



**POLICY FLASH**  
**2009-04**

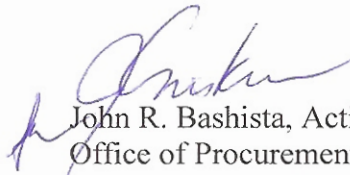
**DATE:** November 4, 2008  
**TO:** Procurement Directors  
**FROM:** Office of Procurement and Assistance Policy, MA-61  
Office of Procurement and Assistance Management  
**SUBJECT:** DOE O 413.1B – Internal Control Program

**SUMMARY:** The Department issued a Contractor Requirements Document (CRD) on October 28, 2008 to the above listed Directive.

Under the Department's Directives Program (DOE Order 251.1B), Heads of Field Elements are responsible for determining which contracts are to include this CRD. Contracting Officers, once notified, are responsible for incorporating the CRD into affected contracts. Since some Heads of Field Elements may not be aware that this change has been issued, Contracting Officers should request their determination of which, if any, contracts are affected and remind them that they may sign up for automated notification at [www.directives.doe.gov](http://www.directives.doe.gov).

This Flash may be viewed online at the following website:  
[http://management.energy.gov/policy\\_guidance/policy\\_flashes.htm](http://management.energy.gov/policy_guidance/policy_flashes.htm).

Questions regarding contracts intended to be affected by the CRD should be directed to the office identified in the "Contact" paragraph and questions regarding contract modifications should be directed to Helen Oxberger at [helen.oxberger@hq.doe.gov](mailto:helen.oxberger@hq.doe.gov).



John R. Bashista, Acting Director  
Office of Procurement  
and Assistance Policy