




DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

Acquisition
Bulletin (AB)
No. 10-01
November 12, 2009

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Thomas A. Sharpe, Jr. 
Senior Procurement Executive
Office of the Procurement Executive

SUBJECT: **Prior Approval Requirement, Contract Actions Resulting in the Lease of Motor Vehicles from Commercial Concerns**

Purpose: This Acquisition Bulletin (AB) establishes the requirement that documentation of prior approval from the Director of the Treasury Office of Asset Management (OAM) be obtained for all contract actions resulting in the lease of motor vehicles from commercial concerns.

Effective Date: Effective upon issuance.

Expiration Date: This AB will expire when cancelled or superseded.

Background: Executive Order (EO) 13514, Federal Leadership in Environmental, Energy, and Economic Performance, was issued in October 2009 to establish an integrated strategy toward sustainability in the Federal Government and to make reduction of greenhouse gas emissions a priority for Federal agencies. One of the requirements of EO 13514 is that agencies set goals for reducing the use of fossil fuels. In order to ensure that all Treasury-leased vehicles meet the requirements of EO 13514 and Treasury goals for reducing the use of fossil fuels, documentation of prior approval from OAM is required for all contract actions resulting in the lease of motor vehicles from commercial concerns.

Required Bureau Actions:

1. Bureau Chief Procurement Officers are required to:
 - obtain documentation of approval from OAM prior to issuance of all contract actions resulting in the lease of motor vehicles from commercial concerns, and prior to issuance of all lease extensions not included in the terms of the initial contract actions;
 - provide to OAM copies of all contract actions resulting in leases of motor vehicles from commercial concerns, and lease extensions not included in the terms of initial contract actions; and
 - include documentation of OAM approval of the contract action in the contract file.

2. The Bureau requiring activity is responsible for providing documentation of OAM approval to the contracting officer. Documentation from the requiring activity must address whether the commercial vehicle for which the lease is being requested meets the standards established by the Environmental Protection Agency (EPA) for greenhouse gas emissions.

- If the requisition is for the lease of a commercial vehicle that meets EPA standards, documentation of approval by OAM only is required.
- If the requisition is for the lease of a commercial vehicle that does not meet EPA standards, documentation of approval by both OAM and the Assistant Secretary for Management (ASM) is required.

3. The requirements for documentation of OAM approval, and ASM approval as needed, are in addition to the documentation/certification requirements contained in FAR 8.1102(a).

Additional Information:

Questions about this AB may be directed to Jean Carter at jean.carter@do.treas.gov telephone (202) 622-6760.

Questions about Treasury policy and procedures associated with fleet management, use of alternative fuel vehicles, initiatives to reduce greenhouse gas emissions, and initiatives to reduce use of fossil fuels may be directed to Phyllis Smith, Office of Asset Management, phyllis.smith@do.treas.gov , telephone (202) 622-1896.