



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

DIRECTOR'S ORDER NO. 153

SUBJECT: Expenditures in Support of the 2003 Centennial of the National Wildlife Refuge System

Sec. 1 What is the purpose of this Order? This Order provides guidance on the use of appropriated funds to purchase goods and services to support the National Wildlife Refuge System Centennial.

Sec. 2 To whom does this Order apply? This Order applies to all Service employees.

Sec. 3 Can I use appropriated funds to purchase items to support the Centennial?

a. 301 FW 7 defines "promotional items and services" and provides guidance on the use of appropriated funds for purchasing them. Its guidance is fully in effect for Centennial expenditures; however, when using funds appropriated by Pub. L. 108-7, there is extra latitude for certain types of expenditures such as those listed in Exhibit 1.

b. Section 129 of the Omnibus Appropriations Act for FY 2003 (Pub. L. 108-7) states: "Notwithstanding any other provision of law, the United States Fish and Wildlife Service may use funds appropriated by this Act for incidental expenses related to promoting and celebrating the Centennial of the National Wildlife Refuge System." This authority applies only to funds appropriated by Pub. L. 108-7 (effective February 20, 2003).

Sec. 4 What types of goods and services can I purchase? You may purchase goods and services that directly relate to the Centennial and that are reasonably necessary. See Exhibit 1 for examples of Centennial expenditures.

Sec. 5 What guidelines apply to these expenditures?

a. You must follow normal procurement rules, including the use of competition, mandatory sources, and small business set-asides, to purchase Centennial items or services. Authorized purchase card holders may purchase items to promote or celebrate the Centennial if they follow normal purchase card guidance and document that the expenses relate to the Centennial.

b. Use refreshments and promotional items only for public Centennial activities, events, or settings, and not for internal distribution, meetings, or events not associated with the Centennial.

c. Conduct any advertising, promotion, and celebration in good taste and with emphasis on the informational and educational elements of our mission. Use promotional items only where they have a lasting effect.

d. If we use non-Federal funds, such as contributions from refuge support groups or other partners to purchase items to promote the Centennial, encourage our partners to identify the funding source by labeling those items, if practical.

Sec. 6 Who approves use of appropriated funds for purchase of Centennial items and services? In addition to the established approval process for acquisitions, Regional Chiefs, National Wildlife Refuge System will review acquisition requests for Centennial items initiated within their Region, and the Assistant Director-National Wildlife Refuge System will review such acquisition requests initiated in the Washington Office. They must determine if the purchase and expenditure of funds related to the Centennial is in conformance with Service standards and guidelines. If in doubt, they should consult with the Regional Division of Contracting and General Services and the Office of the Solicitor. For additional advice, they may also consult with the Washington Office, Division of Visitor Services and Communications and the Division of Contracting and Facilities Management. Written determinations will be part of the official acquisition file.

Sec. 7 When is this Order effective? This Order is effective immediately. It will expire September 30, 2004, unless amended, superseded, or revoked.


Acting DIRECTOR

Date: July 8, 2003