

U.S. Office of Personnel Management  
Division for Human Capital Leadership & Merit System Accountability  
Classification Appeals Program

Atlanta Field Services Group  
75 Spring Street, SW., Suite 1018  
Atlanta, GA 30303-3109

**Classification Appeal Decision**  
**Under section 5112 of title 5, United States Code**

**Appellant:** [appellant]

**Agency classification:** Supply Technician  
GS-2005-7

**Organization:** [name] Branch  
[name] Division  
[name] Unit  
[name] Activity  
Defense Commissary Agency  
U.S. Department of Defense  
Fort Lee, Virginia

**OPM decision:** Supply Technician  
GS-2005-7

**OPM decision number:** C-2005-07-05

/s/ Marta Brito Pérez

Marta Brito Pérez  
Associate Director  
Human Capital Leadership  
and Merit System Accountability

January 6, 2005

Date

As provided in section 511.612 of title 5, Code of Federal Regulations, this decision constitutes a certificate that is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the government. The agency is responsible for reviewing its classification decisions for identical, similar, or related positions to ensure consistency with this decision. There is no right of further appeal. This decision is subject to discretionary review only under conditions and time limits specified in the *Introduction to the Position Classification Standards*, appendix 4, section G (address provided in appendix 4, section H).

Since position descriptions must meet the standard of adequacy in the *Introduction to the Position Classification Standards*, section III.E, the appellant's position description must be revised, as discussed in this decision. The report must be submitted within 30 days from the date of this decision.

**Decision sent to:**

[appellant]  
[organization]  
[organization]  
[organization]  
[location]

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## **Introduction**

On April 21, 2004, the Atlanta Field Services Group of the U.S. Office of Personnel Management (OPM) accepted a classification appeal from [appellant]. She works as a Supply Technician, GS-2005-7, in the [name] Branch, [name] Division, [name] Unit, [name] Activity, Defense Commissary Agency (DeCA), U.S. Department of Defense, [location]. The appellant requests that her position be reclassified in the Supply Program Management Series, GS-2003, at the GS-9 level. We received the complete appeal administrative report on August 25, 2004. The appeal has been accepted and processed under section 5112(b) of title 5, United States Code (U.S.C.).

Both the appellant and the supervisor certified the accuracy of the position description (PD), number [#]. To help decide the appeal, we conducted a phone audit with the appellant and interviewed her immediate supervisor. In reaching our classification decision, we have carefully reviewed the audit findings and all information of record furnished by the appellant and her agency, including the official PD.

## **General issues**

The appellant makes various statements about her agency's review and evaluation of her position and believes that the agency did not properly consider the full extent of her operating supply and services program duties. She additionally believes that the increased volume of her workload should be a consideration in the classification of her position. Volume of work cannot be considered in determining the grade of a position (*The Classifiers Handbook*, Chapter 5). By law, we must classify positions solely by comparing their current duties and responsibilities to OPM standards and guidelines (5 U.S.C. 5106, 5107, and 5112). In adjudicating this appeal, our only concern is to make our own independent decision on the proper classification of her position. Therefore, we have considered the appellant's statements only insofar as they are relevant to making that comparison.

The appellant's rationale largely relies on the description of work in other PDs. She believes she has taken over duties previously assigned to a supply management specialist, GS-2003-12, position, now vacant, in the unit and particularly identifies ordering officer responsibility for the Point of Sales Modernization (POSM) buying program for operating supplies. She also compares her duties and responsibilities to a GS-11 supply management specialist PD. Since comparison to standards is the exclusive method for classifying positions, we cannot compare the appellant's position to others as a basis for deciding her appeal.

A PD is the official record of the major duties and responsibilities assigned to a position by an official with the authority to assign work. A position is the duties and responsibilities that make up the work performed by an employee. Position classification appeal regulations permit OPM to investigate or audit a position and decide an appeal on the basis of the actual duties and responsibilities currently assigned by management and performed by the employee. An OPM appeal decision classifies a real operating position and not simply the PD. Therefore, this decision is based on the work currently assigned to and performed by the appellant and sets aside any previous agency decision.

The supply management specialist PDs provided in support of the appellant's rationale contain some duties that parallel work performed by the appellant. However, those duties are taken out of the context of the documents since they contain other duties that are substantially different from those assigned to the appellant. For example, unlike the appellant's position, the GS-11 position is responsible for development and management of the POSM budget and performs other assigned program functions with considerable independence. In contrast, the appellant's position assists with the POSM budget, receives more supervisory guidance for program support work assignments, and obtains advice and program decisions from higher graded specialists in accomplishing projects. Similarly, the GS-12 position is responsible for DeCA's equipment supply program while the appellant's position performs works involved with the operating supply and services programs.

Like OPM, the appellant's agency must classify positions based on comparison to OPM standards and guidelines. However, the agency also has primary responsibility for ensuring that its positions are accurately described and classified consistently with OPM appeal decisions. If the appellant considers her position so similar to others that they warrant the same classification, she may pursue the matter by writing to her human resources office. In doing so, she should specify the precise organizational location, classification, duties, and responsibilities of the positions in question. If the positions are found to be basically the same as hers, the agency must correct their classification to be consistent with this appeal decision. Otherwise, the agency should explain to her the differences between her position and the others.

### **Position information**

Our fact finding revealed that the PD of record overstates the duties and responsibilities performed by the appellant. It states that the employee serves as a "supply management specialist" and ordering officer performing assignments supporting DeCA's operating supply and services programs and works in conjunction with a higher graded specialist in performing work. The PD uses terminology implying greater analytical and evaluative functions than are routinely required by the position, e.g., develops plans for consolidating and introducing new items and deleting outdated supply/service requirements; promulgating program guidance for applications across organizational lines; providing expert advice on supply programs; etc. It does not clearly identify the primary focus of the appellant's position which the record shows is the processing of commissary supply requisitions and purchasing requests for supplies, maintenance, and services needed to operate stores and assisting commissary personnel in identifying requirements and processing orders. By not clearly defining the assigned requisitioning and processing duties and using references to specialist work, the phrasing implies assignment of work having a greater level of difficulty and responsibility than is actually present in the position.

Information in Factor 1, *Knowledge required*, of the PD is contradictory. The PD states that the work requires **general** knowledge and understanding of various supply programs and requires **general** understanding of the operation of DeCA regions and commissary stores; and that the employee works with a senior specialist in understanding and applying expertise in supply and services programs relationships and various systems that affect DeCA. It later states that the employee applies **in-depth** supply program knowledge and provides expert advice and guidance on supply programs.

However, the record shows that the appellant applies a comprehensive practical knowledge of supply regulations, policies, and guidelines, operating procedures, sources of supply, and supply systems, and a general knowledge of supply programs. During the audit, the appellant specifically stated that because of the repetition and the nature of her work, it does not require an in-depth knowledge or understanding of supply programs to carry out her day-to-day duties. The appellant further stated that she makes recommendations to higher level employees who make program decisions and refers questions concerning non-routine matters to her supervisor. This is consistent with the supervisor's statement that the appellant works on her own without guidance on items of a routine nature unless clarification is needed or assistance is required for resolution of difficult problems.

Since PD's must meet the standard of adequacy in the *Introduction to the Position Classification Standards*, the appellant's agency must revise her PD to meet that standard.

The appellant's position serves as an ordering officer and provides requisitioning support to all DeCA stores, regions, and Headquarters for requested supplies, services, maintenance, and credit card purchases necessary to operate stores. This includes responsibility for processing requests for POSM supplies for front-end checkouts in the commissaries. She processes requests in the Defense Accounting Requisition Tracking System (DARTS) and in POSM. As an ordering officer for the organization, she places orders against DeCA resale contract/agreements and performs administrative functions pertaining to such orders, including termination of orders due to late deliveries and other product non-conformance. The appellant reviews justifications submitted by stores, authorizations for services or maintenance, and funds citations, and ensures requests are completed properly. She reviews expense data, reconciles errors, and prepares financial reports of expenditures and budget estimates. She conducts extensive searches that include calling existing manufacturers, surfing the Internet, reviewing catalogs, and coordinating with approved authorized vendors that have existing contracts. She does this to locate appropriate supplies or substitute supplies for commissary stores when the requested item is no longer available or was incorrectly or incompletely identified in the initial supply order.

The appellant monitors consumption by each store and investigates suspected cases of unauthorized supply requests or over-ordering of supplies, and brings unresolved issues to the attention of her supervisor, e.g., ordering of items or requests for repairs of copiers that are not covered by standard maintenance service agreements, stockpiling of materials and equipment, obtaining completed services before approval has been granted, etc. She conducts inventories of assigned items and/or organizations and identifies and resolves inventory discrepancies that include verifying the documents against the actual receipt of material. She investigates misdirected or lost shipments. The appellant personally tests supply items, or monitors store testing, for possible recommendation as store items, e.g., cake boxes and grocery bags based on thickness, strength, and size. She does a cost comparison using the prices from manufacturers and vendors listed on the Internet and, if appropriate, presents favorable written recommendations for inclusion as supply items to specialists and contracting officers. Upon approval, she prepares a detailed statement of work. She prepared a users' handbook for the DARTS program to simplify the instructions for commissary users and to use for training new and existing commissary users. The appellant is authorized to sign for and receive supplies,

services, equipment, and direct deliveries from vendors. She investigates and reconciles routine and recurring discrepancies. She gathers report data and provides information and recommendations to the technical specialist staff on such things as vendors' suitability and their inclusion into the agency's inventory and suggested store ratings.

The appellant's supervisor outlines objectives, policies, and procedures and then the appellant independently carries out day-to-day assignments without direct, continual supervision and is expected to apply knowledge and experience to solve problems on her own initiative. Any questions concerning non-routine, exceptional situations, or matters beyond the knowledge base of the incumbent are referred to the immediate supervisor or higher graded specialists for resolution.

### **Series, title, and standard determination**

The agency classified the position in the Supply Clerical and Technician Series, GS-2005. The appellant contends that her position is more appropriately classified as a Supply Management Specialist, GS-2003.

Supply technicians generally follow established methods and procedures which have been developed by supply specialists or management personnel. They are primarily concerned with the application of these guidelines to specific supply problems or situations. Occasionally, they may develop individualized work plans or procedures, but these typically are limited to individual situations with which they work. Supply technicians perform assignments requiring less extensive knowledge of programs, operations, or organizations serviced and requiring a limited knowledge of item characteristics or technical uses of items of supply or equipment. Decisions are made by applying established methods or techniques; by drawing on knowledge of appropriate precedents; or by obtaining guidance and instructions from a supply specialist. Supply technicians may perform some of the same work tasks as the supply specialists, but they do so based on practical experience and familiarity with supply operations, the supply mission of the organization, and supply regulations, policies and directives.

The GS-2005 position classification standard provides guidance on distinguishing between GS-2005 work and two-grade interval supply specialist work, e.g., GS-2003. Supply specialists apply knowledge of systems, techniques, and underlying management concepts for determining, regulating, or controlling the level and flow of supplies from initial plan through acquisition, storage, issue, and utilization or disposal. Supply specialists must have a broad understanding of an interrelated chain of activities involving the process of supply, often extending from the conception or acquisition of a new item through storage, distribution, property, utilization, consumption, or disposal. They plan and develop the supply system, programs, or services, and develop, adapt, or interpret operating methods or procedures. Supply specialists perform assignments requiring a deeper knowledge and understanding of programs and the needs and operations of the organization serviced. For example, they apply knowledge of present or proposed programs, program changes, work operations, work sequences and schedules, and supply knowledge of the technical characteristics or properties of supply items to plan and forecast inventory needs under changing technological or program requirements.

The appeal record shows that the appellant usually performs her assignments following established supply policies, methods, procedures, precedents, guidelines and regulations. The appellant receives instructions, advice and guidance from her supervisor and other co-workers (supply specialists, contract specialists, budget analysts, and contracting officers). The record also shows that the appellant possesses an understanding of the intent and procedural aspects of the organization's supply program as it relates to its operations. However, this does not equate to the in-depth knowledge required of supply management specialists in terms of broad, overall program responsibilities. The appellant is not responsible for planning, developing and managing a supply program, nor does she apply a broad understanding of an interrelated chain of activities involving the process of supply rather than an assortment of individual and separate functions.

The appellant provides recommendations based on supply item searches and data retrieved, but does not have authority to make decisions on matters not covered by policies and guidelines. Consequently, we find that the appellant's position does not require the extensive knowledge base and does not perform duties which would require the exercise of the level of judgment and analytical ability found in supply management positions. Instead, the appellant's work requires knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures to ensure the effective operation of ongoing supply activities. Such work is covered by the GS-2005 series.

In accordance with series titling instructions, positions at GS-5 and above are titled Supply Technician. The appellant's position is properly classified as Supply Technician, GS-2005. The grading criteria in the directly applicable GS-2005 standard are used to evaluate non-supervisory positions.

### **Grade determination**

The GS-2005 standard is written in Factor Evaluation System (FES) format, under which factor levels and accompanying point values are assigned for each of nine factors. The total is converted to a grade level by use of the grade conversion table provided in the standard. Under the FES, each factor level description in a standard describes the minimum characteristics needed to receive credit for the described level. Therefore, if a position fails to meet the criteria in a factor level description in any significant aspect, it must be credited at a lower level. Conversely, the position may exceed those criteria in some aspects and still not be credited at a higher level. Our evaluation with respect to the nine FES factors follows.

#### *Factor 1, Knowledge required by the position*

This factor measures the nature and extent of information or facts that the technician must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, regulations, and principles) and the nature and extent of the skills needed to apply that knowledge. The agency evaluated this factor at Level 1-4.

At Level 1-4, the highest level described in the standard, work requires a thorough knowledge of governing supply regulations, policies, procedures, and instructions applicable to the specific

assignment. Employees use this knowledge to conduct extensive and exhaustive searches for required information; reconstruct records for complex supply transactions; and/or provide supply operations support for activities involving specialized or unique supplies, equipment, and parts, such as special purpose laboratory or test equipment, prototypes of technical equipment, parts and equipment requiring an unusual degree of protection in shipment and storage, or others that are unique to the organization's mission and are seldom handled. Another type of function is performing routine aspects of supply specialist work based on practical knowledge of standard procedures where assignments include individual case problems related to a limited segment of one of the major areas of supply management, e.g., cataloging, inventory management, or storage management.

The appellant's work meets but does not exceed Level 1-4. The appellant's work assignments require a thorough practical knowledge of the commissary supply processes, policies, regulations, and precedent, the POSM program and DARTS system, supply sources used to provide services and supplies to the worldwide commissary stores within the agency, and a general understanding of the operation of DeCA regions and commissary stores and mission requirements. As at Level 1-4, the appellant applies this knowledge and conducts extensive searches to locate various requested supply items and services, or substitutes, for timely delivery. For example, when a store in California was due to open in two weeks, she had to meet a short suspense by acquiring 169 necessary items, i.e., shelving, labels, smocks, laundry contract, display cases, equipment for produce set-up, etc. to meet the deadline. She processes store start-up and remodeling requests, e.g., contract on laundry, custodial work, etc., or annual requirements for equipment and services. The appellant additionally works with higher grade specialists responsible for program decisions and performs limited aspects of supply management, such as coordinating scheduled items in increments for timely delivery and usage, monitoring consumption for stockpiling and resolving other inventory discrepancies, and monitoring or performing tests of items for use within commissaries and preparing item recommendations for specialists and contracting officers.

Level 1-4 is credited for 550 points.

### *Factor 2, Supervisory controls*

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives.

At Level 2-3, the highest level described, the supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations which do not have clear precedents. Considerable independence is exercised with continuing assignments. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted



practices in the occupation. When the employee assists a supply specialist in performing segments of more complex technical operations, the work may be subject to closer technical guidance and control. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

The appellant's work meets but does not exceed Level 2-3. The appellant works under the general supervision of the branch chief who outlines the objectives, policies and procedures. The appellant is responsible for the technical validity of her work and for selecting work methods and procedures to be used. The supervisor reviews completed work in terms of timeliness and compliance with requirements and policy, and soundness of decisions. As at Level 2-3, supply specialists, budget analysts, and other technical specialists provide program advice and guidance on unusual problems and the more complex technical tasks.

Level 2-3 is credited for 275 points.

### *Factor 3, Guidelines*

This factor covers the nature of guidelines and the judgment needed to apply them.

At Level 3-3, the highest level described in the standard, there are a number of procedures and guidelines for doing the work, but they are not completely applicable or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work direction for application to specific cases or problems. The employee analyzes the results of applying guidelines and recommends changes.

The appellant's work meets but does not exceed Level 3-3. The appellant uses administrative guidelines that usually cover the program goals and objectives of DeCA. The guidelines consist of regulations, policies, standard operating procedures, precedent cases, supply manuals, catalogs, system sources, and other administrative or procedural instructions. The guidelines are not always specific or detailed and generally require some adaptation and/or interpretation for application to day-to-day situations and problems. The appellant uses judgment in interpreting, adapting, and applying guidelines to work assignments, particularly in resolving complicated supply questions or problems by relying on past experience or precedents. For example, when unusual items are requested and needed within a short time frame, e.g., new stores with new supply or service requirements or problems with stores' credit cards, she analyzes the situation, searches for applicable guidelines, and recommends methods of handling the situations in order for the stores to accomplish their goals.

Level 3-3 is credited for 275 points.

### *Factor 4, Complexity*

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

At Level 4-3, the highest level described in the standard, the work involves unusually complicated or difficult technical duties involving one or more aspects of supply management or operations. The work at this level is difficult because it involves actions that are not standardized or prescribed; deviates from established procedures; involves new or changing situations; or entails matters for which only general provision can be made in regulations or procedures. This typically involves supply transactions which experienced employees at lower grades have been unable to process or resolve, or which involve special program requirements for urgent, critical shortage items requiring specialized procedures and efforts to obtain. The employee decides what needs to be done depending on the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. Decisions are based largely on the employee's experience, precedent actions, and the priority assigned for resolving the particular problem. The methods and procedures used to resolve each issue vary based on the circumstances of each individual case. The work involves conditions and elements that the employee must identify and analyze to discern interrelationships with other actions, related supply programs, and alternative approaches.

The appellant's work meets but does not exceed Level 4-3. As at that level, the appellant performs a variety of assignments or tasks involving customer support functions. The assignments are wide-ranging and do not always involve a detailed set of guidelines for supply and services processes. For example, when defective or damaged items were received, she determined alternative means of obtaining new items based on analysis of the situation and previous experience. The appellant processes emergency supply orders and unusual requests for supplies and services that require constant changes and adjustments to usage and ordering levels. She manages the holiday "reefer" (refrigeration services) requirements by processing requests for reefer services to stores requiring additional freezer storage space during the holiday season and during renovation projects. She assists with new store projects that may require investigating and processing complex requirements requests within a couple of weeks rather than several months. As at Level 4-3, the appellant analyzes each issue and relies on extensive supply experience and past practices to resolve problems related to new and changing supply or service requirements for commissary stores worldwide.

Level 4-3 is credited for 150 points.

*Factor 5 - Scope and effect:*

This factor covers the relationship between the nature of the work; i.e., the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization.

At Level 5-3, the highest level described in the standard, the work involves dealing with a variety of problem situations either independently or as part of a broader problem solving effort under the control of a specialist. Problems encountered require extensive fact finding, review of information to coordinate requirements, and recommendations to resolve conditions or change procedures. The employee performs the work in conformance with prescribed procedures and

methods. The results of the work affect the adequacy of local supply support operations, or they contribute to improved procedures in support of supply programs and operations.

The appellant's work meets but does not exceed Level 5-3. As at this level, the work involves ensuring that commissary operating supply, equipment and services needs are met. The appellant investigates situations, analyzes, and resolves or provides recommendations on a variety of complex issues related to supply operations. She verifies the validity of information submitted on requests and notes and resolves any deficiencies. She works with users to ensure that requests are properly justified and documented. She contacts stores directly to resolve issues or contacts the contracting officer to reconcile discrepancies beyond her purview. The work involves use of established criteria to measure and/or predict the attainment of organizational goals and objectives within established deadlines. She must understand the full range of processes and procedures involved in acquiring, accounting for, and managing commissary operating supplies, equipment, and maintenance requirements. She instructs store personnel on how to maintain an inventory level of operating supplies or other operational procedures to meet their mission requirements. Comparable to Level 5-3, the appellant's work contributes to the improvement of productivity, effectiveness and efficiency in DeCA's supply and service programs operations.

Level 5-3 is credited for 150 points.

#### *Factors 6 and 7, Personal contacts and Purpose of contacts*

Personal contacts include face-to-face contacts and telephone contact with persons not in the supervisory chain. Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place.

At Level 3, the highest level described in the standard, contacts are with individuals from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact). Typical of contacts at this level are supply employees in other departments or agencies, inventory item managers, contractors, or manufacturers.

The appellant's work meets Level 3. The appellant's contacts include DeCA personnel within and outside the headquarters at various levels worldwide for 276 stores. Her contacts are also with suppliers, vendors, and manufacturers from the private sector. These contacts may be in a moderately unstructured setting, and the role and extent of the authority of the appellant and the persons contacted are established during the course of the contact.

At Level b, the highest level described in the standard, the purpose of the contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems by clarifying discrepancies in information submitted by serviced organizations, resolving automated system problems causing erroneous transaction records, or seeking cooperation from others to resolve complicated supply actions.

The appellant's work meets Level b. The purpose of the appellant's contacts is to acquire, follow-up, and exchange information related to supply and service requests. She plans, coordinates, or advises on supplies and services. The appellant resolves discrepancies or problems with requisitions, shipments, and expenditures and obtains assistance from higher graded technical experts (e.g., supply, budget, contract specialists), when needed, on more complicated supply matters. She also trains and provides DARTS assistance and instructions to new and existing employees of the stores.

The combined factors are credited at Level 3b for 110 points.

#### *Factor 8, Physical demands*

This factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities and the physical exertion involved in the work.

At Level 8-2, the highest level described in the standard, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching; or similar activities. This level of physical demand occurs, for example, when employees are regularly assigned to activities, such as tracing misplaced items or conducting physical inventories in warehouses, depots and other storage areas, or when they are regularly involved in stocking and retrieving items from shelves and cabinets.

The appellant's work meets Level 8-2. The appellant conducts physical inventories of supplies which involve recurring bending, crouching, stooping, stretching and reaching. She lifts items weighing up to 25 pounds, such as boxes containing data tapes, cash register tapes, bill wrappers, coin wrappers, printer ribbons, money tills for the cash registers and thermal paper.

Level 8-2 is credited for 20 points.

#### *Factor 9, Work environment*

This factor considers the risk and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques.

At Level 9-1, the employee typically works indoors in an environment involving everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms. Observance of normal safety practices with office equipment, avoidance of trips and falls, and observance of fire regulations is required. The area is adequately lighted, heated, and ventilated.

The appellant's work meets Level 9-1. The appellant works primarily in an office like setting involving everyday risks and discomforts. Normal safety precautions are adequate. The work area is adequately lighted, heated and ventilated.

Level 9-2 is not met. This level involves moderate risks or discomforts which require special safety precautions, such as working around moving warehouse equipment, carts, or machines. The employee may be required to use protective clothing or gear, such as masks, safety shoes, goggles, etc. The appellant does not encounter comparable risks or discomforts in performing her work.

Level 9-1 is credited for 5 points.

*Summary*

<i>Factor</i>	<i>Level</i>	<i>Points</i>
1. Knowledge required by the position	1-4	550
2. Supervisory controls	2-3	275
3. Guidelines	3-3	275
4. Complexity	4-3	150
5. Scope and effect	5-3	150
6. & 7. Personal contacts/Purpose of contacts	3-b	110
8. Physical demands	8-2	20
9. Work environment	9-2	<u>5</u>
<i>Total Points</i>		1535

A total of 1535 points falls within the GS-7 range, 1355 to 1600 points, according to the Grade Conversion Table in the GS-2005 standard.

**Decision**

The position is properly classified as Supply Technician, GS-2005-7.