Procurement & Property Division Policy Memorandum

Subject: Procurement & Property Division Policy Memorandum System				Number:
Distribution: ARS: AAOs PAOs PMOs BPMS NPS NAL IS AFM NASS ERS CSREES		Date: 4/10/96 phone number and contact updated 8/9/99	This Replaces: N/A	0 -01

Background

In the spirit of streamlining promoted by the National Performance Review, we have canceled many of our directives which added little or no value to existing Federal and departmental acquisition and property policy. As an alternative we have developed a system of numbered policy memorandums that will provide guidance to make your jobs easier.

Policy Guidance

Procurement and Property Division policy memorandums in the standard format shown here will be issued to provide guidance on new and/or complex Federal and departmental regulations. Implementing REE regulations which further restrict Contracting Officers'/Property Management Officers' use of good business judgement will be kept to a minimum.

	To make tracking easier, each memorandum number will begin with the applicable FAR/FPMR Part number followed by sequential numbers as issued. For example, guidance concerning best and final offers would be numbered FAR 15 Generally, these memorandums will be forwarded to ARS Procurement Assistance Officers or Property Management Officers, PPD and FD; however guidance that is of interest to program personnel will be distributed accordingly.
Action Required by REE Contracting Officers	In addition with the guidance provided in the Policy memorandums, ensure compliance with all statutes and Federal, departmental and REE regulations in the development, negotiation, award and administration of contracts, and management of personal property.
PPD Point of Contact	Policy Branch, 301-504-1725.
Signature:	/s/ Richard G. Irwin, Director, PPD