Ratification Memorandum of Facts

MEMORANDUM FOR: ***[Insert Ratifying Official]***

FROM: ***[Insert FAA Office responsible for unauthorized commitment]***

SUBJECT: Request for Ratification of an Unauthorized Commitment – Ratification Memorandum of Facts (T3.1.4.A6)

DATE: ***[Insert date]***

Dear ***[Insert name]***,

1. Provide an explanation as to how your office became aware of the unauthorized commitment.
2. Information regarding unauthorized commitment:
3. A detailed description of the circumstances that caused the unauthorized commitment;
4. Reasons why normal procurement procedures were not followed;
5. A description of the bona fide Government need that required the commitment;
6. A statement about the benefit to the FAA from acquiring the unauthorized supplies or services received;
7. The dollar value of the commitment;
8. Rationale for the contractor selected and identification of other sources considered;
9. The name of the individual who made the unauthorized act;
10. A statement regarding the actions taken to preclude the situation from recurring;
11. Confirmation that the employee’s manager has taken timely and appropriate action to address the unauthorized act in accordance with the agency’s policy and guidance, including the HROI – Table of Penalties at <https://employees.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/HROI/er/tbltext/>, the FAA Table of Disciplinary Offenses and Penalties at <https://employees.faa.gov/org/staffoffices/ahr/program_policies/policy_guidance/hr_policies/hrpm/hroi/er/tblchart.pdf>, and treated and evaluated on a “case-by-case” basis under the law according to appropriate criteria and evidence;
12. A specific recommendation for the approval and ratification of the transaction;
13. A determination that funds are now available and were available at the time the unauthorized commitment was made; and
14. Any other pertinent facts including invoices, receiving reports, or other evidence concerning the transaction.

***I attest that the information included in this Ratification Memorandum of Facts is accurate and complete to the best of my knowledge and belief.***

Employee’s Signature

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |

Employee’s Manager Signature

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |

LOB/SO Sr. Financial Manager Signature

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |

Legal Concurrence

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Organization:** |  |
| **Date:** |  |

Enclosure:

1. A Procurement Request (PR) or, if under the micro purchase threshold, a Temporary Purchase Card (TPC) Requisition providing evidence of available funding must be attached to the memorandum.
2. Invoice (if applicable)