

**OFFICE OF PERSONNEL MANAGEMENT**  
**MERIT SYSTEMS OVERSIGHT AND EFFECTIVENESS**  
**DALLAS OVERSIGHT DIVISION**  
**JOB GRADING APPEAL DECISION**

Under section 5346(c) of title 5, United States Code

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**Appellant:** [the appellant]

**Position:** Tools and Parts Attendant, WG-6904-06  
Job Number: 95067

**Organization:** [organization]  
U.S. Department of the Army  
Fort Huachuca, Arizona

**Decision:** Tools and Parts Attendant, WG-6904-6  
(Appeal denied)

**OPM Decision Number:** C-6904-06-01

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**Approved by:**

/s/ Bonnie J. Brandon  
Bonnie J. Brandon  
Classification Appeals Officer

9/30/96  
Date

**Copy of decision sent to:**

[CCs]

## **INTRODUCTION**

The position is presently assigned to [Department of Army]. The position is currently classified as Tools and Parts Attendant, WG-6904-06. The appellant first appealed through [DOD], which sustained his current series and grade. He requests the position be classified at the WG-08 grade level.

This appeal is filed with our office under the provisions of chapter 53, title 5 of the United States Code. This is the final administrative decision of the Government, subject to discretionary review only under the conditions and time limits specified in title 5 of the Code of Federal Regulations, section 532.705.

## **JOB INFORMATION**

The appellant's position provides tool and equipment support to the [activity], which has the mission of providing communications and electronics installation and construction throughout the world. The appellant maintains the battalion toolroom, ensuring accountability of tools and equipment; requesting, receiving, storing, and issuing tools; instructing users in the use and care of tools and equipment; and ensuring that equipment is calibrated in accordance with requirements. The appellant's position is supervised by the S4 Property Book Officer.

## **SERIES AND TITLE DETERMINATION**

The WG-6904 Tools and Parts Attendant occupation covers nonsupervisory work that involves receiving, storing, issuing, signing out, and checking in various tools, equipment, shop supplies, and repair parts to and from using maintenance, construction, and shop personnel. Such work requires knowledge of the kinds of tools, parts, and equipment in stock and how to locate them, and an ability to identify and issue specific items requested by using personnel. The appellant receives, stores, and issues a wide variety of tools, equipment, test measurement and diagnostic equipment (TMDE), shop supplies, and parts to support the information systems installation mission of [the activity]. The appellant does not dispute the series of his position, and we agree that the WG-6904 occupation is appropriate. Jobs graded by the WG-6904 standard are titled Tools and Parts Attendant.

## **GRADE LEVEL DETERMINATION**

The job grading standard for the WG-6904 occupation is used to make a grade level determination. The standard uses four factors to identify the nature of occupational facts considered in grading nonsupervisory jobs. The factors are Skill and Knowledge, Responsibility, Physical Effort, and Working Conditions. This standard describes grade levels up to the WG-06 level. Only if a job differs substantially from the skill, knowledge, and other work requirements of that grade level, may it warrant a grade above the level.

**SKILL AND KNOWLEDGE.** The WG-06 attendant has sufficient knowledge of the range of items in stock to identify specific items requested by users from descriptions of their intended usage, and to suggest, in the absence of requested items, other items that might fit users' requirements. The WG-06 attendant is skilled in determining substitute and interchangeable items. The attendant helps supply personnel responsible for the inventory to determine the basis for over, short, or misplaced items by checking such references as out-for-repair and issue and turn-in records. The attendant has skill in determining from these records various kinds of errors. The WG-06 attendant is skilled in determining when tools and equipment should be sent to test, repair, and calibration shops, in addition to making minor repairs to tools and equipment. The attendant is able to determine when many damaged and inoperative items appear beyond or too costly to repair. Whenever required, he/she makes these determinations and provides an evaluation to stock disposal personnel. The WG-06 attendant is able to keep track of project-assigned items and is skilled in setting up special storage locations for such items.

The appellant is responsible for the maintenance, issue, and accountability of an inventory valued at \$2.5 million of communication systems installation tools, common tools, and TMDE. The appellant must have a thorough knowledge of storage and supply regulations and procedures. He must also have a sufficient knowledge of the field of communication systems installation to know the uses of common and specific tools and TMDE used in the installation and removal of wire and fiber optic communication systems and antennas.

The appellant arranges storage locations and the rotation of items to maximize shelf life and utilization. He provides instruction to users and classroom students from the Training Section in the use, care, and accountability of tools and TMDE. He maintains a computer database to record hand receipt accountability in the issue and receipt of tools and equipment. The appellant is technically skilled in determining and verifying shortages, overages, and damaged condition of incoming stock. When tools or equipment are inadvertently left off of project work orders, he recommends appropriate items to be added, and he may recommend substitutes to team chiefs or team members. Serving as the battalion's TMDE Coordinator, the appellant maintains requirements and schedules for the calibration of TMDE located in the toolroom and in the Training Section. He ensures that items are routed to the calibration facilities at appropriate times. The appellant reorders replacement tools, equipment, and TMDE and orders new equipment or that approved by the tool working group by completing requisitions which are sent through the procurement channels. Information such as price, vendors, availability, and part number may be provided to him, or he may research catalogs and other materials to obtain this information. The appellant advises the battalion tool working group and technical advisor of the need to delete or retain tools and TMDE, based on usage data and user input. The appellant identifies items that have been damaged by neglect or misuse, rather than by fair wear and tear. He prepares the

appropriate liability documentation for such damaged and lost items. The appellant conducts periodic inventories of the toolroom's tools and TMDE and reports discrepancies to the supervisor, resolving some issues on his own. He arranges for shipment of tools and equipment to various worldwide site locations. He performs minor repairs to tools; ensures that damaged tools requiring higher echelon repair are sent to the appropriate maintenance activity; and ensures that serviceable tools are turned in to the supply and services division. The appellant has one military support position which is detailed to the toolroom on a six-month rotational basis. He assigns and oversees the work of this position.

The skill and knowledge required of the appellant's position is consistent with that at the WG-06 level.

**RESPONSIBILITY.** At the WG-06 grade, the supervisor provides verbal and written instructions that indicate the work to be done and the requirements of the general storage plan. The attendant completes work within the framework of the general storage plan with little instruction from the supervisor. The work at this grade requires more difficult decisions and judgments in the determination and selection of work sequences, methods, procedures, and techniques than at grade WG-05. The supervisor judges the quantity and quality of the overall work at this grade on the basis of reports from customers.

The appellant independently performs his work under the general direction of his immediate supervisor, the S4 Property Book Officer. The supervisor provides verbal and written general guidance in the form of inventory timeframes and overall goals and objectives. The appellant independently makes decisions and judgment calls, bringing the more complex or controversial matters to his supervisor for resolution. The appellant uses established agency guidance, regulations, and standard operating procedures in performing his work. The supervisor evaluates the overall quality of the appellant's work from customer feedback and his own observation of the appellant, his completed paperwork, and the state of the toolroom's inventory. This is consistent with the level of responsibility described at WG-06.

**PHYSICAL EFFORT.** Physical effort at this grade is the same as at WG-04, where the attendant performs work on hard surfaces and in work areas that require standing, stooping, and bending. The attendant frequently lifts and carries tools, parts and equipment weighing up to 10 pounds and occasionally handles items weighing up to 40 pounds.

The appellant's work requires standing, walking, bending, and occasionally moving or lifting up to 70 pound loads. This weight exceeds that mentioned at WG-06.

**WORKING CONDITIONS.** The working conditions at this grade are the same as at WG-04, where the work is usually done in areas that are well lighted, heated, and ventilated. The work is sometimes dirty and the attendant is frequently exposed to the possibility of cuts, scrapes, and bruises.

The appellant's work is performed in a tool storage and issue area that is well lighted, heated, and ventilated. His work can be somewhat dirty when he makes minor repairs to tools and equipment. When moving or carrying items in the toolroom, he is exposed to the possibility of sustaining minor cuts or bruises. This is consistent with the WG-06 grade level.

## **CONCLUSION**

Our analysis of the appellant's position finds three of the four elements, Skill and Knowledge, Responsibility, and Working Conditions, consistent with the WG-06 grade level. Although the Physical Effort element exceeds the WG-06 level, this is not substantial enough to warrant a higher grade for the overall position. Therefore, the position is properly graded at the WG-06 level.

## **DECISION**

The appellant's position is correctly classified in the WG-6904 occupation at the WG-06 grade level. The title of the position is Tools and Parts Attendant.