

POSITION DESCRIPTION (Please Read Instructions on the Back)

NL10961002

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location PATRICK AFB, FL		5. Duty Station LITTLE ROCK, AR		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 1123	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		14. Agency Use	
15. Classified/Graded by:		Official Title of Position		Pay Plan		Occupational Code		Grade	
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 Inhabiting Office								BPI 10 APR 98	

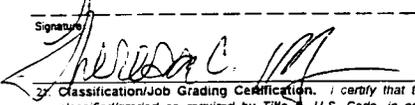
16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment DEPARTMENT OF DEFENSE		c. Third Subdivision DEOMI BRANCH CAMPUS PROGRAM	
a. First Subdivision OFFICE OF THE DEPUTY ASST SEC OF DEFENSE (EQ OPPT)		d. Fourth Subdivision DEOMI BRANCH CAMPUS	
b. Second Subdivision DEFENSE EQUAL OPPT MGMT INSTITUTE (DEOMI)		e. Fifth Subdivision	

19. Employee Review—This is an accurate statement 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 violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
THERESA C. MORRIS, DIR OF ACADEMICS, LTC, USAF

Signature:  Date: 21 Apr 98

20. 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.

21. 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.

22. Position Classification Standards Used in Classifying/Grading Position
US OPM PCS FOR TRAINING INSTRUCTION SERIES, GS-1712; US OPM PCS GEG FOR INSTRUCTIONAL WORK

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL.

JS: 7777

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

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.

The organizational location of this position is the Directorate of Academics, DEOMI Main Campus, with duty location at the Branch Campus.

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.