

Headquarters Policy Flash

FLASH 2003-08

DATE: March 07, 2003
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: **Issuance of Two New Acquisition Letters (ALs):**

1. Acquisition Letter 2003-01 - Acquisition Letters Remaining in Effect
2. Acquisition Letter 2003-02 - Contract Management Planning

SUMMARY: 1. **Acquisition Letter (AL) 2003-01 - Acquisition Letters Remaining in Effect**

This Flash transmits a new Acquisition Letter (AL) 2003-01 which lists all acquisition letters that still remain in effect.

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Previous Acquisition Letters that do not appear on this listing have been superseded by a formal rule-making, incorporated into other guidance, and/or canceled.

For further questions concerning this AL, please contact Michael Fischetti at (202) 586-8192 or via e-mail at michael.fischetti@pr.doe.gov

2. Acquisition Letter (AL) 2003-02 - Contract Management Planning

Acquisition Letter (AL) 2003-02, approved by the Field Management Council Review for release and issuance, sets forth guidance on proper contract management planning under applicable DOE contracts. In correlation with the AL, a Contract Management Planning Guide was also created to provide assistance for the Department in formulating a structured and integrated systematic approach for performing contract management planning.

Contract Management Plans shall be prepared and utilized for:

- ◆ management & operating (M&O) contracts;
- ◆ major site and facility contracts for performance of work at current or former M&O contract sites and facilities; and
- ◆ contracts subject to the requirements of DOE O 413.3, "Program and Project Management for the Acquisition of Capital Assets," and any successor directives.

Procurement Directors should also consider the use of a contract management plan for other service contracts where one or more of the following elements are present:

- ◆ the dollar value of the contract is significant;
- ◆ contract administration is of a sufficiently complex nature to require a CMP because of unique contract terms and conditions (including contract type);
- ◆ the contracting office has little or no historical familiarity with the contract requirements;
- ◆ the number of contracting officer's representatives requires a greater degree of coordination; or

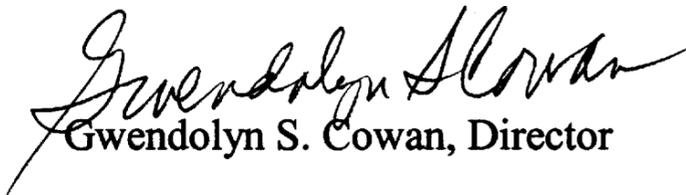
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- ◆ any other factor which the Contracting Officer believes warrant an enhanced level of contract administration.

Note: The Contract Management Planning AL does not apply to National Nuclear Security Administration (NNSA) activities unless otherwise directed by NNSA officials.

For further questions concerning this AL, please contact Irma Brown at (202) 586-8455 or via e-mail at irma.brown@pr.doe.gov


Gwendolyn S. Cowan, Director

cc:

PPAG Members