

GSA ORDER

Subject: General Services Administration Acquisition Manual (GSAM); GSAM Case 2016-G505
Clarifying Acquisition Letter Expiration Date

1. **Purpose.** This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) at GSAR Part 501 *General Services Administration Acquisition Regulation System*, Subpart 501.1 *Purpose, Authority, Issuance* at Section 501.171 *Other GSA publications*, Subsection 501.171-2 *Acquisition Letters* to clarify the expiration of acquisition letters.

2. **Background.** GSA's Senior Procurement Executive (SPE) issues Acquisition Letters (ALs) to provide interim policies and procedures for GSA's acquisition workforce pending their incorporation into the GSAM or the Federal Acquisition Regulations (FAR) and manages active ALs and other acquisition policies in the Office of Acquisition Policy (OAP) Policy Library¹. The current policy in GSAM 501.171-2(b) that states ALs automatically expire one year after issuance is not an effective method of managing AL expiration dates because it does not take into account GSA's regulatory priorities.

The SPE only issues ALs in cases where there are urgent and/or temporary circumstances for delivering information to the GSA acquisition workforce. Otherwise, the policies and procedures will be incorporated directly into the GSAM.

3. **Effective date.** Date of Signature.

4. **Explanation of changes.** GSAM 501.171-2 Acquisition Letters is amended to clarify that ALs expire on the date specified on the AL².

In cases where the policies and procedures are urgent and intended to be made permanent, the acquisition letter will state that the acquisition letter expires when incorporated into the GSAM or FAR. When the content of the AL is incorporated into the GSAM or FAR, the AL will be moved from "active" status in the OAP Policy Library to "inactive" status.

¹ Other policy documents issued by Heads of Contracting Activities (e.g. Instructional Letters, Policies and Procedures, Procurement Information Bulletins) are outside the scope of GSAM Case 2016-G505 and will be addressed through a separate GSAM case.

² See GSAM 501.171-2(h)(4).

In cases where the policies and procedures are temporary, the AL will state the specific termination date in accordance with GSAM 501.171-2(h)(4). Once the termination date is reached, the AL will be moved from "active" status in the OAP Policy Library to "inactive" status.

The Office of Acquisition Policy will review all outstanding ALs at least twice every year when prioritizing resources to establish GSA's Spring and Fall Regulatory Agendas. This review is a more effective means of overseeing existing policies.

See attached Line-In/Line-Out for specific changes to the GSAM text.



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Senior Procurement Executive

LINE-IN LINE-OUT

LEGEND

Additions: [bold and bracketed]

Deletions: Strikethrough

Use of five asterisks (*****) indicates that an entire paragraph and its sub paragraphs is unchanged.

Three asterisks (***) are used to show higher level paragraphs remain unchanged when text is changed in a sub paragraph.

Part 501— General Services Administration Acquisition Regulation System

Subpart 501.1— Purpose, Authority, Issuance

501.171 Other GSA publications.

501.171-2 Acquisition letters.

(b) Acquisition letters expire [on the date specified in the acquisition letter or when the acquisition letter's contents are incorporated into the GSAM or FAR.] ~~one year after issuance, unless the letter indicates an earlier expiration date.~~

[(c) The Office of Acquisition Policy (OAP) conducts a review of existing acquisition letters twice each year as part of GSA's Regulatory Agenda to prioritize resources for incorporating active acquisition letters into the GSAM or FAR.

(d) OAP is responsible for maintaining a current list of active acquisition letters in the OAP Acquisition Policy Library.

(1) When policies and procedures contained in acquisition letters are effective until incorporated into the GSAM or FAR and the content is incorporated into the GSAM or FAR the acquisition letter will be moved from "active" status in the OAP Policy Library to "inactive" status.

(2) In cases where the policies and procedures are temporary, the AL will state the specific termination date in accordance with GSAM 501.171-2(h)(4). Once the termination date is reached, the AL will be moved from "active" status in the OAP Policy Library to "inactive" status.

(e)](e)***

[(f)](d)***

[(g)](e)***

[(h)](f)***

(6) Applicability (offices to which the acquisition letter applies)[.]

[(i)](g) The issuing office is responsible for distributing its acquisition letters to affected contracting activities and the Office of Acquisition Policy. In addition[,] copies should be distributed to: [---]***

[(j)](h)***

[(k)](i)*****