

**U.S. Department of the Interior
Contracting Officer Certificate of Appointment Program**

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PART I - Introduction

A. Purpose

The purpose of the Department of the Interior 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;
3. replace the previous Contracting Officers Warrant System Manual, Department of the Interior Acquisition Policy Release (DIAPR) 1997-4 dated February 11, 1997, with the new program described in this manual; and
4. 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); and further to
 - b. heads of bureaus and offices under their supervision, and to Heads of Contracting Activity (known as HCAs) as defined in DIAR 1402.1 (see 200 series of Departmental Manual); and further to
 - c. Bureau Procurement Chiefs (BPC) as prescribed in DIAR 1401.603; and further to
 - d. appointed COs.

3. BPCs' authority to appoint COs may not be re-delegated.
4. Delegation to serve as a Contracting Officer's Representative (COR) is distinct from a grant of CO authority. COR appointment procedures may be found in the 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 FAC-C certification, 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 and procedures.
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 SPE and is responsible for ensuring that the DOI acquisition workforce meets the OFPP Policy Letter 05-01 requirements and any subsequent guidance. The ACM shall also serve on the Interagency Acquisition Career Management Council (IACMC) 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 CAO 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 Bureau Procurement Chief is defined in DIAR 1402.101 as the senior GS-1102 official in a bureau or office.
6. **Certificate of Appointment (COA):** A Standard Form (SF) 1402 that documents the appointment of a Contracting Officer. The SF 1402 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 for the Department of the Interior (DOI).
- 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 the individual responsible for managing the COA Program within a 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 Office of Federal Procurement Policy’s 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 1.6 and the DOI Contracting Officer Appointment 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 Representative (COR):** A Federal employee appointed in writing, 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 COR and Contracting Officer’s Technical Representative (COTR) are interchangeable.
- 14. Cooperative Agreement:** As defined in the Federal Grant and Cooperative Agreement Act of 1977, a cooperative agreement is the legal instrument reflecting a relationship between the United States Government and a recipient when (1) the principal purpose of the relationship is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law of the United States instead of acquiring (by purchase, lease, or barter) property or services for the direct benefit or use of the United States Government; and (2) substantial involvement is expected between the executive agency and the recipient when carrying out the activity contemplated in the agreement.
- 15. Defense Acquisition Workforce Improvement Act (DAWIA):** Public Law 101-510 was signed in 1990 to improve the effectiveness of the personnel who manage and implement defense acquisition programs. DAWIA, as amended, is codified at 10 U.S.C. § 1701-1764.

- 16. Established Sources:** This term includes acquisitions under mandatory and/or priority source programs described in FAR Part 8 (e.g. Federal Prison Industries, 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.
- 17. 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.
- 18. Grant:** As defined in the Federal Grant and Cooperative Agreement Act of 1977, a grant is the legal instrument reflecting a relationship between the United States Government and a recipient when (1) the principal purpose of the relationship is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law of the United States instead of acquiring (by purchase, lease, or barter) property or services for the direct benefit or use of the United States Government; and (2) substantial involvement is not expected between the executive agency and the recipient when carrying out the activity contemplated in the grant.
- 19. 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.
- 20. 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.
- 21. 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 contracting.
- 22. Interagency Agreement:** Any agreement that transfers funding from DOI to another executive agency, whether authorized by the Economy Act or a more specific authority.
- 23. Senior Procurement Executive (SPE):** FAR 2.101 defines the SPE as the individual appointed pursuant to section 16(3) of the Office of Federal Procurement Policy 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. For DOI, it is the Director, Office of Acquisition and Property Management (PAM).

24. 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,
- Micro-purchases,
- Indian Self-Determination Contracts and Annual Funding Agreements,
- Grants and cooperative agreements, and
- Ordering Officials.

1. Standard Form 182

The SF 182, Request, Authorization, Agreement, and Certification of Training Form, is used to enroll students, obligate funds and authorize payment for tuition. The purchase of training services for any classes requiring course development or off-the-shelf courses exceeding the simplified acquisition ceiling must be acquired by a CO. The SF-182 may be used by non-warranted employees under the following conditions:

- a. the training cost of a single training event, program, or instructional service does not exceed the simplified acquisition ceiling 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 off-the-shelf, and no modification or development resulting in increased cost to the Government is needed to meet the organization's needs.

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 2.101, Definitions.

3. Indian Self-Determination Contracts and Annual Funding Agreements

- 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, and 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-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. Ordering Officials

The BPC may appoint Ordering Officials 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.

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 the costs to the organization to maintain COA authority, including, at a minimum, the following:
 - a. Cost and resource issues to maintain the level of training and expertise of COs, including:
 - 1) cost of developing and maintaining an acquisition workforce, including employee salary, training and career development costs;
 - 2) cost of maintaining reference materials such as regulations, directives, vendor and market information, including on-line reference services;
 - 3) availability of subject matter experts to provide advisory services;
 - 4) adequate volume of procurement actions to be cost effective and to allow the CO to remain current and proficient with Federal, Departmental and bureau procurement procedures and electronic acquisition systems; and
 - 5) adequate volume of acquisition actions at the location to make installation and support of the Interior Department Electronic Acquisition System (IDEAS) or the Financial Business Management System (FBMS) practical and cost effective.
 - b. Location service 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's 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) .
- c. 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	Series³	Required FAC-C Level	Open Market (Up to a maximum of)	Interagency Agreements⁴ (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	None	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 total estimated 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. 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 SF1402. In accordance with FAR 13.301, COs are also authorized to use Government-wide 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. FAC-C Program COAs

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 certification commensurate with the proposed appointment level. 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 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 FAC-C certification.
- 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 following training is required for a Space Leasing Contracting Officer COA:
 - 1) Federal Real Property Leasing or Basic Lease Contracting,
 - 2) Techniques of Negotiating Federal Real Property Leases,
 - 3) Cost and Price Analysis of Leasing Proposals,
 - 4) Real Estate Law or Federal Real Property Lease Law, and
 - 5) Real Estate Appraisal Principles.
- c. Space Leasing COs must be appointed in accordance with the authorities stated in this Program. SF-1402, Certificate of Appointment, 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 lease 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 2 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 personnel 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 everyone in the GS-1102/1105 series, COs regardless of classification series, CORs, and other positions as designated by the CAO.

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 SF-1402, Certificate of Appointment, as specified in FAR 1.603-3. A Contracting Officer cannot re-delegate the authority to bind the Government.

COA Levels IB over \$25,000, Levels II and III may only be appointed to individuals who directly report to (under the direct supervision and control of) a major acquisition buying office within the Bureau that is supervised and under the direction of a senior FAC-C certified GS-1102. The SPE may waive this requirement, in accordance with II.H. below, under limited circumstances when 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 COA (Appendix 1), with supporting documentation, to the BPC for review and approval.
- b. Supporting documentation must include:
 - 1) a copy of the applicant's FAC-C certification, except for 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, except for 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 indicated 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) that a need for the increase exists (for more information, see the "Need For Contracting Authority" section of this document);
 - 2) a statement that the CO's performance demonstrates satisfactory experience, training, education, sound business acumen and personal integrity;
 - 3) applicable FAC-C certification level;
 - 4) any increase in the number of on-site transactions (in the relevant dollar authority);
 - 5) any increase in the numbers or complexity of requisitions; and
 - 6) 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 and Assistance Management Review program, or other authorized management control system (i.e. Internal Control Reviews, OMB Circular A-123).

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 reviewed and documented 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 Government 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 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; or
 - 2)** failure to comply with delegated responsibilities, i.e., exceeding COA authority requiring ratifications; or
 - 3)** violation of the Employee's Responsibility and Standards of Conduct and/or Procurement Integrity restrictions; or
 - 4)** failure to maintain government charge card accounts in good standing (revocation of COA authority for cause also cancels procurement authority on the charge card business line (DOI Integrated Charge Card Guidance, Section 1.3.1.2)); 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 applicable factors:
 - 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.

Department of the Interior
Application for Contracting Officer COA

I. Applicant Information

Name (Last, First, MI):

Current COA Number (if applicable):

FAC-C Certification Level and Number (except for Space Leasing):

Bureau/Organization:

Position/Title:

Series/Grade:

Duty Station/Location:

II. Transaction Type (Please indicate the type of COA transaction requested.)

Initial COA application. Indicate COA level and dollar authority sought:

Attach copy of FAC-C certificate that corresponds to the COA level sought. Attach documentation supporting the need for delegation of COA authority that addresses, at a minimum, the information requirements stated in Part II, E. of the Contracting Officer Appointment Program Manual.

Increase/decrease in COA authority from Level _____ to Level _____. Indicate dollar authority sought:

Attach copy of FAC-C certificate that supports completion of the training, experience, and education requirements for which increased COA authority is being sought. Any application for increase in COA authority shall include documentation which addresses the requirements stated in Part II, E. of the Contracting Officer Appointment Program Manual.

Transfer COA authority from location _____ to location _____. Indicate COA level and dollar authority sought:

Attach documentation supporting the need for transfer of COA authority that addresses, at a minimum, the information requirements stated in Part II, E. of the Contracting Officer Appointment Program Manual.

III. 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: _____

IV. Recommendation/Concurrence

The applicant’s record of acquisition duties has been satisfactory. The initial appointment or increase of COA authority has been documented in accordance with Part II, E. of the Contracting Officer Appointment Program and is attached as part of the application. Appointment to the level and dollar authority requested is:

_____ Recommended

_____ Not Recommended

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____

As applicable, the Senior CO or Regional COA Coordinator:

_____ Concur

_____ Do Not Concur

Senior CO Signature: _____ Date: _____

Senior CO Printed Name: _____

_____ Concur

_____ Do Not Concur

COA Coordinator (if applicable) Signature: _____ Date: _____

COA Coordinator (if applicable) Printed Name: _____

V. BPC Disposition

_____ Approved

_____ Disapproved

_____ Level of COA

_____ Open Market Dollar Authority

_____ Established Sources Dollar Authority

_____ Interagency Agreement Dollar Authority (if applicable)

Remarks: _____

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)

Expires January 1, 2009

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 to the following:

The Department of the Interior Acquisition Regulation (DIAR). 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 Regulations 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)

Expires January 1, 2009

October 23, 2006

(Date)

NBC-01-02

(No.)