

**Delegation of Acquisition Authority****Please Complete Part 1 ONLY.****Part 1 - IC Request**

(Complete number 1 thru 20)

**POLICY**

- a. The designee must have knowledge of Federal acquisition regulations, policies, and procedures, and procedures established by the Division of Acquisition Programs, OLAO for approving officials and purchase cardholders. DHHS requires Level 1 certification as a prerequisite for delegation of acquisition authority.
- b. The designee must be an executive officer, administrative officer, administrative assistant, or purchase cardholder.
- c. The requesting official (IC directors, executive officers, principal administrative officers, or their deputies) is responsible for ensuring that the designee receives proper training and complies with the procedures and instructions established by the Division of Acquisition Programs, OLAO.
- d. This form may be submitted to cancel approving official authority of individuals who are reassigned, transferred, or terminate employment.

1. NAME OF DESIGNEE (Last, First, Initial)		2. TITLE		3. DELPRO I.D.	
4. SERIES AND GRADE		5. IC		6. BLDG./ROOM	
				7. PHONE NO.	
				8. NODE	

9. ACTION REQUESTED  Grant **NEW** Delegation  This employee replaces (Give replaced employee's name) \_\_\_\_\_  **Cancel** delegation  **Change** in dollar amount of employee's delegation  This employee fills a new position

ACQUISITION AUTHORITY REQUESTED (Limitations according to Div. of Acquisition Programs, OLAO for approving officials and purchase cardholders.)

10. <b>Type</b> (check)		11. Dollar Limitation		12. <b>Type</b> (check)		13. Dollar Limitation	
<input type="checkbox"/> Cash Orders (SF 44)		\$ _____		<input type="checkbox"/> Records of Call			
<input type="checkbox"/> Scientific Repair Orders		\$ _____		<input type="checkbox"/> Purchase Card --Single Limit		\$ _____	
<input type="checkbox"/> Professional/Consultant Services		\$ _____		--Monthly Limit		\$ _____	
<input type="checkbox"/> Combined Reprints (without covers) and Manuscript Publication Costs		\$ _____		<input type="checkbox"/> Delegated Open Market Purchase Orders		\$ _____	
				<input type="checkbox"/> Delegated FSS Delivery Orders		\$ _____	

14.  Completed Contract Formation I Course  
 Completed Acquisition Planning II Course  
 Date Level I Certification was  granted or  submitted \_\_\_\_\_  
 Attach copies of course certificates and Level I Certification, if available.

15. COMMENTS

16. SIGNATURE OF DESIGNEE

17. DATE

18. SIGNATURE OF REQUESTING OFFICIAL

19. TYPED NAME OF REQUESTING OFFICIAL

20. DATE

**Part 2 - DELEGATION OR CANCELLATION OF AUTHORITY (For Division of Acquisition Programs, OLAO only)**

1. The delegation requested above is hereby granted or canceled in accordance with FAR Subpart 1.6 and HHSAR 301.603-1, subject to the regulations, policies, and procedures cited below.

**DELEGATED ACQUISITION AUTHORITY**

2. Type	3. Dollar Limitation	4. Type	5. Dollar Limitation
Cash orders (SF 44)	\$ _____	Records of Call:	As limited by each Agreement As limited by the terms of the contract
Scientific Repair Orders	\$ _____	Blanket Purchase Agreements	
Professional/Consultant Services	\$ _____	Indefinite Delivery Contracts	
Combined Reprint/Publication Costs	\$ _____	Delegated Open Market Purchase Orders	\$ _____
Purchase Card --Single Limit	\$ _____	Delegated FSS Delivery Orders	\$ _____
--Monthly Limit	\$ _____		

**6. Regulations, Policies, and Procedures**

- a. Orders must be placed in accordance with established ordering procedures and dollar limitations. The designee must assure that funds are available prior to entering into any obligations.
- b. Acquisitions are governed by FAR Part 13 (Simplified Acquisition), Part 38 (Federal Supply Schedules), and HHSAR, Part 313.
- c. The authorities herein supersede all authorities previously granted to this individual.
- d. The authorities herein shall not be redelegated.
- e. This appointment is canceled upon reassignment of duties, transfer, or termination of employment.

**7. COMMENTS**

8. APPROVED BY (Signature)

9. TITLE

10. DATE