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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2022-015

To: All Line Agency and Department Heads
From: Director of Administration
Subject: **Establishment of a Division: DOA
Division of Supply Chain and Contract Support**

Buenas yan Hafa Adai! Department of Administration announces the establishment of new division: Division of Supply Chain and Contract Support. This division will liaise closely with agencies and agencies' buying personnel to establish and operate buying procedures more closely aligned to their needs. When agreed between DOA and line agencies, agency buying, personnel may be detailed to this division as required.

This division established under **5 GCA §20105**, will not perform procurement, which by law is reserved to DOA/GSA. It will take actions to ensure:

1. Supply chain issues are addressed so that they may continue uninterrupted.
2. Review requisitioned specifications and advise changes when necessary to minimize delays in supply continuity.
3. Consider rationalization and consolidation of resources needed by multiple agencies.
4. Consider economics of scale and lifetime costs, not currently identified within existing processes.
5. Submit a monthly report to the Procurement Policy Office with recommendations for improvements.
6. Consider supply procedures, such as shipping methods and consolidation.

Further information regarding this division will be advised in the near future.

Directors should feel free to contact met with any questions.

Si Yu'os Ma'ase.


EDWARD M. BIRN

cc: Chief of Staff DOA Deputy Director Deputy Chief of Staff DOA Division Heads