



POLICY FLASH
2008-39

DATE: April 25, 2008

TO: Procurement Directors

FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: **Contract Change Order Administration of Department of Energy (DOE)
Prime Contracts**

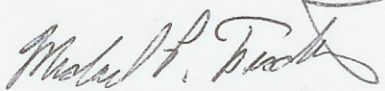
This Flash transmits an Office of Contract Management memorandum on April 1, 2008 and reminds Contracting Officers across the complex to ensure the need for good contract administration of DOE contracts (non-management and operating contracts), including those covered by DOE Order 413.3A, Program and Project Management for the Acquisition of Capital Assets.

Proper contract change order administration is critical to ensuring that contract and project requirements are met. In addition, contract management planning is an important element of DOE's contract management framework and activities.

This Flash may be viewed online at:

http://management.energy.gov/policy_guidance/policy_flashes.htm.

If you have a specific issue, have questions or need additional help, contact the designated MA-62 "Buddy" in the Office of Contract Management. Questions concerning this policy flash or obtaining audit support should be directed to Helen Oxberger at 202-287-1332 or helen.oxberger@hq.doe.gov.



Michael P. Fischetti, Director
Office of Procurement and
Assistance Policy

Attachment