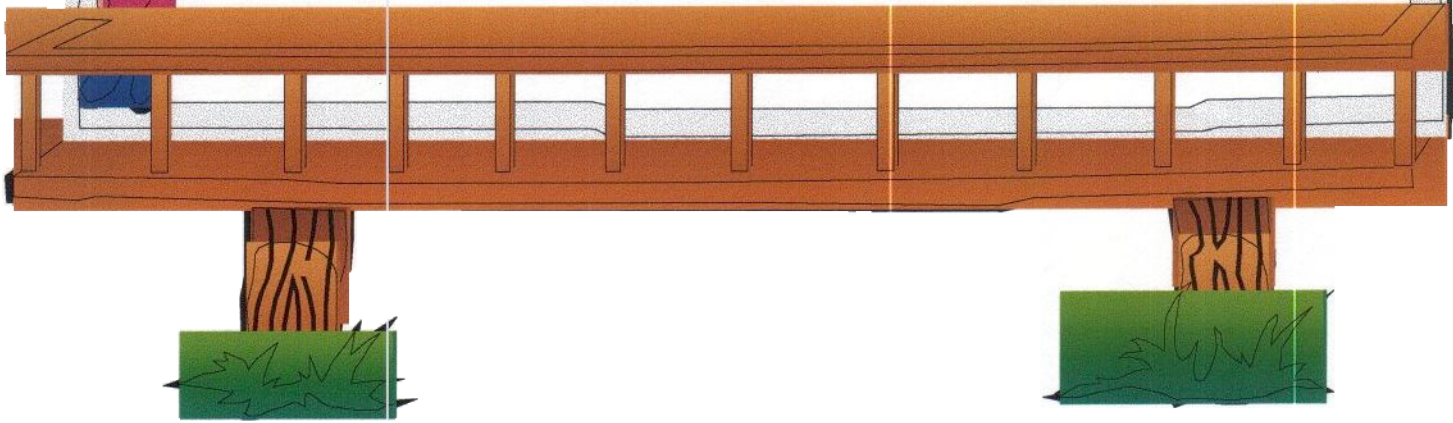
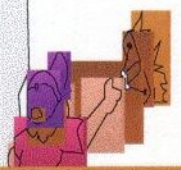


**HEADQUARTERS
POLICY FLASH
POLICY FLASH 2004-23**

DATE: August 10, 2004
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

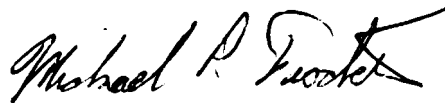
- SUBJECT:
- 1. Proper Use of Other Agencies' Contracts
 - 2. Environmentally Preferable Purchasing
 - 3. On-line Training Available for Central Contractor Registration (CCR)

SUMMARY: This Policy Flash forwards two memoranda just issued by the Procurement Executive. The first discusses the proper use of other agencies' contracting vehicles and the second encourages use of environmentally preferable procurement of "bio-based" products. The third paragraph provides information on training opportunities for CCR.



- 1) This memorandum provides reminders on the proper use of non-DOE contracting vehicles, including Economy Act transactions, Government-wide Acquisition Contracts, and Federal Supply Schedules. The recent discovery of improper use of such contracting vehicles has led to investigations of procurement activities at the General Services Administration and Department of Defense. Contracting Officers are cautioned to be diligent in the use of other agencies' contracting vehicles.
- 2) This memorandum provides an overview of a Biobased Products Procurement Preference Program being developed as a result of the Farm Security and Rural Development Act of 2002 and a recent rulemaking issued by the U.S. Department of Agriculture. It will highlight the DOE Office of Energy Efficiency and Renewable Energy's encouragement to DOE offices and management contractors to be early adopters of the program. The letter includes a list of proposed biobased products and an Environmentally Preferable Procurement Forecast Opportunities tool which identifies procurements featuring environmentally preferable products and services. Please share with your management contract procurement managers.
- 3) Previously, several Policy Flashes have been released to provide information and guidance on new requirements for CCR. These Policy Flashes, 2003-05, 2003-12, 2003-27, and 2004-19 provided guidance on registration for ongoing contracts, registration requirements for payments, and incorporation of this requirement in solicitations.

To aid contracting personnel, the Federal Acquisition Institute's (FAI) Online University is offering free training on the CCR. This course is highly recommended for all contracting personnel, can be completed in approximately one hour, and provides one credit towards the continuous learning requirement. The FAI Online University can be accessed at www.faionline.com. If you have any questions on this subject, please contact Ms. Jacqueline Kniskern of my staff at (202) 287-1342.



Michael P. Fischetti
Acting Director
Office of Procurement and
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Attachments

cc:
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