

## Department of the Interior Departmental Manual

---

**Effective Date:** 11/17/16

**Series:** Delegation

**Part 205:** General Delegations

**Chapter 11:** Procurement and Contracting

**Originating Office:** Office of Acquisition and Property Management

---

### 205 DM 11

#### 11.1 Procurement Authority.

A. Contracts may be entered into only in accordance with the requirements of the Federal Acquisition Regulation (FAR), 48 CFR 1; the Department of the Interior Acquisition Regulation (DIAR), 48 CFR 1400; and the Departmental Manual 401 DM 1 *et seq.*

B. Inspector General. The Inspector General is authorized to enter into contracts under the conditions set forth in Sec. 6(a)(8) and Sec. 6(a)(9) of the Inspector General Act of 1978, P.L. 95-452 *as amended*, 5 U.S.C. Appendix.

11.2 **Delegation of Procurement Authority**. Authority is vested in the Secretary to award and modify contracts (as the term “contracts” is defined in the FAR) for property and non-personal services (including construction).

A. Assistant Secretary – Policy, Management and Budget. The Assistant Secretary – Policy, Management and Budget (AS-PMB) is the Chief Acquisition Officer (CAO) for the Department and is delegated all of the procurement authority of the Secretary.

B. Director, Office of Acquisition and Property Management. The authority of the AS-PMB/CAO is further delegated to the Director, Office of Acquisition and Property Management (PAM) who is also the Senior Procurement Executive (SPE).

#### 11.3 Redlegation of Procurement Authority to Bureaus and Offices.

C. The authority delegated to the Director, PAM/SPE may be further delegated to the head of a contracting activity (HCA) and bureau procurement chief (BPC) (as these terms are defined in DIAR 1402.101). Such delegations must be made in writing by the AS-PMB/CAO or the Director, PAM/SPE.

D. An HCA or BPC who has been delegated procurement authority may further delegate their procurement authority only to bureau personnel who meet the requirements of the

Department's Contracting Officers' appointment system under DIAR 1401.6. The BPC must appoint the Chief (s) of the Contracting Office (CCO) in writing.

#### **11.4 Issuance of Procurement Policy and Guidance.**

E. The AS-PMB/CAO is authorized to issue amendments of, and additions to, published acquisition regulations and unpublished guidance under the DIAR system in accordance with FAR Part 1.301 and 401 DM 1.

F. The Director, PAM/SPE is authorized to issue unpublished internal guidance under the DIAR system in accordance with FAR Part 1.301 and 401 DM 1.

G. The HCA and BPC are authorized to issue acquisition policy for their organization that implements or supplements, but does not supersede, the Department's acquisition regulations and policies.

#### **11.5 Authority to Amend, Suspend or Revoke Procurement Authority.**

Individuals authorized to delegate or redelegate authority under this chapter are also authorized to amend, limit, suspend, or revoke that authority.

#### **11.6 Limitations.**

H. Authorities delegated in this chapter do not limit the authority delegated to the AS-PMB/CAO as provided in 209 DM 4.

I. In addition to the limitations in this chapter, other limitations on contract awards are provided in the following Parts of the DM:

- (1) Parts 212 thru 255 DM - Policy, Management and Budget Offices and Bureau Delegations.
- (2) Part 353 DM 1 - Aircraft Contracting.
- (3) Part 471 DM - Audiovisual Media and Publications.