



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
Denver, CO 80225-0047

IN REPLY TO:

1400-511 (HR-210,1510) P

February 28, 2002

EMS TRANSMISSION: 02/28/02
Instruction Memorandum No. HR-2002-034

To: All State Directors
Attention: Personnel Officers

From: Director, National Human Resources Management Center

Subject: Transmittal of Standard Position Descriptions for Purchasing Agents

Program: Human Resources, Position Classification

Purpose: This Instruction Memorandum (IM) transmits standardized Position Descriptions (PDs) with evaluation statements for Purchasing Agent positions.

Policy/Action: The following standard position descriptions are forwarded for use:

Purchasing Agent, GS-1105-10, PD number NS0043
Purchasing Agent, GS-1105-09, PD number NS0044
Purchasing Agent, GS-1105-07, PD number NS0045
Purchasing Agent, GS-1105-06, PD number NS0046

Timeframe: Effective immediately.

Budget Impact: None.

Background: Over the last several years there have been many changes in the Federal acquisition laws and regulations which have streamlined the acquisition process, increased the simplified acquisition threshold, and changed the way acquisitions are conducted, particularly in our Field and State Offices. These changes ultimately affect the classification of employees who perform acquisition and grant work. Instruction Memorandum No. 2000-103, dated April 5, 2000, provides classification policy and career information for acquisition and grant positions in the Bureau of Land Management (BLM).

Manual/Handbook Sections Affected: N/A

Coordination: These position descriptions and the associated policy were coordinated with the State Procurement Analysts, the Administrative Branch Chiefs, the Deputy State Directors for Support Services, Human Resources Management (HRM) personnel, and the Chairman of the Field Committee HRM Subcommittee.

Contact: If you have any questions, please contact Todd Ryan, Human Resources Specialist (Classification), at (303)236-6669 or Linda Johnson, Property and Acquisition Management, at (602)906-5662.

Signed by:
Linda D. Sedbrook
Director, NHRMC

Authenticated by:
Mike Madrid
Staff Assistant

4 Attachments

- 1 - PD, Purchasing Agent, GS-1105-10, NS0043 (11 pp)
- 2 - PD, Purchasing Agent, GS-1105-09, NS0044 (9 pp)
- 3 - PD, Purchasing Agent, GS-1105-07, NS0045 (9 pp)
- 4 - PD, Purchasing Agent, GS-1105-06, NS0046 (8 pp)

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