

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

1. Agency Position No. **NL11682**

2. Reason for Submission: Redescription, New, Reestablishment, Other

3. Service: Hdqtrs., Field

4. Employing Office Location: **Patrick AFB, FL**

5. Duty Station: **Patrick AFB, FL**

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment and Financial Interests

9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Excepted (Specify in Remarks), SES (Gen.), SES (CR)

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: 1 - Non-Sensitive, 2 - Noncritical Sensitive, 3 - Critical Sensitive, 4 - Special Sensitive

13. Competitive Level Code: **1123**

14. Agency Use:

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Training Instructor	GS	1712	11		
e. Recommended by Supervisor or Initiating Office						

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

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

18. Department, Agency, or Establishment: **Defense Equal Opportunity Management Institute**

a. First Subdivision: **Directorate of Academics**

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

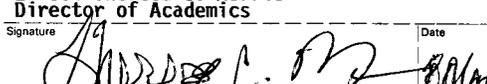
Signature of Employee *(optional)*

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

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: **Lt Col Theresa C. Morris, Director of Academics**

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature:  Date: **28 Mar 00**

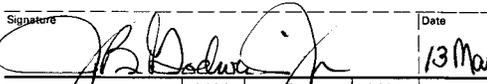
Signature: _____ Date: _____

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

22. Position Classification Standards Used in Classifying/Grading Position: **USOPM PCS For Training Instruction Series, GS-1712; USOPM GEG For Instructional Work**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action: **JAMES B. GODWIN, COL, CHIEF OF STAFF**

Signature:  Date: **13 Mar 00**

Signature: _____ Date: _____

23. Position Review	Initials	Date								
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks: **Position is at full performance level.**

S:

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

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

- ler to comply with the requirements of FPM Chapter 295, Chapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.
- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
 - *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but has been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
 3. Check one.
 - *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
 - *5. Enter geographical location if different from that of # 4.
 6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
 7. Check one to show whether the incumbent is exempt or non-exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM
 8. Check box if statement is required. See FPM chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interest Statement.
 9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
 11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
 12. Check one to show whether the position is non-sensitive, non-critical, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
 13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
 14. Agencies may use this block for any additional coding requirement.
 - *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part I, Section III.
 - For "Pay Plan" code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For Occupational Code, see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards,"
 16. Enter the organizational, functional, or working title if it differs from the official title.
 17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
 - *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
 19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
 - *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
 - *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
 22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
 23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items # 20 and # 21 respectively.
 24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
 - *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

INTRODUCTION

The primary purpose of this position is to act as an instructor/trainer/facilitator in the Defense Equal Opportunity Management Institute (DEOMI) Branch Campus (BC) program. Military and civilian students who cannot be accommodated at the Main Campus (MC) are trained as Equal Opportunity Advisors (EOAs) through the BC program. The main campus is located at the Defense Equal Opportunity Management Institute (DEOMI), Patrick Air Force Base, FL. The Branch Campus (BC) is located at the U.S. Army National Guard Professional Education Center, Camp Robinson, Little Rock, AR. Students at the Branch Campus receive training originating at the Main Campus through distance learning technology, participate in small group exercises and training led by DEOMI Main campus-trained instructor/trainer/facilitators at the Branch campus, receive counseling and assistance in academic studies by DEOMI Main Campus trained instructor/trainer/facilitators at the Branch Campus, and are tested in knowledge's and skills acquired during the program of instruction. The operational activities of the incumbent will involve classroom instruction, small group facilitation, Equal Opportunity training program research, development, design and implementation.

1. Provides Equal Opportunity training to students being trained as Equal Opportunity Advisors at the Branch Campus. Facilitates small group exercises and discussion concerning instruction originating at the Main Campus. Counsels students and provides assistance in meeting the training objectives of the DEOMI Equal Opportunity Advisor training program, administers tests to evaluate the knowledge's and skills acquired during the program of instruction, and provides remedial training as required. Assists support personnel at the Main Campus and Branch Campus in ensuring the effectiveness of distance learning technology. Serves as the primary intermediary between students, the DEOMI chain-of-command and support personnel at Professional Education Center.

35

2. Develops curriculum and training programs in support of Equal Opportunity Advisor training. Provides advice and assistance regarding the requirements needed to meet training goals. Evaluates all available training material for inclusion in the Branch Campus program, keeping abreast of new developments impacting the training of Equal Opportunity Advisors. Analyzes and develops recommendations concerning the

use of training methodology/technology, especially distance learning training methodology/technology, used to achieve training objectives. Reviews evolving technologies and training programs to identify areas in which new technology can facilitate training effectiveness. Develops lesson plans for courses being taught by determining appropriate and realistic training objectives and goals.

25%

3. Evaluates the effectiveness of the Branch Campus Equal Opportunity Advisor training program. Makes appropriate recommendations concerning the quality, timeliness, and usefulness of existing and planned Branch Campus training. Advises the on-site program coordinator and other DEOMI officials regarding the Branch Campus program.

25%

4. Represents the Director of Academics and DEOMI Commandant in coordination of the Branch Campus program with DoD components. Works closely with counterparts in other agencies to ensure maximum coordination and mutual benefit, including planning and integration of experimental training techniques with committees, panels, and advisory groups concerning Equal Opportunity Advisor training and technology transfer.

15%

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position.

A comprehensive and thorough knowledge of Department of Defense Directives and Instructions concerning the Military Equal Opportunity (MEO) Program and component Equal Opportunity (EO) programs. Knowledge of the roles and responsibilities of an Equal Opportunity Advisor (EOA) at all levels of command, and, ability to apply that knowledge during component specific training.

In-depth knowledge of Human Relations and behavioral concepts, including cultural and social issues, inter/interpersonal gender, cultural and racial communication, conflict resolution and learning theory, sufficient to serve as a recognized specialist and advisor on the definition, design, and implementation of a training program for Equal Opportunity Advisors.

Factor 2, Supervisory Controls.

Works under the direction of the BC Program Coordinator (PC), who provides specific assignments in general terms. The incumbent recommends the milestones and boundaries; the resources needed, and plans to assure proper coordination with the MC. Work is reviewed for compatibility with organizational goals, guidance, and effect in achieving organizational objectives. Review of work consists of appraisal of training program development, conduct of training, accomplishments, and effectiveness.

Factor 3, Guidelines.

The incumbent responds to Department of Defense Directives and Instructions concerning the Military Equal Opportunity (MEO) Program, component publications and specific procedures established by the Director of Academics (MC), the Program Manager (MC), and the Program Coordinator (BC). In general, analytical tasks carried out by the incumbent are largely governed by the rules of professional judgment, concerning the adequacy of data, training materials, training methods, etc. Accepted principles of training program development and materials research are followed. Incumbent uses resourcefulness in extending guidelines, or deviating from traditional principles and practices.

Factor 4, Complexity

Work involves originality and a number of complex steps, processes and actions. A high degree of analytical skill is required in applying knowing the DoD Military Equal Opportunity and component EO program principles, theories, and methods of evaluation. In general, the work to be performed involves the generation and presentation of new information, the integration of information from numerous research programs, and an understating of how basic developments can be applied effectively in different DoD settings. The work is complex because it requires inferences to be made from one aspect of data to dissimilar situations where few precedents may exist or new strategies must be developed. The critical success factor is balanced by a need to be very knowledgeable of the DoD MEO and component EO Programs, where the new research and program emphasis must be applied and considered.

Factor 5, Scope and Effect

The effect of this work will improve the implementation of DEOMI, DoD MEO and component EO programs and organizational effectiveness relating to all aspects of military personnel management. It will also serve to enhance the favorable impact of DoD programs on the private sector.

Factor 6, Personal Contacts

Contacts include a wide variety of students, commanders and staff officials in DoD and its components, at a variety of levels of command. Contacts also include other governmental, advocacy-group and academic representatives.

Factor 7, Purpose of Contacts

The contacts are to develop, coordinate, and promote recommendations and implementation regarding DoD MEO and component EO programs.

Factor 8, Physical Demands

In addition to the demands of a typical office setting, the incumbent is required to engage in prolonged periods of sitting and standing while presenting instruction, and lifting, moving, and connecting computers and other distance learning and office equipment.

Factor 9, Work Environment

Work is primarily performed in a typical office/classroom setting.