

CEHR-E (690-500)

27 March 2000

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Model Job and Duty Descriptions, Chief, Office of Small Business

1. The enclosed model job descriptions for Procurement Analyst, GS-1102-11 and GS-1102-12 (enclosures 1 and 2) were developed by the HQUSACE Office of Small Business and Deputy Chief of Staff for Human Resources for districts which have a full time position for this function. The duty statement for a part time Small Business Specialist (enclosure 3) was developed for those positions where the function is performed on a part time basis. The job descriptions and duty statement are to be applied within 90 days and this Headquarters (ATTN: CEHR-E) advised that the actions have been taken.
2. Point of contact for this action is Monroe A. Major, telephone 202-761-0331.

FOR THE COMMANDER:

3 Encl
as

/S/
RUSSELL L. FUHRMAN
Major General, USA
Deputy Commander

CF:
MSC Human Resources Directors
MSC Small Business Specialists