

**FISH AND WILDLIFE SERVICE
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Part 301 Acquisition Policies and Procedures

Chapter 1 Acquisition Authorities and Responsibilities

301 FW 1

1.1 What is the purpose and scope of this chapter? This chapter:

- A. Identifies the Service officials who perform general functions in the acquisition process, and
- B. Lists the principal directives that govern the acquisition process.

1.2 What are the principal goals and objectives of the Service's acquisition policies? Our goals and objectives are:

- A. Full compliance with acquisition statutes and regulations;
- B. Avoiding conflicts of interest, unauthorized commitments, and unfair preferences;
- C. Performing advance acquisition planning;
- D. Achieving socio-economic goals;
- E. Obtaining full and open competition; and
- F. Obtaining high quality products and services at reasonable prices.

1.3 Who is responsible for the Service's acquisition program?

A. The Assistant Director - Business Management and Operations (AD-BMO), as Head of the Contracting Activity, ensures the integrity of our acquisition system through compliance with acquisition-related laws, regulations, policies, ethics rules, and other directives.

B. Assistant Directors, Regional Directors, Assistant Regional Directors, and Regional Chief Financial Officers:

- (1) Ensure that proposed acquisitions are necessary to support the Service's mission, and
- (2) Support acquisition-related requirements such as:
 - (a) Advance acquisition planning,
 - (b) Socio-economic and environmental preference programs when acquiring goods and services,
 - (c) Ethical standards,
 - (d) Contracting Officer's Appointment system,
 - (e) Performance-based acquisitions, and
 - (f) Full and open competition.

C. The Chief, Division of Contracting and Facilities Management, Washington Office, as the Service's Bureau Procurement Chief and Competition Advocate:

- (1) Develops and issues uniform acquisition policies and procedures for the Service;

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- (2) Manages the Service's Federal Acquisition Certification – Contracting program;
- (3) Appoints Contracting Officers (see 302 FW 1);
- (4) Conducts acquisition management reviews of Regional Contracting Offices in accordance with the Internal Management Control Program;
- (5) Maintains the Contracting Officers' Representative training and certification program (see 302 FW 2);
- (6) Promotes full and open competition; and
- (7) Maintains the Department's data system used for reporting contracts to the central Federal Procurement Data System – Next Generation.

D. The Deputy Ethics Counselor, Associate Ethics Counselor, and Assistant Ethics Counselors interpret ethics laws and regulations that apply to acquisition matters (see 212 FW 1 for information about these officials).

E. Contracting Officers have the responsibility and delegated authority to:

- (1) Negotiate, award, administer, and terminate contracts;
- (2) Make related determinations and findings;
- (3) Ensure compliance with all laws and regulations pertaining to an acquisition;
- (4) Use required Information Technology (IT) systems; and
- (5) Provide timely and accurate reporting for contracting.

F. Regional Chiefs, Contracting and General Services and Contracting and Facilities Management Offices:

- (1) Implement acquisition policies within the Region;
- (2) Conduct acquisition management reviews of field stations within the Region;
- (3) Manage the Contracting Officer training program (see 302 FW 1); and
- (4) Submit accurate and timely reports, as required.

G. Supervisors of Contracting Officers are responsible for:

- (1) Providing training for the Contracting Officers, and
- (2) Complying with laws, regulations, and policy for acquisition matters and ethics.

1.4 What are the authorities and guidance that govern our acquisition program?

A. The Federal Acquisition Regulation (FAR). The FAR is the primary document that codifies uniform policies and procedures for acquisition by all civilian executive agencies. The [FAR is available online](#).

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B. Office of Management and Budget (OMB) Circulars promulgate Federal acquisition policies and guidelines and are [available online](#). The Circulars that most affect acquisition are:

- (1) OMB Circular A-76, Performance of Commercial Activities, and
- (2) OMB Circular A-123, Management Responsibilities for Internal Control.

C. 401 DM 1, Procurement Regulations describes the Department's system for issuing regulations, policies, and procedures relating to acquisition.

D. The Department of the Interior Acquisition Regulation (DIAR). The DIAR is the Department's supplemental acquisition regulation to the FAR and is [available online](#).

E. The Department of the Interior Acquisition Policy Release (DIAPR) System provides policy and guidance on acquisition regulations in the DIAR. It is [available online](#).

F. The Contracting Officers' Handbook is the Service's supplemental acquisition guidance to the DIAR and the FAR. The handbook:

- (1) Contains procedures for implementing the acquisition program that are unique to the Service. It provides guidance for implementing the FAR, the DIAR, and the DM.
- (2) Is prepared and issued by the Division of Contracting and Facilities Management.

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Deputy
DIRECTOR

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