



Procurement & Property Services (PPS) is excited to present the **Detail Opportunity Fair** beginning **November 4th**. During the PPS Stand-down Day in June, we shared plans around several key strategic realignment actions that will be implemented over the next several months. The realignment actions focus on expanding the use of best practices across the organization for improved efficiency, balancing workload and ensuring that the right organizational alignment is in place for maximum capability to execute the PPS mission with the resources that are available to us.

The Detail Opportunity Fair is a virtual outreach to staff to respond for temporary promotions and detail opportunities throughout PPS. These up to 120-day assignments will be used to fill key vacancies and be involved in the implementation phase of our new strategic branches.

All interested staff shall submit a completed **Outreach Acknowledgement** and their **resume** by the end of each announcement to Christopher.ford@usda.gov

Tentative Schedule for Detail Announcements:

- Announcement 1: November 4th – November 8th. All submissions due by Nov. 8th
- Announcement 2: November 11th – November 15th. All submissions due by Nov. 15th
- Announcement 3: November 18th – November 19th. All submissions due by Nov. 19th
- Announcement 4: December 2nd – December 6th. All submissions due by Dec. 6th

Detail Opportunities & Temporary Promotions Guidelines

What's a Detail?

A detail is a temporary assignment which aligns with your current grade. During a detail, you are still officially assigned to your current position, thus no personnel action occurs. You don't have to meet the qualification requirements for the detail position, except for the minimum required education, licenses, and certifications.

Details to a higher grade or to positions with higher promotion potential cannot exceed 120 days in a 12-month period. For example, if the employee received a Detail to a higher grade or a position with higher promotion potential on October 1, 2023, for 120 days, they would be eligible for another Detail to a like position on October 2, 2024.

- If the Detail was to the same grade with no promotion potential, then the above restriction does not apply.

What's a Time-Limited Promotion (TLP) or Temporary Promotion?

A TLP is a temporary assignment documented by a personnel action, which places you in a position at a higher grade and higher pay than your current position. At the end of a temporary promotion, you return to your current position and grade. Temporary promotions over 120 days must compete following the agency's merit promotion policies. Temporary promotions cannot be done to a trainee level (GS-5 or GS-7) in two-grade interval series and cannot be two grades above current grade if it's a single grade interval series.

Temporary Promotions NTE 120 days cannot exceed 120 days in a 12-month period. For example, if the employee received a noncompetitive TLP on October 8, 2023, for 120 days, they would be eligible for another TLP on October 9, 2024.

- Note: You must not start a TLP until Human Resources issues a confirmation letter.

BRANCH PILOT OPPORTUNITY

As we continue to explore ways to create greater efficiencies through realignment, we are excited to pilot new strategic branches in the coming fiscal year. This is a unique opportunity for you to be on the ground floor of establishing and shaping the foundation of these new branches. You’ll be at the forefront of implementing innovative solutions and addressing challenges alongside our mission partners.

Below is an overview of the new strategic branches and the exciting possibilities they offer. Take advantage of this chance to be a key player in pioneering these transformative efforts and driving impactful change within PPS.

- **Mission Partner Engagement Branch (MPEB)** a centralized team composed of Acquisition Program Support Officers (APSO) and Project Managers. The team focuses on mission efficiency and effectiveness, aligned with USDA Strategic Goal 1, improving the efficient delivery of USDA programs. It addresses challenges faced by Mission Partners, including difficulties in navigating PPS organizational structure and relationships with PPS staff.
- **Integrated Technology & Tools Branch (ITT)** oversee critical systems and systems integration across all PPS business areas, streamlining the overall structure for enhanced effectiveness.
- **Enterprise Strategic Sourcing (ESS) Division** within each FPO mission area. ESS, comprising senior procurement analysts, functions as a center of excellence within PPS. This team leverages historical practices and marketplace solutions to recommend sourcing strategies and category management.

Mission Area Abbreviations

Mission Area	Abbreviation
Deputy Director	Dep. Direct
Deputy Director Chief of Staff	DD/CoS
Property Management	Prop. Mgmt.
Procurement Management	Proc. Mgmt.
Field Procurement Operations	FPO
National Procurement Operations	NPO
Incident Procurement Operations	IPO

Please select all the positions you wish to be considered for below:

Announcement 1

Select	Mission Area	Position Description	Series	Grade	Position Title
	FPO	Assistant Director East	1102	15	Supervisory Contract Specialist
	Proc. Mgmt.	Integrated Tech and Tools Branch Chief	301	14	Supervisory Program Manager

	Proc. Mgmt.	Compliance and Oversight Branch Chief	1102	14	Supervisory Contract Specialist
	Dep Direct	Mission Partner Engagement Branch Chief	1102	14	Supervisory Contract Specialist
	FPO	East Deputy Assistant Director	1102	14	Supervisory Contract Specialist
	FPO	West Deputy Assistant Director	1102	14	Supervisory Contract Specialist
	FPO	Intermountain Zone Chief	1102	14	Supervisory Contract Specialist
	DD/ CoS	Strategic Planning Branch Chief	301	14	Supervisory Program Manager

Announcement 2

Select	Mission Area	Position Description	Series	Grade	Position Title
	IPO	Aviation Supervisory Contract Specialist	1102	13	Contract Specialist
	Proc. Mgmt.	ITT Program Manager	301	13	Program Manager
	Proc. Mgmt.	ITT Program Manager	301	13	Program Manager
	Proc. Mgmt.	ITT Program Manager	301	13	Program Manager
	Proc. Mgmt.	ITT Program Manager	301	13	Program Manager
	Proc. Mgmt.	Training and Education Branch Chief	1102	13	Supervisory Procurement Analyst
	Proc. Mgmt.	C&O Procurement Analyst	1102	13	Procurement Analyst
	Proc. Mgmt.	C&O Procurement Analyst	1102	13	Procurement Analyst
	Proc. Mgmt.	C&O Procurement Analyst	1102	13	Procurement Analyst
	Proc. Mgmt.	Small Business Branch Chief	1102	13	Procurement Analyst
	Dep Direct	Project Manager	301	13	Project Manager
	Dep Direct	Procurement Analyst	1102	13	Procurement Analyst
	FPO	East Zone Leadership	1102	13	Procurement Analyst
	FPO	Intermountain Zone Leadership	1102	13	APSO
	FPO	Intermountain Zone CSA 5 Services and Supplies, R2	1102	13	Supervisory Contract Specialist
	FPO	Southwest Zone CSA 3 Services and Supplies, R5	1102	13	Supervisory Contract Specialist
	FPO	Southwest Zone Leadership	301	13	Program Manager
	DD/CoS	Strategic Planning Team Supervisor	301	13	Supervisory Program Specialist

Announcement 3

Select	Mission Area	Position Description	Series	Grade	Position Title
	IPO	Incident Procurement Operations Management & Program Analyst	343	11/12	Management & Program Analyst
	IPO	Aviation Contract Specialist	1102	12	Contract Specialist
	IPO	Invoice Solutions Team Lead Contract Specialist	1102	12	Contract Specialist
	Proc. Mgmt.	ITT Data Analyst	1102	12	Procurement Analyst
	Proc. Mgmt.	Training Coordinator	1102	12	Procurement Analyst
	Proc. Mgmt.	Training Coordinator	1102	12	Procurement Analyst
	Proc. Mgmt.	C&O Procurement Analyst	1102	12	Procurement Analyst
	Proc. Mgmt.	GPC Assistant APC	1101	12	Acquisition Analyst
	Proc. Mgmt.	GPC LAPC	1102	12	Procurement Analyst
	NPO	NCB Contract Specialist	1102	12	Contract Specialist
	NPO	NCB Contract Specialist	1102	12	Contract Specialist
	NPO	NCB Contract Specialist	1102	12	Contract Specialist
	Dep Direct	Acquisition Program Support Officer	1101	12	Acquisition Analyst
	Dep Direct	Acquisition Program Support Officer	1102	12	Procurement Analyst
	FPO	East Zone CSA 6 Services and Supplies, R9	1102	12	Contract Specialist
	FPO	Intermountain Zone Position	1102	12	Contract Specialist
	FPO	Southwest Zone CSA 1 Services and Supplies, R5	1102	12	Contract Specialist
	FPO	Southwest Zone CSA 2 Services and Supplies, R5	1102	12	Contract Specialist
	FPO	Southwest Zone Position	1102	12	Contract Specialist
	Prop. Mgmt.	Realty Specialist	1170	12	Realty Specialist

	Prop. Mgmt.	Team Lead Property Mgt Specialist	1101	11	Property Specialist
	Proc. Mgmt.	C&O Management and Program Analyst	343	11	Management & Program Analyst
	Proc. Mgmt.	GPC Acquisition Program Support Officer (APSO)	1102	11	Procurement Analyst

Announcement 4

Select	Mission Area	Position Description	Series	Grade	Position Title
	IPO	Equipment & Services Contract Specialist	1102	9/11	Contract Specialist
	IPO	Equipment & Services Contract Specialist	1102	9/11	Contract Specialist
	IPO	Invoice Solutions Team Contract Specialist	1102	9/11	Contract Specialist
	IPO	Invoice Solutions Team Contract Specialist	1102	9/11	Contract Specialist
	IPO	Invoice Solutions Team Contract Coordinator	1101	9/11	Contract Coordinator
	Proc. Mgmt.	ITT Management and Program Analyst	343	9/11	Management & Program Analyst
	Proc. Mgmt.	GPC Program Support Assistant	1101	5/7	Program Specialist
	Proc. Mgmt.	GPC Program Support Assistant	1101	5/7	Program Specialist
	Prop. Mgmt.	Property Management Specialist	1101	5/7/9	Property Specialist
	IPO	Incident Procurement Operations Purchasing Agent	1105	7/8/9	Purchasing Agent
	IPO	Invoice Solutions Team Purchasing Agent	1105	7/8/9	Purchasing Agent

	IPO	Invoice Solutions Team Purchasing Agent	1105	7/8/9	Purchasing Agent
	IPO	Invoice Solutions Team Purchasing Agent	1105	7/8/9	Purchasing Agent
	IPO	Aviation Contract Specialist	1102	9	Contract Specialist
	IPO	Aviation Contract Specialist	1102	9	Contract Specialist
	Proc. Mgmt.	GPC Purchase Card Program Specialist (LAPC)	1101	9	Program Specialist
	Proc. Mgmt.	GPC Purchase Card Program Specialist (LAPC)	1101	9	Program Specialist
	Dep Direct	Staff Assistant	301	9	Staff Assistant
	FPO	East Zone CSA 4 Service and Supplies, R8	1102	9	Contract Specialist
	FPO	East Zone CSA 4 Service and Supplies, R8	1105	9	Purchasing Agent
	FPO	East Zone CSA 9 Service and Supplies, FPL and Northern Research	1105	9	Purchasing Agent
	FPO	East Zone CSA 13 Construction & AE, R9	1102	9	Contract Specialist
	FPO	Intermountain Zone Leadership	303	7	Administrative Assistant

What is your tentative availability for detail opportunity?

Select	FY25 Quarter
	Q1 (Oct-Dec)
	Q2 (Jan-Mar)
	Q3 (Apr-Jun)
	Q4 (Jul-Sep)

If you have selected multiple opportunities for consideration, please list your positions in order of preference by number. If there is not a preference or you only selected one opportunity, you may skip this question.

Management reserves the right to permit, deny, or determine the start and duration of a detail opportunity. Not to exceed 120-day increments.

NAME

CURRENT ORGANIZATION

CURRENT BRANCH

SUPERVISOR NAME