



DATE: February 04, 2016

TO: Procurement Directors
Heads of Contracting Activities

FROM: Acting Chief
Contract and Financial Assistance Policy Division
Office of Policy
Office of Acquisition Management

SUBJECT: New Policy Flash Distribution Process

SUMMARY: This office is automating the policy flash (PF) distribution process by using a listserv. As of February 18, 2016, the listserv will send PF notifications without attachments. PFs will no longer be sent via the email distribution list. PFs will continue to reside at the PF website identified below.

As new PFs are issued, subscribers will be notified via the listserv. The notification (attached) will be general in nature and will not reference the specific PF. Subscribers will be provided a link to our PF webpage to review the PF.

If you previously received PF notifications directly from this office you have already been subscribed to the listserv. Others who would like to subscribe/unsubscribe may click on the links below; contained in notification emails; or posted on the PF website. The process for each action is described below.

To subscribe click: <mailto:listserv@listserv.energy.gov?subject=Subscribe to MA-61 Acquisition Policy Flashes&body=subscribe acqfinpf>.

- Outlook will create an email addressed to the listserv. Click “send.”
- The subscriber will receive a confirmation email with an embedded link. Click the link.

- IE will open the listserv confirmation webpage. No action is required. Close webpage.
- The listserv will send an email confirming subscription to it.

To unsubscribe click [here](#).

<http://listserv.energy.gov/cgi-bin/wa?TICKET=NzM2MDA1IE1JQ0hBRUwuRE9NQIJPV1NLSUBIUS5ET0UuR09WIEFDUUZJTIBGIKWtoFAZC7Gv&c=SIGNOFF>

- IE will open the listserv confirmation webpage and request confirmation of cancellation request. Click “confirm.”
- The listserv will send an email confirming removal from the listserv.

Please provide this information to your personnel and contractors so they may sign up for the listserv.

This flash will be available online at the following website:

<http://energy.gov/management/listings/policy-flashes>.

Questions concerning this policy flash should be directed to Mike Dombrowski at (202) 287-1828 or at michael.dombrowski@hq.doe.gov.

Attachment: Sample Policy Flash Notification