



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

**Acquisition  
Bulletin (AB)**

No. 02-01  
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**MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS**

**FROM:** Corey M. Rindner, Director  
Office of the Procurement Executive *Corey M. Rindner*

**SUBJECT:** Office of the Procurement Executive (OPE) Policy Distribution Methodology

**Purpose:** The purpose of this bulletin is to set forth the way in which all acquisition information will be disseminated by OPE. The intent is to clarify, simplify and streamline dissemination methodologies.

**Effective Date:** Immediately

**Expiration Date:** This bulletin will expire when cancelled or superseded.

**Background:** OPE is changing the way it disseminates acquisition policy and guidance. Previously, most information was issued as PIM's using a numbering system, or unnumbered Memoranda to the Bureau Chief Procurement Officers. The PIM's were also the mechanisms to issue DTAR changes.

**Actions:**

The dissemination methodology for acquisition policy and guidance follows:

**Department of the Treasury Acquisition Regulation (DTAR)**

The DTAR contains Treasury acquisition and procurement policies and procedures that implement and supplement the Federal Acquisition Regulation (FAR).

**Acquisition Circulars**

Changes to the DTAR will be issued via Acquisition Circulars (ACs). AC's, like Federal Acquisition Circulars, will be numbered sequentially as follows: DY - ##, where DY is the year the DTAR was issued, and ## represents the sequential number of the change (01, 02, etc.). Therefore, all of the DTAR Changes to will be numbered 02-01, 02-02, etc.

## **Acquisition Bulletins**

Acquisition Bulletins (AB's) will be used to disseminate OPE policy and guidance, other agencies' regulation and guidance as well as other topics of interest. AB's are the former PIM's, and will be numbered by calendar year and issued sequentially (02-01, 02-02, etc.)

Handbooks and other documents issued by the OPE such as the Contracting Officer's Technical Representative Handbook, Career Management Handbook, TADS Handbook, Small Business Handbook (developed and issued by the Office of Small Business Programs, and coordinated with OPE), and guidance on A-76, Commercial Activities will be issued through the acquisition bulletin system.

This format also includes information found in the former procurement instruction memorandum (PIM) system. Therefore, updated/revised policy that does not reside in the DTAR, such as the simplified acquisition folder, contract file table of comments, guidance on other agency (i.e., SBA, VA, OFPP) regulations that may require bureau implementation will be disseminated through the AB system.

On occasion, OPE may e-mail informational items of interest to the acquisition community. They will not be numbered.

All DTAR, AC and AB issuances will be posted on OPE's website at <http://www.treas.gov/procurement>. OPE will no longer issue paper copies of the DTAR Changes. All information will be posted on the website. After a document is signed by the SPE or designated staff, OPE will transmit a copy of the document to the Bureau Chief Procurement Officer or designated contact.

Questions may be directed to Angelie Jackson at [angelie.jackson@do.treas.gov](mailto:angelie.jackson@do.treas.gov) or (202) 622-0245.