

U.S. Office of Personnel Management  
Office of Merit Systems Oversight and  
Effectiveness  
Classification Appeals and FLSA Programs

Atlanta Oversight Division  
75 Spring Street, SW., Room 972  
Atlanta, GA 30303

**Classification Appeal Decision**  
**Under Section 5112 of Title 5, United States Code**

**Appellant:** [Appellant]

**Agency classification:** Supply Technician  
GS-2005-5

**Organization:** [Military Entrance Processing Station]  
Department of the Army

**OPM decision:** Supply Technician  
GS-2005-5

**OPM decision number:** C-2005-05-06

/s/

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Kathy W. Day  
Classification Appeals Officer

1/10/01

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Date

As provided in section 511.612 of title 5, Code of Federal Regulations, this decision constitutes a certificate that is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the government. The agency is responsible for reviewing its classification decisions for identical, similar, or related positions to ensure consistency with this decision. There is no right of further appeal. This decision is subject to discretionary review only under conditions and time limits specified in the Introduction to the Position Classification Standards, appendix 4, section G (address provided in appendix 4, section H).

**Decision sent to:**

[Appellant]

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## **Introduction**

On October 13, 2000, the Atlanta Oversight Division, Office of Personnel Management (OPM), accepted an appeal for the position of Supply Technician, GS-2005-5, [Military Entrance Processing Station (MEPS)], Department of the Army, [geographic location]. The appellant is requesting that his position be changed to Supply Technician, GS-2005-6.

The appeal has been accepted and processed under section 5112(b) of title 5, United States Code. This is the final administrative decision on the classification of the position subject to discretionary review only under the limited conditions and time outlined in part 511, subpart F, of title 5, Code of Federal Regulations.

## **General issues**

The appellant states that his position description has changed since it was written in 1992. He currently spends most of his time working on the computer and paying bills using the government VISA card. He further states that he drives 60 miles one way to turn in or pick-up supplies.

OPM considers a position description to be adequate for classification purposes when it is considered so by a person knowledgeable of the occupation and the classification standards, and is supplemented by current information about the position's organization, functions, programs, and procedures. The supervisor indicated that the position description does describe the duties and responsibilities of the position and that using automation to accomplish the work does not change the primary functions of the work. We find that the position description describes the major duties and responsibilities of the appellant's position and includes information about the job that is significant to the classification. Combined with the supplemental information provided by the appellant, his supervisor, and his agency, the position description is considered accurate for classification purposes.

The distance that the appellant travels to pick up and deliver supplies has no impact on the classification of his position. He performs such duties during regular work hours and in a government vehicle.

## **Position information**

The appellant is assigned to position description number [#]. The appellant, his supervisor and the agency certified the accuracy of the position description. However, the appellant also provided a list of duties he believes should be added to his position description.

The MEPS provides aptitude testing, medical examinations, and enlistment processing for applicants in the military services. The appellant monitors and maintains the automated property accounting system which tracks all items of property, equipment, repair parts, and supplies for the MEPS. The appellant determines the appropriateness of quantities of supplies, orders supplies to maintain required stock, controls the

installation and repair of medical and communication equipment, and physically controls property inventory. He manages and maintains the storage, distribution, and disposal of supplies and equipment. He also serves as the vehicle fleet manager and is responsible for the required maintenance of the General Services Administration (GSA) vehicles.

The supervisor makes assignments by defining objectives, priorities, and deadlines and is available to discuss unusual situations which do not have clear precedents. The appellant independently plans and carries out his routine work in accordance with instructions, policies, training, and accepted practices. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements.

### **Standard determination**

Supply Clerical and Technician Series, GS-2005, May 1992.

### **Series and title determination**

The appellant does not contest the agency determination that his position should be classified in the GS-2005, Supply Clerical and Technician Series. We agree.

The GS-2005 series includes positions involved in supervising or performing clerical or technical supply support work 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. *Supply Technician* is the title authorized for all GS-5 level positions and above.

The appellant's position is properly classified as Supply Technician, GS-2005.

### **Grade determination**

The GS-2005 standard is written in the Factor Evaluation System (FES) format. Under the FES, positions are placed in grades on the basis of their duties, responsibilities, and the qualifications required as evaluated in terms of nine factors common to non-supervisory General Schedule positions.

A point value is assigned to each factor based on a comparison of the position's duties with the factor-level descriptions in the standard. The factor point values mark the lower end of the ranges for the indicated factor levels. For a position factor to warrant a given point value, it must be fully equivalent to the overall intent of the selected factor-level description. If the position fails in any significant aspect to meet a particular factor-level description in the standard, the point value for the next lower factor level must be assigned, unless the deficiency is balanced by an equally important aspect, which meets a higher level. The total points assigned are converted to a grade by use of the grade conversion table in the standard.

The appellant disagrees with the agency evaluation of factors 3, 5, 6, 7, and 9. We have reviewed factors 1, 2, 4, and 8 and agree with the agency determination. Therefore, only those factors contested by the appellant will be addressed in the appeal decision.

### Factor 3 - Guidelines:

This factor covers the nature of guidelines and the judgment needed to apply them. The agency evaluated this Factor at Level 3-2; however, the appellant believes that Level 3-3 is appropriate.

At Level 3-2, 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. The number and similarity of guidelines and work situations require the employee to use some judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

At Level 3-3, the highest level described for this factor in the standard, guidelines are similar to the next lower level, but because of the problem solving or case nature of the assignments, they are not completely applicable or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes the results of applying guidelines and recommends changes.

Level 3-2 is met. Headquarters regulations, local procedures, and other guidelines are available to the appellant. However, based on his experience and knowledge of the installation's operations, the appellant does not often have to actually refer to the guidelines when making decisions. He uses judgment and past experience to select from among available alternatives. When guidelines do not apply, he contacts headquarters.

Level 3-3 is not met. The problem solving nature of the assignments described at Level 3-3 is not found in the appellant's environment. Although the appellant is required to use some judgment when selecting guidelines and courses of action from established procedures, he is not routinely required to interpret or adapt policies and regulations. There are numerous MEPS sites that function in the same manner. The instructions and guidelines furnished by headquarters generally apply to most situations.

Level 3-2 is credited for 125 points.

### Factor 5 - Scope and Effect:

This factor covers the relationship between the nature of the work, i.e., purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization. The agency evaluated this factor at Level 5-1; however, the appellant believes that Level 5-2 is appropriate.

At Level 5-1, the work involves the performance of specific, routine operations that include a few separate tasks or procedures. The work product or supply service is required to facilitate the work of others. However, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

At Level 5-2, the work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope, such as when assisting a higher grade employee. The work or supply service affects the accuracy, reliability, or acceptability of further processes or services in meeting customer requirements in supported organizations and other supply units.

Level 5-1 is exceeded and Level 5-2 is met. The appellant's primary responsibility involves procuring supplies and maintaining an inventory of all property, repair parts and equipment including maintaining supply transactions and adjustments on an automated system. This involves applying regulations and established procedures when ordering, issuing, receiving, managing, and disposing of items. He coordinates efforts with staff of serviced organizations and vendors to ensure adequate levels of supplies are available to meet and support the organizational needs and mission. The work affects the processing of civilians into the military.

Level 5-2 is credited for 75 points.

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

Factor 6 assesses face-to-face as well as telephone contacts with persons not in the supervisory chain. In General Schedule occupations, the purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, and objectives. The personal contacts which serve as the basis for the level selected for Factor 7 must be the same contacts as those that are the basis for the level selected for Factor 6. The agency evaluated Factor 6 at Level 2 and Factor 7 at Level a. The appellant believes Factor 6 should be credited at Level 3 and Factor 7 at Level b.

#### *Persons Contacted*

At Level 2, contacts are with employees in the same agency, but outside the immediate organization. Persons contacted generally are engaged in different functions, missions, and kinds of work, such as representatives from various levels within the agency or from other operating offices in the immediate installation. Contacts at this level may also be with members of the general public, either individually or in

groups, in a moderately structured setting, i.e., they are usually established on a routine basis at the employee's work place or over the telephone. The exact purpose may be unclear at first. Typical of contacts at this level are employees at the same level of authority in shipping companies, vendor employees concerned with the status of orders or shipments, and others at comparable levels.

At Level 3, contacts are with individuals from outside the employing agency in a moderately unstructured setting, i.e., the contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact.

Level 2 is met. The appellant's routine and recurring contacts are typically with MEPS personnel, supply personnel at headquarters and GSA, and private sector vendors and their representatives.

Level 3 is not met. The appellant's contacts are more structured than those found at this level, i.e., the appellant knows the role of the person he is contacting, is making the contact for the purpose of obtaining information regarding the supply, inventory, or vehicle maintenance process, and easily establishes his reason for the contact early in the conversation.

This factor is credited at Level 2.

#### *Purpose of Contacts*

At Level a, the purpose of contacts is to obtain, clarify, or exchange facts or information, regardless of the nature of those facts, which may range from easily understood to highly technical.

At Level b, the purpose of the contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems by clarifying discrepancies in information submitted by serviced organizations, resolving automated system problems causing erroneous transaction records, or seeking cooperation from others to resolve complicated supply actions.

Similar to Level b, the appellant's personal contacts not only include exchange of factual information, but also include contacts to coordinate work and resolve problems such as automation discrepancies, tracking errors, and clarifying facts.

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The combination of Level 2 for *Contacts* and Level b for *Purpose* equates to 75 points according to the table in the standard.

#### Factor 9 – Work Environment:

This factor considers the risks and discomforts in the employee's physical surroundings, and the safety precautions required. The agency evaluated this factor at Level 9-1, while the appellant believes that Level 9-2 is appropriate.

At Level 9-1, the employee typically works indoors in an environment involving everyday risks or discomforts, which require normal safety precautions typical of such places as offices or meeting rooms. Observance of normal safety practices with office equipment, avoidance of trips and falls, and observance of fire regulations is required. The area is adequately lighted, heated, and ventilated.

At Level 9-2, the work environment involves moderate risks or discomforts which require special safety precautions, such as working around moving warehouse equipment, carts, or machines. Employees may be required to use protective clothing or gear such as masks, gowns, safety shoes, goggles, hearing protection, and gloves.

Level 9-1 is met. The appellant's primary work environment is an office setting or stockroom, with the normal risks and discomforts found in those settings.

Level 9-2 is not met. Although the appellant is required to drive to suppliers and load and unload supplies, he is not required to wear protective clothing or exercise the kinds of special safety precautions described at this level. He may lift boxes up to 40 pounds and use recommended standard safety procedures, e.g., lifting with bent knees; however, this does not meet the intent of Level 9-2.

Level 9-1 is credited for 5 points.

<b>SUMMARY</b>		
<b>FACTOR</b>	<b>LEVEL</b>	<b>POINTS</b>
1. Knowledge Required by the Position	1-3	350
2. Supervisory Controls	2-3	275
3. Guidelines	3-2	125
4. Complexity	4-2	75
5. Scope and Effect	5-2	75
6. Personal Contacts and 7. Purpose of Contacts	2b	75
8. Physical Demands	8-2	20
9. Work Environment	9-1	5
	<b>TOTAL</b>	1000

A total of 1000 points falls within the range for GS-5, 855 to 1100 points, according to the Grade Conversion Table in the GS-2005 standard.

**Decision**

The position is correctly classified as Supply Technician, GS-2005-5.