

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 10-61

**Date Received:** 6/8/2010

**Title:** Delegations

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**Name:** Vickey Kirkpatrick

**Phone:** 202-267-8351

**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** T3.1.4

**Summary of Change:** This is a proposed revision of Guidance, T3.1.4 sections for Delegated Authority for Reimbursable Agreements and for the removal of conflicting and outdated guidance regarding the Acquisition Career Program

**Reason for Change:** To update Delegation of Authority language for Reimbursable Agreements and to bring the current guidance for 1102 Series Certification and Contracting Officers Warrants inline with AMS 5.0, Acquisition Career Program.

**Development, Review, and/or Concurrence:** Procurement Policy Team

**Target Audience:** FAA Contracting Workforce and Program Offices

**Potential Links within FAST for the Change:** None

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Potential Links within FAST for the Change:** None

**Links for New/Modified Forms (or) Documents (LINK 1)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 2)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 3)** [null](#)

## SECTIONS REMOVED:

Procurement Guidance:

**Section D : Appendix** [\[Old Content\]](#)

Procurement Guidance:

**Section 1 : 1102 Series Certification Standards** [\[Old Content\]](#)

Procurement Guidance:

**Section 2 : 1102 Series Warrant Standards** [\[Old Content\]](#)

Procurement Guidance:

**Section 3 : Request for Conditional Waiver to Training or Educational Standards for Procurement Personnel** [\[Old Content\]](#)

Procurement Guidance:

**Section 4 : Request for Permanent Waiver to Training or Educational Standards for Procurement** [\[Old Content\]](#)

Procurement Guidance:

**Section 5 : Continuous Learning Points (CLP)** [\[Old Content\]](#)

Procurement Guidance:

**Section 6 : Non-1102 Delegation of Procurement Authority** [\[Old Content\]](#)

Procurement Guidance:

**Section 7 : Certification in Contracting** [\[Old Content\]](#)

Procurement Guidance:

**Section 8 : Real Estate Certificate of Appointment/Warrant Levels** [\[Old Content\]](#)

Procurement Guidance:

**Section 4 : Waivers to 1102 Series Education or Training Requirements and Fulfillment** [\[Old Content\]](#)

## SECTIONS EDITED:

Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 1 : Delegated Authority for Contracting and Other Procurement Activities** [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 2 : COCO Responsibilities** [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 3 : 1102 Series Certification** [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 4 : Contracting Officer Warrants (1102 Series)** [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

## Section 5 : Procurement Authority Delegated to Other Qualified Individuals

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

### Procurement Guidance:

#### *T3.1.4 Delegations*

## Section C : Forms [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

### Procurement Guidance:

#### *T3.1.4 Delegations*

## Section B : Clauses [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

### Procurement Guidance:

#### *T3.1.5 Conflict of Interest*

## Section C : Forms [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

### **SECTIONS REMOVED:**

### **Procurement Guidance:**

### **Section D : Appendix .**

### **Procurement Guidance:**

### **Section 1 : 1102 Series Certification Standards .**

### **Effective FY08 and Beyond**

FAA Certification Level	Experience	Education	Training*	Corresponding FAC- C Certification
<b>Level I:</b>	At least 1 year of current purchasing and contracting experience with progressively broader work assignments. Current experience is experience gained within the last 3 years.	Baccalaureate degree OR 24 semester hours among these disciplines: law, accounting, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management	CON 100  CON 110  CON 111  CON 112  CON 120  1 Elective	Level I
<b>Level II:</b>	At least 2 years of current contracting experience with progressively broader work assignments. Current experience is experience gained within the last 5 years.	Baccalaureate degree OR 24 semester hours among these disciplines: law, accounting, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management	CON 214  CON 215  CON 216  CON 217  CON 218  2 Electives  Plus all Level I	Level II

			Training	
<b>Level III:</b>	At least 4 years of current contracting experience with progressively broader work assignments. Current experience is experience gained within the last 10 years.	Baccalaureate degree that included or was supplemented by at least 24 semester hours among these disciplines: law, accounting, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management	CON 353  2 Electives  Plus all Level I and II Training	Level III

\*Or equivalent courses for Real Property Contracting Officers as determined by the Real Property Manager.

#### **Effective FY07-FY08**

<b>FAA Certification</b>				<b>Corresponding FAC-C</b>
<b>Level</b>	<b>Experience</b>	<b>Education</b>	<b>Training*</b>	<b>Certification</b>
<b>Level I:</b>	At least 1 year of current purchasing and contracting experience with progressively broader work assignments. Current experience is experience gained within the last 3 years.	Baccalaureate degree OR 24 semester hours among these disciplines: law, accounting, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management	CON 100  CON 110  CON 111  CON 112  CON 120  1 Elective	Level I
<b>Level II:</b>	At least 2 years of current contracting experience with progressively broader work assignments. Current experience is	Baccalaureate degree OR 24 semester hours among these disciplines: law, accounting, business, finance, contracts, purchasing,	CON 202  CON 204  CON 210	Level II

	experience gained within the last 5 years.	economics, industrial management, marketing, quantitative methods, organization and management	2 Electives Plus all Level I Training	
<b>Level III:</b>	At least 4 years of current contracting experience with progressively broader work assignments. Current experience is gained within the last 10 years.	Baccalaureate degree that included or was supplemented by at least 24 semester hours among these disciplines: law, accounting, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management	CON 353  2 Electives  Plus all Level I and II Training	Level III

\*Or equivalent courses for Real Property Contracting Officers as determined by the Real Property Manager.

### **Previous or Legacy Training Courses**

<b>FAA Certification Level</b>	<b>Previous Courses that Satisfy Training Requirements</b>	<b>Legacy Courses that Satisfy Training Requirements</b>
<b>Level I:</b>	CON 101  CON 104  One Elective	Acquisition or Procurement Planning I  Contract Formation I  Contract Administration I  Price Analysis  Cost Analysis  Negotiation Techniques  One Elective

<b>Level II:</b>		Acquisition or Procurement Planning II  Contract Formation II  Contract Administration II
<b>Level III:</b>	CON 333  Two Electives	

**Course Titles:**

CON 100 – Shaping Smart Business Arrangements

CON 101 – Fundamentals of Contracting

CON 104 – Fundamentals of Contract Pricing

CON 110 – Mission Support Planning

CON 111 – Mission Strategy Execution

CON 112 – Mission Performance Assessment

CON 120 – Mission Focused Contracting

CON 202 – Intermediate Contracting

CON 204 – Intermediate Contract Pricing

CON 210 – Government Contract Law

CON 214 - Business Decisions for Contracting

CON 215 – Intermediate Contracting for Mission Support

CON 216 – Legal Considerations in Contracting

CON 217 – Cost Analysis and Negotiation Techniques

CON 218 – Advanced Contracting for Mission Support

CON 301 – Executive Contracting

CON 333 – Management for Contracting Supervisors

FAST Version 07/2010

CR 10-61

p. 6

**Procurement Guidance:**

**Section 2 : 1102 Series Warrant Standards.**

FAA Certification Level	Threshold Authority	Corresponding FAC-C Certification
Level I	Up to \$500,000	Level I
Level II	Up to \$10,000,000	Level II
Level III	Up to Unlimited	Level III

**Procurement Guidance:**

**Section 3 : Request for Conditional Waiver to Training or Educational Standards for Procurement Personnel .**

**ACTION:** Request for Conditional Waiver to Training Standards for Procurement Personnel

**FROM:** *(Requesting Manager)*

**TO:** COCO

1. Request waiver of procurement personnel training or educational requirements for:

Name:

Position Title:

Series/Grade/Band:

Position Description Number:

Warrant Level:

2. Identify the specific training or educational requirements that the individual does not meet.

3. Provide reasons as to why the requirements were not met; include a statement regarding the individual's ability to perform successfully in the position without meeting the standards.

4. Provide a time-phased plan to meet the requirement. Indicate the date that the individual is expected to meet the requirements.

5. Identify a point of contact.

Requesting Official *(Manager/Supervisor)*

Signature

Printed Name /Title/Date: \_\_\_\_\_

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**COCO Action**

[ ] Approved  
[ ] Disapproved

Signature: \_\_\_\_\_

Printed Name/Title/Date: \_\_\_\_\_

**Procurement Guidance:**

**Section 4 : Request for Permanent Waiver to Training or Educational Standards for Procurement.**

**ACTION:** Request for Permanent Waiver to Training Standards for Procurement Personnel

**FROM:** *(Requesting Manager)*

**TO:** COCO

1. Request waiver of procurement personnel training or educational requirements for:

Name:

Position Title:

Series/Grade/Band:

Position Description Number:

Warrant Level:

2. Identify the specific training or educational requirements that the individual does not meet.

3. Provide reasons as to why the requirements were not met; include a statement regarding the individual's ability to perform successfully in the position without meeting the standards.

4. Identify a point of contact.

Requesting Official (*Manager/Supervisor*)

Signature: \_\_\_\_\_

Printed Name /Title/Date: \_\_\_\_\_

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**COCO Action**

[ ] Approved

FAST Version 07/2010

CR 10-61

p. 8



☐ Disapproved

Signature: \_\_\_\_\_

Printed Name/Title/Date: \_\_\_\_\_

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F AE Action

☐ Approved

☐ Disapproved

Signature: \_\_\_\_\_

Printed Name/Title/Date: \_\_\_\_\_

**Procurement Guidance:**

**Section 5 : Continuous Learning Points (CLP).**

Continuous learning points (CLP) are awarded for successful completion of continuous learning activities. Below is guidance on how training, professional activities, and education can be used to meet the CLP requirements for refresher training. All activities must be job-related.

Training

*Awareness Training.* Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required.

*Learning Modules and Training Courses.* These may be formal or informal offerings from a recognized training organization, including in-house training course/ sessions, which include some form of testing/ assessment for knowledge gained.

*Performing Self-Directed Study.* An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

*Teaching.* Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules.

*Mentoring.* Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved.

Professional Activities

*Participating in Organization Management.* Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that you are permitted to join under current ethics law and regulation. The employee must first ensure that participating

in the management of an organization is allowed by the agency.

*Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences.* Employees can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.

*Publishing.* Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.

*Participating in Workshops.* Points should be awarded for workshops with planned learning outcomes.

### Education

*Formal training.* Continuing Education Units (CEU) as a guide for assigning points for formal training programs that award CEUs. CEUs can be converted to points at 10 CLP points per CEU.

*Formal academic programs.* For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

### Continuous Learning Points

The following is a summary chart of recommended continuous learning points:

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
<b>Academic Courses</b>	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
<b>Training Courses/Modules</b>	
Defense Acquisition University (DAU) Courses/Modules	10 per CEU (see DAU catalog) or:
• Awareness Briefing/Training—no testing/assessment associated	.5 point per hour of instruction
• Continuous Learning Modules—testing/assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
<b>Professional Activities</b>	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year

Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

Note: All activities may earn points only in the year accomplished, awarded, or published.

**Procurement Guidance:**

**Section 6 : Non-1102 Delegation of Procurement Authority.**

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

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:**

**Section 7 : Certification in Contracting.**

FAST Version 07/2010

CR 10-61

p. 11

# Certification in Contracting

Pursuant to the authority of the undersigned and

in accordance with Section 3.1.4 of

the FAA Acquisition Management System

**John H. Smith**

Has satisfied the requirements for Level I Certification

as an 1102 Contract Specialist

Federal Aviation Administration

Signature

Date

James H. Washington  
(FAA Acquisition Executive)

**Procurement Guidance:**

**Section 8 : Real Estate Certificate of Appointment/Warrant Levels.**

**Note: Refer to AMS Real Estate Guidance 6, Real Estate Competencies and Performance Development, for full real estate competency and training requirements.**

Real Estate Certification Level	Threshold Authority	Experience	Training*
Entry	No Warrant Issued	An entry level Realty Specialist demonstrates basic competence	FAA01320 Other courses to

F Band		necessary to accomplish assignments	meet Entry-Level competency requirements
Intermediate G Band	\$250,000 to \$1,000,000	Ability to perform multiple, varying, and progressively more complex real estate functions with limited direction.	Courses to meet Intermediate-Level competency requirements
Senior H Band	Up to and Including Unlimited	Subject matter expert in the real estate discipline who can provide leadership for highly complex and challenging activities with minimal direction.	Courses to meet Senior-Level competency requirements

**Procurement Guidance:**

**Section 4 : Waivers to 1102 Series Education or Training Requirements and Fulfillment.**

a. *Waivers to Standards for Certificates of Appointments/Warrants.* Under exceptional circumstances, an unusual need may dictate delegation of authority to an employee who does not meet certification standards. In those rare circumstances where it is necessary to nominate a candidate who does not fully meet the standards, a written waiver request must be submitted for a conditional or permanent waiver. Waivers can be issued for any or all training and education requirements. All requests for a waiver must be made using a Request for Waiver to Training or Educational Standards for Procurement Personnel (Appendix 3) or a Request for Permanent Waiver to Training or Educational Standards for Procurement Personnel (Appendix 4). The following is included in each request:

- (1) Current training record;
- (2) Evidence of existing level certifications; and
- (3) Individual development plan (IDP) outlining specific actions to be taken to meet delegated authority level requirements.

b. *Conditional Waivers.*

(1) If an employee does not meet the minimum education/training standards, a conditional waiver may be requested. A conditional waiver allows the employee to be temporarily promoted into a position not to exceed 24 months while he or she attempts to meet the standard. The selecting official must use the format found in the Request for Waiver to Training or Educational Standards for Procurement Personnel (see Appendix 3 to this section). The request must be forwarded to the COCO for approval.

(2) If the COCO approves the conditional waiver request, the employee will be placed in the position on a conditional basis for a period not to exceed 24 months. The

action will be processed in the form of a temporary promotion, and must be documented to clearly identify the length of the waiver and the requirements the employee must meet if selected for the position. This data must be entered into eLMS. A written plan must be signed by the employee and his or her supervisor and approved by the COCO. The plan must specify:

- (a) Requirements remaining to satisfy the new standard;
- (b) When and how each requirement will be met; and
- (c) The consequences if the requirements are not met.

(3) Normal regulatory requirements for processing temporary promotions apply to these actions.

(4) Usually, if the employee fails to meet the mandatory standard by the end of the conditional period, the temporary promotion will be terminated and the employee will be returned to his/her former position (or equivalent).

c. *Permanent Waivers.* Permanent waivers may be granted by the FAE. The COCO must endorse the permanent waiver prior to forwarding the request to the Acquisition Career Manager (ACM) for review and recommendation to the FAE for approval. The selecting official must use the format found in the Memorandum for Request for Permanent Waiver to Training or Educational Standards for Procurement Personnel (see Appendix 4 to this section).

d. *Fulfillment.* Fulfillment is the process by which acquisition workforce members may satisfy mandatory training requirements based on previous experience, education, and/or alternative training supported by Defense Acquisition University (DAU) Equivalency or Fulfillment programs (<http://www.dau.mil/learning/appg.aspx>). The employee and supervisor must agree that the employee meets the newly established contracting competencies for each required course based on fulfillment, and supporting documentation will be forwarded to the COCO with the certification application for final consideration.

## SECTIONS EDITED:

### **Section 1 : Delegated Authority for Contracting and Other Procurement Activities**

**Old Content:** Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

### **Section 1 : Delegated Authority for Contracting and Other Procurement Activities**

a. The Administrator has authority to enter into contracts, leases, grants, cooperative agreements, and other transactions, and to delegate authority for managing FAA's contracting function to the FAA Acquisition Executive (FAE). Based on the Administrator's delegation, the FAE has authority to appoint, and redelegate contracting authority to, the Chief of the Contracting Office (COCO). The COCO may redelegate his or her contracting authority to qualified individuals needed to perform FAA's contracting and other procurement functions. (See AMS Procurement Toolbox [Procurement Delegation of Authority](#)).

b. Any delegation of authority to perform contracting and other procurement activities must be in writing and explicitly state the authority and limitations it conveys. If specific authority is not included in the delegation, then that authority does not exist.

c. *Demonstrated Need.* Any delegation of authority to perform contracting or other procurement activities must be supported by a related need.

(1) The level of delegated authority must be commensurate with the need in terms of cost, complexity and mission criticality.

(2) The delegation level may not exceed the demonstrated need.

(3) Demonstrated need is the most important criteria to consider when delegating authority.

d. Except for Delegations of Procurement Authority (DPA) for the purchase card program, all certificates of appointment or warrants must be approved by the FAE prior to them becoming effective.

**New Content: Procurement Guidance:**

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 1 : Delegated Authority for Contracting and Other Procurement Activities**

a. The Administrator has authority to enter into contracts, leases, grants, cooperative agreements, and other transactions, and to delegate authority for managing FAA's contracting function to the FAA Acquisition Executive (FAE). Based on the Administrator's delegation, the FAE has authority to appoint, and redelegate contracting authority to, the Chief of the Contracting Office (COCO). The COCO may redelegate his or her contracting authority to qualified individuals needed to perform FAA's contracting and other procurement functions.

b. Any delegation of authority to perform contracting and other procurement activities must be in writing and explicitly state the authority and limitations it conveys. If specific authority is not included in the delegation, then that authority does not exist.

c. Any delegation of authority to perform contracting or other procurement activities must be supported by a need.

(1) The level of delegated authority must be commensurate with the need in terms of cost, complexity and mission criticality.

(2) The delegation level may not exceed the demonstrated need.

(3) Demonstrated need is the most important criteria to consider when delegating authority.

d. All delegations of authority to perform procurement or other related activities must be approved by the FAE prior to becoming effective. FAE approval does not apply to individual Delegations of Procurement Authority (DPA) for the purchase card program.

**Red Line Content:** Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 1 : Delegated Authority for Contracting and Other Procurement Activities**

a. The Administrator has authority to enter into contracts, leases, grants, cooperative agreements, and other transactions, and to delegate authority for managing- FAA's contracting function to the FAA Acquisition Executive (FAE). - Based on the Administrator's delegation, the FAE has authority to appoint, and redelegate contracting authority to, the Chief of the Contracting Office (COCO). The COCO may- redelegate his or her contracting authority to qualified individuals needed to perform FAA's contracting and other procurement functions. ~~(See AMS Procurement Toolbox Procurement Delegation of Authority).~~

b. Any delegation of authority to perform contracting and other procurement activities must be in writing and explicitly state the authority and- limitations it conveys. - If specific authority is not included in the delegation, then that authority does not exist.

c. ~~Demonstrated Need.~~ Any delegation of authority to perform contracting or other procurement activities must be supported by a ~~related need.~~ need.

(1) The level of delegated authority must be commensurate with the need in terms of cost, complexity and mission criticality.

(2) The delegation level may not exceed the demonstrated need.-

(3) Demonstrated need is the most important criteria to consider when delegating authority.

d. ~~Except for Delegations~~ All delegations of ~~Procurement Authority (DPA) for the purchase card program, all~~ authority certificates of appointment to perform procurement or ~~warrants~~ other related activities must be approved by the FAE prior to ~~them~~ becoming effective. FAE approval does not apply to individual Delegations of Procurement Authority (DPA) for the purchase card program.

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**Section 2 : COCO Responsibilities**

**Old Content:** Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 2 : COCO Responsibilities**



a. The COCO is a position designated by the FAE that is delegated unlimited authority for procurement contract award and administration, leases, real estate transactions, cooperative agreements, non-Airport Improvement (AIP) grants, agreements, and other transactions. The COCO, acting within the scope of the FAE's delegation, manages day-to-day contracting functions for FAA.

b. The COCO may redelegate contracting authority to qualified individuals, such as procurement and real property contracting officers, logistics management specialists, managers of the purchase card program, and other individuals. These individuals must have required training, demonstrated knowledge, and adequate experience to enter into and administer legally binding transactions on behalf of the Government. Except for the purchase card program managers, these individuals cannot redelegate their authority. Before deciding to delegate contracting authority, the COCO considers the following criteria:

- (1) There must be a demonstrated need for the authority requested.
- (2) The individual selected must meet the qualifications for the authority requested. However, an individual's qualifications, without a demonstrated need for the authority, are not sufficient reason to grant contracting authority.
- (3) Other factors, such as organizational structure, total volume of the contractual actions, complexity and dollar value of the work involved, and aggregate value of the anticipated actions that the individual will be processing.

c. Specific responsibilities of the COCO include:

- (1) *Review/Approve Qualifications.* The COCO reviews and approves qualifications, such as education, training, knowledge, and experience, of personnel being considered for appointment as a Contracting Officer (CO) or for other types of procurement authority.
- (2) *Delegate Authority.* The COCO formally delegates contracting and other procurement authority in writing and maintains appropriate records of all delegations. Except for Delegations of Procurement Authority (DPA) for the purchase card program, all delegations of contracting and other procurement authority must be approved by the FAE prior to them becoming effective.
- (3) *Periodic Review.* The COCO periodically reviews contracting and other procurement delegations to validate that the delegations remain appropriate and needed, reviews individual's continuous learning to ensure requirements are being met, and periodically examines procurement actions to ensure authorized individuals do not exceed their delegated authority. The COCO also reviews all Level I and II warrants at least annually to determine whether each CO maintained professional proficiency and otherwise remains qualified. Level III warrants are reviewed at least every two years.

(4) *Terminate Delegations.* The COCO may terminate a CO warrant or other procurement authority at any time. The termination is by letter, and states the general reason for termination and effective date, unless the original delegation provided for automatic termination. If the COCO terminates delegated contracting authority prior to an automatic termination date, or when there is no automatic termination date, the written notice to the individual should provide enough time and sufficient instructions to ensure the individual does not make any unauthorized commitments. Upon notification of the termination, the original warrant or certificate of appointment is annotated as “terminated” and includes the reasons for the termination. Reasons for termination may include:

- (a) The need for the delegated authority no longer exists. For example, retirement, resignation, termination of employment, or an assignment to another position;
- (b) Failure to comply with applicable requirements, limitations, policies, regulations, statutes, or delegated responsibilities;
- (c) Maintenance training/certification requirements have not been met, or failure to maintain all standards after appointment; or
- (d) Violation of a material portion of the ethics guidance for Federal employees and/or standards of conduct for Department of Transportation employees.

(5) *Changes in Authority.* The COCO modifies delegated authority by written notice in enough time and with sufficient instructions to ensure that the appointee does not make unauthorized commitments. The COCO must document any changes in an individual’s contracting authority, such as an increase in the number of contract actions, number or complexity of requisitions, or other operational necessity. Any increase or decrease in the dollar value or scope of an individual’s contracting authority requires issuing a new certificate of appointment or warrant and termination of the previous delegated authority.

(6) *Waivers.* The COCO may waive qualification standards if circumstances clearly dictate need for delegation of authority, but an employee does not fully meet required standards. The waiver is conditional, identifies a duration, and states requirements that the individual must satisfy to be fully qualified. (See AMS Procurement Guidance T3.1.4:4)

**New Content: Procurement Guidance:**

***T3.1.4 Delegations***

***Contracting Authority, Delegation, and Unauthorized Commitments***

**Section 2 : COCO Responsibilities**

a. The COCO is a position designated by the FAE that is delegated unlimited authority for procurement contract award and administration, leases, real estate transactions, cooperative agreements, non-Airport Improvement (AIP) grants, agreements, and other transactions. The COCO, acting within the scope of the FAE's delegation, manages day-to-day contracting functions for FAA.

b. The COCO may redelegate contracting authority to qualified individuals, such as procurement and real property contracting officers, logistics management specialists, managers of the purchase card program, and other individuals. These individuals must have required training, demonstrated knowledge, and adequate experience to enter into and administer legally binding transactions on behalf of the Government. Except for the purchase card program managers, these individuals cannot redelegate their authority. Before deciding to delegate contracting authority, the COCO considers the following criteria:

(1) There must be a demonstrated need for the authority requested.

(2) The individual selected must meet the qualifications for the authority requested. However, an individual's qualifications, without a demonstrated need for the authority, are not sufficient reason to grant contracting authority.

(3) Other factors, such as organizational structure, total volume of the contractual actions, complexity and dollar value of the work involved, and aggregate value of the anticipated actions that the individual will be processing.

c. Specific responsibilities of the COCO include:

(1) *Review/Approve Qualifications.* The COCO reviews and approves qualifications, such as education, training, knowledge, and experience, of personnel being considered for appointment as a Contracting Officer (CO) or for other types of procurement authority.

(2) *Delegate Authority.* The COCO formally delegates contracting and other procurement authority in writing and maintains appropriate records of all delegations. Except for Delegations of Procurement Authority (DPA) for the purchase card program, all delegations of contracting and other procurement authority must be approved by the FAE prior to becoming effective.

(3) *Periodic Review.* The COCO periodically reviews contracting and other procurement delegations to validate that the delegations remain appropriate and needed, reviews individual's continuous learning to ensure requirements are being met, and periodically examines procurement actions to ensure authorized individuals do not exceed their delegated authority. The COCO also reviews all Level I and II warrants at least annually to determine whether each CO maintained professional proficiency and otherwise remains qualified. Level III warrants are reviewed at least every two years.

(4) *Terminate Delegations.* The COCO may terminate a CO warrant or other procurement authority at any time. The termination is by letter, and states the general

reason for termination and effective date, unless the original delegation provided for automatic termination. If the COCO terminates delegated contracting authority before an automatic termination date, or when there is no automatic termination date, the written notice to the individual should provide enough time and sufficient instructions to ensure the individual does not make any unauthorized commitments. The COCO ensures all delegations are returned to the COCO or to the Acquisition Career Manager for disposition when individuals terminate their employment with FAA, are assigned duties that do not require a delegation, or otherwise have the delegation terminated. Upon notification of the termination, the original warrant or certificate of appointment is annotated as “terminated” and includes the reasons for the termination. Reasons for termination may include:

- (a) The need for the delegated authority no longer exists, for example, retirement, resignation, termination of employment, or an assignment to another position.
- (b) Failure to comply with applicable requirements, limitations, policies, regulations, statutes, or delegated responsibilities;
- (c) Maintenance training/certification requirements have not been met, or failure to maintain all standards after appointment; or
- (d) Violation of a material portion of the ethics guidance for Federal employees and/or standards of conduct for Department of Transportation employees.

(5) *Changes in Authority.* The COCO modifies delegated authority by written notice in enough time and with sufficient instructions to ensure that the individual does not make unauthorized commitments. The COCO must document any changes in an individual’s contracting authority, such as an increase in the number of contract actions, number or complexity of requisitions, or other operational necessity. Any increase or decrease in the dollar value or scope of an individual’s contracting authority requires issuing a new certificate of appointment or warrant and termination of the previous delegated authority.

(6) *Waivers.* The COCO may waive qualification standards if circumstances clearly dictate need for delegation of authority, but an employee does not fully meet required standards. The waiver is conditional, identifies a duration, and states requirements that the individual must satisfy to be fully qualified. (See Section 4)

**Red Line Content: Procurement Guidance:**

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 2 : COCO Responsibilities**

- a. The COCO is a position designated by the FAE- that is delegated unlimited authority for procurement contract award and administration, leases, real estate transactions, cooperative agreements, non-Airport Improvement (AIP) grants, agreements, and other transactions. The

COCO, acting within the scope of the FAE's delegation, manages day-to-day contracting functions for FAA. —

b.- The COCO may redelegate contracting authority to qualified individuals, such as procurement and real property contracting officers, logistics management specialists, managers of the purchase card program, and other individuals. These individuals must have required training, demonstrated knowledge, and adequate experience to enter into and administer legally binding transactions on behalf of the Government. Except for the purchase card program managers, these individuals cannot redelegate their authority. Before deciding to delegate contracting authority, the COCO considers the following criteria:

(1)- There must be a demonstrated need for the authority requested.-

(2)- The individual selected must meet the qualifications for the authority requested. However, an individual's qualifications, without a demonstrated need for the authority, are not sufficient reason to grant contracting authority.

(3)- Other factors, such as organizational structure, total volume of the contractual actions, complexity and dollar value of the work involved, and aggregate value of the anticipated actions that the individual will be processing.

c.- Specific responsibilities of the COCO include:

(1)- *Review/Approve Qualifications.* The COCO reviews and approves qualifications, such as education, training, knowledge, and experience, of personnel being considered for appointment as a Contracting Officer (CO) or for other types of procurement authority.

(2)- *Delegate Authority.* - The COCO formally delegates contracting and other procurement authority in writing and maintains appropriate records of all delegations. Except for Delegations of Procurement Authority (DPA) for the purchase card program, all delegations of contracting and other procurement authority must be approved by the FAE prior to ~~them~~ becoming effective.

(3)- *Periodic Review.* The COCO periodically reviews contracting and other procurement delegations to validate that the delegations remain appropriate and needed, reviews individual's continuous learning to ensure requirements are being met, and periodically examines procurement actions to ensure authorized individuals do not exceed their delegated authority. The COCO also reviews all Level I and II warrants at least annually to determine whether each CO maintained professional proficiency and otherwise remains qualified. Level III warrants are reviewed at least every two years. —

(4) *Terminate Delegations.* The COCO may terminate a CO warrant or other procurement authority at any time.- The termination is by letter, and states the general reason for termination and effective date, unless the original delegation provided for automatic termination. If the ~~COCO~~ terminates delegated contracting authority ~~prior~~

~~to~~before an automatic termination date, or when there is no automatic termination date, the written notice to the individual should provide enough time and sufficient instructions to ensure the individual does not make any unauthorized commitments. The COCO ensures all delegations are returned to the COCO or to the Acquisition Career Manager for disposition when individuals terminate their employment with FAA, are assigned duties that do not require a delegation, or otherwise have the delegation terminated. Upon notification of the termination, the original warrant or certificate of appointment is annotated as “terminated” and includes the reasons for the termination. Reasons for termination may include:

- (a) The need for the delegated authority no longer exists. ~~For~~for example, retirement, resignation, termination of employment, or an assignment to another position;
- (b) Failure to comply with applicable requirements, limitations, policies, regulations, statutes, or delegated responsibilities;
- (c) Maintenance training/certification requirements have not been met, or failure to maintain all standards after appointment; or
- (d) ~~Violation~~ Violation of a material portion of the ethics guidance for Federal employees and/or standards of conduct for Department of Transportation employees.

(5) *Changes in Authority.* ~~The COCO modifies delegated authority by written notice in enough time and with sufficient instructions to ensure that the appointee individual does not make unauthorized commitments. The COCO must document any changes in an individual’s contracting authority, such as an increase in the number of contract actions, number or complexity of requisitions, or other operational necessity. Any increase or decrease in the dollar value or scope of an individual’s contracting authority requires issuing a new certificate of appointment or warrant and termination of the previous delegated authority.~~

(6) *Waivers.* The COCO may waive qualification standards if circumstances clearly dictate need for delegation of authority, but an employee does not fully meet required standards. The waiver is conditional, identifies a duration, and states requirements that the individual must satisfy to be fully qualified. (See AMS Procurement Guidance Section T3.1.4:4)

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### **Section 3 : 1102 Series Certification**

**Old Content:** Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 3 : 1102 Series Certification**

a. *Certification Levels.* There are three certification levels that apply to the 1102 series and that align with Office of Management and Budget's (OMB) Federal Acquisition Certification in Contracting (FAC-C) guidelines for contracting professionals (<http://www.fai.gov>). Unless otherwise prohibited by an existing Collective Bargaining Agreement, individuals must meet the training, education, and experience requirements as outlined below to qualify to serve in an 1102 series position.

b. Reference tables for current and previous 1102 series training and certification requirements are outlined below and summarized in Appendix 1 to this section.

c. *Procedures for Obtaining 1102 Series Certification.* The request for certification is submitted by the individual, through his or her immediate supervisor, to the COCO on a "Federal Acquisition Certification – Contracting Professional (1102) Certification Level X" (see Procurement Forms). The nominee must use the form that corresponds to the certification level proposed (Level I, II, or III). The nominee's supervisor forwards the nomination package to the COCO after ensuring the individual meets the training, education, and experience requirements commensurate with the proposed certification level. The COCO:

- (1) Reviews the request and supporting documentation for completeness;
- (2) Evaluates the applicant's education, acquisition experience, and training; and
- (3) Forwards the request and supporting documentation to the Acquisition Career Manager (ACM) (e.g. manager of Acquisition Management, Training, and Development) for review. Once concurrence is reached, it will then be forwarded to the FAE for approval. If approved, the FAE will sign the certification and return it to the ACM for distribution.

d. *1102 Series- Level I Requirements.*

(1) *Education.*

- (a) Possess a Bachelor's degree with a major in any field; **or**
- (b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; **or**
- (c) Meet an 1102 Exception Provision and occupied an 1102 series position at grades 5 thru 12 on January 1, 2000.

(2) *Experience.* Have a minimum of one year of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last three years.

(3) *Training Requirements.* The core classes required for Level I 1102 Certification are:

- (a) CON 100: Shaping Smart Business Arrangements;
- (b) CON 110: Mission Support Planning (online);
- (c) CON 111: Mission Strategy Execution (online);
- (d) CON 112: Mission Performance Assessment (online);
- (e) CON 120: Mission Focused Contracting; and
- (f) One elective.

e. *1102 Series- Level II Requirements.* In addition to the training requirements for Level I 1102 Certification, each person must have:

(1) *Education.*

- (a) Possess a Bachelor's degree with a major in any field; **or**
- (b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; **or**
- (c) Meet an 1102 Exception Provision and occupied an 1102 series position at grades 5 thru 12 on January 1, 2000.

(2) *Experience.* Have a minimum of two years of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last five years.

(3) *Training Requirements.* The core classes required for Level II 1102 Certification are:

- (a) CON 214: Business Decisions for Contracting (online);
- (b) CON 215: Intermediate Contracting for Mission Support;
- (c) CON 216: Legal Considerations in Contracting (online);
- (d) CON 217: Cost Analysis and Negotiation Techniques (online);
- (e) CON 218: Advanced Contracting for Mission Support; and
- (f) Two electives.



f. *1102 Series- Level III Requirements.* In addition to the training requirements for Level I and II 1102 Certification, each person must have:

(1) *Education.*

(a) Possess a Bachelor's degree with a major in any field; **and**

(b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

(2) *Experience.* Have a minimum of four years of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last ten years.

(3) *Training Requirements.* The core classes required for Level III 1102 Certification are:

(a) CON 353: Advanced Business Solutions for Mission Support; and

(b) Two electives.

g. *Electives.* As agreed to by the employee and manager, electives may be any training course related to the employee's job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities.

h. *Continuous Learning.* In addition to the 1102 series requirements detailed above, each person must complete 80 Continuous Learning Points (CLP) of training every two years in order to retain 1102 Certification. Training completed to meet course requirements for level certification qualifies as continuous training. (CLP standards are available in Appendix 5)

i. *Special In-Service Placement Provision to Education Requirement.* Certain employees may be grandfathered for the basic educational requirements specified for the 1102 series. Grandfathering does not apply to the training requirements. All mandatory training prescribed for the employee's current acquisition level must be satisfied in order to progress to the next acquisition level.

j. All training and education information relating to 1102 series personnel 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/>). The employee is responsible for ensuring that all acquisition training (e.g. each CON and acquisition training course) is entered into the Federal Acquisition Institute, ACMIS system. If assistance is needed, contact the Acquisition Career Manager.

**New Content:** Procurement Guidance:

*T3.1.4 Delegations*

FAST Version 07/2010

CR 10-61

p. 25

### **Section 3 : 1102 Series Certification**

Individuals must meet training, education, and experience requirements to qualify for an 1102 job series position, unless otherwise prohibited by an existing collective bargaining agreement. AMS Policy Section 5, Acquisition Career Program, outlines certification requirements for personnel once in the 1102 series.

#### **Red Line Content: Procurement Guidance:**

##### *T3.1.4 Delegations*

### **Section 3 : 1102 Series Certification**

~~a. Certification Levels. There are three certification levels that apply to the 1102 series and that align with Office of Management and Budget's (OMB) Federal Acquisition Certification in Contracting (FAC-C) guidelines for contracting professionals (<http://www.fai.gov>). Unless otherwise **Individuals** prohibited by an existing Collective Bargaining Agreement, individuals must meet the training, education, and experience requirements as outlined below to qualify to serve in an 1102 series position. b. Reference tables for current and previous 1102 series training and certification requirements are outlined below and summarized in Appendix 1 to this section. c. Procedures for Obtaining 1102 Series Certification. The request for certification is submitted by the individual, through his or her immediate supervisor, to the COCO on a "Federal Acquisition Certification—Contracting Professional (1102) Certification Level X" (see Procurement Forms). The nominee must use the form that corresponds to the certification level proposed (Level I, II, or III). The nominee's supervisor forwards the nomination package to the COCO after ensuring the individual meets the training, education, and experience requirements commensurate with the proposed certification level. The COCO: (1) Reviews the request and supporting documentation for completeness; (2) Evaluates the applicant's education, acquisition experience, and training; and (3) Forwards the request and supporting documentation to the Acquisition Career Manager (ACM) (e.g. manager of Acquisition Management, Training, and Development) for review. Once concurrence is reached, it will then be forwarded to the FAE for approval. If approved, the FAE will sign the certification and return it to the ACM for distribution. d. 1102 Series Level I Requirements. (1) Education. (a) Possess a Bachelor's degree with a major in any field; or (b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; or (c) Meet an 1102 Exception Provision and occupied an 1102 **job** series position at grades 5 thru 12 on January 1, 2000. (2) Experience. Have a minimum of one year of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last three years. (3) Training Requirements. The core classes required for Level I 1102 Certification are: (a) CON 100: Shaping Smart Business Arrangements; (b) CON 110: Mission Support Planning (online); (c) CON 111: Mission Strategy Execution (online); (d) CON 112: Mission Performance Assessment (online); (e) CON 120: Mission Focused Contracting; and (f) One elective. e. 1102 Series Level II Requirements. In addition to the training requirements for Level I 1102 Certification, each person must have: (1) Education. (a) Possess a Bachelor's degree with a major in any field; or (b) Have at least 24 semester hours in any combination of the~~

following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; or (c) Meet an 1102 Exception unless Provision and occupied otherwise prohibited by an 1102-series position at grades 5 thru 12 on January 1, 2000. (2) Experience. Have a minimum of two years of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last five years. (3) Training Requirements. The core classes required for Level II 1102 Certification are: (a) CON 214: Business Decisions for Contracting (online); (b) CON 215: Intermediate Contracting for Mission Support; (c) CON 216: Legal Considerations in Contracting (online); (d) CON 217: Cost Analysis and Negotiation Techniques (online); (e) CON 218: Advanced Contracting for Mission Support; and (f) Two electives. f. 1102 Series-Level III Requirements. In addition to the training requirements for Level I and II 1102 Certification, each person must have: (1) Education. (a) Possess a Bachelor's degree with a major in any field; and (b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (2) Experience. Have a minimum of four years of current purchasing experience with progressively existing broader work assignments collective bargaining agreement. Current experience must have been gained within the last ten years. (3) Training Requirements. The core classes required for Level III 1102 Certification are: (a) CON 353: Advanced Business Solutions for Mission Support; and (b) Two electives. g. Electives. As agreed to by the employee and manager, electives may be any training course related to the employee's job, those necessary for career development, or those used for cross training. Electives may include no-cost AMS distance Policy learning, assignment-specific Section courses 5, or other training opportunities. h. Continuous Learning. In addition to the 1102-series requirements Acquisition detailed above Career Program, each person must complete 80 Continuous Learning Points (CLP) of training every two years in order to retain 1102 Certification. Training completed to meet course requirements outlines for level certification qualifies as continuous training. (CLP standards are available in Appendix 5) i. Special In-Service Placement Provision to Education Requirement. Certain employees may be grandfathered for the basic educational requirements specified for the 1102 series. Grandfathering does not personnel apply to once in the training requirements. All mandatory training prescribed for the employee's current acquisition level must be satisfied in order to progress to the next acquisition level. j. All training and education information relating to 1102 series personnel 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/>). The employee is responsible for ensuring that all acquisition training (e.g. each CON and acquisition training course) is entered into the Federal Acquisition Institute, ACMIS system. If assistance is needed, contact the Acquisition Career Manager.

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#### **Section 4 : Contracting Officer Warrants (1102 Series)**

**Old Content:** Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

#### **Section 4 : Contracting Officer Warrants (1102 Series)**

FAST Version 07/2010

CR 10-61

p. 27

a. *Certificate of Appointment.* The FAE delegates contracting authority to procurement and real property COs through a written certificate of appointment, also known as a warrant. This certificate of appointment authorizes the individual to legally bind FAA. Warranted individuals cannot further delegate their warrant authority or “sign for” or over the name of another CO.

b. *FAE Approval.* All certificates of appointments, or warrants, must be approved by the FAE prior to them becoming effective.

c. *Limitations.* Warrants define the dollar and scope limitations of the authority. Warrants may be limited or unlimited. A limited warrant states a total dollar limitation for each transaction. 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. An unlimited warrant allows transactions at any dollar value. In addition to the dollar value, limited and unlimited warrants must expressly state any limitations of authority (other than limitations in applicable laws or regulations) and the specific types of transactions the CO is authorized to make. Grants, cooperative agreements, and other transactions are excluded from delegated contracting authority for procurement and real property COs *unless* expressly stated in the warrant. (See Appendix 2 for 1102 series warrant standards)

d. *Warrant Levels.* There are three CO warrant levels which apply to contracting authority. The warrant levels align with the 1102 series certification levels. These warrant levels do not apply to purchase card delegations. Unless otherwise prohibited by an existing Collective Bargaining Agreement, individuals must meet the training, education, and experience requirements as outlined in Appendix 1 to this section, to qualify for an acquisition position as a warranted CO.

e. *Procedures for Obtaining Certificate of Appointment (Warrant).*

(1) The request for a certificate of appointment/warrant is prepared on an "Contracting Officer Warrant Request" (see Procurement Forms) by the individual and submitted to his or her immediate manager.

(2) The individual's manager reviews the package to ensure that the individual meets the training, education, and experience requirements commensurate with the proposed delegated threshold. If the manager concurs, he or she forwards the nominee's package to the COCO.

(3) The COCO reviews the request and supporting documentation for completeness and evaluates the applicant's acquisition experience, training, and evidence of certification. If the COCO concurs, he or she signs the request and forwards the request to the Acquisition Career Manager (ACM).

(4) The ACM will review and forward the request with a recommendation to the FAE who will issue a certificate of appointment. The certificate of appointment must include a warrant number, dollar limit of warrant authority, and any other applicable limitations, such as restrictions to certain types of transactions. If approved, the FAE will sign the delegation and return it to the ACM for distribution.

f. *Discrete Authority for Grants, Cooperative Agreements and Other Transactions.* The Administrator's authority to award and administer grants, cooperative agreements and other transactions is delegated to the FAE, who subsequently redelegateated this authority to the COCO (see AMS Procurement Toolbox [Procurement Delegation of Authority](#)), subject to the below restrictions:

(1) *COCO Redelegation.* The may redelegate this authority to procurement and real property COs and other individuals with required knowledge, experience, training, and skills for awarding and administering these types of transactions. All delegations must be in writing and expressly state the types of transactions and any limitations;

(2) *Administrator's Review.* Individuals delegated this authority must ensure that prior to award, the Administrator is notified and allowed to review any non-Airport Improvement Program (AIP) grant, cooperative agreement, or other transactions with a cumulative value of \$10 million or more, or with significant Congressional interest. (See AMS Procurement Guidance T3.8.1 Agreements, Cooperative Agreements, Gifts & Bequests, for additional information.); and

(3) *Certificate of Appointment.* The written certificate of appointment must expressly state authority to execute grants, cooperative agreements and other transactions.

g. *Displaying Warrant and Other Certificate of Appointment.* COs must prominently display the warrant or other certificate of appointment so that information about their authority and any limitations is readily available to the public and FAA personnel.

h. *Skills Currency/Continuous Learning.* To maintain the delegated contracting authority, individuals must maintain their appropriate 1102 series certification level. As detailed previously, acquisition professionals must earn 80 continuous learning points (CLP) of skills currency training every two years. COCOs monitor continuous learning requirements for individuals delegated contracting authority. If an individual does not earn 80 CLPs every two years, the COCO, FAE, or Administrator may revoke or modify the warrant or certificate of appointment to decrease the dollar and/or specific type of transaction authority. The COCO notifies the warrant or certificate of appointment holder 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.

i. Samples of various CO certificates of appointment can be found in Procurement Forms.

**New Content:** Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

#### **Section 4 : Contracting Officer Warrants (1102 Series)**

a. *Certificate of Appointment.* The FAE delegates contracting authority to procurement and real property COs through a written certificate of appointment, also known as a warrant. This

certificate of appointment authorizes the individual to legally bind FAA. Warranted individuals cannot further delegate their warrant authority nor “sign for” or over the name of another CO.

b. *FAE Approval.* The FAE must approve all certificates of appointments, or warrants, before becoming effective.

c. *Limitations.* Warrants define the dollar and scope limitations of the authority. Warrants may be limited or unlimited. A limited warrant states a total dollar limitation for each transaction. 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. An unlimited warrant allows transactions at any dollar value. In addition to the dollar value, limited and unlimited warrants must expressly state any limitations of authority (other than limitations in applicable laws or regulations) and the specific types of transactions the CO is authorized to make. Grants, cooperative agreements, and other transactions are excluded from delegated contracting authority for procurement and real property COs *unless* expressly stated in the warrant. (See Appendix 2 for 1102 series warrant standards)

d. *Warrant Levels.* There are three CO warrant levels that apply to contracting authority. The warrant levels align with the 1102 series certification levels. These warrant levels do not apply to purchase card delegations. Unless otherwise prohibited by an existing Collective Bargaining Agreement, individuals must meet the training, education, and experience requirements as outlined in Appendix 1 to this section, to qualify for an acquisition position as a warranted CO.

e. *Procedures for Obtaining Certificate of Appointment (Warrant).*

(1) The request for a certificate of appointment/warrant is prepared on an "Contracting Officer Warrant Request" (see AMS Procurement Forms) by the individual and submitted to his or her immediate manager.

(2) The individual's manager reviews the package to ensure that the individual meets the training, education, and experience requirements commensurate with the proposed delegated threshold. If the manager concurs, he or she forwards the nominee's package to the COCO.

(3) The COCO reviews the request and supporting documentation for completeness and evaluates the applicant's acquisition experience, training, and evidence of certification. If the COCO concurs, he or she signs the request and forwards it to the Acquisition Career Manager (ACM).

(4) The ACM reviews and forwards the request with a recommendation to the FAE. The certificate of appointment must include a warrant number, dollar limit of warrant authority, and any other applicable limitations, such as restrictions to certain types of transactions. If approved, the FAE signs the delegation and returns it to the ACM for distribution.

f. *Discrete Authority for Grants, Cooperative Agreements and Other Transactions.* The Administrator's authority to award and administer grants, cooperative agreements and other transactions is delegated to the FAE, who subsequently redelegated this authority to the COCO (see AMS Procurement Toolbox [Procurement Delegation of Authority](#)), subject to the below restrictions:

(1) *COCO Redelegation.* The COCO may redelegate this authority to procurement and real property COs and other individuals with required knowledge, experience, training, and skills for awarding and administering these types of transactions. All delegations must be in writing and expressly state the types of transactions and any limitations;

(2) *Administrator's Review.* Individuals delegated this authority must ensure that prior to award, the Administrator is notified and allowed to review any non-Airport Improvement Program (AIP) grant, cooperative agreement, or other transactions with a cumulative value of \$10 million or more, or with significant Congressional interest. (See AMS Procurement Guidance T3.8.1 Agreements, Cooperative Agreements, Gifts & Bequests, for additional information.); and

(3) *Certificate of Appointment.* The written certificate of appointment must expressly state authority to execute grants, cooperative agreements and other transactions.

g. *Displaying Warrant and Other Certificate of Appointment.* COs must prominently display the warrant or other certificate of appointment so that information about their authority and any limitations is readily available to the public and FAA personnel.

h. *Skills Currency/Continuous Learning.* To maintain the delegated contracting authority, individuals must maintain appropriate 1102 series certification level. Acquisition professionals must earn 80 continuous learning points (CLP) of skills currency training every two years. COCOs monitor continuous learning requirements for individuals delegated contracting authority. If an individual does not earn 80 CLPs every two years, the COCO, FAE, or Administrator may revoke or modify the warrant or certificate of appointment to decrease the dollar and/or specific type of transaction authority. The COCO notifies the warrant or certificate of appointment holder 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.

i. *Sample Certificates.* Samples of various CO certificates of appointment are in AMS Procurement Forms.

**Red Line Content: Procurement Guidance:**

***T3.1.4 Delegations***

***Contracting Authority, Delegation, and Unauthorized Commitments***

**Section 4 : Contracting Officer Warrants (1102 Series)**

a. *Certificate of Appointment.* The FAE delegates contracting authority to procurement and real property COs through a written certificate of appointment, also known as a warrant. This



certificate of appointment authorizes the individual to legally bind FAA. Warranted individuals cannot further delegate their warrant authority ~~or nor~~ “sign for” or over the name of another CO.

b. *FAE Approval.* ~~All~~ **The FAE must approve all** certificates of appointments, or warrants, ~~must be approved by the FAE prior to them~~ **before** becoming effective.

c. *Limitations.* Warrants define the dollar and scope limitations of the authority. Warrants may be limited or unlimited. A limited warrant states a total dollar limitation for each transaction. 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. An unlimited warrant allows transactions at any dollar value. In addition to the dollar value, limited and unlimited warrants must expressly state any limitations of authority (other than limitations in applicable laws or regulations) and the specific types of transactions the CO is authorized to make. Grants, cooperative agreements, and other transactions are excluded from delegated contracting authority for procurement and real property COs *unless* expressly stated in the warrant. (See Appendix 2 for 1102 series warrant standards)

d. *Warrant Levels.* There are three CO warrant levels ~~which~~ **that** apply to contracting authority. The warrant levels align with the 1102 series certification levels. These warrant levels do not apply to purchase card delegations. Unless otherwise prohibited by an existing Collective Bargaining Agreement, individuals must meet the training, education, and experience requirements as outlined in Appendix 1 to this section, to qualify for an acquisition position as a warranted CO.

e. *Procedures for Obtaining Certificate of Appointment (Warrant).*

(1) The request for a certificate of appointment/warrant is prepared on an "Contracting Officer Warrant Request" (see **AMS** Procurement Forms) by the individual and submitted to his or her immediate manager.

(2) The individual's manager reviews the package to ensure that the individual meets the training, education, and experience requirements commensurate with the proposed delegated threshold. If the manager concurs, he or she forwards the nominee's package to the COCO.

(3) The COCO reviews the request and supporting documentation for completeness and evaluates the applicant's acquisition experience, training, and evidence of certification. If the COCO concurs, he or she signs the request and forwards ~~the request~~ **it** to the Acquisition Career Manager (ACM).

(4) The ACM ~~will review~~ **reviews** and ~~forward~~ **forwards** the request with a recommendation to the FAE ~~who will issue a certificate of appointment.~~ - The certificate of appointment must include a warrant number, dollar limit of warrant authority, and any other applicable limitations, such as restrictions to certain types of transactions. If approved, the FAE ~~will sign~~ **signs** the delegation and ~~return~~ **returns** it to the ACM for distribution.



f. *Discrete Authority for Grants, Cooperative Agreements and Other Transactions.* The Administrator's authority to award and administer grants, cooperative agreements and other transactions is delegated to the FAE, who subsequently redelegated this authority to the COCO (see AMS Procurement Toolbox [Procurement Delegation of Authority](#)), subject to the below restrictions:

(1) *COCO Redelegation.* The **COCO** may redelegate this authority to procurement and real property COs and other individuals with required knowledge, experience, training, and skills for awarding and administering these types of transactions. All delegations must be in writing and expressly state the types of transactions and any limitations;

(2) *Administrator's Review.* Individuals delegated this authority must ensure that prior to award, the Administrator is notified and allowed to review any non-Airport Improvement Program (AIP) grant, cooperative agreement, or other transactions with a cumulative value of \$10 million or more, or with significant Congressional interest. (See AMS Procurement Guidance T3.8.1 Agreements, Cooperative Agreements, Gifts & Bequests, for additional information.); and

(3) *Certificate of Appointment.* The written certificate of appointment must expressly state authority to execute grants, cooperative agreements and other transactions.

g. *Displaying Warrant and Other Certificate of Appointment.* COs must prominently display the warrant or other certificate of appointment so that information about their authority and any limitations is readily available to the public and FAA personnel.

h. *Skills Currency/Continuous Learning.* To maintain the delegated contracting authority, individuals must maintain ~~their~~ appropriate 1102 series certification level. ~~As detailed previously, acquisition~~ **Acquisition** professionals must earn 80 continuous learning points (CLP) of skills currency training every two years. COCOs monitor continuous learning requirements for individuals delegated contracting authority. If an individual does not earn 80 CLPs every two years, the COCO, FAE, or Administrator may revoke or modify the warrant or certificate of appointment to decrease the dollar and/or specific type of transaction authority. The COCO notifies the warrant or certificate of appointment holder 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.

i. **Sample Certificates.** Samples of various CO certificates of appointment ~~can be found~~ **are** in **AMS** Procurement Forms.

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## **Section 5 : Limited Procurement Authority to Other Qualified Individuals**

**Old Content:** Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

## **Section 5 : Limited Procurement Authority to Other Qualified Individuals**

FAST Version 07/2010

CR 10-61

p. 33

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.

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.

(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). *Procedures for Obtaining 1102 Series Certification.* The request for certification is submitted by the individual, through his or her immediate supervisor, to the COCO on a "Federal Acquisition Certification – Non-1102 Certification Level X" (see Procurement Forms). The nominee must use the form that corresponds to the certification level proposed (Level I or II). The nominee’s supervisor forwards the nomination package to the COCO after ensuring the individual meets the training, education, and experience requirements commensurate with the proposed certification level. The COCO:

(a) Reviews the request and supporting documentation for completeness;

(b) Evaluates the applicant’s acquisition experience and training; and

(c) Forwards the request and supporting documentation to the Acquisition Career Manager (ACM) (e.g. manager of Acquisition Management, Training, and Development) for review. Once concurrence is reached, it will then be forwarded to the FAE for approval. If approved, the FAE will sign the certification and return it to the ACM for distribution.

(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.*

(a) The request for a DPA is submitted on a "Delegation of Procurement Authority (DPA) Request" (see Procurement Forms) by the individual to his or her immediate supervisor.

(b) The nominee's supervisor forwards the nomination package to the COCO after ensuring that the individual meets the training and experience requirements commensurate with the proposed delegated threshold.

(c) 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 must include a DPA number, level of authority, and any other applicable restrictions, such as types of acquisitions.

(d) The COCO forwards the request and DPA to the Acquisition Career Manager (ACM) (e.g. manager of Acquisition Management, Training, and Development) for review. Once concurrence is reached, it will then be forwarded to the FAE for approval. If approved, the FAE will sign the delegation and return it to the ACM for distribution.

(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/>).

f. A sample of a DPA can be found in Procurement Forms.

**New Content:** Procurement Guidance:

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 5 : Procurement Authority Delegated to Other Qualified Individuals**

a. *General*. The COCO may delegate a limited form of procurement authority to qualified individuals who are not warranted COs, as indicated in 4 above. This limited authority may be granted to individuals within or outside of the contracting office when supported by a demonstrated need. 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 authority, such as dollar thresholds or types of procurement (i.e. supplies, services, construction, etc). Guidance in this section does not apply to delegations under the purchase card program, which is addressed in AMS Procurement Guidance T3.2.6, *Purchase Card Program*.

b. *Redelegation*. Individuals delegated limited procurement authority from the COCO under this subsection cannot redelegate that authority.

c. *Delegation of Procurement Authority (DPA)*. A DPA may be granted to non-1102s (such as Logistic Management Specialists (LMS) by the COCO through a written request. This delegation requires individual certification at either Level I (up to \$25,000) or Level II (up to \$50,000). This form of delegation authorizes the individual to legally bind FAA and delegates specific authority related to the dollar threshold and types of procurements (not related to the purchase card program). This procurement authority cannot be further delegated, and personnel cannot “sign for” or over someone else holding procurement authority.

d. *Delegation of Reimbursable Agreement Authority (DRAA)*. A DRAA may be granted to qualified non-1102s by the COCO through a written request. This delegation does not allow the

individual to obligate funds nor is certification required. This authority cannot be further delegated, and personnel cannot “sign for” or “sign over” another’s authority.

e. *Limitations.* All DPAs define the dollar and scope limitations of the authority granted by the COCO. All limitations based on dollar thresholds must ensure 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 (e.g. other transaction agreements, reimbursable agreements, supplies, etc.).

f. *Displaying the DPA/DRAA.* Personnel must prominently display DPAs to make information on the authority and any limitations readily available to the public and FAA personnel.

g. A sample of a delegation request and instructions can be found at the Acquisition Career Manager website.

**Red Line Content: Procurement Guidance:**

*T3.1.4 Delegations*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 5 : ~~Limited~~ Procurement Authority Delegated to Other Qualified Individuals**

a. *General.* The COCO may delegate a ~~limited~~ form of procurement authority to qualified individuals who are not warranted COs, as indicated in 4 above. 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~~ supplies, services, construction, etc). Guidance in this section does not apply to delegations under the purchase card program, ~~as it~~ which is addressed in AMS Procurement Guidance T3.2.6, Purchase Card Program.

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

c. *Delegation of Procurement Authority* (~~Not Related~~ DPA), ~~to the Purchase Card~~ A DPA may be ~~Program).~~ (1) granted ~~Qualified~~ to non-1102 personnel 1102s (such as Logistic Management Specialists (LMS)) ~~may be granted limited procurement authority by to procure~~ the COCO ~~supplies, through construction, a or services~~ written request. (2) ~~Delegation of Procurement Authority~~ This delegation requires (DPA). ~~individual~~ Individual ~~Limited procurement authority may be~~ certification at either Level I granted (up to non-1102s by the COCO through \$25,000) a ~~written DPA or Level II (See Appendix 11 for a sample to DPA \$50,000).~~ written DPA or Level II (See Appendix 11 for a sample to DPA \$50,000). This form of

DPA delegation authorizes the individual to legally bind the FAA; and is delegates not specific authority related to the DPA issued through the dollar threshold and types FAA of procurements (not related to the purchase card program). -This procurement authority cannot be further delegated, and personnel cannot "sign for" or over someone else holding procurement authority.

(3) Limitations d. DPAs define the dollar and scope limitations Delegation of the authority granted Reimbursable by the Agreement Authority COCO (DRAA). ~~The dollar value of a transaction includes the base year and all options, as defined by "total estimated potential value" in Appendix C of AMSA DRAA policy.~~ may In addition be granted 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 qualified non-1102 is authorized to make. (4). Procedures for Obtaining 1102 Series Certification. The request for certification is submitted 1102s by the individual, through his or her immediate supervisor, to the COCO on through a "Federal Acquisition Certification—Non-1102 Certification Level X" (see Procurement Forms). The nominee must use the form that corresponds to the certification level proposed (Level I or written H) request. The nominee's supervisor forwards the nomination package to This the COCO after ensuring delegation does not allow the individual meets the training, education, and experience requirements to commensurate with the proposed obligate funds nor is certification level required. The COCO: (a) Reviews the request and supporting documentation for completeness; (b) Evaluates the applicant This &#8217;s acquisition experience and training 160; and (c) Forwards the request and supporting documentation to the Acquisition Career Manager (ACM) (e.g. manager authority of Acquisition cannot be Management, further Training delegated, and Development) personnel for cannot review. &#1608220; Once concurrence is reached, it will then be forwarded to the FAE sign for approval. &#1608221; If approved, the FAE will sign the certification and return it to the ACM for distribution. (4) Levels of DPAs. (a) Level or I: &#1608220; 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 sign H: over &#1608221; Persons may be granted another's 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 e. Personnel must prominently Limitations. display All DPAs to make information on define the authority dollar and any scope limitations readily available to of the public and FAA personnel. (6) Procedures authority for Obtaining a DPA granted by the COCO. (a) The request for a DPA All is submitted limitations based on a "Delegation of Procurement Authority (DPA) Request" (see dollar Procurement thresholds Forms) must by ensure the individual to his or her immediate supervisor. (b) The nominee's supervisor dollar forwards the nomination package to value of a transaction includes the COCO base after ensuring that year and all the options, individual meets the as defined by training "total and experience estimated potential requirements value" commensurate with the proposed delegated threshold in Appendix C of AMS policy. (c) The COCO reviews the request and supporting documentation for In completeness, addition evaluates to the applicant's acquisition experience, training, and evidence of dollar certification value, and signs the request and DPA. The a DPA must include a expressly DPA state number, any level limitations of authority, and any (other applicable than restrictions, limitations such as types of in applicable laws or acquisitions. (d regulations) The

COCO ~~and forwards~~ state the request specific and DPA to types of transactions the Acquisition non-1102 Career Manager is authorized (ACM) to make (e.g. manager of Acquisition other Management, transaction Training agreements, and Development) for review. Once reimbursable concurrence is reached agreements, it will then be forwarded to the FAE for approval. If approved supplies, the FAE will sign the delegation and return it to the ACM for distribution etc. ~~—).~~

(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 ~~f.~~ If the 40 CLPs are not earned every two years, the COCO, the FAE, or Administrator may choose to revoke or modify Displaying the DPA ~~to decrease the dollar value and/or specific type of transaction authority~~ DRAA. ~~The COCO notifies the non-1102, in writing, when the revocation or~~ Personnel modification is must prominently effective. display The notice provides enough time and sufficient instructions DPAs to ensure that no unauthorized obligations are made. d. make Waivers. information The on procedures, the forms, authority and approvals needed to waive experience or training requirements any for limitations non-1102 readily personnel are available to the same as those for public 1102-series and FAA personnel (see AMS Procurement Guidance T3.1.4:4, Waivers to 1102 Series Education or Training Requirements and Fulfillment).

eg. All training and education information relating to personnel with procurement authority (other A than authority through the purchase card sample of a delegation request and program) instructions must can be entered into the enterprise Learning Management System (eLMS) (<https://elms.dot.gov/>) found and at the Acquisition Career Management Information System (ACMIS) Manager (<https://admin.acmis.gov/>) website.

f.

A sample of a DPA can be found in Procurement Forms.

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### **Section C : Forms**

**Old Content:** Procurement Guidance:

*T3.1.4 Delegations*

**Section C : Forms New Content:** Procurement Guidance:

*T3.1.4 Delegations*

**Section C : Forms** [view procurement forms](#) **Red Line Content:** Procurement Guidance:

*T3.1.4 Delegations*

**Section C : Forms**

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### **Section B : Clauses**

**Old Content:** Procurement Guidance:

*T3.1.4 Delegations*

**Section B : Clauses** None applicable. **New Content:** Procurement Guidance:



*T3.1.4 Delegations*  
**Section B : Clauses**

[view contract clauses](#)

**Red Line Content:** Procurement Guidance:  
*T3.1.4 Delegations*  
**Section B : Clauses**

None applicable.

**D : Appendix**

**1 : 1102 Series Warrant Standards** *(Added 10/2008)*

FAA Certification Level	Threshold Authority	Corresponding FAC-C Certification
Level I	Up to \$500,000	Level I
Level II	Up to \$10,000,000	Level II
Level III	Unlimited	Level III

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**2 : Non-1102 Delegation of Procurement Authority** *(Added 1/2009)*

Non-1102 Certification Level	Threshold Authority	Experience	Education	Training
Level I:	<b>Up to \$25,000</b>	At least 1 year of simplified acquisition purchasing experience.	Formal education is not required for certification.	CON 100 CON 237 CLC 004 FAA 04202
Level II:	<b>Up to \$50,000</b>	At least 2 year of current (within last 4 years) simplified acquisition or purchasing experience.	Formal education is not required. However, at least 15 semester hours from among the following disciplines: law, accounting, business, finance, contracts, purchasing, economics,	CON 110 CON 111 CON 112 CON 120 FAA 60004257



			industrial management, marketing, quantitative methods, or organization, and management is desired.	
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**Course Titles:**

**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**

**FAA 04202 – Introduction to the AMS**

**FAA 60004257 – AMS Procurement (1102 Specific)**

**Section C : Forms**

**Old Content:** Procurement Guidance:

*T3.1.5 Conflict of Interest*

**Section C : Forms**

None applicable.

**New Content:** Procurement Guidance:

*T3.1.5 Conflict of Interest*

**Section C : Forms**

[view procurement forms](#)

**1 : 1102 Series Warrant Standards** (Added 10/2008)

FAA Certification Level	Threshold Authority	Corresponding FAC-C Certification

FAST Version 07/2010

CR 10-61

p. 41

Level I	Up to \$500,000	Level I
Level II	Up to \$10,000,000	Level II
Level III	Up to Unlimited	Level III

## 2: Non-1102 Delegation of Procurement Authority (Added 1/2009)

Non-1102 Certification Level	Threshold Authority	Experience	Education	Training
Level I:	<b>Up to \$25,000</b>	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:	<b>Up to \$50,000</b>	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:

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

FAST Version 07/2010

CR 10-61

p. 42

CON 120 – Mission Focused Contracting

CON 237 – Simplified Acquisition Procedures

**Red Line Content:** Procurement Guidance:

*T3.1.5 Conflict of Interest*

**Section C : Forms**

None applicable.

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**1 : 1102 Series Warrant Standards** *(Added 10/2008)*

FAA Certification Level	Threshold Authority	Corresponding FAC-C Certification
Level I	Up to \$500,000	Level I
Level II	Up to \$10,000,000	Level II
Level III	Up to Unlimited	Level III

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**2: Non-1102 Delegation of Procurement Authority** *(Added 1/2009)*

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

FAST Version 07/2010

CR 10-61

p. 43

		assignments. Current experience is experience gained within the last 5 years.		CON 111 CON 112 CON 120
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**Course Titles:**

**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**

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