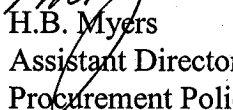




Washington, D.C. 20530

August 25, 2004

MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS

FROM: 
H.B. Myers
Assistant Director
Procurement Policy and Review

SUBJECT: DOJ Procurement Guidance Document 04-01
OMB Clearance Number for Solicitations and Contracts

The Office of Management and Budget has approved the extension of our procurement blanket clearance for a three year period. The clearance number remains 1103-0018. The new expiration date is July 31, 2007. OMB has granted our request to omit the expiration date on our printed procurement documents. Therefore, only the clearance number must be displayed on the first page of all solicitations and contracts. If you enter procurement data into an electronic system that requires an expiration date, use the above date.

Procurement Guidance Document 02-1, dated January 9, 2002, is rescinded.

Please make this information immediately available to the appropriate people in your organization and add this document to your collection of DOJ Procurement Guidance Documents. Questions about the use of the clearance number should be directed to Larry Silvis at 202/616-3754.