



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

**ORDER**

DOT 4200.18B

01/14/97

**Subject:** DEPARTMENT OF TRANSPORTATION ACQUISITION MANUAL

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1. PURPOSE. This Order revises and updates the standard operating procedures for the Transportation Acquisition Manual (TAM) of the Department of Transportation (DOT).
2. CANCELLATION. DOT 4200.18A, Department of Transportation Acquisition Manual, dated 2-24-92.
3. SCOPE. This Order applies to all DOT offices which are subject to the Federal Acquisition Regulation and have the authority to or are involved with the acquisition of supplies and services, including construction.
4. POLICY. The TAM provides standard DOT internal operating procedures for acquiring supplies and services. The TAM replaces most of the Departmental Orders pertaining to procurement. However, existing procurement related DOT Orders remain in full effect until otherwise cancelled or superseded. The TAM does not impose requirements of the type that require publication in the Federal Register; therefore, the procedural requirements for issuing a regulation do not apply to the TAM.

The primary purpose of the TAM is to implement and/or supplement the Federal Acquisition Regulation (FAR). However, it may also implement and/or supplement DOT internal requirements; statute; and other agency regulations related to acquisitions. The TAM is not intended to be a stand-alone document and must be read in consonance with the FAR and the Transportation Acquisition Regulation (TAR). While operating administrations (OAs) may promulgate acquisition procedures internal to their administration, it should be done on a minimal basis in order to empower contracting personnel and permit innovation. Any procedures must conform to the policies and procedures of the FAR, TAR, TAM, and Departmental Orders. OAs shall advise M-60 in writing (by topic) of their intent to promulgate acquisition guidance implementing or supplementing the FAR, TAR, or TAM. M-60 will advise the OA whether to submit the guidance to M-60 for review.

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**DISTRIBUTION:** All Secretarial Offices  
All Operating Administrations

**OPI:** Office of  
Acquisition and  
Grant Management

5. FORMAT OF THE TAM. The TAM uses the arrangement and numbering system prescribed in the FAR and is written in the FAR drafting methodology.

The TAM information is disseminated by notices, bulletins, chapters, and/or appendices.

6. RESPONSIBILITIES. M-60 is responsible for formulating and maintaining the TAM. This requires coordination with other DOT offices (e.g., OA procurement officials; Office of the Inspector General; General Counsel). M-60 analysts will resolve any disagreements with the comments received on the proposed TAM changes with the commentors. Any unresolved disagreements will be referred to the Procurement Management Council for final decision.
7. COPIES. Requests for copies of the TAM should be referred to the Transportation Administrative Service Center (TASC), Office of Information Services. The TAM is also accessible through the internet on DOT's homepage at [HTTP://www.dot.gov/ost/m60/tamtar](http://www.dot.gov/ost/m60/tamtar).
8. IMPLEMENTATION. Where appropriate, secretarial offices and operating administrations (including TASC) may develop additional guidance required to implement this Order.

FOR THE SECRETARY OF TRANSPORTATION:

  
Melissa J. Spillenkothen  
Assistant Secretary for  
Administration

