

INSTRUCTIONS FOR THE DRMS AFFIRMATIVE PROCUREMENT PROGRAM FOR
EPA-COMPREHENSIVE PROCUREMENT GUIDELINE ITEMS CONTAINING
RECOVERED MATERIALS

A. REFERENCES.

1. Resource Conservation and Recovery Act (RCRA). Section 6002(I) of RCRA requires Federal agencies to consider and purchase recycled products. EPA has issued guidelines identifying categories of items that federal agencies using appropriated funds should purchase with recycled content.
2. Executive Order 13101, September 14, 1998. This Executive Order entitled “Greening the Government through Waste Prevention, Recycling and Federal Acquisition” significantly increases the requirements to use environmentally friendly materials. It creates a White house level committee to oversee implementation of green-product purchasing quotas, and closes loop holes in the previous Executive Order that allowed federal agencies to skirt requirements to buy recycled.
3. Federal Acquisition Regulations (FAR). The FAR address the procurement of goods and services by the Federal government. Revised regulations implementing Executive Order 13101 have been proposed in the FAR.
4. DoD Instruction 4715.4 Pollution Prevention. This instruction provides policy for implementing pollution prevention programs within DoD including the implementation of Executive Orders associated with affirmative procurement.
5. The Defense Logistics Agency (DLA) requires that APP requirements be incorporated into each Primary Level Field Activity’s (PLFA) procurement policies and practices. DLA also requires that affirmative procurement be incorporated into IMPAC card purchases. To assist PLFAs in developing an Affirmative Procurement Program, DLA has published a guidance document “[Affirmative Procurement Program for EPA-Comprehensive Procurement Guidelines Items Containing Recovered Materials](#)” that formally establishes the DLA Affirmative Procurement Program.

B. PURPOSE. This instruction assigns responsibility, provides procedures and implementing guidance for executing the DRMS Affirmative Procurement Program for EPA-Comprehensive Procurement Guideline Items Containing Recovered Materials. (For the purposes of this directive, the “DRMS Affirmative Procurement Program for EPA-Comprehensive Procurement Guideline Items Containing Recovered Materials” will be referred to as “The DRMS Affirmative Procurement Program”.)

C. APPLICABILITY AND SCOPE. This instruction is applicable to DRMS and all DRMOs.

D. DEFINITIONS. This instruction contains unique terms and definitions applicable to the regulatory requirements.

E. RESPONSIBILITIES:

1. The Hazardous Division (DRMS-LH), under the Marketplace (DRMS-L), shall exercise primary staff responsibility for implementing the DRMS Affirmative Procurement Program world-wide.

2. The Procurement Operations Division (DRMS-TP), under Utility (T) shall incorporate the DRMS Affirmative Procurement Program requirements into their purchases, policies, procedures and contracts.

3. The Comptroller Division (DRMS-TR), under the Utility (DRMS-T), is responsible for implementing the DRMS Affirmative Procurement Program into the IMPAC program.

4. The Engineering/Equipment Services Division, under the Utility (DRMS-T), is responsible for ensuring the DRMS Affirmative Procurement Program requirements are considered and incorporated into specifications, designs, materials, construction of DRMS facilities as well as equipment/vehicles purchased or serviced through DRMS.

5. The IMPAC Card Holders at the DRMOs, under the Chief of the DRMO, who purchase items for official Government use at the DRMOs, are subject to the DRMS Affirmative Procurement Program requirements for designated items.

6. All other DRMS IMPAC purchasers are subject to the DRMS Affirmative Procurement Program requirements for designated items.

F. PROCEDURES. The procedures shall be performed as assigned in reference A5.

G. INFORMATION REQUIREMENTS. Requests for revisions, changes, exceptions or waivers to this instruction may be submitted in writing to the Commander, Defense Reutilization and Marketing Service, ATTN: DRMS-LHP, 74 N. Washington Ave., Battle Creek, MI 49017-3092. Proposed revisions or changes to this instruction shall be staffed for comments, with Headquarters DRMS and DRMS National and International Commanders, prior to final publication of changes to the instruction.

H. EFFECTIVE DATE AND IMPLEMENTATION. The attached instruction is effective and shall be implemented upon distribution.

BY ORDER OF THE COMMANDER

JANINE DESVOIGNES
Executive Assistant

1 Encl
Instruction