



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



APR 8 - 2010

Department of the Interior Acquisition Policy Release (DIAPR) 2010-09

Subject: Contracting Officer Certificate of Appointment Program Manual

References: Office of Federal Procurement Policy (OFPP) Act, Section 6(a), as amended (41 U.S.C. § 405(a)); OFPP Act, Section 6(c)(5), as amended (41 U.S.C. § 405(d)(5)); OFPP Act, Sections 37(b)(3) and (g), as amended (41 U.S.C. §§433(b)(3) and (g)); OFPP Policy Letter 05-01, *Developing and Managing the Acquisition Workforce*, dated April 15, 2005; OMB Memorandum, *The Federal Acquisition Certification in Contracting Program* dated January 20, 2006; and The Privacy Act of 1974, *Employee Training and Career Development Records - Interior*, Notice # DOI-76

1. Purpose:

This DIAPR releases Revision 2 to the Certificate of Appointment (COA) Program Manual and supersedes and cancels DIAPRs 2006-09 and 2006-09, Amendment 1. The new COA Program Manual replaces the version released October 2, 2006.

2. Effective Date: Upon signature.

3. Expiration Date: No expiration unless superseded or canceled.

4. Background and Explanation:

The COA Program Manual has been updated to reflect pertinent acquisition management dynamics. Accordingly, the following changes have been made:

- Part 1D - Exclusions
 - Standard Form 182 was revised to allow the purchase of training via the government charge card up to the simplified acquisition threshold of \$100,000, Part I, D.1
 - The exclusion “Ordering Officials” was replaced by “Designated Agency Representatives”, Part I, D and Part I, D.5
 - Added: Emergency Acquisition Warrants, Part I, D and Part I, D.6

- were added to this section. The specific space leasing courses were replaced by the URL for the online General Services Administration Manual.
- Part II, A.3 - The cost and resources considerations for contracting authority were eliminated.
- Part II, B.1 – The level of COA Authority for Interagency Agreements for Space Leasing was clarified.
- Part II, E - The required supervision level of the FAC-C certified GS 1102 was modified.
- Part II, E.3 - Documentation needed for a request for an increase in COA authority was modified.
- Part II, G.2 - The examples of actions that would justify terminating COA authority were modified.
- Appendix 1 – The Application for Contracting Officer COA was modified.
- Appendix 2 - The expiration date was deleted from the Sample of COA Delegation.
- Appendix 3 - The expiration date was deleted from the Sample of Lease COA Delegation.
- Appendix 4 – This appendix was added to provide a sample Delegated Agency Representative Appointment Memorandum.
- Appendix 5 - This appendix was added to provide a Standard Form 1402, *Certificate of Appointment*.

5. **Additional Information:**

Questions regarding bureau-specific COA Program guidance should be referred to the Bureau Acquisition Career Coordinator. Questions regarding this COA Program Manual guidance should be referred to Armenda Daye, Acquisition Career Manager, at (202) 208-3798 or at Armenda_Daye@ios.doi.gov.



Debra E. Sonderman, Director
Office of Acquisition and Property Management

Attachment

Certificate of Appointment Program



March 2010

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PART I - Introduction

A. Purpose

The purpose of the Department of the Interior (DOI) Contracting Officer Certificate of Appointment Program is to:

1. Supplement the coverage in Federal Acquisition Regulation (FAR) Subpart 1.6, *Career Development, Contracting Authority and Responsibilities*, by specifying minimum Department-wide standards for issuing and terminating Contracting Officer (CO) Certificates of Appointment (COAs);
2. Implement Departmental policy as defined in Department of the Interior Acquisition Regulation (DIAR) 1401.603, *Selection, Appointment and Termination of Appointment*; and
3. Implement the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, *Developing and Managing the Acquisition Workforce*.

B. Authority

1. Contracting authority is vested in the Secretary of the Interior under the OFPP Act (41 U.S.C. 414(4)), the Competition in Contracting Act (CICA) (41 U.S.C. 252) and FAR 1.601 to award and modify contracts for supplies and services (see the Federal Property and Administrative Services Act of 1949).
2. The Secretary's authority and responsibility have been delegated, in the following order, to:
 - a. Assistant Secretaries (see 205 DM 11.1);
 - b. Heads of bureaus and offices;
 - c. Heads of Contracting Activity (known as HCAs) as defined in DIAR 1402.1 (see Departmental Manual, Part 200, Chapter 3);
 - d. Bureau Procurement Chiefs (BPC) as prescribed in DIAR 1401.603; and
 - e. Appointed COs.
3. BPCs' authority to appoint COs may not be re-delegated.
4. Delegation to serve as a Contracting Officer's Technical Representative (COTR) or Contracting Officer Representative (COR) is distinct from a grant of CO authority. COTR/COR appointment procedures may be found in the DOI Contracting Officer's Representative Program Manual.

5. Privacy Act of 1974 and Employee Training and Career Development Records--Interior, DOI--76 provide authority to maintain records related to COA qualification and Federal Acquisition Certification – Contracting Program, including use of the Acquisition Career Management Information System.

C. Definitions

1. **Acquisition/Procurement/Contracting:** For the purposes of this manual, the terms acquisition, procurement, and contracting are used interchangeably when referring to processes, procedures, and functions.
2. **Acquisition Career Management Information System (ACMIS):** ACMIS is a Government-wide information system managed by the Federal Acquisition Institute that contains education, training and experience information for all acquisition workforce members. ACMIS provides detailed reports to assist managers in short and long term workforce planning.
3. **Acquisition Career Manager (ACM):** The ACM is appointed by the Senior Procurement Executive and is responsible for ensuring that the DOI acquisition workforce meets the requirements of OFPP Policy Letter 05-01 and any subsequent guidance. The ACM shall also serve on the Interagency Acquisition Career Management Council (IACMC) and the Interagency Acquisition Workforce Forum (IAWF) to ensure that workforce development policies and opportunities meet the needs of the Government's and DOI's acquisition workforce.
4. **Acquisition Workforce:** The acquisition workforce includes employees who perform various acquisition-related functions to support the accomplishment of an agency's mission, as described in OFPP Policy Letter 05-01, paragraph 5. In addition to contracting, functions such as program management, requirements definition, measurement of contract performance, and technical and management direction are also included. The Department's Chief Acquisition Officer may designate additional positions and functions to be included in the acquisition workforce. Membership in the acquisition workforce may be on a full-time, part-time, or occasional basis.
5. **Bureau Procurement Chief (BPC):** The BPC is defined in DIAR 1402.101 as the senior GS-1102 official in a bureau or office. His/her authority may be delegated, unless specified otherwise, to the Chief of the Contracting Office (CCO). If the BPC is also the CO for an action requiring approval of the BPC, then approval shall be at the HCA level. In exceptional cases, upon the grant of a waiver by the Senior Procurement Executive, the BPC may be someone in an occupational series other than the GS-1102 series. The waiver shall be based on the individual's demonstrated analytical and decision-making capabilities, job performance, and qualifying acquisition management experience.

6. **Certificate of Appointment (COA):** The Standard Form (SF) 1402, COA, documents the appointment of a Contracting Officer. The COA states any limitations on the scope of authority to be exercised, other than limitations contained in applicable law or regulations.
7. **Certification Number:** The number assigned by the ACM to the FAC-C certification.
8. **Chief Acquisition Officer (CAO):** The CAO is defined in the Services Acquisition Reform Act of 2003 (P.L. 108-136). Within DOI, the CAO is the Assistant Secretary – Policy, Management and Budget.
9. **Chief of the Contracting Office (CCO):** A CCO is the senior GS-1102 within a contracting office, as defined in DIAR 1402.101.
10. **COA Coordinator (CC):** The CC is an individual responsible for managing the COA Program as defined by the bureau.
11. **Continuous Learning Points (CLP):** CLPs are points awarded for successful completion of continuous learning activities. One CLP corresponds generally to one classroom hour and varies for other learning activities, as described in Appendix B of the OFPP memorandum dated January 20, 2006, entitled “The Federal Acquisition Certification in Contracting Program.”
12. **Contracting Officer (CO):** A Federal employee delegated authority pursuant to FAR Subpart 1.6 and the DOI COA Program to award, administer, and terminate contracts, purchase orders, delivery orders, task orders and modifications; obligate Government funds; and make determinations and findings, all subject to the limitations of his or her Certificate of Appointment.
13. **Contracting Officer’s Technical Representative (COTR):** A Federal employee appointed, in writing, and delegated limited responsibilities by a CO to perform specified contract management duties related to technical oversight and administration of a specific contract. Pursuant to FAR 7.503(c)(12), this function must be performed by a Federal employee, although contractors may be used to provide inspection or testing services. For the purpose of this program, the terms COTR and Contracting Officer’s Representative (COR) are interchangeable.
14. **Defense Acquisition Workforce Improvement Act (DAWIA):** Public Law 101-510 was enacted in 1990 to improve the effectiveness of the personnel who manage and implement defense acquisition programs. The DAWIA, as amended, is codified at 10 U.S.C. §§ 1701-1764.
15. **Established Sources:** This term includes acquisitions under mandatory and/or priority source programs described in FAR Part 8 (e.g., Federal Prison Industries and Committee for Purchase From People Who Are Blind or

Severely Disabled) and task and delivery orders against indefinite delivery vehicles, including Federal Supply Schedules (FSS), Government-wide Agency Contracts (GWAC), Multi-Agency Contracts (MAC), and bureau or DOI-wide contracts and FSS Blanket Purchase Agreements.

- 16. Federal Acquisition Certification in Contracting (FAC-C) Program:** The FAC-C Program is a certification program that standardizes the education, training, and experience requirements for contracting professionals in civilian agencies.
- 17. GS-1102/Contracting Series:** As defined in the OPM Classification Standards, this series includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and, the administration or termination and close out of contracts.
- 18. GS-1105/Purchasing Series:** As defined in the OPM Classification Standards, this series includes positions that involve supervising or performing work to acquire supplies, services, and construction by purchase, rental, or lease through (a) delivery orders and/or (b) simplified acquisition procedures.
- 19. Head of the Contracting Activity (HCA):** As defined in DIAR 1402.101, the HCA is the assistant or associate administrative head of each bureau and office who has overall responsibility for managing the acquisition function.
- 20. Interagency Agreement:** An interagency agreement that transfers funding between DOI and another executive agency, whether authorized by the Economy Act or a more specific authority. For the purposes of this document, an interagency agreement refers only to the transfer of funds from DOI.
- 21. Senior Procurement Executive (SPE):** FAR Subpart 2.101 defines the SPE as the individual appointed pursuant to Section 16(3) of the OFPP Act (41 U.S.C. 414(3)) who is responsible for management direction of the acquisition system of an executive agency, including implementation of the unique acquisition policies, regulations, and standards of the executive agency. The DOI SPE is the Director, Office of Acquisition and Property Management.
- 22. Simplified Acquisitions:** This term refers to acquisitions under FAR Part 13.

D. Exclusions

The following are excluded from the COA Program:

- Standard Form (SF) 182, *Authorization, Agreement and Certification of Training*
- Micro-purchases

- Indian Self-Determination Contracts and Annual Funding Agreements
- Grants and Cooperative Agreements
- Designated Agency Representatives (DAR)
- Emergency Acquisition Warrants

1. Standard Form 182

The SF-182, *Request, Authorization, Agreement, and Certification of Training*, is used to enroll students, obligate funds, and authorize payment for tuition. The SF-182 may be used by non-warranted employees to purchase training under the following conditions:

- a. The training cost of a single training event, program, or instructional service does not exceed the simplified acquisition threshold of \$100,000 as established in the FAR;
- b. The cost is of a fixed nature; i.e., price per student or price per course, program, or service; and
- c. The program, course, or instructional service is commercially available off-the-shelf, and no modification or development resulting in increased cost to the Government is needed to meet the organization's needs.

Payment for training services, through the use of a Government charge card by non-warranted personnel is limited to the micro-purchase threshold of \$3,000. The purchase of any training program, course or instructional service that requires course development, course modification or exceeds \$100,000 must be acquired by a CO. Additional information regarding the SF-182 can be located on the OPM website.

2. Micro-purchases

A micro-purchase is an acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold as defined in FAR Subpart 2.101, Definitions.

3. Contracts and Annual Funding Agreements Executed Under Public Law 93-638 (Indian Self-Determination and Education Assistance Act)

- a. Indian Self-Determination and Educational Assistance Act contracts and annual funding agreements are negotiable under the authority of Public Law 93-638, as amended. Although these transactions are not traditional procurement contracts and are exempt from the COA Program, they can be very complex. Post-award disputes are subject to the Contract Disputes Act. The authority to obligate the Federal Government is a serious matter and employees delegated this authority must have the knowledge, skills and abilities to perform their duties effectively.

- b. Bureaus with authority to award these contracts and agreements must establish supplementary procedures to delegate authority and establish minimum training, experience, and continuing education requirements. The knowledge, skills, and abilities necessary for these positions are the same requirements expected of a Level II CO complemented by a strong foundation in Public Law 93-638. Candidates must exhibit strong business acumen and personal integrity.
- c. Training should include in-depth specific training in Public Law 93-638, as amended; contracting policy and procedures; cost and price analysis; Indian Trust resource issues and concerns; as well as instruction on applicable rules and regulations, reporting instructions, and guidance. This includes: latest issuance of DOI's Federal Assistance Awards Data System (FAADS) reporting instruction, 25 CFR Part 900; OMB Circulars A-87, A-102, A-123, and A-133; and any Departmental or bureau guidance issued on P.L. 93-638, as amended. Individuals authorized to work on complex or specialized (e.g., construction) actions must have additional specialized training and experience commensurate with their duties.

4. Grants and Cooperative Agreements

Grants and cooperative agreements are defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224.

5. Designated Agency Representatives

Bureau Procurement Chiefs may appoint Designated Agency Representatives (DARs) through a delegation letter and in accordance with DOI policy and procedures, based on the nature of the contract vehicle and on a case-by-case basis. These DARs may act as the focal points for ordering services from the Networx Universal and the WITS3 National Capital Region local services contracts. DARs are not contracting officers and have no authority beyond what is delegated to them in their appointment letters. All DAR appointments will be in writing. A sample appointment letter is shown in Attachment 4. A copy of the appointment memorandum must be sent to:

Office of the Chief Information Officer (PIR)
Enterprise Infrastructure Division
Attention: DAR Administrator

DAR appointments have the following requirements:

- a. Only Federal Government employees may be appointed. There are no grade or series restrictions and no certification such as FAC-COTR is required.

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- b. Bureaus must keep the appointments current and ensure that the contractor(s) is (are) notified of all changes through the DAR Administrator.
- c. Within one year prior to appointment, employees must have completed contract-specific DAR training, and a minimum of 24 hours of COTR training. If the employee has a FAC-COTR, additional training (beyond the DAR training) is not required. Classes must consist of classroom training or distance (on-line) learning; training via attendance at a conference or seminar is not sufficient. This is a one-time training requirement; maintenance training is not necessary.
- d. Ordering authority will normally be for an unlimited dollar amount, but may be limited according to bureau practice.
- e. Ordering authority must be restricted to priced services that are available under the contract(s), such as switched voice services, calling cards, and various types of conferencing. Appointments may encompass all or some of the available services.
- f. Appointments must specify the billing option that the bureau has adopted (direct or centralized). If more than one billing option is available to a DAR, the appointment must clearly define their responsibilities with regard to selection.
- g. DARs will be subject to periodic review by the Bureau Procurement Chief as part of their annual Acquisition Management Review.

6. Emergency Acquisition Warrants

Warrant authority for emergency acquisitions will be addressed in separate guidance. This will cover temporary warrants for all types of emergencies.

PART II – Contracting Officer Certificate of Appointment Program

A. Need for Contracting Authority

1. The BPC shall only issue a COA when there is a valid organizational need. Bureaus may set criteria that are more restrictive than those contained in this manual.
2. In addition to the factors mentioned in FAR 1.603-2, when selecting COs, the BPC shall also consider the complexity, volume, and dollar value of the acquisitions to be assigned; internal controls; and organizational alignment. Authority must be delegated only to the **lowest** level and dollar amount needed to provide effective and efficient acquisition support, and is not based on past delegated authority or position.
3. Bureaus must consider:
 - a. Location, service, and needs, including:
 - 1) extent to which needs can be met through mechanisms not requiring COAs, such as the purchase business line of the charge card program;
 - 2) availability of a supporting or centralized procurement office with the ability to support requisitioner needs in a timely, efficient and effective manner;
 - 3) practicality of using other arrangements for accomplishing contract support; and
 - 4) number of transactions requiring action by a CO with response time requirements that cannot be satisfied by another procurement office (e.g., headquarters, regional, or other centralized).
 - b. Organizational/management service needs, including:
 - 1) periodic review of level and authority of COA to verify sustained need;
 - 2) continuous review of work (e.g., peer review);
 - 3) scheduled Acquisition Management Reviews; and
 - 4) other types of internal control reviews.

B. Contracting Officer COA Levels

1. Levels of COA Authority¹

| COA Level | Series ³ | Required FAC-C Level | Open Market (Up to a maximum of) | Interagency Agreements ⁴ (Up to a maximum of) | Ordering from Established Sources (Up to a maximum of) |
|-----------------------|---------------------|----------------------|---|---|---|
| Level IA ² | Any Series | Level I | \$10,000 Supply, \$2,500 Service & \$2,000 Construction | None | \$25,000 |
| Level IB | 1102 & 1105 | Level I | \$100,000 | \$100,000 | \$500,000 |
| Level II | 1102 | Level II | \$10,000,000 | \$10,000,000 | \$10,000,000 |
| Level III | 1102 | Level III | Unlimited | Unlimited | Unlimited |
| Space Leasing | Any Series | None | Unlimited, general purpose and special use space only | Unlimited to General Services Administration | Unlimited, general purpose and special use space only |

Notes: ¹ Bureaus may set criteria which are more restrictive than those contained in this manual.

² Level IA authority is for non-procurement personnel (any classification series) performing simplified acquisitions as a collateral or part-time duty.

³ Appointments may only be made to Federal employees.

⁴ COs are only required to sign obligations; i.e., funding being transferred to another agency, not agreements under which funds are received by DOI.

2. Limitations on CO Authority

- a. The authority to serve as a CO on an acquisition is determined by the potential cumulative value of the stand-alone contract or task/delivery order, not just the obligated amount of the initial award or a particular transaction or modification (e.g. base year of award and all options or base award plus priced modifications). COs are prohibited from signing the following actions:
 - 1) A contract award that exceeds their COA authority;
 - 2) A modification to a contract with a cumulative amount greater than their COA authority;
 - 3) Base plus option contract, total amount of which exceeds their COA authority;
 - 4) Multi-year contracts in which the total amount exceeds their COA authority;
 - 5) Awards or modifications to indefinite-delivery contracts in which the total maximum contract value exceeds their COA authority; and
 - 6) Any other transaction that exceeds their COA authority.
- b. COs are authorized to sign contract actions up to their delegated COA authority as specified on the SF-1402. In accordance with FAR Subpart 13.301, COs are also authorized to use Government purchase cards as a payment mechanism for contractual actions over the micro-purchase threshold and up to their delegated COA or purchase card authority, whichever is less.
- c. Task/delivery orders issued by COs under indefinite-delivery contracts are limited to the CO's COA authority for the amount of the individual task/delivery order.
- d. The CO is ultimately responsible for every aspect of the contract including reporting to FPDS-NG. Others may perform certain functions only as delegated by the CO.

C. Qualification Requirements

1. Federal Acquisition Certification in Contracting (FAC-C)

In order to be eligible for appointment as a CO, employees must meet the training, experience and education requirements set forth under the FAC-C Program, and must have received a FAC-C commensurate with the proposed

appointment level unless an education waiver is granted by the SPE. See paragraph 3 below for an exception for space leasing COs.

2. Supplemental Requirements

a. Department-wide Requirements

- 1) Every CO, regardless of series, must complete a minimum of 16 hours of training in the use of GSA Schedules. The recommended class is "Using GSA Schedules – Customers (Services or Supplies)" which is accessible from the General Services Administration's FSS Center for Acquisition Excellence Campus website. Commercial equivalents are acceptable.
 - 2) In addition to the FAC-C training requirements, a candidate applying for Level I COA authority is required to have completed a course in CON 237, Simplified Acquisition Procedures (or equivalent training of at least 16 CLPs).
- b. The BPC may require COs working on specialized acquisitions (e.g. IT, construction, contingency, wildland fire) to have additional specialized training and experience commensurate with their duties. Additional certification requirements may also be applicable.
- c. In addition to the experience, training, and education required by the FAC-C Program, all COA candidates must exhibit strong business acumen and personal integrity.

3. Space Leasing Contracting Officers

- a. Space leasing COs do not require a FAC-C.
- b. Leased space may be acquired through GSA or through the use of GSA-delegated space leasing authority. Only a space leasing CO may exercise the delegated space leasing authority. The training required for a Space Leasing Contracting Officer COA is delineated in the General Services Administration Manual [at http://acquisition.gov/gsam/current/html/Part501.html#wp1858604](http://acquisition.gov/gsam/current/html/Part501.html#wp1858604).
- c. Space leasing COs must be appointed in accordance with the authorities stated in this Program. The SF-1402 will be used for these appointments and must be clearly identified as "Space Leasing Contracting Officer" appointments. The certificate must be annotated to limit the authority to real property leasing within the limits of the GSA or Secretarial delegation (see Appendix 3).
- d. To remain current in real property leasing issues, regulations, and procedures, space leasing COs must continue to gain hands-on experience

and must complete at least 40 CLPs every two years in acquisition-related topics.

- e. The General Services Administration Acquisition Regulation (GSAR), Part 570, Appendix 3, *Acquisition of Leasehold Interests in Real Property*, governs procedures for space leasing.

D. Acquisition Career Management Information System (ACMIS)

FAI's Acquisition Career Management Information System (ACMIS) is the mandatory source to track acquisition workforce training and COA authority. Each executive agency is required to collect, maintain and use information to ensure effective management of the acquisition workforce (see section 37(d) of the OFPP Act, as amended, (41 U.S.C. 433(d)). Bureaus are required to have complete, current records in ACMIS for all employees in the GS-1102/1105 series, COs regardless of classification series, COTRs, and other positions as designated by the SPE.

E. Appointment of Contracting Officers

Contracting authority may only be delegated to individuals who meet the specific criteria delineated in this manual, and not to positions. This is accomplished by a written appointment on the SF-1402, as specified in FAR Subpart 1.603-3. A CO cannot re-delegate the authority to bind the Government.

COA Levels IB over \$25,000, II and III may only be appointed to individuals who report to a major acquisition buying office within the bureau that is supervised and under the direction of an equal or higher FAC-C certified GS-1102. However, this reporting requirement does not apply to the BPC or the CCO. The SPE may waive this requirement, in accordance with Part II, Section H, under limited circumstances when it is determined that appropriate oversight, accountability and internal controls are in place to ensure the integrity and compliance of the acquisition function and workforce.

1. Application

- a. An applicant's supervisor or higher level manager must submit a completed Application for Contracting Officer Certificate of Appointment (Appendix 1), with supporting documentation, to the BPC for review and approval.

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- b. Supporting documentation must include:
 - 1) a copy of the applicant's FAC-C (with the exception of space leasing applicants);
 - 2) certificates for completion of any supplemental acquisition training, if required by bureau policy;
 - 3) justification for need, including why the office's needs cannot be adequately supported from another office or location;
 - 4) any anticipated changes in acquisition workload for the specific office; and
 - 5) Federal Procurement Data System – Next Generation (FPDS-NG) reports supporting the annual volume of procurement activity for at least the previous two years broken into dollar levels relevant to the requested COA authority.
- c. COA applications will not be submitted until the applicant is FAC-C certified at the appropriate level, with the exception of space leasing applicants.

2. Written Appointment

CO appointments shall be issued on the SF-1402, *Certificate of Appointment*. The certificate shall be prominently displayed in the CO's work area. Standard formatting for the SF-1402 is shown in the samples in Appendices 2 and 3.

3. Increase in COA Authority

- a. A new application must be submitted to request an increase in COA authority. The CO's supervisor must document:
 - 1) a need for the increase exists (See Part II, A, *Need for Contracting Authority*);
 - 2) applicable FAC-C certification level;
 - 3) any increase in the number of on-site transactions (in the relevant dollar authority);
 - 4) any increase in the numbers or complexity of requisitions; and
 - 5) other operational needs supporting the increase.
- b. Before granting any authority increase, the BPC must verify that the contracting office maintains satisfactory performance in such areas as quality,

regulatory compliance, timeliness, price analysis and productivity, as measured by the Acquisition Management Review program, or other authorized management control system (i.e., Internal Control Reviews and OMB Circular A-123, *Management's Responsibility for Internal Control*).

4. Relocation

If a CO is reassigned to another office or location within a bureau, the existing COA is automatically suspended until a need for the COA at the new office or location is documented and reviewed. After review and documentation in accordance with bureau procedures, the COA may or may not be reinstated for use at the new office. This provision does not apply to employees promoted or reassigned to a new GS-1102 or 1105 series position within the same office.

F. Internal Controls

1. Delegation of COA authority to individuals is subject to review. Bureaus will determine appropriate criteria, timing and mechanisms for such reviews within the internal control review parameters established by the Office of Acquisition and Property Management.
2. Reviews must include, at a minimum:
 - a. periodic reviews of level and authority of COA to verify sustained need;
 - b. continuous reviews of work on an ongoing basis (e.g. peer review);
 - c. scheduled acquisition management reviews; and
 - d. other types of internal control reviews.

G. Changes, Suspensions, or Terminations of Authority

COA authority may be changed, suspended or terminated administratively or for cause.

1. Automatic Administrative Actions

- a. CO appointments are automatically terminated upon:
 - 1) reassignment of a Level IB COA holder to a non GS-1102 or 1105 position;
 - 2) reassignment of a Level II or III COA holder to a non GS-1102 position;
 - 3) transfer of the CO to another bureau or office within DOI or to another Federal agency;

- 4) the CO's retirement, resignation, or other termination of the CO's employment; or
 - 5) failure to meet the continuous learning requirements of the FAC-C certification.
- b. CO appointments are automatically suspended when a CO is reassigned to another office or location within a bureau until a need for the COA at the new office or location is documented and reviewed. See Section E.4, Relocation, above.

2. Discretionary Actions

- a. The BPC or HCA may suspend or reduce COA authority in writing pending completion of required training, completion of corrective actions, or while investigating procurement abuses or other possible termination causes. Reinstatement of the COA authority must also be in writing.
- b. The BPC or HCA must reduce or terminate COA authority if the need for a CO, or for that level of authority, no longer exists or has changed.
- c. The BPC or HCA must justify a termination for cause in writing. Patterns of negligent use of COA authority need not be a prerequisite for suspension or termination of a COA for cause. Rather, the circumstances should be examined on a case-by-case basis. In all cases, action should be taken in a timely manner. The following are examples of actions that would justify terminating COA authority for cause:
 - 1) Failure to comply with statutes, Executive Orders, OMB Circulars, the FAR, the DIAR and other DOI regulations and policies, bureau or office regulations, policies or procedures, limitations of this Program;
 - 2) Failure to comply with delegated responsibilities; i.e., exceeding COA authority requiring ratifications;
 - 3) Violation of the Employee's Responsibility and Standards of Conduct and/or Procurement Integrity restrictions;
 - 4) Misuse of a government charge card (DOI Integrated Charge Card Policy Manual, Section 1.8.4, Misuse); or
 - 5) Failure to demonstrate sound business acumen and personal integrity.

H. Waivers

1. A request for waiver from the COA Program must be submitted by the BPC to the SPE for approval in accordance with procedures outlined in DIAR 1401.4. At a minimum, the request should address the following applicable factors:

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- a. Explain specifically the additional authority requested beyond any current authority. State requested dollar limit increase, type(s) of acquisition actions for which the authority is requested, and other additional authority required.
 - b. Describe the training, education and experience of the individual for whom the increased authority is requested to certify that the person meets the requirements of this Program for the authority requested.
 - c. Describe the specific contract(s) that require exercise of the authority. Discuss the nature of the work, terms of the contract(s), and the expected frequency (weekly or monthly) of acquisition actions requiring the authority.
 - d. Discuss the specific reasons why the waiver is needed and cite any historical information available to support those reasons.
 - e. State the specific impact on the bureau/office if the waiver request is denied. Give examples of expected time delays in processing actions and the effect on contract performance (time and/or dollar amount). Include any other anticipated negative impact.
 - f. When a reporting waiver is requested, document how appropriate oversight, accountability and internal controls are in place to ensure integrity and compliance of the acquisition function.
 - g. When requested on a class basis, document the total number of people affected.
2. Any waivers under this program will be issued with an expiration date established by the SPE.

Appendix 1

**Department of the Interior
Application for Contracting Officer Certificate of Appointment (COA)**

| | |
|---|---|
| I. Applicant Information | |
| Name (Last, First, M.I.) _____ | |
| Current COA Number (if applicable): _____ | FAC-C Level and Number (N/A for Space Leasing) _____ |
| Bureau/Organization: _____ | |
| Position Title: _____ | Series/Grade: _____ |
| Duty Station: _____ | |
| II. COA Action (Place X or ✓ next to action requested and indicate COA Level sought.) | |
| <input type="checkbox"/> | Grant initial COA. Level sought: _____ |
| <input type="checkbox"/> | Increase/decrease COA authority from Level _____ to Level _____. |
| <input type="checkbox"/> | Transfer COA authority from location _____ to _____. Level: _____ |
| <i>Attach copy of FAC-C commensurate to the COA level sought. Also attach documentation supporting the need for COA authority, or for a change in COA authority, that addresses the information required in Part II, E., of the Contracting Officer COA Program Manual.</i> | |
| III. Dollar Authority (Required for any action requested in Section II; dollar amount up to a maximum of) | |
| Open Market: _____ | Established Sources: _____ |
| Interagency Agreement: _____ | Space Leasing (if applicable): _____ |
| IV. Applicant Certification | |
| I certify that all supporting documentation is true, complete, and correct to the best of my knowledge and belief and is submitted in good faith. | |
| Applicant's Signature: _____ Date: _____ | |
| V. Recommendation/Concurrence | |
| The applicant's record of acquisition duties has been satisfactory. The applicant has demonstrated strong business acumen and personal integrity. I recommend this applicant for appointment to the level and dollar authority requested above, and I am providing required documentation in support of this request. | |
| Supervisor Printed Name: _____ | |
| Signature: _____ Date: _____ | |
| As applicable, the Senior CO or Regional COA Coordinator (CC): | |
| Senior CO or Regional CC Printed Name: _____ | |
| Signature: _____ Date: _____ | |
| As applicable, Bureau COA Coordinator (CC) Concurrence: | |
| CC Printed Name: _____ | |
| Signature: _____ Date: _____ | |
| VI. Bureau Procurement Chief Disposition | |
| Approved _____ Disapproved _____ BPC Printed Name: _____ | |
| Signature: _____ Date: _____ | |

Certificate of Appointment

Under authority vested in the undersigned and in conformance with Subpart 1.6 of the Federal Acquisition Regulation

I.M. INTERIOR
is appointed

Contracting Officer

for the

United States of America

Subject to the limitations contained in the Federal Acquisition Regulation and to the following:
The Department of the Interior Acquisition Regulation (DIAR).

Level III

Open Market \$1,000,000;

Established Sources \$1,000,000;

Interagency Agreements \$1,000,000

Excludes Construction, A/E Services, Interagency Agreements

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

U.S. Department of the Interior
(Organization)

National Business Center, Division of Acquisition Services
(Agency/Department)

Chief, Division of Acquisition Services
(Signature and Title)

October 23, 2006
(Date)

NBC-01-02
(No.)

Certificate of Appointment

Under authority vested in the undersigned and in conformance with
Subpart 1.6 of the Federal Acquisition Regulation

I.M. INTERIOR

is appointed

SPACE LEASING

Contracting Officer

for the

United States of America

Subject to the limitations contained in the Federal Acquisition Regulation and the Department of the Interior Acquisition Regulation:
Authorized to serve as Contracting Officer for the lease of general purpose space for unlimited amounts, using any of the acquisition
methods in the Federal Acquisition Regulation and General Services Administration Acquisition Regulation (GSAR). All acquisitions
must comply with the requirements of the GSAR and Delegation of Leasing Authority. All acquisitions of Special Use Space must
comply with the conditions listed in the Federal Property Management Regulations (FPMR).

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

U.S. Department of the Interior
(Organization)

National Business Center, Division of Acquisition Services
(Agency/Department)

Chief, Division of Acquisition Services
(Signature and Title)

October 23, 2006
(Date)

NBC-01-02
(No.)

Appendix 4 – Sample DAR Appointment Memorandum

APPENDIX 4 – SAMPLE DAR APPOINTMENT MEMORANDUM

To: (Name of Designated Agency Representative)

From: (Bureau Procurement Chief)

Subject: Delegation of Authority

As authorized under the Contracting Officer Certificate of Appointment Program, you are hereby appointed to serve as a voice services Designated Agency Representative (DAR) under Contract _____, awarded to Verizon. Your appointment will remain in effect until the expiration of the contract, unless terminated in writing or by your leaving the position to which you are currently assigned. The paragraph below provides you with details as to the scope of your responsibility and limitations on your authority.

You may not re-delegate your DAR authority. No one else can place orders under your name under any circumstances.

You may only place orders under Contract _____ pursuant to this appointment.

You may only place orders for (fill in Bureau or other subordinate organizational level).

You are authorized to place orders (without a dollar value limit/with a dollar value limit of \$____ per transaction/with a cumulative dollar limit of \$____ per month).

You may not negotiate prices or other terms that differ from those set forth in (contract number).

You are authorized to place orders for:

- Switched Voice Services
- Calling Cards
- 700 Numbers (non-commercial; agency-specific numbers)
- 800 Service (toll-free service)
- Video Teleconferencing Services (VTS)
- Audio Conferencing
- Web Conferencing
- Other (*specify*)

You are authorized to place orders that stipulate:

- Direct Billing
- Centralized Billing

Periodically, your work will be reviewed by the (fill in office) as part of its annual Departmental Functional Review process.

CERTIFICATION OF APPOINTMENT

Under authority vested in the undersigned and in conformance with
Subpart 1.6 of the Federal Acquisition Regulation

is appointed

Contracting Officer

for the

United States of America

Subject to the limitations contained in the Federal Acquisition Regulation and to the following:

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

(Organization)

(Agency Department)

(Organization and Title)

(Date)

(Signature)