

Position Classification Flysheet for Supply Program Management Series, GS-2003

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SERIES DEFINITION

This series includes positions that involve: (1) management, direction, or administration of a supply program that includes a mixture of technical supply functions; or (2) staff managerial, or administrative work primarily concerned with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of a supply program.

This series coverage standard supersedes the standards for the Supply Management Program Series dated June 1972.

EXCLUSIONS

1. Classify positions in the [Supply Clerical and Technician Series, GS-2005](#), when they involve clerical or technical support of supply work and the full performance grade level is lower than grade GS-9.
2. Classify positions in the [General Supply Series, GS-2001](#), when they combine or cut across the lines of work included in two or more specialized series in the Supply Group, including supervisory positions that do not involve management of the supply program.
3. Classify positions in the appropriate specialized supply series when they involve management of one specialized supply function.

OCCUPATIONAL INFORMATION

Positions in this series are concerned with the overall management, or staff work related to overall management, of a supply program encompassing two or more of the technical supply activities included in the [GS-2000 Group](#). The technical supply areas are Inventory Management, Distribution Facilities and Storage Management, Packaging, and Cataloging. The paramount knowledge requirements relate to management of supply programs involving technical work in the GS-2000 Group.

Positions in this series deal with supply management in terms of broad, overall program responsibilities. Thus, incumbents must have a broad understanding of an interrelated chain of activities involving the process of supply, not as an assortment of individual and separate functions. Often, this understanding extends from the conception or acquisition of a new item through storage, distribution, property utilization, consumption, or disposal.

Some positions in this series, for which supply management knowledge is the paramount qualification requirement, are also concerned with management activities related to supply functions that are classifiable in other occupational groups (e.g., budget, data processing, procurement, property utilization, financial management). Employees in this series are typically

concerned with a wide range of the specialized fields in the GS-2000 Group and, in some situations, other related activities such as:

- procurement;
- property utilization and disposal;
- industrial production;
- maintenance;
- quality assurance;
- transportation;
- funds control;
- automatic data processing;
- inventory management; and
- storage and distribution.

Employees perform work such as:

- initiating, developing, installing, or administering a supply program;
- coordinating with customers and overseeing the implementation of actions involving requirements determination, acquisition of supplies and materials, managing property accountability systems, and assuring that property is in place where and when needed;
- developing and issuing supply handbooks and other publications for agency and/or industry use;
- sponsoring and developing training programs, conferences and seminars;
- conducting surveys and studies of supply operations to determine proper application of improved supply methods or approved industry techniques;
- providing technical advice, guidance, and assistance on supply operations to agency personnel;
- developing, installing, or advising on financial or other management control programs for supply operations for such purposes as controlling operations, determining supply costs, planning and budgeting, and evaluating supply management performance;
- developing design specifications, reviewing data processing systems that support supply programs, and documenting additions, changes, or deletions;
- monitoring and making recommendations to modify inventory control systems for subordinate and regional level programs;
- evaluating storage and distribution systems for potential introduction of automated controls and systems of data flow and reports; and/or

- other combinations of work that involve program management, or review, analysis, and recommending improvements in operations, programs, automated systems, methods, or procedures.

Additionally, some positions may involve supervising clerical or technician work performed in connection with supply program activities.

TITLES

Supply Management Officer is the title for supply management positions with overall program responsibility for an organization.

Supply Management Specialist is the title for positions which provide technical assistance on supply operations.

Supply Systems Analyst is the title for analytical positions requiring specialized knowledge of both supply systems and automated data processing methods and techniques.

Supervisory Supply Management Specialist or Supervisory Supply Systems Analyst is the title for positions that meet the criteria in the [General Schedule Supervisory Guide](#) for classification as supervisors.

GRADING POSITIONS

Positions in this series are classified according to criteria contained in the [Grade Evaluation Guide for Supply Positions](#) or the [General Schedule Supervisory Guide](#).