



**Department of Energy**  
Washington, DC 20585

January 16, 2008

MEMORANDUM FOR INGRID KOLB  
DIRECTOR  
OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY   
DIRECTOR  
OFFICE OF INFORMATION RESOURCES

FROM:   
EDWARD R. SIMPSON  
DIRECTOR  
OFFICE OF PROCUREMENT AND ASSISTANCE MANAGEMENT

SUBJECT: Notice of Intent to Revise DOE Order 540.1A, Departmental Business Instrument Numbering System

PURPOSE: The purpose of this revision is to prescribe procedures for assigning identifying numbers to all business instruments conducted outside the Strategic Integrated Procurement Enterprise System (STRIPES).

JUSTIFICATION: Once STRIPES has been deployed at an organization, most procurement and financial assistance requisitions, solicitations, and awards will be required to be processed within STRIPES and the organization will no longer number business instruments. STRIPES will assign the appropriate numbers automatically.

This Order applies only to business instruments that are permitted by Department of Energy policy to be processed outside of STRIPES.

The normal 90 day processing time is acceptable.

This directive action is not included in the Office of Procurement and Assistance Management's current Review and Certification of the organization's directives. Attached is the draft Order that has been reviewed by the Office of Procurement and Assistance Management and the Office of the Chief Financial Officer.

The proposed directive does not duplicate existing laws, regulations or national standards and it does not create undue burden on the Department.



**IMPACT:** The revised Order will require organizations processing business instruments outside of STRIPES to provide unique numbers for each instrument.

**CONTACT:** Douglas L. Baptist, 202-287-1658

**CTA CONCURENCE:** CTA concurrence not required per Attachment 2 of DOE O 410.1

**ATTACHMENT**

**DECISION:**

**Concur:** \_\_\_\_\_

**Nonconcur:** \_\_\_\_\_

**Timeframe:** \_\_\_ 30 days \_\_\_ 60 days \_\_\_ 90 days \_\_\_ 120 days

**Date:** \_\_\_\_\_