



POLICY FLASH 2009-73

DATE: September 17, 2009

TO: Procurement Directors

FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: Reporting Jobs under the American Recovery and Reinvestment Act (ARRA) of 2009

SUMMARY: One of the main tenets of ARRA is the creation and/or retention jobs. Contractors and recipients are required to report quarterly on jobs through www.FederalReporting.gov.

In coordination with the Office of Management and Budget (see Attachment 1), DOE has undertaken the following actions to provide information on jobs reporting:

- 1) An email was sent to all awardees reminding them to register and report;
- 2) The following DOE webpage has been developed with information on reporting—http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm; and
- 3) Guidance has been issued to DOE program officials on appropriate reporting of jobs (see Attachment 2).

Additionally, DOE is also monitoring registration into www.FederalReporting.gov and conducting a series of webinars for all DOE employees and contractors/recipients on how to comply with the reporting requirements (see Attachment 3).

DOE acquisition and financial assistance personnel should familiarize themselves with the reporting requirements by reviewing the webpage, the attached memorandum, and through participation in a webinar session.

Additionally, attached is a list of awardees that are not currently registered in www.FederalReporting.gov (Attachment 4). The cognizant Contracting Activity should take appropriate action to ensure that awardees under their cognizance have registered and are prepared to report by October 10, 2009.

This flash will be made available online at the following website:
http://www.management.energy.gov/policy_guidance/policy_flashes.htm.

Questions concerning this policy flash should be directed to Jackie Kniskern at 202-287-1342 or Jacqueline.kniskern@hq.doe.gov.

A handwritten signature in black ink, appearing to read 'J. R. Bashista', is written over a light gray rectangular background.

John R. Bashista
Acting Director
Office of Procurement and
Assistance Policy

Attachments