



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



APR 02 2014

In Reply Refer To:
FWS/CGS/056712

Memorandum

To: Service Directorate

From: Assistant Director and Chief Financial Officer – Business Management and Operations

Subject: Department of the Interior Guidance (DIG) Release 2014-02 –Purchase Requests

On December 30, 2013, the Department of the Interior (DOI) issued updated guidance on the topic of FBMS purchase requisition (PR) submission requirements. This attached guidance document, Department of the Interior Guidance (DIG) 2014-02, expands the scope of previous policy (DIAPR 2008-4) to include interagency agreements (IAA) and financial assistance actions.

Additionally, DIG 2014-02 changes the requirements related to PRs required for de-obligation modifications through PRISM. This new guidance requires PRs to be prepared in FBMS when the amount of de-obligation from acquisition awards, financial assistance instruments, or IAAs is \$25,000 or greater. If the de-obligation is for final closeout, a PR is not required, regardless of the dollar value. This change will simplify the closeout process and reduce workload.

For additional guidance related to this memorandum, please contact Ms. Kristin Young at Kristin_Young@fws.gov, 703-358-2176, regarding Acquisitions, or Ms. Debbie Unbehagen at Debbie_Unbehagen@fws.gov, 703-358-2643, regarding Financial Assistance.

Attachment



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DEC 30 2013

Department of the Interior Guidance (DIG) Release 2014-02

Subject: Purchase Requests

References: The Anti-Deficiency Act, codified at 31 USC §1341

1. Purpose:

DIAPR 2008-4 (which was effective October 1, 2008) established a requirement for the use of purchase requests in the procurement system of record when performing acquisition actions over the micro-purchase threshold, as defined in FAR 2.101. The purpose of this DIG is to update that policy document and to expand its scope to include interagency agreements (IAA), and financial assistance actions.

This DIG supersedes DIAPR 2008-4 and its amendments. This guidance is mandatory for all Department of the Interior (DOI) bureaus and offices.

2. Effective Date:

Effective upon signature.

3. Expiration Date:

No expiration unless superseded or canceled.

4. Background and Explanation:

All DOI bureaus and offices have implemented the Financial and Business Management System (FBMS). This policy communicates the continued requirement to use FBMS to create purchase requests for applicable actions using a standard, DOI-wide business process.

This policy applies to acquisition actions, interagency agreements (IAAs), and financial assistance actions.

5. Action required:

A purchase request must be prepared in FBMS by the program/requisitioning for actions resulting in the following:

- All new acquisition awards over the micro-purchase threshold, regardless of funding (i.e., new purchase orders, delivery/task orders, blanket purchase agreements/calls, and contracts);
- New acquisition actions under the micro-purchase threshold, if awarded through FBMS rather than the DOI integrated charge card. (Such actions should be the exception and not the rule; requirements under the micro-purchase threshold should be procured using a DOI integrated charge card to the maximum extent practicable);
- All new interagency agreements (IAA);
- All new financial assistance instruments;
- Monetary increases to existing acquisition awards, financial assistance instruments, or IAAs;
- Modifications to correct line items or funding on awards made through FBMS that require deobligating funds and obligating new funds to replace the deobligated funds; and
- Deobligations of \$25,000 or greater from acquisition awards, financial assistance instruments, or IAAs (other than those resulting from the close out process).

Purchase requests are not necessary in the following situations:

- Non-monetary changes to acquisition awards, financial assistance instruments, or IAAs (e.g., vendor address, COTRs, delivery addresses, etc.);
- Deobligations of amounts less than \$25,000 from acquisition actions, financial assistance instruments, intra-agency agreements, or IAAs; and
- All deobligations of acquisition actions, financial assistance instruments, or IAAs in any amount resulting from the close out process.

Please disseminate this guidance within your bureau. It will also be available on the web at <http://www.doi.gov/pam>. You may contact Megan Olsen of this office on (202) 513-0692 or megan_olsen@ios.doi.gov if you have any questions regarding this policy issuance.



Debra E. Sonderman, Director
Office of Acquisition and Property Management