



**DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT
SERVICE**

Classification Appeal Decision

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DOD Decision:	Materials Examiner and Identifier, WG-6912-07
Initial classification:	General Equipment Inspector, WG-6901-07
Organization:	Marine Corps Logistics Base Storage & Distribution Directorate Support Division Storage & Maintenance Branch Warehousing Section Receipt Control Unit
Date:	March 20, 1997

INTRODUCTION

The appealed position is assigned to the Receipt Control Unit, Warehousing Section, Storage and Maintenance Branch, Fleet Support Division, Storage And Distribution Directorate, Logistics Base, . The unit is responsible for providing timely processing of receipts and record control for both custodial and accountable records. The process consists of the physical receipt, including verification and acceptance of all Stores Account Code 3 Principle End Items) of supply system stock. The appellants' contend their position, presently classified as a General Equipment Inspector, WG-6901-07, should be classified as a Quality Assurance Specialist, no specific grade was suggested. During the telephone audit on , the appellant's stated they feel it more appropriate to be classified in the Equipment Specialist series, especially since one of them was previously doing the same type of work and the position was classified in this series.

GENERAL

There is a history to this position such as moving the position from one organization to another; position descriptions rewritten by management in an attempt to more accurately describe the duties the appellants' believed to be inaccurately described; various classifications of the position, etc. The appellants make various statements about their agency and its evaluation of their job. In adjudicating this appeal, our only concern is to make our own independent decision on the proper classification of this position. By law, we must make that decision solely by comparing the current duties and responsibilities to OPM standards and guidelines. Therefore, we have considered the appellants' statements only insofar as they are relevant to making that comparison.

SOURCES OF INFORMATION

Our determination is based on the written record submitted by the appellants and the Human Resources Office and information obtained in telephone interviews with the appellants, their supervisor, and the servicing personnelist.

STANDARDS REFERENCED

JGS for Materials Examiner and Identifier, WG-6912, March 1990.

JGS for Inspectors, TS-47, April 1982.

PCS for Equipment Specialist Series, GS-1670, November 1994.

PCS for Quality Assurance Series, GS-1910, March 1983.

POSITION INFORMATION

The duties and responsibilities of the appealed position are described in PD#. The position was last classified as a General Equipment Inspector, WG-6901-07,

on . Management has certified as to the accuracy of the PD. The appellants have not. The appellants do not question the duties so much as they do the interpretation of the classification standards in the evaluation of the position. The position will be classified based on the duties assigned and performed.

Position is responsible for acceptance/ rejection of new, rebuilt/repared/retrograde items of supply during the receiving process. Items consist of, but not limited to, motor transport, amphibious, engineer, ordnance vehicle/equipment, generators, electronic, electrical, radio set, radar unit, tool sets, fire extinguishers, data processing units, water and bulk fuel systems, and various non-technical items. Performs examination on all retrograde materiel and conducts a sampling examination of new, repaired/rebuilt receipts to include verification of applicable modifications.

During receiving process makes positive identification of items by researching and verifying National Stock Number (NSN), part number, nomenclature, identification numbers, equipment configuration and other related information found on receipt document and/or equipment data

plate. Inspects for in-transit damage, proper preservation/packing and marking. Reviews contracts, Military Interdepartmental Purchase requests, complex specifications, purchase orders, catalog drawings and computerized data to verify compliance with specific quantities, physical and mechanical condition of items received.

Assigns appropriate condition codes, which have a direct impact on budget forecasting. Determines the degree of protection required to prevent deterioration and damage of materiel during handling and storage. Assigns lot contract number (LCN) based on serviceability, reparability, manufacture/rebuild/cure date. Determines and assigns next inspection date (NID) based on storage plan, preservation and test requirements. Reports via appropriate forms to various organizations as required.

Identifies all Collateral Materiel (CM), Supply System Responsibility Items (SSRI), Using Unit Responsibility Items (UURI) to include SAC 1 and 2 items and erroneously received materiel with Principle End Items (PEI); assigns appropriate condition codes and provides disposition instructions. Contacts inventory managers, equipment specialists, supply technicians, contract specialists, vendors, repair facilities, etc., to obtain contracts/MIPRs, and to acquire information to aid in solving or clarifying discrepancies.

SERIES AND TITLE DETERMINATION

In the rationale of the appellants they cover their major duties and responsibilities which are as follows:

This position determines and classifies the condition of major equipment to the degree of serviceability/unserviceability and reparability received from: Using Units (80%-retrograde), Contracts (10%-new procurement), Repair/Rebuild facilities (5%-military repair depots & private company's), Special assembly projects (2%), Loan Returns (2%-military & private), and provides Limited Technical Inspections on carrier (1%-intransit) damage. Types of major equipment inspected are (by commodity): Ordnance: Full Track Combat Tanks . . .Light Armored Vehicle Family. . . Assault Amphibious Vehicle family. . . Howitzers, Dragon Maintenance Sets, Guided Missile Sets-Stinger, Launchers. . ., etc. Engineering: Amphibious Assault/Tactical Airfield Fuel Systems, Tactical Water Distribution Systems, Bridges. . .Armored Combat Earthmover, Reverse Osmosis Water Purification Units, Dozers with Applica Armor, Excavators, etc. Communication/Electronics: Missile Guidance Sets, Power Distribution Systems, Communications Systems, Computers... Data Communication Terminals, Antenna Groups, Radar Sets, Radio Sets. . . Motor Transport: High Mobility Multipurpose Wheeled Vehicles. . . Fire Crash Trucks, Ambulances, Tractor Trucks, Semi-Trailers. . . This position spends approximately eighty percent of its time identifying and inspecting retrograde equipment/systems returned from using units deployed all over the world. The identification to a specific national stock number (NSN) and the condition of each equipment/system received is determined and classified to a condition code by the incumbent prior to placing in stock. . . Modifications, configurations, engineering changes, and/or up-grading may re-identify equipment to a different NSN. Research is performed by the incumbent to insure equipment is identified to its correct NSN. . .

This is a match for the work covered by the WG-6912 series. This standard is used to grade

nonsupervisory work involved in the identification, examination, classification, acceptance, and disposition of materials and equipment. Materials examiners and identifiers determine physical condition, adherence to product specifications, and equipment defects, utilizing shipping documents, contracts, catalogs, drawings, and related documents. The work setting is usually within a warehouse facility, primarily in a receiving or shipping area, or in a property reutilization and disposal facility.

It does not meet the Quality Assurance GS-1910 series definition which includes all positions the duties of which are to perform, administer, or advise on work concerned with assuring the quality of products acquired and used by the Federal Government. The work of this series involves: (1) the development of plans and programs for achieving and maintaining product quality throughout the item's life cycle; (2) monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action. The duties of these positions require analytical ability combined with knowledge and application of quality assurance principles and techniques, and knowledge of pertinent product characteristics and the associated manufacturing processes and techniques.

This series covers positions involved in planning, developing, or administering quality assurance programs supporting the development, acquisition, production, use, maintenance, storage, and supply of products required by Federal agencies. Such positions are primarily concerned with the systematic prevention of defects and nonconformances, the identification of unsatisfactory trends and conditions, and the correction of factors which may contribute to defective items.

Quality assurance specialists utilize a *variety* of administrative, analytical, and technical methods and techniques to insure the quality and reliability of products. Inspection, by physical test or measurement of the product, is but *one* of the techniques applied by quality assurance specialists. In the context of quality assurance work, tests and measurements at various points in the production cycle: provide objective evidence as to the effectiveness of quality procedures and controls; identify potential problem areas or inherent weaknesses in the product itself, the technical data, materials, or manufacturing processes; and serve as a basis for adjusting surveillance or control over operations. For inspection positions, test and measurement of the product typically serve a far narrower purpose, in that they provide the basis for accepting or rejecting the product, service, or process involved. The inspector is primarily concerned with determining conformance of the product to drawings and/or technical specifications, reporting defects encountered and their probable causes.

It does not meet the Equipment Specialist GS-1670 series definition which includes positions that involve supervision or performance of work that requires primarily an intensive, practical knowledge of equipment and its characteristics, properties, and uses in order to (1) collect, analyze, interpret, and provide specialized information about equipment together with related advice to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; (2) identify and recommend practical solutions to engineering design and manufacturing defects and recommend use of substitute testing or support equipment when the equipment requested is unavailable; or (3) develop, install, inspect, or revise equipment

maintenance programs and techniques.

It does not meet the criteria to be evaluated by the JGS for Inspectors, TS-47, 4/82, which is used to grade nonsupervisory jobs that involve examining services, materials, and products that are processed, manufactured, or repaired by workers performing trade or craft work to determine that the physical and operating characteristics are within acceptable standards, specifications, or contractual requirements.

In view of the above discussion the proper title and series of this position is:

Materials Examiner and Identifier, WG-6912.

GRADE DETERMINATION

The JGS for Materials Examiner and Identifier, WG-6912, describes work at the WG-5, 6, and 7 levels. Positions under this standard are evaluated against four factors: Skill and Knowledge, Responsibility, Physical Effort, and Working Conditions. If jobs differ substantially from the skill, knowledge, and other work requirements described in the grade levels of this standard, they may be graded above or below the levels described based upon sound job grading methods.

DUTIES

At grade 6 materials examiners and identifiers receive, examine, identify, and verify a wide variety of materials, complete equipment items, technical components, parts, and commodities either in a warehouse or at a property utilization and disposal facility.

When working in depot and shipping facilities they identify materials and equipment such as electronic equipment and automotive assemblies. They assign receiving classifications, and compare contract documents and bills of lading against materials received using reference manuals, remote computer terminals, microfiche files, bar code identifiers, printouts, and equipment specifications to verify the accuracy of receiving and shipping documents with actual type, quantity, and quality of materials or equipment being processed. Their duties include examining items to determine characteristics and verify item measurements, disassembling equipment as required for appropriate examinations, and making positive identifications using technical manuals, working drawings, and blue prints. Where product discrepancies are identified, they prepare itemized discrepancy reports for action by depot or supply center product and item specialists.

When working in a property reutilization and disposal facility, receive, examine, and determine the condition and disposition of a wide variety of military, and commercial materials, items, and equipment such as electronic systems, computer parts, civilian and combat vehicles and aircraft parts. They use established procedures to search catalogs, technical orders, manuals, and specification documents and apply specialized product and equipment knowledges to identify specific types of equipment and materials. In instances where the product or equipment identification is erroneous or missing, grade 6 examiners determine correct item identification, classification, and usage category. They determine

property disposition by identifying completeness of items and missing components, evaluating repair requirements and assigning appropriate condition coding.

The duties of this position exceeds the grade 6 level and are comparable to the grade 7 level. Grade 6 examiners make final determinations on acceptance or rejection of standardized equipment and material problems and obvious defects, examiners at the 7 level independently perform the full range of examining and identifying duties for the most complex categories of materials and equipment, e.g., toxic, radioactive, perishable, classified, precious/strategic metals, or complex electronic or mechanical equipment, assemblies, and components. They also perform complex searches of shipping and storage records, equipment specifications, and manufacturer manuals as required for item/equipment identification. Grade 7 examiners have authority to accept or reject materials, equipment, etc., for the facility based on their knowledge of products, equipment, and procedures as well as ability to determine subtle and inconspicuous defects.

In depots and supply centers, duties and responsibilities at the 7 level exceed those of the grade 6 in variety, delegated authority, and item complexity, allowing them to handle and independently accept or reject items such as complex electronic and mechanical equipment, assemblies, components, and hazardous materials such as explosives, toxic chemicals and flammables, gas cylinders, and classified and high value equipment. They are considered authoritative in examining and determining the condition, handling, and packaging of complex items received on a regular basis. They may find the packaging or preservation inadequate and have it corrected. They often deal with a wide range of installation personnel including quality assurance, production control, maintenance, equipment specialists, etc., in order to make decisions on borderline equipment or material condition.

In contrast to 6 level examiners, grade 7 examiners compare contracts, complex or subjective specification, tech orders, catalog drawings, and computerized or microfiche data to verify agreement with the specified quantities and the physical and mechanical condition of the most complex materials and equipment upon receipt, while in storage, and when prepared for shipment. They handle damaged and unidentified shipments requiring repair or return to the supplier in accordance with established procedures. They use precision measuring tools such as calipers, micrometers, and multimeters to examine electronic, industrial, construction, and other equipment and materials to determine improper assembly, repair needs, and potential equipment malfunctions.

SKILL AND KNOWLEDGE

Grade 6 materials examiners and identifiers are familiar with a wide range of materials and equipment as well as numerous procedures, supply catalogs, technical manuals, and equipment drawings required for product and equipment verification. They have an in-depth knowledge of depot warehousing or property reutilization and disposal procedures and plans. They are able to use measuring devices such as calipers, depth, thread, and wire gauges to determine adherence to contract specifications. They use their knowledge of demilitarization procedures to determine item and material sensitivity and to safeguard critical material until disposition.

The record reflects that the appellants independently assess the condition of highly specialized and complex materials/equipment in order to determine acceptance or proper disposition. They must have in depth knowledge of the Division receiving, warehousing, care-in stores, preservation, packaging and packing procedures, plans and projects affected by the position. They must be able to analyze, evaluate and recommend methods and procedures for preparing materials for long term storage in general purpose, flammable/hazardous storage, dehumidified warehouses and open storage areas. They must be able to interpret and effectively use tech pubs, computer files, stock listings, vendor contracts, engineering drawings, product schematics, Military Interdepartmental Purchase Request (MIPR), etc. Ability to research and input/extract data through ADPE. Knowledge of the techniques and equipment used in the inspection of standard, unusual, and highly specialized items of supply, including ADPE.

This position exceeds the 6 level and compares favorably to the 7 level, where examiners must have a thorough knowledge of the techniques and equipment used in the examination and classification of standard, unusual, and highly specialized items. They independently assess the condition of highly specialized and complex materials and equipment in order to determine proper disposition. They conduct comprehensive searches of manufacturers catalogs, tech orders, schematics, and computerized data, to identify unique and specialized items or those which lack proper identification or documentation. They use technical specifications, vendor contracts, and product schematics to examine and compare size, condition, coding, stock numbers, and functional operation of items shipped against accompanying shipping documents. Grade 7 examiners use precision measuring tools such as calipers, micrometers, and multimeters to examine electronic, industrial, construction, and other equipment and materials to determine repair needs and improper assembly.

This is the highest level described in the WG-6912 standard. The skill and knowledge requirements of this position do not significantly exceed the grade 7 level. Grade 7 is assigned for this factor.

RESPONSIBILITY

Grade 6 examiners independently determine the accuracy of factual information accompanying the materials and equipment being processed. They receive general supervision consisting of work assignments, oral or written instructions, and assistance on unusual problems. Work is performed in compliance with directly applicable operating procedures. Grade 6 examiners have rejection/acceptance authority for most materials handled. They may consult with higher graded workers or product specialist where subtle discrepancies, such as apparently missing components or unusual welding fusions, require more specialized product or equipment knowledges. Work is spot checked for completeness and compliance with procedures and instructions.

Record reflects that supervisor provides general work assignments and the appellants normally function independently. The appellants' are responsible for making independent decisions on complex matters relating to material and equipment disposition and receive a minimum of supervision. They independently assign coding to the most complex materials and are

delegated authority to make final determinations for their organization.

This position exceeds the grade 6 level and compares favorably to the grade 7 level where examiners perform work with a high degree of independence and a minimum of supervision. They are responsible for independent decisions relating to material and equipment disposition such as determining the acceptability of complex mechanical systems by examining components or working parts of equipment. They independently assign coding classifications to the most complex components, items, and equipment. They are delegated authority to make final determinations on acceptability for all classes of material and equipment handled, such as aircraft parts, electronic equipment, and automotive and mechanical components and assemblies.

This is the highest level described in the WG-6912 standard. The responsibility of this position does not significantly exceed the grade 7. Grade 7 is assigned for this factor.

PHYSICAL EFFORT

The appellants' work in confined areas of equipment, and in areas that require considerable walking, standing, stooping, climbing on/in, crawling under vehicles, and working in tiring and uncomfortable positions. Performs moderate to heavy lifting when moving material, may lift or carry items that weigh up to 50 lbs. The heavier items are moved with weight handling equipment or assistance from other workers. Must be able to read normal print and small serial numbers and have the ability to distinguish basic colors.

The criteria for this factor are the same for all grades in the Materials Examiner and Identifier job series. They work on hard surfaces and in areas that require frequent standing, stooping, bending, and working in tiring and uncomfortable positions. They perform moderate to heavy lifting when moving material by hand or handtruck. They may lift or carry items that weigh up to 50 lbs. The heavier items are moved with weight handling equipment or with assistance from other workers.

The appellants' physical efforts are comparable to the above. Grade 7 is assigned for this factor.

WORKING CONDITIONS

The appellants' work is performed inside and outside storage areas in all kinds of weather conditions. Work areas may be hot, cold, damp, dusty, noisy, poorly lighted, or other adverse working conditions. They work around power machinery such as forklifts and heavy mobile equipment. They are exposed to the usual industrial hazards, such as noise, smoke, toxic fumes, oils, fuels, greases and solvents.

As with the previous factor, the working conditions are the same for all grades in the Material Examiners and Identifier job series. Work is performed inside a warehouse environment and outside in containment areas on a year round basis. Examiners may be subject to cuts, bruises, abrasions, and scrapes in moving or handling materials and equipment and are subject to hazards involved in working in proximity to moving equipment such as forklifts, trucks,

cranes, and conveyor lines. When handling hazardous materials, protective equipment is provided.

The appellants' working conditions are comparable to the above. Grade 7 is assigned for this factor.

DECISION

The appellant's position fully meets the WG-7 grade level description on all four factors of the standard. Accordingly, we find the appellants' position to be properly classified as:

Materials Examiner and Identifier, WG-6912-07