



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

NOV 26 2012

## Department of the Interior Acquisition Policy Release (DIAPR) 2012-10, Amendment 1

**Subject:** Restriction on the Purchase of Promotional Items

**References:** Executive Order (EO) 13589, *Promoting Efficient Spending*, dated November 9, 2011; and  
Deputy Assistant Secretary-Budget, Finance, Performance and Acquisition Memorandum, *Restriction on the Purchase of Promotional Items*, dated March 29, 2012

1. **Purpose:** This DIAPR amendment incorporates a waiver process for recurring purchases of promotional items purchased as gifts to foreign officials.
2. **Effective Date:** Upon signature.
3. **Expiration Date:** This DIAPR will remain in effect until cancelled or superseded. This guidance may be implemented in the Department of the Interior Acquisition Regulation as appropriate.

### 4. Background and Explanation:

After the release of DIAPR 2012-10, a discrepancy was noted between it and the March 29, 2012, memorandum to Heads of Bureaus and Offices providing guidance on the purchase of promotional items, issued by the Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition. The March 29, 2012, memorandum does not restrict the purchase of gifts for foreign officials; however, DIAPR 2012-10 does. In an effort to be consistent, the policy outlined in DIAPR 2012-10 remains in effect, and an approval waiver process is provided for recurring promotional item purchases for foreign officials for diplomatic and/or protocol reasons.

As a reminder, DIAPR 2012-10 supplements EO 13589, *Promoting Efficient Spending*, issued on November 9, 2011, which states, “Agencies should limit the purchase of promotional items (e.g., plaques, clothing, and commemorative items), in particular where they are not cost-effective;” and the memorandum to Heads of Bureaus and Offices regarding the purchase of promotional items, issued by the Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition on March 29, 2012.

### 5. Action Required:

Bureaus with recurring promotional item procurements for foreign officials may request a waiver from the DOI Senior Procurement Executive. A recurring requirement is defined as three or more requirements per program. The waiver must be submitted by the Bureau Procurement

Chief and include historical data and a defined scope request (e.g., identify foreign officials by title; describe how the promotional item supports the program; and indicate whether the procurement is essential to carrying out the program purpose).

**6. Additional Information:**

Questions about this policy may be directed to Brigitte Meffert, Office of Acquisition and Property Management, at 202-513-0699 or by e-mail at [Brigitte\\_Meffert@ios.doi.gov](mailto:Brigitte_Meffert@ios.doi.gov).



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