



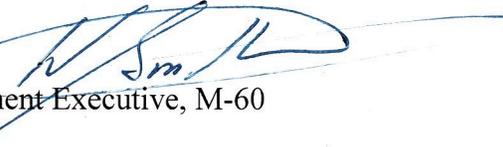
**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

Memorandum

Subject: **ACTION:** Re-issuance of the Transportation Acquisition
Manual (TAM) – 2015 Edition

Date: July 23, 2015

From: Willie H. Smith 
Senior Procurement Executive, M-60

Reply to
Attn. of:

To: Operating Administration Chief Acquisition Officers
Chief of Contracting Offices

The U.S. Department of Transportation (DOT) Transportation Acquisition Manual (TAM) is issued under the authority of the Federal Acquisition Regulation (FAR), specifically FAR 1.301(a)(2), and pursuant to DOT Order 4200.18 series, "Establishment of a TAM". The TAM establishes uniform internal operation acquisition procedures, which implements or supplements the FAR and the Transportation Acquisition Regulation (TAR), and other agency regulation and statutory requirements.

This memorandum advises the operating administrations that the TAM has been updated and is hereby re-issued in its entirety. The 2015 edition of the TAM is totally electronic and no paper-based version is available. The updated TAM, and supporting guides, is available at <http://one10.dot.gov/office/ost/ospe/TAMwiki/Home.aspx>.

The TAM update process has been a collaborative effort which engaged all of our operating administrations and a wide range of Departmental Offices. I wanted to thank our partners in the contracting community and our fellow departmental offices for their generous support and collaborative approach during the TAM update process.

While many of the TAM updates are technical/administrative in nature or simply implementing previously issued policies or procedures, there are a number of important areas of substantive change which will require your close attention. These areas of change are supplemented by additional guidance contained in the following guides:

- Update of the Acquisition Workforce Career Development Guide (July 2015)
- Update of the DOT Market Research Guide (October 2015)
- New DOT Acquisition Planning Operational Guide (October 2015)

To allow for the effective and efficient implementation of the TAM, and to facilitate the update of any operation administration internal guidance or procedures, the effective date for the updated TAM is October 1, 2015, with the exception of the update of the DOT Acquisition Workforce Career Development Guide, which is effective July 1, 2015. The legacy TAM will remain published for your convenience.

Moving forward, our goal is to continually improve and sustain the TAM as a useful and user-friendly document. If your organization has any suggestions or comments for improving the TAM, the process for recommending changes is outlined in TAM 1201.301. We welcome your input as we strive to ensure the TAM is a living document and continually improves to meet the needs of the department's acquisition community. If you have any questions regarding the updated TAM, you may contact Jeff Thomas at (202) 366-4226; email jeff.thomas@dot.gov or Lenita Ahmadi at (202) 366-4974; email lenita.ahmadi@dot.gov.