



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

AUG 11 2009



Department of the Interior Acquisition Policy Release (DIAPR) ARRA-2008-4
Amendment 1

**Subject: PURCHASE REQUESTS FOR AMERICAN RECOVERY AND
REINVESTMENT ACT OF 2009 (ARRA) CONTRACT ACTIONS**

References: Updated Implementing Guidance for the American Recovery and
Reinvestment Act of 2009, dated April 3, 2009
Department of the Interior Guidance Release (DIG) ARRA-2009-01,
issued April 23, 2009

1. **Purpose:**

This DIAPR amends DIAPR 2008-4, Purchase Requests, to require program/requisitioning offices to include the Bureau Project Identification Number and the Treasury Account Symbol on all purchase requests for ARRA-funded contract actions.

2. **Effective Date:**

Upon signature.

3. **Expiration Date:**

This DIAPR will remain in effect until canceled or superseded.

4. **Background and Explanation:**

The Department of the Interior (DOI) is required to track and report on its ARRA activities to the Office of Management and Budget (OMB) and the public. ARRA obligations must be tracked and reported by project, so each ARRA-funded contract action must be marked with information tying it to the specific ARRA project with which it is associated. The two identifiers that can be used consistently for this purpose are the Bureau Project Identification Number (Project Number) and the Treasury Account Symbol (TAS).

Since Project Numbers are assigned at the bureau level, there is no standard DOI numbering scheme. However, there is a standard Governmentwide format for the TAS, which is as follows:

TAS::XX XXXX XXX::TAS

5. **Action Required:**

Program/requisitioning offices must include the Project Number and the TAS on all purchase requests for ARRA-funded contract actions. This information is required even if the contract action is only partially-funded with ARRA funds.

Program/requisitioning offices should contact their Bureau Recovery Act Coordinator for assistance in determining the Project Number for a particular project, and should contact their budget office for assistance in determining the TAS for a particular project. If no Project Number can be associated with a particular contract action, such as a situation in which the contract action is funded with ARRA administrative funds, the program/requisitioning officer must include a brief explanation on the purchase request as to why no Project Number is available.

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) 513-0747 or Tiffany_Schermerhorn@ios.doi.gov if you have any questions regarding this policy issuance.



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