

# Department of the Interior Departmental Manual

---

**Effective Date:** 7/25/86

**Series:** Property and Services

**Part 404:** Procurement Planning

**Chapter 3:** Authority, Responsibility

**Originating Office:** Office of Acquisition and Property Management

---

This chapter has been given a new release number.* No text changes were made.
---

## 404 DM 3

**3.1 Authority.** This Part 404 is based on the requirement for advance procurement planning established in the Office of Federal Procurement Policy, OMB, Policy Letter 81-1 dated August 13, 1981, as implemented in the Federal Acquisition Regulation (48 CFR 7.1).

### 3.2 Responsibility.

A. Each bureau and office will develop the detailed methods and procedures necessary to implement the policy prescribed in Part 404 DM. Where practicable, ADP systems should be used to assist personnel in accomplishing the planning tasks prescribed herein. Where ADP systems are not readily available, manual methods will be utilized.

B. Advance procurement planning during budget formation is primarily the responsibility of the project manager or requiring activity with the advice and coordination of the contracting office and business utilization and development specialist.

C. Individual contract planning during budget execution recognizes that the project manager, or other official responsible for the project concerned, has overall responsibility for the necessary procurement planning as he or she has for all other planning for the project. However, primary responsibility rests with the contracting officer to prepare and maintain the individual contract plans, following the overall guidance of the project manager, and coordinating with and enlisting the aid of, as appropriate, cognizant engineering, technical, financial, supply, maintenance, business utilization and development, legal and other functional personnel.

D. The organization or person responsible for preparing the planning documents is also responsible for revising such documents throughout their useful life.

E. Each bureau and office shall develop and implement such reviews and approvals as are necessary to control fourth quarter obligations to assure that they are for legitimate purposes in the best interest of the Government and not solely to obligate funds which would otherwise be

lost at the end of the fiscal year.

\*

7/25/86 #3462

Replaces 7/25/86 #2696