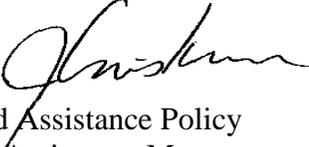




**POLICY FLASH 2011-54**

**DATE:** March 14, 2011

**TO:** Procurement Directors

**FROM:** Director, Policy Division   
Office of Procurement and Assistance Policy  
Office of Acquisition and Assistance Management

**SUBJECT:** DOE O 484.1 Admin Chg 1, Reimbursable Work for the Department of Homeland Security

**SUMMARY:** The Department has made administrative changes to the above listed Directive. The order establishes DOE policies and procedures for the acceptance, performance, and administration of reimbursable work directly funded by the Department of Homeland Security. DOE N 481.1 and DOE N 251.62 are cancelled.

Under the Department's Directives Program (DOE Order 251.1C), Heads of Field Elements are generally responsible for determining which contracts are to include the CRD. Contracting Officers, once notified, are responsible for incorporating the CRD into affected contracts. Since some Heads of Field Elements may not be aware that this change has been issued, Contracting Officers should request their determination of which, if any, contracts are affected and remind them that they may sign up for automated notification at [www.directives.doe.gov](http://www.directives.doe.gov).

This flash may be viewed at [http://management.energy.gov/policy\\_guidance/policy\\_flashes.htm](http://management.energy.gov/policy_guidance/policy_flashes.htm).

Questions regarding contracts intended to be affected by the CRD should be directed to the office identified in the "Contact" paragraph and questions regarding contract modifications should be directed to Helen Oxberger at (202) 287-1332 or [helen.oxberger@hq.doe.gov](mailto:helen.oxberger@hq.doe.gov).