

Approved for Release

Date

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**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #237, FY20

SUBJECT: Hiring and Supervision of 1102 Occupational (Contracting) Series Positions

EFFECTIVE DATE: April 1, 2020. Actions necessary to comply with this bulletin must be completed no later than September 30, 2020.

COVERAGE: This bulletin applies to all positions in the 1102 occupational series in the competitive service, excepted service, and Senior Executive Service (SES), as well as Senior Level (SL) positions, irrespective of appointing authority (e.g., term, temporary, Schedule A, Veterans' Recruitment Appointment) or work schedule.

PURPOSE: The bulletin establishes Department-wide policy for the hiring, reassignment, and supervision of positions within the 1102 occupational series. The Senior Procurement Executive (SPE) retains the authority to delegate contracting authority to offices in bureau/operating units in the Department.

POLICY:

Hiring and Reassignments:

The SPE retains the authority to delegate contracting authority under Department Administrative Order 208-2, "Contracting Authority," (December 3, 2004), and under Department Organization Order 20-26, "Director for Acquisition Management," (April 6, 2011). The authority to conduct contracting activities is delegated to those offices that have the primary purpose of conducting contracting services for designated Departmental clients.

The following offices in the Department have been granted contracting authority by the SPE:

- Enterprise Services, Acquisition Office
- National Institute of Standards and Technology, Office of Acquisition and Agreements Management
- National Oceanic and Atmospheric Administration, Acquisition and Grants Office
- U.S. Census Bureau, Acquisition Division
- U.S. Patent and Trademark Office, Office of Procurement
- FirstNet, Office of the Chief Procurement Officer

- Office of the Secretary, Office of Acquisition Management

Servicing Human Resources Offices (SHRO) and Enterprise Services (ES) may only appoint or reassign employees within the 1102 occupational series, irrespective of title, to the above offices that have been delegated contracting authority by the SPE. All personnel requests to recruit or to reassign employees to offices that have not been delegated contracting authority by the SPE cannot be approved/processed by the SHRO and ES.

Employees designated as Bureau Procurement Officials (BPOs) must have met all of the qualification requirements of Title 41, United States Code (U.S.C.), Chapter 7, Part 433 and any other requirements established by the Department, including those delegated to the SPE. Selections, both competitive and non-competitive, of 1102 employees above the GS-15 level (i.e., SES and SL positions) must be approved by the SPE and the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA) prior to extending a job offer. In addition to approving their selection, the SPE shall be involved in all recruitments of BPOs by engaging in recruitment activities such as reviewing the job announcement and participating in the final interviews.

Details and Developmental Assignments

Details and developmental assignments of employees in the 1102 occupational series are permissible to offices that have not been granted contracting authority. While on detail or assignment to these offices, 1102 employees may not engage in contracting activities for these offices or for any other office.

Supervision

All employees in the 1102 occupational series at the GS-15 or below level must be either supervised by another employee whose position of record is in the 1102 series or have a second-level supervisor in the 1102 series. The first- or second-level supervisor must have met all of the qualification requirements of Title 41, U.S.C., Part 433 and any other requirements established by the Department, including those delegated to the SPE.

1102 employees above the GS-15 level (e.g., SES and SL employees) are exempt from the supervisory requirement. 1102 employees in SES and SL positions may be supervised by an employee whose official position of record is other than that of the 1102 series.

For BPOs the SPE shall serve as the supervisor of record for the critical element in staff performance plans entitled “Business Acumen,” which focuses on support of Department and Government-wide goals, and accounts for 25 percent of BPOs’ annual performance plans. Acquisition issues internal to the bureau and other administrative matters remain the affirmative management responsibility of the bureau supervisor of record to the individual BPO. Typically, BPOs should report to the Chief Operating Officer, or equivalent, of the bureau/operating unit. All bureau/operating units should follow the provisions of their applicable collective bargaining agreements, where established, with regard to processing personnel actions under the scope of this bulletin.

Exceptions to Hiring and Supervisory Policy

The SHROs and ES may request a waiver to the policy on the hiring, reassignment, and supervision of employees in the 1102 occupational series by submitting a formal written request to the SPE. The waiver request must be signed by the Principal Human Resources Manager.

The waiver request must include a business case for the need for an exception from this policy. The SPE retains final decision-making authority on all waiver requests except those involving the SES, which are subject to CFO/ASA approval.

REFERENCES: Department Administrative Order 208-2, “Contracting Authority,” dated December 3, 2004, and Title 41, United States Code, Chapter 7, Part 433; Department Organization Order 20-26, “Director for Acquisition Management,” dated April 6, 2011; and Department Administrative Order 202-25-, “Delegation of Authority for Human Resources Management,” dated April 30, 2009.

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