



# **Headquarters Policy Flash**

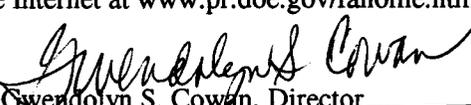
**FLASH 2000-02**

**DATE:** February 2, 2000  
**TO:** Distribution  
**FROM:** Office of Procurement and Assistance Policy, MA-51  
Office of Procurement and Assistance Management

**SUBJECT:** **Merit Review Guide for Financial Assistance & Unsolicited Proposals**

**SUMMARY:** This Policy Flash transmits an electronic copy of the Department's subject Guide. This Guide is being issued to provide guidance on conducting merit reviews and to promote a more uniformed and disciplined approach to the review process. A hard copy of the Guide was sent to the Program Secretarial Officers on January 25, 2000. Questions may be referred to Trudy Wood at (202) 586-5625.

This Guide has been reviewed by the Field Management Council and approved by the Deputy Secretary. You can obtain additional electronic copies of the Guide on the Internet at [www.pr.doe.gov/fahome.html](http://www.pr.doe.gov/fahome.html).



Gwendolyn S. Cowan, Director

ATTACHMENT