

OFFICE OF PERSONNEL MANAGEMENT
MERIT SYSTEMS OVERSIGHT AND EFFECTIVENESS
DALLAS OVERSIGHT DIVISION
CLASSIFICATION APPEAL DECISION

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

Appellant: [appellant's name]

Position: Industrial Property Clearance Specialist, GS-1103-11
Position Number: Z2404N001

Organization: Technical Assessment Group
Defense Contract Management Command
Defense Logistics Agency
[location/address]

Decision: Industrial Property Clearance Specialist, GS-1103-11

OPM Decision Number: C-1103-11-01

Approved by:

/s/ Jodi L. Guss
Bonnie J. Brandon
Classification Appeals Officer

8/6/97
Date

Copy of decision sent to:

[appellant's name and address]

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INTRODUCTION

The position is assigned to the Technical Assessment Group, Defense Contract Management Command [location/address], in the Defense Logistics Agency. The agency has classified the position as Industrial Property Clearance Specialist, GS-1103-11. The appellant believes that the duties performed warrant the position being upgraded to a GS-1103-12. He filed an appeal with this office under the provisions of chapter 51 of title 5, United States Code.

This is the final administrative decision of the Government, subject to discretionary review only under the conditions and time limits specified in sections 511.605 and 511.613 of the Code of Federal Regulations, and appendix 4 of the *Introduction to the Position Classification Standards*.

POSITION INFORMATION

The Technical Assessment Group (TAG) of the Defense Contract Management Command (DCMC), Defense Logistics Agency (DLA), in [location/address], is one of six groups reporting to the DCMC District [location] Commander. The TAG consists of two teams, a business team and a technical team, who report to the TAG Group Leader. The appellant's position is assigned to the [identifying name] team which is comprised of the supervisor, two industrial specialists, four price analysts, three transportation specialists, one packaging specialist, one freight rate specialist, five property administrators, two procurement technicians, one military performance analyst, and the appellant, who serves in the capacity as the plant clearance officer. The appellant basically works independently, but in support of DCMC's [location] office. He is responsible for the management of the plant clearance program within his assigned geographic jurisdiction which includes the States of [three state names], as well as administering the disposal programs for [company name] Astronautics and [company name] Command and Control Systems, and [company name] Aerospace Systems and [company name] Telecommunications. Program responsibilities include disposing of a wide range of types of property and following a broad range of procedures for disposal activities. The appellant's position description of record is adequate for classification purposes.

SERIES AND TITLE DETERMINATION

The GS-1103 series, Industrial Property Management Series, includes positions which primarily require a knowledge of business and industrial practices, procedures, and systems for the management and control of Government-owned property. Position responsibilities involve technical administration of contract provisions relating to Government property in the possession of contractors, from acquisition through

disposition. Positions that provide technical assistance with property administration matters are also included in this series.

Industrial property management specialists see that contractors comply with contract requirements and Government regulations pertaining to Government property in their possession. The contractor is directly responsible and held accountable for this property. The contractor must establish a system to control, protect, preserve, and maintain the Government property; and, this system is reviewed and approved by an industrial property management specialist. The industrial property management specialist is charged with determining liability for loss, damage, or other disposition of the property.

An industrial property clearance specialist is responsible for the disposition of Government property remaining in the contractor's possession following a change, completion, or termination of a contract. Plant clearance is conducted in accordance with the terms of a contract. Activities include screening, redistribution, and/or disposal of this property.

The appellant's position includes duties found in the industrial property clearance specialist area. He is responsible for reviewing and approving contractors' inventory schedules and maintaining control of excess Government property in the possession of the contractor through the property's final disposition. The appellant's responsibilities include plant clearance duties such as reutilization, redistribution, donation, destruction, sale, scrap, salvage, and abandonment of reported excess Government property.

The intent of the appealed position is to provide control of Government excess property through contract administration to ensure all property is properly dispositioned, and to manage the plant clearance program in determining methods of disposition and accounting for all contractors' inventory of Government excess property. The agency has classified the position as Industrial Property Clearance Specialist, GS-1103. The appellant has no complaint regarding his series or title. We agree that the position is properly classified to the GS-1103 series.

The title Industrial Property Management Specialist is established for non-supervisory positions primarily concerned with control of Government property in the possession of contractors, from acquisition through disposition, and some of these positions may include plant clearance functions. The title Industrial Property Clearance Specialist is established for non-supervisory positions which chiefly are concerned with the disposal of contractor inventory from a contractor's plant. The appellant's position includes functions under both titles, although the majority of his responsibilities fall within the clearance aspects of property management. For this reason, the title Industrial Property Clearance Specialist is appropriate for the position.

GRADE LEVEL DETERMINATION

In determining the proper grade level of the position, Part II of the Industrial Property Management Series addresses industrial property clearance specialist positions. Direct application of the criteria contained in Part I of this standard (which covers industrial property management specialist positions) is not used in determining the proper grade level for an industrial property clearance specialist due to the difference in job content. Knowledges, skills, and abilities to perform property clearance functions in the GS-1103 series are similar to those in the GS-1104 Property Disposal Series, but require the additional knowledge and ability to apply contract provisions pertinent to Government property in the possession of contractors, to evaluate the adequacy of a contractor's procedures in effecting property disposal actions, and to monitor the contractor's disposition of excess and surplus property. Therefore, grade level determination for the appellant's position will be made on the basis of (1) comparing contract provision performance in evaluating and monitoring contractors' procedures in the disposition of excess property with Part I of the GS-1103 Industrial Property Management Series standard, and (2) comparing work performed in the area of utilization, redistribution, donation, sale, or other disposal methods with the GS-1104 Property Disposal Series standard.

Part I, GS-1103 Industrial Property Management Series

Classification criteria for industrial property management specialist positions are described in terms of (a) Nature of Assignments and (b) Level of Responsibility.

A. Nature of Assignments

This factor reflects the scope and difficulty of assignments as well as the nature and purpose of personal contacts. Work assignments may range from single tasks performed sequentially for training purposes to full responsibility for highly complex property control systems. For positions not designated as "property administrator", grade level criteria include consideration of the range and difficulty of property administration functions performed, the amount and types of Government property to be controlled, and the complexity of the contractor's property control system which has a significant impact on the scope and difficulty of a property administrator position.

In determining grade level criteria for an industrial property clearance specialist's property and contract management responsibilities, we consider:

1. The diversity, variety, and complexity of the contractor's organization and operation: Akin to the property administrator's need for knowledge of a contractor's property control system, a clearance specialist must have a sufficient knowledge of the contractor's operations to understand each

organizational element or function and its relationship to others in the inventory control system.

2. The amount and types of excess Government property in control of the contractor: Each type of property may require distinctly different methods for disposal. In this capacity, the complexity of the inventory and possible dispositions affects the scope and difficulty of the work and knowledge required of the clearance specialist. This directly relates to a property administrator's knowledge concerning different methods for managing each property type including differences in acquiring, receiving, recording, protecting, maintaining, and using the property.
3. The difficulty of excess and surplus property disposition resulting from contractual provisions: The extent to which special or unique contractual provisions exist must be considered in determining disposition schedules. In addition, we consider the extent to which guidelines have been established for this type of situation. Here again, this correlates with the contractual provisions a property administrator would encounter in controlling Government property.

Nature of assignments at the GS-11 level for a property management specialist include full responsibility for the property management program within a specified area or location, either in a resident or non-resident capacity. Assignments exceed a GS-9 level in that a GS-11 property administrator has responsibility for surveillance and control of the contractor's management of large amounts of Government property (e.g., thousands of line items) under a more complex property control system. At a grade 11 level, Government property is more difficult to control because there are varied types of property with each type subject to different control methods, the property and records are maintained in various divisions dispersed throughout the plant, problems associated with identification/use/maintenance/disposition are encountered, and contracts include unique or special property provisions requiring the use of experienced judgment in applying established guidelines. At a GS-9, control of the Government property is not as difficult because types of property are more limited and can be more easily controlled using similar methods and procedures. Contracts at the GS-9 level have few or no unique property provisions.

Nature of assignments at the GS-12 level include property administrators who control larger amounts and greater varieties of Government property. Typically, contractor's control of Government property is diffused among different organizational components which requires a contractor to use diverse and more complex methods of control techniques, procedures, and forms to meet specific needs of numerous divisions, subdivisions, and facilities serviced in the plant. There is a continuous need to resolve

difficult property administration problems relating to unique or special property provisions without established precedents.

The scope and complexity of work assigned at a GS-12 level is such that the GS-12 property administrator typically has some responsibility for the work of lower graded industrial property management specialists. This may include working as a team leader with responsibility for training lower graded specialists as well as making and reviewing their work assignments.

Characteristic of GS-12 property administrator assignments are extremely large amounts (e.g., tens of thousands of line items) of Government property to be controlled with a large amount of consumable materials for work in progress and substantial quantities in most of the following property types: special tooling, special test equipment, industrial plant equipment, other plant equipment, military property, real property, salvage, and scrap. Property is more difficult to control than that at the GS-11 level in that more types of property result in a much greater diversity of procedures for property control, and the greater variety and dissimilarity of materials, equipment, or facilities result in an increase in the difficulty of problems that may arise.

In applying this criteria to the tasks performed by a property clearance specialist, we can correlate the property management functions with the property clearance functions in the following manner:

Nature of assignments at the GS-11 level for a property clearance specialist would include full responsibility for the property clearance program within a specified area or location, either in a resident or non-resident capacity. Assignments would exceed a GS-9 level in that a GS-11 clearance specialist would have responsibility for review and approval of the contractor's inventory schedule which would involve management of large amounts of excess Government property (e.g., thousands of line items). At grade 11, excess Government property would be more difficult to control due to the variety of types of property with each type subject to different disposition methods, the property and records might be maintained in various divisions dispersed throughout the plant, problems associated with the disposition of the surplus property might be encountered, and contracts might include unique or special property provisions requiring the use of experienced judgment in applying established guidelines.

At a GS-9, control of the excess Government property is not as difficult because types of property are more limited and can be more easily disposed of using similar methods and procedures. Contracts at the GS-9 level have few or no unique property provisions.

Personal contacts at the GS-11 grade level include a variety of top officials of contractor firms dealing with more complex property issues than those found at the

GS-9 level. Contacts at the GS-11 level might include approving or negotiating changes to the contractor's processes or to resolve significant noncompliance issues, to gain or clarify information on property disposition, to advise contractors on unsatisfactory conditions requiring corrective actions, or to coordinate more complex disposition schedules.

Nature of assignments at the GS-12 level include property clearance specialists who control larger amounts and greater varieties of excess Government property. Typically, the contractor's possession of Government property is diffused among different organizational components which requires the use of diverse and more complex methods of disposal techniques, procedures, and forms to meet specific disposal requirements from numerous divisions, subdivisions, and facilities in the plant. There is a continuous need to resolve difficult disposal administration problems relating to unique or special disposition provisions without established precedents.

The scope and complexity of work assigned at a GS-12 level is such that the GS-12 clearance specialist typically has some responsibility for the work of lower graded property clearance specialists. This may include working as a team leader with responsibility for training lower graded specialists as well as making and reviewing their work assignments.

Characteristic of GS-12 clearance specialist's assignments are extremely large amounts (e.g., tens of thousands of line items) of excess Government property to be dispositioned with a vast variety of property types which require numerous methods of handling disposal procedures from any one plant. These numbers and differences could result in an increase in the difficulty of problems that may arise.

At GS-12, personal contacts are at corporate management levels for the purpose of obtaining changes to programs of large scope with substantial impact on the contractor's operations. Contacts at this level exceed those at the GS-11 primarily due to the broader scope and diversity of the contractor's operations, the higher complexity level of problems that arise, and the greater amount and variety of property involved.

The appellant is responsible for disposal contracts involving a large number (thousands) and variety (e.g., computer equipment, explosives, munitions, laboratory equipment, lasers, cameras, etc.) of property types. Each property type is subject to different disposal methods including, but not limited to reutilization, demilitarization, sale, salvage, scrap, and donation. His geographical jurisdiction is multistate and includes two large contractors [contractor names]. The appellant has worked with schools and universities within his jurisdiction in donating computer controllers, terminals, plotters, laboratory equipment, and related surplus property to these educational or research facilities. Most of the appellant's excess property inventory for which he administers a disposition program may be categorized as research and

development equipment. His contacts are usually with contractors, Department of Defense agencies, other Federal and State agencies, property administrators, and other people serving in related property disposition roles. The purpose of these contacts is to obtain, clarify, or provide information, to obtain information and approve inventory schedules, to review contractors for compliance with provisions of the contracts, and to eliminate any conflicts with the contractors on property disposition.

In determining the appropriate grade level of the appellant's contract responsibilities, we found:

1. The diversity, variety, and complexity of most of the appellant's contractors' operations fall in the mid-range of the standard. The appellant is responsible for a large number and variety of items indicative of the GS-11 level. His responsibilities in this area do not meet the GS-12's definition of tens of thousands of line items, which would constitute a very large number and variety of items.
2. The amount and types of property requiring the appellant's knowledge of different disposal techniques again meet the GS-11 definition of large, but not the GS-12 definition of very large. The excess property at [contractor names] may be dispersed throughout the plants which may require the appellant to have various contacts or coordinate property disposal among various divisions or units.
3. Contracts administered by the appellant may include special provisions or unique situations which require the appellant to use his experienced judgment in determining proper dispositions or in negotiating needed changes with contractors, akin to those found at the GS-11 level. An example would include ensuring all aspects of excess military property is properly demilitarized, making the property or elements of the property safe for use by others, such as in the disposal of a weapons laser modified (or demilitarized) for use in medical research. Work in this area would be in negotiating or dealing with a contractor or subcontractor in complying with the requirements. For the most part, these would be of a less complex nature than that found at the GS-12 level which would involve negotiations with corporate level managers requiring a much broader knowledge of a diverse disposition system.

B. Level of Responsibility

This factor indicates the degree of supervision received, the nature of available guidelines, and the nature and complexity of decisions and recommendations. Positions in this occupation range from training assignments performed under extremely close supervision to assignments at full working levels that involve

independence and authority to make decisions on the adequacy of contractors' performance.

At the GS-11 level, a property administrator typically receives general administrative supervision from a supervisor with broad responsibilities for contract administration and technical supervision from staff or supervisory industrial property specialists at a regional or district headquarters. Work assignments and objectives are generally prescribed, but methods of accomplishment are seldom reviewed or controlled while work is in progress. A GS-11 property clearance specialist receives the same type of supervision as does a property administrator. Like the property administrator, the plant clearance officer has final approval and signatory authority on property disposal matters.

The GS-11 property administrator has full authority and responsibility for developing plans and accomplishing the total property control program for assigned contractors. This level exceeds a GS-9 in that the employee independently makes decisions to approve or disapprove initial and continuing adequacies of more complex property control systems, and has greater authority in management of the contractor's property control system. The GS-11's supervisor is kept informed on problems that the employee is unable to resolve or on any persistent lack of corrective action by the contractor or subcontractors or on unusual or unduly complex situations. Likewise, the property clearance specialist has full authority and responsibility for all property clearance matters within his jurisdiction, and keeps the supervisor informed on unusual or special situations that may occur.

A GS-12's level of responsibility involves the same supervisory relationship as described at the GS-11 level. The essential difference between the GS-11 and GS-12 positions is the greater scope and complexity of assignments found at the GS-12 level in dealing with much larger market areas and with greater numbers and types of property.

The appellant's position in contracting matters meets the level of responsibility of the GS-11 in that he has full authority to make decisions relevant to property disposal matters in a multistate area, including signatory authority for the numerous forms and correspondence needed for excess property disposal. The appellant's supervisor maintains administrative supervision, and any technical assistance required on the part of the appellant is obtained through contact with other plant clearance officers or the [higher level location] office.

The appellant's position does not meet the described standard for GS-12 in that the scope and complexity of his position is less than the larger market area and greater numbers/types of property envisioned in the GS-12 standard.

These elements in the appellant's position are indicative of a GS-11 grade level and do not fully meet the level of a GS-12, as described above. Therefore, for the contract portion of the appellant's position, we are assigning a GS-11.

GS-1104, Property Disposal Series

This series includes administrative, managerial, and technical work required to redistribute, donate, sell, abandon, destroy, and promote the use of excess and surplus personal property. Employees in this series must know characteristics, proper identities, and uses of property items; merchandising and marketing techniques; and/or property disposal policies, programs, regulations, and procedures. Positions that involve managing, controlling, or disposing of Government-owned property in the possession of contractors are classified to the Industrial Property Management Series, GS-1103, with grade determination based on the GS-1104 Property Disposal Series.

Personal property consists of any movable, tangible property (except real property, Federal records, and certain naval vessels) including all types of equipment, machinery, parts, tools, metals, furniture, fuels, chemicals, vehicles, aircraft, medical supplies, weapons, publications, and clothing. Occupants of this series perform work to dispose of personal property using such methods as utilization, donation, and/or marketing. An employee in this series is responsible for screening and researching various types of property for various uses, comparing property information and requirements, contacting potential users, researching the possibility of rehabilitation to enhance the property, performing analysis on the costs to transport or otherwise dispose of the property, and initiating actions to sell, destroy, or abandon property.

If Federal agencies cannot use excess property, it becomes surplus property which is eligible for donation to State governments and various organizations for specific purposes. A person in this job series would ensure property is used for accepted purposes by the donees. If marketing is required, an employee would determine the proper method to handle the property (e.g., scrap, destroy). Typically, sales methods include sealed bids, public auctions, and negotiations.

Some employees in this series are responsible for hazardous materials and must have knowledge of specific handling procedures in order to advise on proper handling, storage, or transport, and to ensure compliance with regulations.

Property disposal organizations use computers to facilitate maintaining and searching inventory lists, generating contracts or correspondence, and in monitoring the performance of property disposal activities.

The remainder of the appellant's work is graded by reference to the grade-level criteria in the classification standard for the GS-1104. The standard uses the Factor

Evaluation System (FES) method which places positions in grades by comparing their duties, responsibilities, and qualification requirements with nine factors common to nonsupervisory 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 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 following is our evaluation of the position in terms of the criteria.

Factor 1, Knowledge Required by the Position

This factor measures the nature and extent of information or facts which the employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply those knowledges. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

At Level 1-7, employees possess knowledge of a wide range of disposal concepts and an indepth knowledge of specific disposal programs and regulations. Using this knowledge, they dispose of a broad range of highly complex or special property within a multistate market area or among a wide variety of Federal activities with different property requirements. They identify and resolve a wide range of property disposal issues or problems, or they interpret and advise on the proper disposal procedures or policies to follow.

Examples of work at this level include employees using utilization or donation policies to analyze a wide variety of programs for compliance issues. They provide guidance in redistributing property due to overstocked inventories or contract closures. Employees at this level interpret market information to ascertain proper sales methods. Market areas are usually large, either multistate or regional. Advice on special identification, demilitarization, handling, storage, transportation, or disposal methods are provided to a variety of contacts including contractors, property administrators, or others involved in property disposal. Part of the duties at this level include inspecting locations for regulatory compliance and maintaining information on each segment of disposal activity.

At Level 1-8, employees possess an expert knowledge of disposal programs and policies, functioning as technical authorities for assignments which require the application of new concepts or practices to problems which are out of the ordinary. This knowledge is applied either to a major property disposal area or program or to unusually difficult disposal cases involving extremely high value or major strategic, economic, social, or political significance.

Examples of work at this level might include employees who analyze new or revised legislation and policy recommendations for application to interagency programs.

The position requires knowledge equivalent to Level 1-7. The appellant is required to be knowledgeable of a broad range of disposal concepts, principles, and practices as well as specific disposal programs, regulations, methods, and techniques. The appellant must be aware of a wide variety of Federal, State, and donation programs; contract requirements; compliance regulations; marketing techniques; demilitarization and classified material requirements; and other property and disposal requirements.

The appellant performs duties including reviewing, advising, and procedure related problem solving using his knowledge of disposal principles and regulations. He is responsible for the disposition of excess and surplus Government property using such methods as reutilization, salvage, sale, destruction, donation, or other related techniques. Types of property may include computer peripherals, cameras, lasers, munitions, chemicals, and others. The appellant is responsible for achieving plant clearance within the States of [three state names]; assists a plant clearance officer in [name of another state] with hazardous material disposition; and administers disposal efforts for two local contractors (two contractor names).

The appellant's position does not meet Level 1-8 of the standard as his position does not require an expert knowledge so diverse as to impact interagency programs. The appellant's position covers a multistate area and requires a broad knowledge of disposal concepts; this is indicative of Level 1-7.

Level 7 and 1250 points are credited.

Factor 2, Supervisory Controls

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibilities, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends on the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to

participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review (e.g., close and detailed review of each phase of the assignment, detailed review of the finished assignment, spot-check of finished work for accuracy, or review only for adherence to policy).

At Level 2-4, the highest level of the standard, the supervisor sets the overall goals and resources available. Employees and the supervisor, in consultation, develop projects or new techniques. Employees plan and carry out assignments, resolve conflicts, coordinate work with others, and interpret policies on their own initiative in terms of established objectives. The supervisor is kept informed of progress or potentially debatable or questionable matters. Some employees at this level work at locations physically remote from the supervisor or a higher graded employee. Completed work is reviewed only from an overall standpoint in terms of feasibility or effectiveness in meeting program goals or expected results.

The appellant's position meets and does not exceed Level 2-4. The appellant's supervisor provides administrative supervision. The supervisor has established an overall objective of plant clearance and disposal. Work assignments are derived through the identification of excess or surplus property requiring disposal or through the normal process of review to determine contractors' compliance with contract requirements and regulations. The appellant is responsible for prioritizing, planning, and completing his assignments. He keeps his supervisor informed of overall workload and any significant problems or changes that may arise. The appellant is authorized to resolve problems within his realm of knowledge, ability, and jurisdiction. He is fully responsible for making decisions concerning property dispositions and contractor compliance. He ascertains when non-compliance by a contractor needs to be raised to a higher level. The appellant's signature appears on all disposal-related forms and program correspondence. He resolves problems that arise based on his knowledge of the program and regulatory requirements, and coordinates needed activities with contractors, property administrators, or others in the property field.

The supervisor's review of work is based on written and oral feedback from the appellant's customers and from contractors. The appellant's work is reviewed for effectiveness in completing projects. The supervisor expects the appellant to notify him and the [higher level location] office whenever unusual or problematic issues arise.

Level 4 and 450 points are credited.

Factor 3, Guidelines

This factor covers the nature of guidelines and the judgment needed to apply them.

At Level 3-3, guidelines are available but not completely applicable to specific work assignments or problems that may arise. This requires employees to use their own judgment in interpreting and adapting guidelines or in applying new techniques. Guides may include disposal policies, regulations, and precedents; local procedures and instructions, including those the employee may have adapted; and regulations pertaining to demilitarization, contracting, hazardous materials, or other related topics.

At Level 3-4, guidelines consist of agency policies and precedents that provide only a general outline of concepts, methods, and goals of disposal programs. Of limited use, the guidelines inadequately cover complex or controversial issues. Employees use their initiative and resourcefulness in deviating from traditional disposal methods such as researching and developing new uses and marketing techniques for highly technical or hard to sell property, devising ways to improve Federal agency disposal problems or State donation programs, or resolving hazardous material disposal problems. Employees implement new methods and procedures and propose new policies that extend beyond simple adaptation of processes or operating procedures.

The appellant's position meets Level 3-3 in that he must use his knowledge and judgment to interpret and adapt guidelines contained in the *Federal Acquisitions Regulations* and other related property management manuals, agency procedures, or policy statements. An example of the appellant adapting procedures is when contractors requested compensation for any additional work to demilitarize property and sell the residue. The appellant adapted agency procedures to solicit competitive bids from scrap dealers who demilitarize and sell the residue within the same day. Demilitarization is witnessed by the appellant and the contractor. The new procedure saves the Government time and money. In another case, a contractor was accumulating batteries daily in the repair of computer equipment until there were a large number of batteries. The contractor would then solicit competitive bids for disposal of hazardous waste (the batteries). The length of time hazardous materials may be stored is limited and controlled by State laws and regulations. The adapted office procedure requires solicitation of bids for a one to two year contract to dispose of the batteries rather than a new solicitation every two months or so. The disposal time is reduced and the Government again saves time and money.

Although this demonstrates the initiative and resourcefulness of the appellant, these examples are not characteristic of the deviations from or interpretations of the overly broad and extremely vague concepts one might find in guidance at Level 3-4. The appellant's guidelines may not be specific to fit all situations, but general concepts and existing or modified precedents found in this position require less judgment and interpretation regarding methods, procedures, or policies than that indicative of Level 3-4.

Level 3 and 275 points are credited.

Factor 4, Complexity

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

At the 4-4 level, the employee performs a variety of disposal assignments requiring many different and unrelated processes and methods. Duties involve the disposal of a broad range of property, typically in a regional or multistate area with a variety of market conditions, or among various activities with different functions and property requirements. Employees assist Federal or State activities with locating and redistributing property; conducting market research in an area with varying economic conditions and property interests; evaluating bidders before awarding sales contracts to determine compliance with license and permit regulations, storage or processing requirements, or ability to meet transportation requirements; monitoring disposal operations for compliance with regulations and effective disposal of property; and/or, providing guidance to contractors, agencies, or State governments on specific program areas such as utilization, donation, marketing, hazardous material, or demilitarization.

Decisions involve situations that may require modification of standard disposal methods. Employees at this level determine the direction and scope of property disposal assignments which may require them to adapt existing methods or guidance.

Work at Level 4-5 involves assignments requiring a substantial amount of analysis or consisting of a broad range of activities indicative of a nationwide or agencywide disposal program area. This level employee may encounter an unusual difficulty in researching and coordinating property disposal efforts because of their extremely high value or major impact socially, economically, or politically. Significant departures from standard disposal practices and procedures are used to resolve widespread or critical disposal problems, develop and evaluate new disposal policies with broad impact, and/or, advise on interpretation and implementation of new disposal policies. Disposal actions are very broad and diverse with Governmentwide or nationwide impact and may be affected by continuous legislative, regulatory, or major market changes. Employees at this level must consider the total range of existing policies, procedures, laws, and regulations as well as program goals and objectives in developing and interpreting broad disposal policies or regulations.

The appellant's position meets Level 4-4. He conducts his property disposal activities in a multistate market area. He monitors disposal operations for compliance with a wide range of policies and procedures. He evaluates bids, plans and develops assignments, and uses numerous methods of disposal. The appellant conducts some market research within his jurisdiction and identifies potential buyers or donation

recipients. He adapts existing methods for disposal to meet specific situations that may arise.

The appellant's position does not meet Level 4-5 as his assignments do not involve agencywide nor nationwide program responsibilities, do not include the need for unusually difficult research, nor do they have major political, economic, or social significance.

Level 4 and 225 points are credited.

Factor 5, Scope and Effect

Scope and effect covers the relationship between the nature of the work (i.e., the purpose, breadth, and depth of the assignment), and the effect of the work products or services both within and outside the organization. In General Schedule occupations, effect measures such things as whether the work output facilitates the work of others, provides timely service of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture, allowing consistent evaluations. Only the effect of properly performed work is to be considered.

At Level 5-4, employees dispose of a wide variety of property within a regional or multistate area. Resolution of disposal problems is made through an assessment of the effectiveness of the disposal processes or policies. Employees at this level provide guidance on specific disposal practices and recommend new or modified procedures. Results of the work affect a range of activities for a regional or multistate area and impact the completion of disposal projects. New or modified techniques set precedents for future projects. Disposals have an influence on the economic soundness of agencies, State donation programs, donee activities such as universities, and industries within a multistate area.

Work at Level 5-5 involves the resolution of critical, unusual, or widespread problems including providing guidance on major disposal activities. Results of the work at this level affect the development, direction, and management of major disposal programs on an agencywide or nationwide basis.

The appellant's position meets level 5-4 as he is responsible for disposal activities in a multistate area. He has worked with State donation programs as well as schools, universities, and laboratories in seeing that surplus property is properly donated to these facilities. Donations have included hundreds of computers and significant numbers of laboratory tools and equipment. Accomplishments in the donation program include enabling an eleven-school network link to enhance a library automation

system; allowing three school districts to utilize one computer system for business processes; and, facilitating architectural design classes using donated plotters, and chemical/environmental classes using donated lab equipment. Working with [two names] corporations, the appellant primarily works in the area of research and development property (e.g., lasers, cameras, etc.) although he occasionally is involved with hazardous material disposal (e.g., explosives, munitions, chemicals, etc.) in conjunction with the Utah DLA disposal site.

The appellant's position does not meet Level 5-5 as the scope of his assignments are neither nationwide nor agencywide, nor do they involve major disposal projects or programs with national impact.

Level 4 and 225 points are credited.

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

Factor 6 includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place. Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed.

In General Schedule occupations, the purpose of personal contacts (Factor 7) may range from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

Personal Contacts

At Level 6-3, contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting. Purpose of contacts are different and not routine. Typical contacts may include disposal specialists, property managers, and inventory managers from other agencies and departments; State government representatives, donation recipients, or other property users; or property distributors, manufacturers, retailers, and marketing experts. Employees may also contact representatives from professional organizations, news media, public action groups, and congressional offices.

The appellant's position meets Level 6-3 in that his primary contacts are disposal specialists, property administrators, and inventory managers within his agency; employees of other agencies; State representatives; bidders; buyers; contractors; and

donation recipients. The appellant has worked with a congressional office in disposal of property through donation.

Level 3 is credited.

Purpose of Contacts

At Level 7-c, the purpose of contacts is to influence, motivate, interrogate, or control persons or groups that may be skeptical or uncooperative. Employees must possess the skill to approach the individual or group in a manner to enable the employee to gain compliance with established policies and regulations through persuasion or negotiation; or, to gain information by establishing rapport.

The appellant's position meets Level 7-c as the purpose of his contacts includes working with contractors to obtain compliance with the contract, policies, and regulations. He must regularly establish rapport with uncooperative contractors both by phone and in person. The appellant's position requires negotiation skills to enable him to solicit bidders and buyers as well as resolve conflicts with contractors.

Level 6-3/7-c and 180 points are credited.

Factor 8, Physical Demands

This factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching). To some extent, the frequency or intensity of physical exertion must also be considered (e.g., a job requiring prolonged standing involves more physical exertion than a job requiring intermittent standing).

Level 8-2 requires some physical exertion such as long periods of standing, walking over rough or uneven surfaces, recurring activities such as bending or stooping, or lifting and carrying moderately heavy items. Employees engage in such exertion when conducting auctions, inspecting scrap yards and warehouses, or climbing and inspecting large pieces of property.

The appellant's position at times (approximately 25 percent) requires him to walk over rough or uneven surfaces, stand for long periods of time, and do moderate bending or lifting when he is in the field monitoring disposals, meeting with contractors, identifying the property on the inventory disposal list, or evaluating compliance. This meets Level 8-2.

Level 2 and 20 points are credited.

Factor 9, Work Environment

This factor considers the risk and discomforts in the employee’s physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques.

Level 9-2 involves work where there is regularly moderate risks or discomforts that may require use of special safety precautions and/or use of protective hardhats, boots, gloves, or goggles.

The appellant’s position meets Level 9-2 in that, approximately 25 percent of the time, he may be exposed to the elements, hazardous materials (e.g., solvents, acids, fuels), or sharp objects. He wears steel-toed boots, goggles, and a hard hat depending on whether he is visiting a scrap yard, a contractor’s warehouse, or a property disposal site.

Level 2 and 20 points are credited.

Summary of Factor Levels

✖	Factor	Level	Points
1	Knowledge Required of Position	1-7	1250
2	Supervisory Controls	2-4	450
3	Guidelines	3-3	275
4	Complexity	4-4	225
5	Scope and Effect	5-4	225
6	Personal Contacts &	6-3	180
7	Purpose of Contacts	7-c	
8	Physical Demands	8-2	20
9	Work Environment	9-2	20
TOTAL POINTS			2645

DECISION

Based on the grade conversion table contained in the GS-1104 standard, 2645 points equate to a GS-11. This, combined with the finding of GS-11 level contract responsibilities under the GS-1103 standard, results in the appellant's position being properly classified to GS-1104-11, and being titled Industrial Property Clearance Specialist.