

**FISH AND WILDLIFE SERVICE  
CONTRACTING**

<b>TABLE OF CONTENTS</b>	
<b>Topics</b>	<b>Sections</b>
<a href="#"><u>Overview</u></a>	1.1 What is the purpose of this chapter? 1.2 What is the scope of Part 301? 1.3 How is Part 301 organized? 1.4 What are the principal objectives of the chapters in Part 301?
<a href="#"><u>Responsibilities</u></a>	1.5 Who is responsible for the Service's acquisition program?
<a href="#"><u>Authorities</u></a>	1.6 What are the authorities and guidance that govern the Service's acquisition program?

## **OVERVIEW**

**1.1 What is the purpose of this chapter?** This chapter:

- A. Provides an overview of how Part 301 is organized,
- B. Describes the principal goals and objectives of the U.S. Fish and Wildlife Service's (Service) acquisition policies,
- C. Identifies the Service officials who perform general functions in the acquisition process, and
- D. Lists the principal authorities that govern the acquisition process.

**1.2 What is the scope of Part 301?** The chapters in Part 301 apply to all employees who are involved in procurement.

**1.3 How is Part 301 organized?** See Table 1-1.

<b>Table 1-1: Part 301, Acquisition Policies and Procedures</b>	
<b>301 FW 1</b>	Acquisition Policies and Authorities
<b>301 FW 2</b>	Acquisition Planning
<b>301 FW 3</b>	Conflicts of Interest and Other Legal and Ethical Prohibitions for Acquisition
<b>301 FW 4</b>	Procurement Procedures
<b>301 FW 5</b>	Unauthorized Commitments
<b>301 FW 6</b>	Promotional Items
<b>301 FW 7</b>	Green Procurement

**1.4 What are the principal objectives of the chapters in Part 301?** The objectives of our acquisition policies are to:

- A. Achieve full compliance with acquisition statutes and regulations;
- B. Avoid conflicts of interest, unauthorized commitments, and unfair preferences;

**FISH AND WILDLIFE SERVICE  
CONTRACTING**

C. Perform acquisition planning well in advance so we can take into consideration the many factors that govern procurement;

D. Assist specific types of businesses to obtain contracts and subcontracts, such as small businesses, minority-owned businesses, and other businesses that help us meet our goals to improve socioeconomic conditions when we award them contracts;

E. Maximize competition; and

F. Obtain high quality products and services at reasonable prices.

**RESPONSIBILITIES**

**1.5 Who is responsible for the Service’s acquisition program?** Table 1-2 lists the employees implementing our acquisition program and their responsibilities.

<b>Table 1-2: Responsibilities for the Service Acquisition Program</b>	
<b>These employees....</b>	<b>Are responsible for...</b>
<b>A. The Director</b>	<p>(1) Ensuring we have an acquisition program in place that meets Federal requirements, and</p> <p>(2) Approving or declining to approve acquisition policy.</p>
<b>B. The Assistant Director - Business Management and Operations (AD-BMO)</b>	<p>(1) Serving as the Head of the Contracting Activity,</p> <p>(2) Ratifying unauthorized commitments that are above the simplified acquisition threshold (see <a href="#">301 FW 5</a>), and</p> <p>(3) Ensuring the integrity of our acquisition system by making sure we comply with acquisition-related laws, regulations, policies, and ethics rules.</p>
<b>C. Directorate members, Assistant Regional Directors (ARD), and Regional Budget and Finance Officers (BFO)</b>	<p>(1) Ensuring that proposed acquisitions are necessary to support our mission, and</p> <p>(2) Supporting acquisition-related requirements such as:</p> <ul style="list-style-type: none"> <li>(a) Advance acquisition planning,</li> <li>(b) Socioeconomic and environmental preference programs when acquiring goods and services,</li> <li>(c) Ethical standards,</li> <li>(d) Performance-based acquisitions, and</li> <li>(e) Full and open competition.</li> </ul>

**FISH AND WILDLIFE SERVICE  
CONTRACTING**

**Contracting**

**Part 301 Acquisition Policies and Procedures**

**Chapter 1 Acquisition Authorities and Responsibilities**

**301 FW 1**

**Table 1-2: Responsibilities for the Service Acquisition Program**

These employees....	Are responsible for...
<b>D. The Chief, Division of Contracting and General Services (CGS), Headquarters</b>	<p>(1) Serving as the Bureau Procurement Chief,</p> <p>(2) Developing and issuing uniform acquisition policies and procedures for the Service,</p> <p>(3) Conducting acquisition management reviews of Regional Contracting Offices in accordance with the Government Accountability Office "<a href="#">Framework for Assessing the Acquisition Function at Federal Agencies</a>" and Department of the Interior (Department) guidance,</p> <p>(4) Promoting full and open competition as the Bureau Competition Advocate, and</p> <p>(5) Maintaining the Service's contract writing system used for reporting contracts to the central Federal Procurement Data System – Next Generation (FPDS-NG).</p>
<b>E. The Deputy Ethics Counselor, Associate Ethics Counselors, and Assistant Ethics Counselors</b>	Interpreting ethics laws and regulations that apply to acquisition matters (see <a href="#">212 FW 1</a> for information about these officials).
<b>F. Regional Chiefs, Contracting Offices (CCO) (the Acquisitions Branch Chief is the CCO for Headquarters)</b>	<p>(1) Implementing acquisition policies in the Regions and Headquarters, and</p> <p>(2) Reviewing contract files for compliance with acquisition policy and regulations.</p>
<b>G. Supervisors of Contracting Officers</b>	<p>(1) Ensuring on-the-job training for Contracting Officers;</p> <p>(2) Ensuring the Contracting Officers they supervise comply with laws, regulations, and policy for acquisition matters and ethics; and</p> <p>(3) Reviewing contract files of the Contracting Officers they supervise for compliance with acquisition policy and regulations.</p>
<b>H. Contracting Officers</b>	<p>(1) Negotiating, awarding, administering, and terminating contracts;</p> <p>(2) Making related determinations and findings; and</p> <p>(3) Ensuring the Service is in compliance with all laws and regulations pertaining to acquisitions.</p>

**FISH AND WILDLIFE SERVICE  
CONTRACTING**

**Contracting** **Part 301 Acquisition Policies and Procedures**  
**Chapter 1 Acquisition Authorities and Responsibilities** **301 FW 1**

---

**AUTHORITIES**

**1.6 What are the authorities and guidance that govern the Service's acquisition program?**

**A. The Federal Acquisition Regulation (FAR) (48 CFR)** is the primary document that codifies acquisition regulations and policies for executive agencies.

**B. Office of Management and Budget (OMB) Circulars** promulgate Federal acquisition policies and guidelines. The Circulars that most affect acquisition activities are:

(1) OMB Circular A-76, Performance of Commercial Activities;

(2) OMB Circular A-123, Management Responsibilities for Internal Control; and

(3) OMB Circular A-131, Value Engineering.

**C. The Departmental Manual (DM) Parts 401-405** provide instructions, policies, and procedures that have general and continuing applicability to acquisition.

**D. The Department of the Interior Acquisition Regulation (DIAR)** is the Department's supplemental acquisition regulation to the FAR.

**E. The Department of the Interior Acquisition, Assistance, and Asset Policy (DOI-AAAP) Framework** provides policy and guidance on acquisition regulations.

**F. The Contracting Officer's (CO) Handbook** is an online guide that supplements the DIAR and the FAR. CGS in Headquarters updates the *CO Handbook*, which:

(1) Contains procedures for implementing the acquisition program that are unique to the Service, and

(2) Provides guidance for implementing the FAR, OMB Circulars, the DM, DIAR, and DOI-AAAPs.

/sgd/ Thomas O. Melius  
ACTING DIRECTOR

Date: April 6, 2017