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|  | Federal Aviation  Administration |
| **Memorandum** | |

Date: [Type date here]

To: Nathan Tash, FAA Acquisition Executive, Office of Acquisition and Business, ACQ-1

From: [Type from whom here]

Prepared by: [Type who prepared memo and phone extension or number here]

Subject: Nomination for Delegation of Limited Authority

As the Senior Executive Service member of the {FAA Organization}, I nominate {Insert Employee’s Name} for a limited delegation of authority to enter into an inter-agency or intra-agency agreement with another federal agency, instrumentality of the Federal Government, or a modal administration of the Department of Transportation per the specific authority requested below. (please check applicable request for authority):

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|  | Serve as the Requesting Final Approver for inter-agency and intra-agency agreements that require a 7600A Form General Terms and Conditions (GT&C) (Treasury IAA Form) or entry of the GT&C in the G-invoicing system. As the Requesting Final Approver, the nominee will be responsible for authorizing the General Terms and Conditions and the scope of work that can be fulfilled in the inter-agency or intra-agency agreement. |
|  | Serve as the Funds Approving Official (Requesting Agency (Buyer)) for inter-agency and intra-agency agreements that require a 7600B Order Form (Treasury IAA Form) or entry of the Order into the G-Invoicing System. The Funds Approving Official (Requesting Agency (Buyer) signs to obligate funds. |
|  | Serve as the Servicing Final Approver for inter-agency and intra-agency agreements that require a 7600A General Terms and Conditions (GT&C) Form and/or 7600B Order Forms (Treasury IAA Forms) or entry of the GT&C and/or Orders in the G-invoicing system. As the Servicing Final Approver, the nominee will be responsible for authorizing the General Terms and Conditions and the scope of work that can be fulfilled in the inter-agency or intra-agency agreement, including responsibility for ensuring Orders comply with IAA terms and conditions. |

The nominee certifies to the following:

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|  | Is a manager of the Federal Aviation Administration for {FAA Organization} |
|  | Has the appropriate technical skills to oversee the duties of entering and obligating funds for inter-agency and intra-agency agreements. |
|  | Has the necessary knowledge, understanding and familiarity with government contracting processes, concepts, and clauses. |
|  | Has read AMS Guidance T3.8.1 Agreements and agrees to comply with the General Considerations to include all applicable coordination requirements for inter-agency and intra-agency agreements and all associated guidance pertaining to inter-agency and intra-agency agreements. |
|  | Has not committed an unauthorized transaction as defined by AMS Guidance T3.1.4.A.6 Ratification of Unauthorized Commitments |
|  | Has completed or will complete the following training requirements within six (6) months from the date of delegation if granted (If nominee does not meet the training requirements within 6 months, the delegation, if granted, will be revoked.):   * Annual Ethics Training * [Overview of Acquisition Ethics](javascript:void(0);) (COURSE FAA60000071) * Appropriations Law Refresher for FAA Acquisition Professional (COURSE FAA 30010106) * Contracting Basics (FCN 101) * [Organizational Conflicts of Interest](javascript:void(0);) (COURSE 30160026) * Managing and Approving Financial Transactions in the FAA Part 1 (COURSE 30160025) * Managing and Approving Financial Transactions in the FAA Part 3 (COURSE 30060032) |

CONFLICT OF INTEREST

*I, as the nominee, hereby agree to abide by the FAA Acquisition Management System; the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. pt. 2635; federal criminal law regarding bribery, graft, and conflicts of interest, 18 U.S.C. §§ 201-209, 216; and the Procurement Integrity Act, 41 U.S.C. §§ 2101-2107. Further, as a participant in the procurement selection activities, I hereby certify to the following:*

*I understand that failure to comply with the above will result in termination of my Delegation of Limited Authority and may result in disciplinary action and/or referral for civil or criminal action.*

**ENDORSEMENT**

I certify that the above certifications are accurate and complete to the best of my knowledge and belief.

Nominee Signature

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| Name: |  |
| Signature: |  |
| Title: |  |
| Organization: |  |
| Date: |  |

Based on the Nominee’s certifications above, I am recommending that the FAA Acquisition Executive, delegate limited authority to {Insert Employee’s Name}.

Nominating Official Signature

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| Name: |  |
| Signature: |  |
| Title: |  |
| Organization: |  |
| Date: |  |