



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

# ORDER

DOT 4200.17

11-25-87

Subject: DOT PROCUREMENT MANAGEMENT COUNCIL

1. PURPOSE. This Order establishes a Department of Transportation (DOT) Procurement Management Council (PMC), designates membership, prescribes the frequency of meetings, and outlines the areas of interest with which the PMC shall be concerned.
2. CHARTER OF THE COUNCIL. The DOT PMC is created to:
  - a. Facilitate the coordination of the Department's procurement operations and its procurement management;
  - b. Promote the orderly, concerted and aggressive development of sound and effective procurement management throughout the Department;
  - c. Facilitate cooperation and the exchange of information and ideas between the Operating Administrations in areas of mutual interest and concern;
  - d. Provide a means to ensure that the Operating Administrations' needs and interests are reflected in Departmental procurement policies and programs;
  - e. Communicate procurement program objectives which are to be given special emphasis throughout the Department;
  - f. Provide advice concerning the development and improvement of the procurement work force; and
  - g. Serve as an advisory body to the Assistant Secretary for Administration in matters dealing with procurement regulations, policy and management.
3. MEMBERSHIP.
  - a. The Director of Acquisition and Grant Management, (M-60) or his/her designee shall serve as the permanent PMC Chairperson. The Council membership shall consist of a representative of the Office of the Inspector General, a senior

procurement representative from each Operating Administration, a representative of the Office of Small and Disadvantaged Business Utilization and representatives of OST's procurement management and operational divisions.

- b. Council members or their alternates are expected to attend all scheduled meetings. Additional attendees are encouraged, as deemed appropriate by Council members.
4. MEETINGS. The PMC will meet monthly, if there are agenda items to be discussed. Additional meetings may be called at the discretion of the Chairperson or at the request of any of the Council members with prior consent from the Chairperson.
  5. RESPONSIBILITIES OF THE CHAIRPERSON. The Chairperson of the PMC is responsible for:
    - a. Providing advance notification of PMC meetings and preparing agenda topics and material;
    - b. Providing adequate staff resources and support to the Council, its committees and projects;
    - c. Providing a recording secretary for all PMC meetings and furnish minutes to all Operating Administrations and Council members; and
    - d. Reporting to the Assistant Secretary for Administration, as necessary, on the actions and recommendations of the Council.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen  
For the Assistant Secretary  
for Administration