



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**MAR 16 2012**

## **Department of the Interior Acquisition Policy Release (DIAPR) 2012-07**

**Subject: Central Contractor Registration (CCR) Waiver Process**

**References: Federal Acquisition Regulation Subpart 4.11 – Central Contractor Registration**

### **1. Purpose:**

This DIAPR establishes a streamlined Central Contractor Registration (CCR) waiver process. Each waiver approved at the BPC level will serve as validation that an acquisition meets one of the CCR exceptions as defined by FAR 4.1102.

This DIAPR supersedes and replaces DIAPR 2007-02, Central Contractor Registration (CCR) Waiver Process.

### **2. Effective Date:**

Upon signature.

### **3. Expiration Date:**

No expiration unless cancelled or superseded.

### **4. Background and Explanation:**

FAR Subpart 4.11 requires all prospective contractors to be registered in CCR prior to award of a contract or agreement, except for:

(1) Purchases that use a Governmentwide commercial purchase card as both the purchasing and payment mechanism, as opposed to using the purchase card only as a payment method;

(2) Classified contracts (see [2.101](#)) when registration in the CCR database, or use of CCR data, could compromise the safeguarding of classified information or national security;

(3) Contracts awarded by—

(i) Deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in [10 U.S.C. 101\(a\)\(13\)](#) or humanitarian or peacekeeping operations as defined in [10 U.S.C. 2302\(7\)](#); or

(ii) Contracting officers in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies, e.g., Robert T. Stafford Disaster Relief and Emergency Assistance Act ([42 U.S.C. 5121](#));

(4) Contracts to support unusual or compelling needs (see [6.302-2](#));

(5) Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain CCR registration; and

(6) Micro-purchases that do not use the electronic funds transfer (EFT) method for payment and are not required to be reported (see [Subpart 4.6](#)).

#### 5. **Action Required:**

All DOI acquisitions (i.e., purchase orders, delivery/task orders, blanket purchase or ordering agreements/calls, contracts) awarded to an organization that is not registered in CCR require approval of the CCR waiver by the Bureau Procurement Chief (BPC). The BPC waiver approval authority may not be delegated. The BPC must review each waiver request and only grant approval if the exception cited by the requestor is appropriate to the acquisition. Waiver approval may be granted electronically by the BPC, such as via email, but the contracting officer must document the acquisition file with the approved CCR waiver, showing BPC approval and the exception cited.

For those FBMS-issued awards on which a waiver from the Electronic Funds Transfer method of payment and the Internet Payment Platform (IPP) electronic invoicing requirement is needed in addition to the CCR waiver, such as awards supporting emergency operations or those issued to foreign vendors, the Contracting Officer should attach the approved CCR waiver to the FBMS Help Desk Ticket submitted for processing of the EFT/IPP waiver, along with a completed DOI EFT/IPP Waiver Request Form.

Please disseminate this guidance within your bureau. It will also be available on the web at <http://www.doi.gov/pam/diapr.html>. You may contact Tiffany Schermerhorn of this office on (202) 254-5517 or [Tiffany\\_Schermerhorn@ios.doi.gov](mailto:Tiffany_Schermerhorn@ios.doi.gov) if you have any questions regarding this policy issuance. You may contact Dawn Higgins at (303) 202-4408 or [Dawn\\_B\\_Higgins@fbms.doi.gov](mailto:Dawn_B_Higgins@fbms.doi.gov) of this office if you have any FBMS-related questions.



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