

AIR FORCE CORE PERSONNEL DOCUMENT (CPD)

ORGANIZATION:	USSTRATCOM/J012	CPD NUMBER:	23328
SUPV LEVEL CODE:	8	COMP LEVEL CODE:	UU4A
TARGET GRADE:	12	FLSA:	Exempt
DRUG TEST:	Yes	CAREER FIELD ID:	7
SENSITIVITY:	Critical Sensitive	CENTRALLY MANAGED TYPE:	N/A
EMERGENCY ESS:	No	BUS:	8888
KEY POSITION:	No	POSITION HIST:	New
MISSION ESSENTIAL:	No		

CLASSIFICATION: Archivist, GS-1420-12
DUTY TITLE: Senior Archivist

ORG & FUNC CODE: HAY - Historical

CLASSIFICATION CERTIFICATION: CPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

CLASSIFIER'S SIGNATURE

DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR'S SIGNATURE

DATE

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: to serve as the senior archivist, performing professional archival duties, including analysis of records for historical value to accession into, and to conserve and preserve for, the operational archive and reference collection. This includes the development of a collection plan, digitization, development of metadata, and building an archival finding guide. Provides professional archival and technical guidance to USSTRATCOM components. Assists in responding to high-level historical research requests from the commander, staff members, other agencies, and other key governmental personnel. Assists the Command Historian in the development of plans and policies for, and management and direction of, USSTRATCOM's operational archive and reference collection.

The organizational location of this position is: United States Strategic Command, Office of the Command Historian, Offutt AFB.

ORGANIZATIONAL GOALS OR OBJECTIVES: The History Office produces the official record of the command's mission accomplishment through the collection, synthesis and analysis of classified and unclassified documents and interviews, through coordination with Service components, sub-unified or combined commands and subordinate joint task forces; protects and maintains the command's official historical archive through the collection and preservation of historically relevant documentation; and provides historical support to the Commander and staff through researching and responding to requests for information, studies, information/point papers, etc., so the Commander can apply historical perspective to current and future decisions.

DUTY 1:**40%** Critical

Performs professional archivist duties establishing policies and procedures for the organization and management of the USSTRATCOM Operational Archive and Reference Collection. As senior archivist, leads the management of the operational archive, to ensure the collecting, accessioning, and archiving of historically significant material related to USSTRATCOM, its components, and its predecessor organizations meets command and professional standards. Maintains a comprehensive and detailed knowledge of the arrangement and content of the History Office operational archive and reference collection adequate to ensure effective operations. Maintains a working knowledge of the holdings and practices of other domestic and foreign institutions which maintain similar archival materials. Develops and implements sound cataloguing procedures to enhance research effectiveness, including digitally scanning and organizing the command's extensive hard copy holdings into a single electronic historical archive on unclassified and classified networks. This includes, but is not limited to, the development of an electronic migration plan to ensure items remain accessible as technology advances; researching historical records, archival reference works, and a variety of other materials to determine call numbers and necessary finding aid data; selecting appropriate methods and organizational schema by analyzing, appraising, and arranging materials based on type and provenance; and ensuring finding aid data entries are complete, accurate, and logical. Must be knowledgeable on all appropriate executive orders and DoD/subordinate service information protection, marking and dissemination regulations, instructions, and policies. Provides archival guidance and recommendations to USSTRATCOM components as needed. Reviews existing procedures, evaluates their effectiveness and makes recommendations to the Command Historian leading to the formulation and implementation of improved policies.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 2:**25%** Critical

Provides advanced professional archival research and reference services. As the senior archivist, provides research and reference services and responds to requests for historical information requiring complex research in multiple sources. Supplies expert recommendations regarding the best methods to accomplish research needs, while following priorities of the History Office. Uses the archival finding aids and comparable research tools to locate references and specific documents. Oversees and coordinates circulation of materials in the operational archive and reference collection to meet researcher's requirements. Monitors related shipments, returns and loan programs for materials in the archive, including any security requirements. Coordinates with other agencies, including the National Archives, Presidential Libraries, DoD and Service libraries and archives, in ascertaining the whereabouts of research materials not included in the USSTRATCOM operational archive and reference collection. When

responding to requests, the incumbent does so either independently, or as a member of a research team designated by the Command Historian. Incumbent produces oral and written replies to these complex requests, and, when responding to requests from private citizens/groups, must have working knowledge of security requirements and the Freedom of Information Act.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 3:

25% **Critical**

Disseminates and protects historical information through sound archival management. Maintains the command archive containing classified and unclassified material. Effective archive maintenance requires proficiency in marking, reviewing, downgrading, and declassifying material according to guidance prescribed in pertinent executive orders and corresponding information protection policies and procedures. It also requires performing archival conservation and preservation work to ensure the long-term preservation of materials in the archive. Disseminates historical information using a variety of media including displays, oral presentations, electronic and paper publications, etc. Ensures appropriate security measures have been taken for the reproduction, dissemination, and/or destruction of classified materials. Reports all damaged or missing material in accordance with History Office and relevant information protection directives.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 4:

10% **Critical**

Carries out special assignments. At the direction of the Command or Deputy Command Historian, plans, researches and writes historical narrative for inclusion in the USSTRATCOM annual history, special studies, information papers, etc. Conducts oral history interviews in conjunction with the Deputy Command Historian. Researches regulatory and policy issues related to archival management, develops briefing slides and oral reports for higher graded specialists, and attends and/or participates in USSTRATCOM-related courses, conferences, briefings, and meetings to increase knowledge of functional processes, procedures, and current issues. Represents USSTRATCOM by attendance at historical or archival conferences or other job related meetings. Briefs the Command Historian on information obtained in meetings or conferences, particularly in regard to advances in the profession. Engages in professional pursuits such as writing or critiquing scholarly articles or researching new technological innovations.

KSA: 1, 2, 3, 4, 5, 6, 7

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Knowledge of professional archival management and preservation theory, principles, and practices, preferably with an advanced degree in Archival Management or Library Science.
2. Knowledge of methods, procedures and techniques used to assist researchers and staff members in locating and retrieving documents, microfilm, audio tapes, and other archival materials.
3. A thorough knowledge of digitization processes and standards, including the development and maintenance of metadata requirements.
4. Knowledge of guidelines and instructions dealing with the protection of classified information, the release of sensitive information, and the Freedom of Information Act.
5. A knowledge of a broad range of historical fields, with emphasis on one or more of the following: modern military history, post-World War II defense policy, space policy and operations, post-World War II foreign policy, kinetic and nonkinetic strategic weapons and warfare, arms control and disarmament, or nuclear weapons policy is highly desirable.

6. Ability to communicate effectively orally and in writing.
 7. Ability to work with a wide variety of military, professional, and senior personnel with sensitivity and tact.
-

CLASSIFICATION CRITERIA:**Factor 1, Knowledge Required by the Position**

--Professional knowledge of archival principles, concepts, methodology, techniques and a familiarity with National Archive and Records Administration (NARA) standards and publications.

--Knowledge and general understanding of resources offered by Joint Staff, Combatant Command, Service, and other related history archives and available methods of access to these archives.

--Ability to communicate effectively, both orally and in writing, and to use techniques required to conduct oral history interviews.

--Ability to collect, organize, and catalog large amounts of diversely formatted data drawn from a wide variety of sources and critically evaluate documents to determine worthiness for inclusion in the archive.

--Ability to build or amend a comprehensive finding aid to support archival research.

--Ability to research online archives, update archive-related webpages and upload archival materials to websites.

Factor 2, Supervisory Controls

The Command Historian assigns work specific projects, and sets priorities and deadlines. The incumbent independently develops the scope of the project, subject to the Command Historian's review. The incumbent independently plans and completes all assignments, following established History Office policies. The incumbent obtains supervisory approval before making major deviations from established approaches. The incumbent keeps the Command Historian informed of progress in completing projects. Work is reviewed to ensure accuracy, thoroughness of research, overall quality and timeliness objectives are met. Incumbent must also work closely with fellow employees within the command.

Factor 3, Guidelines

Guidelines include thesaurus, dictionary, and cataloging rules and formats, authorities list, literature in the specialized subject area, national and/or international information standards, and agency policies and instructions. While these guidelines are generally applicable, the diversity and uniqueness of actions requires the incumbent to exercise a substantial degree of individual judgment in determining the proper approach to accomplishing the duties required in the job. Guidelines also include NARA's established procedures. Incumbent exercises reasonable judgment in applying guidelines and may suggest alternatives to supervisor, particularly in regard to new technologies and procedures. Incumbent works independently on assigned projects or closely with other archivists to accomplish objectives within set deadlines.

Factor 4, Complexity

The work requires interpretation of a variety of subjects related to USSTRATCOM programs and policies, including headquarters activities and related operational missions. Incumbent must use sound professional judgement to plan, evaluate, and recommend solutions related to the well-established aspects of data collection, preservation and conservation, synthesis and narrative creation. Assigned duties include a variety of professional archival functions for prominent holdings of documents, photographs, films and other historical archival materials. Incumbent must also conduct research, analysis, collection, and compilation of data to answer requests for information or produce written studies. Incumbent reviews submissions and determines information which is appropriate for use; determines when validation is required and method to use; resolves discrepancies; and synthesizes controversial or sensitive

information into an appropriate file. Decisions require the interpretation of a large volume of data, planning the method of review, and applying appropriate techniques of study.

Factor 5, Scope and Effect

Incumbent provides professional oversight and management of the command's official archive, whether digital or hard copy; and conducts and oversees the assessment, arrangement, description, digitization, archiving, and retrieval of information. Must provide, maintain, and train subordinates/users on the use of a fully functional and accessible digital archive of the command's permanent historical holdings. Must maintain knowledge of outside sources of information, including the Joint Staff and USSTRATCOM component archives. The archive may be used by military entities to facilitate resolution of operational problems and requirements and to prevent duplication of errors by providing pertinent examples of past solutions and decisions for current and future reference; the information is also used by non-government entities to make appropriate decisions and to facilitate DOD's efforts to keep the public informed. The work contributes to the command history office's ability to serve as the command's corporate memory.

Factor 6, Personal Contacts

Contacts are primarily with subject-matter representatives and program officials in the headquarters and, as required, with fellow archivists, professionals (military and civilian) in a variety of specialties, academia and community officials.

Factor 7, Purpose of Contacts

The purpose is to secure additional documentary evidence; keep abreast of organization and mission activities; coordinate completed assignments and determine suitable subjects for archival inclusion; provide archived information to various contacts; conduct history interviews; and verify or provide factual information to customers.

Factor 8, Physical Demands

The work is primarily sedentary with some walking and standing in conjunction with travel and attendance at meetings and conferences away from the work site. May be required to lift items such as papers, files, books, or small computer components up to 40 pounds. Incumbent must be physically capable of working long hours for extended periods of time for special requirements.

Factor 9, Work Environment

Employee must spend much of each day working with historical documents. Employee must work in the archives, handling old documents, which may contain dust and mold and may aggravate respiratory conditions such as allergies or asthma. Otherwise, work is performed in a normal office setting where basic safety precautions are required.

Other significant facts pertaining to this position are:

1. Must be able to obtain and maintain a Top Secret security clearance.
2. Required to walk two flights of stairs carrying boxes of documents weighing up to 15 pounds.
3. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.
4. This position has been designated by the Air Force as a Testing Designated Position (TDP) under the Air Force Civilian Drug Demand Reduction Program. Employee must pass initial and periodic short notice drug testing. Illegal drug use by employees in sensitive positions presents a clear threat to the mission of the Air Force, national security, and public safety.

CLASSIFICATION SUMMARY:

Classification criteria for the GS-1420 series is (a) nature of assignment and (b) the degree of responsibility of the position

A. Nature of Assignments

GS-11 assignments may involve continuing responsibility for the performance of a variety of archival activities for a moderately large number of record groups which are related by administrative connection or by subject matter such as the record groups of the land units of the department of Interior, or they may be confined to one or two archival functions such as records appraisal or reference service. In the latter case the limitations imposed by lack of functional breadth are compensated for by more intensive subject matter knowledge. The work of the position exceeds the GS-11 level.

Assignments at the GS-12 level are considered complex by virtue of the extensive research that must be accomplished to analyze, appraise, arrange and manage historical documents, and provide reference and research service with respect to large bodies of permanently valuable records preserved as documentary evidence of major Federal activities pertinent to a general subject-matter area. Such work requires (1) a comprehensive knowledge of the methods, techniques, concepts, and principles of locating information, (2) a thorough knowledge of the classification, arrangement, and substance of archival records bearing on the subject, and (3) a good understanding of the general subject-matter field and alternate or additional sources germane to it. The work of the position fully meets the GS-12 level for Nature of Assignment.

GS-13 level assignments embrace broad and varied subject matters and involve a substantial number of considerations. In addition to problems of the kind described at the GS-12 level, GS-13 assignments present major planning problems. Assignments of the scope and complexity described at this level frequently are stated only in terms of broad topics or areas to be covered. Within this framework, GS-13 archivists employ a highly specialized knowledge of the subject-matter or organizational areas to be covered and a thorough understanding of the purposes to be served in defining the perimeters of the study and in making determinations regarding those aspects of the assignment to be given particular emphasis. Typically, assignments of the type described above require the archivist to employ an exceptionally high degree of imagination and ingenuity in the location of obscure but potentially vital documentary evidence. The work of the position does not fully meet the GS-13 level for Nature of Assignment.

B. Level of Responsibility

Within the limitations imposed by the scope and objectives of the assignment which are clearly defined by the supervisor or reestablished by specific directives, GS-11 archivists are responsible for developing working plans and blocking out the assignment. They determine approaches and techniques to be employed and make such modifications to approaches and techniques as may be required in the course of the work. The work of the position exceeds the GS-11 level for Level of Responsibility.

Work assignments usually are expressed in terms of the subject areas to be covered or the objectives to be served by the work. Within this framework and such limiting factors as time and cost, GS-12 archivists are responsible for developing and modifying work plans as necessary to meet the objectives of the assignment. Their completed work is subject to review for completeness, soundness of judgment, adequacy of presentation, and similar matters, and they are held accountable for their work. In addition to personal work contacts of the type described at preceding levels GS-12 archivists are required to establish and maintain continuing working relationships with (1) scholars, historians and other research workers, (2) administrative and operating personnel in their own and other Federal agencies and (3) representatives of other public or private agencies or organizations including libraries, archives and professional societies. These contacts are for the purposes of (1) obtaining and disseminating information, (2) initiating or conducting special studies, (3) providing technical assistance in interpreting or applying archival concepts, principles, methods, procedures and techniques, or (4) to negotiate for the transfer or disposal of records. The work of the position fully meets the GS-12 level for Level of Responsibility.

Work assignments typically are expressed in terms of the objectives to be served by the study. GS-13 archivists are responsible for determining the perimeters of their studies and for developing and carrying out all phases of the working plan. In the case of studies conducted on a team basis they are responsible for the direction of the team efforts and the integration of supporting studies into a cohesive and meaningful whole. As at lower levels, archivists at this level are held accountable for the professional adequacy of their work. The work of the position does not fully meet the GS-13 level for Level of Responsibility.

FACTOR LEVELS AND POINTS:

GS-12 Point Range:

Total Points:

Grade: GS-12

FINAL DETERMINATION: After final review, the position is appropriately classified as a GS-1420-xx, Archivist.

CLASSIFICATION STANDARD(S) USED: TS-57 June 1965, Position Classification Standard for Archivist Series,
GS-1420

FINAL CLASSIFICATION: Archivist, GS-1420-12