



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRAINING SQUADRON TWENTY-SEVEN (VT-27)
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VT-27INST 12000.1

14 FEB 2012

TRAINING SQUADRON TWENTY-SEVEN INSTRUCTION 12000.1

Subj: CIVILIAN MANAGEMENT, EMPLOYEE JOB DESCRIPTIONS,
TIMEKEEPING, HOURS OF WORK, PAY, AND LEAVE

Ref: (a) DOD Financial Management Regulation, Volume 8
(b) CNATRAINST/NRSINST 12000.1
(c) CNATRAINST 5310.1M
(d) COMTRAWINGFOURNOTE 12792.1A
(e) COMTRAWINGFOURINST 12451.1A
(f) COMTRAWINGFOURNOTE 5800

Encl: (1) General Schedule employee Chain of Command
(2) Job Description for the General Schedule Employee's
(3) General Schedule Employee Administrative Process Flow
(4) Leave Request (OPM Form 71)
(5) Court Leave Duty (Jury Duty)

1. Purpose. This instruction establishes the procedures and responsibilities for civilian management, job assignments, reporting time, attendance, and absence of the General Schedule (GS) civilian personnel employed at Training Squadron TWENTY-SEVEN (VT-27).

2. Objective. Civilian employees augment military manpower by providing mission critical administrative support services throughout VT-27. The command is staffed with assigned GS positions supporting all aspects of the squadron's daily operations. In the accomplishment of the squadron's mission, all personnel, military and civilian alike, are all operationally integrated into the same chain of command. We are "One Team, One Fight". All operational tasking, guidance and reporting procedures will flow through this integrated chain of command. Unfortunately, due to the dissimilar nature of the military and civilian personnel administration systems, civilian performance appraisal's, leave requests, and other administrative tasking specifically related to GS employees cannot be processed via the same operational chain of command. A separate administrative process flow must be established to ensure that the administrative requirements are completed in accordance with governing regulations.

3. Policy. It is VT-27's policy to maintain an efficient and effective workplace where every employee can do their very best work. In order to do this all hands must understand how GS employees fit into the command structure and support the squadron's mission. Supervisors of GS employees must have a basic understanding of the rules and regulations governing GS employment and compensation. All command employees and applicants for employment are entitled to equal opportunity (EEO) in all matters of employment regardless of race,

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gender or sex, color, creed or religion, national origin, age, and physical or mental "challenge", disability, or handicap. Equal Employment Opportunity (EEO) has been thoroughly incorporated into our daily work functions and is a required part of this commands supervisory or managerial personnel duties and responsibilities. This instruction is intended to supplement published Navy guidance concerning GS employment and compensation.

4. Responsibilities.

(a) Commanding Officer (CO):

(1) Designated as the Approving Official ensuring GS employee accountability for accurate record keeping.

(2) Designated the final authority with regards to the job assignments of assigned squadron GS personnel.

(3) Designated as the Senior Rating Official for all squadron assigned GS-5 and above employees.

(4) Ensures good order and discipline of the command.

(b) Executive Officer (XO):

(1) Designated as the Official Time Keeper and Rating Official for the squadron assigned GS-5 and above employees.

(2) Designated as the Senior Rating Official for all squadron assigned GS-4 employees.

(3) Assist the Commanding Officer as an Approving Official.

(4) Final authority granting leave and/or time off to the GS employees assigned.

(c) Department Head (DH):

(1) Properly train, assign and supervise GS employees assigned to their department in approved tasks as delineated in the employee's Position Description.

(2) Conduct and track periodic informal work evaluations of assigned GS employees' individual work performance, specifically outstanding performance and areas needing improvement. Department Heads shall keep the GS employee's Rating Official informed of any performance issues requiring counseling.

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(3) Provide input to the Rating Official for the formal semi-annual and annual performance evaluation of the GS employees in their department.

(4) Advise the Rating Official of any issues affecting GS employees.

(d) Support Services Supervisor:

(1) Assigned as the Official Time Keeper and Rating Official for all squadron assigned GS-4 employees.

(2) Supervise and provide oversight of the Office Automation (OA) Technicians assigned.

(3) Assign OA Technicians based on priorities and needs of the designated Department Head, command mission, and the skills and capabilities of the individual employee.

(4) Works with the assigned Department Head to manage OA Technicians.

(5) Responsible for the formal evaluation, counseling and appraisal, promotion, reassignment and training of all OA Technicians.

(6) Work closely with the Commander, Training Air Wing FOUR (CTW-4) Management Services Officer (MSO) and CTW-4 Administrative Officer (AO) to ensure Office Automation Technician Position Descriptions are maintained accurately per reference (c).

(7) Coordinate directly with the CTW-4 MSO and AO on the hiring of GS employees, ensuring manpower requirements are met and maintain overall mission readiness.

(8) Conduct all duties as described in the National Security Personnel System Position Description.

(e) GS employees shall:

(1) Accomplish duties essential to the completion of the daily task and the overall success of the assigned mission.

(2) Advise the Chain of Command on any person or professional issues that will impact the command.

(3) Accomplish tasks as described in National Security Personnel System Position Description.

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(f) Military members shall:

(1) Ensure all members of the command are treated with the respect and dignity they deserve. Preserve order and discipline for all members of the Command.

(2) Inform the Chain of Command of any personnel issues that will impact the command or any of its members, either civilian or military.

4. Operational Procedures. As an integral part of the operational chain of command, GS employees are responsible to the chain of command as described in enclosure (1). Enclosure (2) provides a brief job description for each assigned GS employee in accordance with their National Security Personnel System Position Description and should provide a quick reference for the member's daily job tasking in support of the squadron's mission. All GS employees are responsible to their Department Head as assigned in enclosure (1) for the tasks described in enclosure (2).

5. Administrative Procedures. Due to the nature of the GS employee system, all administrative management related work for the assigned GS employees such as (but not limited to) attendance, pay issues, counseling, leave, awards, and appraisals must follow the Administrative process flow depicted in enclosure (3).

(a) Progress Reviews and Performance Plan Appraisals. GS employee's shall provide Progress Review and Performance Plan Appraisal inputs to the Rating Official no later than 30 days prior to the evaluation due date. GS employees are required to be given an appraisal after the first 30 days on board, a progress review at the middle of the year, and then a final review at the end of the fiscal year. The Rating Official will solicit inputs from the assigned Department Head, incorporate the inputs into a smoothed performance appraisal form, and submit the form to the Senior Rating Official no later than 15 days prior to the due date. Rating Officials and Senior Rating Officials are assigned as follows:

Position Title	GS Grade	Rating Official	Senior Rating Official
Office Automation Clerk	GS-4	Support Services Supervisor	Executive Officer
Schedules Technician	GS-5	Executive Officer	Commanding Officer
Squadron Secretary	GS-5	Executive Officer	Commanding Officer
Supply Technician	GS-5	Executive Officer	Commanding Officer
Support Services Supervisor	GS-7	Executive Officer	Commanding Officer
Schedules Officer	GS-9	Executive Officer	Commanding Officer

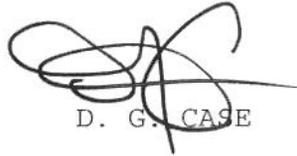
(b) Counseling. The assigned Department Head must coordinate with the Rating Official to conduct informal work evaluations and counseling sessions to properly define expectations or discuss past work performance. All formal counseling must be completed in the presence of or by the Rating Official or Senior Rating Official. All formal counseling shall be documented in writing. Should a military member other than the assigned Department Head, Rating Official or Senior Rating Official take issue with a GS employee's performance, they should report the discrepancy to the employee's Department Head or Rating Official. Under no circumstances should the military member take it upon himself to counsel the GS employee directly.

(c) Leave and Absence Requests. All assigned GS employees will request leave by completing the Office of Personnel Management OPM Form 71 enclosure (3). GS employees requesting Jury Duty will submit enclosure (4), a Court Leave Duty form and ensure the courthouse completes the documentation of date and time accordingly. The employee's will route their leave and absence requests. For visibility and planning purposes, the Department Head will initial the document recommending approval or disapproval as appropriate. Should there be a recommendation for disapproval, the Department Head shall immediately contact the employees Rating Official, so that a proposal of alternate dates can be discussed with the member. The Department Head will indicate his recommendation by placing their initials and an X to the immediate left of the approved or disapproved box in section 8a Official Action on the Leave or Approved Absence OPM Form 71 enclosure (3). The actual approved/disapproved box is reserved for the Executive Officer's final disposition.

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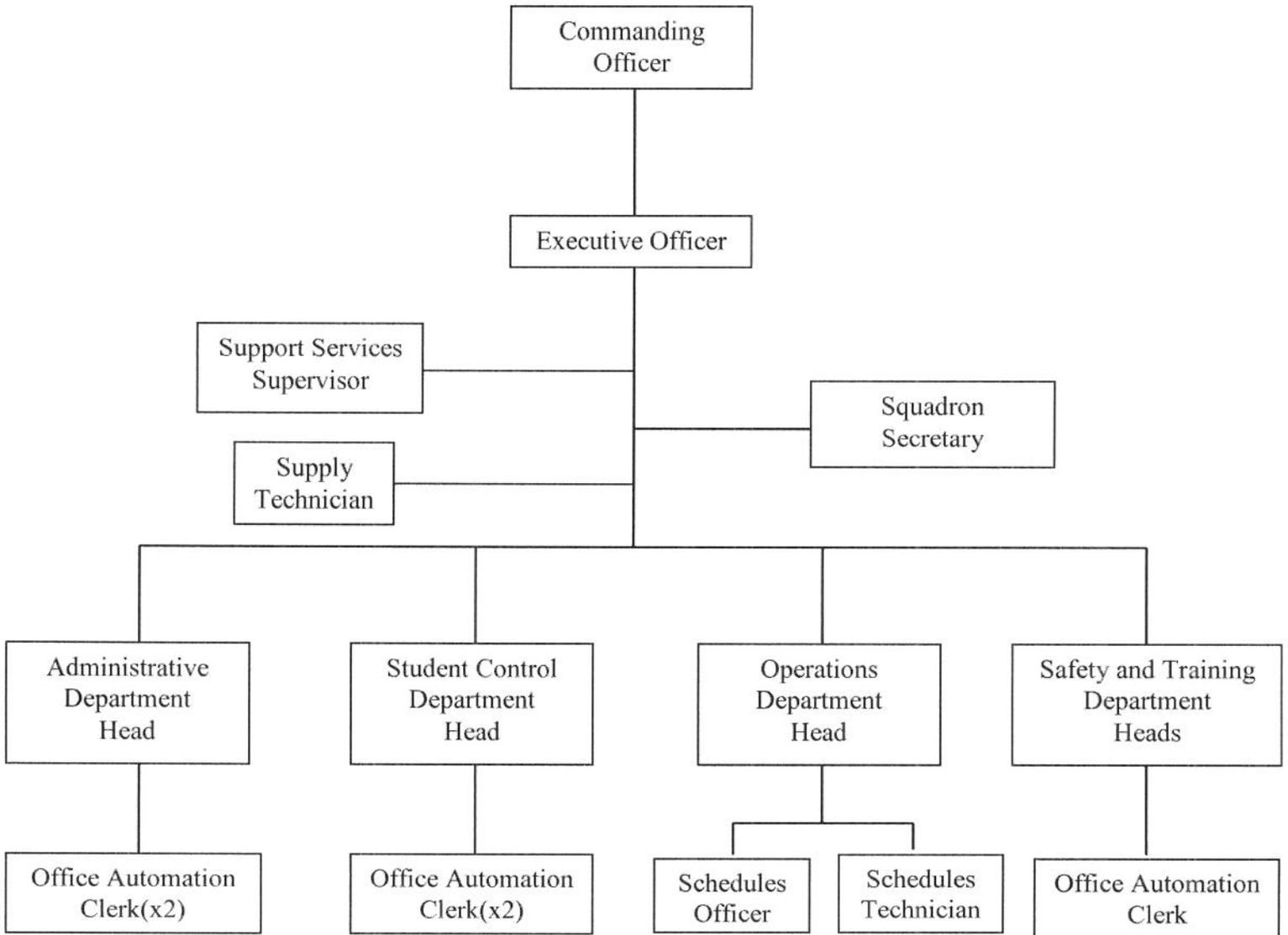
(d) Awards. In accordance with reference (d), Department Heads or Supervisors as appropriate, are responsible for nominating deserving GS employees for the Civilian of the Quarter. Civilian of the Quarter nominations are due to the Squadron Admin by COB the last business day of the quarter.

(e) Grievance/Conflict Resolution. All grievances or conflicts within the command should be handled at the lowest level if possible. If unable to resolve issues at this level using the appropriate chain of command, the Alternate Dispute Resolution procedures described in reference (d) will be followed.



D. G. CASE

Government Service Employee Chain of Command



14 FEB 2012General Schedule (GS) Employee Job Descriptions

The squadron specific job descriptions below are generalized for easy reference. A more detailed description of duties to be performed can be found in the National Personnel System Position Descriptions.

a. Schedules Officer (GS-301-09), is responsible for the daily flight schedule preparation, execution and distribution, as well as ensuring aircraft, simulator and ground-based training events are scheduled in an effective and efficient manner in accordance with Naval Air Training Command (NATRACOM)/Training Air Wing FOUR instructions. The principle contact on all matters related to the development of the squadron daily flight schedule; coordinates all scheduling and execution requirements as tasked by the scheduling authority. Manages and oversees all aspects of the flight schedule which entails as applicable, the scheduling of: aircraft, flight instructors and student aviators for flight, simulator, ground training, detachments and all associated training requirements or events utilizing the Training Integration Management System (TIMS). Produces and maintains statistical analysis of flight schedule execution, including personnel and aircraft utilization. Utilizes TIMS to monitor the student training and Instructor Pilot qualifications based on current data and current day flight schedule. Prepare and update operational and other training related reports using the information data from TIMS.

b. Support Services Supervisor (GS-342-07), is responsible for the day to day work direction and review, continuity of control and related guidance for a variety of Command Support Services, programs and administrative management support activities. Responsible for direct supervision and oversight for the Office Automation (OA) Technicians assigned. Assigns work to subordinates based on priorities and the needs of designated Department Heads where work is performed, based on difficulty of assignments and the capability of employees; provides technical oversight; develops performance plans, evaluates work performance of subordinates and/or recommended ratings of record through rating officials; interviews candidates for subordinate positions; recommend hiring, promotion, or reassignments; takes disciplinary measures, such as warnings and reprimands; identifies developmental and training needs of employees; provides and/or arranges for needed development and training. Assigned as the Command Security Manager; responsible for administering, supervising, and coordinating the Command's security program to include processing of both military and civilian security clearances in accordance with Department of the Navy Personnel Security Program requirements.

Enclosure (2)

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c. Schedules Technician (GS-0303-05), is responsible for the coordination of all flight and ground training scheduling and/or execution to accomplish the daily flight training mission, in an effective and efficient manner in accordance with Naval Air Training Command (NATRACOM)/Training Air Wing FOUR (TRAWING FOUR) Instructions. Coordinate all scheduling requirements as tasked by the scheduling authority in the development and/or execution of the daily flight schedule to include local operations, detachments, airspace, range and route coordination. Update and maintain all tracking boards. Maintain instructor, instructor under training and student scheduling boards to include, snivels, crew rest periods, and instructor qualifications data. Process and/or execute the daily schedule in the TIMS and post/distribute as directed. Utilizing the TIMS data, assist the Schedules Officer in the creation/updating of operational summaries and other flight related reports and schedule reconciliation requirements. Supply statistical data to the Schedules Officer as required. Screen and review the "snivel" log, and input as required the student/instructor current flight status and availability.

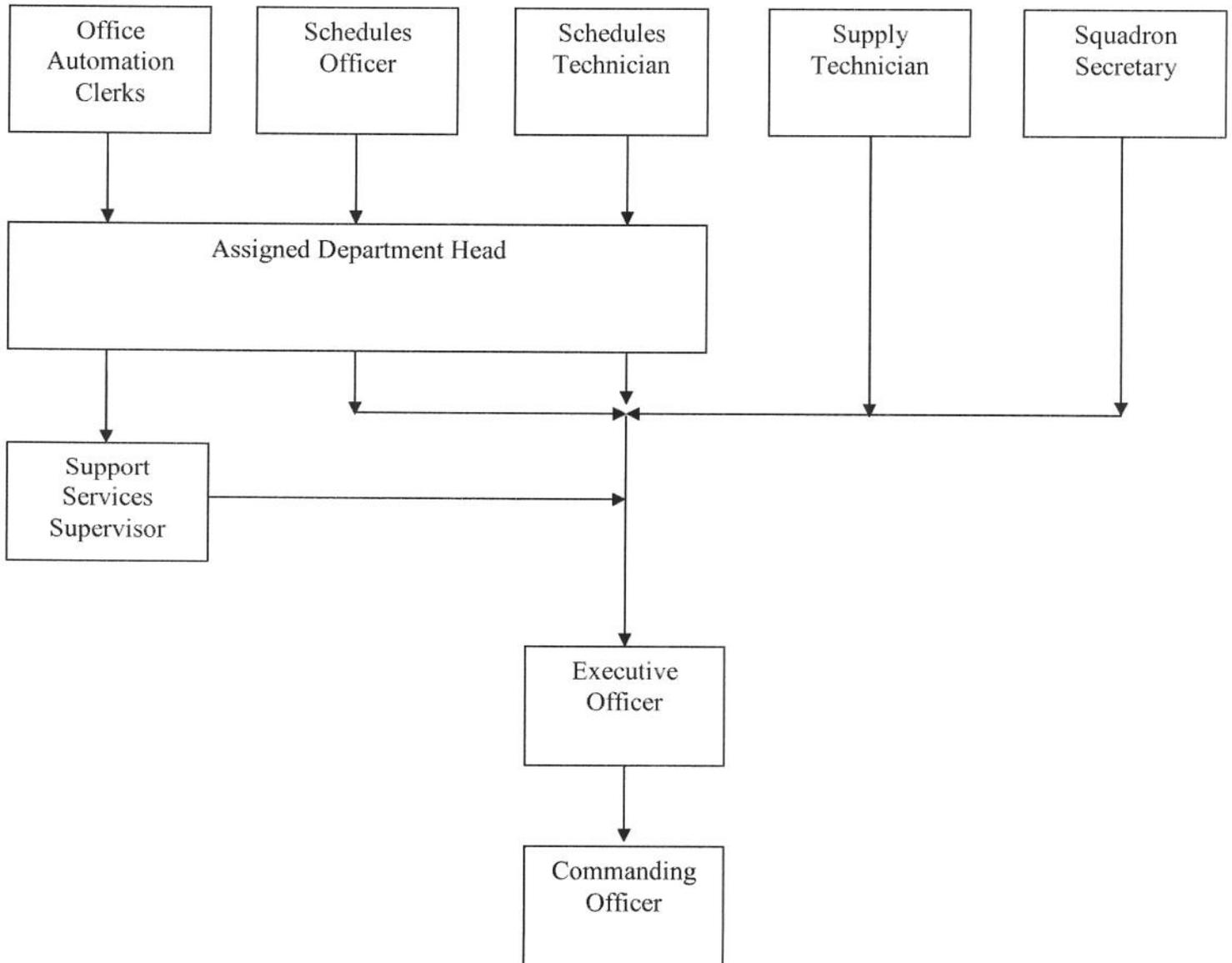
d. Squadron Secretary (GS-0318-05), is responsible for tracking the Commanding Officer (CO) and Executive Officer (XO) schedule. Maintain CO and XO Calendars; scheduling appointments, meetings and conferences. Maintain Squadron Calendar and Social Roster. Maintain log of all incoming correspondence; reviewing and editing for proper format. Responsible for the Squadron Fitness Reports, ensuring accurate completion and timely submission in accordance with all governing directives. Responsible for typing, creating, and preparing a variety of documents requiring familiarity with a variety of office forms and reports. Ensure all outgoing correspondence is signed and distributed in a timely manner. Responsible for screening calls, taking messages, and/or referring individuals to appropriate department or agency. Observe protocol.

e. Supply Technician (GS-2005-05), is responsible for performing technical supply support work necessary to ensure the effective operation of ongoing supply activities. Coordinating material acquisitions for the squadron, to include all flight gear for both Student Military Aviators (SMA) and Instructor Pilots (IP) assigned. As the Command Government Purchase Card holder, he/she is directly responsible for maintaining, reconciling, and auditing all invoices and payments to ensure full government compliance is met. Responsible for monitoring, tracking and submitting all trouble calls and work requests to Public Works pertaining to building issues/problems.

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f. Office Automation Technician (GS-0326-04), is responsible for the daily job tasking within the respective assigned department and by their subordinate supervisor. Duties to include, but are not limited to, word processing, correspondence preparation, directives management, publications management, Naval messaging services, aviation administrative services and a variety of clerical functions in support of the organization's mission and functions.

General Schedule Employee Administrative Process Flow



COURT LEAVE DUTY							
FROM (HEAD OF ACTIVITY)					DATE		
TO (EMPLOYEE REPORTING FOR COURT DUTY)				TITLE		GRADE	
INSTRUCTIONS:							
1. Documentation required per Ref. (b) of CNATRA/NRSINST 12000.1							
2. Form must be completed and returned to your immediate supervisor at the end of your Court Duty. Supervisor will forward to CSR for recordkeeping in Central Files.							
3. You are reminded that Court Leave is chargeable only for (a) time actually spent in Court and (b) time required for traveling to and from court.							
4. If you do not report in for duty and/or return for duty, you will be charged Annual Leave for the period not actually spent in court.							
EMPLOYEE: COMPLETE COLUMNS 1 AND 2				NAME OF COURT			
COURT OFFICER: PLEASE COMPLETE COLUMNS 3 AND 4							
DATE	TIME ARRIVED IN COURT	TIME EXCUSED BY COURT OR COURT ADJOURNED	COURT OFFICER'S INITIAL	DATE	TIME ARRIVED IN COURT	TIME EXCUSED BY COURT OR COURT ADJOURNED	COURT OFFICER'S INITIAL
1	2	3	4	1	2	3	4

CNATRA/NRSINST 12000.1 (REV. 07/2009)

COURT LEAVE DUTY							
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1	2	3	4	1	2	3	4

CNATRA/NRSINST 12000.1 (REV. 07/2009)