



# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

MAR 14 2014

## Department of the Interior Acquisition Policy Release (DIAPR) 2012-10, Amendment 2

**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 removes the requirement for bureaus and offices to submit quarterly reports of promotional items purchased.
- 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 Expiration Date:** This DIAPR will remain in effect until cancelled or superseded.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:**

The initial DIAPR required bureaus and offices to develop a process for the approval, tracking and reporting of promotional item purchases. Bureaus and offices were required to submit a quarterly report of promotional item purchases to the Director, Office of Acquisition and Property Management (PAM) by the 15<sup>th</sup> day of the month following the end of the quarter. Amendment 1 incorporated a waiver process for recurring purchases of promotional items purchased as gifts to foreign officials.

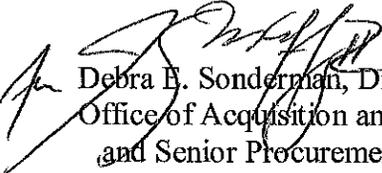
Bureaus and offices are still required to follow a process for the approval and tracking of promotional item purchases, as well as, request a waiver from the Senior Procurement Executive for recurring promotional item procurements for foreign officials as needed. Only the quarterly reporting requirement is dropped.

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

Bureaus and offices are no longer required to submit a quarterly report of promotional item purchases to the PAM Office. Bureaus and offices will however, continue to adhere to the processes, procedures and controls over promotional item spending outlined in the initial DIAPR and Amendment 1.

**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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