

**POSITION DESCRIPTION** (Please Read Instructions on Back)

1 Agency Position No  
**AEV 2766**

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)	3 Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	4 Employing Office Location <b>Washington, DC</b>	5 Duty Station <b>Washington, DC</b>	6 OPM Certification No
7 Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel <input checked="" type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10 Position Status <input checked="" type="checkbox"/> Excepted <input type="checkbox"/> Competitive Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen ) <input type="checkbox"/> SES (CR)		11 Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	12 Sensitivity <input type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 2-noncritical sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive	13 Competitive Level Code

14 Agency Use  
**BUS:**

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a U S Office of Personnel Management						
b Department Agency or Establishment	<b>Manager, Unmanned Aircraft Systems Program Office</b>	<b>EV</b>	<b>0340</b>	<b>02</b>	<i>SM</i>	<b>2/16/12</b>
c Second Level Review						
d First Level Review						
e Recommended by Supervisor or Initiating Office						

16 Organizational Title of Position (if different from official title) <b>Manager, Unmanned Aircraft Systems Program Office</b>	17 Name of Employee (if vacant, specify)
18 Department, Agency or Establishment <b>Department of Transportation</b>	c Third Subdivision+ <b>Director, Flight Standards Service</b>
a First Subdivision <b>Federal Aviation Administration</b>	d Fourth Subdivision <b>Unmanned Aircraft Systems Program Office, AFS-80</b>
b Second Subdivision <b>Associate Administrator for Aviation Safety</b>	e Fifth Subdivision

19 Employee Review—This is an accurate description of the major duties and responsibilities of my position	Signature of Employee (optional)
20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government function 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
a Typed Name and Title of Immediate Supervisor <b>John McGraw, Deputy Director, Flight Standards Service, AFS-2P</b>	b Typed Name and Title of Higher Level Supervisor of Manager (optional) <b>Margaret Gilligan, Associate Administrator for Aviation Safety, AVS-1</b>
Signature <i>John McGraw</i> Date <b>1/31/14</b>	Signature <i>Margaret Gilligan</i> Date <b>1/31/12</b>

21 Classification/Job Grading Certification I certify that this position has been classified /graded as required by Title 5 U S Code in conformance with standards published by the U S Office of Personnel Management or if no published standards apply directly consistently with the most Applicable published standards	22 Position Classification Standards Used in Classifying/Grading Position
Typed Name and Title of Official Taking Action <b>Shiree Womack, HR Specialist, Executive Resources Staff</b>	<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U S Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U S Office of Personnel Management
Signature <i>Shiree Womack</i> Date <b>2/16/12</b>	

23 Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a Employee (optional)										
b Supervisor										
c Classifier										

24 Remarks **FAA Executive Drug Test Designation Position**

25 Description of Major Duties and Responsibilities (See Attached)

**MANAGER, UNMANNED AIRCRAFT SYSTEMS PROGRAM OFFICE, AFS-80**  
**EV-340-02**

**I. POSITION SUMMARY**

Incumbent serves as Manager, Unmanned Aircraft Systems (UAS) Program Office with the Flight Standards Service, as the principal element in the Federal Aviation Administration responsible for integration of UAS into the National Airspace System (NAS). Incumbent has full responsibility and authority to initiate and implement required programs, adjust them to meet regional requirements and otherwise speak or act for the agency or the Director, Flight Standards Service on any matter involving the functions assigned to the UAS Program Office.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- Plans, directs, and evaluates UAS integration efforts to include development and implementation of regulations, policies, and procedures for UAS. Provides input for UAS into strategic and operational plans for FAA and NextGen. Develops aviation safety rules, regulations, standards, programs, policies and procedures as they relate to UAS operations and integration into the NAS and for national and international application. Oversees the development of policy and guidance for components of new UAS, including ground station, avionics, aircraft, and pilot training and procedures.
- Develops and implements a strategic plan to incorporate dynamic aviation safety issues.
- Establishes and maintains broad contacts and liaison with the public, the U.S. aviation industry and federal, state, and local government organizations (including Congress and the National Transportation Safety Board), labor unions, news media, and foreign civil aviation technical and regulatory authorities. Represents the FAA on the Senior Steering Group of the UAS Executive Committee (ExCom) focusing on coordination and alignment of efforts among key federal government agencies (including the Department of Defense (DoD), the Department of Homeland Security (DHS), and the National Aeronautics and Space Administration (NASA) to ultimately achieve routine safe federal public UAS operations in the NAS. Serves as a central point of contact for the international aviation community on UAS issues.
- Works in a matrix organization and coordinates UAS policy issues with Air Traffic, Aircraft Certification, Flight Standards, and other FAA offices as appropriate.
- Participates in NextGen and other agency forums to keep abreast of the most current knowledge for air traffic procedures, flight operations, aircraft instrumentation, and operating conditions in the NAS.
- Applies cost efficiency concepts to overall responsibilities and preparation of the budget for the UAS Program Office. Identifies and accomplishes cost savings and operational efficiencies in accomplishing the goals of the UAS Program Office.

Incorporates Equal Employment Opportunity (EEO) concepts to overall leadership responsibilities. Actively and substantively supports the FAA's commitment to an inclusive work environment where employees are valued. Assures that employees are treated fairly and equitably without regard to race, color, religion, national origin, sex, age, disability, marital or parental status, sexual preference, or political or employee organization affiliation.

Responsible for the creation and maintenance of an atmosphere which promotes positive human relations and open communication between employees and their managers. Establishes means by which employees can effectively contribute to the accomplishment of FAA objectives. Assures that employees can effectively contribute to the accomplishment of FAA objectives. Assures employees are given a real and continuing opportunity to influence their work environment and participate in discussions related to the methods of work accomplishment.

Responsible for efficient management and safeguarding of resources and assures internal controls meet agency standards.

### **III. SUPERVISION RECEIVED**

Incumbent reports to the Deputy Director, Flight Standards Policy Oversight, AFS-2P, from whom he/she receives general policy direction and to whom he/she is accountable for the effective and efficient conduct of the UAS Program.