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ADMINISTRATION OF RESOURCES IN PROGRAM AREAS FOR  
ACQUISITION AND ASSISTANCE AGREEMENT MANAGEMENT  
Table of Contents

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1. General
  - .1 Introduction
  - .2 Policy
  - .3 Responsibilities

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ADMINISTRATION OF RESOURCES IN PROGRAM AREAS FOR  
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General

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1. GENERAL

**1.1 Introduction.** This supplement delineates the authority and responsibility of Bureau management in establishing policy, procedures, and practices for accomplishing resource work in a program area that affects the Bureau's acquisition and assistance agreement management. As key participants in the acquisition system, program specialists and managers contribute significantly to the management controls imposed by the Bureau for the elimination of fraud, waste, abuse, and other improper conduct.

A. Organizational elements in the Bureau initiate work which is essentially within the organizational responsibility of the program area. The program manager exercises authority to establish Bureau procedures and practices to achieve effective accomplishment of program area work. Cognizant program managers are also the authoritative source of current operating policy in their respective areas. These administrative responsibilities — recommending policy and establishing procedures and practices — impact also on the management of contract acquisitions and assistance agreement transactions within the Bureau.

B. Program managers also have particular relevance to the acquisition/assistance agreement management system. They provide: (1) Major input in formulation of the annual Acquisition Plan (AP) for the succeeding fiscal year which reflects the program needs and requirements to be met by Bureau acquisitions; (2) Programmatic knowledge and skills to the Contracting Officer by developing an appropriate Statement of Work (SOW) that is the key to the contract/assistance document; (3) Assistance to the Contracting/Grants Officer (upon request) during the negotiation/execution phase; (4) Specialized technical support during contract/ grant administration by monitoring contractor/grantee performance and the deliverables/outcomes provided thereby.

**1.2 Policy.** This instruction applies to tasks in the major functions, offices and programs reporting directly to Central Office or to Area Office authorities. In addition, all Bureau locations are included under this directive.

**1.3 Responsibilities.** With regard to the Bureau's Acquisition and Assistance Agreement Management, non-procurement managers have the responsibility and authority for:

A. Recommending policies and providing uniform Bureau-wide program procedures and practices within their responsible disciplines.

B. Identifying and evaluating deviations and exceptions to Bureau policy and procedures.

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C. Acting as a single point for identifying the total work required in specific program areas.

D. Identifying the resources allocated (internal and external to the Bureau) in their program area.

E. Serving as the primary Bureau corporate memory on the past allocation of resources, the resultant quality and effectiveness of the services provided from various sources, and the current allocation of resources to specific tasks for their program area.

F. Promulgating changes in policy and procedures directed by higher authority and scheduling (as necessary) training to cover basic background and familiarization for other programs.

G. Reviewing requests with required office units for contractor/grantee support related to the program's organizational responsibility.

H. Consolidating support service requirements, where feasible, into a single contract (task type)/grant as required when it is determined that contractor/grantee support is in the best interest of the Bureau to satisfy a planned requirement.

I. Assessing work performance being accomplished in program areas, identifying any major deviations from Bureau policy or goals, and recommending actions as appropriate. For contract efforts, the Contracting Officer Representative (COR) or Grants Officer Representative (GOR) shall be the primary source of information on technical matters.