

23 Dec 1997

CEHR-E (690-500)

MEMORANDUM FOR COMMANDERS/DIRECTORS, MAJOR SUBORDINATE  
COMMANDS, LABORATORIES AND FIELD OPERATING  
ACTIVITIES

SUBJECT: Property Accountability Benchmark Job Descriptions

1. The Property Accountability and Stewardship Steering Group (PASSG) was established this past year to address material weaknesses regarding property accountability. One of the issues addressed was the classification of positions that manage property book and stock record accounts. Enclosed for your use are three benchmark job descriptions:

a. General Supply Specialist, GS-2001-09. This position serves as the property book officer, maintains inventory control of the district's non-expendable property, screens all requisitions for authorization and allowance compliance and coordinates the Report of Survey (ROS) program.

b. General Supply Specialist, GS-2001-11. This position serves as the personal property manager with responsibility for a wide variety of functions related to broad functional areas such as: property accountability, inventory management, catalog management, equipment management, financial management, disposal management and maintenance management. Manages expendable and non-expendable property. Serves as the district's principal manager for the USACE Automated Personal Property Management System (APPMS) or Defense Property Accounting System (DPAS).

c. General Supply Specialist, GS-2001-11. This position serves as the stock control specialist with responsibility for planning, coordinating and directing a combination of supply functions including: inventory management; distribution facilities and storage management; and reparable management. Serves as the district's Accountable Officer for on-hand stock.

2. Districts/laboratories/FOAs are encouraged to establish positions as described and classified and to ensure proper emphasis is given to property accountability and stock control. Supervisors are responsible for ensuring duties are actually assigned and performed. Title, series and grade may change when other duties are added to or deleted from these benchmark descriptions.

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3. Points of contact for this action are Millie Edwards (CEHR-E), 202-761-1798, or Ray Urena (CELD-MS), 202-761-1618.

FOR THE COMMANDER:

/s/ Joseph A. Levy

Encls

for/ SUSAN DUNCAN  
Director of Human Resources

CF: Human Resources Offices  
Logistics Management Offices