

April 15, 2002

# AGAR ADVISORY

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT  
AGAR ADVISORY NO. 44

## ACQUIRING THE SERVICES OF TEMPORARY WORKERS

**INTRODUCTION:** This Agriculture Acquisition Regulation (AGAR) Advisory has been prepared to provide information to better enable USDA to meet its needs for temporary administrative and general support services.

**SUMMARY:** The Javits-Wagner-O'Day (JWOD) Program offers temporary, nonpersonal administrative and other services through local Community Rehabilitation Programs (CRPs) in conjunction with the National Industries for the Blind (NIB), and NISH. The services on the Procurement List are applicable nation-wide. Ordering is handled through central ordering offices in NIB and NISH. The terms and conditions are located in the Federal Supply Schedule issued by the General Services Administration (GSA).

### SPECIFIC ISSUES:

***THE JAVITS-WAGNER-O'DAY (JWOD) PROGRAM:*** The JWOD program is a Federal initiative that provides employment and training for people who are blind or have other severe disabilities. JWOD creates employment opportunities through unique public-private partnerships that utilize the purchasing power of the Federal government to procure products and services provided by nonprofit agencies which employ people who are blind or have other severe disabilities.

***ADMINISTRATIVE SUPPORT PERSONNEL:*** This service was created to provide immediate access to trained, highly skilled temporary support personnel. The program is designed to provide mainstream career opportunities for people who are blind or severely disabled while providing critical support to Federal agencies via an efficient, streamlined acquisition process.

***PRIORITY OF SOURCES--MANDATORY STATUS:*** JWOD is the first source for temporary, nonpersonal administrative and other services by contract. Commercial sources are used when the services are not available from a local CRP. The program provides fast and easy access to skilled workers. Orders may be placed under Federal Acquisition Regulation (FAR) 8.7 without the need for competition, justification, pricing, or synopsis. The ordering agreement is unique in that it meets the JWOD program requirements and is considered to be on the Procurement List only when an ordering agency identifies a need and the services are available from local CRPs.

**ORDERING INFORMATION:** Ordering information can be obtained by calling the NISH Service Project Development Staff (703 560-6800) or NIB (703 998-0770).

**BENEFITS FROM USING THE PROGRAM:** The JWOD program's basic tenets are: time is saved; the need is filled; the services are of high quality; and the price is fair and reasonable. An ordering office may interview and select the candidate for full or part time services. The acquisition lead time and expense is reduced. A wide variety of services is available. Multiple candidates can be available for work to avoid downtime after an order is placed. Many of the CRPs offering these services are also available as sources for full or part time employment candidates.

If you have questions about this advisory, please contact J. R. Holcombe Jr. by telephone at (202) 720-8484, by fax at (202) 720-8972, or by email to [Richard.Holcombe@USDA.gov](mailto:Richard.Holcombe@USDA.gov).

This advisory is available on the USDA procurement homepage at <http://www.usda.gov/procurement/policy/advisories.html>.

**EXPIRATION DATE:** This advisory expires when superseded.

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