




United States Department of the Interior


OFFICE OF THE SECRETARY
Washington, DC 20240

MAR 22 2017

Memorandum

To: Bureau Procurement Chiefs
Human Resources Directors/Officers
Acquisition Hiring Managers
Staffing/Classification Specialists

From: Debra E. Sonderman 
Director, Office of Acquisition and Property Management
and Senior Procurement Executive

Raymond A. Limon 
Director of Human Resources

Subject: Standardized Position Descriptions for Bureau Level Non-Supervisory
Acquisition Positions (GS-1102, 1105 and 1106)

In Fiscal Year 2014, the Department of the Interior acquisition community identified fundamental inconsistencies within position descriptions across the acquisition workforce. Acquisition management teams, representing the bureau acquisition workforce, developed and built a consensus for the major job duties and factor levels based on the appropriate competency models which served as the framework for standardizing position descriptions in the GS-1102, 1105 and 1106 occupational series.

Subsequent collaboration between the acquisition and human resource communities resulted in a set of classified position descriptions that address human capital challenges within the acquisition workforce. The attached Personnel Bulletin disseminates and provides guidance on implementing the newly established standard position descriptions.

If there are any questions, please contact Akia West-Butler at (202) 206-6754, or by e-mail at akia_west-butler@ios.doi.gov.

Attachments



United States Department of the Interior

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PERSONNEL BULLETIN NO. 17-01

Subject: Standardized Position Descriptions for Bureau Level Nonsupervisory Acquisition Positions (GS-1102, 1105, 1106)

1. Purpose. This bulletin establishes Department of the Interior standard position descriptions (SPDs) for GS-5 through GS-13 acquisition positions within the Department. The use of the SPDs will assist efforts to address human capital management issues related to classification consistency, recruitment, training, development, and retention of acquisition, grants management, and financial business and management systems personnel.

2. Background. In Fiscal Year 2014, the Bureau of Reclamation initiated a standardized position description (SPD) project in the functional area of Acquisition (1102, 1105, and 1106). This process was facilitated by the Department in coordination with the Bureaus to facilitate the development of SPDs for Department-wide use. The Bureau Subject Matter Experts (SMEs) participated in Departmental-wide management forums to collectively develop and build a consensus for the major job duties and factor levels based on the appropriate competency models.

3. Policy. Effectively immediately, Bureaus shall use the attached SPDs and corresponding SPD numbering for all applicable nonsupervisory acquisition positions of permanent and non-permanent appointments. Bureaus will implement the use of these new DOI SPDs for new appointments. Additionally, Bureaus will plan and manage the integration of SPDs for current employees to ensure minimal adverse impact to employees. The official SPDs with SPD numbers covered by this Personnel Bulletin are:

a. Contract Specialist

Contract Specialist, GS-1102-13	(SPD Number DOIA001)
Contract Specialist, GS-1102-12	(SPD Number DOIA002)
Contract Specialist, GS-1102-11	(SPD Number DOIA003)
Contract Specialist, GS-1102-09	(SPD Number DOIA004)
Contract Specialist, GS-1102-07	(SPD Number DOIA005)
Contract Specialist, GS-1102-05	(SPD Number DOIA006)

b. Contract Price/Cost Analyst

Contract /Price/Cost Analyst, GS-1102-13	(SPD Number DOIA007)
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c. Procurement Analyst

Procurement Analyst, GS-1102-13	(SPD Number DOIA008)
Procurement Analyst, GS-1102-12	(SPD Number DOIA009)

d. Purchasing Agent

Purchasing Agent, GS-1105-8	(SPD Number DOIA010)
Purchasing Agent, GS-1105-7	(SPD Number DOIA011)
Purchasing Agent, GS-1105-6	(SPD Number DOIA012)
Purchasing Agent, GS-1105-5	(SPD Number DOIA013)

e. Procurement Technician

Procurement Technician, GS-1106-7	(SPD Number DOIA014)
Procurement Technician, GS-1106-6	(SPD Number DOIA015)
Procurement Technician, GS-1106-5	(SPD Number DOIA016)

4. Position Titles:

Official Titles. In accordance with the law (5 U.S.C. 5105), the U.S. Office of Personnel Management (OPM) must establish official titles for positions based on the occupational series assigned. These prescribed titles are specified in published classification standards. Titles are based on their occupational series and any specialized function it performs (i.e., Contract Specialist, Contract Price/Cost Analyst). These titles must be coded into the Federal Personnel Payroll System (FPPS) and be reflected on the incumbents' SF-50, *Notification of Personnel Action*. The official titles assigned to the acquisition SPD follows the OPM standards for the GS-1102, 1105, and 1106 series.

Organizational Titles. In addition to the official title, the agency/bureau has the option to assign an organizational title that reflects the position's organizational placement or specific program focus. For example, a position classified as a GS-1102-13 may have an official title of Supervisory Contract Specialist and an organizational title of Chief, Branch of Contract Services.

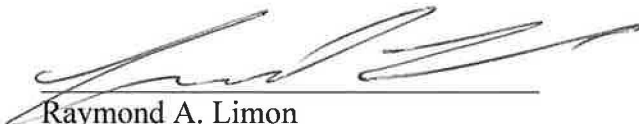
5. Standard PD Numbering System. Bureaus/Offices must implement the DOI SPD numbering system for newly established positions when replacing existing PDs with the standard ones. The DOI SPD number must be entered into FPPS, in accordance with Bureau procedures, so it prints on the incumbent's SF-50 (Notification of Personnel Action). The SPD number is recorded in Block 1 of the OF-8 attached for each DOI SPD. In order to conform to the position number data field length in FPPS, the SPD numbers assigned are seven digits in length.

6. Management's Responsibility for PD Accuracy and Position Management. Use of Standardized PDs in no way detracts from management's authority and responsibility to ensure that officially assigned and performed duties and responsibilities accurately match PDs of record for all covered employees. Likewise, using SPDs also does not diminish management's

responsibility to adhere to basic position management principles. Management officials are urged to contact their respective servicing human resources office for classification and position management advice and guidance.

7. Exception to the Rules. Any variances to the position descriptions must be approved by the Bureau's Procurement Chief.

Questions concerning SPDs should be directed to the respective Bureau/equivalent Human Resources Office. The DOI, Office of Human Resources contact is Martin Pursley at Martin_Pursley@ios.doi.gov.


Raymond A. Limon
Director, Office of Human Resources

Attachments

OF-8, Contract Specialist, GS-1102-13	(SPD Number DOIA001)
OF-8, Contract Specialist, GS-1102-12	(SPD Number DOIA002)
OF-8, Contract Specialist, GS-1102-11	(SPD Number DOIA003)
OF-8, Contract Specialist, GS-1102-09	(SPD Number DOIA004)
OF-8, Contract Specialist, GS-1102-07	(SPD Number DOIA005)
OF-8, Contract Specialist, GS-1102-05	(SPD Number DOIA006)
OF-8, Contract /Price/Cost Analyst, GS-1102-13	(SPD Number DOIA007)
OF-8, Procurement Analyst, GS-1102-13	(SPD Number DOIA008)
OF-8, Procurement Analyst, GS-1102-12	(SPD Number DOIA009)
OF-8, Purchasing Agent, GS-1105-8	(SPD Number DOIA010)
OF-8, Purchasing Agent, GS-1105-7	(SPD Number DOIA011)
OF-8, Purchasing Agent, GS-1105-6	(SPD Number DOIA012)
OF-8, Purchasing Agent, GS-1105-5	(SPD Number DOIA013)
OF-8, Procurement Technician, GS-1106-7	(SPD Number DOIA014)
OF-8, Procurement Technician, GS-1106-6	(SPD Number DOIA015)
OF-8, Procurement Technician, GS-1106-5	(SPD Number DOIA016)