

# OFFICE OF SECURE TRANSPORTATION

## POLICY NUMBER: 1.25A

**TITLE:** Acquisition Policy

**EFFECTIVE DATE:** 7 March 2006

**PURPOSE:** To provide guidance, direction, and responsibilities for acquisitions of materials, supplies, equipment, and services required in support of the Office of Secure Transportation's (OST) mission.

**SCOPE:** The provisions of this policy are applicable throughout OST to include contractors.

**PROPONENT:** Office of Support/Resource & Business Management Division (RBMD)

### REFERENCES:

- Title 48, Code of Federal Regulations (CFR), Chapter 1, Part 45 (Federal Acquisition Regulations)
- Department of Energy Acquisition Regulation (DEAR)
- U.S. Department of Energy Albuquerque NNSA Purchase Card Handbook, VISA, Guidelines and Procedures, November 2002
- OST Purchase Request Procedures, September 2004

*Revision Notes: Updated formatting and updated paragraph 3b to correctly identify the Purchase Request form and location.*

## POLICY

### 1. General

The OST acquisition program has the following objectives:

- a. Provide guidance to personnel requiring materials, supplies, equipment, and services in support of the OST mission.
- b. Practical application of Federal Regulations, DOE Directives, and internal OST Standard Operating Procedures (SOP).
- c. Provide consistency and standardization organization-wide in order to eliminate duplication efforts, and increase efficiency and productivity.

### 2. Responsibilities

- a. Assistant Deputy Administrator, NA-15, or his designee has the overall authority for approval of all acquisitions.
- b. The requester must initiate the OST Purchase Request (PR) Form for all required materials, supplies, equipment, and services. This includes all purchases in support of the Agent Operation Commands. It is the responsibility of the requester to complete all necessary research to determine the exact specifications of the item needed and include those specifications, in detail, on the PR.
- c. RBMD acquisition personnel are responsible for processing and procuring items in accordance with the OST Purchase Request Procedures, Federal Acquisition Regulation (FAR), DEAR, Purchase Card Handbook, and SOP T-11, Acquisition.
- d. Property Custodian Officer (PCO) or other authorized personnel screen for excess/idle property prior to requester initiating a PR.
- e. Facilities and Property Management Branch (FPMB) has overall responsibility for obtaining property from excess reutilization programs following procedures identified in the SOP T-7 Property Management Program.

- f. Personnel requesting property are responsible for providing complete, detailed specifications for the item, sufficient justification, contacting the PCO (or other authorized personnel) and initiating purchase requests in accordance with the OST Purchase Request Procedures.

**3. Requirements**

- a. The acquisition process begins when the requirement for materials, supplies, equipment and/or services, in support of the OST mission has been justified, defined and budgeted.
- b. The requester initiates an OST F 4200.1, Purchase Request (PR) Form, which is located on the J:\Public\Policy\OST PR Handbook FY06.
- c. For orders to be processed in a timely manner, the OST PR Form needs to be submitted to the RBMD in accordance with the attached lead times prior to the required date of delivery. This is to provide sufficient processing time for RBMD personnel to search for mandatory sources (i.e., UNICOR/Federal Prison Industries (FPI), General Services Administration (GSA), GSA Advantage, Department of Defense) and other sources as appropriate.
- d. For acquisition personnel, procurement guidance is provided in SOP T-11 Acquisition.

**OFFICIAL:**



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