

Procurement & Property Division Policy Memorandum

Subject: Action Plan for Promoting JWOD Program			Number: 8-02
Distribution: ARS: AAO's PAO's PPD FD	Date: June 12, 2000	This Replaces: N/A	

Background

ARS supports the Javits-Wagner-O'Day Act (JWOD) in its organizational activities to the fullest extent possible. ARS has taken, and will continue to take, actions necessary in order to promote and enhance the Agency's acquisition program in conjunction with the JWOD program to obtain supplies and services directly from a JWOD participating nonprofit agency.

As required by AGAR 408.705(a), ARS has appointed a JWOD Advocate for the Agency. The Advocate designated is the Chief, Policy Branch of the Procurement and Property Division, Administrative and Financial Management in ARS. This position was identified by the Head of the Contracting Activity Designee as the individual to serve in this important role.

This position already serves as the Competition Advocate for ARS, so this places this individual in an effective position to serve in the Agency role of JWOD Advocate.

Policy Guidance

ARS has historically taken an aggressive position in promoting the JWOD program for the products and services provided by the JWOD participating nonprofit agencies.

These actions have included the following:

- (1) Issued REE Bulletin #98-206, "Mandatory Sources of Supply for Purchase Cardholders" which provided guidance that included the JWOD program.
- (2) Issued REE Manual #213.3M, "REE Purchase Card Program" which Agency procurement and nonprocurement personnel use to be trained in the mandatory sources of supply, including the JWOD program.
- (3) ARS Field Acquisition Manual #213.2 contains instructions on the JWOD program for all procurement personnel conducting simplified acquisition.
- (4) All REE procurement and nonprocurement cardholders are required to take mandatory training from qualified Location Agency Program Coordinators (LAPC's) which include verbal instructions and highlights on the importance of the JWOD program. In addition, the REE's Agency Program Coordinator (APC)'s/LAPC's review the APC/LAPC Purchase Card Program Guide, which also contains the JWOD program guidance; and this assures that they are properly trained in order to conduct the necessary training for all cardholders on this program.
- (5) All REE cardholders are required to personally view JWOD Training Videos.

ARS does not have a separate awards program to recognize participation in the JWOD program. Instead, the recognition is built into existing awards program in the Agency as follows:

- (1) Individual Performance Awards for Procurement Personnel

Procurement personnel have elements requiring active support of all procurement preference programs, including the JWOD program. Depending upon the individual's support of the program, the accomplishments are recognized through the performance evaluation process and bonus awards associated with it.

(2) AFM Annual Awards for Diversity

This ARS award program specifically recognizes the contribution of employees in the area of diversity, which also includes any deserved recognition of an individual who promotes and achieves successful accomplishments in the procurement preference program area, which includes the JWOD program.

(3) SPOT Awards

ARS has an active SPOT awards program in place which has allowed for the recognition of individual procurement and nonprocurement personnel's support of the mandatory supply sources, including the JWOD program.

Action Required by REE
Contracting Officers

Area office OSDBU coordinators and PPD Branch Chiefs (CB & PPB) are responsible for (1) promoting the JWOD program, (2) reviewing annual procurement forecasts and ARMP's to establish goals and direct appropriate procurement actions to JWOD sources, and (3) provide appropriate recognition via existing awards programs to those who exceed in this area.

PPD Point of Contact

Should you have any questions, please feel free to contact the cognizant Procurement Analyst that handles your respective Area or AFM Division (refer to the PPD Homepage for your contact at <http://www.afm.ars.usda.gov/divisions/ppd/>).

Signature

/s/

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