



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Management Services
Division

Contracting Policy No. 1.3
Contracting Policy Guidance

Purpose: This Contracting Policy describes the method the United States Office of Personnel Management (OPM) will use to issue its contracting policy guidance.

Effective Date: Immediately

Expiration Date: None. (May only be cancelled or superseded.)

Background: OPM will standardize the way it publishes and disseminates contracting policy guidance. Previously, OPM published guidance in a variety of formats, originating in a number of different organizational components, and disseminated by a variety of media. Effective immediately, all contracting policy guidance will be published as Contracting Policies, approved by the Senior Procurement Executive, and posted on the Contracting Group's website. Existing policy guidance will remain in effect until cancelled and superseded by a Contracting Policy.

The Policy:

Only Contracting Policies (CPs) will be used to issue OPM contracting policy guidance.

Each CP will be numbered according to the Part, Subpart, Section, or Subsection of the Federal Acquisition Regulation (FAR) to which it is most closely related in terms of content.

As closely as possible, the title of each CP will use the title of the related FAR Part, Subpart, Section, or Subsection.

Each CP will state the Purpose, provide an Effective Date and Expiration Date, describe the Background, prescribe the required Actions, and provide a Point of Contact. Supplementary material, such as templates, handbooks, or additional background information, will be placed in attachments.

All CPs will be approved by signature of the Senior Procurement Executive (SPE), and take effect on the stated Effective Date.

All approved CPs will be disseminated by posting on the Contracting Group's website.

All existing contracting guidance will remain in effect until cancelled and superseded by a Contracting Policy.

