

NG Sample Critical Elements Query

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		GS	Budget Officer GS12	IAW annual financial plan, oversee budget formulation, validation, and submission.
		GS	HR Specialist GS07	IAW local procedures prepare new employee orientation packages NLT 2 workdays prior to biweekly new employee inprocessing. After new employee orientation, ensure all forms are prepared, and complete for update to DCPDS.
		FWS	Aircraft Mechanic WG10	IAW applicable tech orders/local procedures, and as directed by shop supv/leader, performs inspections and functional checks, and preventive maintenance on assigned aircraft.
		GS	Admin Officer	IAW NGB and State Financial regulations/policies serves as approving official for IMPAC purchases; provides funds management for all decentralized logistics group funds.
	PD 70148000	GS	Supply Technician GS07	IAW applicable supply system regulations, serves as point of contact between customers and supply services.
	PD 70279PX	GS	Publications & Forms Tech GS06	IAW applicable service regulations, design and/or analyze requests for new forms.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
	PD 70444E00	GS	Quality Assurance Spec GS09	IAW (XX-XX) quarterly develop quality assessment plans to evaluate and improve the quality of maintenance production. Biannually provide written report to supervisor on areas requiring improvement.
	PD 70524000	GS	Traffic Mgmt Spec GS11	IAW applicable regulations work with functional managers to ensure assets such as reusable containers are accounted for, serviceable, stored and maintained for deployment
	PD 70620000		Logistics Mgmt Spec	Accomplishes property book accountability by using various management systems to track and maintain assigned/alloted property.
	PD 70627000	GS	Supply Tech (PBO) GS07	IAW local procedures, and applicable regulations, conduct an annual inventory inspection on items listed on the property book roster.
	PD 80341	GS	Traffic Manager GS09	IAW applicable regulations, procure transportation for freight and passengers.
	PD 80592000	GS	Traffic Mgmt Spec GS11	IAW applicable regulations, and as required, use accountable transportation documents to monitors and ensures proper handling, packaging, and shipping of arms, ammunition, explosives.
	PD 80648000	GS	Supv Facility Operations Spec GS11	IAW applicable financial regulations, oversee and direct the formulation, integration of the organizational budgets.
	PD N0038PX		Materials Handler Supv	Based on mission goals and objectives, plans and schedules work unit production and assignments.

Acft Maint

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Aircraft Mechanic WG10	Aircraft Inspections. IAW applicable regulations/local procedures, complete daily aircraft pre/post flight safety inspections to include functional checks of hydraulic, electrical, transmission, and power systems with 100% accuracy.
		FWS	Aircraft Mechanic (WG-10)	Aircraft Inspections. Performs inspections, functional checks and PM to include phase inspections, daily inspections, pre/post flight inspections and special inspections (as required) including fuel and contaminations check, oil sampling and inspection of on board ER EQ, and fills out appropriate paperwork IAW TM 100%
		FWS	Aircraft Mechanic	Fire Crash Emergencies. Respons to fire/crashes within 5 minutes of alarm, properly attired in appropriate safety gear, IAW OSHA Standards & local policies. Conduct situation triage and report to supervisor within 5 minutes of arrival on-scene.
		FWS	Aircraft Mechanic WG10	Performs a wide range of inspections as needed to include phase and pre/post flight. Performs daily and special inspections (i.e. fuel contamination, oil sampling, emergency equipment) as required. Conducts weekly checks on hydraulic, electrical, transmissions, and power systems.
		FWS	Aircraft Worker (WG-08)	Uses common hand tools to perform repairs on aircraft IAW technical manuals, 100% of the time.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Aircraft Worker WG08	Accomplish a variety of repairs or services on military aircraft. As required, assist an aircraft mechanic in accomplishing a variety of inspection, services and repairs on military aircraft IAW applicable regulations/local procedures. Repair work will include removing, cleaning, re-installing, or replacing defective parts, accessories, and components. Ensures all inspections/repairs are documented in the aircraft maintenance records.
		FWS	Aircraft Mechanic WG10	IAW applicable regulations/local procedures, performs inspections, functional checks, and preventive maintenance on assigned aircraft to include periodic, phase, hourly, pre/post flight, and special inspections such as fuel contamination, emergency equipment, and oil sampling. Inspects and performs functional checks such as landing gear retractive and operation checks on hydraulic, electrical, lubrication, vacuum, and exhaust systems NLT 20 minutes prior to flight.
	Aircraft Systems Inspections	FWS	Aircraft Systems Inspection	Conducts monthly inspections on all aircraft systems to prepare for end of fiscal year inspections, scheduled for 1 Sep 2009.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
	PD 70448E00	FWS	Acft Propeller Mech Sm Shop Chf WG11	Plans & assigns work. Plans shop work schedule two weeks in advance and provides work assignments to lower graded mechanics. Determines most efficient manner to accomplish mission within 2 weeks of assignment. Provides quarterly input to supervisor concerning required personnel actions, unless the action requires immediate attention.
	PD R6737200	FWS	Aircraft Mechanic	Perform Inspections on Blackhawk. Utilizing the AASF standard operating procedures (SOP) checklist. The after flight inspection will be performed IAW technical manuals and applicable AR and FMs in 1-2 days. Completed checklist will then be submitted to shop supervisor for next level inspections, unless otherwise directed.
	PD R6737200	FWS	Aircraft Mechanic	Inspections. Within 2-3 business days complete assigned inspections & report deficiencies to proper authority IAW applicable regulations/local procedures to include phase, daily, pre/post flight and special inspections facilitating state requirements/missions.
Armament		FWS	Artillery Repairer	Electrical System of Turrets. Repair stabilization control system IAW applicable regulations/local procedures to full function within 3 workdays of receipt of workorder.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Artillery Repairer	Repair Hydraulic System. Repairs all hydraulic valves which control the motion of the turret to ensure safety, IAW applicable regulations/local procedures with zero defects by 30 Jun 09.
	PD 70669000	FWS	Artillery Repairer	Preventive Maintenance Checks and Service. Performs preventive maintenance on weapons within 1-2 days of service request from shop chief, IAW maintenance regulations to ensure recoil systems and borescopes are 100% functional and in good working condition and cleared for use.
	PD 70669000	FWS	Artillery Repairer WG10	Performs maintenance and repairs on the electrical system of the turrets, IAW technical manuals, and local policy. Work is reviewed by occasional spot checks to ensure work meets accepted trade standards.
	PD 70669000	FWS	Artillery Repairer	Performs maintenance on the electrical system of turret in 5-7 business days from the date assigned task to completion with 100% accuracy.
Aviation		GS	Aircraft Pilot (AR) GS-12	Plans, organizes and oversees the Aviation Safety Program of the AAOF. Reviews and analysis safety directives and publishes and revises local directives as required, not to exceed on a monthly basis.
Comm Tran				

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		GS	Traffic Manager GS09	Military & Civilian Travel. Administers procurement of military and civilian passenger travel IAW applicable regulations/local policies. Supervises arrangemtn of routing and reservation utilizing special fares/discounts when feasible requests will be processed within 3-5 business days of receipt.

Computer C

	PD 70453E00	GS	Computer Asst IT Spec GS09	IAW local policies and procedures, prioritize work and necessary repair actions. As required troubleshoot operating systems to identify common or recurring problems.
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Electronic E

	PD 70646000	FWS	Electronic Measurement Equip	Conducts various types of electronic system tests to troubleshoot equipment problems or defects. IAW established technical guides, local procedures take corrective action within 3-5 days of assigned work order.
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	PD 70652000	FWS	Electronic Measurement Equip Repair Inspector	Inspect all assigned pieces of equipment IAW technical manual inspection procedures within 2-5 workdays after receipt of work order. Prepare written report within 2-3 days of inspecting documenting discrepancies for work unit corrective action. As required conduct follow-up inspections.
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Family Prog

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		GS	Family Program Specialist GS12	Oversees all budget aspects of the Family Program. Forecasts, procures and excutes Army/Air Appropriated/Non-Appropriated funds for the family program, youth program, volunteer reimbursement and contractions on a quarterly basis. Provides guidance on an as need bais for local funds corporate sponsorship. Ensures full utilization of funds and 100% compliance with applicable regulations/local procedures.
Gen Equip		FWS	Acft Survival Flt Equip Repairer WG10	Utilizes Equipment and Financial Processing Systems. Coordinates with resource advisor and other financial contacts before initiating and sending documents to supply for purchase and pickup. Maintain an accountability of all equipment and cost management in the appropriate tracking log accordingly for annual review. Maintain a log of all equipment and tools purchased via IMPAC account and reconcile with Resource Advisor quarterly. Prepare equipment for pick-up and delivery within 5-7 days after appropriate documenation and coordination of inspectable item is annotated.
	PD 80894000	FWS	Acft Survival Flt Equip Repairer WG10	Parachute. Performs techniccal order compliance and modifications on parachutes IAW local and Federal policies with 100% accuracy within 3-5 business days.

HR Civ

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		GS	Supv HR Specialist GS12	Execute the full range of human resources (including performance management and fiscal responsibilities within established timelines and IAW applicable regulations/local produres. Adheres to merit principles. Develops a vision for the work unit, align performance expectations with organizational goals.
	HRD WCD	GS	HRD Policy	Review, develop and draft state TPR 430 IAW state collective bargaining agreement and NGB policy. Update supervisor monthly on progress. Draft regulation is due to the HRO NLT 30 June.
HR MIL		GS	HR Assistant (Mil) GS05	Provides technical assistance and clerical support IAW applicable regulations/local procedures . Responsible for processing various personnel actions within 2-3 days of request for personnel action.
		GS	HR Spec (Mil)	IAW applicable regulations/local procedures, processes unit forecasted MTOE and TDA structure within 5-7 business days.
		GS	Customer Service	Staff the customer service desk 1 day a week; obtaining a 90% customer satisfaction rating.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		GS	HR Assistant (Mil) GS05	Receives and logs in documentation daily. Maintains an audit trail for all transactions. Makes sure documentation is correct and distributes to other workcenters. Verifies actions are processed in SIDPERS database within 3-5 days. Daily, reconciles report for errors and takes necessary action to correct errors.
	PD 80529E00	GS	HR Assistant (Mil) GS06	Provides support in administration of the HR program. Completes a wide variety of personnel actions within 5 days of receipt, with less than 3% error rate. Verifies accuracy rate of action/information IAW applicable regulations/local procedures (such as assignment actions, promotions, extentions, training, separations, etc.)
Industrial E				
	PD 80468000	FWS	Powered Support Sys Mech WG10	IAW technical manuals, local policy, installs, inspects, troubleshouots, maintains, repairs, operates, overhauls, tests and modifies powered ground support equipment. Idetifies and resolves issues based on given timeframe established with applicable policies and guidelines. Documents work completed to supervisor on a weekly basis.
Machine To				
		FWS	Machinist	Completes machining work requests within the estimated time of completion (ETC) 90% of the time, IAW applicable regulations/local procedures.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Machinist WG10	Finishing Machine Parts. Machinist will finish, fit and assemble all machined parts using precision handwork within 5-7 workdays after parts are fabricated, IAW applicable regulations/local procedures, unless otherwise directed.
	PD 70657000	FWS	Machinist	Employee will produce 50 fabrications per month IAW published J4 Surface Maintenance Facilities checklist.
	PD 70657000	FWS	Machinist	Production and welding. IAW plans, drawings, and blueprints complete work orders where 95% are approved by inspectors.
	PD 7065900	FWS	Machinist Sm Shop Chief WG12	Independently determine appropriate maintenance procedures, plan, organize and direct shop programs. Maintain knowledge and skill levels required for maintaining a functional maintenance shop. Accurately determines methods and courses of action(s) required to accomplish shop mission; as required provides recommendations to supervisor.
Supply		GS	Supply System Analyst GS09	IAW governing regulations, and within established timeframes, ensure necessary equipment is available to support readiness objectives.
	PD 70148PX	GS	Supply Technician	Customer Service. Serves as point of contact for customers with supply and service problems. IAW local policies contacting customers within 3-5 business days with a solution and/or guidance.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
	PD 70629000	GS	Supply Technician GS06	Provide quarterly training for Logistical personnel.
	PD 80651000	GS	Supply Technician	Throughout this rating period monitor controls, and manages computerized status files concerning tools, equipment, and materials on order. Ensure tools are returned in a timely manner, verifying that data is correct and actions are taken to cancel outstanding requisitions.
Trans/Mobi				
		FWS	Automotive Worker Foreman WS07	Plans and distributes work on a day-to-day basis, spot checks completed work as necessary. Daily observations made to ensure employees are able to demonstrate ability to meet production time schedules and quality of work. Assigns new work orders as work nears completion. Arranges projects to ensure allocation of available resources. Monitors progress of assignments to ensure tasks are completed with an on time rate of 95%.
		FWS	Automotive Mechanic WG10	Assist in review and maintenance of technical orders, operating instructions within 3-5 days of receiving notice of change to publication.
		FWS	Allied Trades Worker WG08	Repairs mobile equipment metal body components. Repairs all dents on 10 vehicles with a 72 hour turn over rate.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Auto Mechanic WG10	Automotive Repair. Repairs gasoline and diesel vehicles as required. Repairs will be completed IAW applicable regulations/local procedures. Repairs are made utilizing independent judgment and own initiatives. Applicable safety regulations shall be followed in the performance of duties. After completing necessary repairs, vehicles will undergo an operational test, to ensure its servicability. Vehicles must pass operational inspections prior to return to vehicle fleet, and available for dispatch.
	PD 40070	FWS	Auto Mech Supv WS10	Plans work schedules based upon priority of units supported and equipment utilizing production reports to determine work load and availability of parts.
	PD 4737	FWS	Auto Mech Leader WL10	Complete safety inspection of work performed by subordinates on repair of gasoline/diesel engine components. Directs the major or minor repair and/or replacement of parts. Ensures subordinate employees receive safety training.
	PD 70069PX	FWS	Hvy Mob Equip Mech WG10	Effectively plans and schedules work for shop operations. Distributes work orders to subordinate employees and ensures assignments are completed IAW appropriate technical orders.
	PD 70665000	FWS	Allied Trades Worker	Vehicle Painting. Prepare and paint vehicles IAW material directions and be prepared for inspection by shop chief, within 1 week of receiving assignment from supervisor.

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
	PD 70665000	FWS	Allied Trades Worker	Equipment Repairer. Must repair mobile equipment within 2-3 days after receiving repair request. Equipment will be in 100% working conditions within 4-5 business days, and IAW shop operating procedures and other local or higher HQ regulations, or otherwise directed.
	PD 70665000	FWS	Allied Trades Worker	Paint a wide variety of vehicles using standard methods. Safely operates various machine tools. All work is performed IAW technical manuals and work order requests are closed out within 5 days of receipt.
	PD 70666000	FWS	Allied Trades Supv WS10	IAW local policy and T&A procedures, plan and establish leave schedule on a monthly basis. Determines the training needs of subordinates quarterly IAW established training requirements.
	PD F0210000	FWS	Auto Worker WG08	IAW established technical manuals, makes repairs such as changing or cleaning spark plugs, performs tune-up and adjustments ; replaces defective parts in engines, transmissions, power steering; determines whether defective parts require cleaning ror must be replaced. All work is completed within 3-5 workdays of receiving work order.
	PD R2212W00	FWS	Auto Worker Foreman WS09	As required by planned and unplanned vehicle maintenance requirements, plans weekly/monthly work schedules for all assigned employees ensuring work unit meets production goals.

Warehouse

Reference	WCD-PD Number	GS or FWS	Job Title	Critical Element
		FWS	Tools & Parts Attendant WG06	Equipment Maintenance. Maintain accountability of all tools signed out by each employee. Accomplishes end of day inventory of tools returned to to shop IAW applicable regulations/local procedures.
		FWS	Tools & Parts Attendant WG-06	Tools & Parts Stockroom Operator. Provides information on the status of stock for determining and keeping adequate numbers and types of items on hand. Conducts weekly inventory of tools and parts room. Complies monthly reports of use of stock handling equipment, inventory counts and stock records, damaged stock, location changes, and refusal of shipments.
	PD 70673000	FWS	Toos & Parts Attendant	Tools & Equipment Maintenance. Perform visual and operating checks IAW application Tech Manuals. Provide damaged and worn out equipment reprot to supervisor by last workday of the month.
	PD 70673000	FWS	Tools & Parts Attendant	Stock Replenishment. Establish and maintain quantities of supplies and materials within quarterly budget to ensure 95% of required supplies are on had and those ordered are received within 3-5 days.