

POSITION DESCRIPTION

1. Agency PDCN 70208000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use ENL

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Supply Technician	GS	2005	07	ejm	02 Mar 00

16. Organizational Title (If different from official title) _____ **17. Name of Employee** (optional) _____

18. Dept/Agency/Establishment - National Guard Bureau
 a. **First Subdivision** - State Adjutant General
 b. **Second Subdivision** - State Aviation Office
c. Third Subdivision - Army Aviation Support Facility
d. Fourth Subdivision - Aircraft Maintenance
e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. _____
 Employee Signature /Date (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 functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor _____
 Signature _____ Date _____

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) _____
 Signature _____ Date _____

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action
 ED MARCHETTI
 PERSONNEL MANAGEMENT SPECIALIST
 Signature _____ Date _____
 //SIGNED// 02 Mar 00

22. Standards Used in Classifying/Grading Position
 USOPM PCS for Supply Clerical and Technician Series, GS-2005, May 92

Information For Employees. 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 OPM. Information on classification/job grading appeals is available from the personnel office.

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

24. Remarks:
 Released from NGB-HR-CA, CRA 00-1005

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in the Aviation Materiel Management Section of an Army Aviation Support Facility (AASF). Its purpose is to provide services in support of inventory control, storage and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. Manages aviation materials and resource tracking (i.e. Depot Level Repairable (DLR)/Class 9 (CLIX) funds and all other appropriate air and ground budgets), Test Measurement & Diagnostic Equipment (TMDE)/tools management, and Hazardous Material Management.

-- Responsible for all phases of DLR and CLIX repair/repairable items procurement and returns program. Forecasts, justifies, prepares, submits, and administers the annual DLR budget request. Responsible to acquire needed DLR and CLIX repair parts. Verifies availability and orders DLR parts as needed. Determines proper fund coding, prepares requisitions and forwards to source of supply. Insures part availability, receives part, stores, prepares Material Release Order (MRO), and forwards part to maintenance shops. Recovers damaged/unserviceable part, initiates turn-in procedure, prepares for shipment, packages and ships to depot, Aviation Classification Repair Army Depot (AVCRAD), or other appropriate activity. Maintains Document Control Register and ship-out log. Verifies that appropriate activity has received returned part. Reviews budget reports to insure returned funds are properly credited to DLR account. Incumbent establishes coordination and networking with other civilian and military agencies, for the purpose of acquiring required items and supplies. Those agencies include AVCRAD, Aviation Missile Command (AMCOM), Item Managers, civilian contract vendors, etc.

-- Assists/performs the Property Book operations in the area of inventory and storage management, and equipment coordination. Ensures the property book sections periodically perform a visual inventory of all items. Maintains property book accountability utilizing an automated or manual supply accounting system. Establishes hand receipt files and maintains accountability by the use of hand receipt listings. Assures that all authorized property is on hand or has been requisitioned. Coordinates the assignment and transfer of inventory. Schedules, directs and conducts periodic inspections, to insure stock items are serviceable, properly stored, accounted for and maintained.

-- Analyzes supply transactions or provides customer service for urgent critical shortage items and items requiring special handling when established procedures are not applicable. Codes and classifies requisitions, shipping orders, and other documents; extracts requests to other sources of supply or refers them to inventory control point when stock is unavailable or cannot be shipped.

-- Within funding limitations determines stock replenishment levels for centrally controlled items. Assures that supplies and monies are not wasted through excess accumulation.

-- Establishes procedures for management of calibration, testing of TMDE, and monitors tool room operations, to include accounting for, issuing and replacing tools.

-- May oversee subordinates, when organization and workload does not support a full time supervisor, that are performing material and resource tracking (i.e., DLR, CLIX, and related budgets), special TDME/tool transactions and hazardous material accountability.

-- Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position

FL 1-4

550 Points

--Knowledge of requisitions, supporting documents and reference material to perform material coordination storage management responsibility for special programs, maintenance, and production shops. Knowledge of established supply regulations, policies, procedures, and other instructions applicable to the specific assignment.

-- Knowledge of all phases of Depot Level Repairable (DLR)/Class 9 (CLIX) repair/repairable items procurement and returns program.

-- Knowledge to conduct extensive and exhaustive searches for required information to reconstruct records for complex supply transactions.

-- Knowledge and ability to perform routine aspects of supply technician work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the major areas of supply management, such as inventory management, excess property, storage management, etc.

Factor 2 – Supervisory Controls

FL 2-3

275 Points

-- Supervisor makes assignments by defining objectives, priorities, and deadlines. Supervisor is available to assist the incumbent with unusual situations. Work assignments are performed with considerable independence. Incumbent plans and carries out the successive steps and handles problems and deviations in work assignments in accordance with instructions, policies, prior training etc. Completed work is evaluated for technical soundness, appropriateness, conformity to policy, and requirements. Methods used in arriving at the end result are not normally reviewed.

Factor 3 – Guidelines

FL 3-3

275 Points

-- Incumbent exercises judgment in selecting, interpreting, modifying and adapting guidelines such as policies, and regulations to deal with specific cases or problems. The incumbent is responsible to acquire a wide variety of non-standard components and parts some of which may no longer be available through normal supply channels, thus the employee determines which of several alternatives is the most feasible.

Factor 4 – Complexity

FL 4-3

150 Points

-- Assignments cover one or more aspects of technical supply management work of unusually complicated or difficult technical duties. Difficulties arise from the need to understand aviation program with a variety of complex and technical equipment and components. Assignments involve a variety of technical supply management works that involves and requires seasoned practical knowledge of the entire supply system, programs, procedures, and/or the circumstance of each individual case. Work involves

conditions and factors that the incumbent must identify and analyze to understand interrelationships with other actions, related supply programs and alternative approaches.

Factor 5 – Scope and Effect

FL 5-3

150 Points

-- Work involves independently dealing with a wide variety of technical supply problems that are associated with complex aviation and weapons systems. Problems encountered typically require extensive research to resolve issues. Decisions have major impact on services provided, or could adversely impact the entire aviation program.

**Factor 6 – Personal Contacts and
Factor 7 – Purpose of Contacts**

FL MATRIX 3a 80 points

-- Contacts are with a variety of operating officials, representatives of commercial firms, or with representatives of other government agencies (i.e. contractors, manufacturers, and depot item managers, etc.).

-- Purpose of the contacts is to plan, coordinate, or advise on work efforts to resolve operating problems, clarify discrepancies, to resolve difficult and unusual problems.

Factor 8 – Physical Demands

FL 8-1

5 Points

-- Work is primarily sedentary, some walking, standing, bending and carrying of light items is required. No special physical demands are required.

Factor 9 – Work Environment

FL 9-1

5 Points

-- Typical work is performed indoors in an environment requiring normal safety precautions typical of an office environment. The area is adequately lighted, heated, and ventilated.

EVALUATION STATEMENT

- A. Title, Series and Grade: Supply Technician, GS-2005-07
- B. References: USOPM PCS for Supply Clerical and Technician Series, GS-2005, May 92.
- C. Background: This PD is written to address issues identified in the NGB Aviation 2000 initiative. This PD was developed in recognition of expanded Supply Technician duties and responsibilities found within an Army Aviation Support Facility (AASF). This is one of several new position descriptions that have been written to address an enlarged role for the Technical Supply Function within the AASF organization.
- D. Series, Title and Grade Determination:
1. Series: The GS-2005 series includes positions involved in performing clerical or technical supply support work that is necessary to ensure the effective operation of ongoing supply activities. It requires knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures. The work of this position matches the work required for inclusion in the GS-2005 series.
 2. Title: Supply Technician is the appropriate title for all positions assigned to this series at or above grade GS-5.
 3. Grade: See attached Factor Evaluation System (FES) Position Evaluation Statement.
- E. Conclusion: Based on the above evaluation, this position is classified as Supply Technician, GS-2005-07.

Classifier: Ed Marchetti NGB Personnel Management Specialist Date: 02 Mar 00

Factor Evaluation System

POSITION EVALUATION STATEMENT

Evaluation Factors	Level	Points	Comments
1. Knowledge Req by the Position	1-4	550	
2. Supervisory Controls	2-3	275	
3. Guidelines	3-3	275	
4. Complexity	4-3	150	
5. Scope and Effect	5-3	150	
6. Personal Contacts and 7. Purpose of Contacts	Matrix 3a	80	
8. Physical Demands	8-1	5	
9. Work Environment	9-1	5	
TOTAL POINTS ASSIGNED		1490	GRADE: GS-07

FINAL CLASSIFICATION: Supply Technician, GS-2005-07

Classifier: Ed Marchetti NGB Personnel Management Specialist Date: 02 Mar 00