

BENCHMARK JOB DESCRIPTION
PROPERTY BOOK OFFICER
GENERAL SUPPLY SPECIALIST, GS-2001-09

MAJOR DUTIES

Serves as the property book officer for all government property issued to hand receipt holders throughout the district headquarters, remote sites, and contract locations. Maintains inventory control of the district's non-expendable property through the use of the latest approved automated personal property management software program. Screens all requisitions for authorization and allowance compliance and coordinates the Report of Survey (ROS) program by making recommendations in accordance with pertinent regulations to higher authority. Incumbent is the appointed Property Book Officer (PBO) for the district.

1. Serves as the technical authority on non-expendable property for the district. Establishes policy guidance through interpretation and implementation of directives from higher authority. Develops and provides guidance to district headquarters and field offices regarding property manuals, directives, and publications. Applies appropriate Department of Defense (DOD), Department of the Army (DA), and Corps of Engineers (USACE) regulations/policies pertaining to the management and control of Government owned property. _____%

2. Surveys parts of the contractor's property control system which includes moving, consuming, using, maintaining, taking inventories, and disposing of property. Develops guidance concerning property accountability procedures and advises contractor personnel of their responsibilities in maintaining a property control system. Reviews contractor's termination inventory for compliance with contractual requirements. Conducts meetings with contractor's management to resolve problems concerning Government Property (GP). Types of GP include real property, salvage, scrap and plant equipment, some of which may be highly consumable (e.g. rebar, concrete, lumber, etc.). Appointed as the Controlled Cryptographic Serialization Program Manager (CCISP) Provides all reports, including quarterly and annual reports to US Army Communications-Electronics Command. _____%

3. As the Property Book Officer, maintains inventory accountability and control of the district's expendable and non-expendable property through the use of the approved automated software program. Expendable property includes construction material, certain office supplies, fabricated parts, etc. Non-expendable property includes office equipment, tools, machinery, reproduction equipment, etc. Property is located throughout a multi-state area within the serviced district and several field offices with property accountability assigned to numerous hand receipt holders and supervisors. Conducts physical inventories of at least 10% of all hand receipt holders with a electronic scanning device to verify automated listings (may delegate actual scanning to other LMO employees). Insures that annual and special inventories are conducted by hand receipt holders and provides guidance concerning accountability procedures. Provides supervisors and hand receipt holders with discrepancy reports and gives instructions on proper documentation for lost or missing property. Screens all requisitions against DOD, GSA and other federal agencies

for available excess items which could be utilized by the district and provides lists to property re-utilization personnel within the Logistics Management Office. Determines procurement justifications based on pertinent regulatory requirements. Forwards requisitions to supervisor for signature. _____%

4. Processes Reports of Survey (ROS) for the district's civil and military property which is destroyed, lost, damaged or worn through conditions other than fair wear or tear. Takes appropriate action in accordance with pertinent regulations and policies. Examines and reviews ROS documentation for accuracy and sufficiency and provides guidance on the necessity of further investigation when required. Makes recommendations to the District Commander for relieving or charging the hand receipt holder after evaluating the facts of each case. Oversees and insures the timely flow of all accountable property documents that are forwarded to Finance and Accounting. Conducts an annual reconciliation of physical/financial report for all District and serviced activity assets of \$5000 or more. _____%

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION Level 1-6 950 Points

- Incumbent uses a practical knowledge of a wide range of well established and commonly allied supply principles, concepts and methodologies in support of property accountability.
- Knowledge of USACE, DA and DOD policies and regulations as these relate to property accountability and inventory functions.
- Knowledge and skill to utilize a variety of automated programs in order to maintain accountability of all of the district's property.
- Knowledge and skill to monitor usage transactions, and to track the procurement, storage and disposition of excess equipment and property.
- Knowledge of the concept, procedure, and methodology of Report of Surveys, investigations, and reimbursement for lost property.

FACTOR 2, SUPERVISORY CONTROLS Level 2-4 450 Points

The supervisor sets the overall objectives and decides on the resources available for the property accountability program. The incumbent plans and carries out assignments, resolving most of the conflicts that arise, integrating and coordinating the work of others as necessary, and interpreting policy in terms of established objectives. The supervisor is available to discuss unprecedented operational and potentially controversial problems encountered by the position in monitoring and evaluating the organization's property. Work performance is based on soundness

and accuracy of property accountability and report of survey activities.

FACTOR 3, GUIDELINES Level 3-3 275 Points

Guidelines include DOD, DA, USACE, and district policies and regulations, precedents and standard practices in the control of property in the supply field. The incumbent selects, interprets, and applies the guides, modifying, adapting, and making compromises to satisfy requirements of the work. The incumbent exercises judgment in applying standard supply practices to new situations and in relating new work situations to precedent ones.

FACTOR 4, COMPLEXITY Level 4-3 150 Points

The incumbent performs various duties requiring the application of different and unrelated methods, practices, techniques or criteria. The work requires consideration of program plans, applicable policies, regulations and procedures, and alternate methods of implementing and monitoring property requirements. Recommendations involve implementation of specific supply actions and the application of standard methods, techniques and programs. They are based on factual information such as minimum regulatory requirements and delegated authorities.

FACTOR 5, SCOPE AND EFFECT Level 5-3 150 Points

The work involves resolving a variety of conventional supply problems, questions, or situations. The incumbent monitors the property accountability program, performs independent reviews and/or recommends actions involving well-established criteria, methods, techniques and procedures. The incumbent's work products, advice, and assistance affect the efficiency of the district's property accountability program.

FACTOR 6, PERSONAL CONTACTS
AND

FACTOR 7, PURPOSE OF CONTACTS Level 2b 75 Points

Personal contacts are with professionals and technicians of other disciplines within the same agency but outside the immediate organization. People contacted are generally engaged in different functions, missions, or kinds of work.

The purpose of the contacts is to plan, coordinate work, or advise on efforts to resolve supply property problems. This is accomplished by influencing individuals contacted toward a common goal, who are generally cooperative.

FACTOR 8, PHYSICAL DEMANDS Level 8-1 5 Points

The work is principally sedentary, although there may be some walking, stooping,

standing, and carrying of light items. No special physical demands are required.

FACTOR 9, WORK ENVIRONMENT

Level 9-1

5 Points

The work is usually performed in an office or similar setting.

TOTAL POINTS

2060

**EVALUATION STATEMENT
GENERAL SUPPLY SPECIALIST, GS-2001-09**

1. REFERENCES:

- a. OPM PCS: Supply Program Management Series, GS-2003, Jul 92
- b. OPM PCS: General Supply Series, GS-2001, Jul 92.
- c. OPM PCS: Grade-Evaluation Guide for Supply Positions, Jul 92.

2. SERIES AND TITLE DETERMINATION:

Subject position performs work involved with the administration and control of government property in the possession of Corps personnel and contractors. Duties require practical knowledge of a wide range of well established and commonly applied supply principles, concepts and methodologies in support of property accountability. Position is excluded from the GS-2003 series which involves work related to overall management of a supply program encompassing two or more of the technical supply activities included in the GS-2000 Group or staff, managerial, or administrative work primarily concerned with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of a supply program. Subject position performs analytical and administrative supply work not specifically covered by another series. Position is allocated to the GS-2001 series and titled General Supply Specialist.

3. GRADE DETERMINATION:

In accordance with the grading guidance for the GS-2001 standard, the Grade-Evaluation Guide for Supply Positions is used for grade determination.

Factor 1, Knowledge Required by the Position	Level 1-6	950 points
Factor 2, Supervisory Controls	Level 2-4	450 points
Factor 3, Guidelines	Level 3-3	275 points
Factor 4, Complexity	Level 4-3	150 points
Factor 5, Scope and Effect	Level 5-3	150 points
Factors 6 & 7, Personal Contacts and Purpose of Contacts	Level 2b	75 points
Factor 8, Physical Demands	Level 8-1	5 points
Factor 9, Work Environment	Level 9-1	<u>5 points</u>
	TOTAL POINTS	2060 points

A total point value of 2060 falls in the point range of 1855 - 2100 for the GS-09 level.

4. FINAL DETERMINATION: General Supply Specialist, GS-2001-09