

Directive ^{FGIS 5007.1} ₂₁₀₋₁

10/31/89

ACQUISITION MANAGEMENT PROGRAM

I. PURPOSE

This Directive:

- A. Establishes general Agency Acquisition Management policies,
- B. States primary Acquisition Management responsibilities, and
- C. Implements FGIS Handbook 200, Acquisition Handbook.

II. REPLACEMENT HIGHLIGHTS

The Acquisition Handbook replaces the following issuances:

- A. AMS Instruction 249-1, Government Bills of Lading, dated 5/8/74.
- B. AMS Instruction 240-1, Procurement of Supplies, Equipment, Forms, and Services, dated 9/30/77.
- C. FGIS Bulletin 85-1, Over the Counter Purchases, dated 4/4/85.
- D. FGIS Bulletin 85-2, Ratifying Unauthorized Acquisitions, dated 4/5/85.
- E. FGIS Directive 241.1, Advance Acquisition Plan, dated 6/30/86.

III. AUTHORITIES

Authorities for the development and operation of the Agency Acquisition Management Program are contained in the Federal Acquisition Regulations and the Agriculture Acquisition Regulations.

IV. POLICY

It is Agency policy to:

- A. Promote a sound and cost effective acquisition program which meets the needs of all Agency managers, supervisors, and employees.
- B. Provide for ongoing procurement and acquisition training and education to ensure that procurement authority can be delegated consistent with present and future program needs.

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V.
RESPONSI-
BILITIES

C. Ensure that purchasing needs are anticipated well in advance of depletion of current supply levels to prevent disruption of program operations.

D. Ensure compliance with applicable procurement and acquisition laws and regulations.

A. The Administrator has overall responsibility for management of the Agency's Acquisition Management Program. Agency managers and supervisors have responsibility for ensuring compliance with procedures outlined in the Acquisition Handbook. The Administrator has made the following delegations with respect to management and operation of the Acquisition Management Program in FGIS:

1. The Deputy Administrator for Management and Budget, APHIS, delineates lines of program responsibilities in the areas of procurement, acquisition, and contracting.

2. The Director of the Administrative Services Division (ASD) is the Head of the Contracting Activity (HCA) and is responsible for managing the contracting program and appointing contracting officers. The HCA also determines appropriate levels of procurement authority.

B. Day-to-day procurement activities are carried out by:

1. The Field Servicing Office (FSO), Procurement and Realty Services (PRS).

2. The Procurement and Engineering Branch (PEB), ASD.

The Acquisition Handbook states ongoing procurement related responsibilities of these groups and individuals.

C. As assigned by the Deputy Administrator for Management and Budget, APHIS, the following defines general lines of responsibility:

1. The Director, ASD, is responsible for:

a. Ensuring development and implementation of acquisition and procurement policy consistent with applicable laws and regulations;

b. Updating/modifying the construction planning and ADP procurement areas of the Acquisition Handbook, as needed, after initial issuance;

- c. Providing guidance to FGIS officials on current policy implications;
- d. Keeping abreast of ongoing developments in the general acquisition area;
- e. Ensuring delegations of procurement authority are made consistent with applicable laws, regulations, and FGIS needs; and
- f. Ensuring the timely processing of procurement requests forwarded to PEB, ASD.

2. The Director, FSO, is responsible for:

- a. Ensuring development of procedures consistent with FGIS direction as well as with stipulated acquisition and procurement policy and applicable laws, regulations, and guidelines;
- b. Updating/modifying the procedures portions of the Acquisition Handbook (excluding construction planning and ADP procurement areas), as needed, after initial issuance;
- c. Providing guidance to FGIS officials on current acquisition and procurement procedures;
- d. Keeping abreast of ongoing developments in the general acquisition and procurement area; and
- e. Ensuring the timely processing of procurement requests forwarded to PRS, FSO.

VI.
REFERENCE

In addition to the material contained in the FGIS Acquisition Handbook, pertinent procurement-related information is also contained in the National Finance Center, Procedures Manual. This reference may need to be consulted in carrying out various procurement activities.

W. Kirk Miller

Administrator