

**Department of Defense (DoD)**  
**Civilian Personnel Management Service (CPMS)**  
**Field Advisory Services - *FAS***  
**Classification Appeal Decision**

<b>DoD Decision:</b>	<b>Voucher Examiner, GS-0540-04</b>
<b>Initial classification:</b>	Voucher Examiner, GS-0540-04
<b>Organization:</b>	Navy Commander in Chief, U.S. Pacific Fleet Personnel Support Activity Personnel Support Detachment
<b>Date:</b>	July 10, 1997

**BACKGROUND**

The Department of Defense, Civilian Personnel Management Service (CPMS) received a classification appeal from the appellant who is employed at a Navy Personnel Support Activity Detachment (PERSUPPDET). She appealed the grade level of her officially assigned position which she believes should be classified at the GS-05 grade level.

**POSITION INFORMATION**

The appellant is a Voucher Examiner, GS-540-04 under the Commander in Chief, U.S. Pacific Fleet, Personnel Support Activity Detachment, Xxx. The appellant and her first line supervisor certified to the accuracy of the PD.

The PERSUPPDET is responsible for providing accurate and timely service in the areas of pay, personnel and transportation.

**SOURCES OF INFORMATION**

1. Appeal package from appellant.
2. Telephone discussion with HRO classifier at the Naval Post Graduate School.
3. HRO, Naval Post Graduate School submission containing position and organization information.
4. Telephone interview with appellant.
5. Telephone discussion with appellant's immediate supervisor.

### **STANDARDS REFERENCED**

U.S. Office of Personnel Management, Position Classification Standards for Voucher Examining Series, GS-540, December 1980.

### **SERIES AND TITLE DETERMINATION**

The appellant does not contest her assigned position's series or title. Series and title are appropriate. The duties of these positions are to administer, supervise, or perform work consisting of the examination for accuracy, adequacy of documentation or citations, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment.

### **GRADE DETERMINATION**

The appellant contests the grade determination of her officially assigned position. She believes the duties she performs warrants a GS-05 grade level. The appellant contests all Factors.

#### **Factor 1, Knowledge Required by the Position Level 1-3, 350 Points**

**This factor measures the nature and extent of information or facts that an employee must understand to do acceptable work.**

The appellant processes a variety of travel and travel related vouchers for both military and civilian personnel. They are temporary additional duty (TAD), temporary duty (TDY), and public vouchers. The appellant has knowledge of the Joint Travel Regulations (JTR), for processing civilian travel, Joint Federal Travel Regulations (JFTR), for military travel, and Department of Defense (DoD) Finance Management Regulation (Volume 9). Vouchers submitted for payment are covered by applicable travel regulations. The appellant has

knowledge of the various sets of instructions that comprise the body of standardized procedures and rules on entitlement, allowability, and documentation to examine the full range of travel vouchers. Interpretation is based on her knowledge of the intent of the regulations and past experience with how similar situations were handled. **Level 1-4 is not appropriate.** One characteristic of this level is that there are a variety of complicating conditions because of the nature of the voucher. For example, examining vouchers for payment of non-repetitive purchases under long range, formal, non-standard written contracts involve progress payments, reservation of funds, distribution of expenditures over numerous appropriations, numerous change orders to contracts, extensive record keeping, contract close-out, and study and computation of payment figures. Another characteristic of level 1-4 is examination of a variety of types of vouchers, or at least **two different classes** of vouchers. Examples of classes of vouchers are: commercial accounts, PCS travel vouchers with the sale and purchase of residence, construction vouchers, and real estate vouchers. A full range of processing problems such as cross referencing on allowability and entitlements, and acquiring missing documentation are encountered with each class. The appellant spends the majority of her time processing military and civilian TAD, TDY and public vouchers related to purchasing fire fighter uniforms, guest speakers, and lump sum payments for tolls and mileage. There was no evidence that the appellant processes any other class of vouchers apart from military and civilian travel vouchers. **Level 1-3 is appropriate.**

### **Factor 2, Supervisory Controls Level 2-2, 125 Points**

**This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work.**

The appellant performs her assignments and manages her workload independently. The supervisor is available to address unusual situations not covered by available regulations. Work is reviewed on a random audit basis for technical compliance with instructions and established procedures. This is characteristic of level 2-2. Level 2-3 is not appropriate as the appellant does not deviate from established standards and guidelines. Questions concerning claims apart from the standards are referred to the supervisor. **Level 2-2 is appropriate.**

### **Factor 3, Guidelines Level 3-2, 125 Points**

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

The appellant uses judgment in selecting from a considerable number of guidelines depending upon the nature of travel and entitlements. This includes the JTR, for civilian travel, the JFTR, for military travel, the DoD Finance Management regulations for DoD specific travel, and Defense Finance and Accounting Service (DFAS) for current variable housing allowances

charts, advisories and decisions. This is characteristic of level 3-2. Level 3-3 is not appropriate as the appellant does not become involved in searching for irregular background documents and referencing non-standard guides to resolve appeals, exceptions, doubtful vouchers, and special inquiries pertaining to vouchers, invoices, or transactions. **Level 3-2 is appropriate.**

#### **Factor 4, Complexity Level 4-2, 75 Points**

**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.**

The appellant processes travel vouchers for military and civilian personnel traveling long term or short term TDY or TAD, and public vouchers. The steps followed during the processing varies depending upon the nature of travel. **Level 4-3 is not appropriate.** Characteristic of Level 4-3 is an employee involved in processing, on a frequent basis, a variety of vouchers whose processes are different, and unrelated. This includes vouchers such as contract purchases for equipment and supplies, construction contracts, service contracts, transportation claims, travel vouchers (TDY, PCS), consultant services, etc. Decisions on what needs to be done are based on a wide variety of issues, which result from processing a variety of different and unrelated vouchers. The appellant does not process a variety of different and unrelated vouchers. She reviews and processes a single class of vouchers related to government travel of military and civilian personnel. Although these vouchers present situations and issues related to travel of military and civilian personnel, this work assignment is narrower in scope than that described at Level 4-3 because of the requirement to process a variety of different and unrelated vouchers. **Level 4-2 is appropriate.**

#### **Factor 5, Scope and Effect Level 5-2, 75 Points**

**This factor covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization.**

The appellant performs an entire range of steps to ascertain that vouchers are complete and charges are proper for payment. She executes specific rules, regulations and procedures. This is characteristic of level 5-2. Level 5-3, as defined in the Primary Standard, involves work that treats a variety of conventional problems, questions or situations in conforming with established criteria. At this level, the work product or service affects the design or operation

of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions. Level 5-3 is not appropriate as the appellant does not make recommendations or decisions concerning the procedures or processes to be used. The appellant does not make recommendations concerning travel and fiscal policy. **Level 5-2 is appropriate.**

**Factor 6, Personal Contacts Level 6-2, 25 Points**

**This factor includes face-to-face contacts and telephone dialogue with people not in the supervisory chain.**

The appellant's contacts are with employees outside of the immediate organization who are engaged in a variety of missions, or types of work. She has contact with military and civilian personnel serviced by her organization who must travel on agency business, and submit claims at the completion of their travel. She has contact with the fiscal clerk and various representatives throughout the organization. This is characteristic of Level 6-2. Level 6-3 is not appropriate as the appellant does not typically have contact with people outside of the agency on a routine basis. **Level 6-2 is appropriate.**

**Factor 7, Purpose of Contacts Level 7-1, 20 Points**

**The purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals or objectives.**

The appellant's contacts are made to exchange factual information that will make a voucher payable, or tell why an expense is not payable. She contacts department representatives when something does not appear correct on submitted vouchers. Contacts are also to clarify or obtain missing information to enable the appellant to complete the review process, answer routine questions, or provide the status of pending vouchers. The appellant interacts with customers to obtain missing documents or provide them with information on submission of vouchers. This is typical of level 7-1. Level 7-2 is not appropriate as the appellant and her contacts do not plan and coordinate efforts to resolve problems in a variety of ways. The appellant's contacts are for the express purpose of exchanging factual information. **Level 7-1 is appropriate.**

**Factor 8, Physical Demands Level 8-1, 5 Points**

**This factor covers the requirements and physical demands placed on the employee by the work assignment.**

The work is sedentary. There may be some walking, standing, bending, or carrying of light items such as papers and books. No special physical demands are required to do the work. **Level 8-1 is appropriate.**

**Factor 9, Work Environment Level 9-1, 5 Points**

**This factor considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required.**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices and training rooms. The work area is adequately lighted, heated and ventilated. **Level 9-1 is appropriate.**

**Summary**

<b><u>Factor</u></b>	<b><u>Level</u></b>	<b><u>Points</u></b>
Factor 1	1-3	350
Factor 2	2-2	125
Factor 3	3-2	125
Factor 4	4-2	75
Factor 5	5-2	75
Factor 6	6-2	25
Factor 7	7-1	20
Factor 8	8-1	5
Factor 9	9-1	<u>5</u>
<b>TOTAL POINTS</b>		<b>805</b>

**FINAL DETERMINATION: Voucher Examiner, GS-540-04**