

Position Classification Flysheet for Supply Cataloging Series, GS-2050

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SERIES DEFINITION

This series includes positions that involve analytical work in the development, maintenance, or revision of supply catalogs, manuals, stock lists, item descriptions, and other documents that identify items of supply. Positions in this series require a knowledge of the physical characteristics of supply items and of systems for cataloging and classifying such supply items to insure proper identification for management purposes.

This series coverage standard supersedes the classification standard for the Supply Cataloging Series, GS-2050, dated June 1972.

EXCLUSIONS

1. Classify positions in the appropriate series in the [Information and Arts Group, GS-1000](#), when they involve the publication or editing of supply catalogs when writing or editing skills and knowledge are the paramount requirements.
2. Classify positions in the [Equipment Services Series, GS-1670](#), when they require the application of an intensive, practical knowledge of the characteristics, properties, and uses of equipment.
3. Classify positions in the [Supply Program Management Series, GS-2003](#), when they (a) involve directing, managing, or controlling two or more supply functions, or (b) involve staff work relating to the overall management of two or more supply functions.
4. Classify positions in the [General Supply Series, GS-2001](#), when they combine supply cataloging work with duties classified in another supply series, when one kind of work is not sufficiently dominant to be series controlling.
5. Classify position in the [Supply Clerical and Assistance Series, GS-2005](#), when the full performance grade levels are lower than GS-9 and they primarily involve clerical or technical support functions such as screening reference files for part numbers, maintaining item identification card files, filing item identifications, controlling the flow of National Stock Number requests, furnishing National Stock Numbers to contractors, and related support functions.

OCCUPATIONAL INFORMATION

Most positions covered by this series involve assignments within the Federal Catalog System. However, this series also covers other positions that require supply cataloging skills and knowledge as the paramount qualifications. For example --

- positions that involve performing technical work concerned with designing and establishing supply data codes for application in data processing systems; or
- positions responsible for reviewing the effectiveness and efficiency of cataloging data processing systems to satisfy requirements for item identification and information.

Employees in this occupation perform a variety of functions, including:

Item Description Writing -- The supply cataloger identifies new items of supply to keep the Federal Catalog accurate and up-to-date. Catalogers --

- determine the approved name of an item from the index of established item names or industry sources;
- determine the proper Federal supply classification (i.e., FSC -- the general grouping of related items); and
- screen logistic data files to identify duplicate or preferred items already cataloged.

Catalogers select the appropriate Federal Item Identification Guide (FIIG) and respond to the identification requirements by researching manufacturers' catalogs, drawings, specifications, item lists, and the Defense Logistics Integrated System (DLIS -- a central repository for Federal supply catalog information) to generate a complete item identification. They submit the item identification to the reviewing activity for a National Stock Number (NSN) assignment and inclusion in the DLIS data base.

Item Identification Review -- Catalogers review a number of cataloging actions including --

- new and revised item identifications;
- NSN requests; and
- canceled or reinstated item identifications.

They screen new and revised item identifications against current item lists to prevent duplicate items with different NSN's from entering the system and collaborate with other organizations when conducting reviews. They approve (a) the item name, (b) the Federal Supply Class, (c) the item identification, and (d) the item description. Catalogers ensure that the description complies with the requirements of the appropriate FIIG and that all rules of the DLIS and Federal cataloging system are followed. They determine what effect the changes will have on the organization's "concept" of the item and either agree or disagree with the proposals and change the item records as required. "Concept" in cataloguing refers to a common understanding of the definition of item names and uses.

Item Identification Maintenance -- Catalogers review proposals for item record changes submitted by other cataloging activities, including foreign organizations. The proposals consist of --

- transfers of item management from one organization to another;
- manufacturer and part number changes;
- FSC changes;
- FIIG requirement changes; and/or
- upgrading item identifications with new or additional technical data.

In identification maintenance, catalogers search extensively through manufacturers' catalogs, manuals, drawings, handbooks, specifications, etc., to analyze the characteristics of items. Catalogers continuously review item records for interchangeable and substitutable items. Supply catalogers build families of related items of supply within the DLIS to identify greater commonality and availability of items among using activities.

Provisioning -- In some organizations catalogers attend provisioning conferences and meetings before the procurement of a new supply item. They --

- review the adequacy of contractor documentation;
- determine the need for additional raw identification data;
- suggest Federal Supply Classes and item names based on item part analysis; and
- identify items already available in the supply system.

To complete this process, supply catalogers must analyze information such as manufacturer's descriptive data, part number lists, and design drawings.

Catalog Publications -- Some supply catalogers compile and maintain a set of publications including Identification Lists, Management Data Lists, Master Cross-Reference Lists, Cataloging Handbooks and DLIS publications. They analyze the informational needs of the publication user, the characteristics of item identifications, and the applicable publication requirements.

Catalogers develop and modify narrative prefaces and introductory statements for publications. They check all new or revised information to ensure complete compatibility of data and cross-reference changes that can affect several types of information within the system.

Catalog Tool Development and Revision -- Some supply catalogers develop and revise cataloging tools such as item names, guides, and FIIGs, which become the Governmentwide standards for cataloging actions. New or revised cataloging tools are needed to introduce supply management needs or new items, ideas, concepts, and technologies into the Federal catalog

system. Requirements may originate in the cataloging organization or in other organizations with a vested interest in accurate description of items covered by cataloging tools.

Supply catalogers collaborate on their revisions with other cataloging activities and with item users. They negotiate and modify proposed revisions to resolve differences of opinion before submission to the reviewing agency. Some catalogers also review and analyze the impact of proposed revisions that are submitted by other agencies on current item identifications. They report agreement or disagreement with the proposals based on the analysis. Some catalogers attend inter and intra-organizational meetings and conferences to resolve conflicts in viewpoints, such as FSC disputes, or to discuss problems with the development and/or revision of cataloging tools.

TITLING

Cataloging Specialist is the approved title for all nonsupervisory positions covered by this series.

Supervisory Cataloging Specialist is the approved title for all positions which meet the criteria in the [General Schedule Supervisory Guide](#) for titling as supervisor.

GRADING POSITIONS

Positions in this series are classified according to criteria contained in the [Grade Evaluation Guide for Supply Positions](#) or the [General Schedule Supervisory Guide](#).