



COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

June 23, 1997

703-603-7740
FAX 703-412-7113

Crystal Square 3, Suite 403
1735 Jefferson Davis Highway
Arlington, Virginia 22202-3461

ADMINISTRATIVE MEMORANDUM NO. 7

SUBJECT: CHAIRPERSON AND VICE-CHAIRPERSON RESPONSIBILITIES

1. PURPOSE

This memorandum describes the responsibilities of the Chairperson and Vice-Chairperson of the Committee for Purchase From People Who Are Blind or Severely Disabled. The Committee is an independent Federal agency charged with determining which products and services purchased by Federal entities should be procured from nonprofit agencies employing people who are blind or have other severe disabilities, establishing prices for those items, and carrying out various other related functions. The responsibilities laid out in this memorandum include duties prescribed by the Javits-Wagner-O'Day (JWOD) Act and Committee regulations, as well as other functions.

2. CHAIRPERSON RESPONSIBILITIES

a. Statutory Responsibilities

Under the Javits-Wagner-O'Day Act, 41 U.S.C. §§ 46-48c, the Chairperson is elected by the members of the Committee and may:

- (1) Subject to such rules as may be adopted by the Committee, appoint and fix the pay of Committee staff.
- (2) Request information necessary to carry out the JWOD Program from heads of Federal Government entities.


b. Regulatory Responsibilities

Under the Committee's regulations, 41 CFR Chapter 51, the Chairperson has the following responsibilities:

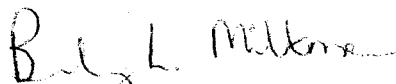
- (1) Authorize and set terms of appearance of interested parties at Committee meetings;
- (2) Make determinations on appeals of denials of information under the Freedom of Information Act;

3. VICE-CHAIRPERSON RESPONSIBILITIES

- a. Preside over Committee meetings in the absence of the Chairperson;
- b. If necessary, in the absence of the Chairperson, perform all other functions cited above.



Gary J. Krump
Chairperson



Beverly L. Milkman
Executive Director