



**DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT
SERVICE**

Classification Appeal Decision

This Page Has Been Accessed (since November 16, 1998)

DOD Decision:	(Title to be determined by Agency), WG-4601-07
Initial classification:	Wood and Plastics Worker, WG-4601-07
Organization:	Army Field Artillery Center Directorate of Plans, Training & Mobilization Training Service Center Devices Branch
Date:	May 20, 1997

INTRODUCTION

The appealed position is assigned to the Devices Branch, Training Service Center, Directorate of Plans, Training and Mobilization, Fort . The unit is responsible for designing, procuring, fabricating, producing, and repairing all types of training aids and devices. It also maintains cost records and coordinates with other Branches to insure accountability of items fabricated. The appellant contends his position, presently classified as a Wood and Plastics Worker, WG-4601-07, should be classified as a GFT/GST Specialist, Wood and Plastic Worker, WG-4604-09.

SOURCES OF INFORMATION

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

STANDARDS REFERENCED

JGS for Wood Worker, WG-4604, May 1992.

JGS for Carpenter, WG-4607, April 1991.

JGS for Materials Handler, WG-6907, September 1990.

JGS for Packing, WG-7002, July 1995.

POSITION INFORMATION

The duties and responsibilities of the appealed position are described in job description (JD) #. The position was classified as a Wood and Plastics Worker, WG-4601-07, on. The appellant and supervisor have certified to the accuracy of the JD. by the U. S. Army and certain foreign countries that have purchased or were provided artillery weapons by the U. S. Government. The Plant works on a reimbursable basis (and Foreign Military Sales).

Position is responsible for the fabrication and assembly of Graphical Firing Tables (GFT), Graphical Site Tables (GST), Graphical Munitions Effects Tables (GMET) and Ballistics Scales. In an assembly line fashion, sets up power tools for cutting raw materials (such as rough wood and 4' x 8' sheet plastic) into sizes necessary for finishing completed items in accordance with established procedures and precise blue prints and specifications. This may require multiple cuts with saw, planer, or joiner to get the size desired. Operates power sanders and special machines to size, shape, and dress component parts to tolerances of approximately 1/32 of an inch. Operates a variety of hand and power tools to complete sub-assemblies to specific standards. Operates air spray gun to apply varnish to serve as a sealant. Supervisor notifies appellant of GFT orders to be manufactured. The appellant is provided negatives of scales which he in turns sends to the Print Plant for reproduction. For new scales, negatives are obtained from an outside source, i.e., contractor who gets the bid. He proof reads negatives to ensure all information on original blue print/drawing is on the negative. He is permitted to make minor corrections on the negative, e.g., ink may be blurred on scale.

He assembles a Technical Data Pack (usually consists of drawings and scales) according to established procedures and submits it to Army Research and Development Center (ARDEC), Picatinny, NJ, for approval and issuance of a part number. Upon receipt of the part numbers the appellant sends the numbers and a Technical Data Pack to the Army Material Command (AMC) who issues a National Stock Number (NSN) and loads it into the computer. The appellant confirms it is in the computer so personnel in the field can order it.

The appellant deals with approximately 76 different sets of scales (each scale set varies from 1 to 8 pieces). GFT's are 18 1/8 x 3 1/2 inches; GST's are 14 x 1 3/4 inches; Ballistics Scales are 2 3/8 x vary in length 28, 36, or 42 inches; GMET's are classified and are about the same dimensions as the GFT's. A great majority of the work involves GFTs and GSTs. GMETs orders come in about 1 or 2 times a year. The construction material consists of soft maple, cherry wood, and duron hardboard that is heat, oil, and pressure treated, and vinyl (similar to

plastic). Some of the tools used by the appellant: circular saw, band saw, joiner, planner, drill press, sanders, bench grinders, tongue and groove saws, and a silk screen procedure.

Assembles and packs items for shipment or issue. Operates heat sealing machine in packing, sealing, and labeling finished products to insure they are ready for shipment. Insures items are packed sequentially in plastic pouches, canvas cases, and cardboard boxes before being crated (if required) for shipment. May fabricate necessary wooden crates to meet Federal packing specifications for overseas shipments (last time this was done was during the Gulf War). Using data from depot orders, prepares shipping worksheet so final shipping documents can be prepared. Coordinates with Services Branch for movement of crates to transportation for shipping.

Performs quality control and quality assurance on (checks measurements, cursor and ensures it works properly, i.e., cursor aligns and moves properly) finished products prior to shipping. Furnishes quality assurance statement to accompany shipped items. Maintains active files of shipping information. Ensures security of all classified information stored at the GFT Plant.

The appellant fabricates the end products in a building with two (2) other WG-4601-07s. They are assigned to a different JD which does not include work such as spray painting varnish which seals the final product, ensuring proper procedures are followed when working with classified data and that it is properly stored in the GFT Plant, to QC the final product, maintain an active file of shipping information, assemble technical data packs and submit them to the appropriate place for approval, proof read negatives to ensure all information is included, and prepare the shipping documents. The supervisor is located in another building about eight blocks away.

SERIES AND TITLE DETERMINATION

The servicing personnel office determined that the appellant's job is properly classified in the WG-4601 job series for which there is no published job grading standard (JGS). The appellant disagreed by indicating he wanted it to be classified in the WG-4604 job series with the title of GFT/GST Specialist. The appellant did not provide any rationale as to why he selected WG-4604. The primary purpose of this position is to fabricate GFTs, GSTs, GMETs, and Ballistic Scales to be used by personnel firing artillery weapons. They include firing data such as range, elevation, drift, angle of firing, type of charge, size of shell, etc. The scale is glued on a piece of wood or duron hardboard, a cursor is cut from a certain type of vinyl and sized to fit on the scale and is used similar to an engineering slide rule. The end products are made from wood, duron hardboard, and vinyl. The position does not require knowledge of the physical properties and working characteristics of plastics and compound ingredients or the use of molding, low pressure shaping, and other processes associated with plastics. The position deals specifically with fabricating four different scales.

The work does not meet the WG-4605 series definition which involves making and repairing high-grade wooden items such as fine cabinetry and furniture. . . shaping and contouring surfaces; precise, intricate joining and decorating; skilled use of the full range of woodworking tools, machines, and techniques; and extensive knowledge of the appearance,

durability, strength, and machining characteristics of a wide range of wood and wood substitutes. It does not meet the WG-4607 series definition which involves work in constructing, altering, maintaining, and repairing buildings, structures, partitions, panels, tool cabinets, bookcases, work benches, and other items using wood, wood substitutes, and composite building materials.

The work does not meet the intent of the WG-4604 series which covers work involved in the construction, installation, and repair of shipping and storage containers and material handling items such as boxes, crates, skids, pallets, and storage bins made from wood and wood substitute materials. The work requires skill in using hand and power tools and machines to measure, cut, install, and fasten wood and wood substitute materials. This job has minor characteristics of this series, e.g., PD states it may construct necessary wooden crates for overseas shipment and it uses a limited amount of woodworking machines to perform specific functions in the fabricating process.

Because of the scope, variety, and continuing changes taking place in the Federal Government, a separate occupation is not always established for each identifiable line of work. The "01" code in each job family therefore is designated as a general code and is used for jobs which cannot be identified with an established occupation within the family but which can be identified with the family itself. One type of job which may be assigned the "01" code is one which has a narrower range of duties readily identifiable with the job family but for which no specific occupation has been established. The appealed work is characteristic of the Wood Working Family but not of any specific occupation within the Family, we agree with the agency in allocating this position to the WG-4601 occupation code. The title of positions in the "01" code are at the agency's discretion in accordance with the titling principles and instructions on pages 16-17 of the *Job Grading System*. We find the position is properly allocated as: (Title Optional) WG-4601.

GRADE DETERMINATION

There is no job grading standard for the 4601 occupation; therefore, the grade must be determined by comparison with standard(s) for most nearly related occupations. The WG-4604 and WG-7002 standards are selected for comparison grading the appellant's job. The JGS for Wood Worker, WG-4604, describes work at the WG-5, 7, and 8 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.

The appellant feels the grade of his position should be higher because of the additional duties that have been placed on him since management has not filled the supervisory position when the incumbent retired. The supervisor had been performing things such as QA and QC, did the background paperwork, e.g., prepare technical data packs on new GFTs, maintain files, responds to customers questions, ensure stock numbers have been entered into the supply computer, ensure proper handling of classified scales during manufacturing, etc. The appellant is a retired Army sergeant with an extensive background in utilizing the products he fabricates

and he has been working in this job for approximately 17 years.

SKILL AND KNOWLEDGE

Exceeds the grade 5 level where workers have a knowledge of a limited range of woodworking techniques and processes. They are able to make and repair items having standard shapes and sizes using guidelines, specifications, and illustrations. At this level they have skill in basic layout procedures for repetitive assignments. They have skill in the use of a variety of hand and power tools and skill in using measuring devices. They have skill in following basic blueprints to construct and assemble various types of shipping and storage containers and protective bracing. They apply skill and knowledge of basic woodworking techniques to measure, cut, connect, square, fasten wooden parts, align corners and simple joints, and cut wood and composite material to specified lengths and widths.

The position compares favorably to the WG-7 level where workers apply a full range of knowledge of woodworking techniques to plan, construct, and repair standardized shipping and storage containers. They are able to make standard joints and grooves such as dado, lap, rabbet, tongue and groove, miter cuts, and doweled edge joints required for secure and weather tight containers. They have skill in using woodworking, measuring, and layout devices. They have skill in using standard woodworking tools, both manual and power, as well as pneumatic sealers, heat sealing and vacuum equipment, nail guns, and strapping tools. Grade 7 workers have a working knowledge of various types and properties of hard and soft woods and wood composite materials. As mentioned above the appellant makes approximately four different products (patterns) that are standard sizes and constructed basically the same way. The primary difference is that a different scale is glued to the item. An order may come in for 500 GFTs involving four different scales. The appellant and the other workers would reduce sheets of the 4 x 8 foot duron to 500 18 1/8 x 3 1/2 inches, which are then planned and sanded. Then a bevel is cut on the sides for the cursor to move on. All the other standardized components are made and they are assembled to make the GFT. The difference is the scale that is glued on the GFT (different scales depending on the weapon). They may spend 2 or 3 days cutting out GFTs out of duron, then go on to the next component, e.g., the cursor. It is very important work that has to be done in a professional, precise manner. The item they are producing at any given time is standard, of the same size, and constructed basically in a assembly line process.

It does not meet the full intent of the WG-8 level where workers have a thorough knowledge of woodworking techniques to improvise or modify construction plans and patterns to construct custom containers. They have skill in making nonstandard containers that incorporate several irregular shapes, sizes, and features. Grade 8 wood workers have skill in operating woodworking machines to made more varied and complex construction features than described at the grade 7 level. They have to make triangular, beveled, circular, and other oddshaped components for containers on a regular basis. Therefore, WG-7 is assigned for this factor.

The portion of this job that deals with assembling and packing items for shipment or issue, preparing shipping labels and worksheets, and coordinating transportation are not grade

controlling and would not exceed the WG-4 level and is not further examined in this decision.

The other duties the appellant states in his rationale such as QC and QA duties, assembling technical data packs, checking to ensure NSNs are entered into the supply system, ensuring security of all classified materials, and responding to questions from customers are not grade controlling, i.e., none of the duties would exceed the assigned grade of the position. The grade of a supervisor is normally evaluated using a supervisory guide that includes inherent responsibilities (e.g., difficulty and scope of supervisory duties, authority and responsibility assigned to the supervisor, etc.) common to all supervisors, not just certain administrative duties.

RESPONSIBILITY

The record indicates the appellant receives direction from his supervisor in terms of specific requirements (such as notifying him of GFT plant orders to be manufactured). Appellant performs recurring assignments in accordance with established policies and procedures. Notifies supervisor of problems and deficiencies in the plant and may recommend improvements or corrections to the manufacturing process. He also provides supervisor with the status of work orders regarding obligations and commitments to depot and USAFAS.

It exceeds the WG-5 level where workers receive specific guidance and technical instructions in the form of plans, sketches, work orders, oral instructions. This position compares favorably to the WG-7 grade level wood workers who receive general assignments from their supervisor. Assignments may be incomplete in terms of size, shape, materials to be used, and the specific procedures and techniques to be followed. They independently perform their work. They use judgment in selecting materials and procedures, and adapting plans to special requirements. Grade 7 wood workers plan work sequences, lay out work, select appropriate tools and materials, and complete assignments with limited supervision. They may provide technical guidance to lower level workers on basic projects. They receive technical guidance through item specifications, illustrations, and blueprints. This position has aspects of the WG-8 level where workers receive assignments orally or through work orders. They work independently. They make technical judgments based on their knowledge of specialized woodworking techniques within the framework of accepted practices and general instructions.

At grade 8 level, wood workers determine or recommend the extent of repairs required and construction alterations necessary to modify or rework containers. They may provide technical guidance to lower level workers in the operation of power equipment and in the construction of specialized and standard containers and storage items.

If taken out of context of work assignments, some aspects of the responsibility exercised by the appellant may appear to match that of the WG-8 level. Job grading standards for most occupations describe typical levels of supervision that are considered in the overall evaluation of the position. There are times, however, when one factor may be evaluated at a higher grade level than other factors. When this occurs, the overall evaluation takes into consideration the direct relationship between the skill and knowledge required to perform work assignments and the level of responsibility delegated to the employee. Therefore, WG-7 level is assigned for this factor.

PHYSICAL EFFORT

The criteria for this factor are the same for all grades in the WG-4604 Wood Worker series and is not grade controlling. They use power and manual tools and devices that typically involve continuous physical effort and extended periods of standing, bending, and stooping. They lift and may carry items weighing up to 18 kilograms. The appellants' physical efforts are comparable to the above.

WORKING CONDITIONS

The criteria for this factor are the same for all grades in the WG-4604 Wood Worker series and is not grade controlling. They work in warehouses or other enclosed areas that may be drafty, cold, or overheated. They are subject to noise and dust from power saws, and related equipment. Workers are exposed to the possibility of cuts, bruises and scrapes, splinters, and other injuries from using hand and power tools. Safety equipment and protective devices such as safety glasses and proper clothing are used to minimize hazards. The appellant's working conditions are comparable to the above.

DECISION

The appellant's job is properly graded at the WG-7 level in the general 4601 occupational code of the Wood Work Family. The job may be titled at the agency's discretion in accordance with guidance on pages 16-17 of the *Explanation of the Job Grading System*.

(Title Optional), WG-4601-07