

Position Classification Standard for Industrial Property Management Series, GS-1103

Table of Contents

SERIES DEFINITION.....	2
EXCLUSIONS.....	2
OCCUPATIONAL INFORMATION.....	3
TITLES.....	4
PART I - INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST POSITIONS.....	5
NATURE OF INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST POSITIONS.....	5
GRADE-LEVEL COVERAGE.....	6
CLASSIFICATION FACTORS.....	6
INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-05.....	7
INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-07.....	8
INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-09.....	9
INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-11.....	12
INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-12.....	16
PART II-INDUSTRIAL PROPERTY CLEARANCE SPECIALIST POSITIONS.....	20
NATURE OF INDUSTRIAL PROPERTY CLEARANCE SPECIALIST POSITIONS.....	20

SERIES DEFINITION

This occupation includes positions which primarily require a knowledge of business and industrial practices, procedures, and systems for the management and control of Government-owned property. These positions involve technical work in the administration of contract provisions relating to control of Government property in the possession of contractors, from acquisition through disposition. Also included are positions that involve providing staff leadership and technical guidance over property administration matters.

This standard cancels and supersedes the standard for the Industrial Property Administration Series, GS-1103, which was issued in February 1959.

EXCLUSIONS

Excluded from this occupation are positions which involve:

1. Providing clerical, typing, or stenographic assistance to the property administration staff. Such positions are classified in the appropriate occupation in the [General Administrative, Clerical, and Office Services Group, GS-0300](#).
2. Negotiating, administering, or terminating contracts to furnish services, supplies, equipment, or other materials to the Government. These positions require a knowledge of market trends and conditions, and the relationships among costs of production, marketing, and distribution. (By contrast, positions in the Industrial Property Management Series, GS-1103, specialize in the administration of contract provisions relating to control of property in possession of contractors.) See the [Contracting Series, GS-1102](#).
3. Auditing contractor accounting systems, including examination of property control records, for adequacy. Such positions are classified in the appropriate occupation in the [Job Family Position Classification Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500](#).
4. Performing other technical services requiring specialized knowledge of industrial practices, methods, and facilities other than those relating to management of Government property. See the [Industrial Specialist Series, GS-1150](#); the [Production Control Series, GS-1152](#); and other related occupations in the [Business and Industry Group, GS-1100](#).

OCCUPATIONAL INFORMATION

1. *Control of Government property in possession of contractors*

Industrial property management specialists insure that contractors comply with contract requirements and procurement regulations pertaining to Government property in possession of contractors.

Individual contracts, including related agreements and understandings, together with procurement regulations, establish the requirements for control of Government property in the possession of contractors. The contractor is directly responsible and accountable for all Government property. Under these provisions, the contractor must:

- (a) Establish a system to control, protect, preserve, and maintain Government property in his possession. This system must be reviewed and, if satisfactory, approved by an industrial property management specialist designated as a property administrator.
- (b) Maintain and make available required property records and account for Government-provided property. Liability for loss, damage, or excess use of property in a given instance depends upon the circumstances surrounding the particular case and must be determined by the industrial property management specialist.
- (c) Require subcontractors who are provided Government property to comply with the provisions of the contract and regulations.

2. *Types of Government provided property*

Government property is all property owned by or leased to the Government or acquired by the Government under the terms of a contract. Government-provided property includes both Government-furnished property and property acquired by the contractor for the performance of a contract.

Types of Government-provided property include:

- ! material
- ! special tooling
- ! test
- ! military property
- ! industrial plant equipment
- ! plant equipment other than industrial plant equipment
- ! real property
- ! scrap and salvage

Each type of property normally requires distinctly different methods for management and control.

3. *Property control systems*

A property control system is a method of management and control of Government property within a contractor's organization from acquisition through disposition. The property control system generally includes written procedures, records, and physical control (in some cases financial management control) of the different types of property.

It is possible, in large industrial organizations, for more than one property control system to exist. Each system is separate and distinct from the standpoint of organizational management and supervision, as well as functional and geographical characteristics.

4. *Disposition (plant clearance)*

Plant clearance includes responsibility, in accordance with the terms of the contract, for disposition of Government-provided contractor inventory remaining in the contractor's plant after change, completion, or termination of a contract. Included are all actions related to the screening, redistribution and disposal of contractor inventory from the contractor's plant or worksite.

Contractor inventory includes:

- any property acquired by and in the possession of a contractor or subcontractor (including Government-furnished property) under a contract pursuant to the terms of which title is vested in the Government, and in excess of the amounts needed to complete full performance under the entire contract; and
- any property which the Government is obligated to or has an option to take over under any type of contract as a result either of any changes in the specifications or plans thereunder or of the termination of such contract for subcontract thereunder) prior to completion of the work, for the convenience or at the option of the Government.

TITLES

The approved titles for positions covered by the GS-1103 standard are:

INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST

(For nonsupervisory positions concerned primarily with control of Government property in possession of contractors from acquisition through disposition. Some positions may also include responsibility for plant clearance functions. See part I of this standard for additional information.)

INDUSTRIAL PROPERTY CLEARANCE SPECIALIST

(For nonsupervisory positions primarily concerned with the disposal of contractor inventory from a contractor's plant. See part II of this standard for additional information.)

SUPERVISORY INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST and SUPERVISORY INDUSTRIAL PROPERTY CLEARANCE SPECIALIST

(For supervisory positions covered by the [General Schedule Supervisory Guide](#).)

INDUSTRIAL PROPERTY MANAGEMENT OFFICER

INDUSTRIAL PROPERTY CLEARANCE OFFICER

(For managerial positions which exceed Part II of the Supervisory Grade-Evaluation Guide.)

PART I - INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST POSITIONS

NATURE OF INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST POSITIONS

Industrial property management specialists are concerned with (a) field operations; and (b) staff and program responsibilities.

Field operations positions include:

- a. Industrial property management specialists who perform a range of industrial property administration functions over an assigned contract or group of contracts involving property management by one or more contractors. Incumbents of these positions are not responsible for the overall property administration function.
- b. Industrial property management specialists who are designated as "Property Administrators" to act as the Government representative in matters pertaining to the administration of the contractor's management and control of Government property. The property administrator has full responsibility for planning and executing the total property management program for all assigned contracts within a specified area or location. He may serve as a resident or nonresident property administrator.

Staff or program positions are concerned with developing, preparing, interpreting, or administering and evaluating programs, methods, techniques and practices relating to control of Government property in possession of contractors.

GRADE-LEVEL COVERAGE

Grade-level criteria in this Standard are directly applicable to nonsupervisory field operations positions of industrial property management specialist in grades GS-5 through GS-12. The absence of criteria for positions above GS-12 does not preclude the evaluation of individual positions in a higher level. For GS-13, the nature of the assignment and the level of responsibility must clearly exceed, in important features, the grade-level characteristics described at GS-12.

Omission of the even grade levels (GS-6, GS-8, or GS-10) does not preclude their use when the duties and responsibilities of a position warrant such classification.

Grade-level criteria in this standard are not directly applicable to staff positions. Staff positions should be established at a grade level commensurate with the level and scope of work performed, and comparable with staff positions in other occupations of like complexity.

CLASSIFICATION FACTORS

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; and the nature and purpose of personal contacts. Work assignments range from single tasks performed in sequence 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-provided property to be controlled, and complexity of the contractor's property control system.

Complexity of the contractor's property control system has a significant impact on the scope and difficulty of the "property administrator" positions. Grade-level criteria at GS-9, 11, and 12 describe characteristics which influence the complexity of a contractor's property control system, and the corresponding effect on the property administrator's assignment. The grade-level criteria include a consideration of:

1. *The diversity, variety, and complexity of the contractor's organization and operations.*
 - This feature is considered significant because the property administrator must have a sufficient knowledge of the contractor's operations (including manufacturing methods, materials and processes, organization, management, etc.)

to understand the role of each organizational element or function and its relationship to others in the total property control system.

2. *The amount and types of Government property provided the contractor.*

- Each type of property requires distinctly different methods for management. The differences normally relate to processes of acquiring, receiving, recording, protecting, maintaining, using, and disposing of the property. The need to control different types of Government property involved influences the complexity of the property control system and has a direct bearing upon the scope and difficulty of the assignment and the knowledge and abilities required of the property administrator.

3. *The difficulty of property administration problems resulting from contractual provisions.*

- This element deals with the extent to which special or unique contractual provisions must be considered in controlling Government property, and the extent to which guidelines and precedents have been established for these situations.

B. Level of Responsibility

This factor reflects the degree of supervision received; the nature of available guidelines; and the nature and complexity of decisions and recommendations. With respect to these elements, positions in this occupation range from training assignments performed under close, step-by-step supervision, to assignments at full working levels that involve independent work, including authority to reach decisions on the adequacy of the contractor's property control system.

The level of knowledge and ability required in property administration work is not discussed separately at each grade level, but is included implicitly in the other classification factors. The degree of knowledge and ability required becomes increasingly greater at each higher grade level.

INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-05

This is an entrance or training level. The GS-5 industrial property management specialist receives orientation, formal training, and on-the-job training to acquaint him with the range of duties involved in control of Government property in possession of contractors.

Assignments normally involve standardized and repetitive portions of industrial property functions, performed under specific, detailed instructions. A GS-5 industrial property management specialist typically assists a specialist of higher grade, e.g., by performing routine but increasingly difficult tasks required in the control of Government property.

Personal contacts at this level are primarily to obtain or give factual information needed for routine examination or verification of records.

Level of Responsibility

Work at the GS-5 level is performed under close technical guidance of a higher-grade specialist, or under specific instructions or directly applicable regulations and procedures. Work is reviewed in progress or upon completion of a specific phase for accuracy, completeness, and compliance with instructions, regulations, and procedures and to assess the trainee's potential for more difficult and responsible work at higher grade levels.

INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-07

Nature of Assignments

The GS-7 industrial property management specialist typically performs portions of a broader assignment which is the responsibility of an industrial property management specialist of higher grade. He receives on-the-job and formal training to develop a thorough understanding of business management, statistical sampling, and automatic data processing techniques related to management of property control systems.

By comparison with the GS-5 specialist who performs routine tasks under detailed supervision, the GS-7 specialist typically performs assignments such as the following:

- Surveys assigned portions of a contractor's property control system, or performs other related work, which is limited in terms of the variety of types of property involved or in the complexity of the property control system;

OR

- Under close technical guidance of a higher grade specialist performs designated portions of system surveys, or other related work, when a greater variety of types of property and a relatively complex property control system are involved.

Typical duties of the GS-7 specialist include, for example:

- Gathering information and selecting units to be examined in a survey sample.
- Performing detailed examinations to determine whether contractor records pertaining to Government property are being maintained properly according to the approved property control system.
- Conducting selective examinations to get information regarding Government property, such as: the reasonableness of consumption, authorized usage, proper storage and identification, proper control of scrap, physical maintenance of equipment, and proper disposition of excess property.
- Gathering factual information about the circumstances surrounding the loss, damage, or destruction of Government property resulting from contractor operations.

The GS-7 specialist confers with contractor personnel to obtain factual information; to explain and urge correction of clear-cut deficiencies found during system surveys; and to explain

regulations and procedures regarding industrial property administration. He also confers with production, quality assurance, engineering, and other personnel within the agency to ascertain that the Government property is being maintained and used as authorized.

Level of Responsibility

An industrial property management specialist of higher grade makes specific assignments and gives instructions concerning the work to be performed, such as the data to be gathered and the general approach to be used in surveying assigned portions of a contractor's property control system. The supervisor makes spot checks of the work of the GS-7 specialist and is available to discuss problems which arise during assignments. The supervisor or a higher grade specialist reviews completed work products for conformance with instructions, analytical development, technical accuracy, and validity of recommendations. The supervisor also assesses the GS-7 specialist's ability to take on more complex and responsible work. The GS-7 specialist follows specific guides and precedents. These include contracts and related documents, portions of the procurement regulations, and office instructions.

INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-09

Nature of Assignments

GS-9 positions include one or both of the following types of assignments:

I. *GS-9 industrial property management specialists who are NOT designated as a "property administrator"* perform system surveys, designated portions of system surveys, or other related industrial property functions. These GS-9 work assignments exceed the GS-7 level:

- (1) in the complexity of the property control systems and types of Government property involved; and (2) in the broader range and difficulty of property administration duties performed.

The GS-9 specialist performs duties related to complex or highly complex property control systems for which a higher grade property administrator has full responsibility. For example, the specialist:

- A. Surveys all categories of the contractor's property control system, or designated portions assigned to him. Categories surveyed include, but are not limited to, the system and procedures for acquiring, receiving, recording, storing, moving, consuming, using, maintaining, taking inventories, and disposing of property.

In conducting the survey, the GS-9 specialist performs such duties as:

- reviewing the contractor's policy, procedures, and instructions;
- developing flow process data to identify critical processes within the contractor's system;

- applying statistical sampling techniques to obtain and validate data;
- determining adequacy of assigned category, identifying uneconomical or inefficient procedures or practices;
- conferring with contractor personnel to urge correction of noted deficiencies or improvements in the property control system; and
- developing and submitting to superior a fully documented report covering all survey procedures, findings, and recommended actions.

B. Performs other analytical studies such as:

- analyzing contractor's procurement to determine reasonable requirements, use and consumption of Government property;
- examining cases of loss, damage, or destruction of Government property and inventory adjustments, and preparing written findings for the property administrator with recommendations for determination of liability against contractor;
- determining whether the contractor is using Government property for the purposes authorized by the contract, and whether the contractor is exercising the appropriate degree of care in handling and maintaining Government property;
- at completion of contract, assuring that all Government property provided under the contract has been accounted for and there are no unresolved questions as to contractor liability.

C. Reviews adequacy of contractor's proposals to modernize property control systems and makes appropriate recommendations to the property administrator. This may include, for example, advising the contractor on acceptability of automated property procedures for record accumulation and retention or inventory controls, electronic data transmission equipment, or other automated property accounting methods.

II. *GS-9 specialists who are designated as a "PROPERTY ADMINISTRATOR."* -- These positions exceed the GS-7 level in that they have full responsibility for maintaining surveillance and control over the contractor's management of Government property under a simplified or less complex property control system. The GS-9 specialists typically serve as a nonresident property administrator, with responsibility for an assigned group of contracts involving management of Government property in possession of a number of contractors.

"SIMPLIFIED OR LESS COMPLEX PROPERTY CONTROL SYSTEMS" are usually found when the following characteristics are present:

- (1) AMOUNT AND TYPES OF GOVERNMENT PROPERTY CONTROLLED:
- ! Limited to substantial amounts (e.g., a few to several hundred line items).
 - ! One or several types of property are controlled (e.g., plant equipment or special tooling) under similar methods and procedures.

- ! Property is stable, nonconsumable, and can be readily identified, segregated, and inventoried
- (2) NATURE OF CONTRACTOR OPERATIONS FOR WHICH PROPERTY IS USED:
- ! Property is used for a narrow or limited range of operations, for example: fabrication, production, or assembly of simple end items, kits, or spare parts.
 - ! The contractor's control of property is typically centralized, with few subordinate or branch accounting records.
 - ! The contractor's activities from acquisition through disposition can be readily reviewed through available records and physical observation.
- (3) CONTRACTUAL PROVISIONS:
- ! Contracts include few or no unique provisions or requiring special control of Government property.
 - ! Guidelines or precedents are usually available for problems encountered.

Functions of a property administrator include, but are not limited to, the following duties and responsibilities:

- Assisting and directing negotiations with contractors in the establishment of adequate industrial property control systems.
 - Evaluating, and approving or disapproving, contractor's policy, procedures and techniques, and changes thereto, pertaining to management of Government property.
 - Developing, planning, scheduling, or performing system surveys to analyze, test and evaluate the contractor's system for Government property management.
 - Maintaining surveillance over the contractor's property management system to assure that the contractor meets the requirements and obligations of each assigned contract.
 - Disclosing and evaluating conditions of loss, damage, or destruction of Government property, and determining contractor's liability.
 - Evaluating inventory adjustments and approving those determined to be reasonable.
 - Taking other actions with regard to Government property necessary to protect the Government's interest.
 - Resolving property administration questions as necessary with the contractor's management personnel, Government procurement, logistic, and audit agencies, and other concerned Government departments and agencies.
- In personal contracts with contractors and other Government agencies and officials, the GS-9 specialist has more authority than the GS-7 specialist to negotiate solutions to problems and reach agreement on matters under discussion. The GS-9 specialist has numerous contacts with contractor personnel to exchange factual data, to secure the contractor's cooperation in correcting deficiencies in the property control system, and to examine and justify the contractor's property

control procedures and operations. He coordinates property administration matters with specialists in related fields, such as production specialist, quality control representatives, contracting officers, and other personnel of the concerned Government department or agency.

Level of Responsibility

The GS-9 industrial property management specialist works under the technical supervision of a higher grade industrial property management specialist or supervisor. Unlike the GS-7 specialist, whose work is reviewed as he completes each phase, the work assignments, objectives and methods of accomplishment are usually prescribed for the GS-9 specialist, but are seldom reviewed or controlled while his work is in progress. Guidelines include relevant portions of assigned contracts, procurement regulations, and agency regulations and instructions.

The GS-9 specialist not designated as a property administrator typically works with a greater degree of independence than the GS-7 specialist in performing system surveys and other industrial property duties. Based on his review of survey findings, he is responsible for making an initial decision in the form of a recommendation to the property administrator that the contractor is complying with contractual and agency requirements related to control of Government property.

The GS-9 specialist who serves as a property administrator has responsibility, not delegated to a GS-7 specialist, for planning and accomplishing the property administration functions for contracts or contractor organizations assigned. He approves or disapproves the initial and continuing adequacy of the contractor's property control system. He makes final decisions, on a day-to-day basis, that records, consumption, use, maintenance, etc., of Government property are within the terms of contractual provisions and agency requirements. His completed work is reviewed by supervisory personnel for effectiveness of results obtained and for soundness of judgment. This is accomplished through review of reports, records, and correspondence, or through periodic plant visits.

The GS-9 specialist keeps the supervisor informed of problems in resolving differences with the contractor, and persistent lack of corrective action by the contractor or subcontractors, or unusual or controversial problems.

INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-11

Nature of Assignments

Most GS-11 industrial property management specialists serve as a resident or nonresident "PROPERTY ADMINISTRATOR" with full responsibility for the property management program within a specified area or location. Assignments exceed those described at the GS-9 level in that the 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 GS-11, Government property is more difficult to control because:

- varied types of property are controlled, with each type subject to different control methods and procedures;
- the property and property records are maintained in various divisions and organizations dispersed throughout the plant and must be coordinated;
- problems associated with identification, use, maintenance, and disposition are encountered;
- contracts include unique or special property provisions requiring the use of experienced judgment in applying established guidelines.

By contrast, the GS-9 property administrator has responsibility for surveillance and control of Government property in possession of a number of contractors with simplified property control systems. At GS-9, Government property is less difficult to control because the more limited amounts or types of property can be controlled under similar methods and procedures. The Government property is stable, nonconsumable, and can be readily identified, segregated, and inventoried. The contractor's acquisition through disposition can be readily reviewed through available records and physical observation. Contracts include few or no unique property provisions.

Other GS-11 specialists serve as a full assistant to a GS-12 property administrator, or perform assignments as described at the GS-12 level but with more limited responsibility. These GS-11 specialists are not designated as a property administrator, and final determinations and signatory authority are reserved for the designated property administrator.

Characteristic features of resident and nonresident GS-11 property administrators are described below.

- A. **RESIDENT PROPERTY ADMINISTRATORS** at GS-11 have full responsibility for maintaining control over a large amount of Government property where the contractor has a **COMPLEX PROPERTY CONTROL SYSTEM**, including the following characteristics:

- (1) **AMOUNT AND TYPES OF GOVERNMENT PROPERTY CONTROLLED:**

- ! Large amounts (e.g., thousands of line items) of Government-provided property are controlled.
- ! Substantial quantities in each of four or five different types of property are controlled, with each type requiring distinctly different methods for management and control. Types of property include: material; real property; special tooling; special test equipment, industrial plant equipment; other plant equipment, military property; or scrap and salvage.

- ! Property is difficult to control, for example:
 - consumable materials for work in process are difficult to control because of their movable nature; the changes made during production, manufacture, or research processes; the ease of diversion or loss; and the difficulty of taking inventory;
 - other types of property are difficult to control because of problems associated with identification, use, maintenance and disposition (e.g., property is altered during use, or is attached to another piece of equipment, or is subject to spoilage, shrinkage, loss, etc.).

(2) NATURE OF CONTRACTOR OPERATIONS' FOR WHICH PROPERTY IS USED:

- ! The property is used in diversified industrial operations, or the property is used to produce complex or varied items. Examples may include:
 - research, development, testing, and production of components and parts;
 - manufacture and/or overhaul and repair of complex equipment, such as aircraft, rocket, or missile engines;
 - logistical or supply support services provided for the testing, maintenance, overhaul and/or repair of equipment systems or subsystems.
- ! The contractor's property control records are maintained in various divisions or organizations dispersed throughout the plant, and must be properly coordinated.
- ! The contractor's acquisition through disposition of Government property requires an understanding of diversified industrial operations and the different inventory control, purchasing, maintenance, and other methods used to control Government property scattered throughout the plant.

(3) CONTRACTUAL PROVISIONS:

- ! Terms of contracts include some unique and special property provisions which present difficult property administration problems requiring the use of experienced judgment in the application of guidelines, for example:
 - in the approval of commingling of contractor-owned and Government-owned property;
 - in determining the propriety and reasonableness of the contractor's expenditures for materials and components;
 - in assuring that equipment fabricated from contractor-owned materials is recorded as Government property under the contract for which it was fabricated at the time title passes to the Government.

- B. NONRESIDENT PROPERTY ADMINISTRATORS at GS-11 have full responsibility for surveillance and control over Government property in a number of contractor plants or specific areas, including in some cases areas outside of the United States. The total assignment includes responsibility for control by the contractors of a large amount of Government property, and may include items in all or most types of Government property. The property control systems in the plants range from "simple" (as described at GS-9) to "complex" (as described above at GS-11).

The complexity and difficulty of the nonresident property administrator's assignments, in total, are comparable to those cited above for a GS-11 resident property administrator. However, all elements of a complex property control system as described above may not be present in any one plant.

By comparison with the GS-11 resident property administrator, the nonresident property administrator typically: (1) may be concerned with control of a lesser amount or variety of types of Government property in any one plant, but he encounters property which is difficult to control and different methods for controlling property from plant to plant; (2) he must understand a diversity of industrial operations; and (3) he must use judgment in interpreting unique or special contract provisions relating to control of Government property.

Personal Contacts: By comparison with the GS-9 property administrator whose contacts deal with the less difficult property control problems, the GS-11 property administrator deals with a variety of top officials of contractor firms on more complex property control program matters with greater potential impact on the contractor's diversified operations. For example, the GS-11 property administrator has personal contacts with:

- The contractor's top, management and key officials to assure understanding of industrial property management programs, regulations, and contractual requirements; to approve or negotiate changes in the contractor's complex property control system; and to resolve significant problems of noncompliance with the approved property control procedures.
- The contractor's personnel in financial and property accounting, production, transportation, supply, data processing, and other organizational elements concerned with the control of Government property. These contacts are made to gather information needed to ascertain adequacy of the contractor's property control system and procedures, to exchange factual information, to assist the contractor in maintaining an adequate property control system, to advise contractor personnel regarding unsatisfactory conditions, and to secure corrective action.
- Other Government representatives, such as production specialists, quality control representatives, contracting officers, audit personnel, etc. These contacts are to coordinate property administration matters, or to clarify or secure information needed to make sound property management determinations.

Level of Responsibility

The GS-11 resident property administrator typically receives general administrative supervision at the plant level 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. The GS-11 nonresident property administrator typically works under the technical supervision of a higher grade industrial property management specialist or supervisor located in a district or field office. In either case, work assignments and objectives are prescribed, but methods of accomplishment are seldom reviewed or controlled while work is in progress.

The GS-11 property administrator has full authority and responsibility for developing plans and accomplishing the total property control program for the assigned contractors. His responsibility exceeds that of a GS-9 property administrator in that:

- independently he makes decisions to 'approve or disapprove the initial and continuing adequacy of more complex property control systems; and
- he has greater authority than the GS-9 property administrator in management of the contractor's property control system.

The GS-11 property administrator keeps the supervisor informed on differences with the contractor that he is unable to resolve, or any persistent lack of corrective action by the contractor or subcontractors, and on unusual or unduly complex problems.

The GS-11 specialist who is not a property administrator works with a greater degree of independence than the GS-9 specialist. Final approval, determinations, and signatory authority, however, are reserved for the designated property administrator.

INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST, GS-1103-12

Nature of Assignments

GS-12 industrial property management specialists typically serve as a resident or nonresident "property administrator." Assignments exceed those described at GS-11 primarily in that:

- Larger amounts and greater varieties of Government property must be controlled. The greater variety and dissimilarity of the materials, equipment, and facilities involved result in an increase in the difficulty of the problems associated with identification, use, maintenance, and disposition of the property.
- Contractor's control of Government property is diffused among different organizational components. The diversity and complexity of the contractor's operations require a variety of different automated or manual control techniques,

procedures, and forms to meet the specific needs of numerous divisions, plant subdivisions, and plant facilities serviced.

- There is a continuing need to resolve difficult property administration problems relating to unique or special property provisions for which there are no established guidelines or precedents.

Additionally, the scope and complexity of the work assigned at the GS-12 level is such that the GS-12 property administrator typically has some responsibility for the work of lower grade industrial property management specialists. This may include acting as a working leader with responsibility for training, assigning and reviewing the work of a few lower grade specialists. The specialists may be assigned to work with the property administrator on a full-time basis, or may be assigned at periodic intervals to perform designated portions of a systems survey or other related property work for which the GS-12 property administrator is responsible. (NOTE: Positions with supervisory responsibilities exceeding those described here should be evaluated by reference to the [General Schedule Supervisory Guide](#).

Characteristic features of GS-12 assignments are described below:

- A. **RESIDENT PROPERTY ADMINISTRATORS** at GS-12 have full responsibility for maintaining control over a very large amount of Government property where the contractor has a "HIGHLY COMPLEX PROPERTY CONTROL SYSTEM." A highly complex property control system is usually encountered when all of the following characteristics are present:
 - (1) **AMOUNT AND TYPES OF GOVERNMENT PROPERTY CONTROLLED:**
 - ! Very large amounts (e.g., tens of thousands of line items) of Government-provided property are controlled. These include:
 - a large amount of consumable materials for work in process; and
 - at least substantial quantities in most of the seven remaining types of property, with each type requiring distinctly different methods for management and control. (Types of property include special tooling; special test equipment; industrial plant equipment; other plant equipment; military property; real property; and salvage and scrap.)

By contrast, the GS-11 property administrator is responsible for control of a large amount (e.g., thousands of line items) of Government property in a plant, including substantial amount in each of four or five different types of property. Government property is more difficult to control than at the GS-11 level because:

- more types of Government property result in a much greater diversity of methods and procedures for controlling property from acquisition through disposition; and
- the greater variety and dissimilarity of the materials, equipment, and facilities involved result in an increase in the difficulty of problems associated with the identification, use, maintenance, and disposition of the property.

(2) NATURE OF CONTRACTOR OPERATIONS FOR WHICH PROPERTY IS USED:

- ! The Government property is used for business and industrial operations that are more complex than at GS-11 because of the greater diversity of operations and the greater variety or complexity of items produced. Examples include property control connected with such complex activities as:
 - the research, development, testing, and manufacture of space, aircraft, weapons or other equipment systems or subsystems (by contrast, the GS-11 property administrator controls Government property used for research, development, testing, and manufacture of components or parts); or
 - production and/or overhaul and maintenance of different kinds of equipment systems, subsystems, or specialized products requiring diverse manufacturing processes and plant operations which encompass more than one major commodity or industrial activity, such as the manufacture of several products through complicated chemical processes, plus the fabrication of a variety of other specialized items from numerous parts or components which are Government-furnished, Contractor-acquired, and contractor-fabricated. (By contrast, the GS-11 property administrator is responsible for a property control system used for the production and/or overhaul of similar kinds of systems, subsystems, or complex equipment.)
- ! Complexity of the GS-12 property administrator's assignment in a plant with such multiple and diverse operations is inherently greater than at the GS-11 level because:
 - the contractor's control of Government property is diffused among many different organizational components or departments;
 - property control under such conditions requires an understanding of (a) the organization, production facilities, and processes of these diverse operations; (b) the general and complex machinery, tools, materials, and other property that are used; and (c) the variety of different automated or manual control techniques, procedures, and

forms required to meet the specific needs of numerous divisions, plant subdivisions, plant facilities located in outlying areas, and/or subcontractor operations.

(3) CONTRACTUAL PROVISIONS:

! The contractor's property control system is designed to meet the terms of:

- numerous contracts which include complex property clauses (e.g., unique or special property provisions included in cost reimbursement, cost-plus-fixed-fee, overhaul and maintenance, fixed-price incentive, or other contracts which present property administration problems); or
- a continuing major contract, with numerous supplements, which presents many difficult property administration problems (e.g., a contract for contractor operation of a large Government-owned plant to produce different kinds of specialized products requiring diverse manufacturing processes).

! By contrast with the GS-11 property administrator who must use experienced judgment in the application of established guidelines or precedents, the GS-12 property administrator is confronted with property administration problems for which there are no established guidelines or precedents. These problems arise because of the research nature or state-of-the-art complexity of the end product, or from the diversity and complexity of the contractor's operations.

B. NONRESIDENT PROPERTY ADMINISTRATORS at the GS-12 level encounter property control systems in the plants under their surveillance which range in difficulty from "COMPLEX" (as described for a resident property administrator at the GS-11 level) to "HIGHLY COMPLEX" (as described above at GS-12).

The total assignment of a GS-12 nonresident property administrator is comparable in complexity and difficulty to that described for a GS-12 resident property administrator. However, all elements of a highly complex property control system need not be present in one plant. These GS-12 assignments require:

- ! Control over a very large amount and most types of Government property. A diversity of methods and procedures for controlling dissimilar materials, equipment, and facilities is encountered in the plants under his surveillance.
- ! Knowledge and understanding of different kinds of diverse and complex industrial and business operations, including a variety of different

automated or manual control techniques, procedures and forms to meet the specific needs of the plants under his surveillance.

- ! A continuing need to resolve difficult property administration problems for which there are no established guidelines or precedents.

Personal Contacts: At the GS-12 level, personal work contacts with top contractor personnel (corporate management) are of extreme importance in achieving acceptance of new property management programs or changes to programs of large scope with substantial impact on the contractor's operations. The other personal contacts of the GS-12 property administrator are similar in nature and purpose to those described at GS-11. Contacts at the GS-12 level exceed those at GS-11 in difficulty primarily because of the broader scope and diversity of the contractor's operations, the complexity of property administration problems, and the greater amount and variety of Government property involved.

Level of Responsibility

GS-12 property administrators work under the same type of supervisory controls as described at the GS-11 level. The essential difference between GS-11 and GS-12 positions is the greater scope and complexity of assignments at the GS-12 level.

PART II-INDUSTRIAL PROPERTY CLEARANCE SPECIALIST POSITIONS

NATURE OF INDUSTRIAL PROPERTY CLEARANCE SPECIALIST POSITIONS

Field operations positions include responsibility, in accordance with the terms of the contract, for disposition of Government-provided contractor inventory remaining in the contractor's plant after change, completion, or termination of a contract. Subject to the Government exercising its rights to require delivery of any items of contractor inventory to satisfy known Government requirements, contractor inventory is disposed of by the following methods:

1. purchase or retention, by prime contractor or subcontractor, of contractor-acquired property at cost;
2. return of contractor-acquired property to suppliers;
3. utilization within the Government (through application of prescribed screening procedures);
4. donation to eligible donees;
5. sale (including purchase or retention at less than cost by the prime contractor or subcontractor);
6. donation to public bodies in lieu of abandonment; or
7. abandonment or destruction.

Included also under part II are *staff or program* positions concerned with developing, preparing, interpreting, or administering and evaluating programs, methods, techniques and practices relating to disposition (plant clearance) of Government-provided contractor inventory remaining in the contractor's plant after change, completion, or termination of a contract.

Industrial property clearance specialists must follow certain of the Government regulations and procedures for screening, sale, or disposal of contractor inventory. Knowledge, skills, and abilities to perform these functions are similar to those contained in the Property Disposal occupation, GS-1104. Positions classifiable to the GS-1103 occupation *primarily require in addition* knowledge of and ability: (a) to apply contract provisions pertaining to Government-provided property in possession of contractors; (b) to evaluate the adequacy of the contractor's procedure, for effecting property disposal actions; and 8 to monitor the contractor's disposition of excess or surplus property.

NOTES TO USERS OF THE STANDARD: Direct application of the criteria contained in Part I of this standard is not intended in classifying plant clearance positions under part II because of the difference in job content. Until classification standards are issued for part II, it is suggested that grade levels for Industrial Plant Clearance Specialist positions be determined by comparison with published standards which are appropriate for the specific duties being performed. Thus:

1. Compare work performed in the actual utilization, redistribution, donation, sale or other disposal of excess or surplus personal property with standards for the [Property Disposal Series, GS-1104](#);
2. Compare work performed in applying contract provisions, in evaluating the adequacy of the contractor's procedures for effecting property disposal, or in monitoring the disposition of excess or surplus property with part I of this standard. Consider, for example, knowledge required of the property or of plant operations, nature and extent of personal contacts with contractor personnel, etc.