



Department of Energy  
Acquisition Regulation

No. 2000-06

Date 05/25/00

# ACQUISITION LETTER

The Procurement Executive is issuing this Acquisition Letter through a delegation from the Secretary and under the authority of the Federal Acquisition Regulation (FAR), Section 1.301(a)(2).

**Subject: Reference Book for Contract Administrators: A Reference Tool for Major Site and Facility Management Contracts**

## References:

FAR Part 42	Contract Administration and Audit Services
DEAR Part 942	Contract Administration
DEAR Part 970	DOE Management and Operating Contracts

## When is this Acquisition Letter (AL) Effective?

This AL is effective 10 business days from the date of issuance.

## When does this AL Expire?

This AL remains in effect until superseded or canceled. The *Reference Book for Contract Administrators* will also be incorporated into the Department of Energy Acquisition Guide.

## Who is the Point of Contact?

Contact James Tower, Office of Contract and Resource Management, at (202) 586-4294 or [James.Tower@hq.doe.gov](mailto:James.Tower@hq.doe.gov).

Visit our website at [www.pr.doe.gov](http://www.pr.doe.gov) for information on Acquisition Letters and other policy issues.

**What is the Purpose of this AL?**

This Acquisition Letter issues the attached "*Reference Book for Contract Administrators: A Reference Tool for Major Site and Facility Management Contracts.*" This Reference Book provides a consolidated Department-wide reference tool on the major functions, roles, and responsibilities of those involved in administering the Department's performance-based management contracts.

**What is the Background?**

The Department's move to performance-based contracting methods has generated a whole new set of challenges for those involved in contract administration. Reforms have increased accountability by linking together agency performance-based planning, budgeting/funding, and contracting. The Reference Book addresses many of those challenges. Although many of the sources cited in this Reference Book contain mandatory requirements, the Reference Book itself does not impose any requirements. The contents of this Reference Book are to be treated as nonmandatory.