

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other			3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field	4. Employing Office Location Orlando, Fl.	5. Duty Station Orlando, Fl.	1. Agency Position No. NL13137
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt			8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) 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"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
Explanation (Show any positions replaced) Special employment program postion, Full performance level under the special employment program is GS-09			13. Competitive Level Code 09AB		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Inventory Management Specialist	GS	2010	09		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
ASA, (Acquisition, Logistics and Technology) ASA (ALT)

a. First Subdivision  
PEO, Simulation, Training and Instrumentation

b. Second Subdivision  
Project Support Group (PSG)

c. Third Subdivision  
Acquisition Logistics Directorate

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (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 relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
HARRY W. BRYAN  
Director of Acquisition Logistics

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature:  Date: 5/14/04

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
USOPM PCS for Inventory Management Series, GS-2010, July 1992, TS-117, USOPM Position Classification Standard, Grade Evaluation Guide for Supply Positions, July 1992, TS-117

Typed Name and Title of Official Taking Action  
TRACI A. JONES, Project Support Executive

Signature:  Date: 5/14/04

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 the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Position is at full performance level.  
BUS 7777

A. Refines, interprets and implements inventory management policies and procedures for a major facility and interfaces with other material management policies. Coordinates with representatives of other organizations. (20%)

Tasks

1. Appropriately recommends changes in policies and procedures.
2. Effectively participates in development of guidance materials to explain regulatory and policy changes.
3. Thoroughly reviews programs to determine overall effectiveness and compliance with applicable laws, regulations, agreements and policies.
4. Appropriately compiles statistics and prepares reports on program effectiveness, trends analyses and projected workloads.
5. Effectively discusses issues with representatives of other organizations.
6. Within established guidelines and time frames, composes appropriate correspondence and prepares study reports policy issues.
7. Effectively serves on special task forces/projects.
8. Thoroughly briefs managers and officials on issues, problems and programs.

B. Duty:

Participates in planning and determining current and future supply requirements to meet customer needs for items of low and medium monetary value. (40%)

Tasks

1. Appropriately determines and programs short range requirements.
2. Effectively participates in determining and programming long range requirements.
3. Appropriately participates in requirements determinations and distributions of materiel during provisioning process.
4. Appropriately participates in formulating long range budgets forecasts for up to seven years of requirements.
5. Effectively develops and implements equipment and parts repairable programs.
6. Appropriately recommends ways to solve materiel support problems.
7. Thoroughly analyzes operational reports, plans and work schedules to anticipate problems and to pinpoint causes of materiel support deficiencies.
8. Properly makes recommendations as to whether to buy, fabricate or repair items.
9. Appropriately performs acquisition functions as Ordering Officer for selected contracts.
10. Appropriately recommends substitutions.
11. Properly initiates disposals of excess materiel.
12. Within established guidelines and time frames, composes appropriate correspondence.
13. Thoroughly briefs managers on program issues and accomplishments.
14. Effectively participates in Integrated Logistics Support (ILS) teaming efforts.
15. Continually strives to enhance quality customer services and to meet their specific needs.

C. Duty:

Conducts projects and studies related to the execution of the quality control programs for inventory control and receipts functions. (20%)

Tasks

1. Thoroughly reviews accuracy of location audit and record changes.
2. Promptly posts receipt documents.
3. Thoroughly analyzes computer rejects.
4. Properly prepares reports reflecting findings and corrective actions.
5. Appropriately reviews adjustments to records for accuracy and completeness.
6. Effectively assists in the development of plans to control inventory.
7. Provides effective advice in clearing up discrepancies in records.
8. Within established guidelines and time frames, prepares appropriate correspondence relating to inventory discrepancies.
9. Responsible for controlling and maintaining inventory control for loaned equipment.
10. Properly performs inventory reconciliation, carefully monitors custodial balances, appropriately requests physical inventories and processes adjustments.
11. Effectively participates in meetings concerning problems relating to inventory.

D. Duty:

Participates in analyses of problems associated with database(s). Provides input to functional guidance for system revisions and for special automation projects. (20%)

Tasks

1. Appropriately performs preliminary analyses of reports of problems.
2. Responsible for accuracy of data contained in supply databases for items managed.
3. Effectively researches automated files and system operating instructions to identify problem areas.
4. When problem areas are outside inventory managers' authority, appropriately notifies responsible organization for correction.
5. Thoroughly researches historical and current data.
6. Effectively validates and generates input of new and revised data.
7. Thoroughly analyzes rejected transactions to determine systemic causes.
8. Provides appropriate input to functional descriptions.
9. Within established guidelines and timeframes, composes appropriate correspondence explaining system requirements and action taken to resolve problems.
10. Effectively participates in meetings with representatives of other organizations to surface and resolve problems.

F. Duty:

PERFORMS OTHER DUTIES AS ASSIGNED.

NOTE: THIS POSITION IS COVERED BY THE 1996 LAUTENBERG AMENDMENT TO THE GUN CONTROL ACT OF 1968. PERSONS CONVICTED OF A MISDEMEANOR OR FELONY CRIME OF

DOMESTIC VIOLENCE ARE NOT ELIGIBLE FOR THE POSITION.

NOTE: SUBJECT TO MEETING ALL PHYSICAL AND SECURITY REQUIREMENTS OF THE POSITION. INCUMBENT WILL BE REQUIRED TO WEAR CHEMICAL PROTECTIVE CLOTHING, RESPIRATORS, AND SELF-CONTAINED BREATHING APPARATUS WITH BACKPACK. SUBJECT TO PROVISIONS OF AR 50-6, CHEMICAL PERSONNEL RELIABILITY PROGRAM.

NOTE: PERFORMS DUTIES WHICH INVOLVE THE CONTROL, ACCOUNTABILITY AND SHIPMENT OF ARMS, AMMUNITION AND EXPLOSIVES (AA&E). INCUMBENT MUST MAINTAIN AA&E SECURITY CERTIFICATION/SCREENING IAW AR 190-11.

### III. CLASSIFICATION FACTORS

#### Factor 1: Knowledge Level 1 - 6 950 Points

##### Knowledge 1:

Knowledge of a wide range of well-established and commonly applied supply principles, concepts, and methodologies pertaining to technical inventory management. Employee uses knowledge of established supply systems in weighing effects of variables such as cost, existing policies and procedures, data processing requirements, and other issues on courses of action under consideration.

Ability to perform analytical assignments involving specific issues associated with inventory management, or to study and recommend solutions for a segment of a broad study involving several issues or problems. Typical areas of concern are existing policy, work procedures, work methods, data integrity, or developing requirements for assigned items of supply, and may involve elements of work in other organizations, such as contracting and procurement, data processing, accounting, or those receiving supply support.

##### Knowledge 2:

Knowledge and skill in using automated supply databases for inventory management determinations.

##### Knowledge 3:

Expertise and in-depth knowledge of inventory management and knowledge of a broad range of supply program relationships. Work requires the employee to analyze independently and resolve difficult inventory management issues problems involving, for example, supply processes, work methods, supply data management, or day-to-day operational procedures.

#### Factor 2: Supervisory Controls Level 2 - 3 275 Points

Supervisor defines scope of responsibility and objectives, priorities, and deadlines. Employee is provided with more detailed assistance in unusual situations lacking clear precedents.

Employee plans and carries out steps involved to accomplish assignments, resolving problems in accordance with agency or local standards, previous training and experience, and established practices. Employee determines methods and procedures to be used.

Completed work is evaluated for technical soundness and appropriateness in relation to the nature and level of supply support required. Techniques used by employee during the course of each assignment are not usually

reviewed in detail.

#### Factor 3: Guidelines Level 3 - 3 275 Points

Guidelines available and regularly used in the work consist of agency policies and implementing directives, manuals, handbooks, supply regulations, and locally developed supplements providing detailed work procedures and directives. Guidelines are not always applicable to specific conditions or there are gaps in specificity when applying them to specific supply requirements.

Employee uses judgment in interpreting, adapting, and applying guidelines when there is overlap or conflict in levels of support required, or other conditions requiring employee to analyze and develop procedures within the intent of available guidelines. Employee independently resolves gaps in specificity or conflicts in guidelines, consistent with stated supply program objectives. Employee analyzes applicability of guidelines to specific circumstances and proposes regulatory or procedural changes designed to improve the effectiveness or efficiency of supply controls.

#### Factor 4: Complexity Level 4 - 3 150 Points

Employee performs various duties requiring application of different and unrelated methods, practices, techniques, or criteria. Compiles, analyzes, and summarizes information relating to supply requirements; develop plans for approaches that may be taken in resolving problems. Employee considers normal acquisition channels, lead time, availability, storage or staging space, frequency of use, and documentation requirements in order to provide support in buying, storing, and transferring supplies. Employee develops estimates of costs for implementing each of several options; and/or recommend a courses of action to meet assignment objectives.

Work requires consideration of program plans, applicable policies, regulations and procedures, and alternative methods of implementing and monitoring supply requirements. Employees identifies and analyzes relationships among organizational needs and objectives, costs, and requirements in supply guides and related information sources.

Recommendations involve implementation of specific supply actions, and application of standard methods, techniques, and programs. They are based on factual information such as funding available, minimum regulatory requirements, and delegated authorities.

#### Factor 5: Scope and Effect Level 5 - 3 150 Points

Work involves resolving a variety of conventional supply problems, questions, or situations. Employee monitors established supply systems and programs, or assigned blocks of activities in a supply specialization, performs independent reviews, and/or recommends actions involving well-established criteria, methods, techniques, and procedures.

The employee's work products, advice, and assistance affect the efficiency of established supply operations or specialized programs, and contribute to the effectiveness of newly introduced programs requiring supply support. The effect of the work is primarily local in nature, although some programs may be part of multi-facility of nationwide program

operations with interlocking supply requirements.

Factor 6: Personal Contacts Level 6 - 2 25 Points

Contacts are with employees in the same agency, but outside the immediate organization. Persons contacted generally are engaged in different functions, missions, and other kinds of supply work or represent various levels within the agency or other operating offices in the immediate installation.

contacts are with the general public, as individuals or groups, in a moderately structured setting. The contacts are generally established on a routine basis, usually at the employee's work place. The exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of the other participants.

Factor 7: Purpose of Contacts Level 7 - 2 50 Points

Purpose of contacts is to obtain, clarify, and exchange information, and to plan and coordinate work, or advise on efforts to resolve operating problems by influencing or motivating individuals or groups who are working towards mutual goals and who have basically cooperative attitudes.

Factor 8: Physical Demands Level 8 - 1 5 Points

Work is sedentary and is usually accomplished while seated at a desk or table. Some walking and standing may occur in the course of a normal

workday in connection with attendance at meetings and conferences, or while researching files. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. Lifting of moderately heavy objects is not normally required. No special physical effort is required to perform the work.

Factor 9: Work Environment Level 9 - 1 5 Points

Work is primarily performed in an office-like setting involving everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, and private or commercial vehicles.

The employee uses safe work practices with office equipment, avoids trips or falls, and observes fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

IV. CLASSIFICATION SUMMARY

In this position:

Each Duty in this position is evaluated individually and the highest grade applicable to at least 25% of the work has been assigned to the position. The position has been credited with the classification factors which have the highest total value for the grade controlling work. These are the factors displayed in the document. Some of the work at other grade levels may have individual factors that have a higher point value than that credited, but the total value of the factors for that work does not exceed

the credited level.

Duty A. 20% GS-2010-11 Inventory Management Specialist  
Policy Implementation

Duty B. 40% GS-2010-09 Inventory Management Specialist  
Requirements Determination

Duty C. 20% GS-2010-09 Inventory Management Specialist  
Inventory Control and Accuracy

Duty D. 20% GS-2010-09 Inventory Management Specialist  
Database Management

The level for Factor 1 is based on knowledges associated with duties comprising a minimum of 25% of the position's time. Other knowledges listed were associated with duties that did not constitute at least 25% and thus do not affect the level of this factor

U.S. Office of Personnel Management (OPM) Published Classification Standards (PCS), Inventory Management Series, GS-2010, Transmittal Sheet 117, July 1992.

U.S. Office of Personnel Management (OPM) Published Classification Standards (PCS), Grade Evaluation Guide for Supply Positions, Transmittal Sheet 117, July 1992.

GS-09 Point range: 1855 - 2100  
Total Points: 1885  
Grade: GS-09