

POSITION DESCRIPTION

1. Agency PDCN D2134000

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 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 DUJAL STATUS

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 (Inventory Management)	GS	2005	07	blp	22 Nov 2011

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 - Air National Guard Wing

c. Third Subdivision - Mission Support Group
d. Fourth Subdivision - Logistics Readiness Squadron
e. Fifth Subdivision - Materiel Management Flight

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

Typed Name and Title of Official Taking Action

B. LYNN PETERSON
Human Resources Specialist (Classification)

Signature Date 22 NOV 11

22. Standards Used in Classifying/Grading Position
 Position Classification Standard for Supply Clerical and Technician Series, GS-2005, TS-115, dated May 1992

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-J1-TNC, CRA 11-1010, dated 22 November 2011.

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

25.

a. INTRODUCTION:

This position is located in the Materiel Management Flight of the Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The primary purpose of this position is to function as the installations technical expert in the management of centralized inventory functions and provide services in support of inventory control, storage, cataloging or supply identification, property utilization and accountability including those with automated or manual supply accounting systems.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for centralized inventory management accountable under the guidance of the United States Property and Fiscal Office (USPFO), to include warehouse assets, supply points, readiness spares, and WRM assets at prescribed frequencies.

(2) Ensures accurate asset accountability records are maintained. Performs research to resolve all inventory discrepancies. Conducts inventory research to identify root causes, trends of inventory discrepancies/adjustment, maintains inventory trend charts, and performs corrective actions needed to prevent further out-of-balance conditions.

(3) Prepares and publishes the master inventory schedule of all categories of property as outlined in Air Force Manuals and Instructions. Ensures all sections or flights affected receive notification of pending inventories.

(4) Responsible for the Inventory Adjustment Register (M10) accountability. Ensures the M10 is certified and approved by responsible parties. Manages and controls all rejects from item records frozen for inventory.

(5) Assist the EAE in performing the semi-annual COMSEC/CCI, Weapons reconciliation, and monthly inspections in accordance with regulations.

(6) Provide guidance to other Logistic Readiness sections to ensure compliance with DoD, Air Force and other applicable guidance in inventory management and control.

(7) Coordinates with Operations and Compliance section to ensure accurate reporting to the LRS/CC/AO in accordance with regulations.

(8) Performs other duties as assigned.

c. FACTOR DISCUSSION:

Factor 1 - Knowledge Required by the Position:

--Thorough knowledge of governing supply regulation, policies and procedures to conduct extensive research for required information as it pertains to inventory management. Ability to interpret supply records to reconstruct cause and need of inventory adjustments. Extensive knowledge of supply principles in the field of Material Management. Knowledge of trend analysis as it pertains to inventory management. Knowledge of HQ Air Force directed inventory requirements as dictated by Air Force Manuals and other DOD regulations.

--Knowledge of established supply regulations, policies, operations, procedures, and other instructions applicable to the specific assignment. Knowledge to conduct extensive and exhaustive searches for required information in order to reconstruct records for complex supply transactions.

--Knowledge and ability to perform routine aspects of supply 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:

Works under the general direction of the Materiel Management Flight Supervisor who makes assignment by defining objectives, priorities, deadlines and provides assistance with problems, which do not have clear precedents. Incumbent works independently in carrying out the inventory management function, referring only policy or controversial problems to the supervisor. As directed, determines steps to be taken and techniques to be used based on experience and training, knowledge of governing policies and procedures and regulatory requirements, and on familiarity with roles and responsibilities of the various functional areas and support offices. Incumbent informs supervisor of work progress, possible trends, status, and recommends possible solutions. Completed work is reviewed for technical soundness; conformity to regulations and policies; for effectiveness in dealing with users, functional and support elements and others; and to achieve a coordinated resolution, plan, product, or effort. The supervisor has final approval for materiel management processes. Work is also reviewed by staff functions.

Factor 3 - Guidelines:

Procedures for doing the work have been established and a number of specific guidelines are available in the form of supply regulations, policies, and procedures, however, because of the problem solving or case nature of the assignments, they are not completely applicable or have gaps in specificity. The incumbent uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems.

Factor 4 - Complexity:

Assignments cover one or more aspects of technical supply management work of unusually complicated or difficult technical duties relating to agency, intermediate echelon, depot local or other supply activities. Difficulties may result from the need to consider program variation, complexity of item involved or technical nature of equipment or components. Work assignments involve a variety of technical supply management work which involves and requires seasoned practical knowledge of the entire supply system, programs, procedures, etc. Methods and procedures used to resolve issues and situations vary based on the circumstance of each individual case. Work involves conditions and factors that the incumbent must identify and analyze to perceive interrelationships with other actions, related supply programs and alternative approaches.

Factor 5 - Scope and Effect:

Duties require execution of required tasks with independent problem solving. Incumbent must be able to work effectively using extensive supply knowledge when making decisions that could adversely affect the entire supply system. Unresolved problems require accurate, in-depth coordination with the appropriate parties concerned.

Factor 6 - Personal Contacts and
Factor 7 - Purpose of Contacts:

Contacts are with other employees within the same organization, other organizations to include tenant units on the installation, other guard units, and the National Guard Bureau. Purpose of contacts is to comply with regulatory directives in inventory management, to validate, update, and ensure all process are met to standard.

Factor 8 - Physical Demands:

Work is primarily sedentary, however, there will be some walking, standing, bending, lifting when performing physical inventories. No specific physical demands are required.

Factor 9 - Work Environment:

Work is typically performed indoors, however, some inventories will be performed in outside storage or non-heated storage areas. Areas have adequate lighting. Incumbent must observe all safety practices associated with indoor/outdoor storage areas, lifting, and hazardous materials.

d. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

EVALUATION STATEMENT

A. Title, Series, and Grade: Supply Technician (Inventory Management), GS-2005-07

B. References:

1. USOPM Job Family PCS for Supply Clerical and Technician Series, TS-115, GS-2005, dated May 1992.

C. Background: This PD was developed by the Materiel Management Advisory Group and approved by the ANG/A4R Logistics Readiness Division ANG 2S Career Field Functional Manager. The elimination of the full-time inventory management position over a decade ago created an environment where duties were decentralized and core competencies were degraded. The re-establishment of this position will provide LRS commanders the option of reallocating a full time requirement to fill this position or the ability to solicit local resources to fund the position.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: The duties of this position are primarily technical and /or clerical supply work, requiring the primary application of knowledge typical of the General Supply (GS) pay plan.

2. Series: The primary purpose of this position is to perform technical supply work. It requires primary knowledge of supply regulations, policies, procedures, and instructions to perform as the installations technical expert in the management of centralized inventory functions and provide services in support of inventory control, storage, cataloging or supply identification, property utilization and accountability. Supply knowledge is paramount and therefore the position is assigned to the GS-2005 series.

3. Title: The basic title for positions classified to the GS-2005 series is Supply Technician. As authorized by the Standard, a parenthetical title of Inventory Management is added to further identify the position. The position is therefore titled, Supply Technician (Inventory Management).

4. Grade: As shown in the attached Factor Evaluation Statement (FES) position evaluation statement, the grade is GS-07.

E. Conclusion: Supply Technician (Inventory Management), GS-2005-07

CLASSIFIER: B. Lynn Peterson, NGB-J1-TNC

Date: 22 Nov 2011

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	FL	PTS	REMARKS
1. Knowledge Required 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	2b	75	
8. Physical Demands	8-1	5	
9. Work Environment	9-1	5	
TOTAL POINTS ASSIGNED:		1485	GRADE: GS-07

FINAL CLASSIFICATION: Supply Technician (Inventory Management), GS-2005-07

CLASSIFIER: B. Lynn Peterson, NGB-J1-TNC

Date: 22 Nov 2011