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**DEPARTMENT OF DEFENSE**
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**CHANGE TRANSMITTAL**

**OFFICE OF THE SECRETARY OF DEFENSE**
Assistant Secretary of Defense
(Manpower, Reserve Af f airs,
and Logistics)

**CHANGE No. 2**
DoD 1401. l-M-l
January 11, 1984

JOB-GRADING SYSTEM MANUAL FOR
NONAPPROPRIATED FUND INSTRUMENTALITIES

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The Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Requirements), Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), has authorized the following changes to DoD 1401.1-M-1, "Job-Grading System Manual for Nonappropriated Fund Instrumentalities," October 1981 (Change 1 was issued October 29, 1982):

PEN CHANGES

Page 1-1
Subsection Al., line 3. Change NF to NL.
Page 4-29
Bottom of page. Delete entire paragraph beginning with "Note."
Page 4-33
First line. Change to read "RECREATION AID/ASSISTANT PS-0189-3: (cent'd)."
Page 4-37
First line. Change to read "RECREATION ASSISTANT PS-0189-6: (cent'd)."
Page 4-69
First line. Change to read "BOOKKEEPING MACHINE OPERATOR AS-354-3: (cent'd)."
Page 4-107
Bottom of page. Delete entire paragraph beginning with "Note."
Page 4-204
Bottom of page. Delete entire paragraph beginning with "NOTE."
Page 4-205
Bottom of page. Delete entire paragraph beginning with "NOTE."
Page 4-206
Bottom of page. Delete entire paragraph beginning with "NOTE."
Page 4-207
Bottom of page. Delete entire paragraph beginning with "NOTE."
Page 4-208
Bottom of page. Delete entire paragraph beginning with "NOTE."
Page 4-209
Third line. Change to read "ELECTRONICS MECHANIC (TELEVISION AND SOUND EQUIPMENT) NA-2604-9."
Bottom of page. Delete entire paragraph beginning with "NOTE."
Page 4-210
Bottom of page. Delete entire paragraph beginning with "NOTE."
Page 4-212
Third line. Change to read "MARINE EQUIPMENT REPAIRER/MECHANIC NA-8610-0."
Fourth line. Change to read "MARINE EQUIPMENT REPAIRER NA-8610-8."

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**WHEN PRESCRIBED ACTION HAS BEEN TAKEN. THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT**

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INSTRUCTIONS FOR RECIPIENTS *(Continued)*

PEN CHANGES (continued)

Page 4-213
First line. Change to read "MARINE EQUIPMENT MECHANIC NA-8610-10."

Page 4-221
Bottom of page. Delete entire paragraph beginning with "NOTE."

Page 4-223
Bottom of page. Delete entire paragraph beginning with "NOTE."

Page 4-224
Bottom of page. Delete entire paragraph beginning with "NOTE."

Page 4-225
Bottom of page. Delete entire paragraph beginning with "NOTE."

Page 4-226
Bottom of page. Delete entire paragraph beginning with "NOTE."

Page 4-232
Bottom of page. Delete entire paragraph beginning with "NOTE."

Page 4-258
Under first "Points" column, top of page. Change the 6 and 7 to 5 and 6.
Bottom of page, under "Note." Remove the 1.
Bottom of page, under "Grade Conversion Table," left column. Change Conversion to Points.

Changes other than deletions are underlined.

PAGE CHANGES

Remove: Pages i through iii, 3-1 through 3-5, 4-1 through 4-8, 4-13 through 4-15, 4-44 through 4-47, 4-50&4-51, 4-60&4-61, 4-62 through 4-65, 4-72 through 4-77, 4-86&4-87, 4-88 through 4-91, 4-98 through 4-101, 4-112 through 4-119, 4-140 through 4-143, 4-156 through 4-159, 4-200 through 4-203, 4-214&4-215, and 4-230& 4-231.

Insert: Attached replacement pages (including pages 4-60 and 4-91) and new pages 3-6, 3-7, 4-44A, 4-64A, 4-90A, 4-101A, 4-118A, 4-118B, 4-143A, and 4-159A&4-159B.

Changes appear on pages i, iii, 3-l&3-2, 3-3 through 3-7, 4-1&4-2, 4-4, 4-7&4-8, 4-13&4-14, 4-14A, 4-44A, 4-45, 4-50, 4-65, 4-73, 4-74&4-75, 4-76, 4-87, 4-112 through 4-118B, 4-156&4-157, 4-158&4-159, 4-159A&4-159B, 4-200&4-201, 4-202, 4-215, and 4-231.

Changes on revised pages are indicated by marginal asterisks. Pages that have all new material are dated January 11, 1984.

EFFECTIVE DATE AND IMPLEMENTATION

The above changes are effective immediately. Forward two copies of the revised implementing documents to the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Requirements), Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), within 120 days.

O. J. WILLIFORD, Director
Correspondence and Directives

JOB-GRADING SYSTEM MANUAL
FOR NAFIs

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# REFERENCES

(a) DoD Instruction 1401.1, "Personnel Policy for Nonappropriated Fund Instrumentalities (NAFIs)," July 24, 1978
(b) Public Law 92-392, August 19, 1972, amends subchapter IV of Chapter 53 of Title 5, United States Code (fixing and adjusting of rates of pay for prevailing-rate employees)
(c) Federal Personnel Manual Supplement 532-2, "Federal Wage System--Nonappropriated Fund Employees"
(d) DoD 1401.1-M, "Personnel Policy Manual for Nonappropriated Fund Instrumentalities," January 13, 1981, authorized by DoD Instruction 1401.1, July 24, 1978
(e) Federal Personnel Manual Supplement 532-1, "Federal Wage System"
(f) Federal Personnel Manual Supplement 512-1, "Job-Grading System for Trades and Labor Occupations"
(g) OPM "Handbook of Occupational Groups and Series of Classes"
(h) OPM "Position Classification Standards for General Schedule (GS) Positions"

# CHAPTER 3

# JOB-GRADING METHODS

## A. OCCUPATIONAL CATEGORIES

1. Crafts and Trades. Details of the job-grading system for NAP CT positions (NA, NL, and NS) are contained in subchapter S6 of FPM Supplement 532-2 (reference (c)). Criteria for assigning grade levels to these positions are provided by the OPM job-grading standards contained in FPM Supplement 512-1 (reference (f)). Supplementary job-grading guides for those NAP CT occupations not covered by OPM standards are developed and published by the DoD NAP Pay Administration, Standards, and Appeals Division, office of NAF Personnel Policy.

2. Universal Annual. Positions in the UA category are classified
* by application of OPM Position Classification Standards for General Schedule *
* (GS) Positions (reference (h)) and supplemental DoD NAF job-grading guides. *

3. Administrative Support and Patron Services. DoD NAP job-grading standards provide grade-level criteria for AS and PS positions.

## B. MIXED JOBS

1. A mixed job involves performance of duties in two or more occupations at the same or different grade levels on a regular and recurring basis. A mixed job shall be graded in keeping with the duties that involve the highest skill and qualification requirements of the job.

2. If a job involves regular and recurring duties at the same level in two or more occupational areas, the job shall be classified in the series reflecting the paramount qualification requirement.

* 3. In considering the variety of work performed as a classification *
* factor in the grading of a mixed job, the principal consideration is the extent *
* to which the additional kinds of work performed increase the position's overall *
* level of complexity. In determining whether a job involving two or more occupa- *
* tional areas of the same grade level warrants an extra grade level, the following *
* guidance shall be considered: *

* a. Many kinds of work, although in different series or even in *
* different occupational groups, are based on similar bodies of knowledge, require *
* similar academic backgrounds, and utilize skills that are readily transferable *
* from one kind of work to another. When such similarities exist, variety would *
* not have grade level significance. Also, variety would not have grade level *
* significance when it is a part of the job-grading standard as a major criterion *
* for grade level progression. *

* b. Conditions do exist, however, when the variety of work can *
* affect the final grade of a position. The decision to classify a mixed job *
* to the next higher grade shall be based upon a sound classification decision *
* that the variety of skills and knowledge required contribute to an overall *
* level of complexity that is greater than the position's job parts individually. *
* The duties of such positions are more difficult to perform because of the wide *
* range of significantly different duties to be performed. In evaluating variety *
* as a classification factor, consideration shall be given to the extent that the *



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additional kinds of work enhance the position by requiring extra qualifications. A second consideration is the relative grade value of the types of work involved. The addition of an entirely different but much less difficult type of work does not enhance materially the grade value of a position.

4. Duties performed only in the absence of another employee due to annual or sick leave to meet emergency workloads, or for training purposes may not be considered as regular and recurring duties when grading mixed jobs.

c. , KEY-RANKING JOBS. These jobs reflect the kinds of AS, PS, and NA positions commonly found in NAF activities. They serve as peg points for determining grade levels within categories of positions.

1. Nonsupervisory Positions (Crafts and Trades). The key-ranking jobs for NAF employees subject to Pub. L. 92-392 (reference (b)) are found in subchapter S6, paragraph 3, of FPM Supplement 532-2 (reference (c)) with the key-ranking jobs described in Appendix 1 of the same publication.

2. Administrative Support

| Key-Ranking Job Title | Grade |
|---|---|
| File Clerk | AS-1 |
| Coding Clerk | AS-2 |
| Cashier | AS-3 |
| Clerk-Typist | AS-3 |
| General Clerk | AS-3 |
| Cashier | AS-4 |
| Clerk Stenographer | AS-4 |
| Keypunch Operator | AS-4 |
| Personnel Clerk | AS-4 |
| Accounting Clerk | AS-5 |
| Cashier | AS-5 |
| Photo Lab Technician | AS-5 |
| Clerk Stenographer | AS-5 |
| Procurement Clerk | AS-5 |
| Data Control Clerk | AS-5 |
| Payroll Clerk | AS-5 |
| Secretary | As-6 |
| Purchasing Agent | AS-7 |
| Secretary | AS-7 |

3. Patron Services

| Key-Ranking Job Title | Grade |
|---|---|
| Personal Services Clerk | PS-1 |
| Sales Clerk | PS-1 |
| Usher | PS-1 |
| Cashier-Checker | PS-2 |
| Personal Services Clerk | PS-2 |
| Recreation Aid | PS-2 |
| Ticket Seller | PS-2 |
| Child Care Attendant | PS-2 |

| | |
|---|---|
| Sales Clerk | PS-3 |
| Desk Clerk | PS-3 |
| Security Guard | PS-3 |
| Customer Services Clerk | PS-4 |
| Sales Clerk | PS-5 |
| Visual Merchandiser | PS-5 |
| Mobile Sales Clerk | PS-5 |
| Customer Services Clerk | PS-6 |
| Visual Merchandiser | PS-7 |

4. AS and PS job-grading standards and guides covering the key-ranking jobs listed above are contained in Chapter 4 of this Manual.

D. SALES VOLUME INFLATION AND DEFLATION FACTORS

1. DoD NAF policy prescribes the use of an inflation factor when evaluating positions whose grades are based solely or in part on the dollar volume of the activity or activities for which they are responsible. The inflation factor concept provides a method for reducing volume figures (or increasing volume standard sales brackets) in proportion to increases or decreases in the Consumer Price Index (CPI) to offset the effects of inflation or deflation, that is, grade increases or decreases due solely to price changes. Each DoD Component is responsible for making the required inflation or deflation adjustment that places actual sales data and sales volume grading criteria on the same base.

2. Since its inception in 1973, the basis for the inflation or deflation factor has been the annual average of the "all items" CPI. The factor shall be recomputed annually. To compute the latest CPI inflation or deflation factor, divide the current year's annual average CPI by the annual average CPI of the year used as a base year in the relevant job-grading standard. For example, to find the 1981 CPI inflation factor relevant to the Exchange Manager standard (which uses 1973 as the base year), divide the annual average of 272.4 for 1981 by the annual average of 133.1 for 1973, The resulting 1981 inflation factor used to adjust Exchange Manager data is 2.047. The inflation factor may be used to adjust for inflation by:

a. Increasing volume standard sales brackets to compare to current actual sales levels. This is done by multiplying the standard's sales volume figures by the latest inflation factor. For example, to adjust the average monthly sales volume range for the UA-10 level of the Exchange Manager standard to the 1981 level, multiply $100,001 and $200,000 by 2.047 to reach updated sales brackets of $204,702 - $409,400.

b. Reducing actual sales for a position to compare to unadjusted sales volume grading criteria. This is accomplished by dividing actual sales by the current inflation factor. For example, average monthly sales of $300,000 in 1981 would be equivalent to $146,556 in sales when using unadjusted sales volume criteria based on 1973 sales levels. An Exchange Manager having sales of $300,000 in 1981 would meet the UA-10 level after adjusting for inflation.

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3. At present, the CPI (all items) reflects abnormal variations in the costs of commodities and services that lessen the validity of a single index figure. In addition, efforts to minimize the effects of inflation on the service member has resulted in holding the line on prices in some cases and increasing prices at considerably less than the private industry rate in others.

4. In some service or commodity areas, it is possible to measure the increase for the year by the prices charged the customer, or there are available measures of the financial inflation factor more directly applicable to that specific service or commodity in reviewing the grade of the position. When these evaluation factors are available and provide a better standard for measuring inflation, DoD Components may use them in place of the CPI. When used, the criteria and actual adjustment factors shall be documented with the basis and rationale for use and forwarded through designated channels to the office of DoD NAF Personnel Policy.

E. PROPER USE OF OPM POSITION CLASSIFICATION AND JOB-GRADING STANDARDS

1. Application of OPM position classification and job-grading standards is appropriate in classifying DoD NAF UA and CT positions. Approved DoD NAP job-grading standards for UA positions have equal force and effect in application to NAF UA jobs in the Department of Defense as OPM standards. DoD NAF CT job-grading guides provide supplemental grade-level criteria for CT positions having characteristics particular to NAP operational settings. These guides have been developed in light of OPM job-grading standards and are believed to be consistent with OPM standards. However, DoD NAF CT job-grading guides are not reviewed and approved by OPM. Should a conflict arise between OPM standards and supplemental DoD NAF CT job-grading guides, OPM standards shall govern.

2. When new or revised OPM standards are released, each activity shall review affected positions and take any action indicated by such review. Newly developed OPM job-grading standards shall supersede DoD NAF CT job-grading guides whenever applicable. Revised OPM standards shall be implemented within 6 months after receipt.

3. New or revised OPM standards for grade levels at GS-5 and below shall be reviewed against existing DoD NAF AS and PS classification standards by the DoD Pay Administration, Standards, and Appeals Division, office of NAF Personnel Policy, and any adjustments or changes to NAF standards shall be issued DoD-wide by that office.

4. Position descriptions requiring cross reference to published Factor Evaluation System (FES) position classification standards for series and grade determination shall contain necessary information to relate to the FES factors used. If the existing position description lacks necessary information, the description shall be amended to provide coverage.

F. JOBS FOR WHICH NO DIRECTLY APPLICABLE STANDARD EXISTS

When no directly applicable job-grading standard exists, a position may be graded by the application of related standards. However, when a related standard is used to classify high occupancy positions (25 or more employees), a COpy of the position description and rationale for the classification action

taken shall be forwarded promptly by the local classification office, through command channels, to the office of DoD NAF Personnel Policy for review. On subsequent occasions when DoD NAF or OPM, or both, standards are used in the same combination by that DoD Component, such a submission is not required.

G. SUMMARY OF NONAPPROPRIATED FUND JOB-GRADING CONCEPTS AND WAGE-SETTING PROCEDURES

1. Job-Grading

| OCCUPATION | NAF CATEGORY | |
|---|---|---|
| Professional<br>Managerial<br>Executive<br>Technical | UA | UA grades 5-18 for two-grade interval series. Direct application of OPM position classification standards supplemented by DoD guides. |
| Clerical | AS | DoD job-grading standards for seven AS grade levels. OPM position classification standards for one-grade interval series applied for jobs evaluated at grade UA-6 or above and placed in the UA category. |
| Trades<br>Crafts<br>Laboring | CT | Direct application of OPM job-grading standards, supplemented by DoD job-grading guides. |
| Retail Sales<br>Patron Services | Ps | DoD job-grading standards for seven PS grade levels. OPM standards for one-grade interval series applied at grade UA-6 and above, and jobs placed in the UA category. |
| Tipped and Commission Employees | CT | Direct application of OPM job-grading standards for base level of job supplemented by DoD job-grading guides. |

2. Wage-Setting

| OCCUPATION | APPROPRIATED FUND | CONUS NONAPPROPRIATED FUNDS |
|---|---|---|
| Professional<br>Managerial<br>Executive<br>Technical | General Schedule nationwide rates set by the President with congressional authority to overrule the President in the case of an alternate plan | UA schedule nationwide rates based on General Schedule |



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| | | |
|---|---|---|
| Clerical | General Schedule nationwide rates | Local wage survey of private retail, wholesale, recreation, service, finance, and insurance establishments. |
| Trades Crafts Laboring | Local wage survey of private manufacturing, transportation, public utility, and wholesale trade industries | Local wage survey of private retail, wholesale, recreation, and service establishments. |
| Retail Sales Patron Services | General Schedule nationwide rates | Local wage survey of private retail, wholesale, recreation, service, finance, and insurance establishments |
| Tipped and Commission Employees | None | Tip offset or commission predetermined locally in conformance with Fair Labor Standards Act, OPM, and DoD policies. Base rate from local wage schedule used for annual and sick leave purposes. (Tipped and commission employee policy is in a "set aside" status. Commission pay policy is pending review by the Federal Prevailing Rate Advisory Committee. Regulations governing pay for tipped employees have been developed. Official implementation and conversion instructions will be published byOPM.) |

H. GRADE LEVELS DESCRIBED IN THE ESTABLISHED DOD NAF JOB-GRADING STANDARDS AND GUIDES

Because of the nature of DoD NAF operations, jobs inUA, AS, PS, and CT occupations tend to cluster at one or only a few grades. Each job-grading standard or guide describes only those levels that reflect the more commonly found jobs in the occupation covered by the standard or guide. The particular grades defined in the standard or guide provide a basis for comparing and assigning the proper grades to jobs according to skill, knowledge, responsibility, and other work requirements. This can be at grades either above or below those described in the standards or guides.

I. AUTHORIZED TITLING OF UA, AS, PS, AND CT POSITIONS

1. Official titles for UA, AS, PS, and CT positions are those established by applicable DoD or OPM classification standards or otherwise approved for use by the office of DoD NAF Personnel Policy. Official titles shall be used by DoD Components on NAF wage survey forms and all other official

communications, documents, and reports relating to personnel matters. This requirement does not preclude DoD Components from using organizational or other "local" titles for purposes of internal operation or public contact. If functional or organizational titles are used on notification of personnel action forms and position descriptions, such titles shall be placed in parentheses below the official title and identified as functional or organizational.

2. When a DoD Component's classifying authority determines that established' official titles do not reflect adequately the character of a particular UA, AS, or PS position's duties and responsibilities, or when no official titles have been authorized for an occupation, a title may be constructed for the position. A copy of the position description and rationale for the proposed title shall be submitted, through command channels, to the office of DoD NAP Personnel Policy for approval. When necessary, job titles constructed by DoD Components may be implemented before obtaining DoD NAF approval. Review and approval by the office of DoD NAF Personnel Policy still is required and justification for usage of the constructed title shall be forwarded promptly.

3. Titles approved for use within UA, AS, and PS occupational series, other than those prescribed in published standards, shall be listed in this Manual and be available for general use.



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# CHAPTER 4

# JOB-GRADING STANDARDS AND GUIDES

## A. GENERAL CLASSIFICATION STANDARDS AND GUIDES

### 1. Classifying Jobs of Full Assistants

a. Full assistants are considered to be second in command in the organization or activity with full authority to act on all matters for which the manager or supervisor is responsible. An example of a situation that warrants classification at this level is an organization where the amount of work is so voluminous as to require a second person to share the manager's responsibility and relieve him or her of the day-to-day work operations. This permits the manager to handle priority projects and crisis situations. Another example is when the manager is required to regularly be away from the office and the assistant must have full managerial authority for daily operations. In each case, in order to be classified as an assistant, he or she must have direct day-to-day line authority over personnel and work operations.

b. When classifying a position that is considered to be a full assistant, as outlined above, the manager or supervisor is graded first, without regard to the assistant. The full assistant position is then graded one grade below the grade of the supervisor or manager.

c. In situations where the assistant's authority is limited in scope, and he or she performs work at a level less than that described above (that is, when the assistant performs some of themanager's functions and only assumes full responsibility in the normal absences of the supervisor), judgment shall be used in determining the grade level. Under no circumstances shall an automatic one-grade differential be attached to positions titled "Assistant" without regard to the level of authority and responsibility inherent in the position. Positions may be classified at any lower grade level that the particular combination of duties and responsibilities of the individual "Assistant" position warrant.

### 2. Grade Evaluation Guide for Leaders in AS and PS Positions

a. This standard shall be used to grade jobs that on a regular and recurring basis involve leading the work of three or more (full-time equivalent) AS or PS employees. Usually, leaders also perform the same kind of work as that of the group he or she leads. It is the kind and degree of responsibility for the work of others, rather than the number of employees involved, that distinguishes between leader and supervisory jobs. However, when the number of workers is more than six, the job shall be reviewed carefully to determine whether it is a supervisory rather than a leader position.

b. Exclusions

(1) Employees who in performing their own work are assistedby helpers, laborers, or other lower grade level workers.

(2) When the work personally performed by the leader exceeds the grade level that would be assigned, based on the work performed as the leader.

(3) Positions that meet the requirement for supervisory allocation.

c. Titles and Codes. Jobs covered by this standard shall be identified by adding either the prefix "Lead" or the suffix "Leader" to the job title of the occupation that the leader technically leads. For example: Lead Computer Clerk/Computer Clerk Leader, AS-335-6, Lead Recreation Assistant/Recreation Assistant Leader, PS-189-6. When the final grade of the leader position is based on its nonleader work and that work is allocated higher than allowed by this standard, the position shall be classified and evaluated as a nonleader position. However, the prefix "Lead" or the suffix "Leader" maybe left in the title as appropriate. Documentation for the record in this instance is advisable.

d. Range of Responsibility. Leaders are accountable to supervisors for:

(1) Passing on to other workers the instructions received from the supervisor and getting the work started.

(2) Working along with other employees and setting the pace.

(3) Demonstrating proper work methods.

(4) Ensuring that needed material is available or is obtained.

(5) Obtaining needed information or decisions from supervisors on problems that occur.

(6) Maintaining a current knowlege of and answering questions on procedures, policies, written instructions, and other directives.

(7) Ensuring that there is enough work to keep everyone in the work crew busy.

(8) Checking work while in progress and, when finished, ensuring that the supervisor's instructions on work sequence, procedures, methods, and deadlines have been met.

(9) Urging or advising other employees to follow instructions received from supervisors and to meet deadlines.

(10) Ensuring that safety and housekeeping rules are followed.

(11) Reporting the status and progress of work and causes of delays.

(12) Answering supervisor's questions on overall work operations and problems.

Under this standard, leader jobs are graded by adding one grade to the grade of the base level of nonsupervisory work led. If. the base level of nonsupervisory work led is AS-7 or PS-7, the leader job must be classified in the UA category, in accordance with job-grading standards for this category.

e. Grading Leader Jobs. Additionally, the step rate selected in the appropriate new UA grade level shall be determined in accordance with the provisions contained in subsection A.4. of this chapter and subsection F.2., Appendix B, DoD 1401.1-M (reference (d)).

3. Grade Evaluation Guide for Supervisors in AS and PS Positions

a. Coverage. This standard is used to grade jobs that involve , supervision of three or more employees in occupations in the AS or PS categories.

b. Range of Responsibility. Supervisors are accountable to management for the quantity and quality of the work done and for ensuring efficient and economical work operations. They are responsible for the following:

(1) Assigning, directing, and reviewing the work of subordinates and evaluating their work performance.

(2) Approving or disapproving sick leave, annual leave, or other absences from work.

(3) Planning, scheduling, and coordinating work operations.

(4) Solving problems related to work being supervised.

(5) Determining material, equipment, and facilities needed.

(6) Explaining and gaining the support of subordinates for management policy and goals (for example, cost reduction).

(7) Working to achieve the objectives of DoD Component-wide programs and policies, such as labor-management relations and equal employment opportunity.

(8) Dealing effectively with employees and union representatives on employee suggestions, complaints, grievances, and other matters.

c. Jobs Not Covered bv this Standard

(1) Jobs in which the incumbent is responsible for leading other workers and for ensuring that work assignments are carried out as described in the separate grading standard for working leaders. Such leaders are not accountable, as are supervisors, for planning, scheduling, and directing work operations; evaluating and rating subordinates on their work performance; and other supervisory duties that ensure that the work of subordinate employees meets standards of quantity and quality.

(2) Jobs in which the incumbent performs duties of a managerial or executive nature in the UA category. (Such positions are classified in accordance with the OPM "Position Classification Standards for General Schedule (GS) Positions" (reference (h)) and applicable DoD classification guides).

d. Titles and Codes. Jobs covered by this standard shall be identified by using the series code and adding either the "Supervisory" prefix or "Supervisor" suffix to the job title of the occupation reflecting the base level of nonsupervisory work supervised.

e. Grading Supervisor Jobs. Under this standard, supervisory jobs are graded by adding two grades to the grade of the base level of nonsupervisory subordinate worker. If the base level of nonsupervisory subordinate worker is AS-6 or 7 or PS-6 or 7, the supervisor job must be classified in the UA category, in accordance with job-grading standards for this category. Additionally, the step rate selected in the appropriate new UA grade level shall be determined in accordance with the provisions contained in subsection A.4. of this chapter and subsection F.2., Appendix B, DoD 1401.1-M (reference (d)).

f. Determination of Base Level of Work. This factor considers the level and complexity of the work operations supervised and their effect on the difficulty and responsibility of the supervisor's position.

(1) In determining the base level of work performed, consideration must be given to all work that affects the difficulty of the supervisor's job. This includes all operations for which the supervisor is held accountable by management for the quantity and quality of work done. Therefore, credit may not be given for those work operations when the supervisor is not responsible for the technical nor the administrative aspects of the work.

(2) The base level of work will be the highest level of nonsupervisory work under the direct technical and administrative supervision of the position being evaluated when such work represents a significant portion of the total work of the unit. Work at a particular level represents a significant portion of the total work of a unit when:

(a) Such work constitutes more than half the work of at least two of the full-time positions supervised.

(b) About 25 percent or more of the subordinates are at that level.

(3) When determining the base level, exclude any work for which the grade level of the subordinate position is based on a high degree of independence or when the incumbent of a position performs work as an assistant or leader.

(4) When there has been considerable subdivision of work assignments, or the staff of a unit is in a training status, it may be that none of the nonsupervisory jobs are classified at the full performance level of the work that is present in the unit. In such cases, the base level of work may be determined through constructing a grade level. The constructed grade shall represent the appropriate grade of a position while performing under normal supervision the full range of work as it occurs in the unit.

#Second Amendment (Ch 2. "1/11/84)

g. Comparison of Duties and Responsibilities for Nonsupervisory, Leader, and Supervisory Positions. The following table will assist users in determining the differences between leader and supervisory positions. Note that nonsupervisory employees periodically may perform leader or supervisory type duties and responsibilities during emergencies or for other short term periods. However, the intent of this standard is to allow allocation to the leader level for positions that contain leader duties and responsibilities as a continuing requirement.

| EMPLOYEE | LEADER | SUPERVISOR |
|---|---|---|
| Full performance of work for which qualified. | Relays instructions from supervisor. | Plans and schedules work. |
| Provides day-to-day advice and guidance to lower grade and less experienced employees. | Gets the work started. | Determines performance standards and evaluates the performance of employees. |
| Works as senior project or team leader on temporary assignments at higher grade (not to be used as base level for leader or supervisor). | Sets work pace. | Effects hiring, promoting, motivating, disciplining, and separating employees.' |
| Works at level above full performance based on personal expertise (not to be used as base level for leader or supervisor). | Demonstrates work methods and provides work-related guidance. | Counsels and coaches employees. |
| Assumes leader or supervisory duties on an emergency or intermittent short-term basis. | Ensures that worksite materials and tools are available. | Supports equal employment opportunity (EEO) affirmative action program. |
| | Checks with supervisor on problems. | Approves leave., |
| | Checks on work and meets productivity goals. | Meets with employee representatives. |
| | Ensures employees follow security, safety, and housekeeping rules. | Preponderance of time supervising (80 percent). |
| | Conducts on-the-job training and instructions. | |
| | Performs supervisory duties in an emergency or other short-term and nonrecurring basis. | |

4. Supervisors and Leaders of AS and PS 6 or 7 Level Work

The pay setting practice delineated in subsection F.2., Appendix B, DoD 1401.1-M (reference (d)), shall be applied to determine the appropriate step rate selected for an employee who is promoted from an hourly paid position to a leader or supervisory position that qualifies for inclusion in the UA category under the following conditions:



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* a. Leader Positions. When the base level of work led is AS-7 or PS-7. *

* b. Supervisor Positions. When the base level of work supervised is *
* AS-6/7 or PS-6/7.

5. Effect of Reduction in Number of Employees Supervised in the Classification of Supervisory and Managerial Positions

a. Some supervisors and managers are under the impression that the grades of their positions are based exclusively on the number of people supervised and that a reduction in this number that results from their own effectiveness may downgrade automatically their positions. On the contrary, a reduction in the size of the assigned work force does not affect adversely the supervisory position; in fact, provisions exist to reward supervisors and managers for accomplishing their duties and responsibilities in an efficient and productive manner.

b. The Supervisory Grade Evaluation Guide (SGEG), which is used to evaluate supervisory duties and responsibilities across UA occupational lines, describes 10 or more different aspects of supervisory work that must be considered in determining the grade level of a supervisory position. The evaluation factors included in the SGEG consider elements such as the complexity and scope of supervisory duties, the level of responsibility delegated to the supervisor, the nature and difficulty of the work supervised, and the degree of supervision exercised. Additionally, the SGEG includes special adjustment factors that provide for appropriate consideration of certain aspects of supervisory positions not considered in the other evaluation factors. Accordingly, position classifiers must interpret carefully all of these factors in order to evaluate effectively the worth of the total position. Similarly, managers shall adhere to the principles of good position management in order to establish an effective and efficient organizational and position structure.

c. Although the number of employees supervised shall be considered in determining a supervisor's grade, this consideration is made in conjunction with an evaluation of many other factors that measure equally important aspects of the supervisory position. Accordingly, sound classification judgment shall be exercised in reevaluating the position of a supervisor whose effectiveness in directing work operations has resulted in a decrease in the number of employees supervised. The final grade of a supervisory position shall be based on an evaluation of the total position and on the relationship of each factor to the overall worth of the duties and responsibilities assigned to the position. It is important that program.managers clearly understand the provisions and concepts that affect the classification of supervisory positions and that are set forth both in the law and in the SGEG, or other specific standards.

B. PATRON SERVICE JOB-GRADING STANDARDS

| TITLE | SERIES | PAGE | GRADE LEVEL DESCRIPTIONS |
|---|---|---|---|
| Announcer | PS-1081 | 4-8 | 5 |
| Cashier-Checker | PS-2091 | 4-9 | 2 |
| Child Care Attendant | PS-0189 | 4-1o | 1-2-3 |
| Club Operations Assistant | PS-1101 | 4-13 | 4-5-6-7 |
| Customer Services Clerk | PS-2091 | 4-15 | 4-6 |
| Department Supervisor | PS-2091 | 4-18 | 7 |
| Desk Clerk | PS-1176 | 4-20 | 3 |
| Exchange Detective | PS-0083 | 4-21 | 5 |
| Identification Checker | PS-0085 | 4-22 | 1 |
| Lodge Host | PS-1173 | 4-23 | 7 |
| Mobile Sales Clerk | PS-2091 | 4-24 | 5 |
| Package Store Clerk | PS-2091 | 4-25 | 2 |
| Parking Lot Attendant | PS-0085 | 4-26 | 1 |
| Personai Services Clerk | PS-2091 | 4-27 | 1-2 |
| Photographer | PS-1060 | 4-29 | 6 |
| Recreation Aid/Assistant | PS-0189 | 4-30 | 1-2-3-4-5-6-7 |
| Retail Annex Operator | PS-2091 | 4-39 | 4-5-6-7 |
| Retail Shift Operator | PS-2091 | 4-40 | 5-6-7 |
| Sales Clerk | PS-2091 | 4-42 | 1-2-3 |
| Security Guard | PS-0085 | 4-44 | 2-3 |
| Snack Bar Operator | PS-2091 | 4-45 | 5 |
| Ticket Seller | PS-2091 | 4-46 | 2 |
| Usher | PS-0189 | 4-47 | 1 |
| Visual Merchandiser | PS-1010 | 4-48 | 5-7 |

# DoD NAP PATRON SERVICES
# JOB-GRADING STANDARD
# ANNOUNCER PS-1081-5

* GENERAL STATEMENT : *

* This standard includes positions the duties of which are to serve as a news or *
* sports announcer, disk jockey,. or other announcing function. Employees in these *
* positions must be able to write and edit effectively. *

DUTIES AND RESPONSIBILITIES:

At this level, the employee:

-Performs announcing functions on the radio in one or more of the following areas:

-Announces programs of musical recordings, commenting on the music and other matters of interest to the audience, such as weather, time of day, traffic conditions, and public service announcements.

-Broadcasts impromptu descriptions of local sporting events during actual observation or repeats information that is telegraphed to the station. May interview local sports or public personalities during or at the conclusion of the event.

-Broadcasts news, sports, and weather from news copy.

-Operates control board or recording machines, as required.

-Assists in writing scripts and news copy.

-Maintains required records-pertaining to programs and program content.

SUPERVISORY CONTROLS:

Assignments are specific and detailed. Supervisory instructions cover scope and content with limited opportunity for creativity.

* *

# DoD NAF PATRON SERVICES
# JOB-GRADING STANDARD
# CLUB OPERATIONS ASSISTANT PS-1101-O

GENERAL STATEMENT:

This standard shall be used to classify positions whose duties include the supervision of a club operation in the absence of the Club Manager or Assistant Club Manager at night or. on weekends. This work requires the coordination of a number of activities, such as dining room, kitchen, and bar facilities, party catering, and bingo. Some knowledge of each functional area supervised is necessary. The work may involve responsibility for two or more activities but less than the entire club when more than one Club Operations Assistant is on duty. This standard replaces the former Duty Officer, PS-0301, standard.

EXCLUSIONS:

Any position requiring full supervisory skills, such as assigning and reviewing work, rating performance, and interviewing for employment and discipline shall "be classified by application of the appropriate AS/PS/CT supervisory job-grading standard.

Positions responsible for only one segment of a club operation may not be evaluated under this standard. These positions are classified within their specific occupational areas; for example, Bartender, Foreman, and Waiter Foreman.

Any position whose paramount requirement is to assist in all aspects of club management. These positions shall be classified in accordance with procedures provided in the appropriate Job-Grading Standard for Club/Mess Manager, UA-1101-O.

TITLES :

Jobs covered by this standard presently have a variety of local titles including Duty Officer, Night Manager, and Recreation Assistant. Previously, the official title was Duty Officer; however, it has been determined that this title does not describe accurately the position's duties or responsibilities. Therefore, the title is changed to Club Operations Assistant.

DUTIES AND RESPONSIBILITIES:

The incumbent reviews the schedule of functions that are to take place during the assigned shift to ascertain what special preparations are required. Ensures that necessary space, supplies, and equipment are available and that room arrangements are completed. Provides instruction and guidance to all club staff members on functions taking place during their shifts. Works with Waiter Foreman, Bartender Foreman, Caterer, and others to ensure planned events take place as scheduled by the Club Manager.

Ensures adequate manning for special activities, as well as routine operations. Ensures that all personnel are utilized fully, requesting additional personnel or releasing unnecessary personnel as the situation warrants.



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Monitors "operation of entire club or assigned areas of responsibility, periodically checking to identify and resolve problems that may arise. Enforces club rules.

Responsible for issue, receipt, and control of cash boxes. Occasionally makes unscheduled cash counts. Prepares a report of all significant occurrences during the shift.

When working the night shift, incumbent is responsible for ensuring that the building is secured and a fire check is made at end of the shift.

GRADE DETERMINATION:

Grade level determination is based on application of the "Complexity of Operation" and "Complexity of Activities" factors enumerated below.

Care shall be exercised to ensure that only those operations for which the position is responsible directly be credited for grade determination purposes.

It should be noted that coordination of club functions with functional activity heads (such as Bartender Foreman and Waiter Foreman) requires only administrative supervision. Such supervision does not increase the grade of the Club Operations Assistant or decrease grade levels of the activity heads.

* 1. Complexity of Club or Mess Operation (Large, Medium, and Small) based on the following: *

* a. Amount of average total income from all sources. *
Large= Over $70,000 per month.
Medium= $30,000 to $70,000 per month.
Small= Up to $30,000 per month.

* The above grading criteria sales volume ranges (all items) are based on the CPI *
* base year 1973. Each DoD Component shall update these sales volume ranges based *
* on the inflation and deflation factor determined by the CPI for the most current *
* fiscal year or based on inflation and deflation factor adjustments developed by *
* each DoD Component that reflect more accurately price changes of merchandise and *
* services sold. *

* b. Number of patrons participating in open mess activities (monthly *
average), that is, those who are served.
Large= Over 2500 members and guests participate in activities per month (average).
Medium= 500 to 2500 members and guests participate in activities per month (average).
Small= Up to 500 members and guests participate in activities per month (average).

c. Number of full-time and part-time employees in work force with part-time employees equated to full-time on basis of hours worked.

Large= A work force consisting of 100 or more persomel.
Medium= A work force consisting of 50 to 99 personnel.
Small= A work force consisting of under 50 personnel.

Note: A judgment shall be made as to overall complexity of operations. Usually, the size category will be whichever one appears at least twice. In any case, the reasons used in making the judgment are to be recorded in the evaluation statement.

2. Complexity of Activities

One of the most important factors contributing to the complexity of a Club Operations Assistant position is the type of activities provided by the club. Routine activities do not present the same complexity that activities of a special nature do (that is, in terms of initiative in carrying out such special activities for a club). In addition, the number and frequency of special activities also contribute to the complexity of the club operation. The possible types of activities that may be present are as follows:

a. Continuing Activities

(1) Package store
(2) Recreational facilities - swimming pools and temis courts
(3) Concessions - barber shops, vending machines, or game machines

b. Special Activities

(1) Formal banquets and private parties (including receptions)
(2) Catering
(3) Professional entertainment
(4) Bingo
(5) Entertainment such as fashion shows and beauty contests
(6) Other activities that require initiative in coordinating

To be considered in the evaluation, a special activity ❑ust occur, at a minimum, at least once every 3 months. At least one of the continuing activities must occur in each job. If not present, consideration is to be given to assigning the position to the next lower group, that is, from several to few. For grade determination purposes, the complexity of activities shall be as follows:

(1) Few - up to 3
(2) Several -4,5,0r6
(3) Numerous - 7 or more

| Complexity of Operation | Complexity of Activities | Grades PS-4 | PS-5 | PS-6 | PS-7 |
|---|---|---|---|---|---|
| SMALL | Few | X | | | |
| | Several | | | | |
| | Numerous | | X | | |
| MEDIUM | Few | X | | | |
| | Severa 1 | | X | | |
| | Numerous | | | X | |
| LARGE | Few | | X | | |
| | Several | | | X | |
| | Numerous | | | | X |

#First Amendment (Ch 2, 1/11/84)



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# DoD NAF PATRON SERVICES
# JOB-GRADING STANDARD
# CUSTOMER SERVICES CLERK PS-2091-0

## CUSTOMER SERVICES CLERK PS-2091-4:

### DUTIES AND RESPONSIBILITIES:

Customer Services Clerks PS-4 perform less than the full range of customer services duties as described at the next grade level. Incumbents of these positions typically are assigned to large customer services operations that require the full-time services of an employee to work in one or more areas of the total Customer Services Program. These employees may perform gift wrapping duties; accomplish layaway sales; assist a higher-grade Customer Services Clerk in handling special orders; make keys; provide personalized greeting cards, stationery, and flower service; and provide other similar services.

Customer Services Clerks PS-4 do not have responsibility for the complete Customer Services Program. They serve as assistants or perform work in a limited number of the total services. They refer customer complaints and requests for refunds and adjustments to a higher-grade Customer Services Clerk for resolution. Incumbents of these positions are not responsible for preparing vendor purchase orders, preparing merchandise requests for submission, maintaining documentation of sales and orders, or corresponding with vendors and customers.

### SUPERVISORY CONTROLS:

The incumbent works under the direct supervision of a higher-grade employee with assistance readily available in the performance of new or unusual tasks.

## CUSTOMER SERVICES CLERK PS-2091-6

### DUTIES AND RESPONSIBILITIES:

Customer Services Clerks PS-6 perform the full range of duties involved in the total Customer Services Program. These employees provide the special order, layaway, gift wrapping, refund, adjustment services, and any other authorized services approved by management.

Incumbents perform the following duties:

### SPECIAL ORDER SERVICE:

Customer Services Clerks provide the customer with special order catalogs and assist in selecting merchandise, as requested. Incumbents assist customers in determining the cost of the proposed purchase to ensure that they are aware of distributor markups, shipping costs, and other pertinent information. These employees are responsible for ensuring that special orders are accepted only for items of merchandise authorized and within the prescribed price limitations.

# DoD NAF PATRON SERVICES
# JOB-GRADING STANDARD
# SECURITY GUARD PS-0085-0

GENERAL STATEMENT:

This standard covers positions that involve performing work in protecting an organization's prbperty and, as a secondary function, safeguarding those persons in and around the area being protected.

Security Guards are responsible for patrolling, protecting, and inspecting buildings and property. Their duties include guarding of supplies, merchandise, and equipment and enforcing rules and regulations. In their protection of persons, Security Guards are concerned with protection against hazards such as fire and prevention of theft of government property.

A Security Guard characteristically either stands at a fixed position or patrols an assigned area. He or she is alert and watchful to detect any situation that endangers property or merchandise. Security Guards may direct and control traffic from a stationary post. Usually, a Security Guard wears a uniform and displays a badge of authority. The Guard's deportment and appearance are military-like. When Security Guards have people-oriented enforcement responsibilities, they are concerned usually with a limited range of offenses such as disorderly conduct or theft but not with more serious offenses. He or she is tactful and courteous in his or her contacts with persons he or she suspects or apprehends.

Security Guards also may be required to perform incidental duties for a small portion of the time. Some assignments of this nature are regulating temperatures in buildings; acting as relief telephone operators, relief receptionists, or relief elevator operators; operating two-way radios; recording (logging in) visitors and preparing passes for their use; performing emergency manual labor; and carrying out minor housekeeping tasks.

The Security Guard operates under a system of close and rigid controls designed to minimize the probability of emergency situations occurring, ensuring that those situations that do occur shall be dealt with in a prescribed manner. Notice of any emergency situation is to be relayed to higher authority as expeditiously as the nature of the situation requires or allows. The Security Guard is therefore provided with comprehensive training in his or her duties. He or she is required to act in accordance with very specific and detailed instructions that cover every "kind of circumstance that can be anticipated. His or her supervisor usually is available to him or her by phone or some other means of communication.

SECURITY GUARD PS-0085-2:

DUTIES AND RESPONSIBILITIES:

The Security Guard works in a facility that requires normal security protection. He or she reports fires, accidents, and any subsequent hazards, taking appropriate emergency action (for example, uses fire extinguisher to put out a fire which has just begun). The incumbent protects occupants and buildings from trespassers,

tactfully denying admittance to anyone not authorized within the buildings and warehouses; inspects parcels, as required; directs or escorts visitors in the facility; and controls parking in authorized areas.

The Security Guard serves as master-at-arms in a club; may verify identification of persons entering the club; patrols club, circulating among patrons to maintain order and to prevent damage to furnishings; and warns persons guilty of infractions. Removes disorderly patrons from the club, using force, if necessary. (The Security Guard may call military security police for assistance, if needed.)

SUPERVISORY CONTROLS:

Security Guard manuals, written instructions, and personal supervision are very specific and there is a periodic supervisory review. The supervisor usually is available to advise on unique situations.

SECURITY GUARDS PS-0085-3:

DUTIES AND RESPONSIBILITIES:

These positions characteristically are those of Security Guards who enforce special security measures in buildings and warehouses where theft of cash or merchandise could result in serious and extensive financial loss.

Typical assignments may include: fixed guard posts, motorized patrol, foot patrol, traffic control, and enforcing security measures. Additional duties may include examining shipments of merchandise or receipts when such shipments are brought into or removed from the security areas, answering numerous questions regarding the property or premises, or referring these inquiries to the appropriate authority, and providing training to PS-2 level Security Guards in methods of fire and accident prevention, security regulations, and procedures.

Personal contacts typically are more significant and more frequent than at the PS-2 level. Security Guards dealing with large numbers of the public shall employ courtesy and tact. Security Guards enforcing the stricter security measures typical of the grade level shall employ firmness in explaining and enforcing the applicable regulations.

SUPERVISORY CONTROLS

Specific guides are provided usually in the form of manuals, regulations, and written or oral instructions applicable to each post of duty. Emergency situations are covered by instructions, when possible. However, in certain emergencies, incumbents are required to decide what action is necessary and to carry out that action immediately. Incumbents of these positions work under limited supervision.

DoD NAF PATRON SERVICES
JOB-GRADING STANDARD
SNACK BAR OPERATOR PS- 2091-5

GENERAL STATEMENT :

This standard includes those positions involved in supervising and coordinating all phases of a small snack bar activity.

EXCLUSIONS:

This standard excludes positions that involve managerial responsibilities including participating in planning and revising internal activity organization; deciding overall activity goals and standards; developing local directives; and budgeting and exercising fiscal control.

DUTIES AND RESPONSIBILITIES:

-Supervises and coordinates the sale of prepackaged food snack items and the preparation and sale of short-order food items.

-Ensures the proper preparation, display, and price-marking of food items and adherence to correct receipt and pricing procedures. Maintains sales records and accountable documents.

-Ensures that adequate stock levels are maintained, requisitions merchandise, and conducts periodic inventories.

-Maintains security of building, cash, fixed assets, and merchandise inventory.

-Ensures compliance with fire, safety, sanitation, and security regulations.

-Trains and supervises assigned subordinate employees in all phases of the snack bar's operations. This position does not involve technical supervision over the short-order cooking operations.

GRADING CRITERIA:

Snack Bar Operator positions are classified on the basis of average monthly sales volume (AMSV).

| GRADE | AMSV |
|---|---|
| PS-2091-5 | $7,000 - $9,000' |

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lCPI "ALL ITEMS": BASE YEAR 1977

#First Amendment (Ch 2, 1/11/84)



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DoD NAF PATRON SERVICES
JOB-GRADING STANDARD
TICKET SELLER PS-2091-2

DUTIES AND RESPONSIBILITIES:

-Receives tickets and change fund from theater officer or assistant manager and signs appropriate hand receipts.

-Checks box office sign for proper admission fee, audience classification, and program starting time. Opens and closes box office according to prescribed schedules. Advises ticket taker or usher of opening number of admission tickets for current performance.

-Checks identification of all patrons in civilian clothing and sells tickets only to authorized patrons. Exchanges tickets for passes presented and accounts for passes. Issues a guest authorization card for each guest.

-Cleans and lubricates the ticket register. Removes tickets from the register and secures them after the matinee and the final performance.

-Accounts for admission tickets and cash issued by the theater officer or assistant manager and for ticket sales receipts.

SUPERVISORY CONTROLS:

After initial orientation, the incumbent performs assigned tasks independently. However, supervisory assistance readily is available to resolve unusual problems.

DoD NAF PATRON SERVICES
JOB-GRADING STANDARD
USHER PS-0189-1

DUTIES AND RESPONSIBILITIES:

-Accepts patrons tickets and conducts patrons to unoccupied seats with the least possible delay and amoyance to the audience;

-Ensures that there is no smoking in the theater.

-Maintains order within the theater.

-Removes door wedges and checks restrooms and lounges before reopening the theater.

-Informs supervisor of major deficiencies.

SUPERVISORY CONTROLS:

The incumbent performs work under continuous supervision. New assignments are explained in detail to the incumbent. After the initial period of orientation, the incumbent performs routine tasks independently.

c. ADMINISTRATIVE SUPPORT JOB-GRADING STANDARDS

| TITLE | SERIES | PAGE | GRADE LEVEL DESCRIPTIONS |
|---|---|---|---|
| Accounting Clerk/Technician | AS-0525 | 4-51 | 4-5-6-7 |
| Audit Clerk | AS-0503 | 4-65 | 4 |
| Bookkeeping Machine Operator | AS-0354 | 4-66 | 2-3 |
| Calculating Machine Operator | AS-0355 | 4-70 | 3-4 |
| Cashier | AS-0530 | 4-73 | 3-4-5-6 |
| Clerk-Stenographer | AS-0312 | 4-77 | 4-5-6 |
| Clerk-Typist | AS-0322 | 4-83 | 2-3-4-5 |
| Coding Clerk[1] | AS-0357 | 4-87 | |
| Computer Clerk | AS-0335 | 4-91 | 4-5 |
| Computer Operator | AS-0332 | 4-93 | 5-6-7 |
| Courier | AS-0302 | 4-102 | 3-4 |
| Engineering Drafter | AS-0818 | 4-104 | 5-7 |
| Equipment and Facilities Clerk | AS-2005 | 4-107 | 5 |
| File Clerk | AS-0305 | 4-108 | 1-2-3-4 |
| Freight Rate Assistant | AS-2131 | 4-112 | 5-6 |
| General Clerical Series | AS-0303 | 4-113 | 1-2-3-4-5-6-7 |
| Insurance and Claims Clerk | AS-0998 | 4-119 | 4-5-6-7 |
| Keypunch Operator | AS-0356 | 4-125 | 3-4 |
| Library Aid | AS-1411 | 4-128 | 1 |
| Mail Clerk | AS-0305 | 4-129 | 2-3-4 |
| Management Assistant | AS-0344 | 4-133 | 5-6-7 |
| Office Machine Operator | AS-0350 | 4-136 | 2-3-4-5-6 |
| Payroll Clerk | AS-0544 | 4-144 | 4-5-6 |
| Personnel Clerk | AS-0203 | 4-150 | 5-6-7 |
| Photo Lab Technician | AS-1060 | 4-155 | 5 |
| Procurement Clerk | AS-1106 | 4-156 | 4-5-6 |
| Purchasing Agent | AS-1105 | 4-160 | 6-7 |
| Receptionist | AS-0304 | 4-167 | 3-4-5 |
| Safety and Security Technician | AS-0085 | 4-171 | 7 |
| Secretary | AS-0318 | 4-174 | 6-7 |
| Shipment Clerk | AS-2134 | 4-176 | 4 |
| Statistical Clerk | AS-1531 | 4-180 | 5-6-7 |
| Supply Clerk | AS-2005 | 4-184 | 3-4-5 |
| Supply Clerk (Inspection) | AS-2005 | 4-188 | 6-7 |
| Tape Librarian | AS-0335 | 4-190 | 6-7 |
| Telephone Operator | AS-0382 | 4-192 | 2-3-4 |
| Teletypist | AS-0385 | 4-195 | 4-5 |
| Travel Clerk | AS-2132 | 4-197 | 5-6-7 |

[1] Grade level evaluation by reference to separate DoD NAP job-grading standard.

#First Amendment (Ch 2, 1/11/84)

Doll NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
ACCOUNTING CLERK/TECHNICIAN AS-0525-O

EXCLUSIONS :

-Positions requiring professional knowledge and application of accounting principles and theory in the design, development, installation, operation, or inspection of accounting systems; the audit or similar examination of accounts and records of transactions; or the examination, analysis, and interpretation of accounting reports. (See OPMPCS for Accounting and Budgeting Group GS-500 and 510 in OPM "PCS," reference (h).)

-Positions involving the performance of clerical work in the receipt, disbursement, examination, deposit, safekeeping, or other clerical processing of cash items. (See Cashier Series AS-530. )

-Positions involving primarily the examination for accuracy, legality, compliance with regulations and justification of vouchers, invoices, claims, and other requests for payment. (See OPM PCS for Voucher Examining Series GS-540, reference (h).)

-Positions involving the maintenance and adjustment of inventory accounts, the records of property and supply transactions, the record control of the establishment of stock levels, and the issuance of supplies and equipment, when such positions primarily require application of a knowledge of supply procedures. (See Supply Clerk Series AS-2005. )

-Positions involving technical support work in limited phases of computer specialist functions or similar tasks in installing or operating data processing systems. (See OPM PCS, reference (h), for Computer-Related Series GS-330-335 or Computer Operator Series AS-332.)

-Positions involving primarily the operation of a bookkeeping machine on other than an incidental basis. (See Bookkeeping Machine Operator Series AS-354. )

-Positions involving primarily the computation and verification of pay, maintenance of records, and preparation of related reports as well as maintenance, review, and disposition of time and leave records. (See Payroll Clerk Series AS-544.)

TITLES :

The title for nonsupervisory positions at the AS-4 level is ACCOUNTING CLERK. For positions at AS-5 and above, the title is ACCOUNTING TECHNICIAN.

The DoD Accounting Clerical standards are presented in a modified factor format, utilizing five pertinent factors. If existing position descriptions provide the necessary information, there shall be no need to rewrite the descriptions in a factor format. When accounting clerical positions riced rewriting for classification purposes, the new description shall be prepared in the format of the DoD standard.

ACCOUNTING TECHNICIAN AS-0525-7 : (continued)

PERSONAL CONTACTS:

Contacts are with accounting, budgeting, or operating personnel with the organization or agency and with members of the general public, such as supply, accounting, or financial personnel of vendors, contractors, or manufacturers, to resolve differences in the cost when the price exceeds the original estimate and to obtain, clarify, or provide information not readily accessible.

BENCHMARK NO. 2

ACCOUNTING TECHNICIAN AS-0525-7:

The incumbent independently performs the full range of accounting duties using double-entry accrual accounting methods in a large-scale, prescribed accounting system.

The incumbent has access to a technically qualified accountant or higher-grade employee for precedent and unusual decisions, but normally performs full and complete accounting functions for assigned organizations. System changes are the responsibility of the supervisor.

MAJOR DUTIES:

-Classifying and verifying a wide variety of accounting documents (for example, warehouse transaction forms, payrolls, bank transaction documents, purchase requests, and requisitions) in order to ensure the arithmetical correctness and completeness of information and to prepare control sheets with appropriate accounting codes.

-Maintains double-entry bookkeeping journals and subsidiary ledgers, posting entries to established accounts. (On occasion, may be required to initiate action to establish additional ledgers and journals for new accounts.) Prepares monthly balances, reconciles accounts, and transcribes to general ledger for closeout of all accounts. In the case of imbalances, traces discrepancies, if necessary, to posting documents. Closes accounts.

-Computes expenses incurred by individual activities for accounting services provided and assigns charges appropriately.

-Prepares financial statements, reflecting profit and loss and statistics such as incomes and expenditures by miscellaneous categories, liabilities, accounts receivable, bank account status, and fixed assets. Statements require development or securing of supportive documentation. As directed, compiles financial data to forecast anticipated expenditures and incomes for current and special planning on the basis of past business experience reflected in records maintained.

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RESERVED.

# DoD NAF ADMINISTRATIVE SUPPORT
# JOB-GRADING STANDARD
# AUDIT CLERK AS-0503-04

GENERAL STATEMENT :

Performs clerical function of auditing documents related to sales or procurement operations.

DUTIES AND RESPONSIBILITIES

-Reviews summary and daily cash reports, reporting all excesses and shortages over a stipulated amount to supervisor.

-Maintains an up-to-date list of the location of each cash register and the departments registered on each cash register key.

-Audits service vouchers such as vending machine cash receipts, barber chits, beauty salon check slips, personal services receipts, and credit sales slips.

-Maintains a number control on accounting documents that relate to sales operations.

-Audits and maintains a number control of layaway tickets and secures unused tickets.

-Prepares a depository transfer check when the day's receipts are deposited by cashier.

Or as an invoice audit clerk:

-Examines incoming invoices for correctness by comparing them with purchase order for verification of merchandise quantities ordered and received, unit prices, discount terms, extensions and additions, and shipping charges. "

-Maintains number control on reports of goods received, chargebacks, and credit memos as they are processed.

-Issues chargebacks and credit memos for errors in invoices, credit memoranda, and refunds.

-Prepares invoices, chargebacks , and credit memos for submission for payment.

-Maintains such files as "open" purchase orders and invoices and "open" and "completed" reports of goods received.

-Initiates correspondence to effect necessary adjustments and corrections.

general terms or are not described at all so that judgment must be applied in determining the method that is most economical, expedient, or effective in the particular circumstances involved.

The work includes resolving discrepancies between the figures computed personally by machine operation and the figures established for control purposes; locating the cause of errors in calculations that are verified and referring these to the original computer for correction; and performing other duties requiring an understanding of the relationships of the forms and their contents to the computational work to be done, but not requiring a substantive knowledge of the contents of the documents.

(B) Calculating machine duties that are similar to those at the AS-3 level insofar as complexity of the calculations involved and specificity of the procedures applied are concerned, but differ in that the assignments require the use of a substantially wider variety of procedures. In positions at this level, the variety of procedures is equivalent to that involved when (1) the documents or forms concerned are numerous (approximately 30 or more), (2) the kinds of arithmetic operations, the character of the numerical data, and/or the type of computing practices used differ from one document or form to another, and (3) the variations in these elements normally occur within a relatively short time cycle (1 or 2 weeks or shorter periods).

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The work may involve the application of procedures that prescribe in detail all matters concerned in the Preparation of summaries involving the use of prescribed classifications different from those in the source material and requires the extraction of data from, different locations within the source material; and the use of source material characterized by a high incidence of errors or discrepancies requiring correction through reference to other information in the source material or in other immediately available and prescribed sources.

# DOD NAF ADMINISTRATIVE SUPPORT
# JOB-GRADING STANDARD
# CASHIER AS 0530-0

GENERAL STATEMENT :

This standard includes all positions the duties of which are to administer, supervise, or perform clerical work in the receipt, disbursement, examination, deposit, safekeeping, or other clerical processing of cash items. This includes:

- The direct handling of the cash items.
- The use of cash accountability control methods to account for the cash items during their processing.
- The application of a knowledge of the negotiability, validity, or genuineness of cash items; the acceptability requirements of documents that provide the basis for cash transactions; and the forms, procedures, and regulations used in the processing of cash items.

Cashier work is performed in connection with the acceptance of deposits, payment of withdrawals, payment of checks , maintenance of working funds, and followup on dishonored checks.

The processing of cash may include the review of cash items involved to determine their genuineness , negotiability, validity, identity, or other characteristics that indicate propriety,

Cashiers receive, count, and verify daily cash receipts; cash checks; disburse petty cash funds; and issue change funds.

Work includes the review of the document which accompanies the receipt, disbursement, or other cash handling involved. to ensure its conformance with previously established requirements that render the document appropriate as a basis for the particular cash transaction or process involved.

CASHIER AS-0530-3:

NATURE OF ASSIGNMENT:

Performs cash processing work that requires following well-established, clear-cut instructions and procedures. The employee prepares reports, performs arithmetical computations, and arranges a variety of instructions into a prescribed order before other procedural and substantive reviews by other cashiers. For example, an AS-3 Cashier performs duties such as collecting and verifying cash receipts and money from cash registers ; receiving, counting, and verifying daily the cash receipts from various sources ; cashing personal checks and selling traveler's checks or money orders; and completing standard cash control forms or reports of a recurring nature.

CASHIER AS-0530-3: (continued)

KNOWLEDGE REQUIRED:

Knowledge of routine business office procedures, the characteristics indicating authenticity in currency, and the negotiability requirements for a few types of other cash items are required.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The guides and precedents used are detailed and specific to all aspects of the work, are always available, and present no unusual problems in determining applicability. The supervisor or a higher grade cashier provides detailed instructions for each new task. The employee is not expected to deviate from guidelines.

PERSONAL CONTACTS:

The personal contacts are with fellow employees in the immediate organization, office or work unit, related or support units, and customers (usually in structured situations). (For example, when selling money orders, the purpose of the contact and whom to deal with are relatively clear.)

CASHIER AS-0530-4:

NATURE OF ASSIGNMENT:

Performs cash processing work that requires some application of judgment and a substantial amount of procedural knowledge and is able to manage his or her day-to-day procedural activities with limited direction. In addition to duties performed by AS-3 Cashier (routine work requiring strict adherence to procedure), AS-4 Cashier performs the following duties:

- Receiving cashier operations and the disbursement operations.

- Issues change funds and assumes responsibility and accountability for all funds entrusted.

- Verifies and accounts for all cash receipts turned in that require examination of cash and cash processing documents for validity, negotiability, and completeness.

- Determines propriety of remittance of billings and balances a variety of cash management and control documents.

- Makes trips to the banking facility to deposit receipts and obtain currency or change.

- Maintains current dishonored check listing, makes preliminary followup investigations, and assists in the collection of dishonored check payments.

KNOWLEDGE REQUIRED:

Knowledge required at this level are the characteristics indicating genuineness in currency and negotiability requirements; the acceptability requirements for a limited variety of documents; and the functions, forms, and procedures of a few organizational units engaged in activities related to the cash processing operation.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Numerous procedural guides such as regulations, manuals, and written instructions regarding processing of the cash work are available. Such guidelines explain the mechanics of the transactions of each particular phase of work. Cashiers are provided assistance and more specific guidance for investigations of the substance and propriety of cash items.

PERSONAL CONTACTS:

The personal contacts are with employees in the same organization, individuals outside the immediate organization, and customers (usually in structured situations ). These contacts are established generally on a routine basis, usually at the employee's workplace in order to obtain, clarify, or give facts or information regarding cash processing regulatory provisions, procedures, and restrictions.

CASHIER, AS 0530-5:

NATURE OF ASSIGNMENT:

Performs the full range of cash management duties and performs teller functions with more emphasis on substance than procedures. Although AS-5 Cashier is at the full performance level, the incumbent normally is not required to perform simultaneous operations. In addition to duties performed by AS-4 Cashier (but with broader scope and transactions with subgroups and balancing to grand totals), AS-5 Cashier performs the following duties:

Receives or disburses, or both, but not simultaneously.
Analyzes and corrects erroneous data on computer runs.
Is personally accountable for custody of cash and cash items.
Conducts followup investigations, collects dishonored check payments, maintains dishonored check listing, and reports the status of any dishonored check.

KNOWLEDGE REQUIRED:

Cashiers at this level require a good working knowledge and rapid, accurate application of the full range of basic cash-processing regulations, procedures, and computations.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Numerous procedural guides such as regulations, manuals, internal instructions, and written instructions regarding processing of the cash work are available. Supervisor is available to discuss new rules and regulations and changes in procedures applicable to incumbent's work, but he or she ❑ust be familiar with applicable agency procedures, regulations, and instructions to proceed with minimum supervision, except on novel or unusually complicated cases.

PERSONAL CONTACTS:

AS-5 Cashier deals with customers in an area that requires tact and courtesy as issues may be sensitive. AS-5 Cashier deals with other employees and senior officials (accountants, inspectors, and contractors) involved in cash management.

CASHIER AS-0530-6:

NATURE OF ASSIGNMENT:

AS-6 Cashier positions entail many suspense actions, deadlines, and high-volume customer contacts. The AS-6 Cashier is recognized as a technical expert in procedural cash management matters. An AS-6 Cashier performs with limited supervision and manages his or her own work priorities and suspenses. Overall performance is based on compliance with agency policy and procedures. An AS-6 Cashier performs the following duties:

- Applies official regulations to cash management and accountability.
- Performs routine receipt and disbursement as simultaneous operations.
- Performs reconciliation and balancing and auditing of receipts for a moderate number of categories simultaneously, using double entry bookkeeping techniques.
- Troubleshoots routine actions by verifying audit trails and correcting errors.
- Searches for substantive solutions and recognizes unique and unusual trends or other problems in cash management.
- Trains lower grade cashiers, as assigned.

KNOWLEDGE REQUIRED:

Although similar to AS-5, AS-6 Cashier requires a broader knowledge of banking practices and currency negotiability. AS-6 Cashier shall be knowledgeable in handling usual cash items (for example, he or she must know the regulations and procedures governing clearance and deposit of coupons and foreign currency).

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Numerous regulations, instructions, policies, and procedures pertaining to all types of receiving and disbursing transactions.

PERSONAL CONTACTS:

AS-6 Cashier has much customer contact as well as with organizational officials. Resolves unusual transactions and deals with organizational officials to discuss deposit procedures and currency negotiability.



C12

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
CLERK-STENOGRAPHER AS-0312-O

GRADE-LEVEL STANDARD :

Positions under this standard are classified according to the nature of the stenographic work; the nature of terminology encountered; the level of responsibility involved in the work situation; and the complexity of the recording situation.

CLASSIFICATION FACTORS:

The most important factor to be considered in classifying positions in this standard is the nature and variety of work, which includes the nature of the work situation. The qualifications and originality required, the nature of the commitment responsibility, and, to the extent appropriate, the nature of supervisory control over the position are included in the nature and variety of work factors discussed later in this standard. Other classification factors, which do not provide a basis for distinguishing the grade levels of positions within this series, but which have been considered in determining the appropriate grade range for stenographic work within the total range of grades possible, are described below.

Guidelines include instructions or manuals and other standard references that are used to ensure the correctness of format, spelling, punctuation, grammar, and word usage. In positions at the higher levels, guidelines may also include textbooks, technical dictionaries , material available only in the unit concerned, and similar reference materials.

Person-to-person work relationships in stenographer positions are those made with one person for the purpose of recording dictated material.

Supervisory control over the position is exercised by the dictator or an employee in a position of a higher grade, or both, and it includes the assignment of work, instructions in new or revised procedures and policies, and advice, as required, with respect to their applicability. The application of the knowledges and skills involved in recording and transcribing spoken material normally is not reviewed. Those elements of supervisory control over the position that may differ from one position to another and thus affect the classification value of positions are described at the appropriate grade levels in this standard.

CHARACTERISTICS OF SHORTHAND WORK:

The difficulty of recording spoken material in shorthand symbols depends upon differences in the degree of skill or speed required, the extent of the vocabulary knowledge and subject matter familiarity necessary to recognize the terms used and to follow the speaker, and the complexity of the recording situation. Differences in these elements are reflected in variations in the nature or degree of specialization in the material recorded; the extent of the vocabulary and subject matter knowledge necessary to recognize the terms used and to follow the speaker; and the degree of control over the required recording

CLERK-TYPIST AS-0322-4: (continued)

-Collecting material for typing from a number of sources in accordance with instructions indicating only its general nature or rearranging material into different form in accordance with instructions that indicate only the objectives to be achieved by the change in presentation when the judgment and understanding of the subject matter required are equivalent to, and do not exceed, those described at the AS-4 level in the standards for other clerical positions.

CLERK-TYPIST AS-0322-5:

Positions at this level include performance of either typing of the difficulty and responsibility described in the following paragraph, or clerical work classifiable at this grade level and also typing of the difficulty described in the following paragraph or at any lower grade. Clerk-Typist AS-5 positions also may include other clerical work classifiable at lower grade levels.

-Typing statistical or tabular material when all of the following conditions are present: spacing arrangements are complicated, such as those involved when material requires numerous columns with internal subdivisions or other arrangements requiring varied marginal indentations and subordinate groupings; the material is typed directly in final form without a prior typed rough draft; the material shall be typed in final form without error or correction of any kind; and selecting material to be typed from a number of reports or other immediately available sources and arranging such material in accordance with instructions indicating the general nature of the material and purpose of the presentation. The typing of statistical or tabular material under the conditions described above normally would occur only in those few offices where a variety of materials of this nature must be prepared and the work is such that in order to meet administrative deadlines the typing must be done expeditiously and accurately without the typing of a prior rough draft.



C14

# DOD NAF ADMINISTRATIVE SUPPORT
# JOB-GRADING STANDARD
# CODING CLERK AS-357-O

GENERAL STATEMENT :

Performs clerical work associated with coding information from various sources. Maintains records of codes.

This standard includes positions engaged in verifying or perfoming work involved in coding information from schedules, questionnaires, reports, documents, and other written source material according to codes involving numerical and alphabetical symbols and performing other incidental clerical tasks. This standard's coverage includes those positions that require some knowledge of the information being coded in addition to procedural knowledge and those positions that require only procedural coding knowledge.

TITLES :

The authorized title for nonsupervisory positions classified to this series is Coding Clerk.

GRADE-LEVEL EVALUATION:

Positions classified in this series shall be evaluated by reference to the DoD job-grading standard for General Clerical Series, AS-303-O.

Pages 4-88 through 4-90
RESERVED.



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# DoD NAF ADMINISTRATIVE SUPPORT
# JOB-GRADING STANDARD
# COMPUTER CLERK AS-0335-O

COMPUTER CLERK AS-0335-4 :

TYPICAL ASSIGNMENTS :

-Reviewing incoming batches of documents; logging incoming batches of coded documents, processed punchcards, tape reels, and worksheets; screening materials for inclusion and legibility of essential data; returning documents with illegible or omitted data to source elements for clarification; and following up for corrected documents, delayed worksheets, and punchcards required to meet work schedules.

-Organizing batches of worksheets and documents and forwarding to keypunch operations; holding returned batches of verified punched cards or tapes and supporting documents in temporary storage until scheduled cutoff dates; and submitting completed batches of cards or tapes to machine operations as scheduled.

-Posting to daily work log; assigning control number for each machine operational run; and maintaining status of work in progress and projects completed.

-Examining machine output reports for overall legibility and completeness of printed data and verifying accuracy of total against predetermined figures in control log.

-Recording and checking daily machine utilization reports for required entries.

-Assisting with maintenance of Electronic Data Processing (EDP) library, ensuring correct labeling, including logging in and out and updating of material.

COMPUTER CLERK AS-0335-5:

In addition to the performance of the majority of those duties listed at the next lower grade level, typical assignments include:

-Examining all proof lists and completed output reports for overall legibility and completeness of printed data and verifying the accuracy of totals against predetermined figures in balance control logs.

-Consulting with supervisor or higher grade clerk for those out-of-balance conditions that cannot be resolved readily; returning unresolved error documents to source elements for correction; maintaining followup for returned documents; and forwarding balanced checks, listings, reports , and cards for distribution to appropriate elements.

-Assisting in preparing daily computer operation schedules with established formal schedules for computer production.

Pages 4-98 through 4-101
RESERVED.



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# DoD NAF ADMINISTRATIVE SUPPORT
# JOB-GRADING STANDARD
# FREIGHT RATE ASSISTANT AS-2131-O

FREIGHT RATE ASSISTANT AS-2131-5 :

At this level, the employee performs up to three of the duties listed below:

-Reviews stock catalogs to ensure that classification lists for freight that moves regularly in commercial channels are appropriate; reviews amendments to lists of stock items to select and include additional items described in classification publications issued by the carrier; removes from the stock catalogs those items that are no longer shipped and otherwise keeps this information current; secures required or additional information necessary for the identification and classification of freight through reference to material such as contracts, specifications, and similar sources within the office.

-Prepares bills of lading and determines the freight classification descriptions for a variety of commodities within a commodity group by comparing with similar, easily accessible information.

-Maintains file with transportation data on all items for which the activity has designated supply responsibility, including the stock number, nomenclature, freight code item number, less than carload (LCL) and truckload rating, and description as described in applicable tariff.

-Maintains tariff files, special quotations, publications, billing guides, or similar freight classification, rating, and routing guides; codes, classifies, cross-references, files and locates, and refiles this material.

* -Compiles data concerning carload, truckload, LCL, and less than truckload * classification ratings and size and use of carrier's equipment ordered.

-Assembles and organizes material or billing and shipping guides to be issued.

-Performs elementary rating, routing, and classification duties.

FREIGHTR ATE ASSISTANT AS-2131-6:

At this level, the employee performs four or more duties listed at the AS-5 level.

# DOD NAF ADMINISTRATIVE SUPPORT
# JOB-GRADING STANDARD
# GENERAL CLERICAL SERIES AS-303-O

GENERAL STATEMENT :

The purpose of this standard is to consolidate grade level guidance into one set of factors for all clerical work that is not appropriately classifiable in any other series,

This standard includes work that involves one or more of the clerical processes associated with office or administrative services functions. These clerical duties may include providing clerical assistance in one or more of the following areas: procurement of office supplies and equipment; correspondence management; records and reports management; property control; space management; and support to retail, food, or club services , or recreational activities.

CHARACTERISTICS OF CLERICAL WORK:

The standard takes into account the two levels or categories of clercial support WOrk; that is, procedural work and substantive work. Officials are advised that NAF employees shall be assigned grade levels at AS-303-1 through AS-303-4 for procedural work and the grade levels AS-303-4 through AS-303-7 for substantive clerical work. Level AS-303-4 is the pivotal grade level and contains two basic types of work: the highest level of procedural and the lowest level of substantive work.

Procedural clercial work is work in which the clerk is not concerned directly with the subject matter of the transaction; that is, the clerk is not responsible for determining the what or why of the transaction but rather ensures that the procedures for processing the transaction are followed. In doing this, the clerk applies a series of prescribed procedures or steps, the application of which constitute the work. For example, the filing, coding, or routing of documents (in terms of name, organization, or stated subject matter) and determining the disposition of the documents by reference to a specific set of regulations or guidelines (a filing manual or a routing guide) which explain how each document is to be handled.

Substantive clerical work is work in which the clerk is concerned with the subject (or the what and why) of the transaction worked. Clerks performing such work make certain decisions regarding the adequacy of the content of the transaction rather than limiting their primary concern to whether the proper procedures have been followed. For example, the processing of a voucher may require that the clerk determine the nature of the financial transaction by reference to contracts and general policies; determine if the voucher is prepared properly in terms of legal requirements; and whether or not payment of the voucher should be made. The clerk is therefore concerned mainly with the substance of the document and may have only a secondary concern for the procedures by which the document is processed.

GUIDELINES FOR POSITIONS REQUIRING TYPING OR STENOGRAPHY:

Many clerical positions require typing or stenographic abilities as a qualification requirement to perform assigned duties adequately. The typing and stenographic functions shall be evaluated by reference to the levels of difficulty outlined in the Clerk-Typist, AS-322, and Clerk-Stenographer, AS-312, DoD job-grading standards. If the typing or stenographic work is equal to, or higher than, the clerical duties in grade level evaluation, the position shall be classified AS-322 or AS-312, as appropriate. If the clerical duties are higher in grade level, a parenthetical designator of (Typing) or (Stenography) shall be used.

TITLES:

For purposes of this standard, Clerk, AS-303-0, shall be used extensively. However, NAF positions should retain titles that are recognized in the local area. Current titling practice shall continue along historical precedent. Use of words that represent a function or additional skill required of the position in parentheses after Clerk is authorized.

ORGANIZATION OF THE STANDARD:

The grade level criteria in this standard is expressed in terms of five elements, each of which represents a major characteristic of clerical positions. The elements or development or each factor shall be enough to determine grade levels equitably. Officials are encouraged to review positions from normal work cycles (for example, monthly, quarterly, or annual duties), rather than specific or unique work requirements.

To arrive at the proper grade level for a position, it is necessary to analyze the duties and responsibilities of the position in terms of the elements defined in this standard. Each element is given a degree in accordance with the definitions in this guide. After each element has been assigned a degree value, these values are converted to a grade by the use of the conversion table at the end of this standard.

GRADE DISTINGUISHING ELEMENTS

ELEMENT A - JOB ORIENTATION REQUIREMENTS:

Degree 1:

The training or on-the-job development required is almost negligible and is limited usually to an explanation of the clerical steps (and their sequence) that constitute the position. The instruction may take from less than an hour to several days.

Degree 2:

The training or on-the-job development generally is limited to detailed instruction on the work to be performed, the guides to be followed, and the sequence of the work. This training generally takes several days to a few



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ELEMENT A - JOB ORIENTATION REQUIREMENTS (continued)

weeks, after which an employee normally is capable of full performance of the work under the degree and kind of supervisory control that is usual for the work.

Degree 3:

The training or on-the-job development involves detailed instruction on the work to be performed, the guides to be followed, and the sequence of the various steps and tasks. The amount and complexity of the material to be learned is extensive in that an employee without prior specialized training or experience normally is in a learner or limited performance status for a period ranging from several weeks to a few months, after which the employee normally is capable of performing fully the work under the usual degree and kind of supervisory control.

Degree 4:

The work to be performed is varied and complex, requires knowledge of extensive and complex guides, instructions, and subject matter and total on-the-job training, experience, and developmental period (ranging in time from several months to 1 year) before the employee can encounter the full cycle of operation at least once, or deal with enough variety of cases to enable him or her to achieve an acceptable performance under the usual degree of supervisory control.

Degree 5:

The work to be performed is of sufficient complexity, variety, and difficulty and requires an extensive knowledge of such large and complex guides, instructions, and subject-matter, that a period of on-the-job experience, training, or development ranging from many months to approximately 1 year is required in addition to the training described above for Degree 4.

ELEMENT B - AVAILABLE GUIDELINES AND INSTRUCTIONS:

Degree 1:

Only few guides or instructions are applicable to the work. (Example: how and when to file preceded documents in a chronological file.) The guides and precedents used are detailed completely and specific to the work, are always available, and their applicability is clear and obvious.

Degree 2:

Numerous procedural guides in the form of manuals and written and oral instructions are applicable. (Example: how to code and file documents in an extensive alphabetical file having specialized instructions for coding and filing names.) The guides and precedents used are detailed and specific to all aspects of the work, are always available, and present no unusual problems in determining their applicability.

ELEMENT B - AVAILABLE GUIDELINES/ INSTRUCTIONS (continued)

Degree 3:

(a) A large number of procedural guides in the form of manuals and written and oral instructions are applicable. (Example: The guides, instructions, and diagrams are furnished to an Electric Accounting Machine (EAM) Operator, who is responsible for carrying out a variety of preplanned assignments on a variety of EAM equipment.) The guides and precedents used are specific and applicable directly to the work, are always available, but because of their volume and nature, present some problems in selecting the applicable guide or precedent; or

(b) A few or limited number of substantive guides, instructions, regulations, manuals, and precedents are applied. (Example: the guides, instructions, regulations, and decisions that apply to the examination of vouchers for uncomplicated purchase transactions under either an informal or a simple bid and acceptance procedure.) The guides and precedents cover substantive matters and tend to be in the form of rules, principles, and Precedents applicable to problems that clearly are within the coverage of the guides. This usually requires some adaptation and interpretation of the guides. Considerable search may be necessary to locate the guides applicable to a specific substantive problem. The degree of this element is characterized by problems in deciding among several applicable precedents or guides. (Procedural problems also may arise and procedural guides maybe used.)

Degree 4:

Numerous guides, instructions, regulations, manuals, and precedents are applied. (Example: The regulations, statutes, administrative orders, and Comptroller General decisions applicable to the examination of vouchers for reimbursement for travel expenses on a per diem or actual expense basis.) The guides and precedents cover substantive matters and tend to be in the form of rules, principles, and precedents applicable to problems that clearly are within the coverage of the guide, but that require some adaptation and interpretation of the guides. Extensive search may be necessary to locate the guides applicable to a specific substantive problem. The degree of this element is characterized by significant problems in deciding among several applicable precedents or guides. (Procedural problems also may arise that are not covered by a specific guide.)

Degree 5:

Extensive guides in the form of instructions, regulations, manuals, and precedents are applied. (Example: the regulations, laws, administrative orders, and Comptroller General decisions applicable in performing a variety of jobs, when each job involves the volume of guides described in Degree 4 of this element.) The guides and precedents for substantive matters are in the form of policies, regulations, and principles that are not specific and detailed, therefore requiring considerable interpretation and adaptation. A significant proportion of substantive problems may involve enough difference from established guides that part of the work characteristic of this degree may involve the preparation of a recommendation for action. Extensive searches may be necessary to locate existing guides or to verify that no guide or precedent is available. Use of a large assortment of reference books on a regular basis, along with instructions and guides, is characteristic of this grade level.



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ELEMENT C - SUBJECT MATTER , PROCEDURAL KNOWLEDGE REQUIRED:

Degree 1:

No subject-matter knowledge required beyond that included in the guides and instructions. Knowledge of required procedures is limited by the simplicity and restricted variety of clerical procedures which constitute the work.

Degree 2:

Except for some understanding of the terminology used in the organization served, no subject-matter knowledge is required beyond that included in the guides and instructions. Knowledge of required procedures is limited.

Degree 3:

(a) Subject-matter knowledge beyond that included in the guides and instructions is limited to understanding the terminology used in the organization and some familiarity with the work done in related organizational segments. Knowledge of clerical procedure is extensive; or

(b) Involves knowledge similar in kind or type but significantly less extensive than is described for Degree 4 of this element. (Example: the knowledge of style and format, grammer, punctuation, spelling, sentence structure, general English usage, and vocabulary that is required to take and transcribe nonspecialized stenographic dictation with normal speed and accuracy under conditions of normal responsibility.)

Degree 4:

Subject-matter knowledges are substantive in nature (for example, knowledge of an academic area, of the organization's programs and operations, of a type of business practice, or of a body of principles and concepts) and are in addition to the knowledge of procedures (for example, rules, guides, and instructions) typical of the lower degrees of this element. (Example: knowledge of the organization and of its activities and operations and, in addition, the knowledge of the file manual which is used to classify material for file in a central correspondence file of a typical division or headquarters level. )

Degree 5:

The subject-matter knowledge applied is similar in nature to that described in Degree 4 of this element but is significantly more extensive and complex. A knowledge and understanding of the subject matter involved is required to enable the incumbent to understand and use the technical terminology and to make requests for technical textbooks and other special guides that are required regularly.

ELEMENT D - ASSIGNMENT COMPLEXITIES:

Degree 1:

Work consists of one or two clerical steps normally performed repetitively in the same sequence.

ELEMENT D - ASSIGNMENT COMPLEXITIES (cent inued)

Degree 2:

Typical assignments normally consist of several clerical steps usually performed repetitively in a prescribed sequence. When the sequence varies, clearly applicable instructions control the order.

Degree 3:

(a) Work consists of moderately complex assignments 'requiring numerous procedural clerical steps, the nature or order of which may vary to a significant degree from one assignment to another in accordance with instructions; or

(b) Work consists of a few substantive types of narrow assignments each requiring several clerical steps that may vary in nature and sequence on the basis of the requirements and characteristics of each individual case or work item. (Example: the examining of vouchers for simple purchase transactions, when this requires several steps involving comparing computing and applying regulations. The examining work for each voucher may or may not require, for each voucher, the drafting of correspondence which may be addressed to any of several persons, which may ask or transmit any of a variety of data, and which may become necessary at any of several stages in the examination of each voucher.)

Degree 4:

Work consists of a series of numerous procedural and substantive steps that vary in nature and sequence because of the variations in the particular characteristics of each case of transaction.

Degree 5:

Work consists of complex, substantive clerical transactions that involve widely varying procedures and steps performed in any of a wide variety of sequences. "The nature and variety of assignments is such that the determination of what steps and procedures are necessary and the sequence of their performance is a major factor in the work.

ELEMENT E - JUDGMENT REQUIREMENTS:

Degree 1:

No discretion or selectiveness of any significance is involved in deciding what to do or when or how to do it. (The key to this degree is in the phrase "of any significance." Situations may entail choices of no consequence or significance, or choices to satisfy the personal desires or convenience of the employee and still match this degree.)

Degree 2:

The use of discretion and selectivity are limited to such things as choosing the proper procedural guide, instruction, manual, and regulation from among those which the employee uses for application in each individual case or assignment.

ELEMENT E - JUDGMENT REQUIREMENTS (continued)

Degree 3:

(a) The use of discretion and judgment are limited to choosing the appropriate instruction for application in each individual case or assignment from among a large number of guides and instructions and in recognizing problems requiring referral to others because the available instructions, regulations, manuals, and procedures are not applicable; or

(b) The use of discretion and judgment required in selecting and applying a limited number of substantive guides, general principles, or general rules. Situations characteristic of this degree also may involve the selections as described in paragraph (a), above.

Degree 4:

Discretion and selectivity are used in choosing and selecting not only from a very large number of procedural guides, but also from numerous substantive guides; in making clerical decisions of a substantive nature that requires selecting the best from a group of prescribed alternatives; and in recognizing for referral to others, problems not covered by the available guides.

Degree 5:

Discretion and selectivity are exercised in determining alternatives from among a very large number of substantive guides; in recognizing possible alternative actions when these are not prescribed or readily apparent; in selecting or devising the procedural steps necessary in solving substantive clerical processes; and in recognizing and referring to others those problems that require other than clerical decisions or actions.

TENTATIVE GRADE CONVERSION TABLE:

1. In evaluating positions not all elements need be evaluated at precisely the degree levels described above. A position may be borderline in more than one element. In that case, if the higher degree is assigned for one element, the lower degree is assigned to the next, and so on.

2. The following table is to be used for arriving at a tentative grade level:

AS-1 No more than one element rated above degree 1.

AS-2 Three or more elements rated at degree 1. Other elements may be rated at degree 2, with one no higher than degree 3.

AS-3 Three or more elements, rated at degree 2. Other elements rated at degree 3, with one factor no higher than degree 4.

AS-4 Three or more elements rated at degree 3. Other elements rated at degree 4, with one factor no higher than degree 5.

TENTATIVE GRADE CONVERSION TABLE (continued)

AS-5 Three or more elements at degree 4, with not more than one as low as degree 2.

As-6 Three or more elements at degree 5, with not more than one as low as degree 3.

AS-7 No more than one element rated at degree 4, all others degree 5.

All of the levels in the Tentative Grade Conversion Table are based on a uniform level of supervisory control being exercised over the work. When supervisory control. over a position evaluated in the table at AS-4 or higher is substantial less close and less complete than normal, the position may be classifiable one grade higher than the table provides.

Note: Supervisory controls are a significant grade-determining element and therefore should be analyzed with care. This standard is subject to a plus one grade or minus one grade should. extra-ordinary supervisory controls exist at a determined level. For example, a position audited and found to have very critical supervision would be one grade lower than originally established. Conversely, a position receiving no technical guidance would warrant an additional grade. Audit analysis and evaluation of the supervisory controls shall be made a matter of record should this plus or minus determination be applied.



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INSURANCE AND CLAIMS CLERK AS-0998-4 :

NATURE AND VARIETY OF WORK:

An Insurance and Claims Clerk at this grade level performs a variety of functions, including processing insurance and claim actions and employee insurance files. The assignments are concerned primarily with the procedural aspects of insurance and claims-processing transactions. This involves obtaining and checking for the presence of necessary documents in proper sequence. Assignments also involve contacting appropriate sources within the organization to secure missing data or documents.

To a limited extent, some substantive processing is involved in assignments at this level. This involves checking a few items of information for conformance to applicable policies and regulations (for example, determining that those who have signed to authorize the action do in fact have this authority; determining that the regulation cited as authority for the action is the proper one).

Typical duties are as follows:

-Receiving and posting insurance data and information pertaining to individual insurance accounts.

-Preparing and typing applications, waivers, renewals, amendments, and related documents required by the insurance policies.

-Issuing insurance certificates and checks, identification cards, and pamphlets pertaining to various benefits and coverages.

-Reviewing employee fidelity bond applications and personnel actions to ensure correctness, obtaining omitted information, and forwarding completed forms and documents to insurance companies, officials, and employees.

-Maintaining files of correspondence and insurance records and posting changes as required.

-Preparing correspondence to management officials, individuals, and insurance companies to resolve problems and omissions (for example, questions of eligibility, enrollment, and changes in coverage and terminations).

-Researching files for data used in replies to inquiries and past actions.

OFFICE MACHINE OPERATOR AS-0350-5: (continued)

MTST (see grade AS-4), but also has the capacity to perform coding operations that relay instructions to the MTSC. The MTSC receives instructions and prints out information according to desired format, layout, measure, and indentation. The operator is required to make tabulations with numerous internal or subordinate breakdowns and must use considerable judgment in determining from general instructions the particular set of manipulations and operations that will achieve the desired results. Involved in the work is the interpretation of specifications, which requires many decisions involving measure, merging mode, line count, line and paragraph indentations, leader spaces, transfers, and corrections.

OFFICE MACHINE OPERATOR AS-0350-6:

This grade level includes positions whose duties and responsibilities are substantially the same as those at the AS-S level. The primary difference is that the AS-6 incumbent is responsible for training lower-grade employees in the operations of appropriate office machines; acts as a working leader in ensuring that the lower-grade operators understand applicable techniques and practices; interprets specifications that indicate the style, form, and arrangement desired in the copy; and performs appropriate machine manipulations that will produce the required results; or responsible for preparing a wide variety of material that emanates from many different offices within the organization served. In this capacity, the employee acts as a central receiving and reproduction point for correspondence, regulations, manuals, and bulletins.

Pages 4-141 through 4-143
RESERVED.

# DOD NAF ADMINISTRATIVE SUPPORT
# JOB-GRADING STANDARD
# PROCUREMENT CLERK AS-1 106-0

GENERAL STATEMENT :

This standard contains positions that involve clerical work for purchasing, procurement, contract negotiation, contract administration, and contract termination.

The Procurement Clerk performs work of a clerical nature in obtaining merchandise, supplies, equipment, or other material through interdependent requisitions or orders placed upon prescribed sources. The Procurement Clerk drafts or modifies standardized contractual documents and processes, verifies, abstracts, or controls procurements, reports, or records.

The Procurement Clerk performs work of a clerical nature in the review and processing of concessionaire and agency agreements that require a working knowledge and understanding of contractual procedures pertaining to the processing and control of contracts and supporting documents.

These positions primarily require a knowledge of the rules, regulations, practices, and procedures pertaining to the clerical processing of procurement transactions.

PROCUREMENT CLERK AS-1106-4

NATURE AND VARIETY OF WORK:

Positions at this level involve performance of clerical procurement tasks that require the application of well-established, clearcut procedures and instructions. The clerical tasks are of a day-to-day recurring nature and the tasks typically are performed in connection with small. scale, repetitive purchase of common goods (such as office furniture and supplies, basic foodstuffs, and clothing or uniforms) under terms such as cash purchases of off-the-shelf items of local suppliers or under blanket contracts by which firms agree to supply such items as the need arises.

The greater part of the work performed at this level falls within the following major types:

- Prepares final copy of procurement documents, such as purchase orders and contracts, after these have been screened by an employee of higher grade to ensure completeness of data. Posts data from procurement requests to internal control cards or registers. Assembles the forms that the buyer may use in making the purchase. Based on knowledge of organization, routes the procurement requests to the proper buyer.

- Assists in checking of procurement documents, purchase requisitions, abstracts of bids, or similar materials, with responsibility for verifying the completeness of the information therein. Verifies that offers or bids comply with specifications and requirements in the invitation to bid as to procedural matters. Determines that costs, prices, and other figures have been transcribed correctly. Segregates procurement transactions into established classes and categories.

PROCUREMENT CLERK AS-1106-4: (cent inued)

- The extracting and abstracting of information from procurement documents for the purpose of maintaining status, informational, and statistical records and the furnishing of factual information from such records (such as the status of procurement requests, the nature of procurement transactions, or the volume and monetary value of procurement transactions) is inherent in this position. *

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

The Procurement Clerk works under the supervision of a supervisory procurement clerk., contract specialist, or other technically qualified employee in a higher grade who determines the work assignments and typically gives detailed initial instructions and a specific explanation of the sequence and application of the work procedures and methods and of the rules and regulations relating to the work. Incumbent refers questions to the supervisor that involve deviations from the established procedures or situations when the guides and reference material cannot be applied the usual way or require explanation or interpretation. The work performed at this level normally is reviewed thoroughly upon completion for such purposes as accuracy and completeness of content, adherence to established format, and compliance with instructions. *

NATURE OF AVAILABLE GUIDELINES FOR PERFORMANCE OF THE WORK:

Guidelines available to incumbents of positions at this level consist of oral or written instructions presenting detailed specific operating procedures and the sequence of the steps to be followed. Other guide material consists of samples of standard clauses, illustrative form materials, and regulations and directives applicable to the work assigned.

PURPOSE AND NATURE OF PERSON-TO-PERSON WORK RELATIONSHIPS:

Personal work contacts of Procurement Clerks at this grade are mainly with co-workers and supervisor. Such contacts are primarly to secure clear and specific additional information required to process procurement documents, to obtain clarification of obvious discrepancies or omissions, or to furnish information . and data from office records. Occasionally, there are contacts with personnel of other units or with representatives of vendors or bidders. Such contacts are for the same purpose as the contacts with supervisors.

NATURE AND SCOPE OF RECOMMENDATIONS, DECISIONS, COMMITMENTS, AND CONCLUSIONS:

Positions of Procurement Clerk, AS-4, do not include the making of commitments. The use of discretion and judgment is required in selecting appropriate standard and stock paragraphs from among a limited umber of substantive guides, rules, and instructions for applying in each individual procurement case assigned; in abstracting or extracting information for control and processing purposes; and in recognizing obvious discrepancies or omissions which require referral to higher authority for corrective action. *

PROCUREMENT CLERK AS-1106-5:

NATURE AND VARIETY OF WORK:

Positions at this level involve performance of clerical procurement tasks that require the application of a knowledge of general procurement procedures, basic regulations, and pertinent office practices. In addition to purchase orders encountered at the AS-4 level, AS-5 Procurement Clerks prepare and process complex procurement documents relating to procurement of goods in common use.

The greater part of the work performed at this level falls within the following major types:

- Upon receipt of contract worksheets, drafts of quotations, drafts of bid proposals, or similar materials, prepares, completes, and processes such procurement documents as invitations for bids, tenders, purchase orders, delivery orders, or service and supply contracts when the format and pertinent information have been outlined and indicated by supervisory personnel. Responsible for selecting and including stock and standard paragraphs, clauses, and attachments necessary to complete the procurement documents, following instructions and office practices. Responsible for discerning obvious discrepancies and omissions that require corrective action by higher grade employees before final completion and official distribution.

- Reviews requests to purchase conventional equipment, supplies, or services and checks procurement documents with responsibility for verifying the completeness of information (that is, item description, price, quantity, discount terms, shipping instructions, and delivery schedule). Obtains missing data or corrected data from supporting documents, operating instructions, supervisor, or the buyer. Computes and verifies the computation of prices and availability or funds.

- Establishes control files for contracts that are in a contract administration stage in order to provide contract administrator and manager summaries of all transactions relating to established contracts and information on the current status of procurement requests, the nature of procurement transactions, or the volume and monetary value of vouchers, contract 'change orders, contract modifications, or ADP reports, to determine that the format, content, or distribution conforms with applicable regulations and procedures.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

The Procurement Clerk AS-5 works under supervisory procurement clerk, contract specialist, or other technically qualified employees of a higher level who make the work assignments and provide instructions. The AS-5 Procurement Clerk is responsible for following appropriate clerical procedures and for the accuracy of his or her own work and refers questions concerning matters not covered by instructions or regulations to his or her supervisor. The work is reviewed for 'compliance with applicable regulations and instructions.

PROCUREMENT CLERK AS-1106-5: (continued)

NATURE OF AVAILABLE GUIDELINES FOR PERFORMANCE OF THE WORK:

Guidelines used by the Procurement Clerk at the AS-5 level include oral and written instructions stating operating procedures that are technical in nature and require more adaptation and interpretation than at the AS-4 level. The guidelines involved provide more alternatives and choice of forms, phrases, terms, and conditions that may be built into contracts and other procurement papers because the AS-5 Procurement Clerk is involved in a wider variety of types of purchase transactions for more varied goods and services than the AS-4 Procurement Clerk.

PURPOSE AND NATURE OF PERSON-TO-PERSON RELATIONSHIPS:

Most of the personal contacts at the AS-5 level, outside of the employee's immediate unit, are with employees in other parts of the organization to verify information or correct errors in quantity and price in procurement documents.

NATURE AND SCOPE OF RECOMMENDATIONS, DECISIONS, COMMITMENTS, AND CONCLUSIONS:

Positions of Procurement Clerk, AS-5, do not include the making of commitments. A degree of judgment is required in selecting appropriate standard and stock paragraphs to complete various procurement documents; in abstracting or extracting information for control and processing purposes; and in recognizing obvious discrepancies or omissions that require referral to higher authority for corrective action.

PROCUREMENT CLERK AS-1106-6

NATURE AND VARIETY OF WORK:

The nature of the tasks performed by Procurement Clerk, AS-6, is predominantly clerical, based upon a thorough knowledge of the rules, regulations, and practices relating to procurement activities and is concerned with tasks such as the procurement of items or concessionaire service from authorized sources, processing, verifying, controlling, or a combination of such tasks. Positions at this level differ from those at AS-5 level in the degree of experienced judgment required and the execution of assignments complicated by factors that are not resolved completely by direct application of guide and reference source materials.

Assignments at the AS-6 level involve more complex contracts for more difficult purchases than those at the AS-5 level. The AS-6 Procurement Clerk combines subject-matter data from engineers, packaging experts, financial managers, and others into finished procurement documents, purchase orders, contracts for such goods as standard commodities that come with a wide variety of optional features, or technical equipment that must be described in precise specifications. These documents typically involve items with extensive and unique descriptions (for example, specially designed electronic equipment, specially equipped automobiles or trucks, and machinery for unusual uses). Documents also include a wide variety of clauses such as extensive pricing data, procurement involving incentives, renegotiation terms, or varying delivery schedules.

PROCUREMENT CLERK AS-1106-6: (continued)

Procurement Clerk, AS-6, is responsible for processing, including the drafting of standardized contract documents considered difficult because of the existence of such factors as variety of special and unusual clauses or services. Prepares procurement documents containing multiple combinations of terms and conditions that are not covered by specific instructions, that is, invitation for bids, requests for proposals, contracts, and contract amendments and modifications for technical changes. The Procurement Clerk at this level shall understand the conditions of proposed procurement transactions and decide what terms, phrases, and paragraphs apply, considering the circumstances or conditions of the purchases involved. Responsible for the drafting of statements of determinations and findings for complex contracts, following rough drafts, worksheets, and notes furnished by technical personnel responsible for the transaction which requires a review and analysis of all the submitted material to select and utilize appropriate data.

Procurement Clerks at this level are responsible for verifying. This consists of the final, detailed, clerical review of a variety of types of contracts and related documents, including modifications and amendments before approval by the signatory authority. Such review is to ensure the accuracy and completeness of the contracts, to avoid duplication, to correct procedural errors, and to bring to the attention of the supervisor unusual matters that raise questions concerning the propriety of the transaction.

Procurement Clerks at this level are responsible for controlling. This involves the maintenance of progress, status, and statistical records for complex transactions from the point of initiation through final action, for "followup" on concessionaires and contractors, to ensure submission of required periodic or special reports.

Procurement Clerks at this level are responsible for reviewing and considering requests from concessionaires or requisitioning officials for the modification or adjustment of previously completed contracts; drafting of formal changes, modifications, or adjustments; informing the vendor, concessionaire, requisitioning officials, and others of the action taken on the requests for changes; and advising concessionaires and vendors of the scope and limits of the provisions and stipulations of the contracts, when such advice can be given by reference to clearly defined instructions, regulations, or precedents.

NATURE OF SUPERVISORY CONTROL EXERCISEI) OVER THE WORK:

Procurement Clerks, AS-6, are under the general supervision of supervisory procurement clerks, contract specialists or other technically qualified personnel of higher levels who make assignments and determine priority of particular tasks. They are comparatively free from close supervision, direction, or aid on the technical and procedural aspects of the day-to-day work and are held responsible for the accuracy and timely accomplishment of their work. The employee is expected to locate on his or her own precedent purchase cases to use as guidelines. The work is reviewed generally on completion or when situations occur that represent major deviations from established rules, regulations, or precedents requiring authoritative decisions from higher level employees.

PROCUREMENT CLERK AS-1106-6: (continued)

NATURE OF AVAILABLE GUIDELINES FOR PERFO RMANCE OF WORK:

The guidelines available to Procurement Clerks, AS-6, are the same as those available to Procurement Clerks, AS-5. However, employees occupying positions at this level are expected to possess a more intensive knowledge of the contents of the available guide and source material so as to execute their assignments with a minimum of reference to the guides. Procurement Clerks, AS-6, make extensive searches of the guide and source material in determining whether or not a special or unusual procurement situation is covered by established rules, regulations, or precedents, or whether the transaction should be referred to supervisory or technical personnel for decision.

PURPOSE AND NATURE OF PERSON-TO-PERSON WORK RELATIONSHIPS:

The nature and purpose of personal work relationships are similar at this level to those of Procurement Clerks, AS-5, although the area of contact with personnel of higher levels, or vendors, or concessionaires is broader as a result of the greater responsibilities in these positions.

NATURE AND SCOPE OF RECOMMENDATIONS, DECISIONS, COMMITMENTS, AND CONCLUSIONS:

The scope of decisions and recommendations in positions of this type can best be illustrated by such typical examples as the determination that procurement documents are complete, in proper form, and are accompanied by the necessary forms and justifications, or the recommendation that other methods of procurement be used in place of mandatory sources.

Judgment, based upon the incumbent's experience and an intensive knowledge of the guide and source material, is required in recognizing transactions that present major deviations from established policies and rules and, therefore, require reference to technical personnel in higher grades.

D. CRAFTS AND TRADES (NA) JOB-GRADING GUIDES

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# DoD NAF CRAFTS AND TRADES
# JOB-GRADING GUIDE
# AIRCRAFT EQUIPMENT REPAIR INSPECTOR NA-8852-0

EXCLUSION:

Any position in which the work primarily involves the maintenance and repair of aircraft, with only associated and incidental examination of aircraft to certify airworthiness. Positions such as these shall be classified through application of OPM Job-Grading Standards for Aircraft Mechanic, NA-8852-0 (see
* OPM job-grading standards contained inFPM Supplement 512-1, reference (f)). *

OCCUPATIONAL INFORMATION:

Maintenance, repair, and inspection work within NAF activities spans a variety of types of aircraft, ranging in complexity from single- and dual-engine aircraft to helicopters. The inspection work performed requires similar skills and knowledge for all types of aircraft, although some are considered to be mechanically more complex than others. The knowledges required include specific inspection procedures outlined by the Federal Aviation Administration (FAA) relating to airframes, surfaces (sheet metal and fabric), engines, hydraulic systems, control mechanisms, and operating equipment. Inspectors use a variety of techniques to check tightness of connections, fit of parts and to perform operational tests. They use handtools as well as more specialized measuring devices (such as torque wrenches, gauges, micrometers, and calipers) to ensure that there are no defects and that specified tolerances are met. After completion of inspection, the employee signs certification to approve aircraft or records reasons for rejection.

CLASSIFICATION CRITERIA:

Inspections are performed at varying intervals, including 25 hours, 50 hours, and 100 hours. To perform these inspections, the incumbent must possess, at a minimum, an Airframe and Power Plant Mechanics license. In addition, to perform mandatory annual inspections, the incumbent must also possess an inspection authorization issued by the FAA.

Although this guide defines only one grade, if a position substantially exceeds the criteria outlined (that is, authority to perform annual inspection on a variety of aircraft (10-15 different models) and with a large number (30-35)), consideration may be given to the crediting of an additional grade level. # However, any action taken on this basis shall be documented and attached to the job description.

In almost all cases and at aero clubs, Aircraft Inspectors also perform limited maintenance and repair on activity aircraft (major repairs are contracted out) the same as Journeymen Aircraft Mechanics. The performance of this work usually will not enhance or detract from the grade level assigned inspector positions. However, when evaluating these positions, careful consideration shall be given to ensure that a significant portion of time is spent in the performance of inspection work.

#First Amendment (Ch 2, 1/11/84)

AIRCRAFT EQUIPMENT REPAIR INSPECTOR NA-8852-0: (continued)

Any position that involves occasional inspection duties may be classified more properly by use of the OPM Job-Grading Standards for Aircraft Mechanics
* (see OPM job-grading standards contained in FPM Supplement 512-1, reference (f)). *

AIRCRAFT EQUIPMENT REPAIR INSPECTOR NA-8852-11:

COMPLEXITY OF INSPECTION WORK:

The work performed on single-engine, dual-engine, and rotary-wing aircraft consists of inspecting a number of interrelated, interconnecting systems, surfaces, and components with precise tolerances and rigid specifications. For example, when inspecting the aircraft engine section, inspectors shall check for visual evidence of oil, fuel, or hydraulic leaks; studs and nuts for improper torquing; cylinder compression; landing gear for fluid level, wear, distortion, and leakage; propeller for cracks and oil leakage; bolts for improper torquing; and control mechanisms for improper operation.

COMPLEXITY OF GUIDANCE MATERIALS:

Guidance material is complicated, requiring some interpretation in individual situations . All inspectors shall keep abreast of a large number of FAA regulations, aircraft specifications, and service letters guidance material, which is usually applicable; however, due to the large amount of material, judgment is required in applying the proper regulation or specification to each individual situation.

COMPLEXITY OF EQUIPMENT USED:

The inspection equipment used ranges in complexity from standard handtools to a number of precision instruments and gauges such as cylinder compression tester, torque wrench, volt meter, micrometers, timing light, and fabric tester. Judgment is required concerning proximity to tolerances and fit of interrelated parts and components.

RESPONSIBILITY:

The supervisor provides general guidance in the form of broad objectives and expected results, deadlines, and other administrative matters. The inspector receives little or no technical guidance in the performance of assigned tasks, and, except for FAA review, the incumbent is responsible totally for all technical aspects of his work. However, through telephone conversations, some technical assistance is available from the FAA and aircraft and parts manufacturers .

The FAA is the only source of review of completed work. This review is accomplished through occasional unannounced spot-checks of inspection work. The inspector usually works independently on assignments and is responsible solely for certifying airworthiness of aircraft. Instructions and guides are available readily; although complicated, they are specific to the needs of the inspector and rarely require modification in their application.

AIRCRAFT EQUIPMENT REPAIR INSPECTOR NA-8852-11: (continued)

PHYSICAL EFFORT:

The inspector frequently works with parts that are in hard-to-reach places. This requires him to stand, stoop, bend, stretch, and work in tiring and uncomfortable positions.

WORKING CONDITIONS:

Most of the work is done inside, where it is drafty and noisy and where fumes from aircraft usually are present. The inspector must stand on hard surfaces for long periods of time. There are times when he must crawl under aircraft and inspect, while on hard, usually damp surfaces. He occasionally is called upon to work outside, sometimes in bad weather. Dirt, dust, and grease frequently are present. Vehicle fluids such as battery acids and hydraulic fluids cause burns or irritate the skin. There is frequent exposure to the possibility of cuts, bruises, shocks, burns, and strains.

# DoD NAF CRAFTS AND TRADES
# JOB-GRADING GUIDE
# MERCHANDISE MARKER NA-6914-1

DUTIES AND RESPONSIBILITIES :

-Unpacks the merchandise and sorts, stacks, or arranges it according to stock number, price, or size, to facilitate the marking process.

-Follows written or oral instructions pertaining to items, such as prices, sizes, and stock codes, to be marked. Sets the print on the ticket printing machine, in accordance with instructions, and prints the required number of tickets for each group or type of merchandise to be marked.

-Affixes the tickets to merchandise by pressing the ticket to the box, carton, or package. Machines of simple design may be used to attach other types of printed tickets.

-After the marking process is completed, repacks the merchandise for storage or shipment. May move and stack merchandise in assigned locations within the warehouse, depot, or stock room, when further storage is required.

Additional duties include participating in inventories and maintaining work area in a clean and orderly reamer.

Instructions received are explicit and directly applicable to the work situation.

PHYSICAL EFFORT :

Stands, walks, and handles light- and medium-weight objects.

WORKING CONDITIONS:

Works indoors. Is exposed to drafts, noise, dust, and dirt. May have to stand for long periods on concrete floors.



E13

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
MOBILE EQUIPMENT SERVICER (SERVICE STATION ATTENDANT) NA-5806-2

DUTIES AND RESPONSIBILITIES:

Monitors operation of self-service gasoline station equipped with electrically controlled pumps. Resets pumps following purchase. Keeps pump island area clean of debris. Assists in maintenance of other station areas and restrooms. Upon request, may clean windshields and check oil level. Assists customers in the operation of gasoline pumps, as necessary.

Accepts cash or appropriate credit cards and makes necessary change. Responsible for change fund and monies received.

The work operation of a self-service station normally does not permit close, continuing supervision.

PHYSICAL EFFORT:

Frequently stands, walks, and handles lightweight objects.

WORKING CONDITIONS:

Works outside, in all weather conditions.

NOTE : Occasional performance of tasks such as checking air pressure in tires, adding water to batteries or radiators, and removing and replacing windshield wiper blades does not warrant classification at a higher level, unless performed as regular, recurring duties.

Work performed in a fully automated self-service station in which attendants are not present physically at the pump island and most of the servicing is remote controlled is classified properly as Cashier Checker, PS-2091-2. OPM
* Job-Grading Standards (see OPM job-grading-standards contained in FPM Supplement *
* 512-1, reference (f)) provide for allocation at grades other than that described *
above.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
WAITER NA-7420-O

WAITER NA-7420-1 :

DUTIES AND RESPONSIBILITIES:

Performs food and beverage service functions, together with related house-keeping activities as follows:

-Consults posted master menu and from this information decides which place settings will be required. Secures clean linen and appropriate glassware and silverware, depending on the particular menu, food, and beverages to be served. Readies assigned groups of tables for food and beverages, ensuring that dishes, glasses, and silverware meet required cleanliness standards and that linens and condiment containers are spotless. Prepares side tables with glasses, stirrers, cocktail napkins , silverware, bowls of ice, and other extras that may be required during the meal or when serving beverages. Works according to rigid time schedule, secures carts of food from pantry or kitchen, obtains requested beverages from bar and places the various items on tables for the purpose of providing service as needed. Refills food and beverage containers and performs emergency cleanup services.

-Cleans tables and prepares them for new guests. May mop, wax, and buff floor in assigned area. May perform other related cleaning duties as time permits, such as washing dining area, bar, and lounge windows and cleaning entryways.

-May perform janitorial, dishwashing, or other duties in an emergency.

PHYSICAL EFFORT:

Constant stooping, standing, bending, walking, and moderate lifting.

WORKING CONDITIONS:

Danger of minor burns from warming ovens, hot liquids, glassware, and food containers. Danger of slipping on wet, soapy, or highly polished floors.

WAITER NA-7420-2:

DUTIES AND RESPONSIBILITIES:

-Performs beverage service functions in a bar or lounge area.

-Asks patrons what beverages are desired and writes the order on a guest check. Describes or suggests cocktails, highballs, wines, or other beverages uPon request.

Gives order to the bartender. Receives and places beverages on a small tray and serves patrons. Adds fruit or decorations to cocktails, as required. Observes when patrons leave and cleans tables. Returns used glassware to bar. Maintains clean work area.

WAITER NA-7420-2: (continued)

-Collects payment from patrons and settles account with the bartender or cashier.

-May dispense bottled beverages, confections, and tobacco, or serve any other item upon request.

PHYSICAL EFFORT:

Constant stooping, standing, bending, walking, and light lifting.

WORKING CONDITIONS:

Danger of cuts from glassware. Danger of slipping on wet, soapy, or highly polished floors.

* NOTE : The OPM Job-Grading Standard for Waiter-NA-7420-3 (see OPM job-grading standards contained in FPM Supplement 512-1, reference (f)) is to be applied when appropriate. *



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