

POSITION DESCRIPTION

1. Agency PDCN

70144000

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 checked="" type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens

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	wog	1 APR 98

16. Organizational Title (If different from official title) Property Manager	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - HQ STARC	c. Third Subdivision - Director of Logistics d. Fourth Subdivision - 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 _____
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21. Classification/Job Grading Certification: <i>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.</i> Typed Name and Title of Official Taking Action WILLIAM O. GALEAZZI PERSONNEL MANAGEMENT SPECIALIST Signature // signed // Date 1 APR 98	22. Standards Used in Classifying/Grading Position USOPM PCS for Supply Clerical and Technician Series, GS-2005, April 96. <i>Information For Employees.</i> <i>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.</i>
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23. Position Review

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

24. Remarks:
 Released from NGB-HRP-WC, CRA 98-1003

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

25.

DUTIES:

This position is located in the Logistics Management Branch of the Director of Logistics (DOL), HQ STARC, Army National Guard (ARNG). Its purpose is to manage non-expendable equipment assets within the command and to ensure accurate accounting and reporting of assets. As part of the Command supply Discipline Program (CSDP), reviews property book accountability records & supporting documents, investigates inaccuracies, time pertinent supply transactions and reports findings to management..

--Utilizes various standard automated information systems and monitors accounting and reporting of non-expendable property by units and activities within the command. Reviews equipment status reports, profile listings and unit status report work lists. Monitors/verifies non-expendable on-hand asset quantities. Verifies authorized non-expendable equipment is on hand or on requisition.

--Participates in studies on utilization of command/state equipment assets and makes recommendations for improvements of unit "equipment on hand" readiness. Reviews and approves or recommends approval of requests for turn-ins and lateral transfers of major end items (aircraft, tanks, trucks, weapons, etc) of equipment to improve readiness. As appropriate directs the turn-in of unit excess and coordinates lateral transfers with the USPFO for development of appropriate directives.

--Participates in the CSDP, examining, reviewing and appraising the accuracy of property book accountability. Researches, reviews and reconstructs supply transactions to isolate errors and provide guidance to correct deficiencies. Examines document registers, document files, suspense files and account records to verify postings. Instructs unit personnel on proper posting procedures and makes on site corrections. Coordinates and monitors USPFO property book validation and reconciliation. Prepares reports on condition of records, shortages, overages, corrections and actions recommended to improve property accountability. Maintains suspense files of visits, pending actions and other pertinent data pertaining to property reconciliation efforts.

--Monitors Modified Tables of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA) and Common Table of Allowance (CTA) applicable to Command units and activities. Reviews Command requests for changes to ensure requests are valid, have proper justification and are completed in accordance with applicable regulations.

--Maintains contact with USPFO, NGB, other states and units to resolve problems within responsible areas. Provides technical guidance to property book officers and unit supply personnel in property accountability. Develops and recommends changes to regulations, policies and automated processes on property accountability.

--Manages the serialization tracking program within the Command, such as Small Arms Serialization Program (SASP), Controlled Cryptographic Items Serialization Program (CCISP) and Radiation Testing and Tracking Systems (RATTS). Monitors the Continuing Balance System-Expanded (CBS-X) input from units, and in conjunction with USPFO resolves problems noted. Processes and resolves semi-annual CBS-X reconciliation.

--Manages the loan of equipment within the Command. Coordinates with USPFO on loan requests to and from activities external to the Command. Validates and ensures Command requests are in accordance with regulatory guidance. Initiates loan agreement(s) as required.

-- Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position FL 1-4 550

--Knowledge of requisitions, supporting documents and reference material sufficient to perform material coordination.

--Knowledge of established supply regulations, policies, procedures and instructions applicable to the specific assignment.

--Knowledge to conduct extensive and exhaustive searches for required information in order to construct records for logistical readiness improvement.

--Knowledge and ability to perform routine aspects of supply specialist work based on practical understanding of standard procedures, where assignments include individual case problems in a limited segment of one of the major areas of supply management.

Factor 2 - Supervisory Controls FL 2-3 275

--Supervisor makes assignments by defining objectives, priorities and deadlines. Supervisor is available to assist the incumbent with unusual situations without clear precedent. 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 and conformity to policy and requirements. Methods used in arriving at the end results are not usually reviewed in detail.

Factor 3 - Guidelines FL 3-3 275

--Guidelines are not completely applicable and usually have gaps in specificity. Incumbent exercises judgment in selecting, interpreting, modifying and adapting established guidelines policies, regulations, precedents and work directions for application.

Factor 4 - Complexity FL 4-3 150

--Assignments cover one or more aspects of technical supply management work of unusually complicated or difficult technical nature relating to agency, intermediate echelon, depot, local or other supply activities. Difficulties may result from the need to consider program variation, complexity of items involved or technical nature of equipment and components. Assignments involve a variety of technical supply management work that requires a seasoned and practical knowledge of the entire supply system, programs, procedures, etc. Methods and procedures used to resolve issues and situations vary based on the circumstances of each 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

FL 5-3

150

--The work involves dealing with a variety of problem situations either independently or as part of a broader problem solving effort. Problems encountered require extensive fact-finding, review of information to coordinate requirements and recommendations to resolve conditions or change procedures. The employee performs work in conformance with prescribed procedures and methods.

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

MATRIX 2B 75

--Contacts are with a variety of operating officials, representatives of commercial firms or with representatives of other government agencies.

--Purpose of the contacts is to plan, coordinate or advise on work efforts to resolve operating problems, clarify discrepancies within the USPFO organization and resolve automated system problems causing fallacious transaction records.

Factor 8 - Physical Demands

FL 8-1

5

--Work is primarily sedentary, however there may be some walking, standing, bending and carrying of light items and/or files. No special physical demands required.

Factor 9 - Work Environment

FL 9-1

5

--Work is typically performed indoors in an area that is adequately lighted, heated, cooled 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, April 96.

C. Background: This position description was developed as part of the RELOG XXI initiative to track and manage real property for the DOL. It is a new position that should be reviewed within 1 year to validate performance.

D. Series, Title and Grade Determination:

1. Series: Positions that are involved in performing clerical or technical supply support work necessary to ensure the effective operation of ongoing supply activities are assigned to the **GS-2005 series**. This series requires knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations and procedures.

2. Title: **Supply Technician** is the appropriate title for positions at the GS-05 and above.

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: William O. Galeazzi

Region: NGB-HRP-WC

Date: 01 APR 98

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	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: 07

Range for GS-07 is 1355 – 1600.

FINAL CLASSIFICATION: Supply Technician, GS-2005-07.

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Region: NGB-HRP-WC

Date: 01 APR 98