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FSN-800 PROCUREMENT AND SUPPLY GROUP

(TL:FSNH-10; 8-31-93)

This group includes all positions the duties of which are to supervise or perform work involved in the procurement of commodities and services, and in the operation of supply programs for expendable and non-expendable materials and equipment.

Series included in this group are:

Supply Series	FSN-805
Procurement Series	FSN-810

FSN-805 SUPPLY SERIES

This series includes all positions the duties of which are to supervise or perform the receipt, storage, issuance, requisitioning and ordering, record keeping, and related work associated with supply programs for expendable and non-expendable materials and equipment.

The Supply Series includes:

Supply Supervisor	FSN-805-9
Supply Supervisor	FSN-805-8
Storekeeper	FSN-805-6
Supply Clerk	FSN-805-5
Supply Clerk	FSN-805-4
Warehouseman	FSN-805-2

FSN-805-9 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Supply Supervisor

SERIES: Supply
LEVEL: FSN 805-9

BASIC FUNCTION:

Is responsible for the direction of the supply program of a large post, including embassy, associated agencies, and constituent posts.

MAJOR DUTIES AND RESPONSIBILITIES:

Directs the receipt, storage, and issuance of expendable supplies and non-expendable property, and the general operation of stockrooms and warehouses. Directs the maintenance of stock and property records, and records reflecting the household furnishings and equipment in the custody of American personnel to whom such property has been issued; determines and collects the value of any damage done to the property. Reconciles, or approves reconciliation of, stock or property records and inventory counts, and approves annotations of custody records to reflect condition. Determines need for and recommends reupholstery and repair of furniture and replacement of carpets and drapes. Determines when furniture and equipment should be retired and makes recommendations for retirement. Arranges for and directs sales of such discarded or retired furniture. Establishes reorder points for expendable supply items, and schedules for non-expendable supplies, office furniture, and certain equipment. Recommends annual budget estimate for the replacement of these items, plus household furnishings, including carpets and drapes and upholstery coverings. Consults with American personnel and their spouses about their furnishing needs and entitlements. May supervise furniture repair and reupholstery operations or recommend contracting this work. Prepares correspondence and reports on supply matters. Supervises from 8 to 15 direct hire and regularly assigned contractor personnel engaged in the supply function.

DESIRED QUALIFICATION:

EDUCATION: Completion of secondary school is required. Some collegiate study is desirable.

EXPERIENCE: Four years of progressively responsible experience in the supply or a closely related field; at least two years should have been in the embassy or an associated agency.

LANGUAGE: Level II English ability (good working knowledge) is required.

KNOWLEDGE: Must have a thorough knowledge of Department of State and associated agency supply instructions and procedures, and of GSA Catalogue and ordering procedures.

ABILITIES: Must have management and supervisory ability to organize, manage, and supervise the post supply program efficiently. Must be tactful, yet effective, in dealings with American personnel relative to household furnishings and equipment.

DISTINGUISHING FEATURES:

This is the highest level of work recognized in the Supply Series. Supply Supervisor FSN-9 is distinguished from other levels of work in the Supply Series by responsibility for directing the entire supply program of an embassy, associated agencies, and constituent posts at a large post. General supervision, typically nontechnical, is received from an American official. Guidelines are provided by Department of State and associated agency supply instructions and procedures which are generally clear cut and easily applicable, but do require interpretation so specific situations in some cases, also by the GSA Catalogue and other supply resource references. Considerable tact and diplomacy is involved in dealing with American personnel and their spouses on various matters connected with household furnishings and equipment. The Supply Supervisor FSN-9 typically supervises from 8 to 15 subordinate direct hire and regularly assigned contract employees, and has typical first line supervisory responsibilities, including continuing management responsibility for efficient use of manpower, equipment, and materials, and for technical training and guidance of employees, participation in the selection of employees, evaluation of employees' work, approval of leave, and recommendation of promotions and disciplinary action.

SUPPLEMENTARY NOTES:

This level is appropriate only for Supply Supervisors who are responsible for the entire supply program of an embassy, associated agencies and constituent posts at a large post. At medium sized posts, and at large posts where responsibility is limited to the embassy and small closely associated agencies, or to a single large associated agency. Supply Supervisor FSN-8 is appropriate. At small Posts, the position directing the supply program is typically combined with other positions, such as Storekeeper FSN-6 and Supply Clerk FSN-4. Such positions should be classified in accordance with the Mixed Position Rule. The highest level that could be appropriate under such circumstances would be Supply Supervisor FSN-8, but it is likely that a lower level would be appropriate.

FSN-805-8 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Supply Supervisor

SERIES: Supply
LEVEL: FSN 805-8

BASIC FUNCTION:

Is responsible for the direction of the supply program of a large Embassy and its constituent posts, or of a large associated agency, or of a medium sized post, including embassy, constituent posts, and all associated agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

At a large embassy performs duties and has responsibilities similar to those described in the standard for Supply Supervisor FSN-9, except that responsibility is limited to the embassy and its consulates and to providing supply services to small associated agencies. Supervises from 3 to 6 employees.

OR

At a large associated agency mission, performs duties and has responsibilities similar to those described in the standard for Supply Supervisor FSN-9, except that responsibility is limited to the associated agency mission and its branches in that country. Supervises from 3 to 6 employees.

OR

At a medium, sized post, is responsible for the direction of the supply program of the embassy, its constituent posts, and all associated agency missions and offices. Positions in this category have duties and responsibilities which are basically similar to those described in the standard for Supply Supervisor FSN-9, except that the scope of operations is of a lower order of magnitude. Supervises form 3 to 6 employees.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required; some collegiate study is desirable.

EXPERIENCE: Three years of progressively responsible supply experience, of which at least one year has been in the supply program of the embassy or an associated agency, is required.

LANGUAGE: Level II English ability (good working knowledge) is required.

KNOWLEDGE: Must have a thorough knowledge of Department of State and associated agency supply procedures and regulations, and of GSA Catalogue and ordering procedures.

ABILITIES: Must be able to direct and supervise supply functions efficiently. Must be tactful, yet effective, in dealings with American personnel and their spouses about household furnishings and equipment.

DISTINGUISHING FEATURES:

This is the second highest level of work recognized by the Supply Series. Supply Supervisor, FSN-8, is distinguished from Supply Supervisor, FSN-9, by a lesser scope of operations and supervision of fewer employees (usually 3 to 6 employees). Positions at this level will direct the supply program for a large embassy and its constituent posts, not including large associated agencies, OR direct the supply program for a major associated agency, OR direct the supply program for a medium sized post, including the embassy, its constituent posts and all associated agencies. Supervision, guidelines, personal relationships are essentially the same as those of Supply Supervisor, FSN-9, except that the lower tempo of operations affects all these factors negatively

SUPPLEMENTARY NOTES:

This level is generally appropriate at medium sized posts, and at large posts under the conditions indicated. As small posts and some medium sized posts, the supply program may be combined with other functions; in some cases, positions responsible for the supply program should be classified on the basis of the Mixed Position Rule.

FSN-805-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Storekeeper

SERIES: Supply
LEVEL: FSN 805-6

BASIC FUNCTION:

Receiving, storing, and issuing expendable and/or non-expendable supply items.

MAJOR DUTIES AND RESPONSIBILITIES:

Operates, and is in charge of, one or more stockrooms or warehouses for the storage of expendable supplies, such as office, cleaning, maintenance, and other supplies, and/or the storage of non-expendable property, such as household furnishings and equipment, and office furniture and equipment. Performs all receiving functions, including unpacking, identifying, and checking items against receiving documents, and acknowledging receipt on those documents. Moves incoming items to storage areas, using hand trucks, forklift trucks, and other materials handling equipment, and stores them in bins or on shelves or pallets, making best use of available space. Issues items on the basis of an approved requisition or other document, picking the item from the storage area, adjusting storage area quantity tag appropriately, assembling items by requisition or other document, picking the item from the storage area, adjusting storage area quantity tag appropriately, assembling items by requisition, moves to warehouse checkout area, and annotates requisition to indicate items issued. Maintains a continuing inventory by locating and counting stock on hand and comparing totals with storage area tags. May maintain stock record or property record cards. May participate in periodic inventories. May supervise one or two Warehousemen in unloading, movement, and placement of supplies and property, and in picking and assembling items for issue.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required; completion of two years of secondary school is desirable.

EXPERIENCE: Two years of supply or related experience, of which one year should have been in the supply program of the embassy or of an associated agency.

LANGUAGE: Level III English ability (good working knowledge) is required.

KNOWLEDGE: Must have a good working knowledge of those Department of State and/or associated agency supply instructions and procedures which apply to storekeeping.

ABILITIES: Must be capable of performing moderately arduous work, including heavy lifting. Must be able to operate the types of materials handling equipment utilized.

DISTINGUISHING FEATURES:

This is the only level of storekeeping work recognized by the Supply Series. Storekeeper is distinguished from other types of supply work by responsibility for one or more stockrooms or warehouses, and by responsibility for the receipt, storage, and issuance of the expendable supplies and/or non-expendable property stored therein. general supervision is received from the employee or American official responsible for the post supply program. Guidelines are provided by technical assistance from the supervisor, and by Department of State and associated agency written instructions and guidance, all of which is directly applicable and easily understood. Judgment is employed in making best use of available space in storage of supply items.

FSN-805-5 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Supply Clerk

SERIES: Supply
LEVEL: FSN 805-5

BASIC FUNCTION:

Performs supply clerical tasks.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs supply clerical tasks, such as the following:

Supervises the maintenance of stock record cards, property record cards, and custody records of the household furnishings and equipment issued to American personnel assigned to the post.

Directs and conducts periodic inventories of expendable supplies and non-expendable property, and inventories of household furnishings and equipment upon the departure of the American personnel to who issued. In connection with the latter, inspects furnishings to determine if damaged; if damaged, determines amount of money to be collected from the departing personnel. Prepares all documentation and other paperwork needed to reconcile custody records with inventory findings and to terminate custody.

Reviews and approves requisitions for the issuance of expendable supplies and non-expendable property, obtaining the Supply Supervisor's concurrence in the issuance of items of substantial value or items in short supply.

Prepares or assists in the preparation of periodic requisitions to GSA or to Department of State or associated agency headquarters for expendable supplies and non-expendable property.

May assist supervisor in the preparation of reports and correspondence, and in the development of the annual supply budget.

May type correspondence and reports.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required; two years of secondary school is desirable.

EXPERIENCE: One and one half years of supply or related experience; at least one year of this must have been obtained in the supply program of the post or an associated agency.

LANGUAGE: Level III English ability (good working knowledge) is required.

KNOWLEDGE: Must have a good working knowledge of Department of State and/or associated agency supply instructions and procedures in general and a detailed knowledge of those instructions and procedures which apply to the specific tasks to which assigned.

ABILITIES: Must have Level I typing ability (less than 40 words per minute). Must be tactful, yet effective, in dealings with American personnel relative to inventories of household furnishings and equipment.

DISTINGUISHING FEATURES:

This is the higher of two levels supply clerks recognized by the supply Series. Supply Clerk FSN-5 is distinguished from Supply Clerk FSN-4 by a greater scope of responsibility and a greater knowledge of applicable supply instructions and procedures; Supply Clerk FSN-5 must apply a good working knowledge of overall instructions and procedures and a good working knowledge of the supply procedures and instructions which directly apply to his or her work. The Supply Clerk FSN-5 receives general supervision from the supply supervisor or an American official. Guidelines are Department of State and associated agency instructions and procedures and technical or policy guidance from the supervisor in difficult or controversial cases. The Supply Clerk FSN-5 exercises judgment in approving requisitions for supplies and in determining amount of reimbursement in the case of damaged household furnishings and equipment. Personal relationships with American personnel and their spouses require considerable tact and diplomacy, May supervise one or two lower level supply clerks engaged in the maintenance of stock, property, and custody records, but this is not typically a supervisory position per se.

FSN-805-4 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Supply Clerk

SERIES: Supply
LEVEL: FSN 805-4

BASIC FUNCTION:

Perform supply clerical tasks.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs supply clerical tasks such as the following:

Maintains stock record cards on expendable supply items, posting receipts and issues from transaction documents and recording balance on hand. Corrects obvious errors on transaction documents. Notifies supervisor when reorder point indicated on card is reached. Reconciles cards with inventory findings as directed by supervisor.

Maintains property record cards on non-expendable property, including office and household furniture and equipment, following essentially the same procedures as indicated for stock record cards above.

Maintains custody records of household furnishings and equipment issued to American personnel assigned to the post, posting changes in personnel to whom property is issued, changes in condition and value, etc., from transaction documents and supervisory instructions.

Participates in periodic inventories and inventories of household furnishings and equipment upon departure of the personnel to whom issued, and in the reconciliation of records with inventory findings.

May determine types and number of items such as linens, silverware, dishes, kitchenware, etc., issued to American personnel upon arrival as "hospitality kits".

May type supply reports and correspondence from draft, and perform other clerical work such as posting, sorting, and assembling information, filing, etc.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required; two years of secondary school is desirable.

EXPERIENCE: One to one and one-half years of related clerical experience, some of which should desirably have been obtained in the post.

LANGUAGE: Level III English ability (good working knowledge) is required.

KNOWLEDGE: Must have a general knowledge of Department of State and/or associated agency supply procedures and instructions, and ability to acquire a more detailed knowledge of instructions pertaining to specific tasks to which assigned.

ABILITIES: Level I typing (less than 40 words per minute).

DISTINGUISHING FEATURES:

This is the lower of two levels of supply clerks recognized by the Supply Series. Supply Clerk FSN-4 is distinguished from Supply Clerk FSN-5 by a lesser scope of responsibility and a lesser knowledge of supply instructions and procedures; Supply Clerk FSN-5 applies a good working knowledge of Department of State and associated agency supply instructions and procedures which apply to the tasks to which assigned, whereas the Supply Clerk FSN-4 requires a general knowledge of the instructions and procedures, and a good working knowledge of the instructions and procedures which directly apply to his or her work. The Supply Clerk FSN-4 receives technical guidance and detailed supervision, including review of results. Guidelines are supervisory instructions, Department of State and associated agency instructions and procedures, and examples of how the task was previously accomplished.

FSN-805-2 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Warehouseman

SERIES: Supply
LEVEL: FSN 805-2

BASIC FUNCTION:

Performs manual supply duties, typically in a warehouse.

MAJOR DUTIES AND RESPONSIBILITIES:

Unloads incoming supplies, office and household furniture, and equipment. Opens packing boxes or storage crates and breaks down pallet loads. May apply protective coatings to certain supply items. Moves supplies to proper storage areas, using fork lift trucks, hand trucks, and other materials handling equipment. Fills requisitions in accordance with instructions, picking items from storage areas, segregates and assembles them, and moves them to the warehouse checkout point. Assists in checking storage areas to insure that items of supply are properly stored in the correct locations, and that no safety or fire hazards exist. Keeps storage areas clean. Assists in conducting inventories.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is ordinarily required.

EXPERIENCE: Six months to 1 year of warehouseman experience, or an equivalent combination of warehouseman and laborer experience.

LANGUAGE: Level II English ability (limited) is required.

ABILITIES: Must be able to perform moderately heavy work, and make heavy lifts at times. Must be able to operate fork lift truck.

LICENSES: Must have local driver's license if required for fork lift operation.

KNOWLEDGE: Must be able to learn locations of various types of supply items and property items, and to learn to recognize items by sight and from oral descriptions.

DISTINGUISHING FEATURES:

This is the only level of Warehouseman recognized in the Supply Series. Warehouseman is distinguished from other types of supply work by the essentially manual labor aspects of the work, and from Laborer work by possession of a knowledge of certain supply operations. Supervision is typically direct, and supervisory guidance and instructions are clearly applicable and easily understood. Physical requirements are moderately heavy.

FSN-810 PROCUREMENT SERIES

This series includes all positions the duties of which are to supervise or perform work involved in the procurement of a variety of commodities and services, including but not limited to office furniture, equipment and supplies, household furniture and equipment, publications except for those procured under Library of Congress programs), automotive vehicles, petroleum products, building and equipment maintenance, repair and cleaning services, leased residential quarters, technical items such as automotive and office equipment spare parts, electronic and other specialized equipment and machinery, specialized tools.

The Procurement Series includes:

Procurement Supervisor	FSN-810-10
Procurement Agent	FSN-810-9
Procurement Agent	FSN-810-8
Procurement Agent	FSN-810-7
Purchasing Agent	FSN-810-5

FSN-810-10 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Procurement Supervisor

SERIES: Procurement
LEVEL: FSN 810-10

BASIC FUNCTION:

At a large post, directs the operations of a unit which procures a variety of commodities and services for mission and where appropriate, program use by an embassy, a large AID Mission, or an embassy and associated agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

Reviews requests for the procurement of commodities and services, and assigns them to subordinates on the basis of the kind of procurement action necessary. As appropriate, advises subordinates concerning previous procurements which constitute precedents, and regarding policy considerations, possible problems, etc. May participate in complex or difficult procurement actions. Reviews and revises or concurs in purchase orders, solicitations for bids, analyses of bids and price quotations, proposed contracts and rental leases, suppliers' bills, and other procurement documents and paperwork prior to submission to the Procurement Officer. Assists Procurement officer in screening and reviewing bids and quotations, negotiating contracts and rental leases, reviewing final contract language, reviewing supplier's bills, etc. Keeps aware of market conditions, including price and availability, of important commodities and services, and maintains contacts with officials of local supplier firms to facilitate resolving procurement problems. Directs the maintenance of procurement references, such as Department of State and associated agency procurement regulations and instructions, GSA catalogues and instructions, U.S. Federal Specifications and Standards, examples of contracts, leases and purchase orders which constitute or may be used as precedents, etc. Prepares correspondence and reports relative to procurement function. Supervises from 3 to 6 subordinates engaged in the procurement function.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required; some collegiate study is desirable.

EXPERIENCE: Four to six years of progressively responsible experience in the procurement field or in a closely related field.

LANGUAGE: Level III English ability (good working knowledge).

KNOWLEDGE: A detailed knowledge of Department of State and associated agency procurement regulations, instructions and procedures, GSA Catalogues and instructions, U.S. Federal Specifications and Standards, and contracting procedures and practice. Must have a good knowledge of the local market practices and of the capability and reliability of local suppliers. Must understand local pricing customs and practices.

ABILITIES: Must possess supervisory and management ability to organize manage, and supervise the procurement function effectively.

DISTINGUISHING FEATURES:

This is the highest level and only supervisory level, recognized in the Procurement Series. Procurement Supervisor is distinguished from other levels of work in the Procurement Series by responsibility for directing and supervising a unit of 3 to 6 employees who accomplish the procurement of commodities and services for mission and, where appropriate, program use of an embassy, a large AID mission, or an embassy and associated agencies. the Procurement Supervisor has continuing management responsibility for the procurement unit, including planning and organizing work, setting priorities, and making the most efficient use of available resources. He is a recognized expert on Department of State and associated agencies procurement regulations, and on the GSA Manual and instructions, U.S. Federal specifications and standards, the local market, and the customs and practices of local companies. The above mentioned regulations, instructions, and specifications are complex, but in most cases are directly applicable. However, some interpretation must be made in their application to specific cases. The American Procurement Officer is capable of providing technical supervision and guidance, and approves all purchases and procurements.

SUPPLEMENTARY NOTES:

This standard is appropriate only at a large post which requires a procurement unit of the size indicated. The supervision of two or three employees will not operate to raise the grade of the Procurement Supervisor. At medium sized post, the procurement function is typically performed by a single employee, perhaps assisted by one or two clerks. Such positions are appropriately placed in Procurement Agent FSN-9.

FSN-810-9 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Procurement Agent

SERIES: Procurement
LEVEL: FSN 810-9

BASIC FUNCTION:

At a medium sized post, procures a variety of commodities and services for an embassy, an AID mission, or an embassy and associated agencies by contract or purchase order action, or by ordering from agency headquarters, GSA, or from companies with established contracts.

MAJOR DUTIES AND RESPONSIBILITIES:

Reviews procurement requests and determines type of action necessary and probable sources from which the commodity or service is available. Obtains or prepares specifications, estimates probable cost, and identifies financial accounts to be charges. Prepares documents ordering items which can be obtained from agency headquarters, GSA, etc. Requests bids or quotations on local procurement items by telephone, correspondence, or advertisement. Reviews responses and prepares summaries and analyses, including a recommendation as to best offer, considering price, bidder's capabilities, reputation, and similar factors. May visit bidder's establishment in connection with this review to determine capabilities, and to negotiate prices and other procurement factors. May arrange, and participate in, other negotiations between bidder and Contracting Officer. Drafts contracts and prepares purchase orders, and obtains necessary signatures. May negotiate or participate in contract termination and revision negotiations. Analyzes performance under contracts, including costs, quality, adherence to delivery schedules, and other pertinent factors. Develops and maintains market data relative to suppliers and prices. Maintains or directs the maintenance of procurement reference material, including State and other agency regulations and instructions, GSA Catalogue, U.S. Federal Specifications and Standards, examples of contracts, real estate leases, and purchase orders which constitute precedents or may be used as references in future procurements.

A variety of commodities and services are procured, including but not limited to office furniture, equipment and supplies, household furniture and equipment, automotive vehicles, petroleum products, building and equipment maintenance, repair and cleaning services, leased residential quarters, technical items such as automotive and office equipment spare parts, electronic, and other specialized equipment and machinery, and specialized tools.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required; some collegiate study would be helpful.

EXPERIENCE: Three to five years of progressively responsible experience in the procurement and related fields, of which two years should be in procurement work, preferably in a U.S. Government agency.

LANGUAGE: Level III English ability (good working knowledge).

KNOWLEDGE: A good working knowledge of Department of State and associated agency procurement regulations, instructions and procedures, GSA Catalogue, U.S. Federal Specifications and Standards, and of contracting procedures and practices. Must have a good knowledge of local market practices, and of the capability and reliability of local suppliers. Must understand local pricing customs and practices.

DISTINGUISHING FEATURES:

This is the highest level of nonsupervisory work recognized in the Procurement Series. Procurement Agent FSN-9 is responsible for the procurement program of an embassy, an AID mission, or an embassy and associated agencies at a medium sized post, and is the recognized expert on procurement matters at the post. Post size, program responsibility, and expert status distinguish the Procurement Agent FSN-9 from other levels of work in the Procurements Series. Supervision received is general, but technical guidance is available from the Procurement Officer, who also signs and approves all contracts and purchase orders, and all other substantive procurement documents. Guidelines are Department of State and associated agency procurement regulations, instructions and procedures, the GSA Catalogue, U.S. Federal Specifications and Standards, and knowledge of local market pricing and other practices. Examples of previous contracts and other procurement actions are available as precedents. Considerable judgment is involved in contract negotiation and in purchase order price negotiation. Must be tactful, yet effective in dealings with suppliers. This is not a supervisory position as such, but the Procurement Agent FSN-9 may direct the work of one or two clerks who perform clerical support and typing duties.

SUPPLEMENTARY NOTES:

This standard is appropriate to any post where the duties indicated above are performed on a full time basis; where these duties are combined with another function, the position should be classified on the basis of the Mixed Position Rule. Use of the Procurement Agent FSN-9 level at large posts where the procurement Supervisor is not appropriate.

FSN-810-8 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Procurement Agent

SERIES: Procurement
LEVEL: FSN 810-8

BASIC FUNCTION:

At a large post, procures a variety of commodities and services for an embassy, a large AID mission, or an embassy and associated agencies by contract or purchase order action, or by ordering from agency headquarters, GSA or from companies with which established contracts exist.

MAJOR DUTIES AND RESPONSIBILITIES:

Receives procurement request from supervisor. Determines type of action necessary and sources from which the commodity or service is available. Obtains or prepares specifications, estimates probable cost, and identifies fiscal accounts to be charged. Prepares documents ordering items to be obtained from GSA, agency headquarters, etc. Requests bids or quotations for local purchases by telephone, correspondence, or advertisement. Reviews responses and prepares summaries and analyses, including a recommendation as to best offer, considering price, bidder's capability, and similar factors. May visit bidder's establishment to determine capabilities and to negotiate price and other factors. May participate in further negotiations between bidder, the Contracting Officer, and the Procurement Supervisor. Drafts contracts, purchase orders, and related documents, and obtains necessary signatures. May negotiate or participate in negotiating contract terminations and revisions. Analyzes performance under contracts as a guide to future contract procurement. Develops and maintains market data relative to suppliers and prices. Maintains procurement reference materials including agency regulations and instructions, GSA catalogue, U.S. Federal Specifications and Standards, and examples of contracts, real estate leases, and purchase orders which constituted or may be used as precedents.

A variety of commodities and services are procured, including, but not limited to, office furniture, equipment and supplies, household furniture and equipment, automotive vehicles, petroleum products, building and equipment maintenance, repair and cleaning services, and leased residential quarters. Procurement Agent FSN-8 positions are primarily concerned with contract procurement including the leasing of real property, and with obtaining commodities from agency headquarters, GSA and similar sources; however, some procurement of difficult-to-obtain items is accomplished by local market purchase order action.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required; some collegiate study would be helpful.

EXPERIENCE: Three years of progressively responsible experience in procurement and related fields is required; a minimum of two years experience should be in procurement work, preferably in a U.S. Government agency.

LANGUAGE: Level III English ability (good working knowledge).

KNOWLEDGE: A good working knowledge of Department of State and associated agency procurement regulations, instructions and procedures, GSA Catalogue, U.S. Federal Specifications and Standards, and of contracting procedures and practices. Must have a good knowledge of local market practices and of the capability of local suppliers. Must understand local pricing customs and practices.

DISTINGUISHING FEATURES:

Procurement Agent FSN-8 is distinguished from other levels in the Procurement Series by performance of duties concerned with ordering commodities listed in catalogues from agency headquarters, GSA, etc., and by the performance of contract procurement duties involving solicitation and analysis of bids, negotiation of prices and other contract terms, determination of bidder's capabilities drafting of specific contract language, and the development of market data relative to suppliers and prices. The Procurement Agent FSN-8 may also procure commodities by purchase order action, but these procurements are not different from those accomplished by the Purchasing Agent FSN-7. Technical supervision and guidance are available from the immediate supervisor, who assigns all work and reviews all significant work products. Also, the Procurement Officer approves and signs all procurement actions. Guidelines are Department of State and associated agency procurement regulations, instructions and procedures, the GSA Catalogue, US Federal Specifications and Standards, and local market pricing and other practices. Although certain of the guidelines are complex, they are generally straightforward and directly applicable. Moreover, copies of previous contract procurement actions are available as precedents. Considerable judgment is involved in contract negotiation. Must be tactful yet effective in dealings with suppliers.

SUPPLEMENTARY NOTES:

Procurement Agent FSN-8 positions are found only as a member of a procurement unit supervised by a Procurement Supervisor. Such units exist only at large posts.

FSN-810-7 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Purchasing Agent

SERIES: Procurement
LEVEL: FSN 810-7

BASIC FUNCTION:

At a large post, procures a variety of commodities, primarily of a technical nature, for an embassy, a large AID mission, or an embassy and associated agencies by local and non-local purchase order action.

MAJOR DUTIES AND RESPONSIBILITIES:

Reviews procurement requests for completeness and presence of necessary technical information, conferring with originator if necessary. Obtains or prepares technical specifications, estimates probable cost, and identifies financial accounts to which purchase is to be charge.

Ascertains probable sources of supply, and requests bids or quotations by telephone, correspondence, and advertisement. Reviews responses and prepares summaries and analyses, including recommendation as to best offer, considering price, bidder's capabilities and reputation, and similar factors. Upon decision by the Procurement Officer, prepares purchase order to extent necessary to insure prompt delivery. May have to make extended searches in local and non-local area to find suppliers of certain technical items. Develops and maintains market data relative to suppliers and prices of items purchased. May procure certain services such as packaging and local transfer services, plumbing, and other maintenance repairs, drafting simple contracts for the performance of the service.

Purchasing Agent FSN-7 positions are primarily concerned with purchase order procurement of technical items such as automotive spare parts, parts for office equipment, specialized machinery and equipment, electronic equipment, specialized tools, etc. They also purchase some "off the shelf" items, and contract for certain services, mainly of a "one time only" nature.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school.

EXPERIENCE: Two or more years of experience in purchasing and related clerical work, of which at least one year should be in purchasing field.

LANGUAGE: Level III English ability (good working knowledge).

KNOWLEDGE: A good working knowledge of those sections of Department of State and associated agency procurement regulations, instructions and procedures which pertain to purchasing, and of U.S. Federal Specifications and Standards relating to items purchased. Must have a good knowledge of local market practices and suppliers. Must understand local pricing practices.

DISTINGUISHING FEATURES:

Purchasing Agent FSN-7 is distinguished from other levels of work in the Procurement Series by performance of duties involved in the procurement of technical items such as automotive spare parts, parts for office equipment, specialized machinery and equipment, electronic equipment, specialized tools, etc. These are items which may require some searching in non-local as well as local markets. They are not "off the shelf" items. The Purchasing Agent FSN-7 may purchase "off the shelf" items, but this duty does not characterize this level. Technical supervision is provided by the immediate supervisor, who also reviews all work products. All purchase orders must be signed by the Procurement Officer. Guidelines are provided by Department of State and associated agency procurement regulations, U.S. Federal Specifications and Standards, and examples of earlier purchase orders of similar items, which may be used as precedents.

SUPPLEMENTARY NOTES:

Purchasing Agent FSN-7 is found only at a large post, in a procurement unit supervised by a Procurement Supervisor.

FSN-810-5 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Purchasing Agent

SERIES: Procurement
LEVEL: FSN 810-5

BASIC FUNCTION:

Purchases a variety of “off the shelf” commodities for an embassy, and AID mission, or and embassy and associated agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

Reviews procurement requests for completeness and the presence of necessary technical information, conferring with the originator if necessary. Obtains technical specifications, estimates probable cost and identifies financial accounts to which purchase is to be charged. Consults bidders' lists for probable sources of supply and requests bids or quotations by telephone, correspondence, or advertisement. Reviews responses and prepares summaries and analyses, including a recommendation as to the best offer, considering price and known quality of supplier's products. In routine purchases, may have authority to select lowest bidder; in other cases, obtains approval of immediate supervisor and, in some cases, the Procurement Officer. Prepares purchase order, and when approved, makes the purchase, often visiting the supplier's establishment to pick up the item(s) when urgent delivery is needed. contacts vendors or suppliers by telephone or in person to negotiate prices, to resolve problems of misunderstanding, to clarify specifications, and to discuss substitutions. Follows up on some cases, and may be designated a sub-cashier for this purpose. Develops and maintains market data on prices and suppliers.

Typical items purchased by the Purchasing Agent FSN-5 include hardware, office supplies, furniture, construction supplies, maintenance supplies, tools, and, in general, any item which can be purchased “off the shelf”.

Typically, types purchase orders and supporting paperwork for “off the shelf” purchases. May perform typing and other clerical support work for one or more procurement and purchasing agents in addition to performing “off the shelf” purchasing work.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is usually required.

EXPERIENCE: One and one-half years of purchasing and related clerical.

LANGUAGE: Level III English ability (good working knowledge).

KNOWLEDGE: A good working knowledge of those sections of Department of State and associated agency procurement procedures, regulations and instructions which relate to purchasing “off the shelf” items, and of U.S. Federal Specifications and Standards related to such items. Must have a good knowledge of local market practices and suppliers.

ABILITIES: Level I typing ability (less than 40 words per minute) is desirable.

DISTINGUISHING FEATURES:

This is the lowest level of purchasing work recognized by the Procurement Series. Purchasing Agent FSN-5 is distinguished from Purchasing Agent FSN-7 and other levels of work in the Procurement Series by purchasing “off-the-shelf” items, as opposed to items which are more difficult to locate. Technical supervision is received from the immediate supervisor who also reviews all substantial work products. Purchase orders are signed by the Procurement Officer. Guidelines are provided by those sections of Department of State and associated agency procurement regulations, instructions, and procedures which relate to “off the shelf” purchasing, and by U.S. Federal Specifications and standards for these items, and by examples of purchase orders which may be used as precedents.

SUPPLEMENTARY NOTES:

Where typing and clerical support work is performed in addition to “off the shelf” purchasing agent duties, the position should be classified in accordance with the Mixed Position Rule.

FSN-810-4 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Procurement and Supply
TITLE: Procurement Clerk (Typing)

SERIES: Procurement
LEVEL: FSN 810-4

BASIC FUNCTION:

Provides clerical and typing support to procurement personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

Types purchase orders, contracts, vouchers, miscellaneous procurement documents and supporting paperwork, correspondence and reports from brief instructions, standing procedures, and, in some cases, handwritten drafts. Searches office records for information and references to be incorporated in material to be typed. Assembles information for reports from various sources within and outside of the office. Takes and places telephone calls. Receives visitors to office and provides information readily available from office records. Files procurement documents and correspondence in accordance with established filing system. Maintains FAM and other regulations and instructions in a current status, incorporating changes and revisions as they are received.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is desirable.

EXPERIENCE: One year of clerical experience is required.

LANGUAGE: Level III English ability (good working knowledge) is required.

ABILITIES: Level II typing ability (40 words per minute) is required.

DISTINGUISHING FEATURES:

Procurement Clerk is distinguished from other levels of work in the Procurement Series by the performance of typing and clerical duties. While knowledge of procurement clerical procedures is not initially required, the Procurement Clerk is expected to be capable of learning and applying established procedures and instructions for processing procurement documents and supporting paperwork. Complete technical guidance and instructions are available. After an initial learning period, supervision is general, but all work products are reviewed. Such written instructions as are used are straightforward and easily applied.