

**OFFICE OF PERSONNEL MANAGEMENT  
ATLANTA OVERSIGHT DIVISION  
ATLANTA, GEORGIA**

CLASSIFICATION APPEAL DECISION

Under section 5112(b) of title 5, United States Code

**Appellant:** [Appellant]

**Position:** Military Personnel Clerk (OA)  
GS-204-05

**Organization:** [Organizational location]  
Military Personnel Division  
Directorate of Human Resources  
Department of the Army

**Decision:** Military Personnel Clerk  
GS-204-05  
(Appeal denied)

**OPM decision number:** C-0204-05-01

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Kathy W. Day  
Classification Appeals Officer

Date: 3/21/97

rd # 0204057A.atr

## **Background**

On January 23, 1997, the Atlanta Oversight Division, Office of Personnel Management, accepted an appeal for the position of Military Personnel Clerk (OA), GS-204-05, [organizational location], Military Personnel Division, Directorate of Human Resources, Department of the Army. The appellant is requesting that her position be changed to Military Personnel Clerk (OA), GS-204-06.

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.

## **Sources of Information**

This appeal decision is based on information from the following sources:

1. The agency's letter of December 20, 1996, received on January 21, 1997, forwarding the appellant's appeal along with position and organizational information.
2. The appellant's comments, dated January 10, 1997, regarding the appeal packet and the classification of her position.
3. A telephone interview with the servicing classifier on February 27, 1997.
4. Telephone interviews with the appellant on February 28 and March 5, 1997.
5. A telephone interview with the appellant's supervisor on February 28, 1997.

## **Position Information**

The appellant is assigned to Position Number [#]. The appellant, supervisor, and agency have certified to the accuracy of the position description.

The appellant serves as the primary point of contact within the Military Personnel Division for identifying all regulatory changes in functions that will affect the student and trainee records keeping system. The appellant reviews, studies and interprets regulations to assess the impact on the program; evaluates information and circumstances to explore alternative solutions to a variety of military personnel actions to ensure that they are consistent with the intent of the regulations; provides information and training to installation managers on changes to current procedures; clarifies records keeping and corrects or reconciles problems; monitors in and out processing of student personnel ensuring efficient service; ensures personnel data submitted to update military personnel automated systems is accurate and timely;

serves as primary point of contact for Student Officer Evaluation Reports (OERs); and establishes suspense system to ensure soldiers receive evaluation credit for creditable duty performed. She also serves as the central information resource for military personnel procedures for the warrant officer appointment program to include coordinating with soldiers, units and higher headquarters to determine eligibility for appointment; processing appointment actions in accordance with applicable regulations and guidelines; and publishing appointment memorandums for qualified soldiers.

The appellant receives direction from the supervisor, Records Section, who defines objectives, priorities, and deadlines, and assists the employee with problems lacking clear precedents and explicit coverage by military personnel regulations. The appellant exercises initiative regarding overall program design and execution. Completed work is reviewed for technical soundness and conformity to military personnel regulations and policies.

### **Standards Referenced**

Military Personnel Clerical and Technician Series, GS-204, June 1967.

### **Series and Title Determination**

The appellant does not contest the agency determination of her series or title.

The GS-204 series includes positions which perform or supervise clerical or technical military personnel work when such work requires a substantial knowledge of the characteristics, requirements and procedures of military personnel programs and operations and the legislative, regulatory, policy and procedural requirements applicable to military personnel transactions and activities. The appellant performs a variety of clerical activities associated with maintenance of military personnel records which are properly covered by the GS-204 series. The authorized title for nonsupervisory clerical positions is *Military Personnel Clerk*.

The parenthetical title *Office Automation* is added to the title when the position requires significant knowledge of office automation systems and a fully qualified typist to perform word processing duties. The position description does not indicate that a fully qualified typist is required, therefore, the parenthetical designation is not appropriate.

The appropriate title and series for this position is *Military Personnel Clerk, GS-204*.

### **Grade Determination**

The appellant's position is evaluated by application of the criteria in the GS-204 standard. This standard is written in narrative format and provides three factors which

measure the relative grade value of the work: Nature of the Assignment; Level of Responsibility; and Knowledge and Skill Requirements.

**Nature of the Assignment:**

This factor measures the scope and technical complexity inherent in the assignment which make it more or less difficult to accomplish.

At the GS-5 level, assignments involve the independent processing of military personnel transactions which present complex and unusual procedural or substantive issues or the review of completed transactions which involve a wide variety of both procedural and substantive clerical work associated with one or more of the major specialized areas of military personnel administration. Such assignments are complicated by the necessity to reconstruct and verify a wide variety of facts relating to the transaction, and to select and apply a variety of rules, regulations, procedures and precedents many of which are inherently complicated, difficult to interpret and not widely or frequently applied. Advice and opinions provided by GS-5 Military Personnel Clerks frequently serve as the basis for personal decisions and action by military personnel or officials in matters having substantial career consequences. An example of GS-5 level work involves screening the records of nominees for special assignments or schools to identify those qualified in accordance with special requirements relating to the assignment, in addition to basic regulatory requirements regarding rank, previous education or training, or types of military assignments held, and preparing career briefs highlighting pertinent features of nominee's education, training, experience and interest. This work involves interviewing potential nominees to complete official records or determine such things as interest in the assignment or training.

The appellant's position meets the GS-5 level. Her assignments involve identifying all regulatory changes in functions that will affect the student and trainee records-keeping system; reviewing, studying, and interpreting regulations to assess the impact on the program; and providing information and training to installation managers upon changes to current procedures. She interviews and coordinates with soldiers, units, and higher headquarters to determine and verify eligibility for appointment as a Warrant Officer. She processes appointment actions and publishes appointment memorandums using established guidelines and procedures to include pre-developed memorandums and forms. All of the appellant's work is procedural and covered by regulations which may require some interpretation in application.

At the GS-6 level, duties involve assignments in one or more of the three broad areas of military personnel administration, i.e., staffing, status, and relations. The work typically is "case-oriented" and usually involves final decisions (or recommendations which are tantamount thereto) in matters of major career or service significance. An illustrative example is serving as the final clerical reviewer or as "action officer" in the

final review and approval of military personnel transactions of the type described at the preceding level and serves as an "authoritative source" in the interpretation of rules and regulations as applied to specific sets of circumstances.

The GS-6 level is not met. The appellant does not have the higher level analysis or decision making responsibility required at this level. She processes a variety of actions, verifies automated data, and serves as a central information resource for personnel procedures for the warrant officer appointment program, however, she is not the final level of authority for work products having major career significance. While she verifies the accuracy of appointment eligibility and publishes appointment memorandums, her supervisor is charged with ultimate responsibility for the accuracy of the actions taken and for resolving the most complex problems associated with interpreting regulations and/or policies as they apply to a specific case.

GS-5 is credited for this factor.

#### **Level of Responsibility:**

This factor evaluates the amount and kind of supervision received and the extent to which guidelines govern the work.

At the GS-5 level, military personnel clerks are held responsible for the factual accuracy and procedural and substantive sufficiency of the transactions processed or reviewed. Supervisory guidance and instructions relate to change in overall policies and procedures and discussions of the implications of new precedent decisions. Review of completed work focuses on the precedent setting or policy implications of the proposed action as opposed to detailed verification of the accuracy of findings of fact, interpretation of regulations or soundness of conclusions. Guidelines consist of the full range of laws, rules, regulations, policies, procedures and precedent decisions applicable to the functional or subject-matter areas represented by the assignment. Precedent decisions form a particularly important part of the "regulatory framework" within which the work is accomplished.

The GS-5 level is met. The appellant receives limited supervisory guidance and review, and the supervisor assists in cases lacking clear precedents. Guidelines consist of the full range of laws, rules, regulations, policies, procedures and precedent decisions.

At the GS-6 level, military personnel clerks carry out their individual work assignments with a high degree of independence. They are relied upon to provide "authoritative" recommendations or decisions regarding the interpretation or application of regulations and precedent. These frequently are accepted with little or no supervisory review. At

this level, clerks are held responsible for the technical sufficiency and equity of their decisions in all noncontroversial or nonpolicy matters within their sphere of assignment.

The GS-6 level is not met. The appellant is a resource for procedural aspects of the warrant officer appointment program, as well as the other areas for which she is responsible. Decisions are made and actions taken in accordance with applicable regulations and guidelines. She is not responsible for independently making the final authoritative technical decisions or for providing the authoritative technical interpretation of regulations or precedent decisions required of the more complex cases having greater career consequences that are characteristic of the GS-6 level.

GS-5 is credited for this factor.

### **Knowledge and Skill Requirements:**

This factor considers the breadth and depth of the specialized regulatory, procedural, or program knowledges required to do the work and the personal attributes and skills required for successful performance.

At the GS-5 level, military personnel clerks bring to the job a background of specialized knowledges and experience that enables them to interpret and apply precedents, and resolve complex procedural and substantive problems in concluding transactions. They are able to recognize the need for implementing or securing rulings on, or changes in rules and regulations. They maintain effective work relationships in and outside of the office and are recognized as a primary point of responsible contact for the work involved.

The GS-5 level is met. The appellant applies knowledge of the format, content and uses of the military personnel records and guidelines applicable to their maintenance. She also applies a knowledge of the varied regulations, rules, procedures and precedents applicable to her assignments. Her position requires specialized knowledge and expertise sufficient to allow for resolution of complex procedural and substantive problems in order to complete her work assignments. She also serves as a primary point of contact for identifying all regulatory changes in functions that will affect the student and trainee records keeping system.

At the GS-6 level, military personnel clerks must possess a comprehensive knowledge of the majority of the laws, rules, regulations, policies, procedures and precedents relating to their particular areas of assignment, and the ability to apply this knowledge in the interpretation and application of regulatory and procedural requirements to complex cases.

The GS-6 level is not met. The GS-6 level demands a more comprehensive knowledge of the guidelines and regulations than is required for the appellant's work which is more limited to record keeping and processing actions. The appellant applies a working knowledge of the varied regulations, rules, procedures and precedents applicable to her assignments which may require some interpretation in application, but not to the extent required by the more complex cases found at the GS-6 level.

GS-5 is credited for this factor.

### **Summary**

All three factors equate to the GS-5 level, therefore, the correct grade for the position is GS-5.

### **Decision**

This position is properly classified as Military Personnel Clerk, GS-204-5. This decision constitutes a classification certificate issued under the authority of section 5112(b) of title 5, United States Code. This certificate is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the Government.