

Department of the Interior Acquisition, Assistance, and Asset Policy (DOI-AAAP)

Title	Acquire “Learned Professional” Services at DOI
Reference Number	0083
Version Number	01
Function(s)	Acquisition and Charge Card
Point of Contact	Binita Sharma
Source of this Requirement	NA
Regulatory Reference	FAR Subpart 13.2

Purpose:

This policy establishes use of the DOI integrated charge card as the preferred method of payment to acquire third-party services for “learned professionals”—further described as mediators, facilitators, coaches, organizational development experts, and others involved with mediation—under the following circumstances:

- When the services being acquired meet the test criteria of “learned professionals” described in [29 C.F.R.541.301 Learned Professionals](#);
- when the individual or entity providing the service accepts charge cards; and
- when the value of the services does not exceed the micro-purchase threshold.

Scope:

This policy applies to the acquisition of third-party services for “learned professionals”—further described as mediators, facilitators, coaches, organizational development experts, and others involved with mediation—at the DOI.

Effective date:

This policy is effective upon signature.

Background:

The Service Contract Labor Standards (formerly known as the Service Contract Act of 1965) limits the purchase of services using the charge card to \$2,500; however, the Department of Labor regulations that implement the Service Contract Labor Standards provide that the services of “Learned Professionals” are exempt from the \$2,500 limit. These services are subject to the standard micro-purchase threshold under [FAR Subpart 13.2](#).

Action:

Bureaus and offices are responsible for using the DOI integrated charge card as the preferred method of payment when acquiring third-party services for “learned professionals”—further described as mediators, facilitators, coaches, organizational development experts, and others involved with mediation—under the following circumstances:

- When the services being acquired meet the test criteria of “learned professionals” described in [29 C.F.R.541.301 Learned Professionals](#);
- when the individual or entity providing the service accepts charge cards; and
- when the value of the services does not exceed the micro-purchase threshold.

References:

- [The McNamara-O'Hara Service Contract Act \(41 U.S.C. §351, et seq.\)](#)
- [U.S. Department of Labor, Wage and Hour Division, website, FACT SHEET #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act \(FLSA\)](#)
- [29 C.F.R.541.301 Learned Professionals](#)

Approval Signature:

The signature provided in the table below serves as the digital signature for this document. By replacing the Block 1 with a name and Block 2 with date, the Deputy Director, Office of Acquisition and Property Management approves the policy described in this document. (Use the following method to check signature authentication via revision history: on keyboard, press and hold Ctrl+Alt+Shift+H)

James McCaffery	6/27/2016
Deputy Director, Office of Acquisition and Property Management	Date