

## **I. Administrative/Protocol/Public Affairs/Security**

### **1. Assistant, Administrative**

#### **GS-0304 – Information Receptionist Series**

This series covers all classes of positions the duties of which are to supervise or perform work involved in receiving and directing people who call or visit government agencies, installations, or offices, and giving them information in person or by telephone concerning the organization, functions, activities, and personnel of such agencies, installations, or offices.

#### **GS-0318 – Secretary Series**

This series covers all positions the duties of which are to assist one individual, and in some cases the subordinate staff of that individual, by performing general office work auxiliary to the work of the organization. To be included in this series, a position must be the principal office clerical or administrative support position in the office, operating independently of any other such position in the office. The duties require a knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area.

#### **GS-0303 – Miscellaneous Clerk and Assistant Series**

This series covers positions the duties of which are to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The work requires knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

#### **Skills**

Minimum Expected Level.

- Basic knowledge of organizational structure and functions of the office to route visitors, phone calls, incoming correspondence, other information to the appropriate official personnel; and filing procedures for proper placement and retrieval of files.
- Ability to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation.
- Ability to plan and organize work.
- Ability to access or locate information through the use of a personal computer or terminal.
- Knowledge of general office administrative and clerical procedures.
- Ability to use office automation tools and techniques to support office operations.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to identify problems and develop innovative solutions.
- Ability to provide guidance to customers.
- Ability to interpret and apply rules, regulations, and procedures.
- Knowledge of the organizational and functional responsibilities and operations of the employing organization.
- Sufficient knowledge of human resources processes, staffing plans, certification requirements and clearance requirements to track, coordinate, record and process actions, clearances and certifications.

### **2. Clerk, Office Automation/ADP/Word Processing**

#### **GS-0326 – Office Automation Clerical and Assistance Series**

This series covers all positions the primary duties of which are to perform office automation work that includes word processing, either solely or in combination with clerical work, when such work is performed in the context of general office clerical support. Also included are positions that supervise work characteristic of this series when the knowledge, skills, and abilities for general office automation support work are essential requirements of the supervisory position.

#### **Skills**

Minimum Expected Level.

- Knowledge of general office automation software, practices, and procedures.
- Competitive level proficiency in typing.

- Knowledge of grammar, spelling, capitalization, and punctuation needed to accurately type a variety of material from written sources or voice recordings.
- Knowledge of coding to enter, store, and retrieve material and formats.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of formats, forms, typing policies, and common terminology of the program for which the work is to be performed.
- Knowledge of office filing system and agency filing procedures.

### **3. Clerk, Mail/File**

#### **GS-0305 – Mail and File Series**

This series covers positions involving the administration, supervision or performance of clerical work related to the processing of incoming or outgoing mail and/or the systematic arrangement of records for storage or reference purposes the scheduled disposition of records, and the performance of related work when such duties require the application of established mail or file methods and procedures, knowledge of prescribed systems for governing the flow and control of communications, and/or the filing or storage and retrieval of records, and knowledge of the organization and functions of the operating unit or units serviced.

#### **Skills**

Minimum Expected Level.

- Knowledge of filing systems, practices, and procedures.
- Knowledge of general office administrative and clerical procedures.
- Ability to interpret and apply rules, regulations, and procedures.
- Ability to use office automation tools and techniques to support office operations.
- Knowledge of filing systems, practices, and procedures.

Maximum Expected Level. All minimum expected level skills plus the following:

- Operating knowledge of such mail room equipment as envelope opening and sealing machines, date stampers, binders, etc.
- Knowledge of the regulations and procedures governing the processing of mail including certified and insured mail.
- Knowledge of administrative controls of material.
- Knowledge of mail deliveries by organization unit and/or individual's name.

### **4. Specialist, Freedom of Information Act**

#### **No OPM Classification**

The work requires analytical ability, judgment, discretion and knowledge of a substantial body of administrative or program principles, concepts, policies and objectives. Functions include the ability to analyze complex FOIA/Privacy Act issues and articulate FOIA/Privacy Act concerns to FOIA/Privacy Act requesters.

#### **Skills**

Minimum Expected Level.

- Practical knowledge and skill in interpreting and applying statutory requirements of the Freedom of Information Act.
- Knowledge of research methods in order to extract salient material and provide conclusions of fact for legal review and to conduct searches for supportive material from a variety of sources.
- Knowledge and skill in organizing and writing synopses, summaries, and reports with responsibility for accuracy, citation, format and conformance to appropriate regulations.
- Knowledge of records management and procedures of depositories and libraries which maintain technical, professional and other specialized documentation of public interest.

Maximum Expected Level. All minimum expected level skills plus the following:

- Comprehensive knowledge and skill in interpreting and applying statutory requirements of the Freedom of Information Act.
- Comprehensive knowledge of DOD and Army regulations, directives and instructions regarding FOIA.

- Practical knowledge of the organization, mission, and operations of the DOD, DA and other federal agencies and understanding the intra and inter-agency relationships.

## **5 and 6. Specialist, Public Affairs 1 and 2**

### **GS-1035 – Public Affairs Series**

This series covers positions responsible for performing work involved in establishing and maintaining mutual communication between Federal agencies and the general public and various other pertinent publics including internal or external, foreign or domestic audiences. Positions in this series advise agency management on policy formulation and the potential public reaction to proposed policy, and identify and carry out the public communication requirements inherent in disseminating policy decisions. The work involves identifying communication needs and developing informational materials that inform the appropriate publics of the agency's policies, programs, services and activities, and plan, execute, and evaluate the effectiveness of information and communications programs in furthering agency goals. Work in the series requires skills in written and oral communications, analysis, and interpersonal relations.

#### **Skills - Public Affairs 1**

Minimum Expected Level.

- Knowledge of communication principles, methods, and techniques and skill in applying this knowledge to develop and disseminate information to selected audiences interested in or affected by the agency's programs.
- Knowledge of the practices and techniques in planning and developing news stories and feature articles and selecting visual material to lay out a newspaper.
- Skill in developing written communications materials and editing articles that convey information concerning a range of subjects related to the agency's programs.
- Skill in interviewing and gathering information and dealing with a variety of people, including news media representatives, government officials, and agency program officials.
- Skill in analyzing programs, identifying the characteristics of target audiences and determining the most effective communication techniques to use in reaching these publics.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of the principles and methods of written and oral communication and skill in applying principles and using methods in conducting a public affairs program involving public information, internal information and community relations activities for internal and external audiences. This includes:
  - Skill in writing of articles, news releases and speeches in conveying information and clarifying organizations operations, programs and activities to specialized audiences and general public.
  - Skill in establishing and maintaining effective working relationships with local and national media representatives and community groups.
  - Skill in making oral presentations.
  - Knowledge of the practices and techniques in planning, developing, and writing news stories and feature articles in laying out a newspaper.

#### **Skills - Public Affairs 2**

Minimum Expected Level. All minimum and maximum expected Public Affairs 1 level skills.

Maximum Expected Level. All minimum expected level skills plus the following:

- Mastery of communication principles, methods, practices and techniques; analytical methods; and interpersonal relations practices. Skill to apply this mastery in developing new methods and approaches in planning, integrating, executing and evaluating the overall command communications strategy and other communication campaigns that address the command's greatest communication challenges, in order to enhance understanding among publics opposed or indifferent to the agency's programs.
- Knowledge and skill to develop communication plans that integrate from among all types of media and methodologies the most appropriate, cost effective means to attain communication objectives and to establish and maintain mutual understanding with various agency publics.
- Knowledge and skill sufficient to direct and oversee the development of communication products ranging from print through the various electronic media, including web-based, multimedia and video.

- Knowledge and skill sufficient to present ideas and information in written and electronic materials in new and innovative ways, so as to increase understanding among publics with varying levels of comprehension and opposition or indifference to agency programs and policies.
- Knowledge and skill to analyze public reaction to agency programs and policies in developing recommendations that significantly modify the agency's major programs or policies.
- Knowledge and skill to develop and staff responses to congressional inquiries.

## **7. Specialist, Security**

### **GS-0086 – Security Clerical and Assistance Series**

This series covers positions the primary duties of which are to supervise or perform clerical and assistant tasks in support of established security programs (e.g., personnel, physical, information, or industrial security) when such work requires, in addition to general administrative and/or clerical skills, practical knowledge of specific security objectives, programs, methods, and procedures, and skills in carrying out support tasks related to security administration.

### **GS-0132 – Intelligence Series**

This series covers positions concerned with advising on, administering, supervising, or performing work in the collection, analysis, evaluation, interpretation, and dissemination of information on political, economic, social, cultural, physical, geographic, scientific, or military conditions, trends, and forces in foreign and domestic areas that directly or indirectly affect the national security. These positions require a basic knowledge and understanding of one or more of the natural or social sciences, engineering, or military science, but do not demand, as a primary qualification requirement, full knowledge of the current state of the art.

### **Skills**

Minimum Expected Level.

- Practical knowledge of the commonly applied principles, concepts, and methodology of security programs and of instructional techniques to carry out recurring assignments independently.
- Knowledge of procedures and requirements regarding classification of materials.
- Knowledge of the organizational and functional responsibilities and operations of the employing organization.
- Ability to plan and organize work.
- Ability to gather, analyze and present facts.
- Ability to interpret and apply rules, regulations, and procedures.
- Ability to develop and utilize appropriate data collection techniques.
- Knowledge of the basic data collection requirements, procedures, practices and established organizational procedures pertaining to collection management.
- Ability to maintain organization and personnel files on foreign intelligence and security services, terrorists or subversive groups.
- Skill in analytical reasoning.
- Ability to prepare and produce limited portions of intelligence products.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of multi-functional security concepts, principles and practices.
- Knowledge of the handling, control, inventory, accountability, marking and destruction of classified and unclassified but sensitive materials and/or equipment.
- Detailed knowledge of personnel security regulations, policies, and procedure to administer the command personnel security program.
- Ability to identify problems and develop innovative solutions.
- Detailed knowledge of Army Intelligence Community, including practices, policies, and procedures.
- Knowledge of foreign data of concern to activity, such as intelligence and threat functional areas (artillery, armor, etc.) or geographic areas sufficient to recognize potential impact of the foreign data and/or any changes in the data.
- Understanding of relationships and interactions between projects and programs of own activity and foreign data.

## **II. Accounting/ Budget/Finance**

## **8. Analyst, Operations Research**

### **GS-1515 – Operations Research Series**

This series covers positions that involve professional and scientific work requiring the design, development and adaptation of mathematical, statistical, econometric, and other scientific methods and techniques to analyze problems of management and to provide advice and insight about the probable effects of alternative solutions to these problems. The primary requirement of the work is competence in the rigorous methods of scientific inquiry and analysis rather than in the subject matter of the problem.

#### **Skills**

Minimum Expected Level.

- Mastery of one or more specialized areas of operations research sufficient to apply new analytical developments, methodologies and research findings to broad studies of an unprecedented nature.
- Mastery of research techniques and concomitant ability to obtain information concerning subject studies so as to be able to perform sound analyses.
- Ability to establish and maintain effective relationships with customers, information sources and project team members.
- Skill in written and oral communication sufficient to present information on the scope, methods and results of studies.
- Ability to organize and lead teams engaged in studies of complex issues and problems.
- Ability to use very complex, sophisticated models to simulate real world environments of many variables.
- Skill in articulating and negotiating very complex and sensitive issues with officials of diverse perspectives and with different, sometimes opposing views.
- Expert knowledge of a full range of cost and economic analyses techniques.

Maximum Expected Level. All minimum expected level skills plus the following:

- Skill in coordinating extensive projects in assigned areas of responsibility. Projects are characterized by high visibility, unusual urgency or program criticality.
- Expert knowledge of complex subjects under study so that conclusions reflect real world environments.
- Ability to use advanced techniques and the modification and extension of theories, precepts and practices of operations research and related sciences and disciplines.
- Ability to design and build very complex, sophisticated models.

## **9 and 10. Analyst, Resource Management Program 1 and 2**

### **GS-0343 – Management and Program Analysis Series**

This series covers positions that primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. Positions in this series require knowledge of: the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency; and an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in: application of fact finding and investigative techniques; oral and written communications; and development of presentations and reports.

#### **Skills - Analyst, Resource Management Program 1**

Minimum Expected Level.

- Ability to provide effective guidance to customers.
- Ability to plan, organize work and meet deadlines.
- Ability to develop and utilize appropriate data collection techniques.
- Ability to use Standard Procurement System for reports and metrics.
- Ability to research, analyze, interpret and apply rules, regulations, and procedures.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to plan and execute complex multi-faceted projects.

- Ability to recognize and analyze problems, to conduct research, summarize results, and to make appropriate recommendations.
- Knowledge of mission, organization, and work processes of programs throughout the PEO and relationship of the administrative support activities.
- Knowledge of manpower, personnel, and budget regulations and guidance as relates to assigned tasks.
- Knowledge of basic contracting authority and policy.
- Knowledge of personnel recruit action processes and staffing plans.
- Knowledge of military personnel management policies.

**Skills - Analyst, Resource Management Program 2**

Minimum Expected Level. All minimum and maximum expected Analyst, Resource Management Program 1 level skills.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of qualitative and quantitative techniques for conducting trend analysis studies, analyzing findings, making recommendations concerning effectiveness and efficiency of administrative and technique program.
- Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze budget impacts on programs; and to forecast long-term funding requirements.
- Ability to execute projects and/or studies within established financial and time constraints.
- Ability to interface with Senior Executive Service and General Officers.

**11 and 12. Assistant, Budget 1 and 2****GS-0561 – Budget Clerical and Assistance Series**

This series covers all positions the principal duties of which are to perform clerical and technical work in support of budget analysis and administration when such work requires primarily knowledge of the procedures that facilitate budgeting as conducted in the Federal service. Work in this series requires practical understanding and skill in the application of administrative rules, regulations, and procedures.

**Skills - Assistant, Budget 1**

Minimum Expected Level.

- Ability to gather, analyze, and present facts.
- Ability to develop and utilize appropriate data collection techniques.
- Knowledge of policies, processes, procedures, and regulations governing budgetary processes.
- Knowledge of automated data processing concepts, systems capabilities, and economic usage to effectively complete assignments.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of budgeting for the following specific funds, Operations & Maintenance, Army, investment, and Foreign Military Sales, etc.
- Knowledge of single-year appropriations and their characteristics, uses, applications and structure (e.g., O&M, military/civilian personnel).
- Ability to conduct studies, analyze data, develop alternatives, and make recommendations to resolve budget problems.
- Ability to execute assigned budget.

**Skills - Assistant, Budget 2**

Minimum Expected Level. All minimum and maximum expected Assistant, Budget 1 level skills.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of goals, resources, objectives, organizations, functions, and sources pertinent to the program(s) and the organizations studied or served, and related customers, functions, resources, and users.
- Ability to formulate and justify assigned budget.
- Knowledge of agency/OSD/OMB pricing policies, procedures, and objectives in order to establish, monitor, and justify standard prices which are billed to the customer.

- Knowledge of the DoD Planning, Programming, and Budgeting Systems (PPBS), its process, products, terminology, and guidance documents (e.g., Program Objective Memorandum (POM), Future Year Defense Plan (FYDP), Defense Guidance, Joint Strategic Planning Systems).
- Knowledge of program evaluation factors and techniques to assess programs.

### **III. Business/Contracting/Industry**

#### **13. Analyst, Cost/Price/Procurement**

##### **GS-1102 – Contracting Series**

This series covers positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factor, and requirements characteristics.

##### **Skills**

Minimum Expected Level.

- Knowledge of Federal, Department of Defense, and Army contract and procurement principles, regulations and rules.
- Knowledge of negotiation techniques.
- Knowledge of Government and agency-specific guidelines and business practices, including statutes, regulations, policies and procedures that cover different contract types.
- Knowledge of business practices and market conditions applicable to acquisition requirements.
- Knowledge of assigned contracting and procurement specializations, and applicable contract types.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of related disciplines and functions involved in the acquisition process, such as design/systems engineering, integrated logistics support, reliability and maintainability, and financial management and their interrelationships with the contracting specialization.
- Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the programs and the organizations studied or served, and related customers, functions, resources, and users.
- Ability to establish and maintain relationships with key individuals/groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere.
- Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives.
- Ability to lead change by developing innovative acquisition techniques, policies, and procedures based on thorough analysis of acquisition laws and regulations.

### **IV. Engineers**

#### **14. Analyst, Information Assurance**

##### **GS-2210—Information Technology Management Series**

This series covers two-grade interval administrative positions that manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services. This series covers only those positions for which the paramount requirement is knowledge of IT principles, concepts, and methods; e.g., data storage, software applications, networking. Information technology refers to systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. Information technology includes computers, network components, peripheral equipment, software, firmware, services, and related resources. This series covers, but is not limited to, the following specialty: Systems Analysis – Work that involves applying analytical processes to the planning, design and implementation of new and improved information systems to meet the business requirements of customer organizations.

##### **Skills**

Minimum Expected Level.

- Ability to apply knowledge of information security methodologies.  
Knowledge of information assurance processing standards and procedures.
- Ability to apply knowledge of current information assurance technology and practices.  
Knowledge of computer systems acquisition regulations, practices, and procedures.
- Knowledge of a wide range of Information Technology and Information Assurance concepts, principals and practices required to plan, direct, and evaluate security programs for Automated Information Systems.
- Ability to examine plans for new facilities and equipment and make suggestions for improvement while projects are still in the design stage.
- Ability to employ state of the art computer security software to accomplish a variety of security-related activities on Automated Information Systems.

Maximum Expected Level. All minimum expected level skills plus the following:

- Skill in developing and applying traditional and non-traditional approaches for the conduct of a full-range security awareness, education and training program.
- Mastery of and skill in applying total infrastructure protection environment; system security certification and accreditation requirements and processes; as well as Federal information systems protocols.
- Ability to develop and implement an automation security program throughout the organization.
- Ability to develop integrated information assurance solutions, including proposals for new systems or modifications to existing systems or architecture.
- Expertise in the Information Assurance Vulnerability Alerts (IAVAs) compliance process.

## 15. Engineer, Software

### GS-0854 – Computer Engineering Series

This series covers professional engineering positions that require primarily the application of knowledge of: (1) fundamentals and principles of professional engineering; (2) computer hardware, systems software, and computer system architecture and integration; and (3) mathematics, including calculus, probability, statistics, discrete structures, and modern algebra. The work pertains primarily to the research, design, development, testing, evaluation, and maintenance of computer hardware and software systems in an integrated manner.

#### Skills

Minimum Expected Level.

- Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies.
- Knowledge of software acquisition management, software development methodologies and software engineering processes.
- Expertise in applying current and evolving engineering technologies.
- Ability to provide technical advice on the conceptual design of simulations, simulators, training, and instrumentation systems required to support complex military equipment or systems.
- Ability to execute complex, multi-faceted projects within established financial and time constraints.

Maximum Expected Level. All minimum expected level skills plus the following:

- Experience applying Department of Defense (DOD) materiel acquisition processes to support the acquisition of simulations, simulators, training, and instrumentation systems.
- Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.
- Knowledge of software management techniques to include software requirements analysis and design methodologies, software metrics, software reuse, software documentation, independent verification and validation (IV&V) criteria, and post deployment software support (PDSS) criteria.
- Knowledge of Department of Defense (DoD) materiel acquisition process, specifically the application of DoD 5000 series of regulations to support the acquisition of electronic, computer based military equipment or simulations, simulators, training systems and instrumentation projects.

## 16. Engineer, Systems

### GS-0854 – Computer Engineering Series

This series covers professional engineering positions that require primarily the application of knowledge of: (1) fundamentals and principles of professional engineering; (2) computer hardware, systems software, and

computer system architecture and integration; and (3) mathematics, including calculus, probability, statistics, discrete structures, and modern algebra. The work pertains primarily to the research, design, development, testing, evaluation, and maintenance of computer hardware and software systems in an integrated manner.

#### **GS-0855 – Electronics Engineering Series**

This series covers professional engineering positions that require primarily application of knowledge of: (1) the physical and engineering sciences and mathematics; (2) electronic phenomena; and (3) the principles, techniques, and practices of electronics engineering. The work pertains primarily to electronic circuits, circuit elements, equipment, systems, and associated phenomena concerned with electromagnetic or acoustical wave energy or electrical information for purposes such as communication, computation, sensing, control, measurement, and navigation.

#### **Skills**

##### Minimum Expected Level.

- Knowledge of standard systems engineering, computer software and hardware principles to support the acquisition and life cycle management of electronic, computer based military systems or simulation, simulators, training systems and instrumentation projects.
- Knowledge of software acquisition management, software development methodologies and software engineering processes.
- Knowledge of the application of current engineering technology as related to the design of electronic computer-based military equipment.
- Ability to analyze statistical and performance data that is helpful to perform market surveys, risk analysis, trade-off studies, baseline cost estimates and reliability, availability, maintainability (RAM) analysis needed to support the materiel acquisition decision making process.
- Ability to coordinate engineering, procurement, program control, configuration, test, manufacturing, and integrated logistics support.
- Ability to execute complex, multi-faceted projects within established financial and time constraints.

##### Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of Department of Defense (DoD) materiel acquisition process, specifically the application of DoD 5000 series of regulations to support the acquisition of electronic, computer based military equipment or simulations, simulators, training systems and instrumentation projects.
- Expertise in all areas associated with the development and integration of state-of-the-art engineering concepts within modeling and simulation and training systems.
- Expertise in applying Department of Defense (DOD) materiel acquisition processes to support the acquisition of simulations, simulators, training, and instrumentation systems.
- Ability to provide technical advice on the conceptual design of simulations, simulators, training, and instrumentation systems required to support complex military equipment or systems.
- Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users.
- Standard knowledge of test engineering and management techniques including Test and Evaluation Master Plan (TEMP) development and coordination through the Test Integration Working Group (TIWG) process.
- Knowledge of software management techniques to include software requirements analysis and design methodologies, software metrics, software reuse, software documentation, independent verification and validation (IV&V) criteria, and post deployment software support (PDSS) criteria and configuration management.

## **17. Engineer, Synthetic Natural Environment**

#### **GS-0854 – Computer Engineering Series**

This series covers professional engineering positions that require primarily the application of knowledge of: (1) fundamentals and principles of professional engineering; (2) computer hardware, systems software, and computer system architecture and integration; and (3) mathematics, including calculus, probability, statistics, discrete structures, and modern algebra. The work pertains primarily to the research, design, development, testing, evaluation, and maintenance of computer hardware and software systems in an integrated manner.

#### **Skills**

**Minimum Expected Level.**

- Knowledge of software development methodologies and software engineering processes.
- Knowledge of the application of current Synthetic Natural Environment (SNE) technology as related to the design of electronic computer based simulation or training systems equipment.
- Knowledge of systems engineering techniques to include requirements analysis and design methodologies.
- Knowledge of current modeling and simulation principles, techniques and processes.

**Maximum Expected Level.** All minimum expected level skills plus the following:

- Ability to plan and execute complex, multi-faceted projects within established financial and time constraints.
- Understanding of terrain source data formats.
- Expertise in areas associated with the development and representation of SNE within modeling and simulation training systems. These include;
  - Geographic Information Systems
  - Mapping, Charting, Geodesy, and Imagery (MG&I)
  - Terrain database (TDB) modeling systems and formats
  - Atmospheric/ocean model representations
  - Environmental/weather effects models

**18. Engineer, Telecommunications****GS-0854 – Computer Engineering Series**

This series covers professional engineering positions that require primarily the application of knowledge of: (1) fundamentals and principles of professional engineering; (2) computer hardware, systems software, and computer system architecture and integration; and (3) mathematics, including calculus, probability, statistics, discrete structures, and modern algebra. The work pertains primarily to the research, design, development, testing, evaluation, and maintenance of computer hardware and software systems in an integrated manner.

**GS-0855 – Electronics Engineering Series**

This series covers professional engineering positions that require primarily application of knowledge of: (1) the physical and engineering sciences and mathematics; (2) electronic phenomena; and (3) the principles, techniques, and practices of electronics engineering. The work pertains primarily to electronic circuits, circuit elements, equipment, systems, and associated phenomena concerned with electromagnetic or acoustical wave energy or electrical information for purposes such as communication, computation, sensing, control, measurement, and navigation.

**Skills****Minimum Expected Level.**

- Knowledge of systems engineering techniques to include requirements analysis and design methodologies.
- Knowledge of the application of current communication systems technology as related to the design of fiber-optic or radio frequency networks.
- Knowledge of local and wide area network protocols, internet connectivity and troubleshooting techniques.
- Knowledge of network performance analysis techniques.

**Maximum Expected Level.** All minimum expected level skills plus the following:

- In-depth knowledge of the discipline of electronic engineering, radio frequency engineering, propagation, electromagnetic interference and compatibility and frequency management techniques.
- Knowledge of fiber-optic and radio frequency telecommunications network design, which include network operating systems, software and hardware integration, testing and infrastructure planning/installation and maintenance.
- Ability to develop and conduct network performance analyses using tools such as OPNET.

**19. Engineer, Visual Systems****GS-0854 – Computer Engineering Series**

This series covers professional engineering positions that require primarily the application of knowledge of: (1) fundamentals and principles of professional engineering; (2) computer hardware, systems software, and

computer system architecture and integration; and (3) mathematics, including calculus, probability, statistics, discrete structures, and modern algebra. The work pertains primarily to the research, design, development, testing, evaluation, and maintenance of computer hardware and software systems in an integrated manner.

#### **GS-0855 – Electronics Engineering Series**

This series covers professional engineering positions that require primarily application of knowledge of: (1) the physical and engineering sciences and mathematics; (2) electronic phenomena; and (3) the principles, techniques, and practices of electronics engineering. The work pertains primarily to electronic circuits, circuit elements, equipment, systems, and associated phenomena concerned with electromagnetic or acoustical wave energy or electrical information for purposes such as communication, computation, sensing, control, measurement, and navigation.

#### **Skills**

Minimum Expected Level.

- Knowledge of the application of current visual systems technology including terrain databases, image generators and display systems as related to the design of electronic computer based simulation or training systems equipment.
- Knowledge of software development methodologies and software engineering processes.
- Knowledge of systems engineering techniques to include requirements analysis and design methodologies.
- Knowledge of current modeling and simulation principles, techniques and processes.

Maximum Expected Level. All minimum expected level skills plus the following:

- In depth knowledge of geographic information systems and the use of mapping, charting, geodesy, and imagery (MCG&I) source data.
- In depth knowledge of terrain data base modeling systems and terrain data base formats for visual/sensor simulation.
- Expertise in methods of real-time visual scene generation which supports unprogrammed motion of the viewpoint throughout a complex and often highly detailed three-dimensional simulated visual/sensor environment.
- Expertise in the application of real-time display systems including all types of cathode ray tubes, LCD/LED/plasma panel displays, video projection systems, optical viewing devices, projection screens, servo projection systems and helmet mounted displays, and all methods of effectively combining these into visual display systems suitable for training.
- Expertise in military training systems and general training simulation technology.
- Ability to plan and execute complex, multi-faceted projects within established financial and time constraints.
- Ability to evaluate computer technology to meet requirements of scene generation with respect to frame rate, memory and disk space.

## **20. Engineer, Aerospace**

#### **GS-0861 – Aerospace Engineering Series**

This series includes professional aerospace engineering positions involved in planning, research, development, design, test and evaluation, analysis, production, fabrication, operation, type certification, and/or maintenance of aerospace vehicles or integrally associated equipment. It also includes positions involved in investigating phenomena encountered in aerospace flight, monitoring and analyzing unknown or unfamiliar aerospace vehicles, piloting aerospace vehicles, developing aviation safety standards and regulations, and positions providing staff leadership and guidance related to aerospace engineering programs. The work requires application of scientific and engineering principles in the field of aeronautics and astronautics, such as aerodynamics, aeroacoustics, astrodynamics, computational fluid dynamics, fluid mechanics, flight dynamics, flight structures, thermodynamics, flight propulsion, and energy conversion and use.

#### **Skills**

Minimum Expected Level.

- Knowledge of the theories, principles, and practices of aerospace engineering in general and a working knowledge of other engineering and scientific fields as they relate to military aircraft.
- Knowledge of engineering techniques to include requirements analysis and design methodologies.
- Ability to assess and recommend new concepts and ideas for modification of aircraft.

- Ability to plan and execute complex, multi-faceted projects within established financial and time constraints.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of a wide range of aerospace engineering concepts, principles, and practices, such as would be gained through extended graduate study or experience, and skill in applying this knowledge to difficult and complex work assignments.
- Knowledge of other engineering and scientific fields as they relate to non-allied and former Soviet Union aircraft.
- Ability to apply knowledge to the development of new methods, approaches, or procedures and to solve problems for which no established theories or precedents exist.
- Ability to analyze and assess technological trends and identify and develop most promising approaches for modification of non-allied aircraft, which achieve objectives within aircraft constraints of weight, space, and power.
- Ability to plan and execute complex test programs designed to ensure adequacy and airworthiness of aircraft modifications.

## **21. Scientist, Computer**

### **GS-1550 – Computer Science Series**

This series covers professional positions that primarily involve the application of, or research into computer science methods and techniques to store, manipulate, transform or present information by means of computer systems. The primary requirements of the work are: (1) professional competence in applying the theoretical foundations of computer science, including computer system architecture and system software organization, the representation and transformation of information structure, and the theoretical models for such representations and transformation; (2) specialized knowledge of the design characteristics, limitations, and potential applications of systems having the ability to transform information, and of broad areas of applications of computing that have common structures, processes, and techniques; and (3) knowledge of relevant mathematical and statistical sciences.

#### **Skills**

Minimum Expected Level.

- Knowledge of the theoretical foundations of computer science including computer system architecture and system software organization, theoretical models for the representation and transformation of information structures.
- Knowledge of and skills in variety of computer programming languages.
- Knowledge of current modeling and simulation principles, techniques and processes.
- Knowledge of software development methodologies and processes.
- Ability to execute complex, multi-faceted projects within established financial and time constraints.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of Department of Defense software acquisition and software development methodologies and processes.
- Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies as applied to military training systems and general training simulation technology.
- Knowledge of software requirements analysis and design methodologies, software metrics, software reuse, software documentation, and independent verification and validation (IV&V) criteria.

## **V. Human Resources**

### **22 and 23. Specialist, Personnel Management 1 and 2**

#### **GS-0201 – Human Resources Management Series**

This series covers two-grade interval administrative positions that manage, administer, advise on, or deliver human resources management products or services. This series covers, but is not limited to, the following specialties:

**Classification** – Work that involves position evaluation, establishing and maintaining a position classification program to determine appropriate pay system, occupational grouping, title and grade of positions, and advising on position and organization design.

**Recruitment & Placement** – Work that involves recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; and advising management in identifying, attracting, and retaining a high-quality and diverse workforce that is capable of accomplishing the organization's mission.

**Employee Benefits** – Work that involves providing guidance and consultation to agencies, employees, former employees, annuitants, survivors, and eligible family members regarding retirement, insurance, health benefits, and injury compensation.

**Human Resource – Development** - Work that involves planning, administering, or evaluating programs designed to develop employees and manage learning in the organization.

**Performance Management** – Work that involves assisting managers and supervisors in establishing, maintaining, and monitoring effective performance management programs to plan, monitor, develop, rate, and reward employee performance, and services that support formal and informal award programs to provide employee incentives and recognition.

### **Skills - Specialist, Personnel Management 1**

Minimum Expected Level.

- Knowledge of specialized human resource methods, regulation, principles, or concepts concerning management-employee relations and labor relations to carry out limited technical projects or assignments such as resolving minor employee problems that are readily understood and to summarize human resource facts and issues.
- Knowledge of a body of standardized personnel rules, procedures and requirements to explain and perform a wide range of clerical and administrative procedures in support of the incentive awards program, benefits programs and leave administration program.
- Practical knowledge of human resource rules, procedures, and technical methods concerning the staffing and classification program areas, to assist generalists in projects.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to independently plan and carry out assignments in conformance with accepted policies and practices.
- Knowledge of and skill in applying, fundamental Civilian and Military HRM methods, principles, and practices of the specialization(s); and standardized analytical, and evaluative methods and techniques.
- Analytical skills in order to perform such duties as comparative analysis, trend analysis to assist in providing advice and guidance as necessary to support the command.

### **Skills - Specialist, Personnel Management 2**

Minimum Expected Level. All minimum and maximum expected Specialist, Personnel Management 1 level skills.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of, and skill in applying, a wide range of human resources management concepts, principles, laws, regulations, practices, and procedures to identify, evaluate, and integrate the widest range of considerations into problem solving efforts for serviced organizations.
- Knowledge of the mission, functions, and programs of assigned organizations, and skill in the use of analytical and evaluative techniques to provide comprehensive recommendations on a variety of human resources program areas, including position management, classification and staffing.
- Ability to liaison between management, the Civilian Personnel Operations Center (CPOC) and higher headquarters to provide innovative and/or comprehensive human resources services in support of organization mission.
- Ability to research and evaluate laws, regulations, and policies to develop various documents and training materials, such as labor agreements, reorganizations, staffing documents, recruitment campaigns, reduction-in-force, etc. Ability to conduct briefings and training on a variety of human resources programs and/or issues.

## **VI. Logistics/Supply/Property**

## **24. Specialist, Inventory Management**

### **GS-2010 – Inventory Management Series**

This series covers positions that involve analytical work in managing, regulating, coordinating, or otherwise exercising control over supplies, equipment, or other material. The work includes one or more phases of material management including initial planning, provisioning and requirements determination, acquisition and distribution, accountability, and ultimate issue for consumption, retention, or disposal.

#### **Skills**

Minimum Expected Level.

- Knowledge of automated records and control systems, material substitution criteria, and storage, issue, and disposal processes.
- Knowledge of a wide range of well-established and commonly applied supply principles, concepts, and methodologies pertaining to technical inventory management.
- Ability to analyze requirements and suggest operating procedures and instructions adapted to local conditions.
- Ability to perform analytical assignments involving specific issues associated with inventory management.
- Knowledge and skill in using automated supply databases for inventory management determinations.

Maximum Expected Level. All minimum expected level skills plus the following:

- Expertise and in-depth knowledge of inventory management and knowledge of a broad range of supply program relationships to analyze independently and resolve difficult inventory management issues problems.
- Ability to manage life cycle supply support programs for projects varying from low to medium complexity.
- Comprehensive knowledge of the policies, procedures and methods governing Government Property management.

## **25. Specialist, Logistics Management**

### **GS-0346 – Logistics Management Series**

This series covers positions concerned with directing, developing, or performing logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support a specified mission, weapons system, or other designated program. The work involves: (1) identifying the specific requirements for money, manpower, materiel, facilities, and services needed to support the program; and (2) correlating those requirements with program plans to assure that the needed support is provided at the right time and place.

#### **Skills**

Minimum Expected Level.

- Broad Knowledge of logistics management principles, concepts, policies and regulations.
- Ability to integrate the separate functions in planning or implementing a logistics management program.
- Ability to gather, analyze, and present facts.
- Ability to identify problems and develop innovative solutions.
- Ability to interpret and apply rules, regulations, and procedures.
- Ability to establish and maintain relationships with key individuals/groups outside immediate work unit.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.
- Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies.
- Knowledge of the organizational and functional responsibilities and operations of the employing organization.

## **26. Specialist, Publications**

### **GS-1083 – Technical Writing and Editing Series**

This series covers positions that involve writing or editing technical materials, such as reports of research findings; scientific or technical articles, news releases, and periodicals; regulations in technical areas; technical manuals, specifications, brochures, and pamphlets; or speeches or scripts on scientific or technical subjects. Technical writers and technical editors draw on a substantial knowledge of a particular subject-matter area, such as the natural or

social sciences, engineering, law, or other fields. The work involves the development of information and analysis to select and present information on the specialized subject in a form and at a level suitable for the intended audience

### **Skills**

Minimum Expected Level.

- Knowledge and understanding of research/development engineering source data, production design data, logistics source data and other related technical literature, i.e., TBs, TMs, MWOs, FMs, etc., as well as a knowledge of research methodology sufficient to develop authentic technical information.
- Knowledge of regulations, specifications, standards, and policies affecting Government publications; of publishing concepts, practices, and standards; and of recent advances in technology (e.g., digital data, SGML, CALS, ETM/IETM, etc.) sufficient to enable the incumbent to serve as a technical authority in those areas.
- Skill in researching the operation of training and training support systems, reviewing specifications and/or complex engineering drawing, and physically examining samples as required.
- English language and written communications skills appropriate to develop professional written products.
- Skill in applying editorial practices that ensure conciseness, clarity, proper sentence structure, word usage, and punctuation.

Maximum Expected Level. All minimum expected level skills plus the following:

- Expertise in the writing and editing field in order to manage logistics publications for a military system, commodity group, or a combination of developmental and non-developmental equipment/systems, to include all aspects of operations, maintenance, inspection, repair, overhaul, calibration and disposal.
- Knowledge and understanding of Army/DOD policy, procedure, regulations and specifications, sufficient to analyze, interpret and tailor requirements, and to develop a publications program consistent with budget and resource limits, audience needs, and materiel design/development schedules.
- Technical knowledge of the various subject matter areas and concepts as well as a thorough knowledge of integrated logistics support concepts, policies and techniques.

## **27. Specialist, Supply**

### **GS-2005 – Supply Clerical and Technician Series**

This series covers positions involved in supervising or performing clerical or technical supply support work necessary to ensure the effective operation of ongoing supply activities.

### **Skills**

Minimum Expected Level.

- Knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures.
- Knowledge of supply regulations, policies, and procedures governing the maintenance of property accountability records and related transactions.
- Ability to conduct extensive searches for transaction information entailing the reconstruction of records for complex property accounting transactions.
- Ability to use automated supply data bases in order to enter, correct, manipulate and retrieve and adjust property records and to generate various reports.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of the agency's organizational structure and relationship in order to prepare and maintain accurate property accountability documents, conduct periodic inventories and resolve discrepancies in property records.
- Ability to coordinate requirements with users, providing assistance in identifying and locating special, hard to find, and technical required items.
- Ability to conduct causative research using automated and manual reports to resolve issues of missing property.
- Skill in analyzing descriptions that have unique aspects and many critical characteristics, to identify problem areas in specifications or work statements, determine if quotations are appropriate or acceptable, or decide if substitutions are acceptable or should be referred to others for further review.

## **VII. Program Management**

## 28. Analyst, Program

### GS-0343 – Management and Program Analysis Series

This series covers positions that primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. Positions in this series require knowledge of: the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency. Some positions also require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in: application of fact finding and investigative techniques; oral and written communications; and development of presentations and reports.

#### Skills

Minimum Expected Level.

- Knowledge and skill in applying analytical and evaluative methods and techniques to programmatic level budgetary/financial issues or studies, developing alternatives and recommendations on program/project budgets and other operations.
- Requires a professional-level knowledge of financial management and budgetary methods and techniques in addition to knowledge of the organizational and program practices, policies, and functions to independently carry out duties in the specialized area of budgets, financial management, and program analysis.
- Knowledge of budgetary policies, precedents, goals, objectives, regulations and guidelines of the agency.
- The ability to effectively present a position and persuade key management officials to adopt a course of action that will ensure effective and efficient utilization of resources is of critical importance in this position.
- Knowledge and skill in the application of methods and techniques for analyzing and evaluating the effects of continuing changes in program plans and funding on the accomplishment of organizational budgets and program milestones.
- Skill and ability to work under pressure and uncertainty due to short deadlines and rapidly changing program and budgetary guidelines and objectives, gaps and inconsistencies in program and budgetary information, lack of predictive data, conflicting program and budgetary objectives and changing guidelines for the work.

Maximum Expected Level. All minimum expected level skills plus the following:

- Broad and inclusive knowledge of research and development (R&D) programs, project management, financial management, cost analysis, acquisition strategy/planning, program documentation, reprogramming, mission and materiel planning and long range R&D planning to ensure that all resources connected to the assigned systems are properly integrated, evaluated and coordinated.
- Expert knowledge of the DOD acquisition system and the mission relationship/responsibilities of the PEO.
- Advanced analytical abilities and a comprehensive understanding of statistical, accounting, budgeting and economic principles required to perform comprehensive reviews of the validity and assumptions upon which resources, requirements and estimates have been based; e.g., price data cost of program change proposals.

## 29 and 30. Coordinator, Product/Project 1 and 2

### GS-0340 – Program Management Series

This series covers all classes of positions the duties of which are to assist in a line capacity manage or direct one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge and ability and when the positions do not require competence in a specialized subject-matter or functional area. (Positions in which specialized subject matter or functional competence is a necessary qualification requirement are classifiable to whichever specialized or general series is most appropriate.)

#### Skills - Coordinator, Product/Project 1

Minimum Expected Level.

- Knowledge and Skills of management concepts, principles, methods, practices, analytical analysis, and processes.

- Requires a broad technical background and experience in various functions such as; a full and in-depth understanding of procedures and authorization and appropriation processes, and a strong management background.
- Knowledge of the full range of principles, concepts, and methodology associated with project management to include planning and completing assigned workload.
- Knowledge of the policies and procedures of the functional and administrative areas such as finance and accounting, budget, legal, and information management to coordinate and resolve questions/problems.
- Knowledge of program planning and budgeting cycles.
- Ability to execute projects and/or studies within established financial and time constraints.
- Ability to interpret and apply rules, regulations, and procedures

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.
- Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies.
- Knowledge of the DOD Planning, Programming Budgeting and Execution System (PPBES) and its relationship to systems acquisition/program management activities.

### **Skills - Coordinator, Product/Project 2**

Minimum Expected Level. All minimum and maximum expected Coordinator, Product/Project 1 level skills

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program/product/service(s) and the organizations studied or served, and related customers, functions, resources, and users.
- Ability to stratify resources against approved programs and services to analyze impacts on programs and services; and to forecast long term funding requirements.
- Ability to plan and execute complex, multi-faceted projects within established financial and time constraints.
- Ability to organize and lead special (study/project) teams and task forces with members from different organizations and commands.
- Knowledge of DOD acquisition and life cycle management policies, procedures, and practices.

## **VI. SCIENTISTS**

### **31. Scientist, Chemical or Biological**

#### **GS-0401 – General Biological Science Series**

This series covers positions that involve professional work in biology, agriculture, or related natural resource management when there is no other more appropriate series. Thus included in this series are positions that involve: (1) a combination of several professional fields with none predominant; or (2) a specialized professional field not readily identified with other existing series.

#### **GS-0403 – Microbiology Series**

This series covers all classes of positions the duties of which involve the performance of scientific and professional work in the field of microbiology. Microbiology deals with the study of the characteristics and life processes of microorganisms, the interrelationships among microorganisms, their relationships to other living forms, and their reactions to the environment in which they are found. This includes: (1) work with the protozoa, bacteria, algae, fungi, viruses, rickettsiae, microscopic parasites and similar microscopic and submicroscopic forms; (2) work in such fields as immunology, medical parasitology, physiology, serology, genetics, taxonomy, and cytology as they relate to microorganisms; (3) studies of the form, structure, reproductive processes, genetics, taxonomy, and cytology as they relate to microorganisms and the products of their chemical activities; (4) studies of the distribution of microorganisms in natural and manmade environments (including agricultural and nonagricultural products and food processing establishments), their reaction to physical and chemical factors in the environment, their role as pathogenic and immunizing agents, and their isolation, cultivation, identification, and systematic classification; and (5) work that involves the development of scientific microbiological methods, procedures, and techniques, and the production and use of microorganisms in agricultural, industrial, medical, sanitary, and other practical applications.

**GS-0404 – Biological Science Technician Series**

This series covers all positions that primarily require a practical knowledge of the methods and techniques of one or more of the biological or agricultural sciences when the work is not more appropriately included in another technician series of the Biological Sciences Group, GS-0400. Biological science technicians provide practical technical support to production, research, operations, or program administration efforts in laboratories, field, or other settings including greenhouses, barns, caves, or wildlife refuges.

**GS-1320 – Chemistry Series**

This series covers all positions involving work that requires full professional education and training in the field of chemistry. This work includes the investigation, analysis, and interpretation of the composition, molecular structure, and properties of substances, the transformations that they undergo, and the amounts of matter and energy included in these transformations. This work includes the investigation, analysis, and interpretation of the composition, physical and chemical properties, molecular structure and chemical reactions of substances; the prediction of transformation that they undergo; and the amount of matter and energy included in these transformations.

**Skills**

Minimum Expected Level.

- Mastery of the theory, principles, and practices in both chemical and biology areas as well as modeling and simulation.
- Knowledge of chemical and biological testing and evaluation procedures.
- Knowledge of reliability and validity of factors such as: laboratory control measures, sampling methods, collecting devices and media, methods of laboratory analysis and assay, and efficiency of laboratory equipment.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to develop test standards, review and analyze data, prepare status reports, prepare final detailed reports describing the results of the tests with any recommendations that may be applicable.
- Ability to prepare, coordinate and direct the implementation of comprehensive scientific programs and projects involving microbiological laboratory investigations and tests. Projects may include on or more of the following and/or similar studies: Microbiology, Aerobiology/Meteorology, and/or Toxicology.
- Ability to extend and adapt available methodology and precedents to investigate and resolve critical and novel chemical and biological problems related to modeling and simulation techniques for evaluation of chemical and biological warfare defensive systems.
- Ability to evaluate the overall impact that modeling and simulation will have on chemical and biological test programs.

**IX. Technical****32. Audiovisual Production****GS-1071 – Audiovisual Production Series**

This series covers positions that involve supervising or performing work in the production of videotaped and live television programs; live and prerecorded radio broadcasts; motion picture films; broadcast type closed circuit teleconferences; and other similar productions, such as slide shows with sound accompaniments. The work requires the ability to plan, organize, and direct the work of writers, editors, actors, narrators, musicians, set designers, audio and lighting technicians, camera operators, and other associated technical personnel to produce, select, and arrange the actions, sounds, and visual effects required for the finished production.

**Skills**

Minimum Expected Level.

- Knowledge and application of graphic media, still and motion picture production, sound recording, videotaping techniques, and programming and production of visual and/or audio productions from approved scripts.
- Knowledge of current production technologies involving various types of audiovisual systems, capabilities of equipment, and effective audiovisual presentation/production methods including knowledge of processes, methodologies, and equipment needs.
- Working knowledge of computer hardware and software sufficient to operate computer generated graphic equipment in audiovisual productions.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge and ability to review and revise scripts with designated performers to ensure they understand the actions required.
- Knowledge of commonly used sources of video production and editing knowledge principles, practices, and techniques for creating, modifying, combining, and mixing a variety of recorded material, graphics, stock footage, special visual effects, sound, music and sound effects.
- Knowledge of the set up and operation of a wide variety of audiovisual equipment and ability to instruct others in equipment usage and operation of equipment during live productions.

### **33. Illustrator**

#### **GS-1020 – Illustrating Series**

This series covers positions that perform work involved in preparing finished artwork for in support of printed materials, presentations, training publications, public relations, conferences, exhibits, commemorative events, or other projects or requests. The work requires artistic ability and the ability to use desktop publishing computer workstations, professional image and publication software, digital scanners, regular and large format printers, postermakers, displaymakers and laminating machines. It also requires knowledge of the subject matter being depicted sufficient to create accurate visual representations. Knowledge of basic art principles such as color, line, form, and space is required to produce appropriately composed illustrations.

#### **Skills**

Minimum Expected Level.

- Knowledge of the basic principles, concepts, and methods of illustration and graphic art techniques.
- The ability to execute tables and basic graphics as required.
- Knowledge of computer drawing and desk-top publishing software and equipment capabilities, conversion and compatibility to import, illustrate, or manipulate new or existing images, and associated text.
- Ability to capture images with a scanning device, trackball, or mouse to assemble graphics images into camera-ready form.
- Knowledge of publication production, structure and format to successfully integrate illustrations with existing documents.
- Artistic skill and proficiency in the use of art media, including: computer art systems and peripherals, desktop publishing systems and peripherals.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to create proportional graphic material on computer screen so that it will print in the desired format.

### **34. Photographer**

#### **GS-1060 – Photography Series**

This series covers positions that involve supervising or performing work in operating still, television (video), or motion picture cameras, and in processing photographic film and negatives. The work requires, in addition to knowledge of the equipment, techniques, and processes of photography; (1) working knowledge of the subject matter to be photographed; and/or (2) artistic ability in selecting, arranging, and lighting subjects or in processing work.

#### **Skills**

Minimum Expected Level.

- Knowledge of basic photographic composition in order to position subjects, arrange backgrounds, and select camera angles and views to achieve aesthetically pleasing results.
- Knowledge of the capabilities, limitations, compatibility, and operation of various standard still cameras and accessories, including different filters, diffusers, lenses, and lights in order to photograph under various conditions such as indoors and outdoors, in confined and spacious areas, in natural and fluorescent lighting, and at night.
- Knowledge of developing, copying, and printing processes.

Maximum Expected Level. All minimum expected level skills plus the following:

- Basic knowledge of military terminology to understand instructions about the proper appearance and wear of a military uniform in order to photograph official military portraits.

### **35. Specialist, Test**

#### **GS-0856 – Electronics Technician Series**

This series covers positions that require: (1) the knowledge of the techniques and theories characteristic of electronics such as a knowledge of basic electricity and electronic theory, algebra, and elementary physics; (2) the ability to apply that knowledge to duties involved in engineering functions such as design, development, evaluation, testing, installation and maintenance of electronic equipment; and (3) a knowledge of the capabilities, limitations, operations, design characteristics, and functional use of a variety of types and models of electronic equipment and systems. Such knowledge is related to but less than a full professional knowledge of electronics engineering.

#### **Skills**

Minimum Expected Level.

- Knowledge of software test methodologies, software quality assurance and software configuration management techniques.
- Ability to develop and review test plans, procedures, test support requirements, test scenarios, test data, test support equipment, TEMP and software test databases.
- Ability to plan, manage and execute test and evaluation programs, to include risk assessment, resource management, failure/TIR tracking, and conduct/monitor FRACAS/FEMCA programs.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to conduct RAM analyses and establish verification techniques and programs.
- Ability to conduct/generate system/subsystem/Item requirements, traceability matrix (measures of performance, measure of effectiveness), and verification traceability, and configuration management.
- Ability to conduct design of experiments, Analysis of variance, operational research, and various statistical analyses to support hypothesis testing and requirements verification.
- Ability to design and execute data collection procedures and to assist in the reduction and analysis of test data.

### **36. Specialist, Training**

#### **GS-1712 – Training Instruction Series**

This series covers positions concerned with administration, supervision, training program development, evaluation, or instruction in a program of training when the paramount requirement of the work is a combination of practical knowledge of the methods and techniques of instruction and practical knowledge of the subject-matter being taught. Positions in this series do not have either a paramount requirement of professional knowledge and training in the field of education, or mastery of a trade, craft, or laboring occupation.

#### **Skills**

Minimum Expected Level.

- Ability to research, analyze, develop, and prepare documents and reports regarding training development.
- Knowledge of Systems Approach to Training (SAT) and evaluation concepts
- Ability to assess training strategies, training courses, materials, and products.
- Ability to plan and develop new methods and procedures for making recommendations to improve training and training development processes.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of evaluation and assessment techniques, particularly as it relates to military training.
- Knowledge of technology associated with delivering web-based education to include awareness of current and future technology, processes, and standards.
- Knowledge of adult education and training principles, techniques, and tools to evaluate the design, development, maintenance, and conduct of course content.
- Ability to evaluate curricula and to resolve or recommend the resolution of extensive problems resulting from the absence of suitable educational materials.
- Ability to conduct extensive fact-finding, to develop source information, and to resolve significant problems in interpreting findings.

- Knowledge is required in a very broad range of instructional measurement methods and principles and survey techniques sufficient to establish guidelines and policies and to develop innovative solutions for measurement issues.

## **X. Others**

### **37. Advisor, Senior**

#### **No OPM Classification**

Serves as the senior expert and advisor at the agency level in end-to-end planning and integration in meeting the needs of the Warfighter. Assists in the development of strategic plans, recommendations and guidance across the full spectrum of Department of Defense Staffs. Serves as a communication interface between senior levels of Government and industry. Assists in the identification of strategic and operational requirements effecting Joint/Army Staff. Provides analysis and recommendations concerning how agencies can effectively meet strategic goals and objectives.

#### **No OPM Classification**

Operates in multinational, interagency, Joint and service unique environments. as an expert in the field and in certain client communities. Leads and/or participates in working groups, program development forums, analytical activities, readiness exercises, training, education, and other forums. Facilitates site preparation, testing, installation and fielding of respective materiel development products. Conveys agency positions on issues of importance to senior officers and at senior level meetings. Facilitates operational and technical understanding of how training products will be used to fulfill training requirements. Provides weekly command-to-command updates on issues of command interest and progress reports relating to satisfying those issues. Provides educational support at host installations on agency programs of interest to the command, and on agency capabilities.

#### **Skills**

Minimum Expected Level.

- Ability to evaluate current programs with emphasis on the ability of those programs to satisfy operational user training and OPTEMPO requirements.
- Ability to evaluate fielded programs with emphasis on the cost-effective implementation of targeted technical upgrades for extended life cycle support.
- Ability to develop metrics to assess the value added by PEO STRI products to the warfighter.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to assess the development and progress of on-going and planned PEO STRI programs to validated Army requirements supporting major Army initiatives.
- Ability to expand PEO STRI vision and planning horizons in consonance with validated Army requirements and user expectations for the delivery of PEO STRI products.
- Ability to develop a means to improve communications with Army users of PEO STRI technologies to ensure that their needs and requirements are being met.

### **38. Advocate, Customer**

#### **No OPM Classification**

Responsible for primary interface with designated customer and potential customers. Serves as focal point for customer interaction, requirements identification and requirements definition. Conducts customer interviews and surveys to determine and track a customer satisfaction index. Maintains contact with key military, civilian and private industry officials for coordinating all phases of business planning. Maintains continuous surveillance of the modeling and simulation environment with designated customer segments. Identifies and expands new business opportunities.

#### **Skills**

Minimum Expected Level.

- Ability to identify problems and develop innovative solutions.
- Ability to identify and define customer requirements.
- Ability to conduct customer interviews and customer surveys to determine and track a customer satisfaction index.
- Ability to identify new business opportunities.

- Knowledge of and ability to perform strategic planning.
- Ability to gather, analyze, and present facts.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users.
- Knowledge and understanding of the interrelationships of the mission, doctrine, and strategy of the Army and ASA(ALT).
- Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies.
- Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.
- Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations.

### **39 and 40. Analyst, Military 1 and 2**

#### **GS-1700 Education Group and 301-T Series**

The Training series includes individuals who participate in instruction, development, and support of training. It is essential that careerists in the Training job series work in close coordination with the Combat and Doctrine Developers to ensure the synchronization of this career program's mission (i.e., combat, doctrine, and education/training development).

#### **Combat Development - GS-301-CD**

Combat Developers direct, manage, supervise, or execute the Joint Capabilities Integration Development System (JCIDS) process in accordance with TRADOC Regulation (TR) 71-20, "Concept Development, Experimentation, and Requirements Determination" (implementing draft). They are responsible for determining, documenting, and processing warfighting concepts, future operational capabilities, and DOTMLPF requirements. They assess concepts to identify gaps in required capabilities. They are also responsible for developing and managing the integration of DOTMLPF solutions for capability gaps and for directing and managing the development of JCIDS capability documents. It is essential that careerists in the CD job series work in close coordination with training and doctrine personnel to ensure the synchronization of this career program's mission (i.e., combat, doctrine, and education/training development).

#### **Doctrine Development - GS-301-DD**

Doctrine Developers provide the doctrine (principles and tactics, techniques, and procedures) that supports or provides the foundation for the institutional and operational Army's training and warfighting functions. They are responsible for the management, integration, and quality control of Army doctrine; integrating Army doctrine vertically and horizontally within the Army; integrating Army doctrine with joint and multinational doctrine; representing the Army in multinational doctrine committees; and performing other doctrine related tasks. It is essential that careerists in the DD job series work in close coordination with training and combat personnel to ensure the synchronization of this career program's mission (i.e., combat, doctrine, and education/training development).

#### **Skills - Analyst, Military 1**

Minimum Expected Level.

- Knowledge of military doctrine and tactics.
- Knowledge of the Military logistics process.
- Knowledge of the deployment and employment of military combat, combat support, and or combat service support systems.

Maximum Expected Level. All minimum expected level skills plus the following:

- Knowledge of acquisition products and other training support materials.
- Knowledge of military command relationships and operating procedures at the Joint, unified and specified command level and operational force employment.
- Knowledge of Training Aids, Devices, Simulation and Simulators(TADSS) and of operational testing.
- Knowledge of the Joint planning process.
- Knowledge of the development and production of live, virtual and constructive training.
- Extensive knowledge of military doctrine, tactics and procedures, and individual, crew and collective training development and management.

**Skills - Analyst, Military 2**

Minimum Expected Level. All minimum and maximum expected Military Analyst 1 level skills.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to evaluate current programs with emphasis on the ability of those programs to satisfy operational user training and OPTEMPO requirements.
- Ability to evaluate fielded programs with emphasis on the cost-effective implementation of targeted technical upgrades for extended life cycle support.
- Ability to develop metrics to assess the value added by PEO STRI products to the warfighter.

**41 and 42. Coordinator, Customer 1 and 2****No OPM Classification**

Assists in planning and coordinating exhibit and new work initiatives. Provides for input to the development of medium and long range strategic planning documents by senior project directors. Surveys internal organizations for new work planning process, conducts preliminary requirements in relation to on-going programs, provides findings for action. Contacts Core Business Units for input on topics to be discussed by the PEO. Responsible for the preparation of automated processes for both exhibits and new work. Measures the logistical progress of programs advising project directors of problem areas and recommending corrective action. Formulates and submits program funding requirements and justification packages to senior project directors.

**Skills - Coordinator, Customer 1**

Minimum Expected Level.

- Ability to interpret and apply rules, regulations, and procedures.
- Ability to access or locate information through the use of multiple software applications.
- Ability to plan and conduct administrative activities for projects.
- Ability to prepare, coordinate, and consolidate documents, reports, or briefings.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to interpret and apply rules and regulations.
- Ability to present internal administrative/functional procedures and tasks internally and externally.

**Skills - Coordinator, Customer 2**

Minimum Expected Level. All minimum and maximum expected Coordinator, Customer 1 level skills.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to develop or modify rules, procedures, or operations to resolve problems of moderate complexity/difficulty.
- Ability to identify and adapt guidelines for new or unusual situations.
- Ability to identify problems and develop innovative solutions
- Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations

**43 and 44. Coordinator, Event 1 and 2****GS-1010 – Exhibits Specialist Series**

This series covers positions that supervise or perform work involved in planning, constructing, installing, and operating exhibits, the preparation of gallery space for exhibits, or the restoration or preparation of items to be exhibited.

**Skills - Coordinator, Event 1**

Minimum Expected Level.

- Ability to prepare building space for exhibits.
- Ability to maintain exhibits.
- Knowledge of painting, modeling, and general carpentry techniques and materials.

- Ability to understand the subject matter concepts that assigned exhibits projects are intended to convey.
- Ability to use power equipment, hand tools, familiarity with exhibit requirements for lighting, materials for display mounts.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to prepare and execute exhibit construction plans.
- Skill in commercial art techniques to produce a wide variety of visual products, such as building scale models, mounting photos, executing maps, drawing illustrations and mounting labels, and erecting display panels.
- Ability to develop designs and printed materials to support exhibits, including labels, exhibit programs, brochures and gallery guides.
- Ability to determine and make initial decisions on such design matters as size, layout, kind of materials lighting effects and special effects.
- Ability and knowledge to research source material to translate educational objectives into two or three-dimensional presentations.
- Knowledge of permanent, temporary and traveling exhibit techniques in order to develop original concepts and designs for exhibits for permanent, temporary and traveling exhibits.
- Ability to transform spoken or written descriptions of items, processes, issues or events into visual presentations without benefit of existing pictures, models, or diagrams.

### **Skills - Coordinator, Event 2**

Minimum Expected Level. All minimum and maximum expected Coordinator, Event 1 level skills.

Maximum Expected Level. All minimum expected level skills plus the following:

- Ability to understand National, DOD and Army level strategic objectives, and translate them into a reciprocal message in oral, written and graphical representations.
- Ability to convey a strategic message to individuals and organizations at the highest levels of government.
- Knowledge of the organization and workings of both Executive and Legislative branches of government, able to navigate to meet conference and exhibit objectives.
- Ability to lead multi disciplined and diverse teams fro disparate organizations to achieve common goals and objectives.
- Ability to assume and carry out financial management and accountability of various sources of funds.