



# United States Office of Personnel Management

**Office of Merit Systems Oversight and Effectiveness**  
*Digest of Significant Classification Decisions and Opinions*  
April 2002  
Article No. 28-04

**Standards:** [Grade Evaluation Guide for Positions of Managers of Operating Education Programs \(August 1974\)](#)  
[Education Services, GS-1740 \(October 1991\)](#)

**Factor:** Factor 1, Student Load

**Issue:** Alternative method for determining student load

## **Identification of the Classification Issue**

The appellant's position was classified as Education Services Officer, GS-1740-12. Since the appellant managed an education services program, the position was graded using the Grade Evaluation Guide for Positions of Managers of Operating Education Programs (Guide). The program provided counseling and testing services; remedial courses, tutoring services, and special subject courses such as speed reading, military defensive driving, and courses to increase military occupational skills scores; college level courses, offered on post, off post, and through distance learning technology; undergraduate and graduate level degree programs; high school completion and general education equivalency programs; and tuition assistance for soldiers to attend college. The appellant negotiated and coordinated with universities and colleges for courses and programs that met the educational needs of individuals at his installation. At issue was calculating student load under Factor 1 of the Guide and assigning an appropriate title to the position.

## **Resolution**

Normally, when evaluating Factor 1, the student load is measured by taking an average of the number of students simultaneously enrolled and participating in the facility's education and training program. In most cases, student load computation can be made by counting the number of students enrolled and participating in one or more courses at the beginning of each quarter of

the fiscal year for a representative number of quarters and then dividing that number by the number of quarters used. In some instances, it may be necessary to use another date within the quarter to get a more representative picture of the student load of the program.

Consistent with the intent of the Guide, the facility tracked college courses by counting each student only once during each quarter. However, for two other categories of courses -- those taken in the learning centers on post and military subject correspondence courses taken through military or armed forces organizations, OPM found that the facility's tracking system counted the number of enrollments rather than enrollees. This meant that the fiscal year figures included a count for a student each time he or she enrolled in one of these other courses during the quarter. According to the Guide, each student can only be counted once. Since the agency counted only the number of enrollments, OPM could not conclude that each enrollment represented an individual student. Therefore, OPM used an alternative method to determine the student load. Because enrollees frequently took courses in these two categories (learning centers on post and military subject correspondence courses) simultaneously, OPM estimated that half of the enrollments in each of the two categories might represent a single count for each student taking creditable courses during each of the four quarters. Using that method of estimation, OPM added the average number of students for those two categories to the average number of students enrolled in college courses to arrive at the student load for the appellant's position.

OPM also found that the title the agency assigned to the appellant's position of Education Services Officer did not meet the titling requirements prescribed in the standard for the Education Services Series, GS-1740. The standard for the Education Services Series, GS-1740, prescribes the title of Education Services Specialist for nonsupervisory positions that involve directing or managing an education services program. Since OPM found that the appellant's position also met the supervisory classification criteria in the General Schedule Supervisory Guide, the official title for the position was Supervisory Education Services Specialist.

**Link to [C-1740-12-01](#)**