



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

Acquisition
Bulletin (AB)
No. 09-05
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MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Thomas A. Sharpe, Jr. 
Senior Procurement Executive
Office of the Procurement Executive

SUBJECT: **Environmental Management Training**

Purpose: This Acquisition Bulletin (AB) establishes the requirement that contracting personnel, purchase cardholders, and contracting officer's technical representatives be trained on the goals of Executive Order (E.O.) 13423, Strengthening Federal Environmental, Energy, and Transportation Management, and actions needed to comply with the E.O.

Effective Date: Effective upon issuance. Training must be completed by December 31, 2009

Expiration Date: This AB will expire when cancelled or superseded.

Background: Executive Order (E.O.) 13423, Strengthening Federal Environmental, Energy, and Transportation Management, and E.O. 13423 Implementing Instructions require that agencies develop and provide environmental management training for all personnel whose actions are affected by the E.O. The attached PowerPoint presentation, Purchasing Green Products and Services, meets the requirement for training on acquisition-related requirements of the E.O. Comparable Bureau-developed training also meets the E.O. training requirement.

Required Bureau Action:

1. Contracting personnel, purchase cardholders, and contracting officer's technical representatives must review the attached training presentation on purchasing green products and services, or complete other training with comparable content, as determined by the Bureau Chief Procurement Officers, no later than December 31, 2009. Training for purchase cardholders may be tailored to address the products that they are authorized to purchase.
2. Bureau Chief Procurement Officers are required to ensure that the training is completed and documented for all applicable personnel.

Additional Information:

It is anticipated that updates to the green purchasing presentation will be provided to the Bureaus annually in order to include new green purchasing requirements and changes to existing requirements.

Questions about this AB may be directed to Jean Carter at jean.carter@do.treas.gov telephone (202) 622-6760.

Attachment: PowerPoint Presentation -- Purchasing Green Products and Services