

NEW  
 I/A: \_\_\_\_\_  
MR#: BI0679  
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. <u>BIS</u>   | 4. <u>Munitions Control Division (MCD)</u> |
| 2. <u>EA</u>    | 5. _____                                   |
| 3. <u>OSIES</u> | 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 <i>Thomas DeFee</i> Thomas DeFee, Acting Director MCD	DATE <u>2/15/2020</u>	SECOND LEVEL SUPERVISOR <i>Matthew Borman</i> Matthew Borman, EA/DAS	DATE <u>02/15/20</u>
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<b>CLASSIFICATION CERTIFICATION</b>	OFFICIAL TITLE: <u>General Engineer</u>				
	PP: <u>GS</u>	SERIES: <u>0801</u>	FUNC: _____	GRADE: <u>14</u>	I/A: <input 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>Sheila Moore, HR Specialist</u>	SIGNATURE _____	DATE _____
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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 <u>n/a</u>	SIGNATURE <u>n/a</u>	DATE _____
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**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 <u>n/a</u>	SIGNATURE <u>n/a</u>	DATE _____
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EMPLOYEE ACKNOWLEDGEMENT—My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.	SIGNATURE <u>n/a</u>	DATE _____
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**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   A/C/D/I/R	2. DEPT. CD/AGCY-BUR CD (4) CM67	3. SON (4) 1426	4. MR NO (6) BI0679	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) PFIK TITLE CD SFIK 0012		5. OFF TITLE (38) (32 W/ PF OR SF) (26 W/ PF AND SF) General Engineer		
6. HQ/FLD CD (1) 1   1=HQ 2=FLD		7. SUPV CD (1) 8   1=SUPV SGE 2=SUPV GSSG 3=MGR SGE 4=SUPV CSRA 5=MGT CSRA 6=LDR LGE 8=ALL OTHERS			8. CLASS STD CD (1) X=NEW STD BLANK=N/A		9. INTERDIS CD (1) N   N=NO Y=INTERDIS		10. DATE CLASS (6) MO DAY YEAR 04 17 2020	
11. EARLY RET CD (1) 1=PRIMARY 2=SECONDARY 3=FOREIGN SVC BLANK=N/A			12. INACT/ACT (1) A   A=ACTIVE I=INACTIVE		13. DT ABOL (6) MO DAY YEAR			14. DT INACT/REACT (6) MO DAY YEAR		15. AGCY USE (10)
16. INTERDIS SERIES (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS-PF/CD/SF (50) (32 W/ PF OR SF) (26 W/ PF AND SF) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6)										

C. INDIVIDUAL POSITION															
1. FLSA (1) E   E=EXEMPT N=NONEXEMPT		PAY TBL (6)		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 0=EXCEPTED B=SCH BUT NOT C=SCH A,B,C		3A. CYBER SECURITY (9) 000		4. POS SENS (2) 4N   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)										5. COMP LVL (4) 0001		
8. ORG STR CD (18) (1st) (2nd) (3rd) (4th) (5th) (6th) (7th) (8th) 67 44 20 0000 00 00 00 00								9. VAC REV CD (1) 0=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=REV WHEN VACANT 2=IMPACT OF PERSON 3=SUP/GSSG 4=SUP/PROGRAM 5=RGE 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=PERM N=OTHER					
22. MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)															
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 ASGN (6) 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										31. DATE					
32. REMARKS Position is at full FPL. Reports to: 660114782 (Thomas DeFee)															

BI0679

**BUREAU OF INDUSTRY AND SECURITY  
OFFICE OF THE ASSISTANT SECRETARY FOR EXPORT ADMINISTRATION  
OFFICE OF STRATEGIC INDUSTRIES AND ECONOMIC SECURITY  
MUNITIONS CONTROL DIVISION  
GENERAL ENGINEER  
GS-0801-14**

**I. INTRODUCTION**

This position is located in the Bureau of Industry and Security (BIS), the Office of the Assistant Secretary for Export Administration (EA), Office of Strategic Industries and Economic Security (SIES), Munitions Control Division (MCD).

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 the area of expertise in a wide range of commodities and technologies that include military or munitions items under the jurisdiction of the Department of Commerce. The incumbent's subject matter expertise will include one or more of the following categories: military electronics, unmanned and/or manned military aircraft and related systems, military gas turbine engines and related systems, military ground vehicles and related systems, naval surface vessels or submarines and related systems, space launch vehicles/guided/ballistic missiles, rockets, torpedoes, bombs or mines, military explosives and energetic materials, and military training systems.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

Serves as the Bureau's liaison with industries on export control issues specific to military items that have transferred from the US Munitions List to the Commerce Control List 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 Control Reform Act of 2018.

Using engineer skills, conducts studies of major categories of commodities and technical data in terms of their potential for unwanted technology transfer, and 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 Department 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).

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Prepares technical analysis reports that evaluate the strategic applications of the commodities described 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 the inter and intra agency groups such as the Advisory Committee on Export Policy (ACEP), Policy Coordination Committee (PCC), and Missile Technology Export Control Group 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 Committee meetings.

May attend international meetings along with other US Government representatives to support and advance USG national security and foreign policy objectives. Prepares briefing materials for senior department officials attending PCC 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 1550 pts

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

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to a full range of activities to evaluate the generation and exchange of new theories, concepts, principles, methods, applications or practices concerned with the analysis, design, testing, or operation of 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 applications 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 pts

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 being technically authoritative; and normally accepts work without significant change.

Factor 3 - Guidelines FL 3-5 650 pts

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 judgement 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 pts

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 decided on and advocates the directions 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

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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 pts

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 pts

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 pts

Work is normally sedentary.

Factor 9 - Work Environment FL 9-1 5 pts

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

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**TOTAL: 3765 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 **special sensitive**. Incumbent must successfully complete a background security investigation prior to appointment and must be able to obtain and retain a **TOP SECRET/SCI** security clearance. Incumbent of the position will also be required to complete an SF-312, Classified Non-disclosure Agreement.

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GENERAL ENGINEER  
GS-0801-14**

**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 Assistant Secretary for Export Administration, Office of Strategic Industries and Economic Security (BIS/EA/OSIES)

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 involving managing, supervising, leading, and/or performing Professional multidisciplinary engineering and scientific work involving equipment, systems and related phenomena in aeronautical, electrical, mechanical, and materials engineering science domains. 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 6-4; 7-D
8. Physical Demands	5	FL 8-1
9. Work Environment	5	FL 9-1
Total Points	3765	
Grade Conversion: GS-14		



# Position Designation Record

Agency DEPT OF COMMERCE-BUREAU OF INDUSTRY AND SECURITY  
 Position Title General Engineer  
 Position Description  
 Series and Grade/Pay Band GS -14  
 Position Description Number BI 0679  
 Designator's Name & Title Thomas DeFee Acting Director, Munitions Control Division

*TDD* 2/13/2020

## Final Position Designation and Investigation

Sensitivity Level	Risk Level	Investigation	Form
Special-Sensitive	High Risk	Tier 5	SF 86

## Summary

### National Security

National Duties	Degree of Potential for Compromise or Damage
Requires eligibility for access to classified information	Inestimable Damage Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs) (SAP)
Unclassified information (e.g. private, controlled unclassified, or proprietary information) significant to national security	Exceptionally Grave Damage <ul style="list-style-type: none"> <li>Unlimited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause exceptionally grave damage to national security</li> </ul>

### Suitability

No Public Trust duties selected