

EVALUATION STATEMENT
MSC CHIEFS OF CONTRACTING

1. References:

- a. USOPM Position Classification Standard, GS-1102, Contracting Series, December, 1983.
- b. USOPM Position Classification Standard, GS-505, Financial Management Series, June, 1963.

2. Title and Series Determination. Subject positions serve as the Contracting Officer at each of the USACE major subordinate commands. While they are nonsupervisory position, they manage the contracting program of the MSC and its subordinate districts. They are properly classified in the GS-1102 Contracting Series and titled Contract Specialist.

3. Grade Determination. Reference a does not provide evaluation criteria for positions with program management responsibility such as exercised by the subject positions. Reference b, which contains such grading criteria, has therefore been used to establish the proper grade for the positions.

Factor I - Characteristics of the Operating Program

Subfactor A - Scope of Operating Program Served

This subfactor is concerned with the extent to which the MSC program and actions of the contracting chief affect such things as the general economy, defense, international relations, health and welfare, natural resources, government operations, the public health, etc.

Under Factor I, Subfactor A, the MSC is substantial in size and impact and its programs are from time to time prominently in the public eye and are subject at such times to more than usual attention by the Congress, the press, and in the arena of public debate and discussion. Decisions and recommendations often have significant impact on regional and local economies, and activities are often subject to political oversight by local, state and federal elected officials. The MSC is multipurpose and multi functional, and consists of a number of subordinate "programs" (the Districts) which are local or regional in scope and subject to normal attention by the press, Congress and the public with more intense interest less frequent or of a limited geographic scale. The MSC mission includes oversight of planning, design, construction, operations, and real estate functions, executing a diverse range of civil works and military programs with projects such as navigation locks, dams, powerhouses, canals, storm damage protection, bridges, levees, recreational facilities, medical facilities, housing, barracks, training facilities, utilities, environmental cleanup and restoration, Base Realignment and Closure (BRAC) sites, Home Owner's Assistance program (HAP) sites, projects for other governmental, state, and local agencies and research and development activities/facilities. MSCs exercise command and control over assigned districts and centers of expertise, ensuring policies are applied uniformly. They

coordinate projects and programs between districts and across MSC boundaries, serving as the primary point of contact for multi-district programs and projects and consolidate district programs and projects into an overall MSC program document. Considerable command, state and local public agency, and Congressional interest, are often generated due to decisions in these areas as well as issues and projects such as budgeting; staffing; regulatory program activities; natural disasters (floods, hurricanes, earthquakes); district civil works flood control projects; hazardous toxic and radiological waste remediation on military bases and on privately owned former Defense sites; homeowners assistance for hundreds of military and civilian families; the development and implementation of disposal plans for unique base closure or industrial locations; and administration of commercial concession and recreation leases. Additionally, civil works projects are funded on an individual basis and as a result receive a degree of Congressional attention and scrutiny which is comparable to that encountered with major military weapons systems or comparable non-DOD programs. The impacts of the decisions made and execution of these programs and projects are reflected in the economy of the local and regional geographic area, and in certain instances beyond, as well as affect public health and safety, and military readiness. Contracting issues periodically surface within the Corps as major issues which blend Congressional, specific state, public, and private interests and Contracting plays an integral part in the delivery of Corps missions--including those of high public interest--and some of which are extremely controversial.

The MSC Contracting program meets all of the criteria described at Degree C, page 14 of the GS-505 standard, and in addition meets items 4 and 5 of Degree B of this factor. Therefore, Degree B is credited for this level.

Subfactor B - Type of Operating Program Served

Subfactor B describes the type of organization served, considering the basic mission or purpose for which the organization exists. Degrees A, B, and C of this subfactor define programs which range from Degree C, which involves a minimal need and limited opportunity for functioning as a major participant or overall tool for management to Degree A, which affords the greatest scope and opportunity for the Contracting program to have a critical impact on the operating program. The MSC operating program is a large, multi mission, multifunction organization, which includes engineering, operations and maintenance, navigation, flood control, construction, hazardous, toxic and radiological waste programs, natural resources management, and a variety of other real estate, engineering and construction programs to support Department of Army, Department of Defense, and other Federal, state, and local agencies. The operating program of the MSC clearly exceeds Degree C, where the program budget is primarily for employee salaries and administrative expenses or where the use of the Contracting program is only minimal. The MSC involves a substantial need for and affords substantial opportunity for Contracting to function as a major participant or major tool of overall management. These activities are comparable to those described at Degree B, which includes such MSC operating programs as those which involve expenditures of significant proportions of the program budget for purposes other than employee salaries and administrative and support and service. Degree B is credited for this subfactor.

Subfactor C - Management Level of the Operating Program Served

This subfactor measures the overall effect of the managerial setting on the Contracting position. Three degrees are provided at this level:

Degree A - Primary policy level, in most cases the department or agency (DA) level;

Degree B - Secondary policy level, which is characterized by a positive responsibility and a significant freedom for developing and adapting significant operating policies, procedures, programs, standards, operating goals, etc., within the overall framework established by the primary policy level; and

Degree C - Operating level at which the primary function is conducting operations in conformance with comprehensive policies, procedures and specifically detailed programs established by a higher organizational level.

Primary policy level authorities and responsibilities are exercised at Headquarters, Department of Army (HQDA). Secondary policy level authorities and responsibilities are exercised at HQUSACE for the overall USACE Contracting program.

“Operating level” programs have authority and opportunity to adapt the policies and procedures established by higher echelons to fit the local conditions and needs. However, this authority does not extend to changing the essential substance of the prescribed policies and procedures. USACE MSCs have four primary missions: 1) command and control, 2) regional interface, 3) program management, and 4) quality assurance. Contracting Chiefs have the authority and responsibility to translate HQUSACE objectives into MSC goals and objectives and to establish operating guidelines, approaches and modes of operation for implementation throughout the MSC. This meets the criteria for Degree C, operating level. Degree C is credited for this subfactor.

Overall Value of Factor I:

Subfactor A. Scope of Operating Program Served - Degree B

Subfactor B. Type of Operating Program Served - Degree B

Subfactor C. Management Level of the Operating Program Served - Degree C

In accordance with the criteria provided on page 18, referenced standard, the Information Management program meets the criteria for Level 2, with at least 2 subfactors evaluated at Degree B.

Factor II - Characteristics of the Contracting Program

Subfactor A - Volume of Staff Management Problems

Factor II, Subfactor A, measures the volume of special staff management problems. This factor appraises and gives credit for the existence in some positions of special problems which seriously complicate the management and direction of the Contracting program. Of the elements in this factor, Degree C, the lowest level, is characterized by the absence of any special difficulty. Degree B includes positions which have at least one element of special difficulty. Degree A is characterized by the presence of at least two elements of special difficulty, which have not been credited under another factor or subfactor. Elements of special difficulty are comparable to the following:

1. The operating program and consequently the Contracting program is marked by both short - and long-term instability with the consequential need for frequent, extensive, and basic revisions of plans, programs, and operations.
2. The types of operating programs or the conditions of operations are such that the usual approaches to problems will not suffice. The Contracting manager must develop new approaches, work in areas where there is no adequate experience data, develop and/or work with broad new concepts, and possess exceptionally imaginative and creative abilities to develop, present, and execute effective plans.
3. The operating program at several subordinate echelons or installations are so numerous and varied from one to another, and the local conditions are so basically divergent, that the Contracting programs present an exceptional degree of complexity in synthesizing data and in developing and executing an effective coordinated Contracting plan. The Contracting program provides support to USACE missions that are constantly changing and being "reengineered." Many of the changes which take place in terms of business reengineering, reducing cost of doing business, and reorganization are extremely dependent on Contracting services for their success. The impact of restructuring, downsizing, and lack of funding has increased the need for Contracting innovations.

The MSC Chief of Contracting position does not meet any of the three elements, thus degree C is assigned for this subfactor.

Subfactor C - Scope of Functional Coverage

The basic functions of the MSC Contracting Chiefs are acquisition planning, competition advocate, overseeing pre-award activities, action on requests for waivers or deviations, pre and post award protest resolution, and overseeing post award activities.

The MSC Chiefs of Contracting perform the basic functions of the Contracting program but do not perform additional function(s). Degree C is assigned for this subfactor.

Overall value of Factor II

Subfactor A - Volume of Staff Management Problems - Degree B
Subfactor B - Nature of Staff Management Responsibility - Degree C
Subfactor C - Scope of Functional Coverage - Degree C

With two subfactors rated at Degree C, this factor receives an overall rating of Level 3.

Factor III - Characteristics of the Advisory Service Provided to Management

The MSC Chief of Contracting regularly attends formal and informal management planning, policy, and decision-making sessions concerning matters involving important Contracting considerations. As the technical advisor on Contracting, the Chief of Contracting contributes advice and recommendations concerning that subject matter. He also attends a wide variety of managerial meetings, sessions, and conferences to maintain an awareness of operating programs and their needs. The Chief of Contracting is not, however, involved in direct participation in all major aspects of the overall general management of the operating program served nor does he actively participate in the making of management decisions about general policy setting matters and long range program planning not involving contracting. This meets, but does not exceed Level 2.

Summary.

Factor I - Characteristics of the Operating Program Served - Level 2

Factor II - Characteristics of the Contracting Program Served - Level 3

Factor III - Characteristics of the Advisory Service Provided to Management - Level 2

In accordance with the grade conversion table in the standard, two factors at Level 2 converts to GS-14.

Final Determination. The positions of Chief of Contracting at USACE MSC are correctly classified as Contract Specialist, GS-1102-14.