

☐ NEW

## CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

☒ I/A:

MR#:

IP#:

B10594

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Position Title: General Engineer

Pay Plan, Series, Grade/Step: GS-0801-14

Organization: 1. BIS 4. \_\_\_\_\_  
2. EA 5. \_\_\_\_\_  
3. NSTTC 6. \_\_\_\_\_

Rating Period: \_\_\_\_\_

Covered By: ☒ Senior Executive Service ☐ Other \_\_\_\_\_

☐ General Workforce

### PART A—POSITION DESCRIPTION

**POSITION CERTIFICATION**—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 statute or their implementing regulations.

SUPERVISOR'S SIGNATURE <u>Matthew S. Borman for</u> Eileen M. Albanese, Dir NSTTC	DATE <u>09/07/18</u>	SECOND LEVEL SUPERVISOR <u>Matthew S. Borman</u> Matthew S. Borman, DAS/EA	DATE <u>09/07/18</u>
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**CLASSIFICATION  
CERTIFICATION**

OFFICIAL TITLE: General Engineer

PP: GS

SERIES: 0801

FUNC: 42

GRADE: 14

I/A: ☒ YES ☐ NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER <u>Sheila Mure, HR Specialist</u>	SIGNATURE <u>Sheila Mure</u>	DATE <u>12/4/18</u>
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### PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL	SIGNATURE	DATE

**APPROVAL**—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY	SIGNATURE	DATE

<b>EMPLOYEE ACKNOWLEDGEMENT</b> —My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.	SIGNATURE	DATE

**PRIVACY ACT STATEMENT**—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

# MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA	
1 FUNCTION (1)	n/a
2 DEPT CD/AGCY-BUR CD (4)	CM67
3 SON (4)	1926
4 MR NO (6)	B10594
5 GRADE (2)	14
6 IP NO (6)	

B. MASTER RECORD	
1 PAY PLAN (2)	GS
2 OCC SER (4)	0801
3 OCC FUNC CD (2)	42
4 OFF TLE-PF/CD/SF (6)	CD08
5 OFF TITL (36) (32 W/ PF OR SF) (28 W/ PF AND SF)	GEN ENG
6 HO/FLD CD (1)	1
7 SUPV CD (1)	8
8 CLASS STD CD (1)	1
9 INTERDIS CD (1)	1
10 DATE CLASS (6)	12/04/18
11 EARLY RET CD (1)	1
12 INACT/ACT (1)	1
13 DT ABOL (6)	
14 DT INACT/REACT (6)	
15 AGCY USE (10)	
16 INTERDIS SERIES (40)	
17 INTERDIS-PF/CD/SF (60) (32 W/ PF OR SF) (28 W/ PF AND SF)	

C. INDIVIDUAL POSITION	
1 FLSA (1)	E
PAY TBL (6)	4
2 FIN DS (1)	0
3 POS SCHED (1)	0
3A CYBER SECURITY (9)	000
4 POS SENS (2)	1
5 COMP LVL (4)	0001
6 WK TITL CD (4)	General Engineer
7 WK TITL (36)	
8 ORG STR CD (18)	67
9 VAC REV CD (1)	0
10 TARGET GRADE (2)	14
11 LANG REG (2)	1
12 PROJ DUTY IND (1)	1
13 DUTY STATION (9)	0010
14 BUS CD (4)	777
15 DT LST AUDIT (6)	
16 PAS IND LEO (1)	1
17 DATE-EST (6)	
18 GRADE BASIS IND (1)	1
19 DT REQUEST RECD (6)	
20 NTE DATE (6)	
21 POS ST BUD (1)	1
22 MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)	13
23 DATE EMP ASGN (6)	
24 DATE ABOL (6)	
25 INACT/ACT (1)	1
26 DATE INACT/REACT (6)	
27 ACCTG STAT (4)	
28 SER (4)	
29 AGENCY USE (8)	
30 PERSONNEL MANAGEMENT SPECIALISTS SIGNATURE	Full PPL
31 DATE	12/04/18
32 REMARKS	Reports to: 15219060
HR Connect Org Code: 6744600000	
FORM CD-816 (REV 12-2017) LF DAO 202-430	

☐ NEW

☒ I/A:

MR#: BI 6594

IP#:

## CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Position Title: General Engineer

Pay Plan, Series, Grade/Step: GS-0801-14

Organization: 1. BIS

4. Electronics & Materials Div

2. EA

5. \_\_\_\_\_

3. NSTTC

6. \_\_\_\_\_

Rating Period: \_\_\_\_\_

Covered By: ☒ Senior Executive Service ☐ Other \_\_\_\_\_

☒ General Workforce \_\_\_\_\_

### PART A—POSITION DESCRIPTION

**POSITION CERTIFICATION**—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 statute or their implementing regulations.

SUPERVISOR'S SIGNATURE

Brian Baker Dir, EMD

DATE

11/30/18

SECOND LEVEL SUPERVISOR

Eileen Albanese Dir, NSTTC

DATE

11/30/18

**CLASSIFICATION  
CERTIFICATION**

OFFICIAL TITLE: General Engineer

PP: GS

SERIES: 0801

FUNC: \_\_\_\_\_

GRADE: 14

I/A: ☒ YES ☐ NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER

Sheila Moore, HR Specialist

SIGNATURE

Sheila Moore

DATE

12/4/18

### PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL

SIGNATURE

DATE

**APPROVAL**—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY

SIGNATURE

DATE

**EMPLOYEE ACKNOWLEDGEMENT**—My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.

SIGNATURE

DATE

**PRIVACY ACT STATEMENT**—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

# MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA	
1 FUNCTION (1)	1/2
2 DEPT CD/AGCY-BUR CD (4)	CM67
3 SON (4)	1426
4 MR NO (6)	BL0594
5 GRADE (2)	14
6 IP NO (6)	

B. MASTER RECORD	
1 PAY PLAN (2)	GS
2 OCC SER (4)	0801
3 OCC FUNC CD (2)	42
4 OFF TLE-PF/CD/SF (6)	0008
5 OFF TITL (18) (32 W/ PF OR SF) (28 W/ PF AND SF)	General Engineer
6 HO/FLD CD (1)	8
7 SUPV CD (1)	8
8 CLASS STD CD (1)	BLANK-N/A
9 INTERDIS CD (1)	N
10 DATE CLASS (6)	MO 12 DAY 4 YEAR 2018
11 EARLY RET CD (1)	1
12 INACT/ACT (1)	1
13 DT ABOL (6)	
14 DT INACT/REACT (6)	
15 AGCY USE (10)	
16 INTERDIS SERIES (40)	
17 INTERDIS-PF/CD/SF (60) (32 W/ PF OR SF) (28 W/ PF AND SF)	

C. INDIVIDUAL POSITION	
1 FLSA (1)	E
2 FIN DS (1)	4
3 POS SCHED (1)	ASCH 0=EXCEPTED B=SCH BUT NOT C=SCH A,B,C
3A. CYBER SECURITY (9)	3N
4 POS SENS (2)	1=LOW RIS 2=NONCRIT/SEN 3=CRIT/SENS 4=SPECIAL SENS 5=MOD RISK 6=HIGH RISK
5. COMP LVL (4)	0001
6 WK TITL CD (4)	General Engineer
7 WK TITL (18)	
8 ORG STR CD (18)	67 44 60
9. TELEWORK	9A. YES-POSITION EUSIBLE 9B. NO-POSITION NOT ELIGIBLE
10. TARGET GRADE (2)	14
11 LANG REG (2)	11
12 PROJ DUTY IND (1)	11
13 DUTY STATION (9)	0010 001
14 BUS CD (4)	7777
15 DT LST AUDIT (6)	
16 PAS INDL EO (1)	16
17 DATE-EST (6)	
18. GRADE BASIS IND (1)	1
19 DT REQUEST RECD (6)	
20 NTE DATE (6)	
21 POS ST BUD (1)	Y
22 MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)	13
23 DATE EMP ASGN (6)	
24 DATE ABOL (6)	
25. INACT/ACT (1)	1=INACTIVE A=ACTIVE
26. DATE INACT/REACT (6)	
27 ACCTG STAT (4)	
28 INTASGN SER (4)	
29 AGENCY USE (6)	
30 PERSONNEL MANAGEMENT SPECIALISTS SIGNATURE	Mark D. Howe
31 DATE	12/4/18
32. REMARKS	HR Connect Org Code: 6744600001 Full FOI Reports to: 15219166

☐ NEW

☒ I/A: \_\_\_\_\_

MR#: BT0594

IP#: \_\_\_\_\_

## CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Position Title: General Engineer

Pay Plan, Series, Grade/Step: GS-0801-14

Organization: 1. BIS 4. Information Technology Div  
2. EA 5. \_\_\_\_\_  
3. NSTTC 6. \_\_\_\_\_

Rating Period: \_\_\_\_\_

Covered By: ☐ Senior Executive Service ☐ Other \_\_\_\_\_  
☒ General Workforce

### PART A—POSITION DESCRIPTION

**POSITION CERTIFICATION**—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 statute or their implementing regulations.

SUPERVISOR'S SIGNATURE [Signature]  
Aaron Amundson, Dir ITD

DATE  
11/30/18

SECOND LEVEL SUPERVISOR  
[Signature]  
Eileen Albanese Dir, NSTTC

DATE  
11/30/18

#### CLASSIFICATION CERTIFICATION

OFFICIAL TITLE: General Engineer

PP: GS

SERIES: 0801

FUNC: \_\_\_\_\_

GRADE: 14

I/A: ☒ YES ☐ NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER

Shels Murre H.R. Specialist

SIGNATURE

[Signature]

DATE

12/4/18

### PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL

SIGNATURE

DATE

**APPROVAL**—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY

SIGNATURE

DATE

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SIGNATURE

DATE

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# MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA	
1 FUNCTION (1)	n/a
2 DEPT. CD/AGCY-BUR CD (4)	CM67
3 SON (4)	1426
4 MR NO (6)	BI0594
5 GRADE (2)	14
6 IP NO (8)	

B. MASTER RECORD	
1 PAY PLAN (2)	GS
2 OCC SER (4)	0801
3 OCC FUNC CD (2)	42
4 OFF TLE-PF/CD/SF (6)	TITLE CD SFIX
5 OFF TITL (38) (32 W/ PF OR SF) (26 W/ PF AND SF)	General Engineer
6 HQ/FLD CD (1)	1
7 SUPV CD (1)	8
8 CLASS STD CD (1)	9 INTERDIS CD (1)
9 INTERDIS CD (1)	10 DATE CLASS (6)
10 DATE CLASS (6)	11 EARLY RET CD (1)
11 EARLY RET CD (1)	12 INACT/ACT (1)
12 INACT/ACT (1)	13 DT ABOL (6)
13 DT ABOL (6)	14 DT INACT/REACT (6)
14 DT INACT/REACT (6)	15 AGCY USE (10)
15 AGCY USE (10)	16 INTERDIS SERIES (40)
16 INTERDIS SERIES (40)	17 INTERDIS-PF/CD/SF (60) (32 W/ PF OR SF) (26 W/ PF AND SF)

C. INDIVIDUAL POSITION	
1 FLSA (1)	E
2 FIN DS (1)	4
3 POS SCHED (1)	A=SCH 0=EXCEPTED B=SCH BUT NOT C=SCH A=B C
4 POS SENS (2)	1-LOW RIS 2-NONCRIT/SEN 3-CRIT/SENS 4-SPECIAL SENS 5-MOD RISK 6-HIGH RISK
5 COMP LVL (4)	5
6 WK TITL CD (4)	General Engineer
7 WK TITL (38)	3N
8 ORG STR CD (18)	9 VAC REV CD (1)
9 VAC REV CD (1)	10 TARGET GRADE (2)
10 TARGET GRADE (2)	11 LANG REQ (2)
11 LANG REQ (2)	12 PROJ DUTY
12 PROJ DUTY	13 DUTY STATION (9)
13 DUTY STATION (9)	14 BUS CD (4)
14 BUS CD (4)	15 DT LST AUDIT (6)
15 DT LST AUDIT (6)	16 PAS IND/LEO (1)
16 PAS IND/LEO (1)	17 DATE-EST (6)
17 DATE-EST (6)	18 GRADE BASIS IND (1)
18 GRADE BASIS IND (1)	19 DT REQUEST RECD (6)
19 DT REQUEST RECD (6)	20 NTE DATE (6)
20 NTE DATE (6)	21 POS ST BUD (1)
21 POS ST BUD (1)	22 MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)
22 MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)	23 DATE EMP ASGN (6)
23 DATE EMP ASGN (6)	24 DATE ABOL (6)
24 DATE ABOL (6)	25 INACT/ACT (1)
25 INACT/ACT (1)	26 DATE INACT/REACT (6)
26 DATE INACT/REACT (6)	27 ACCTG STAT (4)
27 ACCTG STAT (4)	28 INTASGN SER (4)
28 INTASGN SER (4)	29 AGENCY USE (8)
29 AGENCY USE (8)	30 PERSONNEL MANAGEMENT SPECIALISTS SIGNATURE
30 PERSONNEL MANAGEMENT SPECIALISTS SIGNATURE	31 DATE
31 DATE	32 REMARKS

☐ NEW

☒ I/A:

MR#: DL0594

IP#: \_\_\_\_\_

## CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Position Title: General Engineer

Pay Plan, Series, Grade/Step: GS-0801-14

Organization: 1. BIS 4. Sensors & Aviations Div  
2. EA 5. \_\_\_\_\_  
3. NSTTC 6. \_\_\_\_\_

Rating Period: \_\_\_\_\_

Covered By: ☒ Senior Executive Service ☐ Other \_\_\_\_\_  
☒ General Workforce

### PART A—POSITION DESCRIPTION

**POSITION CERTIFICATION**—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 statute or their implementing regulations.

SUPERVISOR'S SIGNATURE <u>Dennis Krepp, Dir. SAD</u>	DATE <u>1/30/18</u>	SECOND LEVEL SUPERVISOR <u>Eileen Albanese Dir. NSTTC</u>	DATE <u>1/30/18</u>
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CLASSIFICATION CERTIFICATION	OFFICIAL TITLE: <u>General Engineer</u>				
	PP: <u>GS</u>	SERIES: <u>0801</u>	FUNC: _____	GRADE: <u>14</u>	I/A: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER <u>Shelia Moore, HR Specialist</u>	SIGNATURE <u>Shelia Moore</u>	DATE <u>12/4/17</u>
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### PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL	SIGNATURE	DATE

**APPROVAL**—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY	SIGNATURE	DATE

EMPLOYEE ACKNOWLEDGEMENT—My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.	SIGNATURE	DATE

**PRIVACY ACT STATEMENT**—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.



## MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA					
1 FUNCTION (1)	2. DEPT CD/AGCY-BUR CD (4)	3. SON (4)	4 MR NO (6)	5 GRADE (2)	6 IP NO (8)
n/a   ACDMR	CM67	1426	BI0594	14	

[illegible]

C. INDIVIDUAL POSITION																			
1 FLSA (1) E=EXEMPT N=NONEXEMPT		PAY TBL (5)		2 FIN DS (1) 4 0=NONE 3=SF-278 4=SF-450		PROC INTG (1) Y=YES N=NO		3 POS SCHED (1) A=SCH D=EXCEPTED B=SCH BUT NOT C=SCH A,B,C		3A. CYBER SECURITY (9) <i>000</i>		4 POS SENS (2) 1=LOW RIS 2=NONCRIT/SEN 3=CRIT/SENS 4=SPECIAL SENS 5=MOD RISK 6=HIGH RISK		C=ADP N=NON-ADP		4A. DRUG TS (1) Y			
6 WK TITLE CD (4)		7 WK TITLE (38) General Engineer										3N		5 COMP LVL (4) <i>0001</i>					
8. ORG STR CD (18) (1st) (2nd) (3rd) (4th) (5th) (6th) (7th) (8th) 67 44 60 0002 00 00 00 00								9. VAC REV CD (1) D=POSN ACTION NO VACANCY A=NO CHANGE				B=LOWER GRADE C=HIGHER GRADE				D=DIFFERENT TITLE AND/OR SERIES E=NEW POSN/NEW FTE		9A. TELEWORK Y YES - POSITION ELIGIBLE NO - POSITION NOT ELIGIBLE	
10 TARGET GRADE (2) 14		11 LANG REQ (2)		12. PROJ DUTY IND (1) BLANK=N/A Y=YES		13. DUTY STATION (9) ST (2) CITY (4) CNTY (3) 11 0010 001		14 BUS CD (4) 7777		15 DT LST AUDIT (6) MO DAY YEAR		16 PAS IND/LEO (1) BLANK=N/A 1=PAS A=LEO		17. DATE-EST (6) MO DAY YEAR					
18 GRADE BASIS IND (1) 1 1=REV WHEN VACANT 2=IMPACT OF PERSON 3=SUP/GSSG								4=SUP/PROGRAM 5=RREG 6=POLICY ANAL GEG				7=EQUIP DEV GUIDE		19. DT REQUEST RECD (6) MO DAY YEAR		20. NTE DATE (6) MO DAY YEAR		21 POS ST BUD (1) Y Y=PERM N=OTHER	
22 MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)																			
13		ACTIVITY 1=AUDIT (COUNTED TOWARDS MAINTENANCE REVIEW) 2=OTHER ACTIVITY				RESULTS 1=NO ACTION REQUIRED 2=MINOR PD CHANGE 3=NEW PD REQUIRED				4=TITLE CHANGE 5=SERIES CHANGE 6=POSN UPGRADE				7=POSN DOWNGRADE 8=NEW POSN 9=OTHER					
23 DATE EMP ASN (8) MO DAY YEAR			24 DATE ABOL (6) MO DAY YEAR			25 INACT/ACT (1) A=ACTIVE I=INACTIVE			26 DATE INACT/REACT (6) MO DAY YEAR			27 ACCTG STAT (4)		28 INTASGN SER (4)		29 AGENCY USE (8)			
30. PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE <i>Shirley M. [Signature]</i>												31. DATE <i>12/4/18</i>							
32 REMARKS HR Connect Org Code: 6744600002 <i>PULL PPL.</i> <i>Reports to: 15219169</i>																			



**BUREAU OF INDUSTRY AND SECURITY  
OFFICE OF THE ASSISTANT SECRETARY FOR EXPORT ADMINISTRATION  
OFFICE OF NATIONAL SECURITY AND TECHNOLOGY TRANSFER CONTROLS**

**GENERAL ENGINEER  
GS-0801-14**

**I. INTRODUCTION**

This position is located in the Bureau of Industry and Security (BIS), Office of the Assistant Secretary for Export Administration (EA), Office of National Security and Technology Transfer Controls (NSTTC). Position may be in one of the following offices: NSTTC Front Office, Electronics and Materials Division (EMD), Information Technology Division (ITD) or Sensors & Aviation's Division (SAD). (See corresponding CD-516)

The incumbent serves as a senior technical subject matter expert providing broad engineering and specialized expertise to an organization, project or team. Serves as a technical expert on the facts and issues associated in area of expertise in a wide range of commodities and technology under the jurisdiction of the Department of Commerce in one or more of the following area: materials, materials processing, electronics, telecommunications, computers, information security, avionics, marine, sensors, laser, spacecraft, and navigation.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- Serves as the Bureau's liaison with industries on export control issues related to a wide range of commodities and technologies under the jurisdiction of the Department of Commerce. Integrates U.S. industry's economic/regulatory concerns into the Bureau's development of regulations and the Export Administration Act.
- Using engineer skills, conducts studies of major categories of commodities and technical data in terms of their potential for unwanted technology transfer, and of technology transfer mechanisms of controlled commodities and technical data to identify effective control techniques and strategies.
- Using engineer skills, monitors technology transfer developments and prepares analysis and recommendations, as appropriate, to keep the export control system grounded on a sound technical foundation.
- Represents the Bureau and the Department's position at interagency meetings.
- Resolves outstanding interagency issues rarely involving senior Departmental officials.
- Reviews prior cases for license history, approvals, and denials.
- Prepares technical analysis papers for escalation to the Operating Committee (OC) and interagency and provides information and analysis of cases to interagency parties.

- Addresses complex and detailed questions from varying audiences to include peers, representatives from federal agencies or professional organizations or industries, and the general public, utilizing engineer skills and knowledge gleaned from Export Administration Regulations (EAR).
- Prepares technical analysis reports that evaluate the strategic applications of the commodities and technology in area of expertise.
- Represents the Office and/or specific division at the Operating Committee (OC).
- Provides expert technical and policy advice to inter and intra agency groups such as the Advisory Committee on Export Policy (ACEP), Interagency Policy Committee (IPC), and Wassenaar Arrangement Expert Group (WAEF) on matters pertaining to area of expertise.
- Develops and formulates, with general guidance from senior officials, regulatory policy, evaluation of proposed exports, and remediation of technical and policy disputes between interested parties.
- Develops, revises, and writes technical portions of agency guidelines that affect industries and other government agencies.
- Authors papers and develops agency position papers. Coordinates meetings of government and industry experts to solve issues and develop proposals for the control and decontrol of dual use items.
- Participates in the quarterly Technical Advisory meetings.
- May attend international meetings to support the USG position on WA regime controlled items. Prepares briefing materials for senior department officials attending IPC and ACEP meetings.
- Establishes and maintains contacts with exporters and manufacturers to provide technical advice for specific transactions and to remain informed on commodity and industry developments.
- Supports outreach activities.
- Develops, formulates and coordinates technical analysis in support of license review, commodity classifications, commodity jurisdiction recommendations, license determinations, advisory opinions, and export control policy options.
- Completes commodity classifications, licenses, license determinations, advisory opinions, escalations, and commodity jurisdictions as well as reviews the work of other licensing officers for accuracy and consistency.

### III. FACTOR LEVELS

#### **Factor 1 - Knowledge required by the Position**

**FL 1-8****1,550 points**

Mastery of advanced principles, techniques and practices of professional engineering of the various characteristics of items related to expertise in order to provide expert engineering support to a full range of activities to formulate and evaluate the generation and exchange of new theories, concepts, principles, methods, applications or practices concerned with the analysis, design, testing, or operation of complex systems.

Mastery of, and skill in, applying professional engineering practices to the various characteristics of systems sufficient to serve as an authoritative expert and consultant and extend the existing parameters of knowledge and its application and practice.

Knowledge of international commercial trade issues and national security and foreign policy programs.

Ability to effectively and independently collect, compile, and present sound and authoritative technical and policy analyses and recommendations on complex and sensitive business/industry issues.

Knowledge of the roles, responsibilities, and programs of government agencies, private sector interests, and others involved in the assignment area sufficient to guide and coordinate external contributions to programs and services and to disseminate information to concerned agencies.

Strong verbal skills and writing ability, sufficient to speak and write convincingly to audiences including outside agencies and private sector representatives with conflicting views.

#### **Factor 2 - Supervisory Controls**

**FL 2-4****450 points**

The supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the agency. The employee defines objectives; interprets policies promulgated by authorities which are senior to the immediate supervisor and determines their effect on program needs; independently plans, designs, and carries out work to be done; and serves as technical authority. The supervisor reviews work for consistency with, and potential impact on, broad agency objectives and program goals, normally accepts work as being technically authoritative; and normally accepts work without significant change.

#### **Factor 3 - Guidelines**

**FL3-5****650 points**

The employee uses guidelines such as broad policy statements, basic legislation, recent technical findings, or reports, often ambiguous in nature and requiring extensive interpretation. The employee uses judgment and ingenuity and exercises broad latitude to interpret new or revised professional standards and codes, guidelines, policy statements, or regulations.

**Factor 4 - Complexity****FL 4-6****450 points**

The work consists of major engineering or scientific initiatives characterized by exceptional breadth, requiring intensity of effort, and consisting of multiple phases. The initiative may require multidisciplinary or cross-functional teams. The employee decides on and advocates the direction and strategies for activities in an environment characterized by undefined factors and conditions. The employee must conduct extensive analyses of the nature and scope of problems to make those decisions. The employee exercises leadership, creativity, and imagination to: formulate and/or nurture policy, guidance, and activities; develop and implement novel, far-reaching, and innovative strategies, applications, and concepts; understand improvements in the extension, advancement, and achievement of significant objectives in science and technology; or overcome highly resistant or controversial issues, conditions, and problems.

**Factor 5 - Scope and Effect****FL 5-5****325 points**

Work involves isolating and defining unprecedented issues and unknown conditions; formulating and exploring new theories and phenomena; advising on new technologies, methods, approaches, and guides; or providing expertise and advice on program planning and policy-making functions covering a broad range of engineering, or scientific programs. Work results affect the efficiency, feasibility, security, integrity, and safety of a wide range of agency activities, national security and foreign policy of the US; work of other engineering, or scientific experts and high-level officials both within and outside the agency; well-being of a substantial number of people; or development of activities or achievement of desired outcomes for major aspects of the agency's missions.

**Factor 6 - Personal Contacts****FL 6-4**

Contacts are with engineers in the same and other disciplines, representatives of other governmental organizations, representatives of foreign governments and U.S. and foreign manufacturers/exporters.

**Factor 7 - Purpose of Contacts****FL 7-D 330 points**

Contacts are for the purpose of exchanging information; providing advisory services; maintaining awareness of technological and industry advances; and planning and coordinating interagency review of applications to export U.S. origin goods as well as keeping the Export Administration Regulations current from a technology perspective. The incumbent provides technical expertise on matters within the program area. Assignments also require active participation in high level conferences, negotiations, and meetings which have significant consequences in obtaining acceptance of new controls or policy issues. Exceptional tact, diplomacy, persuasion, and negotiating skills are necessary.

**Factor 8 Physical Demands****FL 8-1****5 points**

Work is normally sedentary.

**Factor 9      Work Environment****FL 9-1      20 points**

Work is usually performed in an office setting, but many include visits to industrial locations and conference.

**TOTAL:      3,765 points****GRADE:      GS-14****Position is at Full Promotion Potential****IV.    UNIQUE POSITION REQUIREMENTS**

**FLSA:** This position is exempt from coverage under the Fair Labor Standards Act.

**Travel Requirement:** This position requires domestic and international travel to advance bureau initiatives (<15%).

**Drug Testing:** Incumbent of this position is subject to random drug testing. Incumbent must pass urinalysis testing prior to appointment and periodically thereafter.

**Financial Disclosure:** Title 5 CFR, part 2634, requires the incumbent of this position to file an Initial and annual SF-450, Confidential Financial Disclosure Report and attend annual ethics Training.

**Position Sensitivity:** This position is designated **Critical sensitive**. Incumbent must successfully complete a background security investigation prior to appointment and must be able to obtain and retain a **TOP SECRET** security clearance. Incumbent of the position will also be required to complete an SF-3 12, Classified Non-disclosure Agreement.

# **FACTOR EVALUATION SYSTEM POSITION EVALUATION STATEMENT**

Title, Series and Grade:      **General Engineer (GS-0801-14)**

Organization: Department of Commerce, Bureau of Industry and Security, Office of the Assistance Secretary for Export Administration, Office of National Security and Technology Transfer Controls

Series Determination: This position is classified in the GS-0801 series using position classification flysheet Professional Work in the Engineering and Architecture Group, 0800, dated November 2008 since the primary duties involve managing, supervising, leading, and/or performing Professional engineering and scientific work involving 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. Because the position is non-supervisory the appropriate title is General Engineer.

Evaluation Factors	Points Assigned	Standard Used (Factor Level)
1. Knowledge Required	1550	FL 1-8
2. Supervisory Control	450	FL 2-4
3. Guidelines	650	FL 3-5
4. Complexity	450	FL 4-6
5. Scope and Effect	325	FL 5-5
6. Personal Contacts/ 7. Purpose of Contacts	330	FL 4d
8. Physical Demands	5	FL 8-1
9. Work Environment	5	FL 9-1
Total Points	3765	
Grade Conversion: GS-14		

Classified by:  
Sheila Moore,  
HR Specialist  
12/04/2018

## Position Designation Record

Agency BIS  
 Position Title General Engineer  
 Series and Grade/Pay GS-0801-14  
 Band  
 Position Description ~~N/A~~ BI0594  
 Number  
 Designator's Name & Title Tiffany Daniel, Security Liaison

### National Duties

Requires eligibility for access to  
 classified information

### Degree of Potential for Compromise or Damage

- Position requires eligibility for access to Top Secret or "Q" level information

### Investigation

T5

### Form Required


SF 86

### Sensitivity

Critical Sensitive

### Risk Level

High Risk

Signature: 

Date: 

Name: 





### DOCHROC Strategic Conversation Checklist

The strategic conversation is a key element in the planning process for an effective, efficient hiring process, which will result in hiring the right person for the right job in a timely manner. Once a hiring official determines there is a need to fill a position, whether it is new or existing, it is to the hiring officials benefit to contact HR to discuss the position itself, recruitment strategies, and any current or potential issues which could impact the hiring process.

Bureau/Office: BIS/EA/NSTTC

Selecting Official Name: Eileen Albanese Phone number: 202-482-0092

Position Title, Series & Grade/Band: GS-0801-13/14 General Engineer

Promotion Potential (if any): N/A

Is this a newly established position? Yes ( ) No ( X ) Vice: Various

Is this a Supervisory or Team Lead position? Supervisory ( ) Team Lead ( ) No ( X )

Pathways: Recent Grad: Yes ( ) No ( X ) Intern: Yes ( ) No ( X )

PMF: Yes ( ) No ( X ) Student Volunteer: Yes ( ) No ( X )

Type of Appointment: Permanent ( X ) Temporary ( ) Term ( ) Time-limited ( )

Work Schedule: Full-time ( X ) Part-time ( ) Intermittent ( )

#### Hiring Method:

- Competitive: Yes ( X ) No ( ) DE\_\_ MAP\_\_ Both X
- Direct Hire: Yes ( ) No ( X )
- Schedule A: Yes ( ) No ( X )
- Expert/Consultant: Yes ( ) No ( X )
- Veteran Appointment (VRA/30%): Yes ( ) No ( X )
- IPA: Yes ( ) No ( X )
- Other: \_\_\_\_\_

Number of Vacancies: Few

Location: NSTTC CM 674460000000000000 Duty Station Number: 11-0010-001

Grade(s) / Band(s) to be Advertised:\* 13/14

\*CFO/ASA organization band IV or higher (GS-13 or higher equivalent) Authorization to Hire form attached? N/A  
▪ Yes ( ) No ( )

Advertisement Period: 14 Days or Cut Off Number of Applicants: \_\_\_\_\_

#### Area of Consideration:

All Sources: ( X ) Status Only: ( ) DOC-Wide: ( ) ICTAP/VEOA: ( )

Paid Advertising: Yes ( ) No ( X ) If yes, where: \_\_\_\_\_

Recruitment Incentive Offered [New employees only]: Yes ( ) No ( X ) Up to what amount? \_\_\_\_\_

Relocation Incentive Offered [Current Feds only]: Yes ( ) No ( X ) Up to what amount? \_\_\_\_\_

Relocation (Moving/PCS) Expenses Paid: Yes ( ) No ( X )

Student Loan Repayment: Yes ( ) No ( X )

Leave credit for non-Federal service (if applicable): Yes ( ) No ( X )

Position Sensitivity Level: Critical Sensitive / Top Secret

*You must attach the worksheet from <http://www.opm.gov/investigate/resources/position/PosDesign-Step1.aspx> to support sensitivity level designations.*

Is a Security Clearance Needed: Yes ( X ) No ( )

Must attach CD-79 for Secret Clearance or higher.

Financial Disclosure required? Yes ( X ) No ( ) 450 X 278 \_\_\_\_\_

License Required? Yes ( ) No ( X )

Subject Matter Expert: Yes ( X ) No ( )

SME Name: Dennis Krepp Phone: 202.482.1309

**Recruitment Sources:**

- USAJOBS Yes ( X ) No ( )
- Newspaper/journal/websites Yes ( ) No ( X )
- Job Fair Yes ( ) No ( X )
- OPM/Bender Register for People with Disabilities Yes ( ) No ( X )
- College Job Board Yes ( ) No ( X )
- Professional Organizations Yes ( ) No ( X )
- Veterans Organizations Yes ( ) No ( X )

**HR to Complete:**

ACWA Position? Yes ( ) No ( )

LEO Position? Yes ( ) No ( )

**POSITION / JOB SUMMARY:**

The selected candidate will serve as a General Engineer.

(GS-13)

The incumbent serves as a widely recognized subject matter expert providing broad engineering and specialized expertise to an organization, project or team. Serves as the Bureau's liaison with industries on export control issues related to a wide range of commodities and technologies under the jurisdiction of the Department of Commerce in one or more of the following areas: materials, materials processing, electronics, telecommunications, computers, information security, avionics, marine, sensors, laser, spacecraft, and navigation.

(GS14)

The incumbent serves as a senior technical subject matter expert providing broad engineering and specialized expertise to an organization, project or team. Serves as a technical expert on the facts and issues associated in area of expertise in a wide range of commodities and technology under the jurisdiction of the Department of Commerce in one or more of the following area: materials, materials processing, electronics, telecommunications, computers, information security, avionics, marine, sensors, laser, spacecraft, and navigation.

**TRAVEL REQUIRED:**

- Travel will typically not exceed 15% of annual job responsibilities.

**RELOCATION AUTHORIZED:**

- No

**KEY REQUIREMENTS:**

- Applications will only be accepted from U.S. citizens.
- Applicants must be registered for Selective Service, if applicable.
- Applicants must be suitable for federal employment. Applicant must successfully complete a one-year probationary period and be deemed suitable for the position in order to remain in the position.
- Applicant must be able to successfully complete a background security investigation prior to appointment and must be able to obtain and retain a Secret level security clearance.
- Applicants must have a Degree in Engineering from an accredited University.
- Applicant may be subject to initial and periodic drug testing. Applicant must pass initial and periodic short notice drug testing.

**DUTIES STATEMENT:**

The selected candidate will work, consult and negotiate with other engineers, technical experts and policy analysts involved in export controls and be responsible for applying engineering knowledge in the analytical review and process of export licenses, commodity classification requests, license determinations, commodity jurisdiction reviews and export license applications.

Duties include, but are not limited to:

(GS-13)

- Using engineer skills, conducts studies of major categories of commodities and technical data in terms of their potential for unwanted technology transfer, and of technology transfer mechanisms of controlled commodities and technical data to identify effective control techniques and strategies.
- Using engineer skills, monitors technology transfer developments and prepares analysis and recommendations, as appropriate, to keep the export control system grounded on a sound technical foundation.
- Represent the Bureau and the Department's position at interagency meetings.
- Proposes options to senior officials which may resolve outstanding interagency issues.
- Addresses and provides guidance on the facts and issues associated with area of expertise.
- Integrates U.S. industry's economic/regulatory concerns into the Bureau's development of regulations and the Export Administration Act.
- Reviews prior cases for license history, approvals, and denials.
- Prepares technical analysis papers for escalation to the Operating Committee (OC) and interagency.
- Addresses detailed technical questions from varying audiences to include peers, representatives from federal agencies or professional organizations or industries, and the general public, utilizing knowledge gleaned from Export Administration Regulations (EAR).
- Establishes and maintains contacts with exporters and manufacturers to provide technical advice for specific transactions and to remain informed on commodity and industry developments.
- Develops, formulates and coordinates technical analysis in support of license review, commodity classifications, commodity jurisdiction recommendations, license determinations, advisory opinions, and export control policy options.
- Prepares technical analysis reports that evaluate the strategic applications of many of the commodities described on the Commerce Control List (CCL).
- May represent the Office at the Operating Committee (OC) and provides information and technical analysis of cases to interagency parties.

(GS-14)

- Serves as the Bureau's liaison with industries on export control issues related to a wide range of commodities and technologies under the jurisdiction of the Department of Commerce. Integrates U.S. industry's economic/regulatory concerns into the Bureau's development of regulations and the Export Administration Act.
- Using engineer skills, conducts studies of major categories of commodities and technical data in terms of their potential for unwanted technology transfer, and of technology transfer mechanisms of controlled commodities and technical data to identify effective control techniques and strategies.
- Using engineer skills, monitors technology transfer developments and prepares analysis and recommendations, as appropriate, to keep the export control system grounded on a sound technical foundation.
- Represents the Bureau and the Department's position at interagency meetings.
- Resolves outstanding interagency issues rarely involving senior Departmental officials.
- Reviews prior cases for license history, approvals, and denials.
- Prepares technical analysis papers for escalation to the Operating Committee

(OC) and interagency and provides information and analysis of cases to interagency parties.

- Addresses complex and detailed questions from varying audiences to include peers, representatives from federal agencies or professional organizations or industries, and the general public, utilizing engineer skills and knowledge gleaned from Export Administration Regulations (EAR).
- Prepares technical analysis reports that evaluate the strategic applications of the commodities and technology in area of expertise.
- Represents the Office and/or specific division at the Operating Committee (OC).
- Provides expert technical and policy advice to inter and intra agency groups such as the Advisory Committee on Export Policy (ACEP), Interagency Policy Committee (IPC), and Wassenaar Arrangement Expert Group (WAEG) on matters pertaining to area of expertise.
- Develops and formulates, with general guidance from senior officials, regulatory policy, evaluation of proposed exports, and remediation of technical and policy disputes between interested parties.
- Develops, revises, and writes technical portions of agency guidelines that affect industries and other government agencies.
- Authors papers and develops agency position papers. Coordinates meetings of government and industry experts to solve issues and develop proposals for the control and decontrol of dual use items.
- Participates in the quarterly Technical Advisory meetings.
- May attend international meetings to support the USG position on WA regime controlled items. Prepares briefing materials for senior department officials attending IPC and ACEP meetings.
- Establishes and maintains contacts with exporters and manufacturers to provide technical advice for specific transactions and to remain informed on commodity and industry developments.
- Supports outreach activities.
- Develops, formulates and coordinates technical analysis in support of license review, commodity classifications, commodity jurisdiction recommendations, license determinations, advisory opinions, and export control policy options.
- Completes commodity classifications, licenses, license determinations, advisory opinions, escalations, and commodity jurisdictions as well as reviews the work of other licensing officers for accuracy and consistency.

#### **SPECIALIZED EXPERIENCE:**

Specialized experience is that which equipped you with the particular knowledge, skills, and abilities to perform successfully the duties of the position and should include most of the work activities such as, but not limited to:

##### **GS 13**

Specialized experience is defined as having experience in the engineering principles, techniques and practices applicable to the area of expertise to provide engineering support for product and systems assessments and analysis.

##### **GS 14**

Specialized experience is defined as experience conducting technical reviews and evaluations in area of expertise including experience collecting, analyzing, managing, and documenting data, results and findings, and disseminating results.

**SELECTIVE PLACEMENT FACTOR**

N/A

**MARKETING STATEMENT-PROGRAM SPECIFIC**

The Office of National Security and Technology Transfer Controls (NSTTC) is looking for bright, energetic, and results-oriented individuals to join our fast-paced organization. NSTTC is a team of professionals who provide quality support services to Department of Commerce employees, enabling them to focus on their core missions.

**Drug Testing:** Incumbent of this position is subject to random drug testing. Incumbent must pass urinalysis testing prior to appointment and periodically thereafter.

**Financial Disclosure:** Title 5 CFR, part 2634, requires the incumbent of this position to file an Initial and annual SF-450, Confidential Financial Disclosure Report and attend annual ethics Training.

**Position Sensitivity:** This position is designated **Critical sensitive**. Incumbent must successfully complete a background security investigation prior to appointment and must be able to obtain and retain a **TOP SECRET** security clearance. Incumbent of the position will also be required to complete an SF-3 12, Classified Non-disclosure Agreement.

**Positions Descriptions Used:**

Grade: <u>13</u>	MR: <u>BI0593</u>	IP: _____	FPL: _____
Grade: <u>14</u>	MR: <u>BI0594</u>	IP: _____	FPL: _____
Grade: _____	MR: _____	IP: _____	FPL: _____
Grade: _____	MR: _____	IP: _____	FPL: _____

Signing this agreement ensures that the HR Specialists has discussed all applicable options above; has advised on the job analysis, crediting plan, and JOA; and will provide the selecting official with the 80-day timeline that projects the cert issue date and provide a reminder a at the 10 day mark.

HR Specialist \_\_\_\_\_

Signing this agreement ensures that the manager has provided all required documents; drafted a job analysis that reflects the paramount competencies of the position; that he/she will be available when the cert is issued to conduct interviews and return that cert within 19-days.

Hiring Manager Eileen Albanese  
**Hiring Manager's Name here**



Job Analysis Form

Position Title: General Engineer  
Series, Grade: GS13/14

Agency HR Specialist:

Subject Matter Experts: Dennis Krepp 482-1309 (Lead)

<p><b>Specialized Experience:</b></p> <p>GS 13 Specialized experience is defined as having experience in the engineering principles, techniques and practices applicable to the area of expertise to provide engineering support for product and systems assessments and analysis.</p> <p>GS 14 Specialized experience is defined as experience conducting technical reviews and evaluations in area of expertise including experience collecting, analyzing, managing, and documenting data, results and findings, and disseminating results.</p>	<p><b>Selective Placement Factor:</b> N/A</p>
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Job Activity	Knowledge, Skills, Abilities (KSA)	Weight (Totals 100%)	Monster Library Question # or new question	Assessment Questions (related to KSAs)	Possible Points	Question Type (Y/N, T/F, MC, MC/MA)
All Grades Analyze and evaluate both the shared framework and divergent conflicts between regulatory controls and industry	Knowledge of and skill to review and evaluate technology products such as knowledge conducting technical research including collecting,	20		<p>1. Which statement best describes your experience independently preparing and presenting solid, authoritative technical and policy analyses and recommendations on complex and sensitive business and/or industry issues?</p> <p>A. I have explained and/or interpreted regulatory requirements to entities whose activities are subject to</p>	<p>A. 20 B. 15 C. 10 D. 0 Total = 20</p>	MC

<p>objectives. Prepare option papers/decision memoranda/analytical reports regarding technical classification issues for the Division Director's signature.</p> <p>Represent the Division's policy and program positions and share technical electronic information in interagency licensing body meetings and deliberations. Attend meetings and briefings regarding export control and export management compliance issues.</p> <p>Utilize engineering expertise and export control knowledge to analyze controversial issues and marshal relevant facts in order to convey the Division's position.</p> <p>Conduct technical reviews of new emerging technologies and products. Utilize export control policies, regulations, directives to ensure that the classifications associated with new technologies, software, and commodities comply with U.S. export laws and regulations.</p>	<p>analyzing, managing, and documenting data, results and findings; disseminating results and transferring knowledge learned to others; and, keeping abreast of new technology issues and products.</p> <p>Skill to collect and compile relevant technical data and facts and interpret technical engineering writing.</p> <p>Skill to communicate. Knowledge of how to present and communicate technical information including multi-faceted technical issues in a manner that can be understood by both technical and non-technical audiences.</p> <p>Skill to operate within a diverse environment of engineers, export control licensing officers, export compliance specialists, enforcement personnel, and technical peers within the Bureau and at other U.S. government licensing agencies.</p>					
			<p>laws and regulations. I have independently prepared reports or papers that have been widely distributed within an organization and/or to external audiences.</p> <p>B. I have analyzed information, documents, and/or reports for organizations engaged in regulated activities to assess their compliance for quality control.</p> <p>C. I have consulted with other program experts to obtain recommendations on a regulatory issue with varying recommendations.</p> <p>D. None of the above.</p> <p>Please identify the position on your resume, in which you have performed the task(s).</p>			

	Skill to write technical policy papers and decision memoranda. Skill to organize technical material in a clear and persuasive manner.					
All Grades	<p>Skill in using discernment and judgment in prioritizing work to successfully manage competing assignments and requests with short, time-critical and rigid deadlines.</p> <p>Knowledge of how to present and communicate technical information including multi-faceted technical issues in a manner that can be understood by both technical and non-technical audiences.</p> <p>Communications skills enabling effective exchange of information amongst both technical and non-technical audiences</p> <p>Knowledge of electrical technologies including computer systems, electrical architectures, network systems, cloud systems and/or military systems;</p>	20		<p>5. Select the area(s) that reflect your experience as a technical authority in planning and coordinating engineering programs or projects which require innovation and originality?</p> <p>(Select all that apply)</p> <p>A. Electronic Engineering Processes</p> <p>B. Computer Engineering Processes</p> <p>C. Electric Engineering Processes</p> <p>D. Cryptography, Network Topologies, Firewalls, and Client-Server Systems</p> <p>E. Wireless and Fiber Optic Broadband Analysis</p> <p>F. Secure E-Commerce Deliberation Analysis</p> <p>G. Cloud System Applications</p> <p>H. Export Control Analysis</p> <p>I. Technology and Equipment for Microwave and Cellular Data Analysis</p> <p>J. Military Systems Applications</p> <p>K. None of the above</p> <p>Please identify the position on your resume, in which you have performed the task(s).</p>	<p>A. 2</p> <p>B. 2</p> <p>C. 2</p> <p>D. 2</p> <p>E. 2</p> <p>F. 2</p> <p>G. 2</p> <p>H. 2</p> <p>I. 2</p> <p>J. 2</p> <p>K. 0</p> <p>Total = 20</p>	MA/MC

	Government interagency. Consult with other engineers and technical experts on regulatory policy and program matters where the expert knowledge of an electrical engineer is required.	telecommunications, including central office hubs, routers, and switches; technology and equipment for microwave, cellular, wireless and fiber optic broadband communications; and, information security systems, including cryptography, network topologies, firewalls and client-server systems, cyber security, critical infrastructure protection, and/or secure e-commerce.					
	Conduct technical reviews of new emerging technologies and products. Utilize export control policies, regulations, and directives to ensure that the classifications associated with new technologies, software, and commodities comply with U.S. export laws and regulations.	Knowledge of the relationship between electrical engineering and other branches of engineering to include, but not limited to, electronic, computer, and general engineering in order to provide a comprehensive range of engineering support for systems assessment and analysis.					
All Grades	Skill to serve as a technical authority within the Division and Bureau on regulatory and	20					
Serve as a subject							

<p>matter expert who collaborates and deliberates with other Division and Bureau engineers and program specialists on cross functional regulatory and program export licensing and commodity classification issues.</p> <p>Serve as a subject matter expert who collaborates and deliberates with other Division and Bureau engineers and program specialists on cross functional regulatory and program export licensing and commodity classification issues.</p> <p>Assist non-technical Bureau colleagues in the review of their technical export license and commodity classification reviews.</p> <p>Conduct technical reviews of new emerging technologies and products. Utilize export control policies, regulations, and directives to ensure that the classifications associated with new technologies, software, and commodities comply with U.S. export laws and</p>	<p>program export licensing and commodity classification issues.</p> <p>Skill in engineering discipline sufficient to provide engineering guidance to non-technical colleagues.</p> <p>Skill to present and communicate technical information including multi-faceted technical issues in a manner that can be understood by both technical and non-technical audiences.</p> <p>Skill in diplomacy; being able to operate efficiently and effectively within a diverse working environment of engineers, export control licensing officers, export compliance specialists, enforcement personnel, and technical peers within the Bureau and at other U.S. government licensing agencies.</p>	<p>briefings of engineering analysis? (Select all that apply)</p> <p>A. I have developed methods of scientific inquiry and analysis to solve complex engineering or technical problems related to functions of encryption, computing and/or communications.</p> <p>B. I have developed test plans to evaluate technologies, processes, and policies.</p> <p>C. I have analyzed engineering program data to evaluate system effectiveness and suitability.</p> <p>D. I have developed evaluation criteria for test methodologies.</p> <p>E. My experience is less than above.</p> <p>Please identify the position on your resume, in which you have performed the task(s).</p>	<p>D. 5 E. 0 Total = 20</p>
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regulations.						
All Grades	Skill to operate within a diverse environment of engineers, export control licensing officers, export compliance specialists, enforcement personnel, and technical peers within the Bureau and at other U.S. government licensing agencies.	20		4. Which statement best describes your experience interacting with internal and external stakeholders?  A. I have experience independently conducting meetings, speaking at seminars/conferences and providing one-on-one direct technical guidance to private sector organizations and the general public.  B. I have experience supporting senior staff members and management with various outreach activities with private sector organizations and the general public.  C. I have experience researching and compiling materials for outreach activities with private sector organizations and the general public.  D. My experience is less than above.  Please identify the position on your resume, in which you have performed the task(s).	A. 20 B. 15 C. 10 D. 0  Total = 20	MC
Participate in a variety of public fora including company sponsored meetings, outreach activities, seminars and conferences.						
Provide regulatory and compliance related information and guidance to the export community encompassing private sector companies, other agencies, advocacy groups, and the general public as applicable to computer areas of technical subject matter knowledge and responsibility.	Knowledge of how to present and communicate technical information including multi-faceted technical issues in a manner that can be understood by both technical and non-technical audiences.  Skill in the principles and application of customer service.  Knowledge sufficient to serve as a recognized technical authority and skill in engineering discipline sufficient to provide engineering guidance to non-technical colleagues.					

GS 13 Grade Only	20	<p>Knowledge of engineering principles, techniques and practices applicable to the design, evaluation, and analysis of the characteristics, capabilities and functions of hardware software and systems in order to provide engineering expertise support to export control work.</p> <p>Knowledge of the relationship between various disciplines of engineering in order to provide a comprehensive range of engineering support for systems assessment and analysis.</p> <p>Skill to apply laws, regulations and internal policies as part of the technical review and analysis of a technology product or system.</p> <p>Knowledge of electrical, electronics, and/or computer technologies including electrical systems, electrical architectures, network systems, cloud systems and/or military systems; telecommunications, including central office hubs, routers, and switches; technology and equipment for microwave, cellular,</p>	<p>5. Which statement(s) describe your work experience in the application of engineering principles relating to Electrical, Computer, and/or Electronics Engineering?</p> <p>(Select all that apply)</p> <p>A. I have conducted technical engineering reviews to verify accuracy.</p> <p>B. I have conducted a technical review of the performance parameters of a product.</p> <p>C. I have researched and analyzed proposed transactions to identify and assess associated risks.</p> <p>D. I have applied program regulations in conducting a technical assessment.</p> <p>E. I have worked and consulted with other technical authorities that have differing missions and program objectives to resolve cross-program issues.</p> <p>F. I have participated in negotiations regarding divergent technical views.</p> <p>G. I have experience processing and tracking my assigned work items within an automated system.</p> <p>H. I have conducted work that required meeting regulatory deadlines.</p> <p>I. My experience is less than above.</p> <p>Please identify the position on your resume, in which you have performed the task(s).</p>	<p>A. 4</p> <p>B. 4</p> <p>C. 3</p> <p>D. 3</p> <p>E. 2</p> <p>F. 2</p> <p>G. 1</p> <p>H. 1</p> <p>I. 0</p> <p>Total = 20</p>	MA/MC
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	wireless and fiber optic broadband communications; and, information security systems, including cryptography, network topologies, firewalls and client-server systems, cyber security, critical infrastructure protection, and/or secure e-commerce.					
GS 14 Grade Only  The incumbent applies expert engineering knowledge to the reviewing and processing of commodity classification requests,	Skill in reviewing and evaluating technology products.  Knowledge conducting technical research to include collecting, analyzing, managing, and documenting data, results	20		5. Which statement best describes your experience performing electrical, computer, and/or electronic engineering analytical, regulatory oversight, or similar work requiring understanding of, and addressing, business or industry objectives?  A. I have experience conducting technical reviews on my own regarding the performance parameters and assessing the potential government regulatory requirements of new emerging encryption, computing, and/or communications systems	A. 20 B. 15 C. 10 D. 5  Total = 20	MC

license determinations, commodity jurisdiction reviews and export license applications.	and findings; disseminating results and transferring knowledge learned to others;	technology products.	
Conduct technical reviews of new emerging technologies and products. Utilize export control policies, regulations, and directives to ensure that the classifications associated with new technologies, software, and commodities comply with U.S. export laws and regulations.	Skill in research and, keep abreast of new technology issues and products.  Skill in conducting assessments and analyses where existing reviews and conclusions are not applicable.	B. I have evaluated technical proposals or similar executive documents for the purpose of addressing industry business objectives pertaining to engineering.  C. I have contributed to the technical review of new emerging encryption, computing, and/or communications systems technology products.  D. I have completed a broad range of engineering tasks directly related to my area of expertise requiring little to no review of my work from a senior engineer.  E. None of the above.	
Apply expert technical engineering knowledge in performing complex analytical program and regulatory export control work.	Knowledge of laws and regulations as they relate to technology items and systems.	Please identify the position on your resume, in which you have performed the task(s).	
Consult with other engineers and technical experts on regulatory policy and program matters where the expert knowledge of an electrical engineer is required.	Skill to apply laws, regulations and internal policies as part of the technical review and analysis of a technology product or system.  Skill in applying both broad policy principles and specific regulatory language in technical analytical assessments.		
Analyze and evaluate both the shared framework and divergent conflicts between regulatory controls and industry objectives.	Skill to communicate. Knowledge of how to present and communicate technical information including multi-faceted technical issues in a manner that can be understood by both		



Lead Subject Matter Expert's signature:

\_\_\_\_\_ Date: \_\_\_\_\_  
Dennis Krepp, SME for NSTTC

Sources used - check those that apply: \_\_\_\_\_ PD, \_\_\_\_\_ SME \_\_\_\_\_ OPM, \_\_\_\_\_ Question Library

