

LETTER OF INSTRUCTION

Supply Division, [REDACTED], Small Purchases Branch

Position No. GS-11 (Proposed) Procurement Officer

1. The purpose of this memorandum is to provide you, the incumbent of the above position, with a clear understanding of your Branch, the responsibilities of your position and what is expected of you.

2. The Small Purchases Branch [REDACTED] is responsible for the procurement, shipment and/or delivery of low-cost, common items which are handled under an imprest fund or procured on a

[REDACTED]

Property Procurement Allotment/Property Requisitioning Authority and Financial Property Accountability systems.

3. As primary Procurement Officer of the Branch, you are expected to have a thorough knowledge of the scope, the responsibilities and authorities (as expressed in [REDACTED] and the procedures for accomplishing the mission of the Branch. Specifically, you will be responsible for assisting me in:

a. Reviewing and evaluating requirements to ensure that they fall within the scope and authorities of the Branch, assigning them to designated Branch personnel and providing the guidance required

to be certain that procurement is accomplished properly and within monetary limitations and authorized time frames.

b. Limiting purchases to items having a unit cost of \$200 or less with a further limitation of \$2500 per line item or order to single vendor. Exceptions must be approved by the Chief, [REDACTED]

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[REDACTED] and the basic request so annotated. Procurement normally will be restricted to the Washington Metropolitan Area except when the urgency or the nature of the requirement justifies procurement elsewhere. Procurements outside the area will not be initiated without approval of the Branch Chief.

c. As the alternate custodian of the Branch imprest fund, you are expected to know how to control and administer funds (upwards of \$40,000), disburse funds for authorized procurements, advance funds to authorized persons in accordance with authority from the Office of Finance, certify for the receipt of materiel and services, make payment for parcel post charges in connection with the shipment of material obtain receipts for payment of materiel and services to support accountings and prepare and submit periodic accountings to the Office of Finance. Accountings must identify each expenditure as to the customer DCN and FAN.

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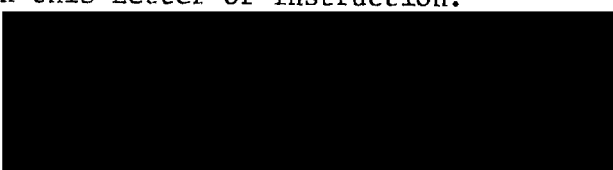


- e. Interpretation of GSA Schedule (Account 291.080) as you may be required to verify and certify that transactions appearing on the schedule are correct and that the supplies and/or services have been received.
 - f. Converting vendor's sales slip, invoice, etc., into a receipt and shipping instrument by affixing and completing the "NON-FPA" stamp, citing the customer's DCN and FAN and other data.
 - g. The requirements for the various methods of packing and shipping material and related documentation.
4. In accomplishing the responsibilities of your assignment, you are expected not only to develop and maintain rapport with commercial vendors and representatives of other Government agencies with whom we do business or carry on liaison, but to establish a close working relationship with other Branch personnel to ensure that everyone is continuously informed of all aspects of the operation to provide a team effort in accomplishing our tasks. Good management principles are to be exercised at all times; using good judgment and common sense. Workloads will be continuously reviewed and managed and unusual conditions brought to the attention of the Branch Chief. As you can see, you are expected to provide a considerable amount of professional guidance and know-how to other Branch personnel.
5. Suggestions for change, constant review of procedures, generation

of ideas for improvement of our operation as well as initiative in problem solving is expected of you. Where conditions exist which require correction, I desire to be made aware of them.

6. You must acquire a reasonable knowledge of all of the administrative and managerial aspects of the Branch as you will be the Acting Branch Chief during my absence.

7. Please consult with me at any time concerning any problem areas for which you need assistance or which you feel should be brought to my attention. I will discuss your performance with you periodically and your fitness report will reflect the quality of your performance of those functions and duties expressed in this Letter of Instruction.



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CHIEF, SMALL PURCHASES BRANCH/CD

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Date

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