

**IBC GS-0086 Personnel Security Assistant Cluster
Final**

Approved by the Competency Review Board 06/20/2016

Competency	Definition	Proficiency Level	Remarks
Analytical Thinking	Able to breakdown raw information and undefined problems into specific, workable components that, in turn, clearly identify the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches that are relevant to the decision making process.	<u>GS-01-04</u> <u>GS-05-06</u> <u>GS-07-08</u> 2 3 5	
Information Management	Identifies a need for and knows where or how to gather information, organizes and maintains information or information management systems.	<u>GS-01-04</u> <u>GS-05-06</u> <u>GS-07-08</u> 2 3 5	<u>Work Includes:</u> Using the appropriate automated systems (e.g., eQIP, JPAS, PIPS/CVS, USAccess, FPPS etc.) and/or internal personnel security databases and systems (e.g., DOI Access) for inquiries, analysis, etc.
Legal, Government, & Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.	<u>GS-01-04</u> <u>GS-05-06</u> <u>GS-07-08</u> 2 3 5	

Competency	Definition	Proficiency Level			Remarks
Technical – Personnel Security Assistance	Utilize governing guidance to timely and accurately initiate and process background investigations and/or HSPD12 credentials.	GS-01-04 2	GS-05-06 3	GS-07-08 5	

Proficiency Level Definitions:

1 = Awareness: Applies the competency in the simplest situations; requires close and extensive guidance; demonstrates awareness of concepts and processes.

2 = Basic: Applies the competency in somewhat difficult situations; requires frequent guidance; demonstrates familiarity with concepts and processes.

3 = Intermediate: Applies the competency in difficult situations; requires occasional guidance; demonstrates understanding of the concepts and processes.

4 = Advanced: Applies the competency in considerably difficult situations; generally requires little or no guidance; demonstrates broad understanding of concepts and processes.

5 = Expert: Applies the competency in exceptionally difficult situations; serves as a key resource and advises others; demonstrates comprehensive expert understanding of concepts and processes.