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Military Personnel Clerical and Technician Series

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Military Personnel Clerical and Technician Series

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SERIES DEFINITION

This series includes positions that perform or supervise clerical or technical military personnel work when such work requires a substantial knowledge of the characteristics, requirements and procedures of military personnel programs and operations and the legislative, regulatory, policy and procedural requirements applicable to military personnel transactions and activities.

EXPLANATORY STATEMENT

Military personnel work involves a wide variety of activities associated with the recruitment, induction, assignment, training, utilization and separation of members of the armed forces. It includes matters of military personnel management and administration relating to and affecting commissioned and enlisted personnel on active duty, members of the Ready and Stand-By Reserve and the National Guard, military retirees and, under certain circumstances, the dependents of military personnel.

The nature of military personnel management and administration is influenced by the basic mission and requirements of the defense establishment and the specialized needs of the several services. Military personnel policies, programs, procedures and practices are governed by a wide array of legislative and regulatory requirements and are influenced by considerations of both national and individual welfare. Unlike many personnel systems the military personnel system must make certain basic and continuing provisions for both the work and personal lives of members of the armed forces. Thus, it includes certain programs and activities which either are unique to the military establishment or are much less fully developed in other personnel systems. Illustrative of this are special benefit programs in such areas as housing or education for veterans of recent conflicts or for their widows or orphans. While programs of this type are not "personnel" programs in the conventional sense, entitlement to participate in or receive benefits under such programs is determined on the basis of the military personnel record.

The processes of military personnel management and administration involve three distinct but related kinds of assignments, i.e., clerical, technical and specialist. The standards which follow provide classification criteria for military personnel clerk and technician positions. ("Specialist" positions involve work assignments which require knowledges, skills and abilities sufficiently distinct from those described herein to require separate occupational treatment. These differences are discussed below.)

MILITARY PERSONNEL CLERK VS. MILITARY PERSONNEL TECHNICIAN

The distinction between military personnel clerk and technician positions is not always obvious. It requires careful consideration of the depth and diversity of the knowledges required and of the way in which these knowledges are employed in the solution of problems.

Clerical work

This typically involves the application of a variety of rules, regulations and procedural requirements to the processing of paperwork associated with:

1. accomplishing staffing, status and personnel relations transactions and services,
2. compiling personnel rosters, reports and other records for action or information purposes,
3. initiating or responding to requests for factual data or documents relating to military personnel records, status of transactions, or to inquiries regarding regulatory requirements, or
4. reconstructing service records, effecting corrections to records, or providing information regarding the terms and conditions surrounding prior military service or events in light of the then applicable rules and regulations.

Such work requires a thorough knowledge of the purposes, content and use of military personnel records and applicable rules, regulations and procedures. It also requires the ability to review transactions in light of these guidelines and to complete or process documents and reports, or to determine their sufficiency, accuracy and completeness.

Technician work

In addition to the knowledges and abilities outlined above, this work requires a knowledge of one or more military personnel programs or systems (i.e., recruitment, assignment, retirement systems, or reserve or national guard programs). It also requires the ability (born of intensive and extensive practical experience in working with military personnel programs and problems) to analyze complex cases and to identify, interpret, and apply a wide variety of legislative, regulatory or procedural requirements or precedents to the resolution of the problems presented by the assignment. This work requires:

1. understanding of the evolution of the precedents involved,
2. decisions regarding the intent of the regulations,
3. recognition of the "outer limits" of regulations or precedent, and
4. ability to resolve the problems presented by the case or to develop the issues involved in such a way as to permit the resolution of the case by higher authority.

The essential distinction between military personnel clerk and technician work rests not so much on what is done as on the kinds of knowledges, judgments, and perceptions required. Clerical work involves the application of guidelines to the processing of documents or to the verification of transactions and reports prepared by others. It primarily requires insuring that the documents or reports

are in conformity with established procedural requirements as to form and substantive requirements as to content. Technician work, on the other hand, requires the recognition of the implications of a given case or situation within the context of the intent of the regulations or program, and the ability to apply sound judgment, based on prior experience, to the resolution of the issues involved. The classification criteria which follow provide for both clerk and technician positions.

DISTINCTIONS FROM RELATED OCCUPATIONS

1. Military Personnel Technician Vs. Military Personnel Specialists

In contrast to work assignments of the type outlined above, Military Personnel Specialists are concerned with developing or revising basic military personnel programs, policies, and procedures when this involves:

- a. application of a thorough knowledge of the basic theories, concepts, principles, and techniques of personnel management, and
- b. ability to adapt these to meet the unique and particular organizational staffing, management, and mission requirements of military departments or organizations.

Such positions are classified to the [Military Personnel Management Series, GS-0205](#).

2. Military Personnel Clerk Vs. Other Clerical Positions

Distinctions between clerical positions which are classified to this as opposed to other clerical series involve careful consideration of:

- a. the primary purpose for which the position is established,
- b. the paramount knowledges required for the performance of the work, and
- c. the career ladder in which the position is located.

The key determinant in identifying military personnel clerical positions is the requirement for a substantial knowledge of military personnel rules, regulations, procedures and program requirements. Positions in which these knowledges are secondary to other knowledges or skill requirements, or in which the "military personnel" knowledges are extremely narrow or limited in scope, are usually more appropriately identified with another series. To illustrate, positions engaged in maintaining military personnel files, but in which the requirement for knowledge of the filing system outweighs the requirements for knowledge of the substance of the records filed, are properly classified to the [Mail and File Series, GS-0305](#).

3. *Military Personnel Clerical and Technical Work Vs. Claims Clerical or Quasi-legal Claims Work*

This distinction is not always obvious. As a general rule, a position involving claims work is classified to the Military Personnel Clerical and Technician Series, GS-0204 when such work is carried out as a part of a military personnel function and requires the range of knowledges and the performance of work processes common to this series. Positions which involve selected military personnel subjects as only one part of a wide range of administrative claims subject matter (e.g., military pay, travel, personal property losses, etc.) are included in the appropriate series in the [Legal and Kindred Group, GS-0900](#).

SPECIALIZATIONS AND TITLES

Two basic general titles are authorized:

Military Personnel Clerk, and

Military Personnel Technician.

In addition, for some technician positions the following specialized titles are authorized:

Military Personnel Staffing Technician,

Military Personnel Status Technician,

Military Personnel Relations Technician.

Basic titles

The basic general titles are to be used for all clerical position and for those technician positions which involve work in more than one of the major specialized program areas described below.

The title *clerk* applies to all positions through grade GS-05. The *technician* title applies to all positions at grade GS-07 and above. For positions at GS-06 either title may be used, depending upon the primary basis for the grade level of the position.

Specialized titles

Many technician positions require a comprehensive knowledge of one of the major military personnel programs, i.e., staffing, status, or relations. The appropriate specialized title is used to identify technician positions in which a thorough and comprehensive knowledge of one of these program areas constitutes

the primary requirement for the successful performance of the work. These specialized program areas are described below:

Military Personnel Staffing -- This specialization includes the range of activities involved in administering and monitoring systematic programs for the recruitment, appointment, assignment, utilization and distribution, military career-field classification, and related career and promotional development of commissioned and enlisted personnel.

Military Personnel Status -- This specialization includes the range of activities involved in administering systems for, and monitoring practices related to, in-service status and entitlements, performance evaluations, promotion status, retirement and separation, and service documentation and records relating thereto.

Military Personnel Relations -- This specialization includes the range of activities involved in administering or monitoring programs for the recognition of military personnel (awards, medals, decorations and commendations) beneficial privileges and services for active duty and retired personnel, and services and assistance for their dependents or next-of-kin.

Supervisory Positions -- Some positions in this series involve supervisory responsibilities of such significance as to require supervisory qualifications. These responsibilities are to be evaluated by reference to the [General Schedule Supervisory Guide](#). Such positions are designated by adding the prefix *Supervisory* to the title that otherwise applies. Instructions for the use of the technician designation at GS-07 do not preclude use of the title *Supervisory Military Personnel Clerk* at GS-07 where appropriate.

CLASSIFICATION CRITERIA

There are three fundamental classification criteria which, taken together, provide a means for measurement of the relative grade value of the work of this series. These are:

1. Nature of the Assignment;
2. Level of Responsibility;
3. Knowledge and Skill Requirements.

1. *Nature of the assignment*

This factor measures those elements of scope and technical complexity inherent in the assignment which make it more or less difficult to accomplish.

The scope of the assignment is influenced by the range and variety of subject matter involved. Some positions involve the procedural processing of a heavy volume of documents and reports within a very narrow subject-matter range, such as performance evaluations. Others involve the substantive processing or review of a wide variety of complex military personnel transactions many of which involve atypical or novel questions or situations.

Similarly, the technical complexity of assignments varies from those which involve the application of explicit and directly applicable rules, regulations, and procedures to those which present major problems in the identification and interpretation of such guidelines, as well as precedents.

2. Level of responsibility

This factor evaluates the effect of various degrees of control over the work. It includes consideration of the amount and kind of supervision received and the extent to which guidelines are appropriate to (and govern the conduct of) the work.

Supervisory controls range from explicit and detailed instruction, close direction, and careful review of work products, to broad general instructions and occasional spot-checking of completed work. Appraisal of the grade-level impact of supervisory controls involves consideration of the basic nature of the assignment and the degree to which it is susceptible to review. Some assignments, such as those involving providing personal advice and counsel to military personnel or their dependents regarding personnel or personal matters, by their very nature preclude close supervisory review. In this situation both the requirement for sound judgment and the degree of responsibility of the military personnel clerk or technician are enhanced.

The nature of the guidelines which control the work also has an impact on the level of responsibility of the position. In some instances, guidelines in the form of detailed rules, regulations, policy statements, procedural instructions, and clearly identified precedents are voluminous, but are clearly identifiable and directly applicable to the work. In others, guidelines or precedents are broadly stated, require extensive interpretation, or are confusing, conflicting, or only partially relevant to the problems at hand. Depending on the nature of the case or problem, the latter situation may impose a heavy requirement for careful judgment in the selection or interpretation of applicable guides or precedents, or in the recognition and proper referral of unprecedented cases or problems.

3. Knowledge and skill requirements

This factor considers the breadth and depth of the specialized regulatory, procedural, or program knowledges required to do the work and the personal attributes and skills required for its successful performance.

Knowledge requirements range from the need for familiarity with detailed procedural instructions relating to a very narrow functional area to the need for both breadth and depth of substantive knowledge about a wide array of legislative, regulatory, policy and procedural matters and precedent decisions relating to one or more major specialized programs.

Skill requirements include skill in written and oral communication capacity for working rapidly and accurately with masses of detailed data, ability to read, retain, and recall seldom-used regulations or precedents, and similar personal capacities. These requirements vary considerably both in kind and degree.

NOTES TO USERS OF THIS STANDARD

1. The kinds and combinations of work assignments found in individual personnel clerk and technician positions vary greatly. This is attributable to variations in the ways in which the several military departments and other agencies concerned with military personnel records have organized and staffed to carry out their military personnel functions and have delegated authority and responsibility for its accomplishment. In view of this, no attempt has been made to describe every possible combination or permutation of duties and responsibilities. Rather, the grade-level criteria which follow describe the core characteristics of the grade level in terms of the factors outlined above. The illustrative examples included in the level descriptions are intended only to be illustrative of the concept of the grade level. Thus, the evaluation of individual positions requires careful attention to both similarities and differences in the nature and scope of work assignments, delegations of authority and responsibility, and the organizational setting of the position being evaluated in relation to the concept of level expressed in this standard.
2. This standard does not include grade-level guides for positions above the GS-07 level because of the small number and highly individualized nature of such positions. The absence of such criteria does not preclude the evaluation of an individual position to a higher grade provided the nature of the assignment and the level of responsibility clearly exceed those contemplated in the GS-07 level criteria.

GS-0204-03

Nature of the Assignment

GS-03 level assignments are primarily concerned with the procedural aspects of military personnel transactions. They include a variety of tasks in the processing of the documents required to complete a transaction when this involves checking documents for form, completeness, proper routing, sequence or filing and similar matters.

The following tasks are illustrative. In connection with the assignment, enlistment, reenlistment, promotion, separation, retirement, order preparation or other processing or recordkeeping actions for officer or enlisted personnel:

1. Screens service records and other personnel forms or reports to extract specified items of information such as dates, titles, locations, etc., for posting to other records.
2. Checks military personnel records to insure completeness and proper sequence of forms, to insure that appropriate distribution of documents has been accomplished, that required signatures are present, and similar matters; and files, distributes, or forwards documents or other items of information to the appropriate offices.
3. Corrects documents by supplying missing items of information when such information is readily available and

The technical complexity of procedural work characteristic of this level relates to the number of procedural steps which must be observed in processing and completing the transactions involved.

Some GS-03 level positions also are concerned with the substantive processing of a limited number of kinds of transactions when this involves checking a few items of information for conformance to applicable regulations and instructions.

1. Reviews specific items of information contained in military personnel records or documents to insure that they are complete and conform to regulatory requirements as to timeliness or similar matters.
2. Checks specific information of record such as date of birth, length of service, marital status, citizenship, military training schools attended and similar matters in order to make preliminary findings as to minimum eligibility for certain types of military assignments, or benefits.
3. Cross-checks information of record to insure that records are complete and internally consistent.

Substantive assignments at this level typically are confined to a few types of transactions but are technically complicated by the need to verify the correctness of regulatory citations, to check authorizing signatures and similar matters, and to initiate appropriate action to reconcile discrepancies.

Decisions relating to both procedural or substantive processing of transactions of the type described above, typically are clear-cut. Personal work contacts are confined to securing specific items of information required to complete records, or to provide specific information from personnel forms, records, or reports.

Level of responsibility

Initial work assignments at this level are accompanied by specific instructions relating to governing rules, regulations, policies and procedures. The supervisor or a clerk of higher grade is readily available to provide guidance or assistance as new or unusual situations are encountered in the course of the work. Typically, completed procedural processing assignments are reviewed for completeness and accuracy. Assignments involving the substantive processing of records are reviewed in detail for completeness, accuracy, soundness of judgment in the interpretation and application of rules, regulations or other directives and for compliance with supervisory instructions.

Guidelines governing both the procedural and substantive aspects of military personnel transactions are numerous, specific and detailed. Military Personnel Clerks GS-03 are expected to exercise initiative and judgment in their identification and application, and in recognizing and referring to the supervisor those cases which are not precisely covered by such instructions.

Knowledge and skill requirements

Assignments at this level require the ability (1) to acquire a knowledge of a variety of detailed regulations and procedures, (2) to develop a thorough familiarity with the organization and content of military personnel records and reports, and (3) to gain a working knowledge of military organizational structure, protocol, and similar

GS-0204-04*Nature of the assignment*

GS-04 level assignments involve a wide variety of both procedural and substantive clerical work associated with one or more of the major specialized areas of military personnel administration. Positions at this level are distinguished from those at the GS-04 level by the regular and continuing responsibility for the substantive aspects of assigned military personnel transactions.

The following assignments are illustrative:

1. Receives, reviews and processes personnel actions for arriving and departing military personnel when this involves a substantive review of the record to make such determinations as (a) appropriate primary and secondary military occupational specialty codes, (b) nature of last discharge, (c) nature of reserve obligations, (d) eligibility for transfer from one branch or organizational component to another, and (e) eligibility for promotion, and similar matters.
2. Examines information contained in efficiency reports to insure completeness and conformity with applicable regulations. Checks (a) for contradictory entries, (b) to insure that appeal rights

have not been violated, (c) that opinions regarding the ratee's character or integrity are accompanied by statements of fact, and (d) that rating has official status, i.e., rating, endorsing and reviewing officials are authorized to do so and are in the appropriate chain of command.

3. Initiates or reviews documents for payments including requests for (a) uniform allowances, (b) retroactive pay, and (c) pay adjustments due to promotion or increased longevity or for performance of inactive duty training. Reviews records, verifies data affecting payment such as longevity, withholding deductions, disability allowance waivers, etc., and prepares vouchers for payments authorized.
4. Examines information contained in applications, statements of service, correspondence, official military personnel folders and official publications to extract and list periods of active and inactive service, time lost, etc., by type of service (i.e., Enlisted, Warrant Officer, Commissioned Officer) and category (i. e., regular, reserve, national guard, etc.) and computes total creditable service for retirement or other purposes. Recognizes and initiates action to clarify questions relating to creditability of certain types of service, or to resolve conflicts or gaps in the record.

The processing of transactions of the type described above involves:

1. Review and verification of the facts of the case, through careful review of the personnel record, official publications and listings and similar documents,
2. Identification and selection of the rules, regulations, and precedents applicable to the case,
3. Recognition of gaps or inconsistencies in the record, and
4. Recognition of circumstances permitting the application of alternative regulatory provisions, or meeting the criteria for exceptions to regulatory or procedural requirements.

Personal work contacts at this level involve seeking or providing factual information, providing information regarding rules, regulations, procedures and requirements relating to transactions of the type described above, and providing explanations of specific actions taken or recommended.

Level of responsibility

Within the framework of, established office policies and procedures incumbents of positions at this level carry out assigned duties with relative independence. Instructions are provided regarding the application or interpretation of new or revised rules, regulations, policies and procedures or precedent decisions. The supervisor is available in the event unusual problems are encountered in the course of the work, but the majority of the transactions are processed without supervisory assistance. Military Personnel Clerks GS-04 are expected to process the full range of standard transactions associated with

their area of assignment independently. They are held accountable for the completeness and accuracy of their work. Completed work is spot checked for completeness, accuracy, appropriate interpretation of applicable regulations and similar matters.

Knowledge and skill requirements

GS-04 military personnel clerks possess and employ a thorough knowledge of (1) the format, content and uses of the military personnel record, (2) the procedures and requirements regarding its maintenance, and (3) the variety of laws, rules, regulations, procedures and precedents relating to the transactions processed. The ability to select and apply those appropriate to the individual case in process is an important requirement. They exercise judgment in the selection and interpretation of guidelines and in recognizing those situations in which rules, regulations and precedents are only partially applicable.

At this level person-to-person contacts are frequent and require military personnel clerks to exercise tact and persuasiveness in obtaining compliance with regulatory requirements, or in persuading others to take initial action necessary to correct an action improperly taken. They also are required to exercise patience and diplomacy in explaining the regulatory basis for actions taken or proposed, or in explaining why requested actions cannot be accomplished.

GS-0204-05

Nature of the assignment

GS-05 level assignments involve the independent processing of military personnel transactions which present complex and unusual procedural or substantive issues or the review of completed transactions of the type described at the preceding level.

The following assignments are representative:

1. Screens records of nominees for special assignments or schools to identify those qualified in accordance with special requirements relating to the assignment, in addition to basic regulatory requirements regarding rank, previous education or training, or types of military assignments held. Interviews potential nominees to complete official records or determine interest in the assignment or training, and prepares career briefs highlighting pertinent features of nominee's education, training, experience and interest.
2. Makes detailed regulatory and procedural review and recommend appropriate disposition of special action cases such as fraudulent enlistments, convictions of military personnel by civil authorities, requests for early release from active duty, and similar matters. This work involves determining both the procedural and substantive completeness of the record, and conformity of

the transaction with currently applicable rules and regulations relating to subsequent rights or loss thereof, and similar matters.

3. Reviews and responds to requests for service histories of former military personnel. This involves extensive review of the record in relation to the then current rules and regulations in order to make determinations relating to the validity of past actions, and to provide the facts required to establish entitlement to a variety of veterans' benefits or claims based or claims based on prior service.
4. Makes detailed review of the record of reserve officers subject to removal from active or inactive status. This involves consideration of years of commissioned service, time-in-grade, age, retirement points earned, years of service for constructive credit, reserve obligation, civilian education and military occupational specialty. Based on specific program requirements and current rules and regulations determines retention eligibility and/or options for which the reservist is eligible. Takes final action on all but unprecedented cases.
5. Serves as final clerical reviewer prior to action officer signature or other general organizational approval of military personnel transactions of the type described at the preceding level. Serves as an "authoritative source" in the interpretation rules and regulations as applied to specific sets of circumstances to which they are not directly applicable.

Assignments of the type described above are complicated by the necessity to reconstruct and verify a wide variety of facts relating to the transaction, and to select and apply a variety of rules, regulations, procedures and precedents many of which are inherently complicated, difficult to interpret and not widely or frequently applied.

Personal work-contacts at this level are distinguished from those at GS-04 by the nature of the question or problems dealt with and the degree of "authority" which is attributed to the procedural and regulatory information supplied. Advice and opinions provided by Military Personnel clerks GS-05 frequently serve as the basis for personal decisions and action by military personnel or officials in matters having substantial career consequences.

Level of responsibility

Military personnel clerks at this level are held responsible for the factual accuracy and procedural and substantive sufficiency of the transactions processed or reviewed. Supervisory guidance and instructions relate to change in overall policies and procedures and discussions of the implications of new precedent decisions. Similarly, review of completed work focuses on the precedent setting or policy implications of the proposed action as opposed to detailed verification of the accuracy of findings of fact, interpretation of regulations or soundness of conclusions.

Guidelines consist of the full range of laws, rules, regulations, policies, procedures and precedent decisions applicable to the functional or subject-matter areas represented by the assignment. At this level, however, precedent decisions form a particularly important part of the "regulatory framework" within which the work is accomplished, since many cases are not susceptible to resolution by direct application of basic published guides.

Knowledge and skill requirements

In addition to the requirements at GS-04, GS-05 military personnel clerks possess and apply clerical expertise in the area of assignment. They bring to the job a background of specialized knowledges and experience that enables them to interpret and apply precedents, and resolve complex procedural and substantive problems in concluding transactions. They are able to recognize the need for implementing or securing rulings on, or changes in rules and regulations. They maintain effective work relationships in and outside of the office and are recognized as a primary point of responsible contact for the work

GS-0204-06

Nature of the assignment

Positions at this level involve either clerical or technical assignments in one or more of the three broad areas of military personnel administration. In either situation the work typically is "case-oriented" and usually involves final decisions (or recommendations which are tantamount thereto) in matters of major career or service significance.

The following assignments are illustrative:

1. Investigates appeals or other inquiries relating to the validity of efficiency or fitness reports when this involves thorough exploration of all available evidence to establish the conditions existing at the time the questioned rating was rendered. This review includes study of the following sources; (a) the military personnel records of both the one being rated and rating officials, (b) Board testimony and proceedings, Inspector General's investigations and reports, and (c) organizational records, duty code books, medical records and similar documents. Based on thorough analysis of evidence so obtained in relation to the requirements, spirit, and intent of governing regulations, determines the propriety (or lack thereof) of the rating of record. In cases where the rating is held to be inappropriate determines action to be taken when this involves analysis of pertinent facts, preparation of summary of findings, and recommendations for referral to special review boards.
2. Establishes and maintains controls over promotion rosters when this involves providing authoritative guidance regarding questions of promotion eligibility, standing on rosters, ways in which derogatory information should be treated, etc.

3. Resolves questions regarding suitability matters when this involves (a) reviewing intelligence reports and military personnel records, (b) evaluating facts in relation to applicable policies and regulations, and determining whether case should be referred to an evaluation board for final decision.
4. Serves as final clerical reviewer or as "action officer" in the final review and approval of military personnel transactions of the type described at the preceding level. Also serves as an "authoritative source" in the interpretation of rules and regulations as applied to specific sets of circumstances involving complexities of the type described above.

At the GS-6 level, clerk and technician assignments may be essentially the same as to kind. Differences are manifest primarily in the way in which assignments are approached and carried out. Clerical positions typically are concerned with the correct "literal" interpretation and application of rules, regulations, policies, procedures and precedents to the case at hand. Technicians, on the other hand, are concerned with the exploration of alternative solutions to the problems presented by the case in terms of the intent and spirit of the regulations or of regulatory or procedurally appropriate alternatives. They employ the insights developed through extensive practical knowledge of, and experience with the particular program area involved, and the interpretations given to regulatory requirements and precedents.

Personal work contacts at this level are frequent and important. They usually involve the explanation or interpretation of rules and regulations, or the exploration of alternatives relating to highly important or sensitive cases.

Assignments at this level are distinguished from those at GS-05 both by the inherent complexity and the career consequences involved in the case and by the "finality" of action inherent in decisions or recommendations made by the incumbents of positions at this level.

Level of responsibility

Within the framework of established office policies and procedures Military Personnel Clerks and Technicians GS-06 carry out their individual work assignments with a high degree of independence. Typically, incumbents of GS-06 clerical positions are relied upon to provide "authoritative" recommendations or decisions regarding the interpretation or application of regulations and precedent. These frequently are accepted with little or no supervisory review. Incumbents of clerical positions at this level are held responsible for the technical sufficiency and equity of their decisions in all noncontroversial or nonpolicy matters within their sphere of assignment.

Technicians at this level are held responsible for the thoroughness and appropriateness of their identification and interpretation of regulatory or procedural alternatives, and are expected to provide justifications for their opinions or recommendations regarding the most appropriate courses of action to

follow in unprecedented or policy type situations. These are reviewed for completeness, thoroughness and soundness of judgment.

Knowledge and skill requirements

In addition to knowledges and skills of the kind described at the preceding level, GS-06 military personnel clerks must possess a comprehensive knowledge of the majority of the laws, rules, regulations, policies, procedures and precedents relating to their particular areas of assignment, and the ability to apply this knowledge in the interpretation and application of regulatory and procedural requirements to complex cases. Military personnel technicians at this level are required to exercise a good knowledge of the overall requirements and objectives of their particular program area in evaluating and making recommendations regarding alternative courses of action. Incumbents of positions of both types must possess substantial skill in interpersonal relationships and in written communications.

GS-0204-07

Nature of the assignment

G-07 level assignments are characterized by the performance of technical work, usually within a segment of a major specialization. Assignments may involve serving as a key assistant to a civilian or military officer in charge of one phase of an "operating" personnel program or function, or may involve specialized, highly technical case work.

Typically, assignments at this level involve extensive fact-gathering, analysis, and coordination of information and ideas. They require the application of standards and guides which are general, descriptive of intent, but only partially relevant, supplemented by various secondary guides and references. They also involve the application of logic and conceptual thinking to the resolution of the problems presented by the assignment, and skill in oral and written communication in expressing and securing information, eliciting viewpoints, agreements or other coordinative action, and in discussing sensitive subjects.

Some GS-07 level technical case work assignments may be relatively narrow in scope in terms of subject-matter or functional area. Such assignments are characterized by the intensity of the subject-matter knowledges and the depth of analysis required to establish the facts and issues, to identify and interpret guides and precedents, and to resolve questions involved.

The following "operating" assignments are illustrative:

1. Serves as principal assistant and point of continuity to the officer in charge in filling training quota and vacancy specifications, determining availabilities, screening and selecting officers for

assignment and coordinating related in-service procurement and distribution activity covering all active line officer positions in a broad career group or mission, e.g., aviation or artillery.

2. Serves as principal assistant to the officer in charge in determining reassignment availabilities, career rotation projections and assignment nominations for each person eligible for reassignment including coordinating related inservice career assignment and development activities for all active duty officer personnel within one grade or rank.
3. Serves as principal assistant to the officer in charge of one of several teams responsible for filling continental and overseas requisitions for all senior enlisted personnel, by qualifications screening, selection, and assignment of eligibles, both to meet job specifications and to provide for the individual's career development.
4. Serves as a "senior" or "lead" technician in an organizational unit responsible for service documentation and status resolution where there are substantial number and variety of administrative type cases involving questionable or missing records and the application of obsolete laws and regulations.

Representative "case" assignments at this level include:

1. The analysis, evaluation, and classification of military and civilian qualifications of active line and staff officers for regular service, or of inactive line and staff officers for mobilization.
2. The analysis, administrative corrective action, or recommendations regarding appropriate action on appeals or similar formalized complaints or proposed unfavorable actions. Such cases involve (or potentially involve) allegations of inequitable, prejudiced, or similar treatment having such major effects on career or service as unfavorable career separation or loss of status. Also included are cases relating to problems in personal relations involving unfair treatment of, or by, servicemen where the case requires weighing evidence and devising solutions which are beyond the scope of clerical examining. Such cases are those which have been the subject of field investigations, which include multiple complaints, voluminous statements of evidence, testimony, communications with foreign business firms, foreign nations, etc.

In cases of the type described above, GS-07 technicians may also be required to serve as procedural authorities and advisors, to insure that cases are procedurally correct and that the documentation is complete and sufficient. In the case of appeals or similar matters which require final decision by boards of review, GS-7 technicians independently analyze and develop the case. They present their findings to the supervisor in the form of narrative summaries of salient facts and issues (brief chronology with questions to be decided, potential effects of alternative decisions, legal or regulatory issues involved, or policy and past decisions which have a direct or indirect bearing on the case). These findings may also include an assessment of character, behavior or other intangibles based on facts, opinions and other evidences brought together from the case submission, military records, contacts with legal, medical and

other sources, and the technician's recommendations and opinions for consideration by the review board in rendering decisions.

Level of responsibility

GS-07 technicians in an "operating" situation generate most of their own work. They work in close consultation with the supervisor in work planning. They discuss the problems involved in, or action to be taken, to implement major changes in legislation, policy, or directives which affect the activity's operations. The basic work is defined in broadly written statements of mission, in established regulations, methods and procedures, and in operating directives some of which are detailed and explicit. However, GS-07 technicians assist in determining the contents of internal directives and instructions to assure consistency and continuity in ongoing program operation.

The supervisor ordinarily makes final personnel decisions and approves final actions, but typically accepts the technician's decisions and recommendations with cursory review except in cases involving special qualifications, suitability or similar problems.

Military Personnel Technicians GS-07 have authority and responsibility for independently carrying out all administrative phases of their assignment including (1) making contacts with field offices, (2) making commitments to provide services and meet time requirements, and (3) providing authoritative explanations of the regulations, methods, procedures and exceptions involved in individual case actions.

Knowledge and skill requirements

In addition to those described at the preceding level, GS-07 military personnel technicians must possess a background of knowledge and experience in military personnel work which has provided them with a seasoned understanding of military personnel administration, its foundations and its purposes. They must possess an intimate grasp of the intent, practices, peculiarities and requirements of the specialized program area, system, or function to which they are assigned. In addition, they must possess mature judgment and analytical skills of a high order.