



ARMY POSITION DESCRIPTION

PD#: AD600398

Sequence#: VARIES

Replaces PD#:

LOGISTICS MANAGEMENT SPECIALIST

NH-0346-02

POSITION LOCATION:

Servicing CPAC: ARMY ACQUISITION WORKFORCE RECRUITMENT & SUSTAINMENT CTR

Installation: VARIES

Region: NORTHEAST

Agency: VARIES

Army Command: VARIES

Command Code: VARIES

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:

Citation 1: OPM PCS LOGISTICS MGMT SERIES, GS-346, JAN 87

Citation 2: ACQUISITION DEMO POSITION REQUIREMENTS DOCUMENT

Citation 3: FEDERAL REGISTER/VOL. 82, NO. 216/THURSDAY, NOVEMBER 9, 2017/NOTICES

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.*

Supervisor's Name: CARLA MILLER

Date Certified: 08/18/2023

Classification Review: *This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Classified By: ASHLEY GLAZA

Date Classified: 08/18/2023

Position Cursory Review: *This position description (PD) has been reviewed and it is determined that: the major duties equal 100%; the statement Performs other duties as assigned (PODAA) is present; where applicable, the factors, levels, and points are identified directly under PODAA, add up correctly, and the Point Range for the grade is present; and, the Conditions of Employment are located in the Conditions of Employment & Notes section, and if required, Temporary Duty Travel (TDY) of 25% or more (may be less if requested by management), is included. The PD is in the format of the classification standard of record, and the standard(s) is/are cited properly, and the title/series/grade are properly determined based on the standard. The FLSA is correct and when it is determined that the position is Exempt, a complete explanation is provided, and all outdated/obsolete forms are removed. (All position descriptions require a cursory review upon initial verification in FASCLASS and may be reviewed again every 3 years thereafter, or before if OPM issues a new classification standard or guide).*

Reviewed By: ASHLEY GLAZA

Date Reviewed: 08/18/2023

POSITION INFORMATION:

Cyber Workforce:

- **Primary Work Role:** VARIES
- **Additional Work Role 1:** VARIES
- **Additional Work Role 2:** VARIES

FLSA: NON-EXEMPT

FLSA Worksheet: NON EXEMPT

FLSA Appeal: NO

Bus Code: VARIES

Functional Code: 00

Interdisciplinary: NO

Supervisor Status: VARIES

PD Status: VERIFIED

DCA Override: NO

CONDITION OF EMPLOYMENT:

Drug Test Required: VARIES

Financial Mgmt Cert:

Position Designation: VARIES

Position Sensitivity & Risk: VARIES

Sec. Clearance Level: VARIES

Sec. Access (Child Care): Not Required

PRP / SCI: VARIES

Emergency Essential:

Requires Access to Firearms: VARIES

Information Assurance: N

Influenza Vaccination: NO

Financial Disclosure: VARIES

Enterprise Position: VARIES

SCW Code: VARIES

Acquisition Position:

- **CAP:** VARIES
- **Career Category:** VARIES
- **Career Level:** VARIES

POSITION ASSIGNMENT:

Competitive Area: VARIES

Competitive Level: VARIES

Career Program: VARIES

Career Ladder PD: NO

Target Grade/FPL: 02

Career Pos 1:

Career Pos 2:

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

MISSION/GOALS:

POSITION DUTIES:

The incumbent serves as a Logistics Management Specialist, concerned with directing, developing, and performing logistics management operations that involve planning, coordinating, and evaluating the execution of Integrated Product Support (IPS) for sustainment of systems that could encompass new and emerging technologies and/or minor fielding requirements. The employee is responsible for the logistics elements of the sustainment effort of acquisition programs.

1. Serves as a Logistics Management Specialist performing the planning, integration, coordination, analysis and evaluation in relation to the acquisition and fielding of equipment. Provides IPS and/ or input to evaluation plans and reports, and develops test design addressing system IPS requirements. Reviews and evaluates the inherent logistics requirements supportability of assigned systems providing comments on requirement documents, test reports, and other key acquisition documents. Utilizes logistics models to evaluate system suitability. Represents the organization at test events, in integrated product teams, and at other program-related meetings, reviews, conferences, and symposiums. Serves as a technical advisor on logistics within the organization, IPS, and acquisition communities. Assists or provides technical backup to higher graded specialists in their performance of duties. Using acquired knowledge provides guidance regarding property management to subordinate organizations. Coordinates actions on Financial Liability Investigation of Property Loss (FLIPL). (45%)

2. Maintains supply records for the organization. Prepares and processes documents and reports associated with the requisition, receipt, storage, inventory, shipment, disposition, and status of general and specialized supplies and equipment used by the organization. Review all requests for supplies, parts, and special tools for test support, including both simple and complex items for proper nomenclature, stock number or manufacturers part number and sources of procurement; requisitions supplies, parts, materials, tools, and equipment using Defense Property Accountability System (DPAS). (35%)

3. Uses automated systems to retrieve and/or update information, provide supply information for customer support, trace sequences of transactions, etc. Uses these systems to develop new and/or use existing management tools to assess the effectiveness of customer support provided or measure the overall effectiveness of the property accountability program. (20%)

Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSAs):

1. Knowledge of requirements for fielding equipment.
2. Knowledge of logistics management principles, concepts, policies, and regulations.
3. Knowledge of logistics functions, programs, and systems applicable to the duties of this position.
4. Knowledge of sources, responsibilities, and means for providing assistance and advice to resolve logistics problems.
5. Knowledge of all aspects of life cycle IPLS and how it pertains to the Army acquisition process.
6. Ability to work effectively as a member of a team.
7. Ability to review, analyze, and evaluate logistics management programs and activities.
8. Ability to communicate orally and in writing.
9. Ability to interpret specialized documentation and descriptions pertaining to equipment.

Factors:

CAREER PATH: BUSINESS MANAGEMENT and TECHNICAL MANAGEMENT PROFESSIONAL NH-II

FACTOR: 1. JOB ACHIEVEMENT AND/OR INNOVATION

Classification Level Descriptors

NH Level II (Score Range 22 - 66)

- Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.
- Identifies and pursues individual/team development opportunities. Achieves and maintains qualification and certification requirements.
- Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products.
- Identifies, analyzes, and resolves complex/difficult problems.
- Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.
- Plans and conducts functional technical activities for projects/programs.

FACTOR: 2. COMMUNICATION AND/OR TEAMWORK

Classification Level Descriptors

NH Level II (Score Range 22 – 66)

- Presents informational briefings.
- Writes, or is a major contributor to, management/technical reports or contractual documents.
- Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others.
- Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

FACTOR: 3. MISSION SUPPORT

Classification Level Descriptors

NH Level II (Score Range 22 – 66)

- Identifies and resolves conventional problems which may require deviations from accepted policies or instructions.
- Initiates meetings and interactions with customers to understand customer needs/expectations.
- Optimizes resources to accomplish projects/programs within established schedules.
- Effectively accomplishes projects'/programs' goals within established resource guidelines.

Fair Labor Standards Act (FLSA) Determination = (NON EXEMPT)

- 1. Availability Pay Exemption** - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- 2. Foreign Exemption** - (Note: Puerto Rico and certain other locations do not qualify for this exemption – [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- 3. Executive Exemption:**
 - a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND

- b. Customarily and regularly directs 2 or more employees, AND
- c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.

4. Professional Exemption:

- a. Professional work (primary duty)
- b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
- c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
- d. Computer Employee, ([See 5 CFR, 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).

5. Administrative Exemption:

- a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

FLSA Conclusion:

- Exempt
- Non Exempt

FLSA Comments/Explanations:

This position does not meet exemption criteria. Therefore, the FLSA determination is Non-Exempt

CONDITIONS OF EMPLOYMENT & NOTES:

This position requires temporary duty (TDY) travel up to 15% of the time.

Note: The employee must be willing and able to travel on military and/or commercial aircraft.

Commensurate with mission requirements, the incumbent can be required to work overtime and/or comp time.

POSITION EVALUATION:

