

**BENCHMARK JOB DESCRIPTION
ACCOUNTABLE PROPERTY OFFICER
GENERAL SUPPLY SPECIALIST, GS-2001-11**

MAJOR DUTIES

Serves as the district/laboratory/FOA personal property manager. Position may also serve as property book officer (PBO). As an accountable property officer, the incumbent is subject to the provisions of Section 5514, title 5, United States Code (5 USC 5514). Incumbent is responsible 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. Designated as the equipment manager for the district. Manages expendable property (construction material, certain office supplies, fabricated parts, etc.) and non-expendable property (office equipment, tools, machinery, reproduction equipment, etc.). Materiel/products/services included are those of the construction and engineering missions involving many non-standard, state-of-the art, non-stocked items such as water craft, amphibians, unique and standard communications security equipment, commercial design vehicles, construction equipment, special purpose equipment, Federal Information Processing (FIP) equipment.

1. Establishes accountable property policy through interpretation and implementation of directives from higher authority. Develops and coordinates a wide variety of supply, equipment, and maintenance management concepts/procedures for implementation. Develops, integrates, and executes life cycle policy for the acquisition, accounting, cataloging, and management of all personal property used by the district/laboratory/FOA. Develops equipment management program policy for life cycle management of all property under district/laboratory/FOA control. Establishes utilization criteria and standards to effectively determine current and future equipment requirements. Interprets the federal, DoD and Army policy for appropriate application. Conducts research into complex problems, assimilates data, reaches conclusion, and implements improvements to mission program.

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2. Serves as the district's principal manager for the USACE Automated Personal Property Management System (APPMS) or Defense Property Accounting System (DPAS). Utilizes the APPMS/DPAS to account for and manage the personal property assets of the district valued at approximately **\$XX million**. Maintains formal accounting records and accounts. Establishes and maintains hand receipts and meets regulatory requirements for inventories. Determines correct authorization, requisitioning, receipt and issue of property book equipment. Reports property record discrepancies and adjusts property records in accordance with Army/DoD/Federal and U.S. Army Corps of Engineers policy. Establishes and implements proper policy for storage of property held in inventory in support of property book management operations. The area of responsibility encompasses all district project sites located in several states. Initiates, reviews and establishes priorities of engineering change

Guidelines include DOD, DA, USACE, and district policies and regulations, precedents and standard practices governing retail supply, property accountability, inventory management, and maintenance management. However, these guidelines are not always applicable to specific conditions or there are gaps in specificity when applying them to specific supply requirements. The employee is expected to use judgment in interpreting, adapting and applying guidelines where there is some overlap or conflict in the levels of support required. The employee independently resolves gaps in specificity or conflicts in guidelines, consistent with stated supply program objectives. Employee analyzes the applicability of guidelines to specific circumstances and imposes regulatory or procedural changes designed to improve the effectiveness or efficiency of supply controls.

FACTOR 4, COMPLEXITY

Level 4-4 225 pts

The incumbent performs assignments consisting of a variety of supply duties involving many different and unrelated processes and methods in well-established areas of supply planning and administration. Work requires analysis and testing of a variety of established techniques and methods to evaluate alternatives and arrive at decisions, conclusions or recommendations. In deciding what is to be done, employee typically assesses situations complicated by conflicting or insufficient data. Employee plans the work, develops recommendations and refines the methods and techniques to be used. Employee takes action involving the interpretation of considerable data and application of established supply methods, equipment, techniques and objectives to a variety of situations.

FACTOR 5, SCOPE AND EFFECT

Level 5-3 150 pts

The work involves resolving a variety of conventional supply problems, questions or situations. Employee monitors established supply systems and programs. Employee's work products, advice and assistance affect the efficiency of established supply operations and contribute to the effectiveness of newly introduced programs requiring supply support.

**FACTOR 6, PERSONAL CONTACTS AND
FACTOR 7, PURPOSE OF CONTACTS**

Level 2b 75 pts

Contacts are with employees, supervisors and managers outside the immediate office, with employees serving in similar positions at higher headquarters or occasionally with representatives of private concerns in a moderately structured setting. The purpose of the contacts is to plan, coordinate work, or advise on efforts to resolve a variety of supply problems. This is accomplished by influencing individuals contacted toward a common goal and who are generally cooperative.

FACTOR 8, PHYSICAL DEMANDS

Level 8-1 5 pts

The incumbent will be required to perform work requiring some physical effort, such as standing, walking, bending or sitting. There are not special physical demands.

FACTOR 9, WORK ENVIRONMENT

Level 9-1 5 pts

The employee works primarily in an office setting involving everyday risks or discomforts. Normal safety precautions are adequate.

TOTAL POINTS 2435

**EVALUATION STATEMENT
GENERAL SUPPLY SPECIALIST, GS-2001-11**

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 serves as the personal property manager. Position may also serve as property book officer (PBO) for the district with responsibility for planning and executing the total property management program. Position is also designated as the equipment manager for the district. Position oversees the management of the USACE Automated Personal Property Management System (APPMS) or Defense Property Accountability System (DPAS) for the district. The DPAS incorporates property, vehicle, maintenance, and equipment utilization modules. Duties require knowledge of a wide range of well established and commonly applied supply principles, concepts and methodologies in support of property management.

The Supply Program Management Series includes positions that involve: (1) management, direction, or administration of a supply program that includes a mixture of technical supply functions; or (2) 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. Positions in this series are concerned with the overall management, or staff work related to overall management of a supply program encompassing two or more of the technical supply activities included in the GS-2000 Group. The technical supply areas are Inventory Management, Distribution Facilities and Storage Management, Packaging, and Cataloging. Subject position does not meet the criteria for the GS-2003 series.

The responsibility for executing the total property management program involves 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:

Position is evaluated using the Grade-Evaluation Guide for Supply Positions as follows:

Factor 1, Knowledge Required by the Position	Level 1-7	1250 pts
Factor 2, Supervisory Controls	Level 2-4	450 pts
Factor 3, Guidelines	Level 3-3	275 pts
Factor 4, Complexity	Level 4-4	225 pts
Factor 5, Scope and Effect	Level 5-3	150 pts
Factors 6&7, Personal Contacts and Purpose of Contacts	Level 2b	75 pts

Factor 8, Physical Demands	Level 8-1	5 pts
Factor 9, Work Environment	<u>Level 9-1</u>	<u>5 pts</u>
	TOTAL POINTS	2435 pts

A total point value of 2435 falls in the point range of 2355-2750 for the GS-11 level.

4. FINAL DETERMINATION: General Supply Specialist, GS-2001-11

