- DP-3 Duties
- DP-4 Duties

General

Titles (See WebPAC Program for GS-303 series positions).

- Specialty Codes
- DG-A Duties
- DG-1 Duties
- DG-2 Duties
- DG-3 Duties

- DG-4 Duties
- DG-5 Duties

Scientist and Engineer

- Titles
- Specialty Codes
- DP-1 Duties
- DP-2 Duties
- DP-3 Duties
- DP-4 Duties

Specialist

- Titles
- Specialty Codes
- DS-A Duties
- DS-1 Duties
- DS-2 Duties
- DS-3 Duties
- DP-3 Duties
- DP-4 Duties

Technician

- Titles
- Specialty Codes
- DT-A Duties

- DT-1 Duties
- DT-2 Duties
- DT-3 Duties
- DP-3 Duties
- DP-4 Duties

DEMO CLASSIFICATION GUIDE

All information necessary for preparing and classifying a Personal Activities and Capabilities (PAC) is included in the WebPAC WebPages. The preparation of a PAC simply involves using the WebPAC system to obtain a printout of a specific PAC. Then the printed PAC is submitted through management channels to the Human Resources Department (HRD) for processing.

FORMAT OF CLASSIFICATION STANDARDS AND WEBPAC SYSTEM

The format for the classification standards and PAC system is best understood by referring to the PAC system on the WebPAC. The critical factors in the classification of a position include:

- ♦ SUPERVISORY POSITION
- ♦ SERIES and TITLE
- ♦ FLSA
- ♦ FUNCTIONAL CODE (S&E and DT positions only)
- ♦ DAWIA CATEGORY CODE
- ♦ SPECIALTY AREA CODE (SAC)
- ♦ POSITION SENSITIVITY CODE
- ♦ DUTIES
- ♦ RESPONSIBILITIES
- ♦ JUDGMENTS
- ♦ ORIGINALITY
- ♦ SUPERVISION GIVEN
- ♦ NATURE OF CONTACTS
- ♦ CONTROLS OVER POSITION
- ♦ QUALIFICATIONS
- ♦ EEO RESPONSIBILITY FOR SUPERVISORS

Preparing a PAC means making a selection for each of the classification factors in the WebPAC. Therefore, each position being classified will be a result of specific selections from a fixed standard.

PREPARING THE PAC

Preparing a PAC under this system simply involves using the WebPAC system as follows:

Supervisory Position: Check “Yes” or “No” to indicate whether the position is supervisory. Check “Yes” only if the position involves full supervisory responsibilities and duties.

For a position to be classified as supervisory, the requisite supervisory and related managerial responsibilities involve the accomplishment of work through combined technical and administrative direction of others, and, at a minimum, includes responsibility for:

- Planning and scheduling work
- Assigning work to employees
- Accepting, amending or rejecting completed work
- Assuring that production and accuracy requirements are met
- Appraising performance and recommending performance standards and ratings
- Approving leave
- Effecting minor disciplinary measures

Additionally, the duties of a supervisor typically include prioritizing and scheduling work, and finding ways to improve the quality and/or quantity of the work directed.

Lead Positions: Leadership and supervision may be thought of as points along a continuum from nonsupervisory to managerial work. The range of duties a Lead may be assigned is very flexible, i.e., duties may be just sufficient to meet the minimum for coverage to almost sufficient to meet the minimum for coverage to almost sufficient to warrant a supervisory classification.

<--Nonsupervisor--------Lead--------Supervisor--------Manager-->

Series and Title: Select one of the series and titles currently authorized. See the listing of authorized series and titles by clicking on selection box.

FLSA: In order to properly compute overtime entitlements, a Fair Labor Standards Act (FLSA) determination is required. Following the FLSA guidance in the supplemental selection box of the WebPAC WebPages, indicate the appropriate FLSA status for the position by checking either Nonexempt or Exempt. If you are not sure of the FLSA determination or further interpretation/guidance is desired, contact the HRD.

Functional Codes: A functional code will be selected for S&E and DT positions only. Indicate the functional code as to whether the position is Development, Production, Research, or Test and Evaluation. Choose the code that represents the paramount or predominant requirement for the current position. For example, development work typically involves test work incidental to the development process. Therefore, if the test and evaluation work performed by an employee is incidental to the employee's development work, the proper functional code to check is Development.

DAWIA Category Code: Defense Acquisition Workforce Improvement Act (DAWIA) is a legislative requirement that was incorporated in the Defense Authorization Act of 1991/92. The primary purpose of DAWIA is to improve the Defense acquisition process

by improving education, training, and experience of DOD acquisition personnel. The legislation requires the identification of all military and civilian acquisition position in DOD. Each PAC must be coded with one of the listed DAWIA position category codes. Definitions of DAWIA position category codes are provided in a supplemental selection box within the WebPAC WebPages.

Specialty Area Codes: Select a two-digit code numbers from the specialty area code listing.

Lead

Explain team goals and objectives to assigned team members and assist team in organizing to accomplish work.

Coach, facilitate, solve work problems and participate in the work of the team.

Provide information to the supervisor on performance of the team and individuals.

Communicate assignments, milestones and deadlines to the team and individuals based on supervisor's instructions.

Observe training needs and relay training needs and requests to supervisor.

Inform supervisor of attendance and behavioral problems.

Relay requests for resources and supplies.

Supervisor

Set team goals, select team leaders, assign team members and administratively and technically direct the work of subordinates.

Plan, assign, review and accept, amend or reject work done by teams and subordinates.

Assign performance ratings, approve awards and take performance-based corrective actions.

Make work assignments, set or negotiate deadlines and completion dates.

Schedule and approve funding for team and individuals training.

Counsel employees on behavior and initiate disciplinary actions if required.

Allocate resources to teams.

Specialty Area Codes (SACs) are defined in the supplemental selection box of the WebPAC WebPages if additional information regarding a SAC is required. The SAC descriptions are intended to be representative of NAWCWD areas of work. An employee does not have to perform every item mentioned in the description to warrant selecting a given specialty area code. Specialty area codes should be selected that reflect current job requirements, but should not be used to reflect an employee's total qualifications background.

Select the primary specialty area code that most nearly describes an employee's paramount or predominant job requirements. For example, an engineer who is primarily responsible for developing instrumentation and also is involved in the design and analysis of circuits used to manipulate signals should have a SAC of 16, or Instrumentation/Telemetry, as the primary specialty area code; and 17 for Signal Processing, as a secondary specialty area code.

Employees designated as Deputy or Associate who serve as full deputies or associates to the head of an organization should be coded to the same SAC as the organizational head.

Position Sensitivity Code: All positions are required to be designated in terms of national security sensitivity to ensure appropriate screening under E.O. 10450. Sensitivity designation is based on an assessment of the degree of damage that an individual, by virtue of the occupancy of a position, could have on national security.
Three sensitivity levels for designating positions exist. Critical-Sensitive positions have a potential for exceptionally grave damage to national security. Noncritical-Sensitive positions have a potential for serious damage to national security. Nonsenstive positions are potentially prejudicial to national security. Select the most appropriate code for the position from the WebPAC list.

Selection Of PAC Items: Read progressively through the WebPAC WebPages. Select and check those items that apply to the position being classified. PAC items are intended to be representative of duties, responsibilities, impact of position, supervision given, and nature of contacts of NAWCWD employees at a given grade level. A sufficient criterion for a position to be classified at a given level is at least one check (unless otherwise noted) for each of the classification factors for the grade level selected.
Items are not intended to be mutually exclusive, so some overlap occurs from grade level to grade level. Check items that are most nearly representative of an employee's predominant duties. The resulting PAC is a standardized description of current work performed by an employee and is not intended to describe in fine detail everything that an employee does, has done, or can do.

A primary use of the PAC is as a building block in the performance planning process. The criterion for selecting an appropriate number of items is the necessity of an item in describing an employee's work and whether that item will be used in the performance planning process. Accordingly, the performance plan should track with the PAC. Specific optional information may be added to the PAC. the PAC is intended to be an

individualized description of work performed by an employee and, as such, normally will be an adequate description for most personnel actions. Some positions may require unique skills or knowledge that the supervisor would like to record. Some employees may perform some items at a higher classification level, but not sufficient to warrant overall classification to a higher level. In such instances, the supervisor could so indicate.

WebPAC ATTRIBUTES

One desirable feature of the WebPAC classification system is that the PAC is prepared and classified without a requirement for specialized writing skills. In classifying a position, a supervisor will only be allowed to make a selection without written modifications. Changes to the standards can be recommended by submitting a Change Request to Principal Demo Classifier for consideration of incorporating the changes into the official WebPAC Classification Standard. Because PAC writing is not required in the WebPAC system, supervisory writing style and ability as a hidden consideration in position classification is eliminated. Also, the WebPAC Classification Standards are written in an itemized style that allows the supervisor to scan quickly a standard to make specific menu selections for a position.

DEFINITIONS

Supervisor/Supervises: The terms supervisor or supervises as used in the WebPAC Classification Standards apply to persons having full supervisory responsibilities described in the General Schedule Supervisory Guide . A position classified Supervisory would exercise the following minimum supervisory authorities and responsibilities:

- Assign and review work;
- Assure that production and accuracy requirement are met;
- Approve leave;
- Recommend performance standards and ratings; and
- Exercise four to five of the following authorities and responsibilities:
- Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
- Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignment, and the capabilities of employees;
- Evaluate work performance of subordinates;
- Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
- Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
- Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
- Identify developmental and training needs of employees, providing or arranging for needed development and training;
- Find ways to improve production or increase the quality of the work directed;
- Develop performance standards.

A position will not be titled "Supervisory" if the General Schedule Supervisory Guide cannot be used to classify the position.

Manager/Managerial: The terms manager or managerial as used in the WebPAC Classification Standards refers to the authority vested in some positions to direct the work of an organizational unit; monitor and evaluate the progress of the organization toward meeting goals; and make adjustments in objectives, work plans, schedules, and commitment of resources. Managerial positions typically perform the following:

- Determine program goals and develop work plans for the organization.
- Determine resource needs, allocate resources, and account for their effective use. Identify the need, and develop plans for, organizational changes which have considerable impact, e.g., affecting basic structure, operating costs, or key position.
- Consider broad spectrum of factors when making decisions, including public relations, and policy, Congressional relations, labor-management relations, economic impact, and effect on other organizations.
- Coordinate program efforts with other internal activities, or with the activities of other agencies.
- Assess the impact on the organization's programs of substantive developments in programs and policies in other parts of the DON/Echelon II Command, other Federal agencies, or the private sector.
- Set policy for the organization managed in such areas as program emphasis and operating guidelines, and communicate policies and priorities throughout the organization managed.
- Make decisions on personnel policy matters affecting the key subordinate employees, employee grievances, work force reductions and adverse actions.
- Delegate authority to subordinate managers/supervisors to direct these subordinate work units, including their employees, and monitor the performance of subordinate work units in accomplishing assigned programs/projects.

Organizational Group: The term organizational group is the formally designated organization of which the employee is an immediate member. For example, "Supervises an organizational group . . ." means the employee is a first line supervisor with full supervisory duties and responsibilities for a section, branch, program office, or equivalent group. The organizational group for an employee (1) who "Serves as technical staff specialist and consultant for an organizational group . . ." and reports directly to a division head or (2) whose "Judgments impact organizational decisions . . ." and who reports directly to a division head is the division. The organizational group for an employee who "Serves as technical staff specialist and consultant for an organizational group . . ." and reports directly to a program manager is the program office.

Major Program: A major program is a NAWCWD program, generally a line item in the Department of Defense (DOD) budget, requiring regular contact with DOD and /or Navy

sponsors, and coordination across NAWCWD organizational lines and usually with other services.

Major Proposal: A major proposal is a NAWCWD technical proposal that solicits work in an existing or new specialty area that is being emphasized, closely reviewed, and monitored by top NAWCWD management.

Major Impact: Major impact is measured by the results of the incumbent's work, tasks, responsibilities, and use of his or her expertise to guide and influence technical and management decisions relative to allocation of resources and emphasis of work at NAWCWD.

Major Scope: Major scope is determined by the complexity and difficulty of the incumbent's work, tasks, or responsibilities that require interfacing and coordinating across organizational lines, as well as a thorough understanding of and recognition in a specialty area(s).

Substantial/Significant Scope: The complexity and difficulty of the incumbent's work, tasks, and responsibilities require considerable expertise in a specialty area. The work requires interfacing across organizational lines.

Moderate Scope: Moderate scope is determined by the complexity and difficulty of the incumbent's work, tasks, and responsibilities that require proven expertise in a specialty area. This work is usually performed within an organization group, with limited interfacing across organizational lines.

DAWIA Code Definitions

- A Program Management: Responsible for the optimum mix of cost, schedule, performance, and system supportability throughout the life cycle (design, development, T&E, production, modification, and disposition) of the program. The program manager (PM) has responsibility for one or more acquisition programs. Program management includes other positions that directly or indirectly assist the PM in fulfilling assigned responsibilities.
- C Contracting: Includes all positions classified in the 1102 series. Develops, manages, supervises, or implements policies and procedures involving the procurement of supplies and services; construction; research and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation, and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration including termination or close out.
- D Industrial Property Management: Manages, supervises, performs, or develops policies and procedures for professional work involving the acquisition, control, management, use or disposal of government-owned property used by contractors, or in storage for future contractual requirements. Provides guidance, counsel, and direction to government and contractor managers and technicians relating to regulatory and contractual requirements for managing government property. Participates in pre-award and post-award reviews. Reviews contracts assigned for property administration.
- E Purchasing: Involves purchase, rental, or lease of supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures. Requires knowledge of commercial supply sources and of common business practices with respect to roles, prices, discounts, deliveries, stocks, and shipments. Purchase authorization using the government credit card system or the Small Procurement Electronic Data Interchange (SPEDI) usually will not require coding into the acquisition workforce or this category.
- G Manufacturing, Production and QA (M&P Track): Primarily involves program management or monitoring of the manufacturing and production efforts of private sector contractors. Some duties require professional scientific or engineering knowledge and others require narrowly defined technical duties within the scope of nonprofessional specialist series.
- H Manufacturing, Production and QA (QA Track): Evaluates DOD contractor's compliance with the technical and quality requirements of acquisition contracts; collects and performs analyses of contractor data and examines adequacy of contractor processes to consistently produce conforming products and/or services; audits outcomes of production; performs quality engineering functions; operates laboratories and test facilities to evaluate material acquisitions.
- K Business, Cost Estimating, and Financial Management: Duties include financial planning; formulating financial programs and administering budgets; accounting for obligation and expenditures of funds; cost performance management of

contractors; and cost estimating and advising or assisting commanders, program managers, and other officials in discharging all aspects of their responsibilities for financial management in direct support of defense acquisition processes. Positions involved exclusively with base operations and support functions should be coded as N.

- L Acquisition Logistics: Positions involved in Integrated Logistics Support (ILS) activities (defined in DOD Directive 5000.1 and DOD Instruction 5000.2) or management of logistics associated with the procurement, integration, and fielding of support systems/environment for weapons systems/equipment or for system modifications.
- N Non-Acquisition Position: Does not meet any of the above criteria. Detailed DAWIA information is contained in DOD Manual, Career Development Program for Acquisition Personnel (DOD 5000.52.M), dated November 1991.
- R Communications-Computer Systems: Responsible for directly supporting the acquisition of automated information systems and interconnecting components (to include hardware, software, firmware products, or other items) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. Includes computers, ancillary equipment, software, telecommunications, and other related services. Involves identifying requirements; writing and/or reviewing specifications; identifying costs; obtaining resources (manpower, funding, training); testing, evaluating, planning, obtaining, and managing life-cycle support. Duties must be accomplished under the authority of DOD Instruction 7920.2-M, Automated Information System Life-Cycle Management Manual, dated March 1990.
- S Systems Planning, Research, Development, and Engineering: Positions in this category usually are filled by scientists and engineers directly supporting acquisition programs and normally are found in acquisition organizations, including program offices, and may be found in research, development, and engineering centers or laboratories. Pre-milestone 0 efforts normally are not included unless part of a program comparable in magnitude to a major acquisition program (as designated by DOD or with an eventual total expenditure of approximately $1.8 billion using 1990 constant dollars). The incumbent plans, organizes, monitors, oversees, and/or performs engineering activities that relate to the design, development, fabrication, installation, modification, or analysis of systems or system components.
- T Test and Evaluation: Plans, monitors, conducts, and evaluates tests of equipment, material, and systems; assesses or evaluates test data and results; prepares assessments of test data and test results; and writes reports of findings. Includes monitoring of related activities at contractor facilities.

FAIR LABOR STANDARDS ACT (FLSA) GUIDANCE FORDETERMINING EXEMPT OR NONEXEMPT STATUS FOR DEMONSTRATION PROJECT POSITIONS

The Fair Labor Standards Act (FLSA) prescribes standards for pay entitlements that are beyond those established by Title 5 federal pay laws. Positions covered by FLSA are called NONEXEMPT positions. Positions not covered by FLSA are called EXEMPT positions. Coverage under FLSA is generally based upon the level and the type of duties and responsibilities assigned to the position. You are strongly encouraged to discuss any question on FLSA with your Personnel Management Advisor (PMA.

The following summarizes career path/level FLSA determinations for positions under the Demonstration Project.

EXEMPT: A position is exempt from FLSA pay provisions if any of the exemption criteria (Executive/Administrative/Professional) described in the Fair Labor Standards Act, 29 U.S.C. 201, are met. In general, the following types of positions are normally exempt; however, a final FLSA determination will be made based upon the duties and responsibilities officially assigned to the specific position being classified.

1. All DP-3 and DP-4 positions, regardless of pay plan
2. DA-2 and DA-3 positions
3. DS-3 positions

NONEXEMPT: A position is considered nonexempt (i.e. FLSA provisions apply) when not significantly affecting management policies or programs; when not concerned with providing general administrative support and service; and when substantive analysis, evaluation, and interpretative functions do not constitute a major portion (50% or more of the position. In general, the following types of position are considered nonexempt; however, a final FLSA determination will be made based upon the duties and responsibilities officially assigned to the specific position being classified.

1. DA-A and DA-1
2. DT-A, 1, and 2
3. DG-A, 1, 2, and 3
4. DP-1 and DP-2 Junior Professional positions

Generally, the FLSA determination for positions in the following Demonstration Project career paths/levels is nonexempt. However, a significant number of positions in these career paths/levels are also found to be exempt. Therefore, the FLSA determination must be made based upon the duties and responsibilities officially assigned to the specific position in these categories. You are strongly encouraged to discuss any FLSA EXEMPT determination on positions in this category with your Personnel Management Advisor (PMA).

1. DS-2
2. DT-3
3. DG-4 and DG-5

POSITION SENSITIVITY CODE

CRITICAL-SENSITIVE:

- A Access to Top Secret information.
- B Development or approval of plans, policies, or programs that affect the overall operation of DON.
- C Development of war plans, plans or particulars of future major or special operations of war, or critical and extremely important items of war.
- D Investigative and certain investigative support duties, the issuance of personnel security clearances or access authorizations, or the making of personnel security determinations.
- E Fiduciary responsibility for disbursement or authorization for disbursement of $10 million or more, regular public contact as a representative of NAWCWD, or other duties demanding the highest degree of public trust.
- F Access to Sensitive Compartmented Information (Special-Sensitive).
- G Positions, with relatively high risk for causing grave damage or realizing significant personal gain, involving: (1) Planning, directing, and implementing a computer security program. (2) Major responsibility, as System Manager, for directing, planning, and designing a major computer system, including the hardware and software. (3) Access to a system during operation or maintenance.
- H Others designated as Critical-Sensitive by the Commanding Officer.

NONCRITICAL-SENSITIVE

- N Access to Secret or Confidential information.
- Law enforcement or security duties involving protecting and safeguarding DON personnel or property.
- P Law enforcement or security duties involving education and orientation of DON personnel (applicable only to personnel who prepare formal instructional material or present formal courses of instruction).
- Q Duties involving the design, operation, or maintenance of intrusion detection systems deployed to safeguard DON personnel and property.
- R Positions, with technical review by an employee in a Critical-Sensitive position, involving directing, planning, designing, operating, or maintaining a computer system. This includes: (1) Access to and/or processing of proprietary data, information requiring protection under the Privacy Act of 1974, or government

developed privileged information regarding the award of contracts. (2) Accounting, disbursement, or authorization for disbursement from systems of dollar amounts less than $10 million per year.

NONSENSITIVE:

- V Nonsensitive position.

FUNCTIONAL CODES

Applicable to Scientist and Engineer (DP) and Technician (DT) Categories only:

- D Development (013): Development of exploratory, advanced, and engineering development components, subsystems, and systems. This development includes the use of state-of-the-art technologies; origination of new concepts and inventions; and the application of mathematical, scientific, engineering, and practical knowledge to the process of conceptualization and detailed designing. Those positions that provide technical and managerial analysis and support are included (e.g., production support, Fleet introduction, Fleet support, logistics support, operational/intelligence analysis, and the associated administration of such efforts). Positions responsible for facilities and utility systems also are included.
- P Production (023): Provides in-service engineering, logistics support, and acquisition of operational systems and related equipment to satisfy the weapons engineering, operational testing, evaluation, maintenance, and logistics requirements throughout their life cycle for reliability, maintainability, availability, quality, and performance. Includes project management, basic design, procurement, integrated life-cycle logistics management and support, armament and aircraft weapons systems/subsystems integration and development, engineering, and acquisition of all facets of weapons support equipment. Provides comprehensive software support on all assigned armament, weapons, integrated logistics systems, and weapons support equipment.
- R Research (011): All positions responsible for either theoretical or experimental investigations in science with the objectives of increasing knowledge through the discovery of new facts and advancing the state of the art. Examples include: the discovery of new physical phenomena or the application of known phenomena in new ways, the development of new materials, and the characterization of the properties of materials.
- T Test and Evaluation (014): All positions responsible for the performance of test programs and evaluation programs during all phases of a system development and life cycle. Includes performances of laboratory environmental tests and studies; field tests; design, development, and/or operation of instrumentation and test facilities.

Admin (DA) Category

ADMINISTRATIVE TITLES:

018 Safety and Occupational Health Manager
018 Safety and Occupational Health Specialist
018 Supervisory Safety and Occupational Health Specialist
080 Industrial Security Specialist
080 Personnel Security Specialist
080 Physical Security Specialist
080 Security Officer
080 Security Specialist
080 Supervisory Security Specialist
101 Social Service Specialist
101 Supervisory Social Service Specialist
170 Historian
180 Engineering Psychologist
185 Social Worker
187 Social Service Representative
188 Recreation Specialist
188 Supervisory Recreation Specialist
188 Supervisory Recreation Specialist (Youth Activities)
201 Human Resources Officer
201 Human Resources Specialist
201 Human Resources Specialist (Employee Relations)
201 Human Resources Specialist (Human Resource Development
201 Human Resources Specialist (Labor Relations)
201 Supervisory Human Resources Specialist
260 Equal Employment Manager
260 Equal Employment Specialist
299 Student Trainee (Human Resources)
301 Acquisition Manager
301 Acquisition Specialist
301 Distribution Officer
301 Flight Support Specialist
301 Information Management Specialist
301 Liaison Specialist
301 Material Resources Specialist
301 Organizational Development Specialist
301 Personnel Systems Manager
301 Program Support Specialist
301 Resource Systems Analyst
301 Resources Specialist
301 Retired Affairs Coordinator
301 SNI Sea Range Coordinator
301 Space Resources Specialist

301 Supervisory Flight Support Specialist
301 Supervisory Information Management Specialist
301 Supervisory Organizational Development Specialist
301 Supervisory Program Support Specialist
301 Supervisory Resource Systems Analyst
301 Supervisory Resources Specialist
340 Program Manager
341 Administrative Assistant
341 Administrative Officer
343 Management Analysis Officer
343 Management Analyst
343 Program Analyst
343 Supervisory Management Analyst
343 Supervisory Program Analyst
399 Student Trainee (Administration)
501 Financial Management Advisor
501 Financial Management Specialist
501 Supervisory Financial Management Specialist
505 Financial Manager
510 Accountant
510 Accounting Officer
510 Staff Accountant
510 Supervisory Accountant
510 Supervisory Staff Accountant
510 Supervisory Systems Accountant
510 Systems Accountant
511 Auditor
560 Supervisory Budget Analyst
560 Budget Analyst
599 Student Trainee (Budget Analysis)
690 Industrial Hygienist
690 Supervisory Industrial Hygienist
901 Legal Administrative Specialist
901 Legal Administrative Specialist (Claims Examining)
905 Attorney-Advisor
905 Attorney-Advisor (General)
905 General Attorney
905 Supervisory General Attorney
950 Paralegal Specialist
950 Supervisory Paralegal Specialist
1001 Interpreter (American Sign Language)
1001 Technical Publications Specialist
1010 Exhibits Specialist
1010 Supervisory Exhibits Specialist
1020 Illustrator
1020 Illustrator (Technical Equipment)

1020 Illustrator (Technical Equipment/Scientific)
1035 Public Affairs Specialist
1035 Supervisory Public Affairs Specialist
1071 Audiovisual Production Specialist
1071 Supervisory Audiovisual Production Specialist
1082 Writer-Editor (Printed Media)
1083 Supervisory Technical Writer-Editor
1083 Technical Writer (Engineering)
1083 Technical Writer-Editor
1083 Technical Writer-Editor (Engineering)
1083 Technical Writer-Editor(Physical Science/Engineering)
1083 Technical Writer-Editor (Specifications)
1084 Supervisory Visual Information Specialist
1084 Visual Information Specialist
1084 Visual Information Specialist (Exhibits)
1084 Visual Information Specialist (Presentations)
1084 Visual Information Specialist (Printed Media)
1099 Student Trainee (Visual Information)
1101 Arts and Crafts Manager
1101 Auto Hobby Shop Manager
1101 Bowling Alley Manager
1101 Contract Surveillance Representative
1101 Facilities Support Specialist
1101 Morale, Welfare and Recreation Director
1102 Contract Administrator
1102 Contract Negotiator
1102 Contract Specialist
1102 Procurement Analyst
1102 Supervisory Contract Specialist
1102 Supervisory Procurement Analyst
1103 Industrial Property Management Specialist
1170 Realty Specialist
1173 Housing Management Assistant
1173 Housing Management Specialist
1173 Housing Manager
1199 Student Trainee (Procurement)
1222 Patent Attorney
1222 Supervisory Patent Attorney
1410 Administrative Librarian
1410 Librarian
1410 Librarian (Physical Science/Engineering)
1410 Supervisory Administrative Librarian
1410 Supervisory Librarian (Physical Science/Engineering)
1412 Supervisory Technical Information Specialist
1412 Technical Information Officer

1412 Technical Information Specialist
1412 Technical Information Specialist (Physical Sciences)
1601 Facilities Inspection Specialist
1601 Transportation Manager
1601 Transportation Superintendent
1640 Facility Operations Specialist
1640 Supervisory Facility Operations Specialist
1701 Child Development Center Director
1701 Child Development Program Administrator
1701 Child Development Training and Curriculum Specialist
1701 Family Child Care Director
1811 Criminal Investigator
1811 Supervisory Criminal Investigator
2001 General Supply Specialist
2001 Supervisory General Supply Specialist
2003 Supply Management Officer
2003 Supply Systems Analyst
2003 Supervisory Supply Systems Analyst
2010 Inventory Management Specialist
2010 Supervisory Inventory Management Specialist
2030 Distribution Facilities Specialist
2030 Supervisory Distribution Facilities Specialist
2130 Traffic Manager
2150 Automotive Transportation Specialist

Student Educational Employment Program:

299 Student Trainee (Human Resources)
399 Student Trainee (Administration)
599 Student Trainee (Budget Analysis)
1099 Student Trainee (Visual Information)
1199 Student Trainee (Procurement)
2199 Student Trainee (Transportation Operations)

Administrative Specialty Code Definitions

01 Business Management: Supplements technical proficiency of technical manager or technical management staff with financial management and program planning. Proposes, coordinates, plans, and prepares program budgets, work unit plans, and proposed development or product improvement plans. Plans, coordinates, schedules, and monitors specific program tasks, such as government-furnished material (GFM) and foreign military sales (FMS). Prepares short- and long-range financial plans, life-cycle cost studies, and design-to-cost studies. Analyzes impact of changes and deviations from plans and schedules. Is responsible for accomplishing all administrative tasks connected with financial management, contract administration, acquisition, personnel, equipment control, security, safety, and facilities.

02 Program Management (Administrative): Provides overall direction, coordination, and management of all facets and functions of an administrative program or several closely related programs. Serves as single point of contact for NAWCWD, interfacing with sponsors, headquarters, contractors, or other government activities involved in the program. Supervises a staff of assistant managers, project engineers, business managers, or functional specialists for overall technical direction (not necessarily administrative control) of the program. Prepares all planning documents associated with program organization; product development; material acquisition; and program budgets, schedules, reports, and documentation. Implements national, headquarters, and local policies applied to the program.

03 Administration (General): Provides comprehensive staff and management services to operating organizations, and consultation and advice to the responsible manager. Coordinates all resource management, organizational analysis, administrative policy, and safety and security programs. Emphasis is placed on communicating and resolving administrative matters. Initiates studies and analyses to plan resource allocation and requirements, define organizational deficiencies, and resolve administrative issues. Advisory and consulting responsibilities often require the integration of several resource management disciplines because of the collateral impact of policies and decisions based on the position's recommendations.

04 Administration (Financial): Provides comprehensive staff, financial, and administrative services to operating organizations, and consultation and advice to the responsible manager. Coordinates all resource management, organizational analysis, administrative policy, and safety and security programs. Emphasis is placed on resource management, especially the financial area. Prepares direct and indirect budgets, work unit plans, long-range plans, cost analyses, and analysis of changes to plans and schedules. Initiates studies and analyses to plan resource allocation and requirements, define organizational deficiencies, and resolve administrative issues. Advisory and consulting responsibilities often require the integration of several resource management disciplines because of the collateral impact of policies and decisions based on the position's recommendations.

05 Facility Management: Performs duties relating to facilities and space management, including the identification and analysis of facility requirements, to ensure the effective and efficient use of cognizant facility resources in relation to the organizational mission. Conducts negotiations with other organizational elements on facility matters. Develops

requirements for facility modification, replacement, or construction. Makes recommendations based on analysis and findings in the facility allocation, use, modification, and acquisition processes. Acts as the organizational focal point for all facilities issues, and monitors changes to existing programs based on revised forecasts for available funding, acquisition, and performance scheduling considerations. Initiates requests for discretionary funding for facilities. Participates on site facilities and space planning committees.

06 Budget Analysis: Prepares or assists in preparing budgets and plans. Prepares, monitors, and evaluates financial reports and budgets. Provides ongoing day-to-day advice and recommends financial solutions to managers with problems in the budget area. May have responsibility for responding directly to requests for information regarding his/her specialty from line management, NAWCWD management, and financial management personnel from higher headquarters.

07 Accounting: Maintains accounting records and ledgers that include information on unit costs, expenses, inventories, sales costs, overhead distribution, and revenues for services provided. Prepares analyses and interprets statements of financial condition and other accounting reports. Designs, adapts, installs, evaluates, and/or revises prescribed accounting systems, including accounts, reports, records, devices for controls, and related procedures. Uses accounting information to help solve management problems through advice and collaboration. Researches accounting and disbursing policies and procedures, and conducts evaluation of accounting practices and systems.

08 Auditing: Performs systematic examination and appraisal of financial records, reports, management controls, policies, and practices affecting or reflecting the financial condition and operating results of an activity. Evaluates the degree of compliance with the principles of sound financial management and the effectiveness of the governing regulatory, management, and operating controls. Ensures that financial statements, statistics, and reports are accurate and that NAWCWD assets are properly safeguarded. Detects deficiencies and improprieties in financial management practices and recommends corrective action.

09 Financial Management: Provides resource support with primary emphasis on financial management and planning. Leads a financial team of budget clerks, technicians, and/or analysts. Provides liaison between operating departments and NAWCWD management on financial policies, procedures, and status of projects. Has prime responsibility for providing timely advice to department heads and their staffs on financial management and policy, as well as the legalities of the financial system.

10 Personnel Management: Develops and participates in the management of NAWCWD personnel programs or provides direction, coordination, and management for one or more functional personnel programs. Supervises a staff of personnel specialists in the operational aspects of personnel management.

11 Personnel Management (Advisor): Provides advisory and consulting services to an assigned department in all areas of personnel management. These services include working with department management to develop programs to meet personnel needs or solve continuing problems, and meeting with employees and/or their representatives to give advice and counsel on personnel actions and career development.

12 Personnel Staffing: Plans, administers, supervises, or evaluates recruitment or employment programs; OR performs technical work in recruitment, examination, selection, or placement, and use of employees to staff NAWCWD organizations. Requires technical knowledge and skill in personnel recruitment, examination, selection, and/or placement; and use of judgment in the application of principles, practices, and techniques in these areas.

13 Position Classification: Advises on, directs, supervises, or performs work to classify positions under federal position classification plans and/or establish and maintain position classification plans.

14 Labor Relations: Administers, supervises, evaluates, or performs technical work concerned with labor relations in the federal service. Establishes and maintains effective relationships with labor organizations at NAWCWD, negotiates and administers labor agreements, and otherwise confers with labor organizations on behalf of management.

15 Employee Relations: Primarily establishes and maintains a productive climate of employer-employee relationships within NAWCWD. This specialty may be concerned with relationships between NAWCWD and individuals or informal groups in matters such as supervisor-employee relations; communications; employee services; awards; and employee conduct, rights, grievances, and appeals.

16 Employee Development: Plans, administers, supervises, or evaluates programs designed to train and develop employees. Positions may involve providing guidance, consultation, and staff assistance to management concerning employee training and development matters.

17 Equal Employment Opportunity (EEO): Promotes, develops, advises on, administers, supervises, or manages analytical, evaluative, and interpretive work in the Federal Government's internal Equal Employment Opportunity Program. Administers NAWCWD EEO program by preparing and monitoring affirmative action plans; coordinating an EEO committee; managing the EEO complaint system; managing an EEO training program; advising the Commander and management on all EEO matters; evaluating EEO effectiveness; and planning and administering changes necessitated by evaluation findings.

18 Command Historian: Serves as historian for NAWCWD. Manages a collection of artifacts and documents representing the history of both the technical and administrative accomplishments of the command. Interfaces with historians and archivists at other DoD activities and with NAVAIR and OPNAV headquarter organizations on all matters relating to the history of NAWCWD.

19 Supply Systems Analysis: Performs studies and analyses of supply system/supply management problems that require a high order of analytical ability combined with a comprehensive knowledge of the functions, processes, and principles of logistics and management. Provides

analysis and management of acquisition, aviation support, automated data processing (ADP) inventory analysis, budget, and logistical concepts. Serves as a staff advisor or consultant to management on methods for improving management practices and supply systems/procedures.

20 Inventory Management (General): Manages/implements a comprehensive material inventory control program. Provides material support to organizational-level customers. Authorizes procurement and maintains records for and control of same. Maintains all records for receipt and issue of material. Maintains master stock item records. Provides logistic support for the acquisition of material. Determines stock requirements and maintains adequate stock levels. Coordinates supply support with project schedules to ensure timely logistic support. Administers ADP system for recording inventory levels. Provides technical assistance pertaining to procurement/acquisition.

21 Inventory Management (Electronic/Mechanical Equipment): Provides consultant services to manufacturers and technicians in the areas of parts and assemblies for electronic and mechanical equipment. Organizes and maintains an operational storage and issue facility for equipment spares. Maintains an operating level inventory for all equipment. Maintains records of parts usage and current inventories. Procures routine components and spare parts.

22 Traffic Management: Provides proper packaging of government equipment, movement of all off-site shipments, and personal property services. Plans, directs, and supervises work relating to crating, packing, and shipping personal property; and shipping claims. Establishes work schedules and maintains continuing liaison with technical and support departments. Evaluates transportation costs, and expedites processing of freight and documents.

23 Ordnance Logistics: Plans and coordinates functions. Provides ordnance logistic support. Evaluates the degree and characteristic of NAWCWD logistic requirements. Prepares and compiles projected requirements of explosive material and air munitions. Is responsible for requisition, procurement, physical receipt, identification, storage inventory, and issue of ordnance material. Inspects hazardous areas for compliance with safety and security regulations.

24 Automotive Transportation: Compiles information, maintains records, and prepares special reports pertaining to acquisition, procurement, disposition, use, assignment, loan and rental, and operating and maintenance costs. Gathers, assemble, correlates, and analyzes facts regarding mobile equipment use. Analyzes and evaluates all available information, submits proposals/recommendations, and/or develops automotive management policy and programs.

25 Program Analysis: Estimates resource requirement of systems (both existing and conceptual), including programmatic changes that impact resource requirements and life-cycle costs and effects. Performs research tasks to obtain a variety of cost, schedule, and performance data. Conducts analysis to derive relationships involving system parameters, schedule variations, and costs. Recommends procedures for preparing, documenting, validating, and presenting resource requirements to higher authority. Uses various mathematical, economic analysis, operations research, and computer modeling techniques to perform tasks.

26 Safety and Occupational Health: Manages or implements the safety and health program in the areas of high-energy materials; ranges; tests and evaluation operations; missile flights; ionizing radiation; lasers; microwaves and radar; ergonomics; community, industrial, and laboratory protective equipment use; sight and hearing conservation; and foot protection. Coordinates or provides safety and health efforts in RDT&E where

standards are nonexistent. Investigates accidents and injuries, ensures adherence to safety and health standards, and evaluates the effectiveness of safety practices in assigned organizations.

27 Library (Administrative): Collects, organizes, preserves, and retrieves recorded knowledge in printed, written, magnetic tape, or other media. Typical library functions include the selection, acquisition, cataloging, and classification of materials; bibliographic and readers' advisory services; reference and literature searching services; library management and systems planning; or the development and strengthening of library services.

28 Library (Physical Science and Engineering): Selects and acquires publications and computerized databases and makes subject analysis; indexes, catalogs, and classifies; performs reference work and literature searches; compiles bibliographies; interprets information; investigates and applies computer assistance; develops information systems; and defines user requirements and marketing services.

30 Illustration: Plans, creates, and executes general and technical illustration materials that convey RDT&E information to command activities, sponsors, and headquarters personnel. Involves the development of fully illustrated scenarios, two-dimensional line drawings, multidimensional exploded views, and miscellaneous production tasks. Demands the use and application of such common media as drawing tools, pencils, felt tip pens, tempera, water color, oil, and air brush.

31 Visual Information (Printed Media): Plans, coordinates, and directs the development of printed media projects required to convey RDT&E information to command activities, sponsors, and headquarters personnel. Involves graphic design, development, and production of visual materials for publication media, including recruiting brochures, newspaper and magazine advertisements, technical publications, manuals, reports, pamphlets, periodicals, and other collateral materials. Maintains expertise in Navy and DOD printing regulations and procedures that pertain to the information program at NAWCWD.

32 Visual Information (Visual Media): Plans, coordinates, and directs the development of visual media projects required to convey information to activities, sponsors, and headquarters personnel. Involves graphic design, development, and production of visual materials for use in presentation media, including multimedia productions incorporating 35mm still photography and video. Product includes single-media presentations that use exhibits, displays, overhead transparencies, flip charts, and other special materials, such as plaques. Typical materials produced include graphic symbols, film, titles, and technical and general illustrations depicting product application and mission requirements.

34 Technical Information (Physical Science and Engineering): Provides information services that require substantive knowledge of a specific discipline or field of interest. Performs literature and reference services predominantly in the discipline specialty. Analyzes indexes and identifies concepts in technical report literature. Develops and maintains terminology controls, such as thesauri and descriptors, to provide computerized information retrieval. Provides literature selection and deselection primarily in a specific discipline or field of interest.

35 Audiovisual Production: Advances the RDT&E process through the application of audiovisual technology and skills to technical information requirements, including the preparation of videotape, motion picture, slide, viewgraph, or multimedia technical information presentations to internal command activities, sponsors, and headquarters. Concerns analysis of communications requirements; scripting, producing, directing, and editing; cinematography, videography, or slide/viewgraph photography; sound recording; graphics and animation; special effects; stock footage or stock slide selection; organization and maintenance of slide, viewgraph, videotape, or motion picture archives; and the equipment, skills, and special support services necessary for optimum application of motion picture, video, or slide/viewgraph/multimedia technology to presentation and nonpresentation technical information requirements.

36 Historical Research: Plans and coordinates research projects that involve the use of historical research methods. Collects, organizes, and maintains archival and reference documents. Provides historical research support to requesters, both on- and off-site. Participates in NAWCWD oral and written history programs; serves as a history contact for the Navy laboratories.

37 Printed Media Writing and Editing: Plans, writes, edits, and coordinates brochures, administrative reports, public information releases, house organs, and/or technical articles for general audiences; and supports the functions of public information and community relations. Suits style and content to intended audience.

38 Publication and Documentation Coordination: Coordinates planning and production of and establishes procedures and formats for one or several publications and/or documentation and reporting functions for one or several organizations. Ensures that publication or documentation meets applicable standards and regulations. Coordinates work of other NAWCWD employees and/or contract personnel providing services necessary to these functions.

39 Publications Writing and Editing: Plans, writes, and/or edits, and coordinates technical publications (engineering, research, test, logistical support reports); administrative publications; NAWCWD administrative histories; command histories and annual technical reports; and/or historical journal articles. Assists authors in the preparation and publication of open literature articles and documents.

40 Supply Management: Plans, devises, and implements supply policies in the fields of ADP, acquisition, aviation support, inventory analysis, and logistical concepts. Develops and maintains management information systems capable of providing performance indicators, historical data, and management exception reporting. Coordinates logistics support directives with NAWCWD management. Reviews existing supply system policies and procedures to ensure that they are up to date and applicable. Coordinates the design, development, and application of ADP systems to supply functions and objectives. Performs cost and productivity analysis of alternate methods of accomplishing supply functions. Maintains expertise in Navy and DOD logistics programs that pertain to supply management functions. Manages and controls the shipping and receiving documentation functions at NAWCWD. Establishes plans and guidelines for the acquisition of assigned classes of material. Provides material support for planned programs and special projects, tailoring support to the changing NAWCWD mission.

41 Contract Negotiation: Negotiates contracts, on behalf of NAWCWD customers, between the Government and contractors. Reviews purchase requests for technical and administrative adequacy. Prepares acquisition plans and solicits contractor offers in response to IFB, RFP, or RFQ. When necessary, obtains legal, technical, and price and cost analysis advice. Analyzes contractor offers, performs cost and price analysis, conducts negotiations (including appropriate agreements, appropriate terms, and conditions), and recommends award. Oversees issuance of contract awards.

42 Contract Monitoring: Monitors contractor research, analysis, design, development, test, or manufacturing operations for the Government. Provides the contractor with clarifications on the technical requirements of the contract. Reviews contractor data, reports, studies, designs, design documentation, tests, or equipment to determine conformance with contract technical requirements. Conducts technical reviews to determine acceptability of changes to contract-required services or equipment, and/or determines the usability of items not meeting the requirements of the contract. Coordinates with and furnishes advice to government contracting officers on technical matters. Serves on government (negotiation), pre-award, source selection, post-award, plant survey, first article evaluation, design review, inspection, test review, and performance evaluation teams. Reviews contractor invoices and supporting documentation.

43 Price Analysis: Reviews and analyzes prices and costs of contractor and subcontractor proposals before establishing government negotiation positions or awarding major contracts. Supports contracting officers, negotiators, administrators, and specialists in the performance of functions that require detailed price analysis. Reviews contractor accounting procedures; and, in coordination with DCAA, ensures that direct and indirect costs are charged correctly, and that proposals are in accordance with applicable cost account standards. Participates in cost negotiations of initial contracts and all changes of sufficient size and pricing complexity. Makes recommendations on the reasonableness of price on all major actions.

44 Contract Administration: Is responsible for contract management and maintenance from contract award through physical and financial completion. Interprets and requires performance of terms and conditions, and conducts negotiations (after analyzing proposal and performing cost analysis) to modify or change the terms or conditions under a contract. Maintains liaison with contractor and customer throughout contract life while obtaining legal, price, and cost analysis. Coordinates with internal and external offices and agencies on matters relating to assigned contracts. Initiates, modifies, or otherwise effects changes, and issues orders under contractual requirements, as necessary, to support NAWCWD needs and satisfy regulatory framework.

45 Contracts (Pre-Award): Is concerned with contract planning and management from the initial definition and concept phase of a program or requirement until a complete acquisition package is developed that is suitable for negotiation. Serves as the primary point of contact between the contracting community and the customer organization during contract negotiation and contract performance. Provides professional contracting advice to customers in the NAWCWD technical community. Points out alternate acquisition strategies and their pitfalls and strengths. Assists customer organizations in preparing their acquisition strategy, ensuring that time requirements to pursue selected

contracting strategies are planned for. Assists in obtaining appropriate negotiation authorities.

46 Contracts (General): Negotiates and administers contracts, on behalf of NAWCWD customers, between the Government and contractors from receipt of requirement through physical and financial completion. Reviews purchase requests for technical and administrative adequacy. Prepares acquisition plans and solicits contractor offers in response to IFB, RFP, or RFQ. Obtains legal and technical advice, when necessary. Analyzes contractor offers, performs cost and price analysis, conducts negotiations (including appropriate agreements, appropriate terms, and conditions), and recommends award. Oversees issuance of contract awards. Interprets and requires performance of terms and conditions of contracts. Maintains liaison with contractor and customer organizations throughout contract life. Coordinates with internal and external offices and agencies on matters relating to assigned contracts. Modifies or otherwise effects changes to contractual requirements, as necessary, to better support NAWCWD needs and satisfy the regulatory framework.

47 Procurement (Management): Plans and directs programs to purchase supplies, services, equipment, and material for stock and direct turnover using small purchase procedures that include use of purchase orders, blanket purchase agreements, delivery orders, and imprest funds. Directs the administration of all orders through completion and close out of official order files. Involves directing the follow-up program to ensure the timely receipt of materials and services with small business specialists for joint determination of Small Business/Labor Surplus set-aside. Gathers and provides information to higher management to assist in policy formulation.

48 Procurement Analysis: Reviews, analyzes, prepares, and implements NAWCWD procurement policies. Reviews and makes recommendations for changes to acquisition plans and business clearance. Provides guidance on acquisition regulations and policies. Conducts pre- and post-award reviews of contract files. Performs tasks and assignments requiring specialized and in-depth knowledge of acquisition topics.

49 Management Analysis: Performs studies and analyses of administrative/management problems requiring a high order of analytical ability combined with a comprehensive knowledge of the functions, processes, and principles of management. Provides analysis and management of continuing congressional, OMB, DOD, and/or Navy programs, such as material management, commercial activities, manpower management, position management, productivity improvement, and resource management. Serves as a staff advisor or consultant to NAWCWD management on methods for improving management practices. Supports NAWCWD and headquarters managers by participating in study teams concerned with organizational analysis, assignment and implementation of functions, capital investments, cost reductions, and effective management.

50 Communications Material System (CMS): Performs CMS function as defined in CMS-1 and/or CMS-21 and CMS-6. CMS-1 and/or CMS-21 are U.S. Navy Regulations, issued to and applicable only to CMS custodians. CMS-6 is intended to supplement the provisions of the National Security Agency’s STU-III Key Management Plan (EKMS-702.01. Both the National Security Agency’s and Navy’s COMSEC doctrinal publications are classified.

51 Visitor Program Coordination: Plans and executes programs and presentations for NAWCWD visitors, including high-level civilian and military leaders in the Federal Government; scientists, engineers, and program managers from industry and the Federal Government; and state and local civic leaders. Coordinates visitor programs with the schedules of the technical community. Duties include planning and coordinating support services in the form of messing, berthing, transportation, and coordinating visitor programs with schedules. Serves as expert for information, guidance, and interpretation of requirements for etiquette and protocol in command-sponsored events.

52 Public Affairs (General): Conducts or assists in NAWCWD overall public affairs program, consisting of public information, internal information, community relations, and government affairs. Provides counsel to the Commander and senior staff members on all matters related to public affairs. Responds to news media as the official command spokesman, and clears and releases scientific and technical information to the public.

53 Security Management: Manages, administers, and coordinates the safeguarding of information and materials, usually affecting national defense, from unauthorized disclosure, espionage, or sabotage. Ensures that appointment or retention of individuals in the federal service is clearly consistent with the best interest of national security and defense. Includes all positions that advise on, direct, supervise, develop, manage, administer, or perform work on classified material safeguards, classification management, industrial security, operations security, physical security, security inspections, personnel clearances, personnel movement and control, travel clearances, and visitor and vehicle control. Provides administrative services on public release of technical material, classification of hardware or documentation, procedures for movement and handling of classified material, monitoring and inspecting security systems, and reviewing security plans.

54 Law Enforcement: Develops plans, policies, and procedures to maintain an effective level of law enforcement service and a physical security program. Initiates, conducts, directs, and coordinates investigations into criminal and administrative matters. Works in cooperation with federal, state, county, and/or other law enforcement and investigative agencies. Develops and presents programs on personal and residential security, and on traffic safety. Develops training programs for police and investigative personnel in all areas of law enforcement.

55 Criminal Investigation: Conducts compete criminal, JAG, traffic, and special investigations of alleged or actual violations or offenses, such as fraud, robbery, burglary, assault, malicious damage to government and personal property, and thefts and security violations.

56 Housing Management: Manages or assists in managing one or more family housing projects, billeting facilities, or other accommodations, such as transient or permanent individual and family living quarters, dormitory facilities, and restricted occupancy buildings, including adjacent service facilities and surrounding grounds. Administers, supervises, or performs work involved in the evaluation of housing management programs, the development of administrative procedures, and the provision of technical assistance to on-site housing management. May perform work relating to operations and maintenance, procurement of services, cost management and financial planning, assignments and utilization, occupancy changes and periodic inspections, scheduled and

special requirement surveys, new construction and improvements, control of furnishings and equipment, master planning, and management-tenant relations.

57 General Counsel: Provides professional legal advice to NAWCWD and Procurement Department management in the fields of commercial, business, and acquisition law. Provides a broad range of legal services to contracting and technical personnel on a regular basis. Services include legal advice on proper acquisition practices for formal advertising and negotiated methods of procurement; and on data, patents and copyrights, fiscal requirements, applicability and interpretation of contract clauses, extraordinary contractual relief, and disputes and/or litigation under contract. Provides legal advice to the command on EEO, Freedom of Information Act, and conflict-of-interest issues involving civilian employees.

58 Technical/Project Management: Provides overall direction, coordination and management of all facets and functions of a major technical program or several closely related technical programs. The incumbent serves as the single point of contact for all NAWCWD, interfacing with headquarters, contractors, and other government activities involved in the program. Directs the activities of a staff of assistant managers, project engineers, business managers, and/or functional specialists (who may or may not be under the manager's administrative control) for overall technical/project direction of the program. Is responsible for preparation of all planning documents associated with program organization, product development, material acquisition, program budgets, schedule, reports, and documentation. Implements national, headquarters and local policies as they apply to the program.

61 Information Management: Advances the processes used in the generation of technical information products through the application of automated technologies. Is involved in examination and analysis of technical information processes and products with a focus on the identification of technologies to improve and enhance information processing capabilities of a variety of technical information disciplines.

62 Environmental Management: Provides overall advice and assistance to managers on the development, execution, and maintenance of adequate environmental protection plans and programs; and the development and review of related grant proposals, environment, environment impact studies, etc. Develops plans, policies, and procedures necessary to carry out national, state, and local rules, laws, and regulations; and analyzes how NAWCWD programs impact the environment.

63 Military Personnel Management: Provides comprehensive staff and management services to operating organizations, and consultation and advice to the responsible manager in matters relating to military personnel. Emphasis is placed on communicating and resolving administrative matters relating to military personnel. Advisory and consulting responsibilities often require the integration of several resource management disciplines because of the collateral impact of policies and decisions based on the position's recommendations. Serves as final reviewer before the signature of the action officer or other general organizational approval of military personnel transactions. Serves as an authoritative source in the interpretation of military personnel rules and regulations as applied to specific circumstances not directly applicable. Recommends changes in local military personnel policies and standard operating procedures to achieve the most

efficient and economical service. Is required to have comprehensive knowledge of all military personnel instructions and manuals, and officer and enlisted programs.

65 Human Resources Management (NAF): Plans, administers, supervises, and evaluates employment programs for nonappropriated fund employees. Provides advisory and consulting services to the MWR Department in all areas of personnel management for both civil service and NAF employees. Works with department management to develop programs to meet personnel needs or solve continuing problems, and meets with employees to give advice and counsel on personnel actions and career development.

66 MWR Programs (General): Develops, supports, and/or administers plans, programs, and directives governing MWR operations. Supervises, directs, supports, and/or administers the operation and management of facilities and activities of at least one of the following: athletics, aquatics, golf, theater, child development, information/tickets/tours, and similar activities. Applies existing guidelines and develops own supplements and procedures for use by staff to evaluate patrons needs and interests. Evaluates programs to meet participant interest and needs. Plans, develops, organizes, supervises, and evaluates sports, youth development and/or family recreation programs that encompass a comprehensive program of social, cultural, athletic, and recreational activities.

71 Aircraft Maintenance: Is responsible for technical management in supervisory positions at the department level for aircraft and aircraft maintenance systems. Analyzes, organizes, staffs, budgets, and implements general and specialty tasks and team efforts to resolve major aircraft maintenance, support, and operational problems; investigates aircraft support operations and maintenance systems improvements; and establishes improved operating policies and procedures necessary to enhance aircraft reliability and availability. Provides direct interface between aircraft maintenance and project activities to ensure operational effectiveness and safety. Deals with critical day-to-day maintenance operation problems on broad scale; and provides assignments, reviews, and reports of technical and administrative actions and progress toward goals accomplishment. Represents the organization and is generally empowered to make tentative or binding decisions and commitments pertaining to the organization.

76 Social Services: Manages, implements, and/or interprets directives of specialized programs relative to social welfare programs by providing assistance to military personnel and their families. Obtains background information through interviews. Establishes eligibility for use of agency resources, explains use of agency and community resources, and makes appropriate referrals to sources of additional help.

77 Public Affairs: Administers or performs work that establishes and maintains mutual communication between federal agencies and the general public, including internal or external, foreign or domestic audiences. Identifies communication needs and develops informational materials that inform appropriate agencies or the public on policies, programs, services, and activities. Assists in implementing the public affairs programs consisting of public information, internal information, media queries, special events, and community relations. May work on any or all of the following programs: Speakers Bureau, people's recognition program, tour program, special events programs, and the marketing and publicity for morale, welfare, and recreation functions.

79 Public Affairs (Editor): Is responsible for administration and overall operations of the public affairs program. Provides general assistance in all aspects of public affairs and

serves as managing editor of the site newspaper. Functions as team leader over editor and staff, and provides training, as required, to ensure accuracy and adherence to editorial and security policies. Provides direction in assigning and prioritizing stories, and assists with general office coordination, as directed. Assists in the review, clearance, editing, packaging, and marketing of all materials, technical or general.

80 Public Affairs (Environmental): Plans, directs, or implements the public involvement process for environmental programs at NAWCWD, China Lake. Identifies appropriate agencies or public on environmental policies, programs, plans, services or activities.

81 Organization Development Specialist: Advises managers regarding the most effective techniques for initiating and implementing systematic organizational changes. Provides an objective assessment of a situation, recommends intervention for change that will result in organizational growth, and provides follow up implementation assistance. The experience and knowledge base required by the OD specialist derive from a thorough grounding in the following: behavioral science, including human psychology, organizational dynamics; field of management; understanding of organizational systems; including the formal structures, the cultures, and revenant environments; understanding of the developmental and interdependent nature of the change management process. Specific skills and abilities required include the ability to: analyze complex situations; synthesize data into a framework for management and team understanding; communication with people at every level of the organization; deal with ambiguity; manage conflict. Additionally, the OD specialist must have knowledge of and demonstrated experience in the appropriate selection and utilization of the following change interventions: process consultation; third party mediation, administering psychological instruments, meeting processes, organization design, team development, strategic planning.

82 Patent Attorney: Within the framework of overall Navy policy and legal policies as promulgated by the General Counsel of the Navy, the incumbent serves as an attorney within a component office of the General Counsel. As a patent attorney, the incumbent applies his/her expertise in one or more of the technical disciplines of science or engineering to provide legal advice and guidance on a wide range of patent issues impacting intermediate and advance patent functions. In general, the incumbent may be called upon to perform any and all professional, legal, scientific or engineering work in connection with: providing professional legal advice to contracting officers and other procurement personnel on patent copyright and trademark matters; determining rights to inventions; preparing patent application, statutory invention registrations, and publications; and preparing and/or presenting briefs and arguments for administrative boards or Federal courts.

83 Sensitive Compartmented Information/Intelligence Administration: Is the Center's primary representative in the Sensitive Compartmented Information (SCI) (Intelligence) community, providing an efficient interface between them and NAWCWD. Consists of the skills, knowledge, experience and facilities required to provide overall security for SCI; ability to utilize and interpret Director Central Intelligence (DCI), Defense Intelligence Agency (DIA), and Navy SCI policy; manage SCI personnel billet allocations; develop and maintain effective personnel security program; develop and maintain SCI library collection; ability to grasp technical needs and provide data to

support need; provide security for SCI ADP systems; develop planning and implementation of protective measures and security procedures for new or existing SCI facilities; oversee SCI contract security management; effectively manage cryptographic communication center.

84 Paralegal Specialist: Collects, analyzes, evaluates, and organizes legislative developments and administrative and judicial decisions. Performs legal analysis on issues or programs which may impact NAWCWD. Will examine case files search for legal precedents, prepare legal documents, interview clients and interact with other Federal, State, and local government agencies.

85 Small Business Office: Establishes overall program objective guidelines. Insures compliance with legal and regulatory requirements. Resolves formal and informal complaints form contractors and government personnel. Analyzes procurement reports, statistics, and documents. Counsels potential contractors and subcontractors regarding the procurement programs at NAWCWD (China Lake only?) Represents the Navy in procurement conferences for the purpose of familiarizing business communities with the purchasing methods and practices of the Navy. Coordinates and works with the Small Business Administration to assure local procurement policies and practices are in conformance with public law and regulations.

86 Corporate Resource System Analysis: Provides comprehensive corporate level resources analysis and planning capability. Conducts/participates in studies, analyses, develops and presents recommendations, responds to external requirements for resource planning and management information. This function includes the development and maintenance of tools, systems, interfaces, and dedicated information systems for the purpose of resource information fusion and interpretation from external and internal source (transaction) systems. The skills requirements (generalist) consist of comprehensive knowledge of relational database management system development, custom report programming, resource system source content (human resources, budget/finance, DOD acquisition process/structure). Analysts are autonomously assigned both continuous full-spectrum programmatic responsibilities, as well as ad hoc assignments. The financial resources available for this function, preclude manning by dedicated specialists and acquisition of external support.

87 Specifications Writing and Editing: Determines requirements for and writes, edits, maintains, coordinates through contracts, and revises data, specifications, and related documents used in the acquisition cycle of NAWCWD weapon systems from conception through engineering development and production. Included are program-peculiar development, fabrication, material, and process specifications and military specification, standards, and handbooks. Interprets, analyzes, and comprehends statistical theories, methods, and practices and uses knowledge of DOD systems acquisition practices to perform this work.

90 Realty: Provides liaison with WESTDIVNAVFACENGCOM on real estate matters including, but not limited to: (a) acquisition of title to all lands, improvements and lesser interests acquired for Naval purposes, (b) granting of easements, leases, licenses, and similar interests in real property under the control of the Department of the Navy, (c) disposal of excess Navy real property, (d) processing of claims arising from the use and/or occupancy of real property, (e) liaison with other organizations in connection with

real estate matters, (f) provide supporting documentation for preparation of leases, deeds, easements, licenses, permits, transfers, etc. necessary for real estate transactions.

91 Child Development Programs: Operates and/or administers an ongoing program of individual and group development recreation activities designed to stimulate and sustain social, cognitive, physical and emotional growth of children. This includes the Child Development Program, Family Child Care Program and/or Youth Program.

92 Facilities Inspection: Performs multi-disciplined controlled inspections of facilities and various facility-related systems (i.e. air conditioning systems, dynamic equipment systems, plumbing systems, electrical systems, structural and roofing systems). Categorizes deficiencies by urgency and calculates preliminary cost estimates.

93 Personnel Systems Manager: Provides systems management and systems administration support and serves as the Personnel Systems Manager for a major NAWCWD site. Using the DOD automated personnel, payroll and local personnel information systems provides data processing support to the personnel operating division and other human resources programs. Maintains liaison with DOD service center personnel to ensure system integrity is maintained and assists in resolving problem areas. Evaluates the effectiveness of automated personnel systems procedures and operations for accomplishing human resources functions and provides leadership to the Data Management Group which receives, coordinates, reviews, analyzes and processes all types of personnel actions. Identifies and resolves inconsistencies, omissions and errors and performs quality analysis of output products and data files and data tables to assure both processing accuracy and satisfaction of user requirements.

94 Personnel Data Management Group: Provides data processing support to the personnel operating division and other human resources programs using the DOD automated personnel, payroll and local personnel information systems. Receives, coordinates, reviews, analyzes and processes all types of personnel actions. Monitors daily file maintenance through periodic reviews of transaction registers and source documents, and uses immediate inquiry techniques for determining corrective action. Provides technical support for the initial build and subsequent maintenance of local tables used in personnel data systems. Identifies and resolves inconsistencies, omissions and errors and performs quality analysis of output products and data files and data tables to assure both processing accuracy and satisfaction of user requirements.

95 Law Clerk: Performs professional legal work requiring graduation from a recognized law school or equivalent experience, pending admission to the bar.

96 ADP Security: Prepares, coordinates and maintains Department FIPR records, ensuring all information is accurate and complete. Provides guidance and information on ADP security and maintains files for the accreditation of computer systems. Evaluates and selects computer equipment for initial installation or to update and replace equipment. Work includes analysis of the effective use of equipment.

97 Special Security Management: Provides security and administrative support to direct funded programs with unique security requirements which are more stringent than those security requirements normally applied in DoD. Interprets sponsor’s unique classified technical needs and applies risk management implementation of relevant security measures to ensure national security. Implements unique security requirements related to personnel, operations security, automated testing, monitoring and inspections while

assisting the program to meet its mission. Oversee contract security administration. This work requires a Top Secret Clearance adjudicated to DCID 1/14 and approval for program access.

98 Student Educational Employment Program:

Incumbent participates in a Federal employment program which provides work opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.

99 Unique

DA-A

DUTIES

a. Performs routine or repetitive tasks or operations under close supervision.
b. Performs routine or repetitive tasks or operations, which comprise a segment of an assignment or project of broader scope, by applying commonly used rules and procedures.
c. Receives classroom and/or on-the-job training to develop skills.

RESPONSIBILITIES

a. Responsible for performance of assigned tasks.
b. Responsible for learning and applying methods, techniques, procedures, and work sequences assigned by senior personnel.
c. Responsible for assisting senior personnel.

JUDGMENTS

a. Exercise of judgment is limited in that assignments are clear-cut and repetitive.
b. Exercise of judgment is limited in that the work consists of tasks or operations that involve related steps, processes, or methods.
c. Exercise of judgment is limited and will be closely monitored by the supervisor or other senior personnel.

ORIGINALITY

a. Uses standardized methods, techniques, or procedures requiring limited originality, but may suggest modifications or ideas that improve work methods.
b. Learns to apply unfamiliar methods and techniques to the solution of problems.

SUPERVISION GIVEN

a. May coordinate and/or assist in the work of associates.
b. Not applicable to this position.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with managers, sponsors, contractors, and associates may be involved. The position requires the following personal contacts and reasons for these contacts by the incumbent:

a. Branch or Section Head: Reports progress, seeks guidance on problems, obtains directions.
b. Department or Competency Head: Limited contact, usually to report results or receive direction.
c. Associates: Receives or provides assistance and advice, exchange information.
d. Other Government: Provides information of a routine or limited nature.

CONTROLS OVER POSITION

1. The incumbent is assigned to a specific organization and is under the supervision of the head of that unit for administrative and technical matters. Work is closely supervised and emphasis is given to the incumbent's training and development.

2. The incumbent is assigned repetitive and one-of-a-kind tasks that are accompanied by clear, detailed, and specific instructions. The work is closely controlled through the assignment process.

The following statement automatically appears on all PAC's:

QUALIFICATIONS

The incumbent must meet the qualifications requirements at the GS-1 level of the applicable standard in the Office of Personnel Management Operating Manual, Qualification Standards for General Schedule Positions, and (if appropriate) the physical standards for the position as stated on the relevant SF-78.

DUTIES

a. Receives training relative to NAWCWD policies and rotating working tour procedures and performs working tours during specified duration of the Administrative Junior Professional (AJP) Program.

b. Assists senior specialists in the performance of detailed and routine work or performs or assists with reviews and analyses that provide information.

c. Performs specific portions of work to provide orientation, familiarization, and training in the specialty area(s).

d. In unique assignments, analyzes, develops, reviews, or administers management or administrative programs, procedures, or systems of limited scope and complexity with applicability to a specific functional area, department, or comparable assignment or organization.

e. Receives training relative to NAWCWD policies and procedures in the specialty area.

f. Serves as source of support for a department or directorate in personnel management, financial management, contract management, or other technical or functional areas providing limited technical advice to management and personnel at many levels.

RESPONSIBILITIES

a. Supports a limited portion of a specific project, program, analysis, or service assignment in the specialty area.
b. Performs specific tasks in rotating working tour assignments.
c. In unique assignments, plans, coordinates, implements, or supports a limited portion of administrative or management programs, or performs such functions in support of programs, procedures, or systems of limited scope and complexity.
d. Assists higher graded personnel in the performance of assigned duties.
e. Assists with the coordination and implementation of a functional specialty where good judgment is required to provide sound advice.

JUDGMENTS

a. In unique assignments, results of analyses, development, reviews, or administration have impact on a specific functional area, process, or system that is limited in scope, applicability, or complexity.
b. Limited exercise of judgments and decisions is required on detailed work and in making preliminary selection and adaptation of alternatives.
c. Results of analysis, recommendations, or implementation efforts help provide the basis for decisions made by higher level personnel.
d. Judgments in technical or functional specialty are reviewed for soundness by higher level personnel before acceptance.

e. Work on simple technical or specialty area problems is expected to reflect sound judgment and analysis.
f. Judgments impact technical progress relative to program(s) and/or contractor operation.

ORIGINALITY
a. Learns to apply unfamiliar strategies and techniques to the solution of problems.
b. Applies standard or established techniques, methods, or procedures requiring limited originality.

SUPERVISION GIVEN
a. In special cases, gives supervision to clerical or support personnel.
b. Reviews and/or coordinates the work of assistants or clerks.
c. Not applicable to this position.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Senior Associates and Supervisor: Seek guidance on task assignments to gain knowledge necessary for professional development.
b. Higher Management: Limited contact usually in company of specialist to report results or observe.
c. NAWCWD Employees: Provide advice, coordinate, or obtain information from other personnel in order to accomplish common objectives.
d. Contractors/Vendors: Monitor progress; discuss administrative, contractual, and/or technical matters; or verify end product.

CONTROLS OVER POSITION
1. In special or unique cases when the full performance level or growth potential does not exceed DA Level 1, the incumbent may work independently with a great deal of latitude and minimal direction. The incumbent's work may be reviewed by the supervisor only with regard to the effectiveness of operation or functioning of the system, process, or procedure. The incumbent may recommend or establish policy and procedures applicable to an assignment of limited scope and complexity.
2. Assignments are accompanied by detailed and specific instruction concerning work methods and the desired end product. Tasks are performed under close guidance and the supervisor or senior specialist is available to answer any questions that may arise. Work is carefully reviewed during progress and upon completion.
3. Incumbent is under the administrative supervision of the Administrative Junior Professional Program Coordinator of the Human Resources Department. The coordinator provides regular direction and counsel regarding assignment and progress in the program, approves/disapproves leave, and arranges for performance ratings of JP's work during rotational assignments. During each rotational assignment, the incumbent is assigned to work with a specialist in that field who provides assignments, technical direction, and

review of work during its progress, and a final evaluation at completion of the tour.

QUALIFICATIONS

1. The incumbent must have a bachelor's degree or equivalent training and experience in an appropriate field and otherwise meet all qualification requirements of the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions for the GS-5 level.

DUTIES

a. Plans, writes, edits, or directs through a contract the preparation of documentation such as reports, printed or visual media, statements of work, and contracts.

b. Performs or assists in planning, scheduling, collecting, or providing data; analyzing; developing conclusions; writing reports; recommending actions; or projecting trends relating to administrative or technical programs or functions with moderate to substantial impact.

c. Performs or assists in developing, coordinating, conducting, analyzing, reviewing, administering, managing, or controlling functions, programs, or systems in a staff, support, or specialty area with moderate to substantial impact.

d. Assists the primary NAWCWD point of contact for a total program or function, or serves as the primary point of contact for elements of a total program.

e. Serves as a source of support to NAWCWD organizational subdivisions in personnel management, financial management, contract management, or comparable function or specialty area. Provides technical advice in the specialty area to management and personnel at many levels. Performs evaluations, resolves problems, and generally carries out oversight responsibility for the specialty.

f. Negotiates delivery orders, administers contracts and/or purchase orders, or acts in an advisory capacity for assignments of a moderately difficult and complex nature.

g. Assists higher-level personnel in the negotiation of delivery orders, administration of contracts and/or purchase orders, or providing advice for assignments of a difficult and complex nature.

h. Assists in the review, preparation, analysis, solicitation, evaluation, and negotiation of contracts and modifications of a moderately difficult and complex nature.

i. Adopts previous study plans, collects and analyzes data, identifies conclusions, makes recommendations, and/or prepares reports for management analysis assignments of limited to moderate scope and complexity.

j. Provides management analysis support to an organization, function, or program of limited to moderate complexity.

k. Plans, designs, develops, produces, or executes scientific and technical illustrations, visual media, printed media, and/or collateral materials.

l. Performs layout and executes illustrations in a variety of media as required by the NAWCWD publication or presentation programs.

m. Develops or improves procedures, counsels tenants, makes recommendations, conducts inspections, or performs functions of comparable scope and difficulty in support of the NAWCWD housing management program(s).

n. Assists with planning, analyzing, and/or developing computer security systems, networks, software, programs, systems analyses, and systems requirements.

o. Coordinates and administers initial distribution of all NAWCWD technical publications, correspondence, notices, instructions, and other administrative papers.

p. Performs with direction such reference tasks as bibliographic verification, ready reference, and literature searches.; performs computerized information retrieval.

q. Indexes, subject analyzes, and performs thesaurus maintenance.

r. Acquires books, serials, periodicals, and technical reports for Technical Library and

NAWCWD-wide use, and/or manages and directs cataloging procedures and policies.
s. Manages the Computerized Library Information Program (CLIP) data input.
t. Performs or assists with planning, directing, scheduling, and/or supervising the operations or activities of a club or open mess.
u. Serves as the purchasing agent for a club or open mess.
v. Monitors orders from onset to completion. Coordinates and initiates expediting actions.
w. Obtains, analyzes, and/or revises planned or scheduled requirements and forecasts to determine need, categories, quantities, funding, and availability of material/commodities.
x. Performs and/or assists in developing and/or presenting to management and/or other personnel written and/or oral reports and/or recommendations.
y. Assists in developing complex or special nonrecurring reports.
z. Performs financial services such as monitoring operations for legality; provides liaison between the service and functional code; participates on special teams or committees; recommends allocation/disposition/processing of various documents; prepares plans, reports, instructions, etc.
aa. Prepares and coordinates public information products that support the public information and community relations functions.
bb. Functions as an associate to senior specialist(s) in a specialty area performing moderately complex assignments of limited scope.
cc. Independently performs moderately complex assignments of limited scope in the specialty area involving application of standard policies and regulations and widely accepted methods and practices.
dd. Receives training relative to NAWCWD policies and rotating working tour procedures, and performs working tours during the specified duration of the AJP Program.
ee. Recommends changes in local policies and standard operating procedures to improve operations to achieve the most efficient and economical service.
ff. Serves as the administrative officer for an organizational unit (e.g., branch, division, or program office), and provides a range of administrative support that involves several related processes that have resource constraints requiring resolution of administrative problems.
gg. Plans, schedules, budgets, and coordinates major phases of facilities and space management programs.
hh. Assists with the analysis, evaluation, and design of systems for processing data.
ii. Assists supervisor in the preparation, analysis, and interpretation of the department's financial condition. Monitors financial reports and records and reports significant changes to supervisor.
jj. Performs independent tasks/studies/projects of moderate scope.
kk. Advises, reviews, and monitors all department facilities, proposals, and Communication Service Requests (CSRs).
ll. Works as a team member with senior associates to identify, coordinate, and evaluate problems relative to supply operations and work performed.
mm. Maintains and processes stabilized requirements, determinations, inventory levels, excessing programs, purchase authorizations, and fund administration.
nn. Monitors and controls ADP shared access or serves as database administrator or deputy administrator.

oo. Keeps supervisor informed of ADP program priorities and problems arising in area of machine accounting system.
pp. Prepares and presents instruction material of average difficulty for educational purposes.
qq. Prepares statement of work; updates and monitors contracts concerning ADP with supervisor's work approval.
rr. Assists senior personnel or participates as a member of an audit team engaged in studies, analyses, and evaluations of financial systems, reports, financial statements, cost transfers, general ledger accounts, procedural instructions, regulations, and accounting practices and operations. Investigates, formulates conclusions, and prepares recommendations for improvement of the effectiveness and adequacy of existing operations, procedures, etc.
ss. Assists in the analysis and development of comprehensive administrative, management, and/or financial systems, programs, and procedures for application to a functional area or department.
tt. Assists in the design, development, evaluation, and implementation of computerized cost models for major programs.
uu. Assists in developing policies and procedures for engineering logistics support, operational support, maintenance support, test support, equipment support, change control, deficiency investigation, and provisioning support for developmental and operational weapon systems.
vv. Assists in the planning, acquisition, and monitoring of technical publications and/or provisioning and/or supply support programs, and documentation for weapons and/or weapon systems.
ww. Assists as a staff specialist in providing limited guidance to supervisors and participates with committees on special projects.
xx. Plans, designs, writes, edits, maintains, revises, and/or coordinates the preparation of audiovisual elements of technical information documentation or presentations.

RESPONSIBILITIES
a. Takes responsibility for specific segments of moderate scope of a functional or specialty area.
b. Assists senior personnel.
c. Performs work of moderate scope, difficulty, or complexity in a specialty area.
d. Assists higher level personnel in the performance of work of substantial scope, difficulty, or complexity in a specialty area.
e. Maintains a working knowledge and proficiency in the operation of technical equipment.
f. Effectively resolves complaints.
g. Performs specific tasks in rotating working tour assignments.
h. Accounts for funds generated from all sources (sale, membership dues, vending machines, etc.), their collection, reconciliation, recording, safeguard, and deposit as directed by pertinent policies and procedures. Ensures that policies and procedures for the control and accounting of cash and other negotiable items are strictly adhered to.
i. Provides general administrative staff support for the organizational group or technical program.

j. Takes responsibility for specific programs/areas in a club or acts in a staff capacity to the manager.
k. Provides advice and services on moderately complex or difficult issues to a department, division, or program office.
l. Advises supervisor of the progress of projects assigned, anticipated problems, major policy changes expected affecting specialized area, and completion of projects assigned.
m. Takes responsibility for fiscal accountability and documentation of procurement/acquisition, receipt, and issue records.
n. Prepares, or assists in the preparation of, reports and correspondence for internal and external review/distribution.
o. Resolves operational and administrative matters in accordance with current policies, procedures, and directives as requested.
p. Takes responsibility for written and oral communications, exercising tact, diplomacy, and good judgment in relations with others.
q. Investigates and prepares justifications for survey actions in compliance with regulations.
r. Properly executes and maintains the ADP system.
s. Learns and applies methods, techniques, and principles of the specialty area.
t. Conducts moderately complex accident investigations and other monitoring activities in occupational health and/or safety.
u. Prepares the slide, viewgraph, motion picture, or video response selected to meet technical information documentation and/or presentation requirements.
v. Plans, coordinates, analyzes, and/or supports work within a subject matter area. Works with the supervisor and subject matter specialists to ensure accuracy and adequacy of work in the assigned area.
w. Conceives, plans, and directs tasks to produce products that require one-time or continuing coordination of a small task or functional area team.

JUDGMENTS
a. Judgments and decisions impact the work of the specialty or program area.
b. Judgments and decisions impact operation(s), functions, programs, management, or policies of NAWCWD or its organizational segments.
c. Judgments impact the decisions of the immediate supervisor and/or higher level personnel.
d. Judgments and decisions impact written products.
e. Judgments are recognized as sound, accurate, and knowledgeable and are generally accepted and followed after general review.
f. Work is expected to result in the development of technically thorough, creative, and reliable products representative of high-quality NAWCWD output.
g. Findings and recommendations impact the immediate work area being studied.
h. Results of planning, analysis, recommendations, or implementation efforts have a significant impact on profit or loss of the organizational entity.
i. Efforts have impact on direction, accomplishment of goals, and schedules of projects of limited scope.
j. Judgment affects quality/quantity of assigned inventory commodity.

k. Judgments impact information disseminated both up and down the chain of command regarding the specialized area.

ORIGINALITY
a. Develops, defines, or applies new or improved techniques, methods, practices, or strategies.
b. Applies or adapts standard policies, principles, regulations, and currently accepted methods and practices of the specialty area.
c. Recommends constructive ideas to increase the efficiency, effectiveness, and productivity within a specialty area.
d. Uses ingenuity to isolate, define, and characterize critical features of problems and recommended solutions.

SUPERVISION GIVEN
a. Coordinates, directs, reviews, and/or monitors the work of others in accomplishment of a specific task.
b. Monitors, coordinates, or directs the work of junior associates, assistants, or clerks.
c. Supervises and directs both administratively and technically a small organizational group.
d. May supervise and direct the work of subordinates when the manager is not present.
e. Monitors and coordinates the efforts of associates across organizational lines.
f. Not applicable to this position.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:

a. Higher Management: Report progress, provide guidance on routine aspects of specialty area, seek review of products, submit proposals.
b. Associates: Seek and share advice and expertise.
c. Other Personnel: Provide services in area of expertise and/or request and gain services of others; coordinate with and obtain information from, in order to accomplish common objectives.
d. Supervisor and/or Senior Associates: Receive specific assignments and directions, report results/progress, seek review of products, seek guidance.
e. Contractors/Vendors: Monitor progress; discuss administrative, contractual, and/or technical matters; and verify end product.
f. Head of Staff: Report progress, seek guidance, outline proposed problem solutions, report problems.
g. Sponsor/Major Claimant/Functional Headquarters: Report progress, provide data, request information/guidance, request status, negotiate resource matters, coordinate/expedite matters.

CONTROLS OVER POSITION

1. The incumbent works with moderate supervision and performs most assignments with instructions as to the results expected. Direction is received relative to objectives, critical issues, new concepts, and policy matters. Supervisory approval is obtained on proposed work efforts, but the incumbent is allowed some latitude for exercise of independent judgment. Guidance is given on unusual or complex problems and procedures on a regular basis. The incumbent's work is reviewed regularly by a supervisor, technical manager, or project manager.
2. In special or unique cases when the full performance level or growth potential does not exceed DA Level 2, the incumbent may work independently with a great deal of latitude and minimal direction. The incumbent's work may be reviewed by the supervisor only with regard to the effectiveness of operation or functioning of the system, process, or procedure. The incumbent may recommend or establish policy and procedures applicable to an assignment of limited scope and complexity.

QUALIFICATIONS

1. The incumbent must have a bachelor's degree or equivalent training and experience in an appropriate technical field and additional education or experience in the technical field or specialty area(s), and otherwise meet all qualification requirements at the GS-9 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated the capacity for sound independent work in conventional aspects of the specialty area(s).

DUTIES

a. Serves as the administrative officer for an organizational unit (branch, division, program office, department office) and provides full range of administrative and staff support that involve diverse processes and that have resource constraints requiring resolution of administratively complex problems. May serve as the major source of financial management support for a NAWCWD technical program.

b. Plans, schedules, budgets, and coordinates major phases of facilities and space management programs.

c. Provides financial management guidance and counsel and acts as the comptroller liaison to one or more technical or support departments.

d. Conducts complex financial studies and analyses to solve problems, project trends, provide data, budget resources, or document existing conditions. May participate in special study teams.

e. Monitors financial operations to provide fiscal control and assure propriety of charges.

f. Plans, designs, and executes scientific and technical illustrations in support of the technical information program.

g. Designs, develops, and produces printed or visual media and collateral material in support of the NAWCWD' technical information/presentation programs.

h. Performs layout and executes special illustrations in a variety of media in support of the NAWCWD' publication/presentation programs.

i. Develops, manages, coordinates, controls, and conducts law enforcement functions and/or programs.

j. Assists with the administration and conduct of fire suppression/ prevention function(s) or program(s).

k. Plans, arranges, schedules, coordinates, collects data, and conducts analyses of programs or functions with significant scope and impact.

l. Analyzes data, evaluates and interprets the findings, develops constructive conclusions and recommendations, and presents a clear, well-organized written and/or oral report.

m. Serves as a knowledgeable NAWCWD specialist responsible for reviews, analyses, evaluations, and recommendations having significant impact on a department or NAWCWD program.

n. Analyzes, develops, reviews, and administers comprehensive administrative, management, and/or financial systems, programs, and procedures for application to a functional area or department. Investigates, evaluates, and recommends new or changed operations, procedures, or functions.

o. Provides reference desk services to NAWCWD technical and support staff. Serves as a corporate referral to other information resources both on and off NAWCWD.

p. Performs complex literature searches through computerized on-line databases and manual information databases; searches also may result in other bibliographic products.

q. Indexes, subject analyzes, and provides thesaurus maintenance to a computerized literature database of scientific and technical reports and/or provides terminology controls for a computerized database.

r. Serves as a technical resource for NAWCWD clientele in the use of Technical Library resources through tours, briefings, on-line demonstrations, and training courses.

s. Reviews, researches, and makes recommendations as to the selection of library books,

reports, periodicals, and other information resources and services as a function of collection development.
t. Develops new information resources such as on-line databases in support of NAWCWD information needs.
u. Develops or leads the development of NAWCWD more complex financial reports. These reports may be used by either on- or off-NAWCWD management.
v. Develops or participates in developing complex, special, and/or nonrecurring reports. Recommends proposed content, parameters, format, and methodology for preparation of the report and/or provides written or oral briefings/recommendations to appropriate levels of management.
w. Recommends proper allocation or disposition of various financial documents and/or writes and prepares for signature documents of a financial nature that will provide plans, report status, document problems, or call for action either at NAWCWD or off-NAWCWD.
x. Analyzes, evaluates, designs, and coordinates design of system for processing data (including automated systems).
y. Initiates, develops, schedules, implements, and administers recommendations/options to specialized problems areas of department supply operations.
z. Prepares, analyzes, and interprets reports of department financial condition. Performs systematic examination and appraisal of department financial records and reports.
aa. Provides planning aid, assistance, technical aid, and conducts management studies pertaining to organizational structures, procedural and processing methods, data processing requirements, economy of operations, and compliance with policies, directives, instructions, procedures, and management principles and practices.
bb. Develops, reviews, and monitors all department facilities proposals and Communication Service Requests (CSRs).
cc. Ensures the establishment of adequate requirements, determinations, inventory level maintenance, excessing programs, purchase authorizations, and fund administration.
dd. Plans and directs work of the specialized category. Expedites processing of material/equipment, and/or coordinates and expedites actions required to ensure material readiness of programs/projects.
ee. Advises and assists section supervisors and employees regarding work schedules, fire and safety regulations, and quality and quantity of work performance.
ff. Studies, analyzes, and evaluates financial systems, reports, procedures, regulations, practices, and operations. Formulates conclusions, devises solutions, and prepares recommendations for new/revised accounting methods, and/or implements approved recommendations and new systems.
gg. Develops, coordinates, and conducts function(s) or program(s) of department-wide impact in a staff, support, or specialty area.
hh. Assists the primary NAWCWD point of contact for a total program or function affecting many departments or serves as the primary point of contact for a program or function affecting a department.
ii. Designs, develops, evaluates, and recommends the implementation of computerized cost models for major programs, applying a variety of mathematical and statistical techniques to develop cost-estimating relationships used for cost analyses and estimates of resource requirements.

jj. Provides key analytical support in the review, preparation, analysis, solicitation, evaluation, negotiation, and administration of contracts and modifications of a complex and difficult nature, normally in the $25,000 to multimillion-dollar range.
kk. Negotiates and/or administers delivery orders and/or moderately complex contracts, and/or acts in an advisory capacity for complex and difficult contracts, including contracts in the million to multimillion-dollar range.
ll. Assists in developing policies and procedures for engineering logistics support, operational support, maintenance support, test support, equipment support, change control, deficiency investigation, and provisioning support for developmental and operational weapon systems.
mm. Conceives, plans, acquires, and monitors technical publication and/or provisioning and/or supply support programs and documentation for weapons and/or weapon systems.
nn. Provides guidance to and participates with committees to consider various aspects of safety and health, providing expert advice as necessary.
oo. Determines requirements for audiovisual elements of technical information documentation and/or presentations and plans, designs, writes, edits, maintains, revises, coordinates, and/or directs, where appropriate through a contract, their preparation.
pp. Develops, manages, coordinates, controls, and conducts function(s) or program(s) in a staff, support, or specialty area.
qq. Plans, writes, edits, or directs through a contract the preparation of documentation such as reports, printed or visual media, statements of work, and contracts. These activities involve the application of advanced theories and concepts in the subject matter field.
rr. Serves as a source of support in a specialty area for other organizational groups, such as a technical department or division. Provides technical advice in the specialty to management and personnel at many levels, evaluating and recommending changes to procedures, and resolving difficult problems in the specialty.
ss. Conceives, plans, and monitors documentation for weapons and/or weapon systems. Ensures technical accuracy and legal and technical adequacy of required documentation.
tt. Conceives, plans, and creates public information products that support the public information and community relations functions.
uu. Provides personnel management support to one or more departments, providing technical advice to management and employees at many levels, performing evaluations, and resolving problems.
vv. Analyzes, plans, develops, reviews, operates significant portions of personnel management programs (e.g., employee development, staffing, classification, or employee relations) for NAWCWD-wide application. Investigates, evaluates, and recommends new or changed operations, procedures, or functions.
ww. Serves as a department or NAWCWD expert and specialist responsible for reviews, analyses, evaluations, and recommendations having NAWCWD-wide impact and/or affecting technical programs or relationships with parent commands.
xx. Serves as the primary source of support for a department or directorate in the specialty area (e.g., personnel management, financial management, or contract management) providing technical advice to management and personnel at many levels, performing evaluations, resolving problems, and generally carrying out oversight responsibility for the specialty.

yy. Administers purchase orders/delivery orders in an advisory capacity for complex and difficult orders, including purchase orders up to $25,000 and delivery orders in excess of $100,000.
zz. Plans, directs, schedules, and/or supervises the operations or activities of a club or open mess.
aaa. Recommends changes in local policies and standard operating procedures to improve operations to achieve the most efficient and economical service.
bbb. Plans, schedules, coordinates, and directs the preparation and implementation of design documentation for newly developed and/or configured equipment and computer software, using applicable DOD documentation standards and instructions.
eee. Reviews and provides inputs to drawings, specifications, test plans, procedures, ECPs, waivers, and other documentation with regard to a specialized area of expertise.

RESPONSIBILITIES
a. Provides a full range of general administrative staff support for an organizational group or a major technical program.
b. Provides advice and services on all but the most complex or difficult issues to a department, division, or program office.
c. Performs work of significant or substantial scope, difficulty, or complexity in a specialty area.
d. Assists higher level personnel in the performance of work of very substantial scope, difficulty, or complexity in a specialty area.
e. Maintains a working knowledge and proficiency in the operation of technical equipment.
f. Takes responsibility for the artistic excellence and factual accuracy of the work or products.
g. Takes responsibility for system development and implementation.
h. As primary motivator, accomplishes all tasks related to a specific development and implementation.
i. Advises senior management of the progress of projects and anticipated problems, major policy changes expected, impact on resources, and impact on responsiveness.
j. Prepares and submits complete and final reports pertaining to requirements of the specialty area.
k. Applies sound management practices/principles to ensure efficient and productive performance.
l. Resolves operational and administrative matters in accordance with current policies, procedures, and directives.
m. Conducts complex or difficult accident investigations and other monitoring activities in occupational health and/or safety.
n. Develops alternative responses to technical information requirements that involve motion picture, video, slide, viewgraph, multimedia, or other audiovisual elements, and recommends the most appropriate response(s).
o. Conceives, plans, writes, edits, and directs tasks to produce information products that require one-time or continuing coordination of a small task or functional area team.
p. Convinces operating officials to adopt proposals for substantial changes to existing procedures.

q. Schedules all activities at a club, including entertainment.
r. Takes responsibility for funds generated from all sources (sale, membership dues, vending machines, etc.), their collection, reconciliation, recording, safeguard, and deposit as directed by pertinent policies and procedures. Ensures that policies and procedures for the control and accounting of cash and other negotiable items are strictly adhered to.
s. Trains employees in the full scope of their duties and responsibilities.
t. Plans, negotiates, administers, or analyzes programs or functions that are difficult or complex.
u. Plans, coordinates, implements, and performs functions within the specialty area, provides technical competence and judgment to resolve all but the most difficult and complex problems, and provide sound advice.

JUDGMENTS
a. Judgments and decisions in the specialty area are usually accepted and ordinarily are followed with minimal review.
b. Efforts have impact on direction, accomplishment of goals, and schedules of projects of significant scope.
c. Judgments and decisions impact work of significant complexity and/or scope in the specialty or program area.
d. Judgments and decisions impact NAWCWD or its organizational segments relating to operation(s), functions, programs, management, or policies of significant complexity and/or scope.
e. Judgments in the specialty areas are accepted as sound, reasonable, knowledgeable, and authoritative.
f. Judgment in written and oral communication and tact and diplomacy impacts working relationships with personnel inside/outside the department.
g. Work is expected to be technically thorough, creative, correct, and reliable and result in the development of technically sound products, judgments, studies, recommendations, and documentation.
h. Results of planning, analysis, recommendations, or implementation efforts have a significant impact on profit or loss of the organizational entity.

ORIGINALITY
a. Develops, defines, or applies new or improved techniques, methods, practices, or strategies in the specialty area.
b. Leads, assigns, organizes, plans, and/or coordinates specific tasks with these functions requiring thought and foresight to develop an appropriate product.
c. Plans and executes illustrations and other visual materials requiring considerable original thought and skill from a technical and/or creative viewpoint.
d. Uses seasoned judgment and refers to past practices and NAWCWD policy in order to develop conclusions and recommendations for resolving problems.
e. Plans, gathers information for, and develops products that are original or that use originality in adapting material to fit a required format.

SUPERVISION GIVEN
a. May coordinate, monitor, and/or assist in the work of associates.

b. Technically supervises a small group of specialists and/or contractors.
c. Coordinates and monitors or supervises and reviews the work of junior associates on a specific project.
d. Supervises and directs the work of a large group through two or more subordinate supervisors.
e. Estimates manpower needs and schedules, and assigns work to meet deadlines and goals.
f. As an associate to a second-level supervisor, supervises and directs a large organizational group.
g. Supervises and directs, both administratively and technically, a small to medium-sized organizational group.
h. Manages and coordinates the work of others in accomplishment of specific tasks. Determines task scope and methods of accomplishment; coordinates with subject matter specialists to check accuracy and to develop and express ideas.
i. Reviews the work of others and/or provides training to others in area of expertise. Refers matters of policy to supervisor.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Associates: Consult with, give/receive assistance or advice, training.
b. Top Management (Commander, Deputy Commander, Department Head), High Ranking Official Visitors: Report progress; review plans and goals; seek guidance on policy decisions and interpretations; submit proposals, plans, and goals; seek guidance on allocation of resources; help plan NAWCWD goals and programs; coordinate protocol requirements or advise and counsel in specialty area.
c. Management Personnel (Supervisors, Program Managers, Branch, Division Heads): Report progress; submit proposals and plans; seek guidance and information; report problems and outline proposed problem solutions; seek guidance on policy issues and allocation of time/resources; help plan goals and programs; provide advice and counsel; coordinate with and share information to accomplish common goals; serve as liaison between functional and technical codes; coordinate protocol requirements.
d. Sponsor/Major Claimant/Functional Headquarters: Report progress, provide data, request information/guidance, request status, market new products, provide consulting services, and/or chair meetings.
e. Work Force/Supervisors: Gather information for various studies, fact finding, data gathering, and analysis.
f. Contractors: Discuss changes and/or modifications in existing contract, problems related to work statement/performance; monitor progress of contract; analyze cost; verify information and/or end products.
g. National Associates: Report progress, collaborate with and/or represent NAWCWD.
h .NAWCWD Employees: Provide advice/counsel, answer questions, provide training, provide services in area of expertise.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
1. The incumbent works independently without close supervision and performs most assignments with instructions on the general results expected. Direction is received relative to overall objectives, critical issues, new concepts, and policy matters. Actions that do not commit the organization beyond pre-established limits usually are not reviewed. Supervisory approval is obtained on proposed work efforts, but the incumbent is allowed latitude for exercise of independent judgment. Guidance is given on unusual or complex problems and procedures. The incumbent's supervisor is kept informed of general plans and progress of work.

OPTIONAL SPECIFIC INFORMATION
Click here if you are including Optional Specific Information.
Enter Optional Specific Information about this position here:

The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must have a bachelor's degree or equivalent, extensive advanced education and/or experience in the specialty area(s), and otherwise meet all qualification requirements at the GS-11 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires the incumbent to have demonstrated full competence in all conventional aspects of the specialty area(s) and ability to handle problems or assignments of marked difficulty. The ability to think through a problem and an approach to its solution is crucial to performance at this level.

DUTIES

a. Plans, arranges, schedules, collects data, and conducts analyses of programs or functions with major NAWCWD-wide scope and impact.

b. Develops, manages, coordinates, controls, and conducts function(s) or program(s) of Directorate- or NAWCWD-wide impact in a staff, support, or specialty area.

c. Supervises an organizational group responsible for a functional or program area.

d. Supervises an organizational group having one or more subordinate organizations or team leaders.

e. Serves as the primary NAWCWD point of contact for a total program or function affecting many departments.

f. Serves as the technically expert leader of a group of specialists responsible for a functional or program area or task.

g. Analyzes, develops, reviews, and administers comprehensive administrative, management, and/or financial systems, programs, and procedures for application to several functional areas or departments of NAWCWD. Investigates, evaluates, and recommends new or changed operations, procedures, or functions.

h. As a leader or senior specialist, plans, designs, writes, edits, maintains, revises, coordinates, and/or directs the preparation of documentation or presentation elements such as reports, printed or visual media, or nonpresentation of audiovisual technology, specifications, requirements, statements of work, and contracts that involve the application of the most advanced concepts in the subject matter field.

i. Designs, develops, evaluates, and implements cost models for major programs, applying a broad variety of mathematical and statistical techniques to develop cost-estimating relationships used for cost analyses and estimates of resource requirements.

j. Serves as the major source of support for several departments or a directorate in a specialty area, providing technical advice in the specialty to management and personnel at many levels, performing in-depth evaluation, resolving difficult problems in the specialty, and generally carrying out oversight responsibility for the specialty.

k. Serves as the major source of support for a department or directorate in personnel management, financial management, or contract management, providing technical advice to management and personnel at many levels, performing in-depth evaluations, resolving difficult problems, and generally carrying out oversight responsibility for the specialty.

l. Serves as Head of Staff for a NAWCWD department and is given wide latitude for directing comprehensive staff and management services that involve complex and diverse processes that have resource constraints requiring resolution of administratively complex problems.

m. Serves as a NAWCWD expert and specialist responsible for reviews, analyses, evaluations, and recommendations having major NAWCWD-wide impact and/or affecting major technical programs or relationships with parent commands.

n. Reviews, prepares, analyzes, solicits, evaluates, and negotiates contracts and modifications of a complex and difficult nature in the $25,000 to multimillion-dollar range.

o. Administers contracts or acts in an advisory capacity for complex and difficult contracts, including contracts in the multimillion-dollar range.

p. Serves as a deputy or associate to a second-level or higher supervisor who supervises,

through subordinate supervisors or team leaders, a sizable number of employees with a substantial number of these employees supervised at Level 3 (or contractors performing equivalent work)
q. Serves as a technical manager on part of a major program, or on one or more smaller programs, requiring substantial interfacing, controlling, directing, coordinating, planning, and scheduling across broad organizational lines and interaction with top NAWCWD management, sponsors, other agencies, other services, and/or private industry.

RESPONSIBILITIES
a. Plans, coordinates, analyzes, supports, and/or directs a specific specialty area.
b. Administers and manages a small workforce, such as a division or branch.
c. As a deputy or associate responds to a second-level or higher supervisor who supervises, through subordinate supervisors or team leaders, a sizable number of employees, with a substantial number of employees supervised at DA/DP Level 3 (or contractors performing equivalent work).
d. Plans, negotiates, administers, or analyzes programs, functions, or contracts that are difficult and complex.
e. Designs, develops, maintains, improves, revises, and verifies difficult and complex programs or systems.
f. Plans, coordinates, and implements a function or specialty area where technical competence and judgment are required to resolve difficult problems and provide sound managerial advice.
g. Provides a full range of general administrative staff support for a large organizational group or a major technical program.
h. Conceives, plans, implements, and directs overall tasks within a NAWCWD program or functional area involving coordination of a small task or functional area team.

JUDGMENTS
a. Results of planning, analyses, recommendations, or implementation efforts have substantial impact on decisions relative to NAWCWD management policies.
b. Results of planning, analyses, recommendations, or implementation efforts have a major impact on decisions relative to the management policies or operations of organizational, functional, or program group.
c. Judgments in technical or functional specialty are recognized and accepted by management and peers as authoritative and are ordinarily followed with minimal technical or administrative review.
d. Work is expected to result in the development of technically thorough, creative, and reliable analyses, judgments, studies, documentation, recommendations, and/or artistic products representative of high-quality NAWCWD output.
e. Judgments impact organizational and management decisions and technical progress relative to major program(s), technical functions, and/or contractor operations.
f. Judgments impact the department's organizational decisions and progress relating to an administrative support area.

ORIGINALITY
a. Develops, defines, and applies new and improved techniques and original methods to

the solution of important problems in the specialty area.
b. Using ingenuity, the incumbent devises strategies that may involve the application of new and/or improved techniques to the solution of important problems.
c. Directs, leads, assigns, organizes, sets objectives, and plans the work of an organizational group, with these functions requiring considerable original thought and foresight from technical, managerial, and/or administrative viewpoints.

SUPERVISION GIVEN
a. Supervises and directs, both administratively and technically, a small or medium-sized organizational group or program of moderate scope.
b. Supervises and directs the work of a large group of employees (or contractors) through two or more subordinate supervisors.
c. As a deputy or associate to a second-level or higher supervisor, supervises and directs administratively and technically a large organizational group.
d. Coordinates, monitors, directs, provides training for, and reviews the work of a small staff of professional associates and/or nonprofessionals.
e. Gives assignments as a senior administrative employee to one or more professionals or nonprofessionals in a specialty area.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Higher Management (Commander, Deputy Commander, Department Head): Report progress; submit proposals, plans, and goals; seek guidance on technical, management, or administrative decisions and allocation of resources; help plan NAWCWD goals and programs.
b. Sponsor/Major Claimant: Report progress, market new projects, provide consulting services, or chair meetings.
c. Contractors: Monitor progress; discuss administrative, contractual, and/or technical matters; and verify end product.
d. National Associates: Represent NAWCWD in the specialty.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:

The incumbent works independently without close supervision and performs most assignments with instructions on the general results expected. Direction is received relative to overall objectives, critical issues, new concepts, and policy matters. Supervisory approval is obtained on proposed work efforts, but the incumbent is allowed wide latitude for exercise of independent judgment. Guidance is given on unusual or complex problems and procedures. The incumbent's supervisor is kept informed of general plans and progress of work.

QUALIFICATIONS

The incumbent must have a bachelor's degree or equivalent, extensive advanced education and/or experience in the specialty area(s), and otherwise meet all qualification requirements at the GS-12 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated full competence in all conventional aspects of the specialty area(s) and ability to handle problems or assignments of marked difficulty. The ability to think through a problem and an approach to its solution is crucial to performance at this level.

DUTIES

a. Plans, schedules, budgets, coordinates, and directs a program area of major impact at NAWCWD involving substantial NAWCWD-wide or high level off-NAWCWD interfacing.

b. Serves as a first-line supervisor of a medium to large work force of professional and nonprofessional employees and/or contractors in a NAWCWD organizational group or program whose work has major impact on one or more NAWCWD efforts involving critical technical issues.

c. Serves as a second-level or higher supervisor who supervises, through subordinate supervisors, a sizable number of employees with a substantial number of employees supervised at DP Level 3 (or contractors performing equivalent work).

d. Serves as a department head or deputy or associate to a department head, who supervises, through subordinate supervisors, a very sizable number of employees with a substantial number of employees supervised at DP Levels 3 and/or 4 (or contractors performing equivalent work).

RESPONSIBILITIES

a. Serves as a department head or deputy or associate to a department head for technical and administrative supervision, through subordinate supervisors, of a very sizable number of employees and/or contractors.

b. Supervises and manages, as a second-level or higher supervisor, a sizable number of employees through subordinate supervision, with a substantial number of employees supervised at DP Level 3 (or contractors performing equivalent work).

c. Supervises, both technically and administratively, a NAWCWD organizational group or program involving professional and nonprofessional employees and/or contractors whose work has major impact on one or more NAWCWD efforts involving critical technical issues.

d. Plans, organizes, directs, evaluates, and coordinates the work of a major program area.

JUDGMENTS

a. Judgments have major impact on NAWCWD decisions and conduct of programs, NAWCWD planning and resource allocation, contractor operations, systems acquisition, Fleet operations, or program evaluations.

b. Judgments and decisions in highly controversial and critical areas of work are recognized and usually accepted as final by NAWCWD management or sponsors.

c. Leadership in a program area is widely recognized and has considerable influence on NAWCWD projects, programs, proposals, or technical direction.

ORIGINALITY

a. Demonstrates considerable creativity, foresight, and technical and administrative knowledge in solving unprecedented problems, determining program objectives and requirements, organizing projects, developing standards, and guiding the work of others for a NAWCWD organization’s group, effort, or program.

b. Develops original policy and corresponding technical viewpoints and administrative

procedures to handle unique and unprecedented problems of major impact at NAWCWD.
c. Offers a high degree of inventiveness and originality in investigations, studies, designs, or experiments and devises completely new and original approaches, theories, or techniques through an in-depth familiarity with literature and technology in a program area.

SUPERVISION GIVEN
a. Supervises as a first-line supervisor the work of an organizational group, with a substantial number of Level 2 and 3 employees (or contractors performing equivalent work) and with work having major impact on one or more NAWCWD efforts involving critical technical issues.
b. Supervises, as a second-level or higher supervisor, the work of a large organizational group through subordinate supervisors.
c. As a department head or deputy or associate to a department head, supervises, through subordinate supervisors, a very sizable number of employees and/or contractors.
d. Directs, monitors, and approves the work of a major program requiring interfacing with associates across organizational lines, sponsors, and contractors.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Top Management (Commander, Deputy Commander): Report progress, discuss work and proposals, review program plans and progress, provide high-level policy guidance, help plan NAWCWD goals and programs.
b. Sponsors/Major Claimant: Report progress, market new projects, provide consulting services, receive and provide high-level policy guidance.
c. Contractors: Establish NAWCWD priorities and discuss administrative and technical matters.
d. National or International Associates: Represent NAWCWD.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent works with a wide latitude of technical and managerial independence and is delegated major responsibilities. Assignments are received in terms of broad general guidelines, objectives, and limits. Program objectives and overall resource requirements, allocation, and priorities are discussed jointly with his/her supervisor to ensure mutual understanding. Supervision is largely administrative, and incumbent is evaluated in terms of the degree to which results meet objectives. Incumbent is responsible for his/her own work and that of his/her staff or assigned associates. The incumbent's supervisor is kept informed of general plans, resources, and progress of work.

The following statement automatically appears on all PAC's:

QUALIFICATIONS

The incumbent must have a bachelor's degree or equivalent, extensive advanced education and/or experience in the specialty area(s), and otherwise meet all qualification requirements at the GS-14 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated full competence and marked attainments in advanced technical and administrative aspects of the specialty area(s). The ability to plan and direct, execute, or provide expert consultation on major programs or important NAWCWD efforts, requiring innovative solutions to critical problems, is essential to performance at this level.

General (DG) Category

General Titles:

DG-A:
0029 Environmental Protection Aid
0085 Guard
0086 Security Clerk
0086 Security Clerk (Office Automation)
0189 Recreation Aid
0203 Human Resources Assistant
0332 Computer Operator
0335 Computer Clerk
0335 Computer Clerk (Office Automation)
0503 Payroll Support Clerk
0503 Plant Account Clerk
0525 Accounting Clerk
0561 Budget Clerk
0986 Legal Assistant
0986 Legal Assistant (Office Automation)
1087 Editorial Clerk
1106 Procurement Clerk
1106 Procurement Clerk (Office Automation)
1411 Library Aid
1603 Facility Services Assistant
1603 EFS Assistant
1702 Educational Aid
2005 Supply Clerk
2005 Supply Clerk (Office Automation)
2102 Transportation Assistant

DG-1:

0019 Safety Technician
0029 Environmental Protection Aid
0085 Guard
0085 Lead Guard
0086 Security Clerk
0086 Security Clerk (Office Automation)
0189 Lead Recreation Assistant
0189 Recreation Assistant
0203 Human Resources Assistant
0203 Human Resources Assistant (Employee Relations)
0203 Human Resources Assistant (Human Resource Development)
0303 Program Support Assistant

0332 Computer Operator
0335 Computer Clerk
0335 Computer Clerk (Office Automation)
0361 Equal Opportunity Assistant
0503 Payroll Support Clerk
0503 Plant Account Clerk
0525 Accounting Clerk
0561 Budget Clerk
0986 Legal Assistant
0986 Legal Assistant (Office Automation)
1087 Editorial Clerk
1106 Procurement Clerk
1106 Procurement Clerk (Office Automation)
1411 Library Aid
1603 Facility Services Assistant
1603 EFS Assistant
1702 Educational Technician
1702 Lead Educational Technician
2005 Supply Clerk
2005 Supply Clerk (Office Automation)
2102 Transportation Assistant

DG-2:
0019 Safety Technician
0029 Environmental Protection Assistant
0085 Guard
0085 Lead Guard
0086 Security Assistant
0189 Lead Recreation Assistant
0189 Recreation Assistant
0189 Supervisory Recreation Assistant
0203 Human Resources Assistant
0203 Human Resources Assistant (Employee Relations)
0203 Human Resources Assistant (Human Resource Development)
0303 Program Support Assistant
0332 Computer Operator
0335 Computer Assistant
0361 Equal Opportunity Assistant
0503 Payroll Support Assistant
0503 Plant Account Technician
0525 Accounting Technician
0561 Budget Technician
0986 Legal Assistant
0986 Legal Assistant (Office Automation)
1087 Editorial Assistant

1087 Editorial Assistant (Office Automation)
1105 Purchasing Agent
1106 Procurement Technician
1411 Library Technician
1603 Facility Services Assistant
1603 EFS Assistant
1702 Educational Technician
1702 Lead Educational Technician
2005 Supply Technician
2102 Transportation Assistant

DG-3:
0019 Safety Technician
0029 Environmental Protection Assistant
0083 Supervisory Detective
0083 Supervisory Police Officer
0085 Guard
0085 Lead Guard
0086 Security Assistant
0086 Supervisory Security Assistant
0189 Lead Recreation Assistant
0189 Recreation Assistant
0189 Supervisory Recreation Assistant
0203 Human Resources Assistant
0203 Human Resources Assistant (Employee Relations)
0203 Human Resources Assistant (Human Resource Development)
0303 Program Support Assistant
0332 Computer Operator
0332 Supervisory Computer Operator
0335 Computer Assistant
0361 Equal Opportunity Assistant
0503 Fiscal Accounting Technician
0503 Lead Payroll Support Assistant
0503 Payroll Support Assistant
0503 Plant Account Technician
0503 Supervisory Payroll Support Assistant
0525 Accounting Technician
0525 Lead Accounting Technician
0525 Supervisory Accounting Technician
0561 Budget Technician
0986 Legal Assistant
0986 Legal Assistant (Office Automation)
1001 Visual Information Assistant
1087 Editorial Assistant
1087 Editorial Assistant (Office Automation)

1101 Auto Hobby Shop Manager
1105 Lead Purchasing Agent
1105 Purchasing Agent
1105 Supervisory Purchasing Agent
1106 Procurement Technician
1106 Supervisory Procurement Technician
1411 Library Technician
1411 Supervisory Library Technician
1603 Facility Services Assistant
1603 EFS Assistant
2005 Supervisory Supply Technician
2005 Supply Technician
2102 Transportation Assistant

DG-4:
0019 Safety Technician
0029 Environmental Protection Assistant
0081 Supervisory Fire Protection Inspector
0081 Supervisory Firefighter
0083 Supervisory Detective
0083 Supervisory Police Officer
0086 Security Assistant
0086 Supervisory Security Assistant
0189 Lead Recreation Assistant
0189 Recreation Assistant
0189 Supervisory Recreation Assistant
0203 Human Resources Assistant
0203 Human Resources Assistant (Employee Relations)
0203 Human Resources Assistant (Human Resource Development)
0303 Program Support Assistant
0332 Computer Operator
0332 Supervisory Computer Operator
0335 Computer Assistant
0361 Equal Opportunity Assistant
0503 Lead Payroll Support Assistant
0503 Payroll Support Assistant
0503 Plant Account Technician
0503 Supervisory Payroll Support Assistant
0503 Supervisory Plant Account Technician
0525 Accounting Technician
0525 Lead Accounting Technician
0525 Supervisory Accounting Technician
0561 Budget Technician
0986 Legal Assistant

0986 Legal Assistant (Office Automation)
1001 Visual Information Assistant
1087 Editorial Assistant
1087 Editorial Assistant (Office Automation)
1105 Lead Purchasing Agent
1105 Purchasing Agent
1105 Supervisory Purchasing Agent
1106 Procurement Technician
1106 Supervisory Procurement Technician
1411 Library Technician
1411 Supervisory Library Technician
1603 Facility Services Assistant
1603 EFS Assistant
2005 Supervisory Supply Technician
2005 Supply Technician
2102 Transportation Assistant

DG-5:
0019 Safety Technician
0029 Environmental Protection Assistant
0081 Supervisory Fire Protection Inspector
0081 Supervisory Firefighter
0083 Supervisory Detective
0083 Supervisory Police Officer
0086 Security Assistant
0086 Supervisory Security Assistant
0503 Supervisory Payroll Support Assistant
0503 Supervisory Plant Account Technician
0525 Accounting Technician
0525 Lead Accounting Technician
0525 Supervisory Accounting Technician
0561 Budget Technician
1105 Lead Purchasing Agent
1105 Purchasing Agent
1105 Supervisory Purchasing Agent
1603 Facility Services Assistant
1603 EFS Assistant
2005 Supervisory Supply Technician
2005 Supply Technician

SEEP DG-A

399 Student Trainee (Office Manager)
399 Student Trainee (Office Assistant)
399 Student Trainee (Computer Clerk)

General Specialty Code Definitions

01 Safety and Occupational Health: Assists safety and occupational health specialists in implementing health and safety programs. Performs or assists in the performance of routine sampling of work areas for occupational health hazards. Compiles and maintains safety, health, accident, and injury data.

02 Fire Protection and Prevention: Fights structural and airfield fires; maintains fire fighting apparatus and equipment; directs emergency medical and rescue services. Administers fire prevention programs; develops plans, procedures, and standards concerned with public safety.

03 Law Enforcement: Protects property and the life and civil rights of individuals. Enforces federal, state, county, and local statutes, laws, ordinances, and regulations; preserves the peace; prevents, detects, and investigates accidents and crimes; detains suspects; and controls emergency situations.

04 Employee Development: Provides assistance in the administration of various employee development programs by furnishing written and verbal information (including developmental counseling) to employees and supervisors, identifying training needs, arranging for classes, processing appropriate documentation, obtaining materials, preparing reports, and keeping records.

05 Employee Relations: Assists in the administration of various employee relations programs, such as incentive awards, workers compensation, retirement, insurance, discipline, grievances, and the like.

06 Civilian Personnel Services: Provides clerical and technical personnel support to one or more departments of NAWCWD by processing personnel actions, maintaining records, rating and ranking applications, conducting job analyses, and providing benefits counseling.

07 Staffing: Assists in examining, placement, and staffing activities by screening applications, maintaining competitor inventories or registers, and providing information to the public. Provides support to the Priority Placement, Veterans Employment, Overseas Employment, Professional Recruiting, and/or Temporary Employment programs.

08 Administrative Support: Performs any or all of the following tasks: filing, pick up and delivery of mail, duplication and/or routing of documents, serves as receptionist, or accomplishes other general support work. Duties may involve the use of office equipment, such as copiers, adding machines, computers, or typewriters (services of a skilled typist are not required). Prepares, reviews, and edits standard correspondence, reports, and other documents ensuring proper grammar, spelling, punctuation, format, and presentation of information. Makes small purchases using abbreviated procedures. Assigns action due dates and cognizant department. Maintains tickler system of action due items.

09 Equal Employment Opportunity: Performs technical and/or substantive clerical work in support of Equal Employment Opportunity Program (EEO) and activities. Requires practical knowledge of the methods, procedures, regulations and purposes of the equal opportunity functions this position supports. Assists the EEO Deputy and staff personnel

in the analysis and preparation of various reports required by the Commander and/or Headquarters.

10 Housing: Assists in the maintenance management and inspection of government owned housing units. Participates in the assignment of military members and/or civilian employees and their families to residential quarters. Establishes and maintains productive landlord-tenant relationships. Keeps housing records, logs, and files.

11 Facilities: Receives, maintains, and controls trouble desk chits; or processes requests for engineering and design services, cost estimates, and repairs; or processes data concerning construction contract schedules, status, and funding.

12 Security: Supports one or more aspects of the personnel and physical security programs. Performs any of the following functions: processes documents related to employee security clearances; provides for visitor access to restricted areas; maintains classification management records; controls and safeguards classified material; records and evaluates security violations and infractions.

13 Mail/File: Processes incoming and outgoing mail; and or establishes, maintains, controls, protects, and disposes of records for efficient reference service and retrieval of information.

14 Personnel Support: Prepares, tracks and advises on process requirements and provides general support for the organization's personnel actions including awards, recruitment packages, promotion packages, training (including long-term training), PRB and performance management.

15 Office Automation: Provides word processing or other clerical/administrative support using software programs, solely or in combination with general office work. Manipulates data and determines scenarios for finished documents and spreadsheets. Customizes software package outputs to accommodate information/presentation requirements. Level of keyboard proficiency is not less than 40 words per minute.

16 Computer Operation: Operates the controls of a digital/analog computer system and related peripheral equipment used in support of computer operations.

17 Computer Assistance: Provides data processing support and services for users of digital/analog Computer systems, including scheduling, production control, document maintenance, library services, or other support functions.

18 Resources Assistance: Plans and coordinates a variety of administrative service functions auxiliary to the principal work of the organization but without which operations would be impaired or curtailed (e.g., budget tracking, facilities management, tracking of personnel resources, etc.).

Assists the organization head and staff personnel in the preparation of reports and presentations. Assists in preparing analytical reports, status/requirement reports to headquarters, program plans, work unit assignments, and/or related facility plans. Researches data to report on such items as budgets, plans, attendance, leave, use of office space, office equipment requirements/usage, and prepares required administrative documents, such as requisitions and work requests.

19 Management Assistance: Performs clerical and technical work in support of management and analysis functions. Requires practical knowledge of the purpose, methodologies, and techniques of specific management and analysis techniques.

20 Fiscal Accounting: Performs or provides instruction, guidance, and advice in the areas of accounting and disbursing. Emphasis is placed on methods for handling transactions that require the application of accounting knowledge. Reviews and approves reconciliation of accounts in areas assigned and provides guidance in the compilation, preparation, and submission of recurring documents. Researches a variety of information with regard to NAVCOMPT and Treasury requirements and regulations.

21 Plant Account: Prepares, maintains, and controls inventory records on plant property assigned to the organizational group. Ensures that all required data elements are correct, complete, and properly entered into computerized records. Is responsible for the fiscal integrity of plant account records. Conducts visual inspection and tagging of equipment, coordinates physical inventories, and resolves status of missing items. Processes/request transfers and dispositions of materials.

22 Accounting: Receives, coordinates, reviews, analyzes, codes, and processes procurement, purchase, and/or travel documents, including stub requisitions, corrections of accounting data, modifications, purchase orders, delivery orders, blanket purchase agreements, evidence of receipt of materials, commercial vendor invoices, inspection reports, or travel orders. Maintains accounting records and ledgers in terms of unit costs, expenses, inventories, costs of sales, overhead distribution, and revenue for services provided by the authorizing official. Assures that all ledgers reconcile to the general ledger monthly and that adjustments are made in a prompt and efficient manner. Uses accounting information to help solve management problems through advice and collaboration. Researches accounting and disbursing policies and procedures, and conducts evaluations of accounting practices and systems.

24 Payroll: Computes and verifies pay, maintains payroll records, and compiles related reports; updates, reviews, and controls time and leave records for civilian employees; also may process retirement and related documents.

25 Budget: Performs clerical and technical work in support of budget analysis and administration. Is responsible for recording, reporting, processing, and monitoring budgetary transactions.

26 Editing: Provides proofreading, composition, layout, and copy holding for official formal technical publications for off-site distribution, informal publications, administrative publications, proposals, and manuscripts. Responsibilities include editing, copyediting, proofreading, composition, layout, and quality assurance.

27 Purchasing: Involves purchase, rental, or lease of supplies, services, and equipment through informal open market procedures and by formal competitive bid procedures to assure rapid delivery at fair and reasonable prices. Requires knowledge of commercial supply sources, as well as common business practices with respect to sales, prices, discounts, deliveries, stocks, and shipments. Assures that goods and services meet the needs specified by users and are secured on the most advantageous terms possible.

28 Procurement: Assists in the preparation of solicitations and complex contractual documents required for the acquisition of goods and services. Participation ranges from

typing, assembly, reproduction, and distribution of documents; through combining technical statement of work data, financial information, and contractual information into finished requests for proposals, invitations for bids and contracts; to initiating and issuing amendments to solicitations and administrative changes to contracts, and supporting specialists in the contract termination process. May negotiate small noncomplex contracts.

29 Library Services: Provides assistance and ready reference services in the control, circulation, and dissemination of information. These services include answering reference questions; searching for, locating, and verifying sources of information; and assisting patrons in the use of reference sources.

30 Supply (General): Performs support work necessary to ensure the effective operation of supply programs through application of knowledge of supply operations, procedures, and requirements.

31 Ordnance Documentation: Processes documents affecting ammunition, explosives, and explosives-related components. Ensures proper delivery, maintains files and records, conducts inventories, controls stock, issues and ships material.

33 Travel Order Processing: Processes travel orders for employees involving temporary duty and/or permanent change of station. Ensures accuracy and appropriateness of orders by application of Joint Travel Regulations. Estimates travel expenses including per diem and computes advance amounts.

36 Military Personnel Services: Processes administrative documents by researching and applying laws, rules, instructions, and/or regulations relating to military personnel.

37 Recreation (Athletics): Patrols the gym, verifies identification of patrons, issues gear and equipment, maintains order and prevents damage in the facility, receives funds and operates a cash register, performs maintenance of equipment, and assists in cleaning the facility.

38 Recreation (Youth): Performs a variety of duties in support of providing and supervising social and recreational activities for youth. Assists in planning a schedule of events for youth-oriented programs. Provides information to patrons about programs and events. Prepares facility for scheduled activities.

40 Child/Youth Services: Is responsible for the operation and administration of the child care and youth programs. Executes, through assigned staff, and monitors an ongoing program of individual and group development recreation activities designed to stimulate and sustain social, cognitive, physical, and emotional growth of children and youth. Program content and execution are dependent on the originality and initiative of the incumbent.

41 Family Home Care: Monitors, evaluates, and assesses through monthly visits, base family home care providers. Develops standards for family day care homes. Develops a comprehensive family day care training program to ensure the operation of developmental programs that impact on the growth and development of children from infancy through school age, which includes early childhood development, first aid and safety, nutrition and health, and child abuse and neglect.

42 Child Development Program: Provides appropriate developmental care and instruction for children, including assistance in planning and conducting an effective child care

program to meet the physical, social, emotional, and intellectual needs of each child based on stated goals and a curriculum plan. Reviews and implements daily schedules and activity plans. Completes required reports and participates in conferences with parents and supervisors.

43 Social Services: Assists in support of counseling staff related to social services work in employment assistance, food, welfare, or other support programs.

44 Legal Documentation: Performs legal, clerical, or technical work. Prepares and processes legal documents. Applies established instructions, rules, regulations, precedents, and procedures pertaining to legal activities.

51 Air Terminal Dispatching: Prepares manifests for all outgoing passenger flights. Handles the full scope of duties associated with the administrative operation of the air terminal. These duties include recommendations to the Contracting Officer's Technical Representative (COTR) on any deviation to be made to published flights scheduled for San Nicolas Island, and coordination of any approved deviations with the civilian airline contractor by ordering additional or canceling aircraft or flights. Verifies all invoices from MAQC civilian airlift contractor for accuracy, compliance (contract) for the COTR to verify payment by the Administrative Contracting Officer. Purchases equipment and materials. Researches and gathers appropriate documentation from catalogs, pamphlets, literature, GSA, and prepares requisitions, MIPRs, etc. Keeps logs and records for budget expenditures and ADP support, and provides word processing support for programs/correspondence applicable to the air terminal.

52 Communications Center Assistance: Performs technical work that requires specialized knowledge of the functional and operational characteristics of one or more types of communications systems, the application of communications systems, and the application of communications principles, concepts, policies, practices, and techniques.

53 Personnel Data Management Group: Provides data processing support to the personnel operating division and other human resources programs using the DOD automated personnel, payroll and local personnel information systems. Receives, coordinates, reviews, analyzes and processes all types of personnel actions. Monitors daily file maintenance through periodic reviews of transaction registers and source documents, and uses immediate inquiry techniques for determining corrective action. Provides technical support for the initial build and subsequent maintenance of local tables used in personnel data systems. Identifies and resolves inconsistencies, omissions and errors and performs quality analysis of output products and data files and data tables to assure both processing accuracy and satisfaction of user requirements.

67 Bowling Alley Manager: Is responsible for the safe and efficient operation of the site bowling center. Plans, supervises, develops, and executes diversified bowling activities for eligible patrons. Promotes and organizes the bowling program through leagues, special tournaments, and special bowling classes.

68 Recreation: Performs a variety of duties in support of providing social, cultural and recreational activities. Assists in planning and scheduling events. Provides information to patrons about programs and events. Prepares facility for scheduled activities. Patrols facility, verifies identification of patrons, issues equipment, maintains order and prevents damage in the facility, receives funds and operates a cash register, responsible for maintenance of equipment and cleanliness of the facility.

70 Range Storage Clearance: Evaluate and clear range storage areas in order to bring the areas in compliance with laws and regulations concerning the storage of hazardous materials, the disposal of hazardous wastes, storage and disposal of energetics, and the unregistered dump criteria pertaining to unmanaged storage areas. Coordinate evaluation of storage sites with all necessary experts in the various involved fields to plan and schedule the removal of visible hazards. In safe areas, remove PCB containing transformers and capacitors, and various tubes and gauges with radiation hazards while taking steps to discover & deal with hidden hazards. Final disposal of materials will involve returning products to use where feasible, arranging for disposal through Defense Reutilization & Marketing Office (DRMO) where appropriate, and/or arranging direct sale of residual scrap materials.

98 Student Educational Employment Program:

Incumbent participates in a Federal employment program which provides work opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.

DG-A

DUTIES

a. Performs routine or repetitive tasks or operations that typically include following step-by-step instructions.
b. Performs routine or repetitive tasks or operations, which comprise a segment of an assignment or project of broader scope, by applying commonly used rules and procedures.
c. Provides typing support at not less than the minimal level of proficiency (40 WPM).

RESPONSIBILITIES

a. Performs assigned tasks.
b. Learns and applies methods, techniques, procedures, and work sequences assigned by the supervisor or senior personnel.

JUDGMENTS

a. Exercise of judgment is limited in that assignments are clear-cut and repetitive.
b. Exercise of judgment is limited in that the work consists of tasks or operations that involve related steps, processes, or methods.
c. Exercise of judgment is limited and will be closely monitored by the supervisor or other senior personnel.

ORIGINALITY

a. Uses standard methods, techniques, or procedures requiring limited originality.
b. May recommend solutions to problems or suggest improvements to work processes.

SUPERVISION GIVEN

a. May give limited guidance to clerical or support personnel, but this supervision is not normally a requirement of the position.
b. Not applicable to this position.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Branch or Section Head: Report progress, seek guidance on problems, obtain directions.
b. Associates: Receive or provide assistance and advice, exchange information.
c. Other Government: Provide information of a routine or limited nature.
d. General Public: Provide information of a routine or limited nature.

CONTROLS OVER POSITION

1. The incumbent is assigned to a specific NAWCWD organization and is under the

supervision of the head of that unit for administrative and technical matters. Work is closely supervised and emphasis is given to the incumbent's training and development.
2. The incumbent is assigned repetitive and one-of-a-kind tasks that are accompanied by clear, detailed, and specific instructions. The work is closely controlled through the assignment process. This is the full performance level of the position.
The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must meet the qualifications requirements at the GS-1 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions, and (if appropriate) the physical standards for the position as stated on the relevant SF-78.

DUTIES

a. Provides stenographic support at not less than the minimal level of proficiency (80 WPM).
b. Prepares and reviews standard correspondence, reports and other documents ensuring proper grammar, spelling, punctuation, and format.
c. Provides data processing services and support.
d. Processes routine administrative documents by researching and applying laws, rules, instructions, and/or regulations of the specialty area.
e. Audits routine records or administrative reports and corrects discrepancies.
f. Files reports, documents, drawings, and/or library materials using a standard filing system.
g. Receives and processes incoming mail in accordance with standard procedures and security regulations.
h. Receives visitors and/or telephone calls, referring caller to correct person.
i. Reviews existing administrative documents or processes of limited complexity, to identify problem areas.
j. Processes requests for routine information or documentation, preparing information or documents for transmittal.
k. Disposes of reports, documents, drawings or other materials in accordance with standard procedures and security regulations.
l. Performs computer system operations.
m. Provides typing support at not less than the minimal level of proficiency (40 WPM), preparing complex charts, reports and technical documents.

RESPONSIBILITIES

a. Responsible for assisting senior clerical or administrative personnel in the accomplishment of work in the specialty area.
b. Responsible for learning and applying methods, techniques and procedures assigned by supervisor or senior personnel.
c. Responsible for providing accurate information to customers on routine questions.
d. Responsible for the calibration and/or maintenance of the simple tools or equipment of the field.
e. Responsible for accurately applying less complex laws, rules, procedures, and/or regulations.

<u>JUDGMENTS</u>

a. Limited exercise of judgments and decisions is required on detailed work and in making selection and adaptation of alternatives.
b. Work on simple specialty area problems is expected to reflect sound judgment.
c. Exercise of judgment is limited; makes recommendations that are considered by immediate supervisor in the completion of assigned tasks.
d. Judgments impact progress of other employee’s work.

ORIGINALITY

a. Learns to apply unfamiliar methods and techniques to the solution of problems.
b. Uses standardized techniques, methods, or procedures requiring limited originality, but may suggest modifications or ideas that improve work methods.

SUPERVISION GIVEN

a. May coordinate and/or assist in the work of associates.
b. May give limited guidance to clerical or support personnel, but normally this is not a requirement of the position.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Immediate Supervisor (Division, Branch or Section Head): Report progress, seek guidance on problems, obtain directions.
b. Associates (co-workers, assignments, NAWCWD employees): Seek guidance on task, provide or exchange information, and/or provide assistance.
c. Higher Management (Branch, Division or Department Heads): Limited contact to report results or observe meetings.
d. Other Government: Provide or exchange information.
e. Contractors/Vendors: Provide or exchange information, orders.
f. General Public: Provide information and assistance.

CONTROLS OVER POSITION

1. Assignments are accompanied by detailed and specific instruction concerning work methods and the desired end product. Tasks are performed under close guidance and review and the supervisor or senior specialist is available to answer any questions that may arise. Work is reviewed during progress and upon completion.

2. The incumbent is assigned procedural, routine, and one-of-a-kind tasks that are governed by a limited number of guides, instruction, regulations, manuals, and precedents. These guidelines are directly applicable to the work, therefore limited instruction is needed. The work is reviewed upon completion.
The following statement automatically appears on all PAC's:

QUALIFICATIONS

The incumbent must meet the qualifications requirements at the GS-4 level of the applicable standard in the Office of Personnel Management Handbook, Operating Manual for Qualifications Standards for General Schedule Positions, and (if appropriate) the physical standards for the position as stated on the applicable SF-78. Position may require the skills of a qualified typist.

DUTIES

a. Supervises a small to medium-sized organization of DG-1 employees (and/or contractors).
b. Prepares, reviews, and edits standard correspondence, reports, and other documents ensuring proper grammar, spelling, punctuation, format, and presentation of information.
c. Performs complete criminal investigations of misdemeanors.
d. Performs computer systems operation and maintenance duties and work station operation and validation.
e. Processes moderately complex administrative documents by researching and applying laws, rules, instructions, and/or regulations of specialty area.
f. Audits moderately complex records or administrative reports and corrects discrepancies.
g. Files reports, documents, drawings, and/or library materials using multiple filing systems; cross-referencing as required.
h. Receives and processes incoming and outgoing mail in accordance with standard procedures and security regulations.
i. Receives visitors and/or telephone calls, refers caller to correct person if unable to respond to inquiry.
j. Conducts studies of moderate complexity on administrative issues and reports findings to senior personnel.
k. Disposes of reports, documents, drawings or other materials in accordance with standard procedures and security regulations.
l. Performs administrative review of engineering documents, coordinates technical services provided by contractor.
m. Reviews financial data for appropriate use of funds.
n. Performs routine work place monitoring in support of occupational health analyses.
o. Provides a complete range of library services such as acquisition, classifications, bibliographic searching of material, and maintains the periodical collection.
p. Edits manuscripts by altering or reorganizing sentences and paragraphs, recommends changes in the organization of sections, copy-holding, and layout.

<u>RESPONSIBILITIES</u>

a. Responsible for getting work done through subordinate DG-1 employees.
b. Responsible for providing training to lower level employees.
c. Responsible for accurate analysis and reporting of investigations.
d. Responsible for providing accurate information to customers on moderately complex questions.
e. Responsible for the calibration and/or maintenance of the more complex tools or equipment of the field.
f. Responsible for accurately applying and maintaining up-to-date knowledge of moderately complex laws, rules, procedures, and/or regulations.

JUDGMENTS

a. Limited exercise of judgments and decisions is required on moderately complex work and in making selection and adaptation of alternatives.
b. Work on moderately complex specialty area problems is expected to reflect sound judgment.
c. Judgments and decisions are relied upon to the extent that recommendations affect the approach used in solving problems.
d. Results of recommendations and analysis help provide the basis for decisions made by higher level personnel.
e. Judgments and decisions have a significant effect on the civil rights and freedom of suspects and on the reputation of the Center.
f. Results of incumbent's work contributes to meeting project or program goals.

ORIGINALITY

a. Uses standardized techniques, methods, or procedures requiring limited originality, but may contribute innovative techniques or solutions to improve work methods or resolve problems.
b. Recommends constructive ideas to increase the efficiency and productivity within a special area.

SUPERVISION GIVEN

a. May coordinate and/or assist in the work of associates.
b. Provides on-the-job training to other clerical employees.
c. Assigns work to other clerical personnel.
d. Supervises a small group of DG-1 employees (and/or contractors).

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Immediate Supervisor (Division, Branch or Section Head): Report progress, seek guidance on technical problems, obtain directions.
b. Associates (co-workers, NAWCWD employees): Consult with, receive assistance, provide or exchange information.
c. Higher Management (Branch, Division or Department Heads): Report progress, participate in meetings.
d. Other Government: Consult with, exchange information, place orders, follow-up on actions.
e. Contractors/Vendors: Provide or exchange information, place orders, follow-up actions.
f. General Public: Provide information and assistance.
g. Community: Exchange information, enforce laws, statutes and/or regulations, and provide aid and comfort.

CONTROLS OVER POSITION

The following statement automatically appears on all PAC's:

The incumbent performs most assignments with instructions describing the results expected. Direction is received relative to objectives, critical issues, new concepts, and policy matters. Supervisor's approval is obtained on proposed work, but the incumbent is allowed latitude for exercise of independent judgment.

Guidance is provided in unusual or complex situations.

The following statement automatically appears on all PAC's:

QUALIFICATIONS

The incumbent must meet the qualifications requirements at the GS-5 level of the applicable standard in the Office of Personnel Management Handbook, Operating Manual for Qualifications Standards for General Schedule Positions, and (if appropriate) the physical standards for the position as stated on the applicable SF-78. Position may require the skills of a qualified typist or stenographer.

DUTIES

a. Supervises a small to medium-sized organization of DG-2 or equivalent employees (and/or contractors).
b. Leads a small group of DG-2 employees.
c. Processes complex administrative documents by researching and applying laws, rules, instructions, and/or regulations of specialty area, interpolates when required.
d. Provides secretarial support to a Division Head, Program Manager, or Associate Department Head.
e. Audits complex records or administrative reports, corrects discrepancies, and recommends changes to work procedures, when required.
f. Supervises a large organization of DG-1 employees (and/or contractors).
g. Conducts studies of moderate complexity on administrative issues, recommends changes to work practices or procedures, when required.
h. Performs technical review of engineering documents, monitors technical services provided by contractor.
i. Assists civilian and military employees and military dependents with preparation of legal documents.
j. Performs work place monitoring for occupational health studies, analyzes findings and makes recommendations for work place changes.
k. Edits manuscripts by altering or reorganizing sentences and paragraphs, makes changes in the organization of sections, copy holding, and layout.
l. Performs a variety of standard and nonstandard computer operating assignments and resolves a variety of common equipment and operating problems.
m. Performs complete background, criminal, or arson investigations.
n. Performs a variety of library services such as answering reference questions using standard and specialized reference tools and searching, locating, and verifying requests for information.

RESPONSIBILITIES

a. Monitors contractor performance.
b. Accurately analyzes and reports work results, investigations, or data gathering of misdemeanor or felony crimes.
c. Provides accurate information to customers on complex questions that may require research or analysis.
d. Calibrates, and/or maintains the full range of tools and equipment used in the field.
e. Accurately applies and maintains up-to-date knowledge of laws, rules, procedures, and/or regulations, including evaluating their impact on current work practices.
f. Provides classroom or on-the-job training to other employees.
g. Develops work practices and procedures.
h. Plans, coordinates, implements, or supports a segment of a technical or administrative program, or performs such functions in support of a program of limited scope of complexity.
i. Gets work done through subordinate employees (and/or contractors).

JUDGMENTS

a. Interpretation, judgment, and tact is used to resolve operational and administrative matters in all program areas of responsibility.

b. Judgment and analysis are recognized as sound, accurate, and knowledgeable and are generally accepted after limited review.

c. Judgments and decisions are relied upon to the extent that recommendations are ordinarily accepted.

d. Judgments and decisions have a significant effect on the civil rights and freedom of suspects and on the reputation of the Center.

e. Makes decisions under emergency conditions, the consequences of which materially affect life and property.

ORIGINALITY

a. Applies or adapts standard policies, regulations, and currently accepted methods and practices in the specialty area.

b. Assists in the development of new methods or techniques in the specialty area.

c. Uses ingenuity to define and characterize critical features of problems and recommends solutions.

SUPERVISION GIVEN

a. May coordinate, monitor, and/or assist in the work of associates.

b. Supervises a small group of DG-2 or equivalent employees (and/or contractors).

c. Supervises a large group of DG-1 employees (and/or contractors).

d. Reviews the work of other employees for adherence to policies and regulations.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:

a. Immediate Supervisor: Report progress, seek guidance on technical and/or managerial problems, obtain directions.

b. Associates (co-workers, NAWCWD employees): Consult with, receive or provide assistance, provide or exchange information, coordinate work efforts, investigate claims, provide training.

c. Higher Management (Branch, Division, or Department Heads): Report progress, participate in meetings, provide information or technical advice in the specialty area.

d. Other Government: Consult with, exchange information, report progress, receive or give assistance, follow-up on actions.

e. Contractors/Vendors: Provide or exchange information, place orders, follow-up on actions and/or monitor progress, investigate and evaluate claims.

f. General Public: Provide information and assistance.

g. Community: Exchange information, enforce laws, statutes and/or regulations, and provide aid and comfort.

h. Military Personnel: Advise and counsel on administrative matters and procedures.

CONTROLS OVER POSITION

The following statement automatically appears on all PAC's:

The incumbent works independently, without close supervision and perform most assignments with instructions as to general results expected. Direction is received relative to overall objectives, critical issues, new concepts and policy matters. Supervisor's approval is obtained on proposed work, but the incumbent is allowed wide latitude for exercise of independent judgment. The supervisor is kept generally informed of activities and progress.

The following statement automatically appears on all PAC's:

QUALIFICATIONS

The incumbent must meet the qualifications requirements at the GS-6 level of the applicable standard in the Office of Personnel Management Handbook, Operating Manual for Qualifications Standards for General Schedule Positions, and (if appropriate) the physical standards for the position as stated on the applicable SF-78. Position may require the skills of a qualified typist or stenographer.

DG-4

DUTIES

a. Supervises a small to medium-size organization of DG-3 or equivalent employees (and/or contractors).
b. Supervises a large size organization of DG-2 or equivalent employees (and/or contractors).
c. Originates and processes complex administrative actions, including one-of-a-kind precedent setting actions, by researching and applying laws, rules, instructions, and/or regulations of specialty area.
d. Operates, maintains, evaluates, tests, calibrates, and/or develops computer equipment and components.
e. Serves as training officer for the Fire Division.
f.. Performs staff support functions for the Police Division such as man-power loading, cost/benefit analysis, and analysis of the impact of new laws, rules, or regulations, develops new procedures when required.
g. Provide nursing and administrative support including treatment and documentation of injuries and illness.
h. Supervises, through subordinate supervisors, a medium-size organization of DG-2 or equivalent employees (and/or contractors).

RESPONSIBILITIES

a. Plans, coordinates, and implements an administrative program.
b. Accurately analyze and report work results or investigations to higher level management, senior administrative personnel, or technical personnel including sponsors.
c. Gets work done through subordinate employees.

JUDGMENTS

a. Judgments and decisions have a significant effect on the civil rights and freedom of suspects and on the reputation of NAWCWD. Makes decisions under emergency conditions, the consequences of which materially affect life and property.
b. Judgments and decisions impact the effectiveness of others through the application of clerical and administrative methods and procedures.
c. Ensures that laws, regulations, procedures, and/or rules are adhered to.
d. Work is expected to result in development/implementation of techniques, procedures, or processes.

ORIGINALITY

a. Leads, assigns, organizes, sets objectives, and plans the conduct of work of an organizational group requiring thought and foresight from both the technical and managerial viewpoints.
b. Develops, defines, and/or applies improved techniques and methods to resolve problems.

SUPERVISION GIVEN
a. Conducts training sessions for Fire Division personnel.
b. Provides health services and assistance to military or civilian managers and their subordinates.
c. Supervises a small group of DG-3 employees (and/or contractors).
d. Supervises a large group of DG-2 employees (and/or contractors).
e. Estimates manpower needs, budgets, and schedules, and assigns work to meet requirements.
f. Coordinates, monitors, and reviews the work of associates.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Immediate Supervisor: Report progress, seek guidance on technical and/or managerial problems, obtain directions.
b. Associates (coworkers, NAWCWD employees): Consult with, receive or provide assistance, provide or exchange information, coordinate work efforts, train other personnel.
c. Higher Management (Branch, Division or Department Heads): Report progress, participate in meetings, provide information or technical advice in the specialty area, submit proposals and plans, assist in planning goals and programs.
d. Other Government: Consult with, exchange information, report progress, receive or give assistance, follow-up on actions.
e. Contractors/Vendors: Provide or exchange technical information, monitor progress, place orders.
f. General Public: Provide information and assistance.
g. Community: Exchange information, enforce laws, statutes and/or regulations, and provide aid and comfort, represent NAWCWD.
h. National Associates: Exchange current information, coordinate efforts, represent NAWCWD.
i. Military Personnel: Advise and counsel on administrative matters and procedures.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent works independently and receives assignments from supervisor in terms of general objectives, guidelines, and limits. The supervisor provides direction regarding matters of policy, on critical issues, and resource allocations. Completed work is reviewed in relation to meeting requirements and conformance to overall policy and objectives. The incumbent's supervisor is kept informed of general plans and progress of work.
The following statement automatically appears on all PAC's:

QUALIFICATIONS

The incumbent must meet the qualifications requirements at the GS-8 level of the applicable standard in the Office of Personnel Management Handbook, Operating Manual for Qualifications Standards for General Schedule Positions, including all general and specialized experience and (if appropriate) the physical standards for the position as stated on the applicable SF-78. Position may require the skills of a qualified typist or stenographer.

DG-5

DUTIES

a. Supervises a small to medium-size group of DG-4 employees (and/or contractors).
b. Supervises a large group of DG-3 employees (and/or contractors).
c. Supervises a very large group of DG-2 or equivalent employees through subordinate supervisors.
d. Supervises a small to medium-size group of employees engaged in long- and short-term planning, training, and clerical support to law enforcement operations, and investigations.

RESPONSIBILITIES

a. Responsible for administration and technical management of a small section of employees.
b. Responsible for implementing management goals and policies.
c. Responsible for providing computer systems support to user organizations.
d. Responsible for the administrative and technical management of a branch of not less than seven employees.

JUDGMENTS

a. Judgments and decisions in the area of computer operations are recognized by peers and superiors as accurate and/or authoritative and are ordinarily followed with minimal review.
b. Judgments impact NAWCWD or its organizational segments relating to computer operations, functions, and management.
c. Judgments and decisions significantly impact NAWCWD or its organizational segments relating to law enforcement and police operation, functions and management.

ORIGINALITY

a. Develops, defines and applies new or improved techniques, methods, practices, or strategies in the specialty area.
b. Assigns, organizes, plans and/or directs the work of a section requiring thought and foresight from both technical and managerial viewpoints.

SUPERVISION GIVEN

a. Supervises and directs both technically and administratively a section of subordinates at the DG-3 or DG-4 level.
b. Estimates staffing needs, and schedules and assigns work to meet requirements.
c Supervises and directs both technically and administratively a medium-sized law enforcement branch.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:

a. Associates: Consult with; give/receive assistance or advice; train.

b. Higher Management (Branch Heads, Division Heads, Department Heads): Report progress; seek guidance on technical and/or managerial issues; report on problems and proposed solutions; provide advice and counsel; coordinate with and share information to accomplish common goals; serve as liaison with technical codes.

c. Contractors/Vendors: Monitor progress; discuss technical matters; verify end products.

CONTROLS OVER POSITION

The following statement automatically appears on all PAC's:

The incumbent works independently and receives assignments from supervisor in terms of general objectives, guidelines, and limits. The supervisor provides direction regarding matters of policy, on critical issues, and on resource allocations but the incumbent is permitted latitude for exercise of independent judgment. The supervisor is kept informed of general plans and progress of work. Completed work is reviewed for conformance to overall policies and objectives.

The following statement automatically appears on all PAC's:

QUALIFICATIONS

The incumbent must meet the qualifications requirements at the GS-10 level of the applicable standard in the Office of Personnel Management Handbook, Operating Manual for Qualifications Standards for General Schedule Positions, including extensive advanced experience in the specialty area.

Scientist and Engineer
(DP) Category

SCIENTIST AND ENGINEER TITLES:
401 Biologist
401 Supervisory Biologist
408 Ecologist
408 Supervisory Ecologist
486 Wildlife Biologist
486 Supervisory Wildlife Biologist
801 General Engineer
801 Supervisory General Engineer
801 Logistics Engineer
801 Supervisory Logistics Engineer
803 Safety Engineer
803 Supervisory Safety Engineer
804 Fire Protection Engineer
806 Materials Engineer
806 Supervisory Materials Engineer
807 Landscape Architect
807 Supervisory Landscape Architect
808 Architect
808 Supervisory Architect
810 Civil Engineer
810 Supervisory Civil Engineer
819 Environmental Engineer
819 Supervisory Environmental Engineer
830 Mechanical Engineer
830 Supervisory Mechanical Engineer
850 Electrical Engineer
850 Supervisory Electrical Engineer
854 Computer Engineer
854 Supervisory Computer Engineer
855 Electronics Engineer
855 Supervisory Electronics Engineer
861 Aerospace Engineer
861 Supervisory Aerospace Engineer
893 Chemical Engineer
893 Supervisory Chemical Engineer
896 Industrial Engineer
896 Supervisory Industrial Engineer
1301 Physical Scientist
1301 Supervisory Physical Scientist
1306 Health Physicist

1306 Supervisory Health Physicist
1310 Physicist
1310 Supervisory Physicist
1310R Supervisory Research Physicist
1310R Research Physicist
1320 Chemist
1320 Supervisory Chemist
1320R Research Chemist
1320R Supervisory Research Chemist
1321 Metallurgist
1321 Supervisory Metallurgist
1340 Meteorologist
1340 Supervisory Meteorologist
1350 Geologist
1350 Supervisory Geologist
1360 Oceanographer
1360 Supervisory Oceanographer
1386 Photographic Technologist
1386 Supervisory Photographic Technologist
1515 Operations Research Analyst
1515 Supervisory Operations Research Analyst
1520 Mathematician
1520 Supervisory Mathematician
1529 Mathematical Statistician
1529 Supervisory Mathematical Statistician
1550 Computer Scientist
1550 Supervisory Computer Scientist

<u>Student Educational Employment Program:</u>
899 Student Trainee (Aerospace Engineering)

899 Student Trainee (Chemical Engineering)
899 Student Trainee (Computer Engineering)
899 Student Trainee (Electrical Engineering)
899 Student Trainee (Electronics Engineering)
899 Student Trainee (Engineering)
899 Student Trainee (Environmental Engineering)
899 Student Trainee (Materials Engineering)
899 Student Trainee (Mechanical Engineering)
1399 Student Trainee (Chemistry)
1399 Student Trainee (Physical Science)
1399 Student Trainee (Physics)
1599 Student Trainee (Computer Science)
1599 Student Trainee (Mathematics)

Scientist and Engineer Specialty Codes

01 Inorganic Chemistry: Conducts syntheses, prepares and manufactures new or known inert or explosive inorganic compounds and inorganic polymers. Studies, designs, improves, and develops reactions, procedures, and processes for the synthesis of inorganic compounds and polymeric materials.

02 Organic Chemistry: Conducts syntheses, prepares and manufactures new or known inert or explosive organic compounds, including monomers, and polymers thereof. Studies, designs, improves, and develops reactions, procedures, and processes for the synthesis of organic compounds. Studies the chemical behavior of organic compounds and polymeric materials.

03 Physical Chemistry: Investigates, determines, correlates, and predicts physical and chemical properties of compounds, polymers, and mixtures thereof. Studies behavior of compounds and mixtures under the influence of external variables. Studies kinetics and mechanisms of chemical reactions. Includes studies in specialties such as electrochemistry, photochemistry, quantum chemistry, polymer chemistry, and the characterization and analysis of high-energy materials.

04 Analytical Chemistry: Analyzes and identifies chemical compounds and mixtures. Work often involves the isolation and identification of processing variations or chemical contaminants that affect the physical or chemical characteristics of chemical compounds. May use a wide variety of tests, analytical procedures, and instrumentation, or may design and develop new analytical methods and instrumentation to accomplish these objectives.

05 Applied Mechanics: Covers the investigation and theoretical explanation of continuum mechanics, kinematics, dynamics, elastic and plastic behavior, wave motion, fracture mechanics, and thermal/mechanical phenomena. Work often requires extensive mathematical analysis and analogies using digital computing with finite-element or finite-difference mathematical methods.

06 Thermodynamics and Statistical Mechanics: Investigates, determines, correlates, and predicts relationships among properties of matter, especially those that are affected by changes in temperature, for example the conversion of energy from one state to another. These investigations of relationships among macroscopic properties can be based on the macroscopic postulates of thermodynamics or on the known characteristics and interactions of the microscopic constituents of the system.

07 Detonation Physics: Measures, models, and uses the properties of explosive materials and their mechanical effects including interactions with solids, liquids, and gases. Experiments concerned with detonating high explosives require an understanding of the detonation and combustion processes, the equation of state of shocked materials, fracture and failure processes, and the elements of hydrodynamic flow.

08 Geophysics: Wide externalization of physics, chemistry, and mathematics that includes subtopics, such as geodesy, oceanography, meteorology, seismology, aeronomy, terrestrial magnetism, electricity, etc. Draws heavily on physics of thermodynamics, mechanics, chemistry, geology, etc. Includes the management, operation, and

maintenance of a geophysical capability to support range users, sponsors, and tenant activities through the various fields of geophysics including: meteorology, oceanography, geodesy, agronomy, terrestrial magnetism, aeronomy, seismology, and electricity.

09 Metallurgy: Covers work in the area of the structure, properties, processing, testing, and application of metals and metallic alloys. Work is concerned with the chemical, mechanical, and physical properties of metallic materials in engineering design and/or production, and the application of technologies such as casting, welding, brazing, soldering, forging, finishing, plating, heat treatment, alloying, and metallurgical processing. Requires a substantial knowledge of metallurgical testing, processing, failure analysis and fatigue studies, environmental corrosion, and mechanical property determination. Persons in this category often act as advisors or consultants to design engineers throughout NAWCWD, and may frequently be involved in the investigation or development of new materials and manufacturing processes.

10 Nonmetallic Materials: Studies the mechanical and physical properties of nonmetallic materials employed in advanced aircraft, missiles, weapons, and engineering test equipment. Work includes studies of the behavior of such materials in design applications during processing and under environmental conditions. Materials include plastics, adhesives, paints, coatings, encapsulants, polymeric binders, insulators, ablators, ceramics, grease, lubricants, sealants, composite materials, glasses, high-temperature materials, rubber, solvents, organic and nonorganic fibers, paper, etc. Studies of physical properties include such specialized areas as viscoelastic testing of materials, flow characteristics of liquids, evaluation of protective coatings, environmental corrosion, studies of phase changes as a function of temperature (liquid-solid, crystal-crystal, glass transition, etc.), high-temperature response of the material's chemical structure. Persons in this category are often involved in specialized testing or in conducting failure analyses of these materials, and frequently provide advice and assistance to design engineers throughout NAWCWD and to outside commercial contractors.

11 Solid State: Includes those physical sciences devoted to the understanding of the structure, properties, and behavior of materials. Includes the study of electrical, electronic, magnetic, thermal, optical, mechanical, and other properties of materials such as metals, dielectrics, and semiconductors to better understand basic physical mechanisms and how they influence the properties of technologically important materials and their eventual application. Research includes efforts to achieve an improved understanding of the interaction of radiant energy with materials, which requires working knowledge and use of, for example, quantum mechanics, electromagnetic theory, scattering theory, band structure, and electronic processes. The above research effort relates to key problems in solid-state detectors, critical optical components, and integrated optics. Other research topics in solid-state physics include ferromagnetism, ferroelectrics, piezoelectrics, crystal structure, semiconductors, superconductivity and cryogenics, luminescence, photoconductivity, surface physics, electron diffraction processes, electroreflectance, and electron transport and conductivity phenomena.

12 Optics: Concerned with the generation, transmission, and interaction with matter of electromagnetic radiation in the ultraviolet, visible, and infrared spectral regions. Includes, but is not limited to, the following areas: physical optics, geometrical optics, integrated optics, holography, photometry, spectroscopy, atmospherics, calorimetry, lasers, detectors, and photosensitive materials. Investigations range from analysis of the transmission and absorption properties of the atmosphere to the design, evaluation, and test of instruments, devices, detectors, and lasers for NAWCWD programs.

13 Electro-Optics: Specializes in the use and design of equipment for the generation, propagation, detection, and processing of electromagnetic energy in the frequency band from infrared through ultraviolet. Typical work consists of the integration of optical sensor and signal processing technologies in the design, development, and test of instrumentation, guidance, fuzing, and sensor devices for weapons systems. Examples of special knowledge requirements include optical propagation theory, properties of optical and electro-optical materials and equipment, optical signal processing techniques, microprocessors, lasers, and detector technology.

14 Microwave: Concerned with the theory, analysis, and design of various microwave components and devices including detectors, antennas, radomes, oscillators, amplifiers, filters, mixers, couplers, transmission lines (waveguides, coax, stripline, microstrip, surface acoustic wave, etc.).

Additional areas of endeavor are concerned with the analysis of the propagation medium and environment such as scattering, multipaths, propagation loss, etc., and investigations of nonlinear interaction of microwaves with plasma, as well as various materials.

15 Ordnance Components and Devices: Covers the design, production support, in-service engineering, and life-cycle maintenance of mechanical, chemical, electrical, and electro-mechanical ordnance components and devices. Examples are guns, bombs, rocket motors, fuze trains, detonators, and other pyrotechnics and explosive-type devices. Work in this specialty requires not only a high degree of competence in normal mechanical and/or chemical design methods but the application of specialized fields of knowledge such as ballistics, detonation physics, explosive propagation theory, thermohydrodynamics, rocket motor internal ballistics, and applied explosive, pyrotechnic and propellant chemistry. The work may involve specialized testing of ordnance devices and/or the analysis of ballistic, fragment, blast, or internal rocket motor ballistic data gathered in such tests.

16 Instrumentation/Telemetry: Includes the design and development of specialized electronic devices and equipment, and the integration of these devices with commercial or other components and instruments to provide capability for performing measurements on other devices, subassemblies, or systems, and for exposing electronic systems to simulated environments for the purposes of design optimization and/or performance evaluation. Includes the specification, calibration and maintenance, and operation of such instrumentation and facilities. This area also includes all telemetry work, both range and aircraft.

17 Signal Processing: Concerned with the design and analysis of circuits for the manipulation of signals, or their representation, as derived from various transducers in

order to obtain estimates of certain parameters or characteristics of the signal that convey information. Manipulations are carried out in both the time and frequency domain and include operations such as spectrum analysis, correlation, adaptive filtering, signal integration, and similar techniques.

18 Electronic Components Design: Involves the design, development and testing of analog or digital electronic components and/or circuits for potential use in a wide variety of electronic systems. Examples of special knowledge requirements include solid-state physics and chemistry, integrated circuit design, computer-aided design, digital and analog circuit design, etc.

19 Electronic System Engineering: Concerned with the application of electronic design principles to meet specified functional performance requirements of electronic systems, including electronic support equipment. Examples of specialized knowledge requirements include electronic systems, military electronic environmental constraints, computer technology, maintainability, reliability, software, and production engineering concepts.

20 Electromechanical Engineering: Concerned with the application of electromechanical design principles and analysis to meet specified functional performance requirements of electro-mechanical systems and packaging. Examples of specialized knowledge requirements include military electromechanical environmental constraints, servo-mechanisms, electromechanical manufacturing techniques, etc.

21 Structural Design: Concerned with the application of engineering and structural mechanics to the design of military hardware, test equipment, and other machinery. Includes conducting stress analyses to determine the effects of materials, applied loads and operating environments as related to functional and structural design or operational usage. Covers both theoretical and/or experimental work to determine the effects of static and dynamic loads. Tasks include the formulation of theoretical models, the performance of structural, dynamic, and vibration tests, and the correlation and analysis of experimental data. Often requires the use of computers and advanced mathematical methods to perform complex analyses.

22 Mechanical Design: Concerned with mechanical design of parts/components, support equipment, and the mechanical integration of weapon systems, military hardware, equipment, and test apparatus. Includes the layout and design of mechanical mechanisms, the selection of standard components for use in such mechanisms, and the design of parts for use in them. Work often involves structural analysis of members of mechanical assemblies, the properties of materials to be used in components, effects of temperature and heat transfer on the performance of the device and its components, the physical integration and packaging of electrical devices, and the mechanical operating characteristics of devices.

23 Radar Systems: Concerned with the theory, analysis, design, development, and/or test of radar transmitting and/or receiving systems for application throughout the microwave frequency spectrum. Examples of applications include communication, surveillance, homing, navigation, identification, etc. This area also includes processing of radar signals.

24 Navigation Systems: Involves research, development, test and engineering of navigation systems and subsystems and the integration of those systems and subsystems

into command and control (C2) systems. Specialty is highly interdisciplinary requiring knowledge in various fields including, but not limited to, control systems engineering, estimation theory, communication theory, oceanography, cartography, celestial mechanics, geodesy, computer science, mathematics, physics, especially electromagnetic propagation, etc. C2 specialty includes knowledge of environmental effects and operational requirements imposed on navigation systems such as responsiveness, accuracy, blunders and ambiguities, and geometric factors affecting accuracy.

25 Propulsion and Power Systems: Concerned with vehicle propulsion systems (solid, liquid, and airbreathing) and associated auxiliary power generation and conversion systems and associated technology. Typical duties include assisting with feasibility studies of new weapon systems, generating new concepts, designing devices such as rocket motors, performing interior or exterior ballistic calculations, conducting trade-off studies, conducting tests and evaluation, and providing guidance to system developers.

26 Weapons Control Systems: Includes research, development, design, production, test, evaluation, and life-cycle maintenance of analog and digital systems and components for use in weapon control or fire control systems. Weapon control systems include the launcher, payload, delivery, fire control, guidance and control systems, as well as functions that control, set, display, test, or evaluate the weapon or sensor system. Included are necessary supporting documented computer programs and technical documentation.

27 Fuzing Systems: Definition, integration, design, development, and test of electromagnetic, mechanical, and contact fuzing systems, firing and initiation systems, and subsystems for warheads and rocket motors. Requires knowledge of electro-optical, infrared, radar, active and passive proximity sensing and/or safety and arming devices, acoustics and pyrotechnics of related components as they apply to ordnance applications.

28 Guidance and Control: Concerned with the application of the principles of control theory to the analysis and design of guidance systems for aerospace (aircraft, missiles, projectiles, etc.) vehicles or devices. Classical and modern control theory techniques can be applied to the analysis and synthesis of open loop and/or closed loop systems intended for control, regulation, or adjustment of electrodynamic, electromechanical, or mechanical apparatus. The methodology may employ the formulation of system models and subsequent application of transform and/or state variable theory, digital or analog computer simulation and statistical techniques to predict response, stability and design adequacy. Within this specialty are included both theoretical studies of guidance concepts for application to specific problems, and the design, fabrication, and evaluation of hardware guidance components and systems.

29 Avionics: Concerned with the overall avionics system aspects of providing aircraft weapon system capabilities. Includes definition of overall system and subsystem requirements and constraints, translation of these into hardware, software, and interface requirements for individual system elements, and providing for integration, subsystem test, and system qualification. May involve emphasis on analytic, hardware, or software system elements, such as weapon delivery mechanizations, real-time computer program, or radar systems.

30 Aerodynamics and Exterior Ballistics: Concerned with aerodynamics, thermal analysis, and ballistic performance of aircraft, missiles, projectiles, rockets, bombs,

parachutes, balloons, and other aerospace vehicles. Analysis and design of aerovehicle systems is often concerned with the integration of other system components such as propulsion, structure, and control that affect performance and/or trajectories. Typical investigations involve development and employment of analytical and experimental methods to determine and/or analyze static and dynamic stability, vehicle handling and control characteristics, performance, surface pressure distribution, aerodynamic forces and structural loading, boundary-layer growth, heat transfer, high-speed flows including real gas effects, flight dynamics, trajectories, chemical reactions and surface interaction from high-speed flows, and ballistic performance prediction. Modern computational techniques including digital and analog computers often are used to calculate trajectories and performance of various types of naval ordnance and aircraft mentioned above.

31 Stores Management Systems: Includes interface design and systems integration between external stores and the launch aircraft or platform. Involves design, development, test and evaluation, in-service engineering, and life-cycle management of stores management systems, launchers, launcher adapters, etc. Specific disciplines that relate to this area are digital circuit design, switching and control circuit design, multiplex (MUX) bus design, information and switching theories, techniques for selection, routing, time sharing, mechanical systems integration, electromechanical design, etc.

32 Aircraft Integration and Support: Concerned with the overall electrical and mechanical integration of existing and planned devices, weapons, stores, weapons control, and survivability equipment into existing and planned aircraft, including necessary suspension and release systems. The integration includes defining interfaces with core and mission avionics, mechanical integration, writing development specifications for the aircraft armament interface, technical support of aircraft developments and evaluating total system impact of proposed changes. Standardization of the aircraft armament interface is included in this area. Survivability includes development, test, and analysis for reduction of combat attrition.

33 Aerodynamic Decelerator Technology: Includes the use of aerodynamic, structural, mechanical, textiles and related materials, and human factor interest as related to the analysis, design, development, and experimental investigation associated with parachute systems, components, applications, and associated equipment.

34 Electronic Warfare: Involves the integrated use of a wide variety of systems, equipment, and techniques to degrade the performance of enemy systems and to enhance the performance of our systems in the face of enemy countermeasures. Techniques and systems used may be electromagnetic, optical, acoustic, etc. Examples of special knowledge requirements include a broad under-standing of electronic warfare principles and practices, performance and design characteristics of own and foreign surveillance, communications, command control and weapons systems, system modeling and simulation, jamming techniques and equipment, overall systems engineering, etc.

35 Military Operations Analysis: Requires broad-based technical knowledge of weapon systems, military operations, and mathematical analysis techniques for investigating and evaluating all facets of modern warfare. Analyses of operational and tactical situations are performed using data from military operations, intelligence, technical developers, and industry to establish requirements and to provide advice and insight about probable effects of alternative solutions to military problems. Analysis results are expressed as

quantitative and qualitative measures of system performance, kill capability, vulnerability, cost, etc. Studies range from technical examinations of the effects of alternative weapons system components to the operational examination of the interaction of land, air, and naval forces in global conflict. This diversity of study types requires the application of a wide variety of analysis techniques including manual simulations, computer modeling, probability and statistical methods, and war gaming.

36 Systems Analysis: Covers that area where various disciplines, specializations, methods, techniques, and tactics are applied to conceive, analyze, design, evaluate, and test weapons and other systems. A variety of physical and analytical disciplines such as mechanics, ballistics, aerodynamics, control, electronics, computer technology, mathematics, probability, statistics, and engineering are applied. Mathematical modeling and simulation (digital, hybrid, analog) are important tools. Analyses of operational and tactical situations are performed. Data and information from multiple sources (military operations, intelligence, industry, technology, management, etc.) must be correlated, analyzed, evaluated, and applied.

37 Mathematical Modeling and Simulation: Covers the development of mathematical models to describe a complex physical system and the varying of parameters in a simulation to study and optimize critical features of the system. Typical models are for components of weapons systems, entry weapons systems, operational environments, weapon kill probability studies, control studies, control theory, etc. These systems or subsystems may be simulated using analog, digital, or hybrid models as pure simulation or in conjunction with portions (hardware and/or software) of the total system. The models may or may not be required to operate in real time and could be written in any programming language.

38 Data Assessment: Covers data engineering, i.e., the areas of engineering and scientific data acquisition, processing, assessment, interpretation, and analysis. Could include development of new and modification of existing mathematical models for reducing data, generation of computer codes for handling, processing, and displaying data, and the formulation of methods and techniques for analyzing and interpreting data.

39 Software Engineering: Covers any portion of the designing, developing, programming, debugging, documenting, maintenance, management, and security of a software program where the software is the required end product. Ideally, the software produced would be used by many people over a long period of time as an aid to solving many scientific and engineering problems and/or as part of an ongoing system. Could include tactical software, operating system software, compilers, assemblers, file managers, graphics, simulations, structural analysis, data reduction, information retrieval, network analysis, cross compiling, etc. The software could be implemented on large-scale computers or minicomputers and could be written in any programming language or machine dependent code.

40 Computer Hardware and Digital Systems: Concerned with the design and development of digital systems that include computers, particularly mini and microcomputers. Included is the design of external digital hardware, development of test and operational programs, and hardware-software trade-off studies. Requires knowledge of state-of-the-art hardware and the techniques of logic design, as well as the most basic kinds of computer programming at the assembly language and binary levels.

41 Environmental Test and Evaluation: Concerned with the measurement, analysis, prediction, and simulation of the environments to which weapons are exposed and the assessment of weapons performance in meeting specifications and performance objectives. Includes the development of plans, methods, techniques, and specifications related to these factors, the review, evaluation and interpretation of environmental data, and the simulation of environmental models. Destructive and/or nondestructive methods are used to gather this data.

42 Reliability Engineering: Concerns the definition, implementation, and maintenance of reliability engineering support to the planning, design, development, test and evaluation, and acquisition of weapons systems, components, and support equipment. Tasks include program planning and requirements analysis; parts selection, application, and derating support; reliability analyses; test and evaluation planning and assessment; failure reporting, analysis, and corrective action control; and other reliability related tasks as appropriate.

43 Quality Engineering: Concerns the application and implementation of quality assurance, quality control, and quality engineering techniques, principles, and disciplines during planning, design, fabrication, and test and evaluation of weapon and support systems. Types of efforts include quality assurance program planning, test and inspection plans, production process review, corrective action on deficiencies identified, quality procurement requirements, etc.

44 Technical Documentation: Provides engineering services to prepare design disclosure drawings from technical information supplied by design engineers. Reviews drawings for clarity and completeness of requirements, proper use of specifications, standards and drafting symbols, fits, tolerances, and interface compatibility and producibility. Provides engineering services to determine specification requirements relating to program phase contracting philosophy. Provides engineering services for the application of configuration accounting and data management systems for all types of data.

45 Deployment and Fleet Support: Concerned with life-cycle management, control, and engineering support of equipment, systems, or components that are entering or are already in service use. Includes the engineering support and monitoring of changes to such equipment or systems being produced either in government or contractor facilities, technical efforts in support of the deployment of such new equipment into the Fleet, the investigation of deficiencies in newly deployed Fleet equipment, and the technical and procurement support of modifications to such equipment by product improvement, production design changes, retrofit, or change in operational procedures to eliminate system/equipment deficiencies.

46 Contract Monitoring: Monitors contractor research, analysis, design, development, test, or manufacturing operations for the government. Furnishes technical advice and assistance to contractor. Reviews contractor data, reports, studies, designs, design documentation, tests, or equipment to determine conformance with contract technical requirements. Conducts technical reviews to determine acceptability of changes to contract required services or equipment and/or determines the usability of items not meeting the requirements of the contract. Furnishes advice to government contracting officers on technical matters. Serves on government pre-award, source selection, post-

award, plant survey, first article evaluation, design review, inspection, test review, and performance evaluation teams.

47 Facilities Engineering : Responsible for the planning, design, layout, and maintenance of real property (buildings, structures, utility systems, and associated plant and technical equipment). The facilities may be test facilities, industrial facilities, laboratories, or other specialized or general purpose facilities. Responsible for overseeing the construction of facilities as well as being responsible for land-use planning.

48 Safety: Covers positions involved with the safety aspects of the development of complex modern weapons systems and ordnance devices, or the management of risks involved in the testing and handling of new experimental ordnance devices or explosive materials. Includes the following specific types of efforts: (a) Systems safety work involving the engineering analysis of weapons systems to identify and eliminate safety hazards inherent in the design. Involves the systematic application of Navy safety policies to the design of military hardware, definition of system safety requirements, performance of various specialized types of hazard analysis, preparation of system safety plans, and assistance in the overall implementation of safety practices for modern complex weapons systems. (b) Work involving the management and control of risk in testing or industrial processing involving ordnance items or high-energy materials. (c) Membership on committees responsible for the establishment of safety operating and test policies, enforcement of Center-wide operating policy with regard to safety, granting specialized extensions to such policies, or overseeing broad areas of risk management involving highly hazardous ordnance operations for NAWCWD. (d) Individuals that have direct delegated authority or responsibility for the management and assumption of risks, on behalf of NAWCWD, involved in tests, transportation, and handling of new experimental ordnance devices and materials.

49 Technical /Project Management: Provides overall direction, coordination, and management of all facets and functions of a major technical program or several closely related programs. The incumbent serves as the single point of contact for all NAWCWD, interfacing with headquarters, contractors, and other government activities involved in the program. Supervises a staff of assistant managers, project engineers, business managers, and functional specialists (who may or may not be under the manager’s administrative control) for overall technical direction of the program. Is responsible for preparation of all planning documents associated with program organization, product development, material acquisition, program budgets, schedule, reports, and documentation. Implements national, headquarter, and local policies as they apply to the program.

50 Technical Management Staff : Assists Technical Manager in providing overall direction, coordination, and management of all facets and functions of a major technical program or several closely related programs or specific technology areas. Duties include planning, directing, scheduling, establishing priorities, and monitoring expenditures on those technical efforts. Duties may also include arrangement for support of the program or technology by other NAWCWD administrative units, managing controversial issues and furnishing policy guidance to other personnel or outside organizations. Extensive continuing contacts may be required with outside organizations including headquarters, sponsors and government contracting officers, universities, or private industry.

51 Technical Supervisor: Supervises an organizational element or function that is predominantly technical in nature. The primary focus of time is devoted to directing and actively participating in the technical tasks of the personnel being supervised. The remaining time is devoted to purely administrative matters, such as hiring and rating personnel, generating minor budget elements, assuring implementation of local policy and procedures, attending meetings, and writing nontechnical memorandums.

52 Administrative Supervisor: Responsible for administrative management in supervisory positions at the Branch, Division, or Department level. Responsibilities include organizing, staffing, budgeting, and providing facilities and equipment required to carry out assigned tasks. Deals with day-to-day personnel problems. Interfaces and communicates both up and down the organizational chain to provide assignments, continuously review and report technical progress toward goals and objectives. Represents the organization at local and off-Center meetings and is generally empowered to make tentative or binding decisions and commitments pertaining to the work of the organization.

53 Project Engineering: Provides overall direction, management, and coordination of a significant technical effort. Efforts are of a size and scope to require the work of a team to accomplish. Serves as leader or principal investigator of a team ranging from the assists of a junior professional and a few part-time specialists to full multiple discipline teams involving more than a score of people. Responsible for determining the long- and short-term technical direction or approach, planning and scheduling work, monitoring budget expenditures, reporting results, progress, and overall accomplishments of the work. This effort, while significant, is limited in scope to a single area of study, investigation, or test of subsystem, system, or equipment.

54 Electromagnetic Compatibility Engineering (EMC): Concerns the application and implementation of EMC principles during the planning, design, acquisition, test and evaluation, and production of weapon systems and support equipment. EMC encompasses electromagnetic interference (EMI), electromagnetic vulnerability (EMV), electromagnetic pulse (EMP), and radiation hazards (RADHAZ). Tasks include preparing EMC program plans, EMC design requirements, and EMC test and evaluation of components, subsystems, and complete weapon systems.

55 Systems Engineer: Is responsible for the overall technical design, definition, and integration of a complex system with several major subcomponents such as propulsion, airframe, guidance, control, ordnance, fuzing, avionics, software, computers, and interfaces. Serves as a leader in the system simulation, requirement, and performance specification assessment of technical risk, and analysis of test and evaluation results. Responsible for integration of system performance

requirements generated by operational and threat analysis into hardware and software.

56 Applied Mathematics: Entails expertise in one or more areas of advanced mathematics, and the activity of applying that expertise to the solution of problems of current technological interest. May involve critically assessing an existing computational technique or approach, or devising a new one. The area of expertise might be combinatorics, digital coding theory, probability theory, stochastic process theory, statistics, linear or multilinear algebra, group theory, convex set theory, theory of ordinary or partial differential equations, information theory, theory of integral equations,

numerical analysis, harmonics analysis, theory of complex variables, etc. Requires not only a detailed knowledge of one such area, but a reasonable familiarity with several others.

57 Maintainability Engineering: Concerns the definition, implementation and maintenance of maintain-ability engineering support to the planning, design, development, test and evaluation, and acquisition of weapons systems, components, and support equipment. Tasks include maintainability program planning and requirements analyses, maintainability analysis, test and evaluation planning and assessment, testability and built-in test (BIT) effectiveness, and other maintainability tasks as appropriate.

58 Microwave Acoustics: Concerned with the theory, design, fabrication, testing, analysis, evaluation, and applications of materials, propagation phenomena, and devices using surface acoustic waves (SAWs) and/or bulk acoustic waves (BAWs) in the frequency range 10 to 10,000 MHz. Examples include: the growth and characterization of potentially important piezoelectric crystals, such as berlinite and tourmaline, the sputter deposition of important piezoelectric thin films, such as ZnO and AIN; the design and analysis of various SAW and BAW devices that make use of novel materials or configurations; the design and analysis of electromechanical transducers; the theoretical analysis of relevant materials properties, such as piezoelectricity and elasticity; the mathematical computation of related SAW and BAW propagation characteristics; and the exploration of applications to such areas as signal generation, signal processing, and nondestructive evaluation.

59 Targeting: Concerned with the theory, analysis, design, development, and test and evaluation of technology and systems for surveillance, searching for, detecting, recognizing, classifying, identifying, and tracking of targets, and directing weapons against targets. The specialty requires expertise in, but is not limited to, the technologies of passive and active RF and EO sensors, navigation systems, image and signal processing methodology, pattern recognition, artificial intelligence, classification, computer and software systems, system development and integration, and/or human factors as applied to air and surface targeting systems.

60 Geology: Conducts research and investigation in the field of mineral deposits, geothermal systems, structural geology, ground water, and related subjects. Also, conducts exploratory programs to locate and use minerals and geological materials, and for engineering geology studies to accomplish Navy mission needs.

61 Warhead: Specializes in the definition, design, development, integration, test, or evaluation of warhead concepts for guided missile, unitary and cluster bombs, gun, and rocket systems applications. Work in this specialty requires not only a high degree of competence in mechanical design methods but the application of specialized fields of knowledge, such as: detonation physics, warhead ballistics (internal, exterior, and terminal), dimensioning and tolerancing techniques, explosive applications, fragmentation control techniques, fabrication processes, metallurgy, and materials selection. The work may involve specialized testing of warheads and/or the analysis of ballistic arena, survivability, structural, safety, and environmental data gathered in such tests.

62 Production Engineering: Concerned with the engineering design, specification, manufacturing,

and acquisition of weapon systems or weapon system components during all phases of development to promote minimum production costs, timely production schedules, and adherence to government specifications and requirements. Provides technical review and consultation to development activities on adequacy of specification, production processes, material availability, dimensioning and tolerancing, design producibility and inspectability, standardization, and manufacturing cost control techniques. Reviews tooling, fixturing, gaging, and machine requirements. Participates in government pre-award surveys, source selection committees, post-award conferences, plant surveys, first article evaluations, design reviews, and production support teams.

63 Weapons Systems Cost Analysis: Involves broad-based technical knowledge of weapon systems and mathematical analysis techniques for investigating, evaluating, and projecting the cost and/or economic impact of the acquisition and operation of new and/or improved weapon systems or components. Cost analyses are performed using data, both performance and cost, acquired and developed from government and contractor sources, to establish the estimated cost or budgetary requirements of weapon systems under a variety of acquisition or programmatic strategies. Analysis results are expressed as quantitative and qualitative measures of system life-cycle cost, performance, cost effectiveness, affordability, etc., with appropriate supporting rationale and methodology.

64 Human Factors Engineering: Involves the use of a variety of techniques and disciplines to analyze, evaluate, and model systems using a human operator. Typical techniques and disciplines include user interviews, task analyses, workload analyses, operational sequence analyses, failure mode analyses, link analyses, computer simulations, mathematical modeling, and operations research. System and subsystem designs are analyzed in the context of operational and tactical situations that are under the supervision of human operators. Data and information from a variety of sources (e.g., industry, project engineers, military operations, simulations, etc.) must be correlated, analyzed, and evaluated.

65 Hazardous Agents/Propulsion Operations: Works with or in close proximity to explosive or incendiary materials, toxic chemical materials, and/or liquid/solid propulsion operations. Receives continuing safety training on dealing with these agents. These agents have been tested and their behavior, development, or test activities have been documented.

66 Computer Aided Engineering: Covers any portion of designing, developing, programming, debugging, documenting, maintaining, and supporting management and security of a software program or a software package where the end product is in support of the disciplines concerned with computer aided design/computer aided manufacturing (CAD/CAM). In general, the software produced will be used by many people over a long period of time as part of a computer aided engineering system to solve problems in mechanical design, electrical engineering, numerical control, architectural and construction engineering, or any of the other special areas addressed by computer aided engineering. The software is typically implemented on interactive graphics computer systems that provide work stations for engineering personnel to complete engineering tasks.

67 Computer Integrated Manufacturing (CIM): Concerns the application of computer controlled equipment in the engineering design, fabrication, assembly, inspection, and test of weapon systems and weapon systems components. Provides technical review and consultation to development activities on production disciplines affected by the use of CIM, such as tolerancing, configuration control, complex surface generation, production cost, production control, quality control, and drawing standards. Develops new software and hardware to expand the use of the computer in manufacturing processes. Reviews tooling, fixturing, gaging, and machine requirements in CIM applications. Participates in government pre-award surveys, source selection committees,

post-award conferences, plant surveys, first article evaluation, design reviews, and production support teams.

68 Environmental Engineering/Protection: Involves the protection of land, air, water quality, and natural and cultural resources of NAWCWD-administered lands in accordance with evolving environmental rules, regulations, and policies of all levels of government.

69 Target System Engineering: Concerns the application of various technologies and understandings of systems integration, range systems, operational concepts, test and evaluations, and threat systems. Functions include the integration of unique target augmentation systems to meet specific weapons test and evaluation, and Fleet training requirements. Other duties include developing test plans, conducting tests, data analysis, and efforts related to the test and evaluation of targets and subsystems.

70 Range Systems Development: Designs new and novel state-of-the-art range systems including establishment of design criteria for the assembly of subsystems and equipment into an organized entity capable of efficient function. Includes the design of interconnecting devices and the establishment of compatible and optimum parameters for the interoperation of subsystems and equipment employing widely varied principles of operation.

71 Range Systems Engineering Management: Plans, analyzes, and evaluates engineering and technical efforts used to define total range system/subsystem requirements; translates requirements into design criteria; manages the functional engineering support and resources for range systems research and development, technical application, specification, acquisition, and implementation.

72 Real-Time Processing: Researches improvements in the manipulation of data used to include the course of ongoing events. Requires the knowledge of cycle time constraints to develop methods that balance speed of operation with mathematical precision.

73 Telemetry Instrumentation: The management, engineering, maintenance, calibration, and operation of range telemetry antenna, receiver, recording, decommutation, and display systems and facilities.

74 Metrology: Engineering activities related to precise measurement in support of the Navy metrology and calibration program. Assists engineers and scientists involved in scientific and engineering analyses of precision measurement engineering (PME) to determine requirements and develop standards, including development of PME philosophies, concepts, and techniques.

75 Logistics: Provides a unified approach to the management and technical analysis necessary to cause support considerations to influence systems and equipment requirements and design, define support requirements that are related to system and equipment and each other, and provide the required support during the system life cycle at the least cost. The work involves integration of various scientific and engineering analysis methods to perform comparative analyses and trade-off studies in the development of an overall logistics support strategy.

76 Maintenance Engineering: Concerned with the development and implementation of concepts and technical criteria for the maintenance of systems. Maintenance engineering is applied and maintained during the operational phase to assure timely, adequate, and economic maintenance support of systems and equipment. Provides analysis of the required logistics support and level of repair analysis. Provides management actions to ensure logistics support for equipment in the field. Reviews operational performances and develops proposed changes to weapons and support equipment to correct service-related deficiencies, improve effectiveness of logistics support, or to produce life-cycle cost savings.

77 Support Equipment Engineering: Concerned with identification, design, development, test evaluation, procurement, and in-service problem investigation of mechanical and electronic items of support equipment. Encompasses supportability, maintainability, reliability, software, and production engineering disciplines.

78 Range Communications Systems Engineering: Entails communications engineering technical expertise in communications systems life-cycle engineering and asset management, communications services, and communications technologies. Life-cycle engineering and asset management include systems engineering; in-service engineering; engineering changes, improvements, modernizations, rehabilitations; acquisitions, implementations, installation and integration, testing, evaluations, and operational integration. Communications services include secure and nonsecure voice, data, video, and UHF/VHF/RF radios; command control; timing; technical control center services; and frequency monitoring. Communications technologies include voice conferencing, terminals, and recorders; UHF/VHF/RF radios; remote control; distribution systems and networks based on copper cable pair, fiber-optic cable, coaxial cable, microwave, satellite, and radios; cryptographic equipment; video cameras, distribution units, recorders, monitors, and television sets; timing standards equipment, distribution units, terminals, and radio transmitters; command control and destruct transmitters, monitor receivers, and control panels; communications assets management systems; and RF monitoring systems.

79 Video/Photo Test: Concerned with the survey, photographic and video testing including fixed and tracking applications. Involves transportation, set-up, operation, tear down, maintenance, repair and modification of a variety of Time Space Position Information (TSPI), Engineering Sequential, and photo documentary systems. This may include a variety of tracking mounts, LASER designators, synchronized high speed film, infrared, and visible spectrum video cameras. Responsible for assuring these tracking and fixed systems provide the required film, video and data products, with appropriate annotation, encryption, compression, recording, transmission, reception, de-encryption.

80 Antenna Engineering: Concerned with the theory, analysis, design and production of various antennas, components and devices including wide and narrow band antennas (such as wave guide, coax, stripline, microstrip, fin line, image, dielectric wave guide, surface wave, slots, linear, planar, apertures, norms, reflectors, etc.), radomes, feeds, transmission lines (wave guide, coax, stripline, microstrip, fin line, image, dielectric wave guide, surface EM and acoustic waves, etc.) on, in or near the vicinity of metal dielectric, magnetic, and plasma bodies. May also provide analysis of the propagation medium and environment such as scattering, multipaths, propagation loss, etc., and investigate nonlinear interactions of microwave with plasma, and/or other materials as well as the RCS and the characteristic of the operation of the antenna in extreme environments (plasma, high, temperature, high wind shear, prolonged exposure to salt air, etc.).

98 Student Educational Employment Program:

Incumbent participates in a Federal employment program which provides work opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.

99 Unique

DUTIES

a. Receives training relative to NAWCWD policies and rotating working tour procedures, and performs a minimum of three (usually four) working tours of approximately three months duration where at least two tours are outside the home code with at least one tour being outside the home code Department.
b. Assists senior professional associates in the performance of specific and/or limited work assignments that are generally minor phases of a broader project or assignment.
c. Correlates data, recognizes discrepancies in results, and performs specific operations relative to an experiment study, design, or research project.
d. Performs specific and limited portions of a study, design, research project, experiment, test, and/or other specific technical or scientific tasks.

RESPONSIBILITIES

a. Performance of specific tasks in rotating working tour assignments including formal class work and orientation training.
b. Accuracy of calculations, findings, and selection of guides on work assignments.
c. Supporting a limited portion of a specific project, program analysis, design, concept, technique, test, and/or evaluation, and assisting senior associates.
d. Work of nonprofessionals in special cases.

JUDGMENTS

The following statement automatically appears on all PAC's:
a. Exercise of judgments and decisions is required on detailed work and in making preliminary selection and adaptation of technical alternatives.

ORIGINALITY

The following statement automatically appears on all PAC's:
a. Uses standard professional techniques, methods, or procedures requiring limited originality, but may contribute innovative analysis, concepts, designs, techniques, or tests in tour assignments.

SUPERVISION GIVEN

This is an automatic entry based upon whether or not this position was marked supervisory above.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:

a. Higher Management (Division Head Department Head): Limited contact usually in company with senior S&Es to report results or as part of orientation program.
b. Technicians, Aids, and Clericals: Seek assistance (may direct).
c. Project Manager: Receive technical direction.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent is assigned to a specific NAWCWD organization and is under the supervision of the Head of that unit for administrative matters and tour assignments, and also is counseled by the Department's junior professional coordinator. The incumbent receives supervision in tour assignments by a senior professional or Head of the tour assignment organization. Work is reviewed with primary emphasis placed on incumbent's development and ultimate placement as a professional at the NAWCWD. The incumbent's home code supervisor is kept informed and must approve changes in tour assignments or special problems encountered. The tour supervisor is kept informed of all phases of work performed. The incumbent may participate in formal class work offered by NAWCWPN with supervisory approval.

The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must have a Bachelor's degree or equivalent training and experience in an appropriate technical field and otherwise meet all qualification requirements at the GS-5 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions.

DUTIES

a. Assists in preparing plans, schedules, and the conduct of detailed phases of technical work as part of a major project.

b. Invents, conceives, plans, and/or conducts research, design, development, and/or test and evaluation in problem areas of moderate scope and complexity or of average difficulty using standard practices.

c. Functions as an associate to an engineer or scientist who formulates, analyzes, models, evaluates, and/or advises on the feasibility, suitability, adaptability, and operational utility of systems and system concepts.

d. Plans, arranges, schedules, conducts, collects data, and/or analyzes results of subsystem tests and evaluations or laboratory experiments that are part of a project test or range instrumentation.

e. Directs a small group of nonprofessionals, Level I professionals, or specialists.

f. Develops, modifies, and/or tests equipment or subsystems that significantly adds to its operability and usefulness.

g. Performs some state-of-the-art designs. However, generally takes advantage of conventional concepts in the development of new or improved systems, subsystems, equipment, or tests.

h. Prepares data packages for design documentation of new or improved equipment using applicable Navy documentation standards.

i. Receives training relative to NAWCWD policies and rotating working tour procedures and performs a minimum of three (usually four) working tours of approximately three months duration where at least two tours are outside the home code with at least one tour being outside the home code Department.

RESPONSIBILITIES

a. Plans, coordination, and/or evaluation for a specific technical area or for application of conventional concepts or theories as applied to research, development, or test and evaluation projects.

b. Supports a specific project and/or program assignment and assists senior associates.

c. Technically reviews the work of one or more junior professionals or nonprofessionals.

d. Supports major analyses system studies or research project involving major systems and concepts.

e. Performance of specific tasks in rotating working tour assignments including formal class work and orientation training.

JUDGMENTS

a. Work is expected to contribute to the development of new and/or improved techniques and procedures, equipment, materials, products, processes, tests and evaluations, or scientific methods.

b. Results of research, analysis, coordination, development, or test and evaluation effort contribute toward meeting project or program goals.

c. Judgments impact the objectives and progress relative to project or program goals,

contractor operations delivery or hardware to the Fleet, or respective verification tests and evaluations.
d. Professional judgments and decisions are relied on to such an extent that recommendations affect technical approaches to a problem's solution, development, or test and evaluation approach.
e. Efforts affect the technical approaches used in a specialty area.

ORIGINALITY
a. Originates plans, techniques, and/or procedures to apply existing knowledge to ideas, analyses, projects, or tests and evaluations.

b. Applies new advances in techniques and methods to the solution of project problems.
c. Invents, conceives, and/or develops new or improved hardware/ software techniques and subsystems in a technical specialty area using primarily conventional techniques, methods, or scientific approaches.
d. Uses ingenuity to isolate, define, and/or characterize critical features of problems and solutions, and performs verification tests or evaluations for these problems.
e. Coordinates resources in test and evaluation facilities to accomplish successful and timely completion of critical tests, evaluations, or tasks for NAWCWD programs.

SUPERVISION GIVEN
This is an automatic entry based upon whether or not this position was marked supervisory above.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:

a. Higher Management (Division Head Department Head Program Manager): Report progress, seek guidance on technical problems and directions.

b. Sponsors: Report progress, help promote new projects.
c. Technicians, Aids, and Clericals: Supervise, train, or assign and review work.
d. Contractors: Monitor progress.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent works with fairly close supervision and performs most assignments with instructions as to the results expected. Direction is received relative to objectives, critical issues, new concepts, and policy matters. Supervisor approval is obtained on proposed work efforts but the incumbent is allowed some latitude for exercise of independent judgment. Guidance is given on unusual or complex problems and procedures on a regular basis. The incumbent's work is reviewed regularly by a supervisor, technical manager, or project manager.

The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must have a Bachelor's degree or equivalent training and experience in an appropriate technical field and additional advanced education or experience in the technical field or specialty area(s), and other-wise meet all qualification requirements at the GS-9 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated the capacity for sound independent work in conventional aspects of the specialty area(s).

DUTIES

a. Plans, schedules, coordinates, and/or conducts detailed phases of technical work in part of a major project or in a total project of moderate scope.

b. Invents, conceives, plans, and/or conducts research, design development, and/or test and evaluation in problem areas of more than average difficulty and complexity.

c. Formulates, analyzes, models, evaluates, advises, or performs design studies on the feasibility, suitability, adaptability, and/or operational utility of systems and system concepts.

d. Plans, arranges, schedules, conducts, collects data, and/or analyzes results of tests of major technical and organizational impact.

e. Supervises an organizational group responsible for a specific program assignment.

f. Supervises an organizational group having one or more subordinate team leaders.

g. Serves as a technical staff specialist and consultant for an organizational group responsible for the application of advanced concepts, techniques, or evaluations.

h. Serves as a technical manager in part of a major program or of a smaller total program requiring substantial interfacing, controlling, directing, coordinating, planning, and scheduling across broad organizational lines, and interaction with top NAWCWD management, sponsors, other agencies, and/or private industry.

i. Develops or tests new or improved equipment or subsystems that significantly add to their operability and usefulness.

j. Performs state-of-the-art designs to take advantage of new concepts, techniques, or principles in the research, development, or test and evaluation of new and advanced

j. Performs state-of-the-art designs to take advantage of new concepts, techniques, or principles in the research, development, or test and evaluation of new and advanced systems.

k. Plans, schedules, coordinates, and conducts the preparation of design documentation for newly configured equipment using applicable Navy documentation standards.

l. Performs work involving test, reliability, quality, maintainability, evaluation, or product improvement of equipment, subsystems, and/or systems for development, production, test and evaluation, or Fleet support.

m. Prepares and writes proposals to sponsors soliciting support for NAWCWD activities.

n. Serves as a full deputy or associate to a second-level or higher supervisor, who supervises through subordinate supervisors or team leaders, a sizable number of employees with a substantial number of employees supervised at Level 3 (or contractors performing equivalent work).

o. Performs technical and administrative oversight tasks relating to contractor work, such as analyzing costs and benefits of contracting versus performing work in-house, providing technical requirements and descriptions of the work, planning and establishing work schedules and standards for acceptable work, tracking progress and quality of performance, and deciding on the acceptability or correction required for work products or services.

JUDGMENTS

a. Work is expected to result in development of new and/or improved techniques and procedures, equipment, materials, products, processes, tests and evaluations, or scientific methods.

b. Results of research, analysis, development, or test and evaluation effort have major impact on the conduct of work on a project(s) or program.

c. Judgments impact the organizational decisions and progress relative to a major program(s), contractor operations, delivery of hardware to the Fleet, or respective verification tests.

d. Professional judgments and decisions are relied on to such an extent that recommendations are ordinarily followed and accepted by NAWCWD managers and sponsors with minimal technical review.

e. Technical contributions are recognized by management and peers as having major impact on new ideas or ongoing NAWCWD projects.

f. Efforts have major impact on the advancement of scientific knowledge in a specialty area.

g. Efforts have major impact on technical direction accomplishments of goals and schedules of a project and/or program.

ORIGINALITY

a. Originates new plans, techniques, and/or procedures to extend existing knowledge to account for newly emerging ideas, projects, tests and evaluations, or requirements.

b. Develops defines, and/or applies new and improved techniques and original methods to the solution of important problems with unprecedented or novel aspects.

c. Invents, conceives, or develops new state-of-the-art hardware, software techniques, subsystems, or systems in a technical specialty area.

d. Uses ingenuity to isolate, define, and characterize critical features of problems and synthesizes innovative solutions and/or verification tests to characterize these problems.

e. Directs, leads, assigns, organizes, sets objectives, and plans the conduct of work of an organizational group that requires considerable original thought and foresight from both technical and managerial view points.

f. Uses ingenuity in directing the program effort and funding to accomplish assigned tasks within specific schedule and funding constraints.

g. Coordinates resources in major test and evaluation facilities to accomplish successful and timely completion of sophisticated tests, evaluations, or tasks of major NAWCWD importance.

SUPERVISION GIVEN

a. Coordinates and monitors or supervises and reviews the work of a small staff of professional associates and nonprofessionals (or contractors).

b. Evaluates progress and results and formulates major project objectives for project staff.

c. Estimates manpower needs, and schedules and assigns work to meet milestones.

d. Directs and coordinates efforts of associates across organizational lines.

e. Gives assignments as a technical or staff specialist to one or more professional, nonprofessional, or contractor in a specialty area.

f. Supervises and directs both administratively and technically an organizational group (and/or contractors), or a program of moderate scope, or a substantial portion of a major program.

g. Guides the work of others, either directly or indirectly, through keen insight offered in highly specialized technical areas of major impact on the NAWCWD, Navy, or DOD mission.
h. As a full deputy or associate to a second-level or higher supervisor, supervises and directs administratively and technically a large organizational group.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Higher Management (Deputy Commander/Commanding Officer, Department Head): Report progress, submit proposals, review plans and goals, seek guidance on technical decisions and allocation of resources, help plan NAWCWD goals and programs.
b. Sponsors: Report progress, sell new projects, provide consulting services.
c. Contractors: Monitor progress, negotiate technical matters, and verify end product.
d. National Associates: Report progress, collaborate with.

CONTROLS OVER POSITION

The following statement automatically appears on all PAC's:
The incumbent works independently without close supervision and performs most assignments with instructions as to the general results expected. Direction is received relative to overall objectives, critical issues, new concepts, and policy matters. Supervisory approval is obtained on proposed work efforts but the incumbent is allowed wide latitude for exercise of independent judgment. Guidance is given on unusual or complex problems and procedures. The incumbent's supervisor is kept informed of general plans and progress of work.
The following statement automatically appears on all PAC's:

QUALIFICATIONS

The incumbent must have a Bachelor's degree or equivalent training and experience in an appropriate technical field and extensive advanced education or experience in the technical field or specialty area(s) and otherwise meet all qualification requirements at the GS-12 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated full competence in all conventional aspects of the specialty area(s) and ability to handle problems or assignments of marked difficulty. The ability to think through a problem and approach its solution is crucial to performance at this level.

DUTIES

a. Plans, schedules, budgets, coordinates, and directs detailed phases of a number of large projects or a project of major impact at NAWCWD.

b. Conceives, organizes, plans, and guides investigations emphasized by top levels of NAWCWD management which result in inventions, new and improved concepts, designs, systems, or techniques that are regarded as state-of-the-art advances in a specialty field.

c. Formulates, guides, monitors, and directs analytical studies of systems and system concepts of major impact on NAWCWD programs and operations.

d. Serves as a first-line supervisor of a medium-to-large workforce of a NAWCWD organizational group or program whose work has major impact on one or more NAWCWD efforts involving critical technical issues.

e. Serves as a second-level or higher supervisor who supervises through subordinate supervisors or team leaders a sizable number of employees with a substantial number of employees supervised at Levels 3 and 4 (or a sizable number of contractors).

f. Serves as a technical manager of a major program requiring substantial interfacing, controlling, directing, coordinating, staffing, planning, and scheduling across broad organizational lines, and interaction with top NAWCWD management, sponsors, other agencies, and/or private industry.

g. Serves NAWCWD as a technical specialist and recognized authority in the application of advanced concepts, principles, applications, equipment, and/or test and evaluation techniques in diversified NAWCWD program areas or in an intensely specialized area and, as such, represents NAWCWD at various symposia, meetings, or conferences at both national and international levels.

h. Conceives, develops, submits, presents, and solicits sponsor support for major proposals addressing Navy-wide needs.

i. Serves as a technical assistant, associate, or consultant to second-and third-level supervisors in the conduct of the work of a large organizational group requiring high-level interactions across organizational lines and with top NAWCWD management sponsors, other services, national committees, and/or industry.

j. Serves as principal investigator for one or more research or experimental development programs involving senior associates throughout NAWCWD in a technical area having major impact on the NAWCWD mission.

k. Serves as a full deputy or associate to a second-level or higher supervisor who supervises, through subordinate supervisors or team leaders, a very sizable number of employees with a substantial number of employees supervised at Levels 3 and 4 (or contractors performing equivalent work).

l. Manages a wide range of technical and administrative oversight tasks relating to contractor work, such as analyzing costs and benefits of contracting versus performing work in-house, providing technical requirements and descriptions of the work, planning and establishing work schedules and standards for acceptable work, tracking progress and quality of performance, and deciding on the acceptability or correction required for work products or services.

RESPONSIBILITIES

a. Responsible for planning, organizing, executing, evaluating, and coordinating the work of a technical specialty area, major program, or other important NAWCWD effort.
b. Responsible for a NAWCWD organizational group, facility, or major program that has considerable interaction with other NAWCWD organizations, sponsors, and contractors, and requires the services of a substantial number of Level 2, 3, and 4 associates (or contractors performing equivalent work) and subordinate Level 3 or above supervisors.
c. Responsible for theoretical and experimental studies, contributing inventions, formulating new and improved concepts, techniques, theories, implementations, or tests and evaluations of major impact and of considerable sophistication requiring a thorough understanding of a specialty area and the fundamentals of a broad technical field.
d. Responsible for formulating and guiding a research effort on a problem that is recognized as a critical obstacle to the progress, development, or test and evaluation in a specialty area of top level NAWCWD management interest.
e. Responsible for the technical and administrative supervision of a medium-to-large workforce, including professional and nonprofessional employees (and/or contractors) in a NAWCWD organizational group or program office whose work has major impact on one or more NAWCWD efforts involving critical technical issues.
f. Responsible for system developments or the direction of technology-based research, development, or techniques that have major impact on the mission of NAWCWD.
g. Responsible for identifying the need for comprehensive analyses, formulation of proposals for original studies, directing analysis of existing and new systems of major impact to the Navy, and justifying and presenting proposals and results to appropriate authorities both internal and external to NAWCWD.
h. Responsible as a full deputy or associate to a second-level or higher supervisor for technical and administrative supervision through subordinate supervisors or team leaders of a very sizable number of employees (and/or contractors).

JUDGMENTS

a. Work is expected to result in inventions, new and improved concept designs, systems, and/or techniques that are regarded as advances in the state of the art in a specialty area.
b. Results of research, analysis, development, or test and evaluation efforts have major impact on activities at NAWCWD allocation of resources and/or concentration of resources in work areas.
c. Judgments have major impact on NAWCWD decisions and conduct of programs, agency planning and resources, contractor operations, systems procurement, Fleet operations, or verification tests and evaluations under top level management and focus by NAWCWD for Navy operations.
d. Technical judgments and decisions in highly controversial areas of work are recognized and usually accepted as final by NAWCWD management or sponsors.
e. Technical leadership in a frontier or specialty area is widely recognized and has considerable influence on NAWCWD projects, programs, proposals, or technical direction.
f. As a recognized authority in a specialty area, work is highly regarded by professionals in the field, carefully studied, and solicited for presentation at technical meetings,

conferences, symposia, professional societies, or in scientific journals.

ORIGINALITY

a. Demonstrates considerable creativity, foresight, and technical and administrative knowledge in solving unprecedented problems, determining program objectives and requirements, organizing projects, developing standards, and guiding the work of others for a NAWCWD organization, group, effort, or program.
b. Uses a high degree of imagination and creativity to solve complex technical problems that are characterized by almost complete absence of applicable guidelines, past solutions or methodology, and that advance the state of the art.
c. Develops original policy and corresponding administrative procedures to handle unique and unprecedented problems of major impact at NAWCWD.
d. Offers a high degree of inventiveness and originality in investigations, studies, designs, experiments or tests, and devises completely new and original approaches, theories, or techniques through an in-depth familiarity with literature and technology in a specialty area.
e. Directs, leads, assigns, organizes, sets objectives, and plans the work of a major program or organizational group that requires substantial creativity and foresight from both administrative and technical viewpoints.

SUPERVISION GIVEN

a. Supervises as a first-line supervisor a substantial number of Level 2 and 3 employees (and/or contractors) in an organizational group whose work has major impact on one or more NAWCWD efforts involving critical technical issues.
b. Supervises as a second-level or higher supervisor the work of a large organizational group (and/or contractors) through subordinate supervisors or team leaders.
c. Directs, monitors, and approves the work of a major program requiring interfacing with associates across organizational lines, sponsors, and contractors.
d. Supervises a team of project managers and directs a supporting staff from other NAWCWD organizational groups on a major program.
e. Reviews, guides, and/or directs the work of associates either directly or indirectly by providing coordination and critical insight in highly specialized area of importance to current or future NAWCWD, Navy, or DOD programs or management.
f. As a full deputy or associate to a second-level or higher supervisor supervises through subordinate supervisors or team leaders a very sizable number of employees (and/or contractors).

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Higher Management (Deputy Commander/Commanding Officer, Department Head): Report progress, discuss work and proposals, review program, plans, and progress, receive higher level policy guidance, help plan NAWCWD goals and programs.
b. Sponsors, PMAs: Report progress, market new projects, provide consulting services,

receive higher level policy guidance.
c. Contractors: Monitor progress, discuss technical matters, verify end product.
d. National or International: Report progress, collaborate with associates.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent works with wide latitude of technical and managerial independence and is delegated major responsibilities. Assignments are received in terms of broad general guidelines, objectives, and limits. Program objectives and overall resource requirements, allocation, and priorities are discussed jointly with the supervisor to assure mutual understanding. Supervision is largely administrative and incumbent is evaluated in terms of the degree to which results meet objectives. Incumbent is responsible for own work and that of staff or assigned associates. The incumbent's supervisor is kept informed of general plans, resources, and progress of work.
The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must have a Bachelor's degree or equivalent training and experience in an appropriate technical field and extensive advanced education or experience in the specialty area(s) and otherwise meet all qualification requirements at the GS-14 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated full competence and marked attainments in advanced technical and administrative aspects of the specialty area(s). The ability to plan and direct, execute, or provide expert consultation on major technical programs or the important NAWCWD efforts requiring innovative solutions to critical problems is essential to performance at this level.

Specialist
(DS) Category

SPECIALIST TITLES:
028 Environmental Protection Specialist
028 Supervisory Environmental Protection Specialist
132 Intelligence Operation Specialist
132 Intelligence Research Specialist
193 Archaeologist
301 ADP Resources Manager
301 ADP Systems Acquisition Specialist
301 Airspace Management Specialist
301 Computer Systems Acquisition Analyst
301 Configuration and Data Management Specialist
301 Data Management Specialist
301 Engineering Data Management Specialist
301 Flight Test Scheduler
301 Flight Test Specialist
301 Network Services Coordinator
301 Operations Test Specialist
301 Range Controller
301 Range Scheduler and Instrumentation Controller
301 Software Data Management Specialist
301 Supervisory Configuration and Data Management Spec
301 Supervisory Configuration Management Specialist
301 Supervisory Data Management Specialist
301 Supervisory Engineering Data Management Specialist
301 Supervisory Flight Test Specialist
301 Airspace Management Officer
301 Supervisory Range Services Manager
301 Test Management Specialist
301 Supervisory Test Management Specialist
346 Logistics Management Specialist
346 Supervisory Logistics Management Specialist
391 Telecommunications Manager
391 Telecommunications Specialist
399 Student Trainee (Computers)
1130 Public Utilities Specialist
1150 Industrial Specialist
1150 Industrial Specialist (General)
1150 Industrial Specialist (Missile)
1150 Industrial Specialist (Ordnance)
1670 Equipment Specialist
1670 Supervisory Equipment Specialist
1710 Education Specialist

1712 Training Administrator
1712 Training Instructor
1712 Training Specialist
1910 Quality Assurance Specialist
1910 Quality Assurance Specialist (Aerospace)
1910 Quality Assurance Specialist (Aircraft)
1910 Quality Assurance Specialist (Ammunition)
1910 Quality Assurance Specialist (Electronics)
1910 Quality Assurance Specialist (Metrology)
1910 Quality Assurance Specialist (Solder)
1910 Supervisory Quality Assurance Specialist
1910 Supervisory Quality Assurance Specialist (Aerospace)
1910 Supervisory Quality Assurance Specialist (Aircraft)
1999 Student Trainee (Quality Assurance)
2152 Air Traffic Control Specialist
2152 Air Traffic Control Specialist (Terminal)
2152 Supervisory Air Traffic Control Specialist (Terminal)
2181 Airplane Pilot
2181 Supervisory Airplane Pilot
2210 IT Specialist
2210 IT Specialist (PLCYPLN)
2210 IT Specialist (INFOSEC)
2210 IT Specialist (SYSANLYIS)
2210 IT Specialist (APPSW)
2210 IT Specialist (OS)
2210 IT Specialist (NETWORK)
2210 IT Specialist (DATAMGT)
2210 IT Specialist (INET)
2210 IT Specialist (SYSADMIN)
2210 IT Specialist (CUSTSPT)
2210 Supervisory IT Specialist

Student Educational Employment Program:
399 Student Trainee (Computers)
1999 Student Trainee (Quality Assurance)

Specialist Specialty Code Definitions

01 Logistics Management Support: Prepares and implements integrated logistics support (ILS) plans for DOD weapon systems/equipment. Assists in development of qualitative and quantitative analysis to substantiate logistics support policies, procedures, and concepts as well as to identify support system requirements. May be formally recognized as a project team member. Establishes logistics support criteria for system specifications, solicitation packages, contracts, and life-cycle cost studies. Prepares and manages budgets for cognizant programs and ensures system support during deployment and operation. Integrates the total logistics effort. The ILS considerations include, but are not limited to, ILS management and coordination, logistics support analysis, supply support, technical manuals, ground support equipment, packaging, handling, storage and transportation, maintenance planning/engineering, training, facilities, and computer resources support.

02 Quality Assurance (General): Involves the definition and application of quality assurance and quality control practices, principles, methods, techniques, and discipline during the planning, design, fabrication, testing, and production of weapons systems and related equipment and components. Types of effort include requirement definition, planning, directing, controlling, coordinating, auditing, reviewing, and performing quality assurance functions throughout the product's life cycle.

03 Quality Assurance (Reliability): Concerns the definition, implementation, and maintenance of reliability support to the planning, design, development, test and evaluation, and acquisition of weapons systems, components, and support equipment. Tasks include program planning and requirements analysis; parts selection, application, and derating support; reliability analyses; test and evaluation planning and assessment; failure reporting, analysis, corrective action control; and other reliability related tasks as appropriate.

04 Quality Assurance (System Safety): Concerns the definition, implementation, and application of system safety principles, analyses, methods, tests and evaluations, and techniques during the planning, design, and validation of weapons systems. Tasks include the analysis of weapons systems to identify and eliminate safety hazards inherent in the design, definition of systems safety requirements, performance of various specialized types of hazard analysis, and systematic application of Navy safety policies to the design of complex weapon systems.

05 Documentation Reproduction Management: Plans, develops, and manages the storage, processing reproduction, control, and distribution of various types of engineering documentation. Performs as the final checkpoint for the quality and completeness of Navy documentation with regard to the areas of format, adequacy, legibility, and reproducibility. Performs as coordinator of NAWCWD graphic reproduction contract and provides advice and assistance to management and technical personnel with regard to the contract and engineering documentation. Responsible for NAWCWD Repository for Engineering documentation.

06 Communications: Performs technical and analytical work related to the development and improvement of communications systems and procedures. Concerned with such matters as (1) analyzing traffic loads and quality of service to evaluate operating efficiency or to determine the capabilities required to provide needed services; (2) determining the most effective equipment and circuit configurations for networks and systems; (3) developing improved communications methods and procedures; or (4) similar technical work requiring specialized knowledge of the functional and operational characteristics of one or more types of communications systems, the application of communications systems, and the application of communications principles, concepts, policies, practices, and techniques.

07 Engineering Data Management: Plans, develops, acquires, and manages data required for the procurement, deployment, and operation of weapons, weapons systems, and related software. Develops data elements of contracts, provides technical assistance in preparing such contracts, and provides technical direction in the tailoring of such data elements in contracts to comply with DOD or DON instructions and practical program requirements. Establishes documentation baselines and controls all changes to such baselines, using techniques that may involve on-line computer equipment for the purposed of database management, configuration identification, change control, and status accounting.

08 Computer Systems: Designs, develops, analyzes, benchmark tests, documents, installs, and/or manages a computer-based hardware/software (H/W-S/W) system. Programming, debugging, and software maintenance are included depending on the nature and size of the H/W-S/W system. The implemented H/W-S/W system normally will be used as an aid to solving business, scientific, and engineering problems. Works with hardware ranging from one or more microcomputers to a large-scale computer system. Is concerned with the development of master or general-use routines or programs ("executive" and "utility" routines and programs), commonly referred to as "system programming." Software applications are written in one or more higher-level programming languages and/or machine-dependent code.

09 Computer Programming: Works on any portion of developing, writing, debugging, documenting, maintaining, managing, testing, and ensuring security of a software program where the software and its end products are the required end product. Software products are used to help solve business, scientific, and engineering problems and to become part of an ongoing or newly developing software system. Typical applications include onboard aircraft navigation, fire control and simulation, time-critical servo (radars, cameras) control, aircraft control, interactive graphics, various management information systems, personnel, planning, and configuration management.

10 Computer Equipment Analysis: Evaluates and selects computer equipment for initial installation or to update and replace equipment. Work also concerns analysis of the effective use of equipment. May establish standards and guides for the selection, evaluation, or utilization of equipment. Equipment ranges from standard computers and related peripheral devices to such additional equipment as digital/analog input/output devices and high-speed real-time devices.

11 Computer Systems Analysis: Analyzes technical computer systems requests and performs feasibility studies, including recommendations for appropriate data acquisition

processing, storage, hardware and software systems, and cost-benefit implications. Presents documented study findings, alternative solutions, and recommendations for acceptance, depending on the size and formality of the system. Performs system design including data gathering and system specification. Oversees and/or performs the design and writing of programs. Tests, documents, and plans and implements conversion to the new system, as appropriate. Monitors the system in operation until system stability is ensured. Typical applications include aircraft and missile simulation, hardware and software systems for programmable read-only memory (PROM) programming, planning and accounting systems, and corporate management information system.

12 Data Assessment: Covers data engineering, i.e., the areas of engineering and scientific data acquisition, processing, assessment, interpretation, and analysis. This analysis could include development of new or modification of existing mathematical models for reducing data; generation of computer codes for handling, processing, and displaying data; and the formulation of methods and techniques for analyzing and interpreting data.

13 Computer Hardware and Digital Systems: Concerns the analysis, design, and development of digital systems or subsystems, which include or connect to computers and computer subsystems. Included are external digital hardware, controllers, test and operational software programs, including device handlers and hardware-software trade-off studies. Requires knowledge of state-of-the-art hardware and techniques of logic design, as well as the most basic kinds of computer programming at the assembly language and binary levels.

14 Software Engineering: Covers any portion of the design, development, programming, debugging, documentation, maintenance, management, and security of a software program where the software is the required end product. Ideally, the software produced would be used by many people over a long period of time as an aid to solving many scientific and engineering problems and/or as part of an ongoing system. This program may include tactical software, operating system software, compilers, assemblers, file managers, graphics, simulations, structural analysis, data reduction, information retrieval, network analysis, cross compiling, etc. The software may be implemented on large-scale computers or minicomputers and may be written in any programming language or machine-dependent code.

15 Database Management: Analyzes computer systems requests and determines feasibility/applicability of usage of database management systems software/hardware. Develops systems specifications by analyzing, coordinating, and documenting multiple user requirements. Selects appropriate database management software and system hardware configuration based on data requirements, logical data associations, and user interface requirements. Designs system hardware/software network structure to optimize computer data storage efficiency, multiple user data retrieval/update, and multiple functional area use. Oversees and/or performs the design and writing of programs/DBMS interfaces, testing, documentation, implementation, and user training. Provides continuing analysis and design review to determine possible software/hardware optimization modifications, to determine appropriateness of the system in meeting user requirements, to improve user training and expand user

base, and to ensure system stability.

16 Automatic Data Processing (ADP) Systems Acquisition: Provides ADP hardware, software, and services selection, acquisition, and management support. Determines ADP support requirements, initiates technical specifications and standards for component performance, provides contractual specification development support, and formulates ADP acquisition and performance alternatives. Duties include ADP system or contractor performance monitoring, inspection, and/or acceptance. Positions may involve specialization in any of the areas of selection, acquisition, or management of ADP hardware, software, and services.

17 Computer Center Services Coordination: Provides analysis, consultation, evaluation, and administration for computer center operations efforts. The responsibilities include optimum equipment placement studies, establishment and operation of problem change control and management systems, consolidation of support requirements, and associated computer center management tasks. When assigned, acts as the COTR. Develops specialized processes and procedures for installation of ADP hardware and software at multiple sites and acts as a central point of contract for base of field activity computer center group support requirements.

18 Equipment: Performs work involved in (1) collecting, analyzing, interpreting, and developing specialized information about equipment; (2) providing such information together with advisory service to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; and/or (3) developing, installing, inspecting, or revising equipment maintenance programs and techniques based on a practical knowledge of the equipment, including its design, production, operational, and maintenance requirements.

19 Weight Handling Equipment: Performs work involved in (1) certification and operation of all categories of weight handling and rigging equipment; (2) identifying faulty maintenance work and practices as it applies to weight handling equipment maintained and certified by contract and (3) Quality Assurance of cranes and rigging equipment including but not limited to inspection, maintenance, testing and operation.

20 Flight Test: Provides project engineering and customer liaison for flight tests. Acts as test conductor and directs range operations during flight and ground tests. Compiles and disseminates range schedule for all range assets including range airspace.

21 Airspace Management: Functions as focal point for scheduling daily flight operations, including exercises and special events, for NAVAIR Pacific Ranges. Responsible for compiling, coordination, establishment, deconfliction, and accuracy of Master Complex Schedule. Maintains and reports airspace utilization, Coordinates civilian and military Complex use requirements with FAA and Mission Control Facilities. Reviews and evaluates encroachment data and submits reports/recommendations. Primary focal point for handling public reports relating to impact of military operations in the Complex.

22 Contract Monitoring: Monitors contractor research, analysis, design, development, test, or manufacturing operations for the government. Provides the contractor with clarifications on the technical requirements of the contract. Reviews contractor data, reports, studies, designs, design documentation, tests, or equipment to determine conformance with contract technical requirements. Conducts technical reviews to determine acceptability of changes to contract-required services or equipment and/or determines the usability of items not meeting the requirements of the contract.

Coordinates with and furnishes advice to government contracting officers on technical matters. Serves on government (negotiation), pre-award, source selection, post-award, plant survey, first article evaluation, design review, inspection, test review, and performance evaluation teams. Reviews contractor invoices and supporting documentation.

23 Operational Technical Support: Provides engineering and logistics support, management, and control of policies or procedures for operation, maintenance, on-site training, provisioning, and supply support for newly developed and existing operational weapons, weapon systems, equipment, and components. Determines solutions for technical problems that occur during pre-production, production, use, and disposal of equipment for Fleet, multiservice, use, and foreign military sales (FMS) cases. Provides engineering and logistics support and monitoring of changes to such equipment and systems being produced in government or contractor facilities and technical efforts in support of the deployment of equipment and systems. Investigates deficiencies in Fleet equipment and proposes corrective action, including technical, logistical, and provisioning support of operational procedures, changes, and modifications.

24 Production Technical Support: Provides technical support to the manufacturing process for initial procurement of equipment, systems, or components. Is concerned with engineering design, documentation, and manufacturing to ensure adequate production processes, material availability, design producibility and inspectability, and standardization and manufacturing control techniques. Provides data and participates in production readiness reviews to determine the producibility of a newly developed design, the production readiness of the contractor, and risks associated with production. Monitors contractor effects to ensure that inherent design capability is not degraded during the manufacturing process. Participates in government pre-award surveys, source selection committees, post-award conferences, plant surveys, first article evaluations, design reviews, and production support teams.

25 Air Traffic Control: Provides air traffic control services in the terminal airspace. Using radar and non-radar methods, the controller observes, directs, tracks, and vectors aircraft to achieve and maintain separation standards in accordance with local, FAA, and Navy instructions. Uses radar, computer keyboards, and multiple communications channels to control air traffic and effect hand-offs to adjacent agencies. Works with the Traffic Management Unit (TMU) to achieve area flow restrictions. Oversees restricted areas to avoid airspace conflict in support of range flight testing. Administrative tasks include investigating aircraft accidents/incidents, taking corrective action. Interfaces with FAA, Air Force, and local airport officials to coordinate range testing airspace requirements and enhance flying safety.

26 Law Enforcement Training: Develops, instructs, and maintains the Law Enforcement Training Program. Training program is concerned with the principles, practices, and techniques involved specifically with law enforcement operations.

27 Transportation: Manages and provides the full range of transportation services that include civil engineering support equipment and material handling equipment for NAWCWD, which may include offshore island.

29 Environmental Protection (Impact): Prepares environmental documents after considering environmental, economic, operational, and socio-political impacts. Conducts

site surveys, makes field observations, and conducts scoping sessions with environmental professionals, regulatory agencies, and concerned public.

30 Environmental Protection (Hazardous Waste): Manages the collection and disposal of all hazardous waste generated at the Station. Includes overseeing the pickup, packaging, labeling, and preparation of documentation for tracking and disposal of all hazardous waste.

31 Environmental Protection (General): Inspects all operations on installation (including tenants and outlying facilities) for compliance with environmental regulations. Ensures hazardous waste in satellite accumulation areas are packaged properly for submission.

32 Computer (Management Information Systems): Assists in the planning, developing, administrating, coordinating, and reviewing of the allocation of the complex array of resources required to satisfy the management information systems requirements for the multiple program area. Resources consist of state-of the-art computer hardware and software from multiple commercial vendors, locally designed and developed computer software, and assorted computer-related peripheral equipment.

33 Equipment Procurement: Procures materials, tools, equipment, and services. For nonstandard items, directs and executes the preparation of procurement packages, including requisitions, statements of work, sole source justifications, critical features, and detailed specifications for contractual use. Screens procurement packages for accuracy, completeness, and appropriateness prior to submission.

35 Target/Range Engineering Technical Service: Provides technical expertise for target, decoy and range-related systems in the field, providing on-site engineering technical services, material management support, and training to Fleet operators, including foreign military services. Develops training courses in accordance with MIL-STD-1379. Provides OJT and formal training to Fleet operators on aerial targets, target augmentation systems, decoys and target peculiar range instrumentation systems, for example, command/control systems and bomb scoring systems. Position requires in-depth technical knowledge to brief Fleet operators, target system users, controllers, pilots and foreign military personnel on the capabilities, limitations and mission profiles for those systems.

36 Weapons Operational Technical Support: Provides on-site training and technical support for newly developed and existing operational weapons, weapons systems, equipment and components. Performs work involved in (a) consultation, advice, training, collecting, analyzing, interpreting, and developing specialized information about equipment; (b) providing such information together with advisory services to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment, and/or

(c)developing, installing, inspecting, or revising equipment maintenance programs and techniques based on a practical knowledge of the equipment, including its design, production, operational, and maintenance requirement. Determine solutions for technical problems that occur during operational use and investigates deficiencies in Fleet equipment and proposes corrective action, including technical, logistical, and support of operation procedures and modification.

37 Weapons Technical Support and Training: Provides on-site training, both formal classroom and on-the-job, for newly developed and existing operational weapons, weapon systems, targets, target systems, unmanned air vehicles and the related equipment and components of these systems. Performs work involved in (a) consultation, advice,

training, collecting, analyzing, interpreting, and developing specialized information about equipment; (b) provides such information together with advisory services and related advice to those that develop training programs for Fleet personnel; (c) develops, revises, updates and/or reviews training programs including training plans, training courseware and training aides.
38 Airplane Pilot: Flies heavy multiengine airplanes on extended flights and transports passengers and/or hauls cargo to and from a variety of domestic points. May fly test aircraft with substantially modified systems. Instructs and/or evaluates pilots in advanced instrument flight techniques and trains replacement pilots.
39 Avionics: Concerns the overall avionics system aspects of providing aircraft weapon system capabilities. Includes definition of overall system and subsystem requirements and constraints, translation of these into hardware, software, and interface requirements for individual system elements, and providing for integration, subsystem test, and system qualification.
40 Test Management: Provides overall direction, management, and coordination of test events performed on land test ranges. This includes one or more of the following areas: test requirements analysis, administrative coordination, project engineering, resources coordination, and range safety. Test projects are of such a size and scope as to require the work of teams to accomplish. Coordinates multi-disciplined test project teams and utilization of range assets. Performs customer liaison, determines long and short-term technical direction, plans and schedules work, monitors expenditures, and reports results and accomplishments.
41 Test Scheduling: Manages or assists with the management of scheduling operations for tests performed using land range facilities, airspace, and/or radio frequencies. Plans daily/weekly range schedules and coordinates real-time application of schedules. Coordinates test workload planning to ensure maximum utilization of range resources.
42 Test Conductor: Coordinates and implements established procedures and regulations of airborne and surface systems testing. Applies technical, organizational, and communications skills in supporting both new and continuing test projects. Follows test requirements, precisely positions aircraft and other test systems, coordinates resources, and ensures range safety.
43 Frequency Management: Concerned with monitoring and policing the use of Radio Frequency spectrum; developing procedures and systems to support the monitoring of the RF spectrum; defining, coordinating, evaluating RF radiating systems and their effects on equipment on and off site; facilitating and overseeing the requests for frequency allocations and assignments which are made on a national level.
44 Range Safety: Concerns the definition, implementation and application of system safety principles, methods, tests and evaluations, and techniques during the planning, design, and validation of complex weapon flight termination systems. Tasks include the analysis of flight termination systems to identify and eliminate safety hazards inherent in the design, definition of safety requirements and systematic application of Navy safety policies to the design of flight termination systems. Performs range safety inspections, monitors flight termination system build-ups and monitors range safety functions during range operations. Provides technical support in the development of range safety component specifications, review of proposals, review and approval of qualification/acceptance procedures, and failure analysis review.

45 Ordnance Assembly: Plans, develops, acquires, and manages ammunition/explosives used for the testing of aircraft weapons systems. Coordinates the delivery, assembly, testing, and modification of weapons systems and provides technical advice and guidance on weapons systems. Monitors the flight line ordnance activity for ammunition safety and inventory control procedures, ammunition buildup procedures and explosive storage practices. Prepares standard operating procedures documents for the assembly, testing, and modification of non-standard ordnance items. Functions as assembly, test, check-out and weapons handling crew member or individually within the guidelines of the Conventional Ammunition/Explosive Ordnance and Devices Personnel Qualification and Certification Program.
46 Software Configuration Management: Performs software configuration management (SCM) during one or more phases of the software life cycle, including requirements definition, analysis, design, code test, maintenance, and independent verification and validation. Applies SCM to tactical software, test set software, operational systems software, simulations, compilers, assemblers, file managers, graphics, structural analysis and/or information systems. Supports the following processes: project management, software requirements management, and software quality assurance. Defines and implements software version tracking processes and provides traceability and reproducibility of controlled versions and their unique documentation packages. Develops, documents, and implements processes which interface with project management, software requirements management, and software quality assurance processes.
47 Operations Test Specialist: This work involves performing functions in Operation Control rooms. These duties include the setup of the control room for operations; the operation of display and recording equipment; interface with users to ensure that they have accurate data to conduct operation; interface with radar operators for test tracking; during operations, works with operations conductors. In post-op, issue data and reconfigure the test room. Works with users on special requirement needed for testing.
51 Technical Supervisor: Supervises an organizational element or function that is predominantly technical in nature. Primary focus of time is devoted to directing and actively participating in the technical tasks of the personnel being supervised.
53 Security Management: Manages, administers, and coordinates the safeguarding of information and materials, usually affecting national defense, from unauthorized disclosure, espionage, or sabotage. Ensures that appointment or retention of individuals in the federal service is clearly consistent with the best interest of national security and defense. Includes all positions that advise on, direct, supervise, develop, manage, administer, or perform work on classified material safeguards, classification management, industrial security, operations security, physical security, security inspections, personnel clearances, personnel movement and control, travel clearances, and visitor and vehicle control. Provides administrative services on public release of technical material, classification of hardware or documentation, procedures for movement and handling of classified material, monitoring and inspecting security systems, and reviewing security plans.
83 Sensitive Compartmented Information/Intelligence Administration: Is the Center's primary representative in the Sensitive Compartmented Information (SCI) (Intelligence) community, providing an efficient interface between them and NAWCWD. Consists of

the skills, knowledge, experience and facilities required to provide overall security for SCI; ability to utilize and interpret Director Central Intelligence (DCI), Defense Intelligence Agency (DIA), and Navy SCI policy; manage SCI personnel billet allocations; develop and maintain effective personnel security program; develop and maintain SCI library collection; ability to grasp technical needs and provide data to support need; provide security for SCI ADP systems; develop planning and implementation of protective measures and security procedures for new or existing SCI facilities; oversee SCI contract security management; effectively manage cryptographic communication center.

98 Student Educational Employment Program:

Incumbent participates in a Federal employment program which provides work opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.

99 Unique

DS-A

DUTIES

a. Performs routine or repetitive tasks or operations under close supervision.
b. Performs routine or repetitive tasks or operations, which comprise a segment of an assignment or project of broader scope, by applying commonly used rules and procedures.
c. Receives classroom and/or on-the-job training to develop skills.

RESPONSIBILITIES

a. Responsible for performance of assigned tasks.
b. Responsible for learning and applying methods, techniques, procedures, and work sequences assigned by senior personnel.
c. Responsible for assisting senior personnel.

JUDGMENTS

a. Exercise of judgment is limited in that assignments are clear-cut and repetitive.
b. Exercise of judgment is limited in that the work consists of tasks or operations that involve related steps, processes, or methods.
c. Exercise of judgment is limited and will be closely monitored by the supervisor or other senior personnel.

ORIGINALITY

a. Uses standardized methods, techniques, or procedures requiring limited originality, but may suggest modifications or ideas that improve work methods.
b. Learns to apply unfamiliar methods and techniques to the solution of problems.

SUPERVISION GIVEN

a. May coordinate and/or assist in the work of associates.
b. Not applicable to this position.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with managers, sponsors, contractors, and associates may be involved. The position requires the following personal contacts and reasons for these contacts by the incumbent:
a. Branch or Section Head: Reports progress, seeks guidance on problems, obtains directions.
b. Department or Competency Head: Limited contact, usually to report results or receive direction.
c. Associates: Receives or provides assistance and advice, exchange information.
d. Other Government: Provides information of a routine or limited nature.

CONTROLS OVER POSITION

1. The incumbent is assigned to a specific organization and is under the supervision of the

head of that unit for administrative and technical matters. Work is closely supervised and emphasis is given to the incumbent's training and development.
2. The incumbent is assigned repetitive and one-of-a-kind tasks that are accompanied by clear, detailed, and specific instructions. The work is closely controlled through the assignment process.

The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must meet the qualifications requirements at the GS-1 level of the applicable standard in the Office of Personnel Management Operating Manual, Qualification Standards for General Schedule Positions, and (if appropriate) the physical standards for the position as stated on the relevant SF-78.

DUTIES

a. Assists senior specialists in the performance of detailed and routine work.
b. Performs specific and routine portions of work of the specialty areas.
c. In unique assignments, analyzes, develops, reviews, or administers technical procedures or systems of limited scope and complexity with applicability to a specific functional area, department, or comparable assignment or organization.
d. Receives training relative to NAWCWD policies and procedures in the specialty area.

RESPONSIBILITIES

a. Performs specific tasks.
b. Supports a limited portion of a specific project, program, analysis, or service assignment in the specialty area.
c. In unique assignments, plans, coordinates, implements, or supports a limited portion of technical programs or performs such functions in support of programs, procedures, or systems of limited scope and complexity.

JUDGMENTS

a. Limited exercise of judgments and decisions is required on detailed work and in making preliminary selection and adaptation of alternatives.
b. In unique assignments, results of analyses, development, reviews, or administration have impact on a specific functional area, process, or system that is limited in scope, applicability, or complexity.

ORIGINALITY

a. Uses standard and well-established techniques, methods, or procedures.
b. Defines and applies standard techniques, methods, or procedures requiring limited originality.

SUPERVISION GIVEN

a. Reviews and/or coordinates the work of assistants or clerks.
b. In special cases, gives supervision to clerical or support personnel.
c. Not applicable to this position.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:

a. Higher Management (Division Head, Department Head): Limited contact usually in company of senior specialist to report results or observe.
b. Senior Associates and Supervisor: Seek guidance on task assignments.

c. NAWCWD Employees: Provide information and answers questions regarding routine matters.

CONTROLS OVER POSITION
1. Assignments are accompanied by detailed and specific instruction concerning work methods and the desired end product. Tasks are performed under close guidance and the supervisor or senior specialist is available to answer any questions that may arise. Work is carefully reviewed during progress and upon completion.
2. In special or unique cases when the full performance level or growth potential does not exceed DS-1 level, the incumbent may work independently, with a great deal of latitude and minimal direction. The incumbent's work may be reviewed by the supervisor only with regard to the effectiveness of operation or functioning of the system, process, or procedure. The incumbent may recommend or establish policies and procedures applicable to an assignment of limited scope and complexity.

The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must have a bachelor's degree or equivalent training and experience in an appropriate technical field, and otherwise meet all qualification requirements at the GS-5 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions.

DUTIES

a. Receives training relative to NAWCWD policies and work standards.

b. Assists senior associates in the performance of work of varying complexity.

c. Correlates data and performs specific operations relative to the study and design of concepts and business systems.

d. Performs specific and limited portions of studies, designs, projects, and tests as well as other administrative, financial, and business tasks.

e. Performs and/or assists in modification, fabrication, layout, installation, and testing of equipment or subsystems adding limited utility to existing subsystems.

f. Analyzes parts of problems or processes and designs computer software specifications for translation into the desired product or processes.

g Performs and/or assists in translation of module specification into computer instructions and logic to produce the desired product or process.

h. Develops, coordinates, and conducts functions(s) or program(s) of moderate complexity in a staff, support, or specialty area.

i. Serves as a point of contact for scheduling and performing support functions in subject area of expertise.

j. Plans, writes, edits, or directs through a contract the preparation of documentation, such as reports, specifications, requirements, statements of work, and contracts.

k. Serves as a source of support in a specialty area for other organizational groups, such as a technical department or division. Provides technical advice in the specialty to management and personnel at many levels, and with supervisory guidance, recommends changes to procedures and resolves problems of moderate difficulty in the specialty.

l. Conceives, plans, and monitors documentation for weapon and/or weapon systems of moderate complexity. Ensures technical accuracy and legal and technical adequacy of required documentation.

m. Provides precision profile vectors, aircraft separation, and flight safety during the conduct of airborne testing.

n. Controls range assets and personnel during limited flight and ground tests.

o. Coordinates, manages, and directs tests.

p. Assists range scheduler and acts as range scheduler.

q. Provides assistance to and takes direction from senior logistics management specialists who manage, control, or coordinate engineering logistics support, operational support, maintenance support, test support, equipment support, change control, deficiency investigation, and provisioning support for developmental and operational weapon systems/equipment.

r. Receives direction and guidance from senior logistics managers concerning integrated logistics support (ILS) policies and procedures necessary for an economical and adequate support posture for various weapons/equipment.

s. Assists in the development, management, planning, review, and application of quality assurance and quality control techniques, principles, disciplines, procedures, and requirements in support of the design, development, and production of weapons systems and related equipment/components.

t. Plans, schedules, collects data, and assists in the analysis of programs and functions.

u. Performs as a junior team member of program review or audit/survey teams, and assesses contractor's techniques and methods for adequacy and adherence to imposed requirements.
v. Assists in the reviews and input generation of drawings, specifications, test plans, procedures, ECPs, waivers, and other documentation with regard to a specialized area of expertise.
w. Assists the senior level specialist responsible for reviews, analyses, evaluations, and recommendations affecting major technical programs.
x. Assists in developing, managing, planning, reviewing, and application of reliability/safety techniques, principles, disciplines, procedures, and requirements in support of design, development, or production of weapons systems and associated equipment.
y. Reviews new/revised technical documentation against applicable specifications/standards for reproducibility, format, legibility, completeness, and adequacy.
z. Coordinates work performed on support contracts.
aa. Reviews and updates instructions and procedures for documentation handling and distribution.
bb. Serves as a source of support for completion of NAWCWD communications projects of moderate complexity/scope pertaining to telephone, mobile radio, public address, signaling, and data transmission equipment/systems.
cc Reviews communications systems of moderate complexity/scope to determine adequacy for intended use and/or recommends corrective measures and priorities for deficient communications systems.
dd. Recommends design improvement projects of moderate complexity/scope for technical upgrading of communications systems, and/or reviews communications service requests and recommends a course of action.
ee. Supports a functional or program area or task of moderate complexity.
ff. Implements new concepts relative to improving cost profile and efficiency of programs.
gg. Reviews program plans, procedures, and associated scheduling documents to ensure that mandatory data requirements are identified and documented in accordance with applicable military standards.
hh. Reviews and coordinates engineering data requirements of other military activities who are co-developing weapons systems with NAWCWD or who are purchasing Navy-produced equipment.
ii. Collects program planning data and prepares schedules using PERT, GANTT, or other appropriate scheduling systems.
jj. Coordinates the preparation and approval of the Contracts Data Requirements List (DD-1423) for proposed contracts. Coordinates and updates changes. Provides a single contact point within the program for coordination of all technical data requirements.
kk. Monitors preparation of data in accordance with the program requirements to ensure that data are adequate for their intended use and prepared in a timely manner. Coordinates effort with prime contractors, local service contractors, and/or NAWCWD participants, as appropriate.
ll. Defines and documents NAWCWD and local contractor funding requirements for

incorporation into the program budget.
mm. Writes, edits, and coordinates approval of program documentation, such as the Configuration Management Plan and Documentation Control Plan. Reviews and critiques contractor plans and procedures.
nn. Implements configuration management procedures for the identification, control, and accounting of engineering data.
oo. Participates in program reviews and audits.
pp. Serves as the Contracting Officer's Technical Representative for automatic data processing (ADP) hardware, software, and services contracts. Provides a primary point of contract for ADP users both on and off NAWCWD. Coordinates ADP user requirements, analyzes ADP contractor performance, and provides timely guidance to contractor management.

RESPONSIBILITIES
a. Performs specific tasks that may include formal class work and orientation training.
b. Supports a limited portion of a specific project, program, analysis, design, concept, technique, test, or evaluation.
c. Supports senior associates in the performance of specific work assignments.
d. Plans, coordinates, analyzes, and/or supports work within a subject matter area. Works with supervisor and subject matter specialists to ensure accuracy and adequacy of work in the assigned area.
e. Plans, coordinates, implements, negotiates, administers, and/or analyzes specific tasks or contracts.
f. Conceives, plans, implements, and directs tasks to produce products that require one-time or continuing coordination of a small task or functional area team.
g. Plans, implements, and directs completion of program milestones plans.
h. Identifies program requirements of a moderate scope and advises management on course of action and schedule.

JUDGMENTS
a. Work is expected to result in the development of technically thorough, creative, and reliable products representative of high-quality NAWCWD output.
b. Decisions impact flight safety and completion of major test programs.
c. Judgments in technical or functional specialty are recognized as accurate and are reviewed and monitored by senior personnel to ensure adherence to accepted policy and procedure.
d. Judgments impact operations, organizational, and management decisions/policies relative to assigned programs and functions and/or contractor operations.
e. Work is expected to result in the efficient operation and eventual completion of elements of support within the specialty area.

ORIGINALITY
a. Uses standard professional techniques, methods, or procedures requiring limited originality, but may contribute innovative analyses, concepts, designs, techniques, or tests in work assignments.
b. Applies or modifies new and improved techniques, strategies, and original methods to

the solution of assignments in the specialty area.
c. Organizes, plans, and coordinates specific tasks that require original thought and foresight to develop an appropriate product or evaluation.

SUPERVISION GIVEN
a. May supervise trainees, but normally is not required to do so.
b. Coordinates the work of others in accomplishment of a specific task. Task scope and methods of accomplishment are determined by supervisor.
c. Supervises the work of nonprofessionals.
d. Coordinates, monitors, directs, provides training for, and reviews the work of a small staff of associates and/or nonprofessionals.
e. Supervises and directs both administratively and technically an organizational group.
f. Supervises the operation of a functional support area assisting program management with configuration/data management implementation and operation.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:

a. Senior Associates and/or Supervisor: Receive specific assignments and directions, report results/progress, seek review of products, seek guidance.

b. Other Personnel: Provide services in area of expertise and/or request and gain services of others, coordinate with and obtain information from, in order to accomplish common objectives.
c. Associates: Seek and share advice and expertise.
d. Higher Management: Report progress, provide guidance on routine aspects of specialty area, seek review of products, submit proposals.
e. Contractors/Vendors: Monitor progress; discuss administrative, contractual, and/or technical matters; and verify end product.
f. Head of Staff: Report progress, seek guidance, outline proposed problem solutions, report problems.
g. Sponsor/Major Claimant/Functional Headquarters: Report progress, provide data, request information/guidance, request status, coordinate/expedite matters.
h. Program/Technical Office/Project Manager: Report progress, discuss problems, receive program/technical direction.

CONTROLS OVER POSITION
1. The incumbent works with moderate supervision and performs most assignments with instructions as to the results expected. Direction is received relative to objectives, critical issues, new concepts, and policy matters. Supervisory approval is obtained on proposed work efforts, but the incumbent is allowed some latitude for exercise of independent judgment. Guidance is given on unusual or complex problems and procedures on a regular basis. The incumbent's work is reviewed regularly by a supervisor, technical manager, or project manager.

2. In special or unique cases, when the full performance level or growth potential does not exceed the DS-2 level, the incumbent may work independently, with a great deal of latitude and minimal direction. The incumbent's work may be reviewed by the supervisor only with regard to the effectiveness of operation or functioning of the system, process, or procedure. The incumbent may recommend or establish policies and procedures applicable to an assignment of limited scope and complexity.
The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must have a bachelor's degree or equivalent training and experience in an appropriate technical field and additional education or experience in the technical field or specialty area(s), and otherwise meet all qualification requirements at the GS-9 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated the capacity for sound independent work in conventional aspects of the specialty area(s).

DUTIES

a. Implements policies and procedures for and manages, controls, or coordinates engineering logistics, operational, maintenance, test, and equipment support, change control, deficiency investigation, and provisioning support for developmental and operational weapon systems/equipment.

b. Plans and monitors integrated logistics support (ILS) for weapons systems/equipment. May perform analysis and verification related to logistics support policies, procedures, concepts, specifications, and requirements.

c. Develops, specifies, manages, plans, reviews, and applies quality assurance and quality control techniques, principles, disciplines, procedures, and requirements in support of the design, development, and production of weapons systems and related equipment/components.

d. Performs as a team member of program review or audit/survey teams, and assesses contractor's techniques and methods for adequacy and adherence to imposed requirements.

e. Reviews and provides inputs to drawings, specifications, test plans, procedures, ECPs, waivers, and other documentation with regard to a specialized area of expertise.

f. Serves as a specialist responsible for reviews, analyses, evaluations, and recommendations affecting major technical programs.

g. Develops, specifies, manages, plans, reviews, and applies reliability/safety techniques, principles, disciplines, procedures, and requirements in support of design, development, or production of weapons systems and associated equipment.

h. Serves as a source of support for completion of NAWCWD communications projects pertaining to telephone, microwave, fiber-optic, and other data transmission equipment/systems.

i. Analyzes and evaluates communications systems to determine adequacy for intended use and/or recommends corrective measures and priorities for deficient communications systems.

j. Plans, schedules, and develops design improvement projects for technical upgrading of communications systems based on requirements, cost, and equipment availability.

k. Reviews NAWCWD communications service requests of substantial scope and recommends a course of action.

l. Serves as the technical specialist for a functional or program area or a complex task.

m. Conceives new concepts relative to improving cost profile and efficiency of programs having NAWCWD impact.

n. Serves as a source of support for all NAWCWD organizations or specific organizational groups/programs in a specialty area,. Provides technical advice in the specialty to management and personnel at many levels, performs in-depth evaluations, and recommends resolutions to difficult problems in the specialty.

o. Coordinates NAWCWD and local contractor funding requirements and consolidates data program funding for the program manager. Develops budget requirements.

p. Applies configuration management techniques (identification, control, and accounting) in accordance with DOD standards as appropriate to the program or as directed by the program manager. Prepares required plans and procedures. Evaluates and reports on

contractor configuration and data management systems.
q. Plans, schedules, coordinates, and directs the preparation and implementation of design documentation for newly developed and/or configured equipment and computer software, using applicable DOD documentation standards and instructions.
r. Plans, implements, and monitors data acquisition for weapons and/or weapon systems. Serves as a single contact point for technical data.
s. Plans, arranges, schedules, collects data, and assists in or conducts analyses of programs and functions of substantial complexity or scope.
t. Plans, designs, writes, edits, maintains, revises, coordinates, and/or directs through a contract the preparation of documentation or presentation elements, such as reports, printed or visual media, specifications, requirements, and statements of work that involve the application of configuration/data management concepts for program management.
u. Reviews, prepares, analyzes, and evaluates, or acts in an advisory capacity for contracts and modifications of a complex and difficult nature.
v. Plans, analyzes, specifies, directs, conceives, and/or develops computer systems, networks, software, programs, systems analyses, systems requirements, and/or overall hardware/software systems.
w. Specifies, develops, procures, manages, monitors, and reviews engineering data and configuration elements for development and/or acquisition contracts; devises, coordinates, specifies, operates, and controls engineering data and/or configuration management systems.
x. Invents, conceives, plans, and conducts design, development, and test and evaluation in problem areas of substantial scope and complexity.
y. Functions as an associate to a more experienced person who formulates, analyzes, models, evaluates, and advises on the feasibility, suitability, adaptability, and operational utility of systems and system concepts.
z. Plans, arranges, schedules, conducts, collects data for, and analyzes results of subsystem tests and evaluations that are part of a project or test.
aa. Develops, modifies, and/or tests equipment or subsystems that significantly add to system operability and usefulness.
bb. Assists in and/or performs planning, scheduling, specifying, and/or developing of computer programs, subsystems, systems analyses, or systems requirements efforts.
cc. Serves as the Senior Contracting Officer's Technical Representative for large NAWCWD ADP hardware, software, and services contracts. Acts as chairman of contractor Performance Review Boards for the setting of award or incentive fees earned under contract. Provides NAWCWD management with periodic assessments of contractor performance and recommends changes to optimize such performance.
dd. Develops, manages, coordinates, controls, and conducts function(s) or program(s) in a staff, support, or specialty area.
ee. Serves as a point of contact for scheduling and performing support functions in subject area of expertise for programs or functions affecting a department.
ff. Plans, writes, edits, or directs through a contract the preparation of documentation such as reports, specifications requirements, statements of work, and contracts. These activities involve the application of advanced theories and concepts in the subject matter field.
gg. Conceives, plans, and monitors documentation for weapons and/or weapon systems.

Ensures technical accuracy and legal and technical adequacy of required documentation.
hh. Coordinates, manages, and directs tests of directorate, NAWCWD, and DOD impact.
ii. Controls range assets and personnel during both flight and ground tests.
jj. Schedules range assets, personnel, and airspace for both flight and ground tests.

RESPONSIBILITIES
a. Plans, administers, reviews, analyzes, and evaluates programs, functions, and/or contracts of varying complexity.
b. Plans, coordinates, organizes, schedules analyzes, and supports tasks required in a specific specialty or technical area.
c. Plans, coordinates, implements, and performs functions within the specialty area, provides technical competence and judgment to resolve all but the most difficult and complex problems, and provide sound advice.
d. Plans, coordinates, analyzes, supports, and/or directs a specific specialty area.
e. Supports a specific project, program, analysis, design, concept, technique, test, or evaluation.
f. Supports senior associates in the performance of complex work assignments.
g. Designs, develops, maintains, improves, revises, and verifies programs or systems.
h. Plans, negotiates, administers, and/or analyzes programs, functions, or contracts where technical competence and judgment are required to resolve difficult problems and provide sound advice to management and to customers.
i. Conceives, plans, writes, edits, and directs tasks to produce products dealing with assignments of considerable scope and complexity that require one-time or continuing coordination of a small task or functional area team.
j. Performs work of significant or substantial scope, difficulty, or complexity in a specialty area.

JUDGMENTS
a. Judgments in a technical or functional specialty are generally recognized or accepted by management and peers as accurate and/or authoritative and are ordinarily followed after review by management.
b. Work is expected to be technically thorough, creative, correct, and reliable, and result in the development of technically sound products, judgments, studies, recommendations, and documentation.
c. Judgments impact decisions relative to the management policies or organizational, functional, program group, or contractor operations.
d. Judgments impact technical progress relative to major program(s), technical functions, and/or contractor operations.
e. Judgments contribute to the development of new and/or improved techniques and procedures, approaches, equipment, materials, products, processes, tests and evaluation, or scientific methods.
f. Judgments impact project or program goals, contractor operations, delivery of hardware to the Fleet, or respective verification tests and evaluations.

ORIGINALITY

a. Develops, defines, and applies new and improved techniques, strategies, and original methods to the solution of important problems in the specialty area.
b. Originates plans, techniques, and/or procedures to apply existing knowledge to ideas, analyses, projects, or tests and evaluations.
c. Applies new advances in techniques and methods to the solution of project problems.
d. Invents, conceives, and/or develops new or improved hardware, software, techniques, and subsystems or tests in a technical area using primarily conventional techniques, methods, or scientific approaches.
e. Uses ingenuity to isolate, define, and/or characterize critical features of problems and solutions, and performs verification tests or evaluations for these problems.
f. Presents adaptations or departures from accepted thought or theory to improve products in the specialty area.
g. Plans, gathers information for, and develops products that are original or that use originality in adapting material to fit a required format.

SUPERVISION GIVEN

a. Supervises and directs both administratively and technically a functional group or a portion of a major program.
b. Coordinates, monitors, directs, provides training for, and reviews the work of one or more associates.
c. May coordinate, monitor, and/or supervise the work of non-professionals or junior associates who require assistance and guidance in specific assignments.
d. Manages and coordinates the work of others in accomplishment of specific tasks. Determines task scope and methods of accomplishment; coordinates with subject matter specialists to check accuracy and to develop and express ideas.
e. Reviews the work of others and/or provides training to others in area of expertise. Refers matters of policy to supervisor.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Associates: Consult with; give/receive assistance or advice; training.
b. Top Management (Commander/Deputy Commander, Directorate Head, Department Head) and High Ranking Official Visitors: Report progress; review plans and goals; seek guidance on policy decisions and interpretations; submit proposals, plans, and goals; seek guidance on allocation of resources; help plan NAWCWD goals and programs; coordinate protocol requirements or advise and counsel in specialty area.
c. Management Personnel (Supervisors, Program Managers, Branch, Division Heads): Report progress; submit proposals and plans; seek guidance and information; report problems and outline proposed problem solution; seek guidance on policy issues and allocations of time/resources; help plan goals and programs; provide advice and counsel; coordinate with and share information to accomplish common goals; serve as liaison

between functional and technical codes; coordinate protocol requirements.
d. Sponsor/Major Claimant/Functional Headquarters: Report progress; provide data; request information/guidance; request status; market new products; provide consulting services; and/or chair meetings.
e. Work Force/Supervisors: Gather information for various studies; perform fact finding, data gathering, and analysis.
f. Contractors: Discuss changes or modifications in existing contract and problems related to work statement/performance; monitor progress of contract; analyze cost; verify information and/or end products.
g. National Associates: Report progress; collaborate with; represent NAWCWD.
h. NAWCWD Employees: Provide advice/counsel; answer questions; provide training; provide services in the area of expertise.
i. Program/Technical Office/Project Manager: Report progress; discuss problems; receive program/technical direction.
j. Agencies and Institutions: Conduct control design agency functions.

CONTROLS OVER POSITION

The following statement automatically appears on all PAC's:
The incumbent works independently without close supervision and performs most assignments with instructions as to the general results expected. Direction is received relative to overall objectives, critical issues, new concepts, and policy matters. Actions that do not commit the organization beyond pre-established limits are usually not reviewed. Supervisory approval is obtained on proposed work efforts, but the incumbent is allowed latitude for exercise of independent judgment. Guidance is given on unusual or complex problems and procedures. The incumbent's supervisor is kept informed of general plans and progress of work.

OPTIONAL SPECIFIC INFORMATION

Click here if you are including Optional Specific Information.
Enter Optional Specific Information about this position here:
The following statement automatically appears on all PAC's:

QUALIFICATIONS

The incumbent must have a bachelor's degree or equivalent, extensive advanced education and/or experience in the specialty area(s), and otherwise meet all qualification requirements at the GS-11 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated full competence in all conventional aspects of the specialty area(s) and ability to handle problems or assignments of marked difficulty. The ability to think through a problem and an approach to its solutions is crucial to performance at this level.

DUTIES

a. Plans, arranges, schedules, collects data, and conducts analyses of programs or functions with major NAWCWD scope and impact.

b. Develops, manages, coordinates, controls, and conducts function(s) or program(s) of Directorate or NAWCWD impact in a staff, support, or specialty area.

c. Supervises an organizational group responsible for a functional or program area.

d. Supervises an organizational group having one or more subordinate organizations or team leaders.

e. Serves as the primary NAWCWD point of contact for a total program or function affecting many departments.

f. Serves as the technically expert leader of a group of specialists responsible for a functional or program area or task.

g. Analyzes, develops, reviews, and administers comprehensive programs and procedures for application to several functional areas or departments of NAWCWD. Investigates, evaluates, and recommends new or changed operations, procedures, or functions.

h. Plans, designs, writes, edits, maintains, revises, coordinates, and/or directs through a contract the preparation of documentation or presentation elements, such as reports, printed or visual media, specifications, requirements, statements of work, and contracts that involve the application of the most advanced concepts in the subject matter field.

i. Designs, develops, evaluates, and implements computerized cost models for major programs, applying a broad variety of mathematical and statistical techniques to develop cost-estimating relationships used for cost analyses and estimates of resource requirements.

j. Serves as the major source of support for several departments or a directorate in a specialty area, providing technical advice in the specialty to management and personnel at many levels, performing in-depth evaluation, resolving difficult problems in the specialty, and generally carrying out oversight responsibility for the specialty.

k. Serves as an NAWCWD expert and specialist responsible for reviews, analyses, evaluations, and recommendations having major NAWCWD impact and/or affecting major technical programs or relationships with other commands.

l. Administers contracts or acts in an advisory capacity for complex and difficult contracts, including contracts in the multimillion-dollar range.

m. Plans, analyzes, specifies, directs, conceives, and/or develops computer systems, networks, software, programs, systems analyses, systems requirements, and/or overall hardware/software systems.

n. Provides policies and procedures for and manages, controls, or coordinates engineering logistics support, operational support, maintenance support, test support, equipment support, change control, deficiency investigation, and provisioning support for developmental and operational weapon systems.

o. Specifies, develops, procures, manages, monitors, and reviews engineering data and configuration elements for development and/or acquisition contracts; devises, coordinates, specifies, operates, and controls engineering data and/or configuration management systems.

p. Conceives, specifies, plans, implements, procures, and monitors integrated logistics

support (ILS) for weapon systems. Conducts ILS analyses and verifies and/or specifies logistics support policies, procedures, concepts, criteria, specifications, and requirements.
q. Develops, specifies, manages, plans, reviews, and applies quality assurance and quality control, techniques, principles, disciplines, procedures, and requirements in support of design, development, and production of weapon systems and related equipment/components.
r. Plans, schedules, coordinates, and directs the preparation and implementation of design documentation for newly developed and/or configured equipment and computer software using applicable DOD documentation standards and instructions.
s. Conceives, plans, acquires, and monitors technical publication and/or provisioning and/or supply support programs and documentation for weapons and/or weapon systems.
t. As a deputy or associate to a second-level or higher supervisor who, through subordinate supervisors or team leaders, supervises a sizable number of employees with a substantial number of these employees supervised at Level 3.
u. Develops, specifies, manages, plans, reviews, and applies reliability/safety techniques, principles, disciplines, procedures, and requirements in support of design, development, or production of weapons systems and associated equipment.
v. Performs as a team leader of program review or audit/survey teams, and assesses contractor's techniques and methods for adequacy and adherence to imposed requirements.
w. Reviews and provides inputs to drawings, specifications, test plans, procedures, ECPs, waivers, and other documentation with regard to a specialized area of expertise.
x. Develops or tests new or improved equipment or subsystems that significantly adds to operability and usefulness of complex systems.
y. Performs state-of-the-art designs to take advantage of new concepts, techniques, or principles in the research, development, or test and evaluation of new and advanced systems.
z. Develops user documentation and training programs/procedures to train varied technical level personnel in computer system usage.

RESPONSIBILITIES
a. Plans, coordinates, analyzes, supports, and/or directs a specific specialty area.
b. Administers and manages a small work force, such as a division or branch, of no less than three subordinates.

c. Supervisors as a deputy or associate to a second-level or higher supervisor, who supervises through subordinate supervisors or team leaders, a sizable number of employees (usually 15 or more), with a substantial number of employees supervised at Level 3.

d. Plans, negotiates, administers or analyzes programs, functions, or contracts that are difficult and complex.
e. Designs, develops maintains, improves, revises, and verifies difficult and complex programs or systems.
f. Plans, coordinates, and implements a function or specialty area where technical competence and judgment are required to resolve difficult problems and provide sound managerial advice.
g. Conceives, plans, implements, and directs overall tasks within a NAWCWD program

or functional area involving coordination of a small task or functional area team.

JUDGMENTS

a. Results of planning, analyses, recommendations, or implementation efforts have substantial impact on decisions relative to NAWCWD management policies.
b. Results of planning, analyses, recommendations, or implementation efforts have a major impact on decisions relative to the management policies or operations of organizational, functional, or program group.
c. Judgments in technical or functional specialty are recognized and accepted by management and peers as authoritative and are ordinarily followed with minimal technical or administrative review.
d. Work is expected to result in the development of technically thorough, creative, and reliable analyses, judgments, studies, documentation, recommendations, and/or artistic products representative of high-quality NAWCWD output.
e. Judgments impact organizational and management decisions and technical progress relative to major program(s), technical functions, and/or contractor operations.
f. Judgments impact the department's organizational decisions and progress relating to an administrative support area.
g. Work is expected to result in development of new and/or improved techniques and procedures, equipment, materials, products, processes, tests and evaluations, or scientific methods.

ORIGINALITY

a. Develops, defines, and applies new and improved techniques and original methods to the solution of complex problems in the specialty area.
b. Using ingenuity, the incumbent devises strategies that may involve the application of new and/or improved techniques to the solution of important problems.
c. Directs, leads, assigns, organizes, sets objectives, and plans the work of an organizational group, with these functions requiring considerable original thought and foresight from technical, managerial, and/or administrative viewpoints.
d. Invents, conceives, and develops new state-of-the-art hardware, software, techniques, subsystems, and systems in a technical specialty area.
e. Uses ingenuity to isolate, define, and characterize critical features of problems and synthesizes in innovative solutions and verification tests to characterize these problems.

SUPERVISION GIVEN

a. Supervises and directs, both administratively and technically, a small to medium-sized organizational group or program of moderate scope or a substantial portion of a major program.
b. Supervises and directs the work of a large group of employees (and/or contractors) through two or more subordinate supervisors.
c. As a deputy or associate to a second-level or higher supervisor, supervises and directs administratively and technically a large organizational group.
d. Coordinates, monitors, directs, provides training for, and reviews the work of a small staff of professional associates and/or nonprofessionals.
e. Gives assignments as a technical specialist to one or more professionals or

nonprofessionals in a specialty area.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Higher Management (Commander, Deputy Commander, Directorate Head, Department Head): Report progress; submit proposals, plans, and goals; seek guidance on technical, management, or administrative decisions and allocation of resources; help plan NAWCWD goals and programs.
b. Sponsor/Major Claimant: Report progress; market new projects; provide consulting services; or chair meetings.
c. Contractors: Monitor progress; discuss administrative, and/or technical matters; and verify end product.
d. National Associates: Represent NAWCWD in the specialty.
e. Associates: Supervise or consult with; receive assistance and technical guidance; perform assigned tasks.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent works independently without close supervision and performs most assignments with instructions on the general results expected. Direction is received relative to overall objectives, critical issues, new concepts, and policy matters. Supervisory approval is obtained on proposed work efforts, but the incumbent is allowed wide latitude for exercise of independent judgment. Guidance is given on unusual or complex problems and procedures. The incumbent's supervisor is kept informed of general plans and progress of work.

OPTIONAL SPECIFIC INFORMATION
The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must have a bachelor's degree or equivalent, extensive advanced education and/or experience in the specialty area(s), and otherwise meet all qualification requirements at the GS-12 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated full competence in all conventional aspects of the specialty area(s) and ability to handle problems or assignments of marked difficulty. The ability to think through a problem and analyze a variety of factors in developing solutions is crucial to performance at this level.

DUTIES

a. Plans, schedules, budgets, coordinates, and directs a program area of major impact at NAWCWD involving substantial NAWCWD or high-level off-NAWCWD interfacing.
b. Serves as a first-line supervisor of a medium to large work force of professional and nonprofessional employees and/or contractors in a NAWCWD organizational group or program whose work has major impact on one or more NAWCWD efforts involving critical technical issues.
c. Serves as a second-level or higher supervisor who supervises, through subordinate supervisors, a sizable number of employees with a substantial number of employees supervised at Level 3 (or contractors performing equivalent work).
d. Serves as a department head or deputy or associate to a department head who supervises, through subordinate supervisors, a very sizable number of employees with a substantial number of employees supervised at Levels 3 and/or 4 (or contractors performing equivalent work).

RESPONSIBILITIES

a. Plans, organizes, directs, evaluates, and coordinates the work of a major program area.
b. Supervises, technically and administratively, a NAWCWD organizational group or program whose work has major impact on one or more NAWCWD efforts involving critical technical issues.
c. As a second-level or higher supervisor, supervises and manages a sizable number of employees through subordinate supervision, with a substantial number of employees supervised at Level 3 (or contractors performing equivalent work).
d. As a department head or deputy or associate to a department head, supervises, technically and administratively, through subordinate supervisors, a very sizable number of employees (and/or contractors).

JUDGMENTS

a. Judgments have major impact on NAWCWD decisions and conduct of programs, NAWCWD planning and resource allocation, contractor operations, systems acquisition, Fleet operations, or program evaluations.
b. Judgments and decisions in highly controversial and critical areas of work are recognized and usually accepted as final by NAWCWD management or sponsors.
c. Leadership in a program area is widely recognized and has considerable influence on NAWCWD projects, programs, proposals, or technical direction.

ORIGINALITY

a. Demonstrates considerable creativity, foresight, and technical and administrative knowledge in solving unprecedented problems, determining program objectives and requirements, organizing projects, developing standards, and guiding the work of others for a NAWCWD organization's group, effort, or program.

b. Develops original policy and corresponding technical viewpoints and administrative procedures to handle unique and unprecedented problems of major impact at NAWCWD.

c. Offers a high degree of inventiveness and originality in investigations, studies, designs, or experiments and devises completely new and original approaches, theories, or techniques through an in-depth familiarity with literature and technology in a program area.

SUPERVISION GIVEN
a. Supervises as a first-line supervisor the work of a medium-sized organizational group, with a substantial number of Level 2 and 3 employees (or contractors at equivalent level) and with work having major impact on one or more NAWCWD efforts involving critical technical issues.
b. Supervises, as a second-level or higher supervisor, the work of a large organizational group through subordinate supervisors.
c. As a department head or deputy or associate to a department head, supervises, through subordinate supervisors, a very sizable number of employees and/or contractors.
d. Directs, monitors, and approves the work of a major program requiring interfacing with associates across organizational lines, sponsors, and contractors.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Top Management (Commander, Deputy Commander): Report progress; discuss work and proposals; review program plans and progress; provide high-level policy guidance; help plan NAWCWD goals and programs.
b. Sponsors/Major Claimant: Report progress; market new projects; provide consulting services; receive and provide high-level policy guidance.
c. Contractors: Establish NAWCWD priorities and discuss administrative and technical matters.
d. National or International Associates: Represent NAWCWD.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:

The incumbent works with a wide latitude of technical and managerial independence and is delegated major responsibilities. Assignments are received in terms of broad general guidelines, objectives, and limits. Program objectives and overall resource requirements, allocation, and priorities are discussed jointly with his/her supervisor to ensure mutual understanding. Supervision is largely administrative, and incumbent is evaluated in terms of the degree to which results meet objectives. Incumbent is responsible for his/her own work and that of his/her staff or assigned associates. The incumbent's supervisor is kept informed of general plans, resources, and progress of work.

The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must have a bachelor's degree or equivalent, extensive advanced

education and/or experience in the specialty area(s), and otherwise meet all qualification requirements at the GS-14 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated full competence and marked attainments in advanced technical and administrative aspects of the specialty area(s). The ability to plan and direct, execute, or provide expert consultation on major programs or important NAWCWD efforts, requiring innovative solutions to critical problems, is essential to performance at this level.

Technician
(DT) Category

TECHNICIAN TITLES:
698 Environmental Health Technician
802 Aerospace Engineering Technician
802 Architecture Technician
802 Chemical Engineering Technician
802 Civil Engineering Technician
802 Electrical Engineering Technician
802 Engineering Technician
802 Materials Engineering Technician
802 Mechanical Engineering Technician
802 Nuclear Engineering Technician
802 Supervisory Aerospace Engineering Technician
802 Supervisory Architecture Technician
802 Supervisory Chemical Engineering Technician
802 Supervisory Civil Engineering Technician
802 Supervisory Electrical Engineering Technician
802 Supervisory Engineering Technician
802 Supervisory Materials Engineering Technician
802 Supervisory Mechanical Engineering Technician
809 Construction Representative
818 Engineering Draftsman
856 Electronics Technician
856 Supervisory Electronics Technician
895 Industrial Engineering Technician
895 Supervisory Industrial Engineering Technician
899 Student Trainee (Electronics Technician)
899 Student Trainee (Engineering Technician)
1060 Photographer
1060 Photographer (Laboratory)
1060 Photographer (Motion Picture)
1060 Photographer (Scientific/Technical)
1060 Photographer (Still)
1060 Photographer (Television)
1060 Supervisory Photographer (Laboratory)
1060 Supervisory Photographer (Scientific/Technical)
1152 Production Controller
1152 Production Controller (Electronics)
1152 Production Controller (General)
1152 Production Controller (Mechanical)
1311 Physical Science Technician
1341 Lead Meteorological Technician
1341 Meteorological Technician

1341 Supervisory Meteorological Technician
1371 Cartographic Technician
1374 Geodetic Technician
1399 Student Trainee (Physical Science Technician)
1521 Mathematics Aid
1521 Mathematics Technician
Student Educational Employment Program:
899 Student Trainee (Electronics Technician)
899 Student Trainee (Engineering Technician)
1399 Student Trainee (Physical Science Technician)

Technician Specialty Area Codes

01 Inorganic Chemistry: Conducts syntheses, prepares and manufactures new or known inert or explosive inorganic compounds and inorganic polymers. Studies, designs, improves, and develops reactions, procedures, and process for the synthesis of inorganic compounds and polymeric materials.
02 Organic Chemistry: Conducts syntheses, prepares and manufactures new or known inert or explosive organic compounds, including their monomers and polymers. Studies, designs, improves, and develops reactions, procedures, and processes for the synthesis of organic compounds. Studies the chemical behavior of organic compounds and polymeric materials.
03 Physical Chemistry: Investigates, determines, correlates, and predicts physical and chemical properties of compounds, polymers, and their mixtures. Studies behavior of compounds and mixtures under the influence of external variables. Studies kinetics and mechanisms of chemical reactions. Included are studies in specialties such as electrochemistry, photochemistry, quantum chemistry, polymer chemistry, and the characterization and analysis of high-energy materials.
04 Analytical Chemistry: Analyzes and identifies chemical compounds and mixtures. Work often involves the isolation and identification of processing variations or chemical contaminants that affect the physical or chemical characteristics of chemical compounds. May use a wide variety of tests, analytical procedures, and instrumentation or may design and develop new analytical methods and instrumentation to accomplish these objectives.
05 Applied Mechanics: Covers the investigation and theoretical explanation of continuum mechanics, kinematics, dynamics, elastic and plastic behavior, wave motion, fracture mechanics, and thermalmechanical phenomena. Work often requires extensive mathematical analysis and analogies using digital computing with finite-element or fine-difference mathematical methods.
06 Thermodynamics and Statistical Mechanics: Investigates, determines, correlates, and predicts relationships among properties of matter, especially those affected by changes in temperature; for example, the conversion of energy from one state to another. These investigations of relationships among macroscopic properties can be based on the macroscopic postulates of thermodynamics or on the known characteristics and interactions of the microscopic constituents of the system.
07 Detonation Physics: Measures, models, and uses the properties of explosive materials and their mechanical effects including interactions with solids, liquids, and gases. Experiments concerned with detonating high explosives require an understanding of the detonation and combustion processes, the equation of state of shocked materials, fracture and failure processes, and the elements of hydrodynamic flow.
08 Geophysics: Externalizes physics, chemistry, and mathematics that include subtopics such as geodesy, oceanography, meteorology, seismology, aeronomy, terrestrial magnetism, electricity. Draws heavily on physics of continua, thermodynamics, mechanics, chemistry, geology, etc.
09 Metallurgy: Covers work in the area of the structure, properties, processing, testing, and application of metals and metallic alloys. Work is concerned with the chemical, mechanical, and physical properties of metallic materials in engineering design and/or production; and the application of such technologies as casting, welding, brazing,

soldering, forging, finishing, plating, heat treatment, alloying, and metallurgical processing.
10 Nonmetallic Materials: Studies the mechanical and physical properties of nonmetallic materials employed in advanced aircraft, missiles, weapons, and engineering test equipment. Work includes studies of the behavior of such materials in design applications, during processing, and under environmental conditions.
11 Solid State: Includes those physical sciences devoted to the understanding of the structure, properties, and behavior of materials. Includes the study of electrical, electronic, magnetic, thermal, optical, mechanical, and other properties of materials such as metals, dielectrics, and semiconductors to better understand basic physical mechanisms, how they influence the properties of technologically important materials, and their eventual application.
12 Optics: Concerns the generation, transmission, and interaction with matter of electromagnetic radiation in the ultraviolet, visible, and infrared spectral regions. Includes, but is not limited to, the following areas: physical optics, geometrical optics, integrated optics, holography, photometry, spectroscopy, atmospherics, calorimetry, lasers, detectors, and photosensitive materials.
13 Electro-Optics: Specializes in the use and design of equipment for generating, propagating, detecting, and processing electromagnetic energy in the frequency band from infrared through ultraviolet. Typical work consists of the integration of optical sensor and signal-processing technologies in the design, development, and test of instrumentation, guidance, fuzing, and sensor devices for weapons systems.
14 Microwave: Concerns the theory, analysis, design, characteristics, and application of various components, devices, propagation phenomena, and materials using the radio-frequency through millimeter-wave portion of the electromagnetic spectrum. Examples of components and devices include oscillators, amplifiers, detectors, antennas, radomes, transmission lines (waveguide, coaxial, stripline, microstrip, etc.), isolators, phase shifters, delay lines, filters, and other signal-processing elements. Examples of additional areas of investigation include the efforts of the medium and environment on propagation (such as scattering, loss, multipaths, dusting), the nonlinear interception of microwaves with plasma, and microwave-acoustic devices and materials

(using surface or bulk acoustic waves).
15 Ordnance Components and Devices: Covers the design and production support of mechanical, chemical, electrical, and electromechanical ordnance components and devices. Concerns the application of specialized fields of knowledge, such as ballistics, detonation physics, explosive propagation theory, thermo-hydrodynamics, rocket motor internal ballistics, and applied explosive, pyrotechnic, and propellant chemistry. The work may involve specialized testing of ordnance devices and/or the analysis of ballistic, fragment, blast, or internal rocket motor ballistic data gathered in such tests.
16 Instrumentation/Telemetry: Includes the design and development of specialized electronic devices and equipment, and the integration of these with commercial or other components and instruments to provide capability for performing measurements on other devices, subassemblies, or systems, and for exposing electronic systems to simulated environments for the purposes of design optimization and performance evaluation. Includes the specification, calibration and maintenance, and operation of such instrumentation and facilities. This area also includes all telemetry work, both range test

items and aircraft.
17 Signal Processing: Concerns the design and analysis of circuits for the manipulation of signals, or their representation, as derived from various transducers in order to obtain estimates of certain parameters or characteristics of the signal that conveys information. Manipulations are carried out in both the time and frequency domain and include operations such as spectrum analysis, correlation, adaptive filtering, signal integration, and similar techniques.
18 Electronic Components Design: Involves the design, development, and testing of analog or digital electronic components and/or circuits for potential use in a wide variety of electronic systems.
19 Electronic System Engineering: Concerns the application of electronic design principles to meet specified functional performance requirements of electronic systems.
20 Electromechanical Engineering: Concerns the application of electromechanical design principles and analysis to meet specified functional performance requirements of electromechanical systems and packaging.
21 Structural Design: Concerns the application of engineering and structural mechanics to the design of military hardware, test equipment, and other machinery. Includes conducting stress analyses to determine the effects of materials, applied loads, and operating environments as related to functional and structural design or operational usage. Covers both theoretical and/or experimental work to determine the effects of static and dynamic loads.
22 Mechanical Design: Concerns the mechanical design of parts/components, and the mechanical integration of weapon systems, military hardware, equipment, and test apparatus. Includes the layout and design of mechanical mechanisms, selection of standard components for use in such mechanisms, and design of parts for use in them.
23 Radar Systems: Concerns the theory, analysis, design, development, and/or test of radar transmitting and/or receiving systems for application throughout the microwave frequency spectrum.
24 Navigation Systems: Involves research, development, test, and engineering of navigation systems and subsystems and the integration of those systems and subsystems into command and control (C2) systems.
25 Propulsion and Power Systems: Concerns vehicle propulsion systems (solid, liquid, and airbreathing), associated auxiliary power generation and conversion systems, and associated technology.
26 Weapons Control Systems: Includes research, development, design, production, test, evaluation, and life-cycle maintenance of analog and digital systems and components for use in weapon control or fire control systems.
27 Fuzing Systems: Defines, integrates, designs, develops, and tests electromagnetic, mechanical, and contact fuzing systems, firing and initiation systems and subsystems for warheads and rocket motors.
28 Guidance and Control: Concerns the application of the principles of control theory to the analysis and design of guidance systems for aerospace (aircraft, missiles, projectiles, etc.) vehicles or devices. Classical and modern control theory techniques can be applied to the analysis and synthesis of open loop and/or closed loop systems intended for control, regulation, or adjustment of electrodynamic, electromechanical, or mechanical apparatus.

29 Avionics: Concerns the overall avionics system aspects of providing aircraft weapon system capabilities. Includes definition of overall system and subsystem requirements and constraints, translation of these into hardware, software, and interface requirements for individual system elements, and providing for integration, subsystem test, and system qualification.
30 Aerodynamics and Exterior Ballistics: Concerns aerodynamics, thermal analysis, and ballistic performance of aircraft, missiles, projectiles, rockets, bombs, parachutes, balloons, and other aerospace vehicles. Analysis and design of aerovehicle system is often concerned with the integration of other system components, such as propulsion, structure, and control that affect performance and/or trajectories.
31 Stores Management Systems: Includes interface design and systems integration between external stores and the launch aircraft or platform. Involves design, development, test, and evaluation of stores management systems.
32 Aircraft Integration and Support: Concerns the overall electrical and mechanical integration of existing and planned devices, weapons, stores, weapons control, and survivability equipment into existing and planned aircraft.

33 Aerodynamic Decelerator Technology:

Includes the use of aerodynamic, structural, mechanical, textiles and related materials, and human factor interest as related to the analysis, design, development, and experimental investigation associated with parachute systems, components, applications, and associated equipment.
34 Electronic Warfare: Involves the integrated use of a wide variety of systems, equipment, and techniques to degrade the performance of enemy systems and to enhance the performance of our systems in the face of enemy countermeasures.
35 Military Operations Analysis: Requires broadbased technical knowledge of weapons systems, military operations, and mathematical analysis techniques for investigating and evaluating all facets of modern warfare. Analyses of operational and tactical situations are performed using data from military operations, intelligence, technical developers, and industry to establish requirements and to provide advice and insight about probable effects of alternative solutions to military problems.
36 Systems Analysis: Covers that area where various disciplines, specializations, methods, techniques, and tactics are applied to conceive, analyze, design, evaluate, and test weapons and other systems. A variety of physical and analytical disciplines, such as mechanics, ballistics, aerodynamics, electronics, computer technology, mathematics, probability, statistics, and engineering are applied. Mathematical modeling and simulation (digital, hybrid, analog) are important tools. Analyses of operational and tactical situations are performed. Data and information from multiple sources (military operations, intelligence, industry, technology, management, etc.) must be correlated, analyzed, evaluated, and applied.
37 Mathematical Modeling and Simulation: Covers the development of mathematical models to describe a complex physical system and the varying of parameters in a simulation to study and optimize critical features of the system.
38 Data Assessment: Covers data engineering,

i.e., the areas of engineering and scientific data acquisition, processing, assessment, interpretation, and analysis.
39 Software Engineering: Covers designing, developing, programming, debugging,

documenting, maintenance, management, and security of a software program where the software is the required end product.
40 Computer Hardware and Digital Systems: Concerns the design and development of digital systems that include computers, particularly mini- and micro-computers. Included is the design of external digital hardware, development of test and operational programs, and hardware-software tradeoff studies.
41 Test and Evaluation: Concerns the measurement, analysis, prediction, and simulation of the environments to which weapons are exposed. Includes the development of plans, methods, techniques, and specifications related to these factors, the review, evaluation, and interpretation of environmental data, and the simulation of environmental models. Destructive and/or nondestructive methods are used to gather this data.
42 Reliability Engineering: Concerns the definition, implementation, and maintenance of reliability engineering support to the planning, design, development, test, evaluation, and acquisition of weapons systems, components, and support equipment.
43 Quality Engineering: Concerns the application and implementation of quality assurance, quality control, and quality engineering techniques, principles, and disciplines during planning, design, fabrication, test, and evaluation of weapon and support systems.
44 Technical Documentation: Provides engineering services for the application of configuration accounting and data management systems for all types of data. Reviews drawings for clarity and completeness of requirements, proper use of specifications, standards and drafting symbols, fits, tolerances, and interface compatibility and producibility.
45 Deployment and Fleet Support: Concerns management, control, and engineering support of the initial procurements of newly developed equipment, systems, or their components. Includes the engineering support and monitoring of changes to such equipment or systems being produced either in government or contractor facilities, technical efforts in support of the deployment of such new equipment into the Fleet, the investigation of deficiencies in newly deployed Fleet equipment, and the technical and procurement support of modifications to such equipment by product improvement, retrofit, or change in operational procedures to eliminate system/equipment deficiencies.
46 Contract Monitoring: Monitors contractors research, analysis, design, development, test, or manufacturing operations for the government. Furnishes technical advice and assistance to contractor.
47 Facilities Engineering: Responsible for the planning, design, layout, and maintenance of real property (buildings, structures, utility systems, and associated plant and technical equipment). Oversees the construction of facilities as well as plans land-use.
48 Safety: Covers positions involved with the safety aspects of the development of complex modern weapons systems and ordnance devices, or the management of risks involved in the testing and handling of new experimental ordnance devices or explosive materials.
49 Technical Manager: Provides overall direction, coordination, and management of all facets and functions of a major technical program or several closely related programs. The incumbent serves as the single point of contact for NAWCWD interfacing with headquarters, contractors, or other government activities involved in the program. Supervises a staff of assistant managers, project engineers, business managers, or

functional specialists (who may or may not be under the incumbent's administrative control)

for overall technical direction of the program. Is responsible for preparation of all planning documents associated with program organization, product development, material acquisition, program budgets, schedules, reports, and documentation. Implements national, headquarters, and local policies as they apply to the program.

50 Technical Management Staff: Assists Technical Manager in providing direction, coordination, and management of any or all facets and functions of a major technical program, several closely related programs, or specific technology areas. Plans, directs, schedules, establishes priorities, and/or monitors expenditures on those technical efforts under his or her jurisdiction. Duties also may include arrangement for support of the program or technology by other NAWCWD units, managing controversial issues, and furnishing policy or technical guidance to other personnel or outside organizations. Extensive continuing contacts may be required with outside organizations, including headquarters, sponsors, government contracting officers, universities, or private industries.

51 Technical Supervisor: Supervises an organizational element or function that is predominantly technical in nature. Primary focus of time is devoted to directing and actively participating in the technical tasks of the personnel being supervised.

52 Administrative Supervisor: Responsible for administrative management in supervisory positions at the branch, division, or department level.

53 Project Engineering: Provides overall direction, management, and coordination of a significant technical effort. Serves as leader or principle investigator of a team ranging from the assistance of a junior professional and a few part-time specialists to full multiple disciple teams involving more than a score of people.

54 Electromagnetic Compatibility Engineering (EMC): Concerns the application and implementation of EMC principles during the planning, design, acquisition, test, evaluation, and production of weapon systems and support equipment. EMC encompasses electromagnetic interference (EMI), electromagnetic vulnerability (EMV), electromagnetic pulse (EMP), and radiation hazards (RADHAZ).

55 Systems Engineering: Responsible for the overall technical design, definition, and integration of a complex system with several major subcomponents. Serves as a leader in the system simulation, requirement, and performance specification assessment of technical risk, and analysis of test and evaluation results.

56 Applied Mathematics: Entails expertise in one or more areas of advanced mathematics and the activity of applying that expertise to the solution of problems of current technological interest.

57 Maintainability Engineering: Concerns the definition, implementation, and maintenance of maintainability engineering support to the planning, design, development, test, evaluation, and acquisition of weapons systems, components, and support equipment.

58 Range Support Electronics: Involves design, development, test, evaluation, operation, and maintenance of various types of range electronic systems for use in support of systems testing.

59 Photographer: Uses one or more of the following: still, motion picture, television, special effects, and/or animation cameras; lights; mounts; and/or related equipment.

60 Photographer (Laboratory): Performs photographic laboratory processing of black-and-white and color film.
61 Metrology: Involves the calibration, certification, and use of computerized and general purpose instrumentation systems and instruments. Metrology analysis is performed to determine system accuracy as individual instruments interact within the system. Accuracy, validity, and traceability of measurements are proven through accepted metrology engineering processes.
62 Test Engineering: Entails a combination

of technical and managerial skills used to accomplish the following in support of both new and continuing test projects: test requirements analysis, administrative coordination, resources coordination, and range safety.
63 Computer Integrated Manufacturing (CIM): Concerns the application of computer controlled equipment in the engineering design, fabrication, assembly, inspection, and test of weapon systems and weapon systems components. Provides technical review and consultation to development activities on production disciplines effected by the use of CIM, such as tolerancing, configuration control, complex surface generation, production cost, production control, quality control, and drawing standards. Develops new software and hardware to expand the use of the computer in manufacturing processes. Reviews tooling, fixturing, gaging, and machine requirements in CIM applications. Participates in government pre-award surveys, source selection committees post-award conferences, plant surveys, first article evaluation, design reviews, and production support teams.
64 Production Engineering: Concerns the engineering design, specification, manufacturing, and acquisition of weapon systems or weapon systems components during all phase of development to promote minimum production costs and timely production schedules. Provides technical review and consultation to development activities on adequacy of specification, production processes, material availability, dimensioning and tolerancing, design, producibility and inspectability, standardization and manufacturing cost control techniques. Reviews tooling, fixturing, gaging, and machine requirements. Participates in government pre-award conferences, plant surveys, first article evaluations, design reviews, and production support teams.

65 Hazardous Agents/Propulsion Operations: Works with or in close proximity to explosive or incendiary materials, toxic chemical materials, and/or liquid/solid propulsion operations. Receives continuing safety training on dealing with these agents. These agents have been tested and their behavior development or test activities have been documented.
66 Industrial Engineering: Performs special studies for management related to space usage, storage capacity, equipment installation, building safety, modifications, and new and alteration construction projects. Assesses facility needs for special projects/programs and recommends most cost-effective way of providing necessary facilities. Determines impact on current efforts compared to upcoming projects. Serves as the point of contact for all facilities problems that relate to Public Works efforts, including telephone installation/moves, power requirements, equipment installation, space modification, security and safety considerations. Provides budgetary inputs. Prepares annual alterations/ modifications budget.
67 Range Communications Systems Engineering: Entails communications engineering technical expertise in communications systems life-cycle engineering and asset

management, communications services, and communications technologies. Life-cycle engineering and asset management include systems engineering; in-service engineering; engineering changes, improvements, modernizations, rehabilitations; acquisitions, implementations, installation and integration, testing, evaluations, and operational integration. Communications services include secure and nonsecure voice, data, video, and UHF/VHF/RF radios; command control; timing; technical control center services; and frequency monitoring. Communications technologies include voice conferencing, terminals, and recorders; UHF/VHF/RF radios; remote control; distribution systems and networks based on copper cable pair, fiber-optic cable, coaxial cable, microwave, satellite, and radios; cryptographic equipment; video cameras, distribution units, recorders, monitors, and television sets; timing standards equipment, distribution units, terminals, and radio transmitters; command control and destruct transmitters, monitor receivers, and control panels; communications assets management systems; and RF monitoring systems.

68 Computer Aided Design/Computer Aided Engineering: Utilizes a computer aided engineering (CAE) system, typically consisting of interactive graphic workstations, to perform computer aided design (CAD), development, analysis and/or documentation. Typical applications would include mechanical, electrical, electronics, numerical control, architectural or construction engineering support; or any other specialty areas utilizing CAE/CAD systems for development.

69 Weapons and Tactics Analysis: Participates in the wargames and simulations run in WEPTAC. Using knowledge of the wargaming system and software, and of Navy tactics, doctrine, and terminology, supervises and trains the WEPTAC Operators and acts as umpire in the conduct of games and simulations. Oversees the set-up and running of wargames to ensure performance to established scenarios and game objectives. Keeps informed of game status and actions by continually monitoring game information. Collects and reduces wargame data to satisfy project requirements. Provides overall guidance and control to players and wargame operators to ensure conformance to ground rules and scenarios. Maintains current knowledge of WEPTAC model. Responsible for backup and cataloging of wargame data on WEPTAC computer. Maintains a functional training program to ensure that a qualified cadree of wargame operators is available to staff wargames at all times.

70 Aircraft Guns and Ammunition: Covers the full spectrum of Aircraft Guns and Ammunition tasks and activities of current Fleet operational and out of service aircraft guns and ammunition and related support equipment. Operates and performs maintenance on aircraft gun and ammunition support equipment, including corrosion control, required inspections, tests, checks, adjustments, preventative maintenance and repair on F-14, F/A-18, AV-8B, AH-1W and similar aircraft guns and ammunition. Installs and maintains instrumentation on gun systems, loads and unloads ammunition in gun systems, prepares and sets-up range instrumentation. Operates range instrumentation equipment, gathers and records data, prepares assessment of test data and results. Performs engineering investigations on fleet aircraft guns and ammunition, provides assessment and written report of findings.

71 Weapons Technical Support and Training: Provides on-site training, both formal and on-the-job, for newly developed and existing operational weapons, weapon systems, targets, target systems, unmanned air vehicles and the related equipment and components

of these systems. Performs work involved in (a) consultation, advice, training, collecting, analyzing, interpreting, and developing specialized information about equipment; (b) provides such information together with advisory services and related advice to those that develop training programs for Fleet personnel; (c) develops, revises, updates and/or reviews training programs including training plans, training courseware and training aides.

72 Aviation Safety: Concerned with all aviation safety matters in the establishment and management of a command aviation safety program. Maintains appropriate aviation safety records and mishap statistics. Participates in the investigation of hazards/mishaps and reports them in accordance with regulations. Supervises and ensures the training and readiness of the Aircraft Mishap Board. Ensures that safety of operations is considered in aircraft modification and in the preparation of test plans. Reviews pilot/naval flight officer and aircrew qualifications to ascertain mission capability considering the person, the machine and the environment. Advises and assists Commanding Officers of NWTSCL and Test Wing Pacific. Maintains qualification as a fixed-wing airplane pilot and actively flies at least one tactical aircraft.

73 Radiography: Involves the test and evaluation of materials and systems concerning structural quality, physical integrity, and internal configuration without degrading, deforming, or damaging items undergoing inspection. Uses technologies such as x-ray, dye penetrant, ultrasonic, and

physical measurements.

74 Video/Photo Test Support: Concerned with the survey, photographic and video test support including fixed and tracking applications. Involves transportation, set-up, operation, tear down, maintenance, repair and modification of a variety of Time Space Position Information (TSPI), Engineering Sequential, and photo documentary systems. This may include a variety of tracking mounts, LASER designators, synchronized high speed film, infrared, and visible spectrum video cameras. Responsible for assuring these tracking and fixed systems provide the required film, video and data products, with appropriate annotation, encryption, compression, recording, transmission, reception, de-encryption.

75 Technical/Project Management: Provides overall direction, coordination and management of all facets and functions of a major technical program or several closely related technical programs. The incumbent serves as the single point of contact for all NAWCWD, interfacing with headquarters, contractors, and other government activities involved in the program. Directs the activities of a staff of assistant managers, project engineers, business managers, and/or functional specialists (who may or may not be under the managers administrative control) for overall technical/project direction of the program. Is responsible for preparation of all planning documents associated with program organization, product development, material acquisition, program budgets, schedule, reports, and documentation. Implements national, headquarters and local policies as they apply to the program.

76 Frequency Management: Concerned with monitoring and policing the use of Radio Frequency spectrum; developing procedures and systems to support the monitoring of the RF spectrum; defining, coordinating, evaluating RF radiating systems and their effects on equipment on and off site; facilitating and overseeing the requests for frequency allocations and assignments which are made on a national level.

77 Range Safety: Concerns the definition, implementation and application of system safety principles, methods, tests and evaluations, and techniques during the planning, design, and validation of complex weapon flight termination systems. Tasks include the analysis of flight termination systems to identify and eliminate safety hazards inherent in the design, definition of safety requirements and systematic application of Navy safety policies to the design of flight termination systems. Performs range safety inspections, monitors flight termination system build-ups and monitors range safety functions during range operations. Provides technical support in the development of range safety component specifications, review of proposals, review and approval of qualification/acceptance procedures, and failure analysis review.
78 Photographer (High Speed): Provides camera and optical instrumentation support for in-field ordnance testing of static warheads and explosive ordnance devices through use of high-speed photographic equipment, ultra high-speed framing cameras, streak cameras and special computerized digitizing and video equipment. Work involves photo shop and darkroom operations including X-Ray film developing, customized/specialized still photography and processing; development and printing of black &white and color film. Responsible for all photographic equipment maintenance, repair and servicing.
79 Radiography (Flash X-Ray): Maintains and operates Flash X-Ray equipment in-field or in-lab tests for creating radiographs or shadowgraphs of ordnance items, projectiles or high velocity fragments in flight or static configurations. Work involves the design of test fixtures for destructive testing, test setups and calculates shielding requirements for radiation.
80 Flight Test Hardware Production: Produces flight test hardware including pre-production support. Work involves assembly of printed wiring boards, performance of electrical and environmental thermal shock testing, and/or troubleshooting, rework and repair of electronic

assemblies/systems. Fabricates, assembles and tests sub-assemblies for integration into flight hardware systems. Designs, assembles, and/or fabricates potting molds, mechanical test set fixtures, boxes, consoles and/or specialized wiring harnesses and cables. Researches, selects, procures and tests encapsulating/adhesive materials used to protect electronic modules during flight testing, fleet use and storage.
81 Antenna Measurements: Covers RF antennas, measurement methods and systems. Concerned with the properties and operation of RF connectors, cables, spectrum analyzers and power meters and the PC-based software that integrates and automates facility antenna measurements. Work may involve diagnostic testing to calibrate antenna measurement system.
82 Technology Transfer: Seeks, negotiates, drafts and maintains Cooperative Research and Development Agreements, Patent License Agreements, and Memoranda of Understanding between NAWCWD and its government and industrial partners. Provides guidance on Technology Transfer Laws, Intellectual Property Laws, and DOD, Navy and NAWCWD technology transfer regulations and policies. Performs assessment of NAWCWD technologies, provides market analysis, and makes recommendations on patent positions. Initiates appropriate information and procedures for technology transfer publicity, conferences, trade shows, white papers, and distribution of patent license royalties.
83 Energetics Materials: Involves the planning, design, layout, and maintenance of

unique equipment used for the processing, fabrication, and testing of energetics materials and related systems.

98 Student Educational Employment Program:

Incumbent participates in a Federal employment program which provides work opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.

99 Unique

DT-A

DUTIES

a. Performs repetitive or routine tasks under close supervision.
b. Under close supervision, assists senior level technicians, scientists, or engineers in the performance of routine work assignments.
c. Receives classroom and/or on-the-job training to develop skills.

RESPONSIBILITIES

a. Performs assigned tasks.
b. Learns and applies methods, techniques, procedures, and work sequences assigned by senior personnel.
c. Assists senior personnel.

JUDGMENTS

The following statement automatically appears on all PAC's:
a Exercise of judgment is limited and is closely monitored by senior personnel.

ORIGINALITY

The following statement automatically appears on all PAC's:
a. Uses standardized methods, techniques, or procedures, but may suggest modifications that improve work methods.

SUPERVISION GIVEN

Autmatic entry based on whether or not Supervisory was selected above.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Branch or Section Head: Receive technical direction and briefing.
b. Senior Associates: Seek assistance and advice.
c. Division or Department Head: Limited contact; usually to report results or receive direction.

CONTROLS OVER POSITION

The following statement automatically appears on all PAC's:
The incumbent is assigned to a specific NAWCWD organization and is under the Head of that unit for administrative matters. Work is closely supervised and emphasis will be given to the incumbent's training and development.
The following statement automatically appears on all PAC's:

QUALIFICATIONS

Incumbent must meet all qualification requirements at the GS-1 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions.

DUTIES

a. Uses basic instruments and performs adjustments as necessary.
b. Constructs and packages simple devices and/or subassemblies of larger devices.
c. Maintains, evaluates, tests, operates, calibrates, and/or develops equipment or components.
d. Assists in basic design of components and/or subsystems.
e. Prepares engineering drawings.
f. Performs standardized tests.
g. Analyzes test data and prepares recommendations.
h. Uses standard references, guides and precedents in completing assigned tasks.
i. Assists senior personnel in completing assigned tasks.

RESPONSIBILITIES

a. Performs and analyzes tests.
b. Supports specific projects/programs and assists senior personnel.
c. Prepares engineering drawings and documentation accurately.
d. Reports work results accurately.
e. Performs specific detailed tasks.

JUDGMENTS

a. Results of incumbent's work contribute to meeting project or program goals.
b. As a team member, participates in the development of new and/or improved techniques, equipment, procedures, materials, and processes.
c. Recommendations are considered by immediate supervisor in the completion of assigned tasks.

ORIGINALITY

a. Applies new or improved techniques to solve problems in projects or programs.
b. Uses state-of-the-art hardware, software, techniques, and/or subsystems developed by higher level associates.
c. Assists in the isolation, definition, and characterization of problems and the development of appropriate solutions.
d. Uses standard techniques, methods, or procedures requiring limited originality, but may contribute innovative analysis, concepts, designs, techniques, or tests.

SUPERVISION GIVEN

This is an automatic entry based upon whether or not this position was marked supervisory above.

NATURE OF CONTACTS

The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the

following persons contacted and reasons for these contacts by the incumbent:
a. Higher Management (Branch Head, Division Head, Department Head): Contact usually in company of senior associates to report results or as part of a program or project orientation and update.
b. Associates, Aides and Clerical: Seek assistance (may direct).
c. Branch Head or Project Manager: Receive technical direction.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent is assigned to a specific NAWCWD organization and is under the supervision of the Head of that unit. Incumbent works under fairly close supervision and receives fairly detailed instructions as to work assigned.
The following statement automatically appears on all PAC's:

QUALIFICATIONS
Incumbent must meet all qualification requirements at the GS-5 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions.

DUTIES

a. Originates and develops special test setups and procedures and, as necessary, develops devices to facilitate the testing process.
b. Conceives, plans, and designs devices of limited scope and complexity.
c. Supervises small group of technicians, DP-1 scientists and engineers, contractors, and/or specialists.
d. Participates in detailed analysis of subsystems and assists in systems level analyses.
e. Prepares design documentation packages in accordance with existing requirements.
f. Assists higher level technicians, engineers, and scientists who perform studies on the feasibility, suitability, adaptability, and operational utility of systems and system concepts.
g. Assists in advanced design work in the development of new or improved systems, subsystems, equipment, and/or tests.
h. Plans, schedules, and coordinates various phases of a moderate-sized project.
i. Performs work requiring the use of very specialized equipment that requires devising and improvising new methods and techniques for using such equipment.
j. Assists in planning and conducting laboratory and field tests.

RESPONSIBILITIES

a. Supports a specific project and/or program and assists senior associates.
b. Supervises the work of lower graded technicians and/or scientists or engineers and/or contractors.
c. Plans, coordinates, and/or evaluates a specific technical area.
d. Plans, coordinates, and develops phases of a program/project of moderate size and complexity.
e. Prepares design documentation accurately.
f. Analyzes and reports data of moderate complexity in an accurate way.
g. Trains lower level associates.

JUDGMENTS

a. Work is expected to contribute to the development of new and/or improved techniques, procedures, equipment, materials, processes, tests, and evaluations.
b. Results of research, analysis, coordination, development, or test and evaluation effort contribute to meeting project or program goals.
c. Judgments impact the objectives and progress relative to project or program goals, contractor operations, delivery of hardware to users, or respective verification tests and evaluations.
d. Judgments and decisions are relied upon to the extent that they affect technical approaches to a problem's solution, development, or test and evaluation.
e. Efforts affect the technical approaches used in a specialty area.

ORIGINALITY

a. Originates plans, techniques, and/or procedures to apply existing knowledge to ideas,

analyses, projects, and tests and evaluations.
b. Applies new advances in techniques and methods to the solution of important project problems.
c. Conceives, develops, and implements new or improved hardware, software, techniques, and/or subsystems in a technical specialty area using primarily conventional techniques, methods, and approaches.
d. Uses ingenuity to isolate, define, and characterize critical features of problems and solutions in a technical specialty area, and/or performs verification tests and evaluations to confirm proposed solutions.
e. Coordinates resources in test and evaluation facilities to accomplish successful and timely completion of critical tests, evaluations, and tasks of importance to Division and Department projects.

SUPERVISION GIVEN
a. May coordinate, monitor, and/or assist in the work of associates.
b. Supervises technically and administratively a small group of associates.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Higher Management (Branch Head Division Head, Department Head Program Manager): Report progress, seek guidance on technical problems and directions.
b. Sponsors: Report progress, help promote new projects.
c. Associates (technicians, scientists, engineers, aides, clerks): Consult with, receive assistance and technical guidance, and training.
d. Contractors: Monitor progress.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent performs most assignments with instructions describing the results expected. Direction is received relative to objectives, critical issues, new concepts, and policy matters. Supervisory approval is obtained on proposed work, but the incumbent is allowed latitude for exercise of independent judgment in limited applications of the project. Guidance is given on unusual or complex problems or procedures. the incumbent's work is reviewed regularly.
The following statement automatically appears on all PAC's:

QUALIFICATIONS
Incumbent must meet all qualification requirements at the GS-8 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions.

DUTIES

a. Plans, schedules, budgets, coordinates, and conducts phases of technical work as part of a project or a complete project or the operation of a testing facility.
b. Invents, conceives, plans, and conducts design, development and/or test and evaluation in problem areas of limited scope and complexity.
c. Participates in design studies on the feasibility, suitability, adaptability, and operational utility of systems and systems concepts.
d. Designs and develops improvements for subsystems, systems, facilities, and/or equipment.
e. Plans, schedules, coordinates, and conducts the preparation of complete design documentation.
f. Recommends solutions to complex design problems.
g. Supervises small group of technicians, scientists, engineers, contractors, and/or specialists.

RESPONSIBILITIES

a. Plans, coordinates, tests, evaluates, and supports a specific technical area.
b. Takes responsibility for a specific project and/or program assignment that may require the services of associates and/or contractors.
c. Manages, administratively and technically, a small work force, such as a Branch or Section.

JUDGMENTS

a. Work is expected to result in development/implementation of techniques, procedures, equipment, materials, products, processes, facilities, or tests and evaluations.
b. Results of research, analysis, development, fabrication, or test and evaluation effort have a substantial impact on the conduct of work on a project or program.
c. Judgments impact organizational decisions and progress relative to a project, contractor operations, delivery of hardware to users, or respective verifications tests.
d. Technical contributions are recognized by management and peers as having impact on existing NAWCWD projects.
e. Efforts have impact on technical direction, accomplishment of goals, and schedules of a project of limited scope.
f. Judgments and decisions are relied on to the extent that incumbent's recommendations are ordinarily followed and accepted by Branch and Division supervisors with minimal technical review.

ORIGINALITY

a. Develops, defines, and/or applies improved techniques and methods to the solution of problems associated with a project or program.
b. Leads, assigns, organizes, sets objectives, and plans the conduct of work of an organizational group requiring thought and foresight from both technical and managerial viewpoints.

c. Develops hardware, software, techniques, subsystems, and systems in a technical specialty area.
d. Isolates, defines, and characterizes features of problems, and synthesizes solutions and/or verification tests to characterize these problems.
e. Uses ingenuity in directing the efforts and funding to accomplish assigned tasks within budget and funding constraints on a project of limited scope.
f. Coordinates resources in major test and evaluation facilities to accomplish completion of sophisticated tests, evaluations, or tasks of major importance to NAWCWD.

SUPERVISION GIVEN
a. Coordinate, monitors, and reviews the work of a small staff of associates.
b. Evaluates progress and results, and formulates project objectives for project staff.
c. Estimates manpower needs, and schedules and assigns work to meet milestones.
d. Monitors and coordinates efforts of associates across organizational lines.
e. Gives assignments as a technical or staff specialist to one or more associates in a specialty area.
f. Guides the work of others, either directly or indirectly, through insight offered in highly specialized technical areas of major impact on NAWCWD.
g. Supervises and directs, both technically and administratively, an organizational group or program of moderate scope or a substantial portion of a major program.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Branch Head, Division Head, Technical Manager: Report progress, submit proposals, review plans and goals, seek guidance on technical decisions.
b. Sponsors: Report progress, sell new projects, provide technical services.
c. Contractors: Monitor progress, negotiate technical matters, verify end product.
d. Associates (scientists, engineers, technicians, specialists, clerks): Consult with, receive assistance or technical advice, training.
e. National Associates: Collaborate, report progress, and transfer technology.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent works independently without close supervision and performs most assignments with instructions as to the general results expected. Direction is received relative to overall objectives, critical issues, new concepts, and policy matters. Supervisor approval is obtained on proposed work, but the incumbent is allowed wide latitude for exercise of independent judgment. Guidance is given on unusual or complex problems or procedures. The incumbent's supervisor is kept informed of general plans and progress of work.

The following statement automatically appears on all PAC's:

QUALIFICATIONS
Incumbent must meet all qualification requirements at the GS-11 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions.

DUTIES

a. Plans, schedules, budgets, coordinates, and conducts phases of technical work as part of a major project or a complete project of considerable scope and complexity or the operation of a testing facility.

b. Invents, conceives, plans, and conducts design, development, and/or test and evaluation in problem areas of considerable scope and complexity.

c. Formulates, analyzes, models, evaluates, advises, and performs design studies on the feasibility, suitability, adaptability, and operational utility of systems and system concepts.

d. Designs and develops improvements for subsystems, systems, facilities, and/or equipment that significantly adds to its usefulness, reliability, and/or maintainability.

e. Serves as a first-line supervisor of a small group of employees and/or contractors whose efforts involve work of considerable scope and complexity.

f. Performs work that requires imagination and creative ability with respect to development and adaptation of equipment and processes to meet new and unprecedented situations in planning coverage of a variety of complex events.

g. Administers and technically manages, as a full deputy or associate to a second-level or higher supervisor, a sizable number of employees and/or contractors.

h. Performs state-of-the-art designs to take advantage of new concepts, techniques, or principles in the research, development, or test and evaluation of new and advanced systems.

i. Plans, arranges, schedules, conducts, collects data, and/or analyzes results of tests of major technical and organizational impact.

j. Serves as a technical manager in part of a major program or of a smaller total program, requiring substantial interfacing, controlling, directing, coordinating, planning, and scheduling across broad organizational lines and interaction with top NAWCWD management, sponsors, other agencies, and/or private industry.

k. Prepares and writes proposals to sponsors, soliciting support for NAWCWD activities.

l. Performs a wide range of technical and administrative oversight tasks relating to contractor work, such as analyzing costs and benefits of contracting versus performing work in-house, providing technical requirements and descriptions of the work, planning and establishing work schedules and standards for acceptable work, tracking progress and quality of performance, and deciding on the acceptability or correction required for work products or services.

RESPONSIBILITIES

a. Takes responsibility for a specific project and/or program assignment that may require the services of associates, and/or contractors.

b. Formulates and conducts a systematic research effort on a problem of more than average difficulty and complexity.

c. Administers and technically manages a small work force (which may include contractors), such as a Branch or Section.

d. Plans, coordinates, tests, evaluates, supports, and/or directs a specific technical area, for a program office, or for application of advanced concepts or theories.

e. Takes responsibility for theoretical or experimental studies, inventions, new or improved concepts, techniques, or implementations requiring an understanding of the specialty area and, in addition, the fundamentals of a broad technical field.

JUDGMENTS

a. Results of research, analysis, development, fabrication, or test and evaluation effort have a substantial impact on the conduct of work on a major project or program.
b. Judgments impact organizational decisions and progress relative to a program or project of significant scope, contractor operations, delivery of hardware to users, or respective verification tests.
c. Technical contributions are recognized by management and peers as having significant impact on new ideas or ongoing NAWCWD projects.
d. Judgments and decisions are relied on to the extent that incumbent's recommendations are ordinarily followed and accepted by NAWCWD managers and sponsors with minimal technical review.
e. Work is expected to result in development of new and/or improved techniques and procedures, equipment, materials, products, processes, tests and evaluations, or scientific methods.
f. Efforts have major impact on the advancement of scientific knowledge in a specialty area.
g. Efforts have major impact on technical direction, accomplishments of goals, and schedules of a project and/or program.

ORIGINALITY

a. Originates new plans, techniques, and/or procedures to extend existing knowledge to account for newly emerging ideas, projects, tests, and evaluations.
b. Uses ingenuity to isolate, define, and characterize critical features of problems, and synthesizes innovative solutions and/or verification tests.
c. Coordinates resources in major test and evaluation facilities to accomplish completion of sophisticated tests, evaluations, or tasks of major importance to NAWCWD.
d. Develops, defines, and/or applies new and improved techniques and original methods to the solution of important problems with unprecedented or novel aspects.
e. Invents, conceives, or develops new state-of-the-art hardware, software, techniques, subsystems, or systems in a technical specialty area.
f. Directs, leads, assigns, organizes, sets objectives, and plans the conduct of work of an organizational group that requires thought and foresight from both technical and managerial viewpoints.
g. Uses ingenuity in directing the program effort and funding to accomplish assigned tasks within specific schedule and funding constraints.

SUPERVISION GIVEN

a. Coordinates, monitors, and/or supervises the work of a small staff of associates to include evaluating progress, formulating objectives, estimating manpower needs, establishing schedules, meeting budget requirements, and interfacing with sponsors and/or contractors.
b. Guides the work of others, either directly or indirectly, through insight offered in

highly specialized technical areas of major impact on NAWCWD.
c. Supervises and directs, both technically and administratively, an organizational group or program of moderate scope or a substantial portion of a major program.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Branch Head, Division Head, Technical Manager: Report progress, submit proposals, review plans and goals, seek guidance on technical decisions.
b. Sponsors: Report progress, sell new projects, provide technical services.
c. Contractors: Monitor progress, negotiate technical matters, verify end product.
d. Associates (scientists, engineers, technicians, specialists, clerks): Consult with, receive assistance or technical advice, and training.
e. National Associates: Collaborate, report progress, and transfer technology.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:
The incumbent works independently and receives assignments from the supervisor in terms of general objectives, guidelines, and limits. Technical work receives minimal review by the supervisor because the incumbent's recommendations are normally accepted. The supervisor provides direction regarding matters of policy, on critical issues, and resource allocations. Completed work is reviewed in relation to meeting program requirements and for conformance to overall policy and program objectives. The incumbent's supervisor is kept informed of general plans and progress of work.
The following statement automatically appears on all PAC's:

QUALIFICATIONS
Incumbent must meet all qualification requirements at the GS-12 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions.

DUTIES

a. Plans, schedules, budgets, coordinates, and directs detailed phases of a number of large projects or a project of major impact at NAWCWD.

b. Conceives, organizes, plans, and guides investigations emphasized by top levels of NAWCWD management that result in inventions, new and improved concepts, designs, systems, or techniques that are regarded as state-of-the-art advances in a specialty field.

c. Formulates, guides, monitors, and directs analytical studies of systems and system concepts of major impact on NAWCWD programs and operations.

d. Serves as a first-line supervisor of a medium-to-large work force of a NAWCWD organizational group or program (which may include contractors) whose work has major impact on one or more NAWCWD efforts involving critical technical issues.

e. Serves as a second-level or higher supervisor who supervises, through subordinate supervisors or team leaders, a sizable number of employees (and/or contractors) with a substantial number of employees supervised at the DP-3 level.

f. Serves as a technical manager of a major program requiring substantial interfacing, controlling, directing, coordinating, staffing, planning, and scheduling across broad organizational lines and interaction with top NAWCWD management, sponsors, other agencies, and/or private industry.

g. Serves NAWCWD as a technical specialist and recognized authority in the application of advanced concepts, principles, applications, equipment, and/or test and evaluation techniques in diversified NAWCWD program areas, or in an intensely specialized area and, as such, represents NAWCWD at various symposia, meetings, or conferences at both national and international levels.

h. Conceives, develops, submits, presents, and solicits sponsor support for major proposals addressing Navy-wide needs.

i. Serves as a technical assistant, associate, or consultant to second- and third-level supervisors in the conduct of the work of a large organizational group requiring high-level interactions across organizational lines and with top NAWCWD management, sponsors, other services, national committees, and/or industry.

j. Serves as principal investigator for one or more research or experimental development programs involving senior associates throughout NAWCWD in a technical area having major impact on the NAWCWD mission.

k. Serves as a full deputy or associate to a second-level or higher supervisor, who supervises, through subordinate supervisors or team leaders, a very sizable number of employees (and/or contractors) with a substantial number of employees supervised at DT-3 and DP-3.

RESPONSIBILITIES

a. Plans, organizes, executes, evaluates, and coordinates the work of a technical specialty area, major program, or other important NAWCWD effort.

b. Takes responsibility for a NAWCWD organizational group, facility, or major program that has considerable interaction with other NAWCWD organizations, sponsors, and contractors, and requires the services of a substantial number of contractors or Level DT-

3 and DP-3 associates with subordinate supervisors at Level DT-3 or higher.
c. Takes responsibility for theoretical or experimental studies, contributes inventions, formulates new and improved concepts, techniques, theories, implementations, or tests and evaluations of major impact and considerable sophistication requiring a thorough understanding of a specialty area and the fundamentals of a broad technical field.
d. Formulates and guides a research effort on a problem recognized as a critical obstacle to the progress, development, or test and evaluation in a specialty area of top-level NAWCWD management interest.
e Supervises, technically and administratively, a medium-to-large work force of a NAWCWD organizational group or program office (which may include contractors) whose work has major impact on one or more NAWCWD efforts involving critical technical issues.
f. Takes responsibility for system developments or the direction of technology-based research, development, or techniques that have major impact on NAWCWD mission.
g. Identifies the need for comprehensive analyses, formulates proposals for original studies, directs analysis of existing and new systems of major impact to the Navy, and justifies and presents proposals and results to appropriate authorities at NAWCWD and external to NAWCWD.
h. Serves as a full deputy or associate to a second-level or higher supervisor and is responsible for technical and administrative supervision, through subordinate supervisors or team leaders, of a sizable number of employees (and/or contractors).

JUDGMENTS
a. Work is expected to result in inventions, new and improved concept designs, systems and/or techniques that are regarded as advances in the state-of-the-art in a specialty area.
b. Results of research, analysis, development, or test and evaluation efforts have major impact on activities at NAWCWD, allocation of NAWCWD resources, and/or concentration of resources in NAWCWD work areas.
c. Judgments have major impact on NAWCWD decisions and conduct of programs, agency planning and resources, contractor operations, systems procurement, Fleet operations, or verification tests and evaluations under top-level management and focus by NAWCWD for Navy operations.
d. Technical judgments and decisions in highly controversial areas of work are recognized and usually accepted as final by NAWCWD management or sponsors.
e. Technical leadership in a frontier or specialty area is widely recognized and has considerable influence on NAWCWD projects, programs, proposals, or technical direction.
f. As a recognized authority in a specialty area, work is highly regarded by professionals in the field, carefully studied, and solicited for presentation at technical meetings, conferences, symposia, professional societies, or in scientific journals.

ORIGINALITY
a. Demonstrates considerable creativity, foresight, and technical and administrative knowledge in solving unprecedented problems, determining program objectives and requirements, organizing projects, developing standards, and guiding the work of others for a NAWCWD organizational group, effort, or program.

b. Uses a high degree of imagination and creativity to solve complex technical problems that are characterized by almost complete absence of applicable guidelines, past solutions, or methodology and that advance the state-of-the-art.
c. Develops original policy and corresponding administrative procedures to handle unique and unprecedented problems of major impact at NAWCWD.
d. Offers a high degree of inventiveness and originality in investigations, studies, designs, experiments or tests, and devises completely new and original approaches, theories, or techniques through an in-depth familiarity with literature and technology in a specialty area.
e. Directs, leads, assigns, organizes, sets objectives, and plans the work of a major program or organizational group that requires substantial creativity and foresight from both administrative and technical viewpoints.

SUPERVISION GIVEN
a. Supervises as a first-line supervisor a substantial number of DT-3 and DP-3 employees and/or contractors in an organizational group whose work has major impact on one or more NAWCWD efforts involving critical technical issues.
b. Supervises, as a second-level or higher supervisor, the work of a large organizational group through subordinate supervisors or team leaders.
c. Directs, monitors, and approves the work of a major program requiring interfacing with associates across organizational lines, sponsors, and contractors.
d. Supervises a team of project managers and directs supporting staff from other NAWCWD organizational groups on a major program.
e. Reviews, guides, and/or directs the work of associates, either directly or indirectly, by providing coordination and critical insight in a highly specialized area of importance to current or future NAWCWD, Navy, or DOD programs or management.
f. Serves as a full deputy or associate to a second-level or higher supervisor; supervises, through subordinate supervisors or team leaders, a very sizable number of employees and/or contractors.

NATURE OF CONTACTS
The position requires regular contact with the incumbent's immediate supervisor, and technical and administrative associates. Contact with other NAWCWD managers, sponsors, contractors, and associates may be involved. The position requires the following persons contacted and reasons for these contacts by the incumbent:
a. Higher Management (Commander, Deputy Commander, Directorate Head, Department Head): Report progress, discuss work and proposals, review program plans and progress, receive higher level policy guidance, help plan NAWCWD goals and programs.
b. Sponsors, PMA's: Report progress, market new projects, provide consulting services, receive higher level policy guidance.
c. Contractors: Monitor progress, negotiate technical matters, verify end product.
d. National or International: Report progress, collaborate with associates.

CONTROLS OVER POSITION
The following statement automatically appears on all PAC's:

The incumbent works with wide latitude of technical and managerial independence and is delegated major responsibilities. Assignments are received in terms of broad general guidelines, objectives, and limits. Program objectives and overall resource requirements, allocation, and priorities are discussed jointly with his/her supervisor to assure mutual understanding. Supervision is largely administrative and incumbent is evaluated in terms of the degree to which results meet objectives. Incumbent is responsible for his/her own work and that of his/her staff or assigned associates. The incumbent's supervisor is kept informed of general plans, resources, and progress of work.

The following statement automatically appears on all PAC's:

QUALIFICATIONS
The incumbent must meet the qualification requirements at the GS-14 level of the applicable standard in the Office of Personnel Management Handbook Operating Manual for Qualifications Standards for General Schedule Positions. The position requires that the incumbent have demonstrated full competence and marked attainments in advanced technical and administrative aspects of the specialty area(s). The ability to plan and direct, execute, or provide expert consultation on major technical programs or the important NAWCWD efforts, requiring innovative solutions to critical problems, is essential to performance at this level.