

CHANGE REQUEST COVER SHEET

Change Request Number: 09-09

Date Received: 10/23/2008

Title: Revision of AMS Guidance Governing Non-1102 Procurement Authority

Name: Jeffrey Baker

Phone: 202-493-5723

Policy OR Guidance: Guidance

Section/Text Location Affected: AMS Procurement Guidance T3.1.4

Summary of Change: Revision of guidance governing non-1102 procurement authority.

Reason for Change: To ensure that those with procurement authority in non-1102 positions have training and experience commensurate with purchasing they are conducting for FAA.

Development, Review, and/or Concurrence: AGC-500, AJA-43, AJA-431, AJA-45, ACT, ARC, AJW

Target Audience: Non-1102 Workforce with Procurement Authority

Potential Links within FAST for the Change: http://fasteditapp.faa.gov/ams/do_action#FAA_8588
http://fasteditapp.faa.gov/ams/do_action

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: http://fasteditapp.faa.gov/ams/do_action#FAA_8588
http://fasteditapp.faa.gov/ams/do_action

Links for New/Modified Forms (or) Documents (LINK 1)

Links for New/Modified Forms (or) Documents (LINK 2)

Links for New/Modified Forms (or) Documents (LINK 3)

SECTIONS ADDED:

Procurement Guidance:

T3.1.4 Delegations (Revision 10, October 2008)

Appendix

Section 10 : Non-1102 Delegation of Procurement Authority [\[New Content\]](#)

Procurement Guidance:

T3.1.4 Delegations (Revision 10, October 2008)

Appendix

Section 11 : Delegation of Procurement Authority (except through the Purchase Card Program) [\[New Content\]](#)

SECTIONS EDITED:

Procurement Guidance:

T3.1.4 Delegations (Revision 10, October 2008)

Contracting Authority, Delegation, and Unauthorized Commitments

Section 6 : Limited Procurement Authority to Other Qualified Individuals

[\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS ADDED:

Procurement Guidance:

T3.1.4 Delegations (Revision 10, October 2008)

Appendix

Section 10 : Non-1102 Delegation of Procurement Authority

Non-1102 Certification Level	Threshold Authority	Experience	Education	Training
Level I:	Up to \$25,000	At least 1 year of current purchasing or contracting experience with progressively broader work assignments. Current experience is experience gained within the last 3 years.	Formal education is not required for certification.	CON 100 CON 237 CLC 004
Level II:	Up to \$50,000	At least 2 years of current purchasing or contracting experience with progressively broader work assignments. Current experience is experience gained within the last 5 years.	Formal education is not required for certification.	Level I Training CON 110 CON 111 CON 112 CON 120

Course Titles:

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CLC 004 – Market Research

CON 100 – Shaping Smart Business Arrangements

CON 110 – Mission Support Planning

CON 111 – Mission Strategy Execution

CON 112 – Mission Performance Assessment

CON 120 – Mission Focused Contracting

CON 237 – Simplified Acquisition Procedures

Procurement Guidance:

T3.1.4 Delegations (Revision 10, October 2008)

Appendix

Section 11 : Delegation of Procurement Authority (except through the Purchase Card Program)

Delegation of Procurement Authority

Pursuant to the authority of the undersigned and

in accordance with Section 3.1.4 of

the FAA Acquisition Management System

John H. Smith

Is granted limited procurement authority subject to the limitations contained in the Acquisition Management System and any further limitations set forth below:

Awarding purchase orders or Federal Supply Schedule (FSS) Orders utilizing commercial or simplified purchase methods, provided the dollar value of the order does not exceed \$25,000.

Unless sooner terminated, this appointment is effective as long as the appointee is assigned

Office of Acquisitions
(Organization)

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to:

February 2, 1998
(Date)

Federal Aviation Administration
(Agency)

ASU-104
(No.)

Harriet Jonex
(Chief of the Contracting Office)

SECTIONS EDITED:

Section 6 : Limited Procurement Authority to Other Qualified Individuals

Old Content: Procurement Guidance:

T3.1.4 Delegations (Revision 10, October 2008)

Contracting Authority, Delegation, and Unauthorized Commitments

Section 6 : Limited Procurement Authority to Other Qualified Individuals

The COCO may delegate a limited form of procurement authority to qualified individuals who are not warranted COs. This limited authority may be granted to individuals within or outside of the contracting office, and is granted typically for purchase card procurement. Managers of non-contracting offices that require limited purchasing authority may request a delegation of procurement authority from the COCO. The COCO evaluates the request and delegates authority to the individual needing the authority. The delegation must be in writing and state specific limitations governing the limited procurement authority, such as a single-purchase and monthly dollar limit. Except for the purchase card program manager, individuals delegated limited procurement authority from the COCO cannot redelegate that authority.

New Content: Procurement Guidance:

T3.1.4 Delegations (Revision 10, October 2008)

Contracting Authority, Delegation, and Unauthorized Commitments

Section 6 : Limited Procurement Authority to Other Qualified Individuals

a. *General.* The COCO may delegate a limited form of procurement authority to qualified individuals who are not warranted COs. This limited authority may be granted to individuals within or outside of the contracting office when supported by a demonstrated need. Managers of non-contracting offices that require limited purchasing authority may request a Delegation of Procurement Authority (DPA) from the COCO. The COCO evaluates the request and delegates authority to the individual needing the authority. The delegation must be in writing and state specific limitations governing the limited procurement authority, such as dollar thresholds or types of procurement (i.e. supply, services, construction, etc). Guidance in this section does not apply to the purchase card program, as it is addressed in AMS Procurement Guidance T3.2.6, Purchase Card Program.

b. *Redelegation.* Except for the purchase card program manager, individuals delegated limited procurement authority from the COCO cannot redelegate that authority.

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c. *Delegation of Procurement Authority (Not Related to the Purchase Card Program).*

(1) Qualified non-1102 personnel (such as Logistic Management Specialists (LMS)) may be granted limited procurement authority to procure supplies, construction, or services using simplified purchase methods (AMS Procurement Guidance T3.2.2.5).

(2) *Delegation of Procurement Authority (DPA).* Limited procurement authority may be granted to non-1102s by the COCO through a written DPA (See Appendix 11 for a sample DPA). This form of DPA authorizes the individual to legally bind the FAA, and is not related to the DPA issued through the FAA purchase card program. This procurement authority cannot be further delegated, and personnel cannot “sign for” or over someone else holding procurement authority.

(3) *Limitations.* DPAs define the dollar and scope limitations of the authority granted by the COCO. The dollar value of a transaction includes the base year and all options, as defined by "total estimated potential value" in Appendix C of AMS policy. In addition to the dollar value, a DPA must expressly state any limitations of authority (other than limitations in applicable laws or regulations) and state the specific types of transactions the non-1102 is authorized to make.

(4) *Levels of DPAs.*

(a) Level I: Persons may be granted procurement authority up to \$25,000 after satisfying the experience and training requirements for Level I certification, non-1102, detailed in Appendix 10 to this section.

(b) Level II: Persons may be granted procurement authority up to \$50,000 after satisfying the experience and training requirements for Level II certification, non-1102, detailed in Appendix 10 to this section.

(5) *Displaying the DPA.* Personnel must prominently display DPAs to make information on the authority and any limitations readily available to the public and FAA personnel.

(6) *Procedures for Obtaining a DPA.* The request for a DPA is submitted on an Application for FAA Acquisition Management System Certification-DPA (see Procurement Forms) by the individual, through their immediate supervisor, to the COCO. The nominee’s supervisor forwards the nomination package and ensures that the individual meets the training and experience requirements commensurate with the proposed delegated threshold. The COCO reviews the request and supporting documentation for completeness, evaluates the applicant’s acquisition experience, training, and evidence of certification, and signs the request and DPA. The DPA issued to the individual includes a DPA number, level of authority, and any other applicable restrictions, such as types of acquisitions.

(7) *Skills Currency (Maintenance)/Continuous Learning.* Non-1102s holding DPAs are required to earn 40 continuous learning points (CLP) of skills currency training every two

years. COCOs monitor the training of individuals to whom they delegate procurement authority for compliance with continuous learning requirements. If the 40 CLPs are not earned every two years, the COCO, the FAE, or Administrator may choose to revoke or modify the DPA to decrease the dollar value and/or specific type of transaction authority. The COCO notifies the non-1102, in writing, when the revocation or modification is effective. The notice provides enough time and sufficient instructions to ensure that no unauthorized obligations are made.

d. *Waivers.* The procedures, forms, and approvals needed to waive experience or training requirements for non-1102 personnel are the same as those for 1102 series personnel (see AMS Procurement Guidance T3.1.4:4, Waivers to 1102 Series Education or Training Requirements and Fulfillment).

e. All training and education information relating to personnel with procurement authority (other than authority through the purchase card program) must be entered into the enterprise Learning Management System (eLMS) (<https://elms.dot.gov/>) and the Acquisition Career Management Information System (ACMIS) (<https://admin.acmis.gov/>).

Red Line Content: Procurement Guidance:

T3.1.4 Delegations (Revision 10, October 2008)

Contracting Authority, Delegation, and Unauthorized Commitments

Section 6 : Limited Procurement Authority to Other Qualified Individuals

a. General. The COCO may delegate a limited form of procurement authority to qualified individuals who are not warranted COs. This limited authority may be granted to individuals within or outside of the contracting office, ~~and is granted typically for purchase card procurement~~ **when supported by a demonstrated need.** Managers of non-contracting offices that require limited purchasing authority may request a ~~delegation~~ **Delegation** of ~~procurement~~ **Procurement Authority (DPA)** from the COCO. The COCO evaluates the request and delegates authority to the individual needing the authority. The delegation must be in writing and state specific limitations governing the limited procurement authority, such as **a dollar thresholds or types of procurement (i.e. Supply, services, construction, etc).** ~~single~~ **Guidance in this section does not apply to the purchase card program, as it is addressed in AMS Procurement Guidance T3.2.6, Purchase Card Program.**

b. Redelegation. Except for the purchase card program manager, individuals delegated limited procurement authority from the COCO cannot redelegate that authority.

c. DPAs (Not Related to the Purchase Card Program).

(1) Qualified non-1102 personnel (Logistic Management Specialists (LMS), etc) may be granted limited procurement authority to procure supplies, construction, or services using simplified purchase methods (AMS Procurement Guidance T3.2.2.5).

(2) Delegation of Procurement Authority (DPA). Limited procurement authority may be granted to non-1102s by the COCO through a written DPA (See Appendix 11 for a

sample DPA). This form of DPA authorizes the individual to legally bind the FAA, and is not related to the DPA issued through the FAA purchase card program. This procurement authority may not be further delegated, and monthly personnel cannot "sign for" or over someone else holding procurement authority.

(3) Limitations. DPAs define the dollar limit and scope limitations of the authority granted by the COCO. The dollar value of a transaction includes the base year and all options, as defined by "total estimated potential value" in Appendix C of AMS policy. Except In addition to the dollar value, a DPA must expressly state any limitations of authority (other than limitations in applicable laws or regulations) and state the specific types of transactions the non-1102 is authorized to make.

(4) Levels of DPAs.

(a) Level I: Persons may be granted procurement authority up to \$25,000 after satisfying the experience and training requirements for Level I certification, non-1102, detailed in Appendix 10 to this section.

(b) Level II: Persons may be granted procurement authority up to \$50,000 after satisfying the purchase card program experience and training manager requirements for Level II certification, individuals non-1102, detailed in Appendix 10 to this section.

(5) Displaying the DPA. Personnel must prominently display DPAs to make information on the authority and any limitations readily available to the public and FAA personnel.

(6) Procedures for Obtaining a DPA. The request for a DPA is submitted on an Application for FAA Acquisition Management System Certification-DPA (see Procurement Forms) by the individual, through their immediate supervisor, to the COCO. The nominee's supervisor forwards the nomination package and ensures that the individual meets the training and experience requirements commensurate with the proposed delegated limited threshold. The COCO reviews the request and supporting documentation for completeness, evaluates the applicant's acquisition experience, training, and evidence of certification, and signs the request and DPA. The DPA issued to the individual includes a DPA number, level of authority, and any other applicable restrictions, such as types of acquisitions.

(7) Skills Currency (Maintenance)/Continuous Learning. Non-1102s holding DPAs are required to earn 40 continuous learning points (CLP) of skills currency training every two years. COCO's monitor the training of individuals to whom they delegate procurement authority from for compliance with continuous learning requirements. If the 40 CLPs are not earned every two years, the COCO cannot the redelegate FAE, or Administrator may choose to revoke or modify the DPA to decrease the dollar and/or specific type of transaction authority. The COCO notifies the non-1102, in writing,

when the revocation or modification is effective. The notice provides enough time and sufficient instruction to ensure that no unauthorized obligations are made.

d. Waivers. The procedures, forms, and approvals needed to waive experience or training requirements for non-1102 personnel are the same as those for 1102 series personnel (see AMS Procurement Guidance T3.1.4:4, Waivers to 1102 Series Education or Training Requirements and Fulfillment).

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