

Work Processes Schedule

PURCHASING AGENT

RAPIDS: 0948M

O*NET/SOC: 13-1023.00

REVISION DATE: 09/2015

Coordinates activities involved with procuring goods and services. Confers with vendors to obtain product or service information. Selects products for purchase. Estimates values according to knowledge of market price. Determines method of procurement. Prepares purchase orders or bid requests. Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority. Maintains manual or computerized procurement records. Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following areas. Actual work time must be recorded in the Work Experience Log.

Applicable Ratings/MOS

USMC MOS 3044, 8060

USCG SK

USN None

Related Instruction

Any trade related schools/courses totaling 576 hours.

Additional Requirement

USMC, and USCG must be E-4 or above in a purchasing assignment and have completed BOTH the Contracting Officers Representative course, the Simplified Acquisition course. Have contracting authority of \$25,000 dollars and above.

Total Hours: **8000**

Skill	Description	Hours
A	SMALL PURCHASES (UNDER \$25,000) Imprest Fund. Blanket Purchase Agreement. Purchase Order. Delivery Order. Request for Quotation. Administration of Small Purchases.	4000
B	LARGE PURCHASES (OVER \$25,000) Negotiation. Sealed Bidding. Request for Proposal. Invitation for Bid. Evaluation of Solicitation. Award of Contract. Administration of Contract. Service Contracts.	3000
C	GENERAL Standards of Conduct. Termination for Convenience. Termination for Default. Protecting the Interest of the Government. Protecting the Rights of the Contractor. Small Business Set-asides (Over \$25,000). Buys Reserved for Small Business (Under \$25,000) (Public Law 95-507). Authority of a Contracting Officer. Authority of a Purchasing Officer.	1000