Request for Ordering Official Authority

Please Complete Part 1 ONLY.
(Complete number 1 thru 17)

Part 1 - IC Request

POLICY

a. The designee shall not perform the functions of an ordering official until this form has been submitted and approved.

b. The designee must have knowledge of Federal acquisition policies, regulations, and procedures.

c. The designee must be in a purchasing or administrative series.

d. 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.

e. If requesting a new ordering official position that was not previously approved, submit a justification and backup workload statistics.

f. This form may be submitted to cancel ordering 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	8. NODE
				☐ Primary ☐ Backup

9. Action Requested

☐ Grant New Authority

☐ This employee replaces: (Give replaced employee's name) _____

☐ This employee fills a new position

☐ Cancel Authority

10. ORDERING OFFICIAL AUTHORITY REQUESTED (Limitations according to Div. of Acquisition Programs, OLAO for ordering officials)

10a. DELPRO Ordering Office

☐ Professional/Consultant Services (S)
☐ Records of Call (N)
☐ Reprints (without covers) (K)
☐ Scientific Repair Orders (R)

10b. Decentralized Purchasing Office

☐ Delegated FSS Delivery Orders
☐ Delegated Open Market Purchase Orders

11. Training

☐ Completed Delegated Acquisition Training Program (DELPRO)

Date Completed

12. Comments

13. Signature of Designee	14. Date

15. Signature of Requesting Official	16. Typed Name of Requesting Official	17. Date

Part 2 - Delegation or Cancellation of Authority (For Division of Acquisition Programs , OLAO use only)

The delegation requested above is hereby ☐ **granted** or ☐ cancelled, subject to the regulations, policies, and procedures cited below.

1. ORDERING OFFICIAL AUTHORITY GRANTED

1a. DELPRO Ordering Office

☐ Professional/Consultant Services (S)
☐ Records of Call (N)
☐ Reprints (without covers) (K)
☐ Scientific Repair Orders (R)

1b. Decentralized Purchasing Office

☐ Delegated FSS Delivery Orders
☐ Delegated Open Market Purchase Orders

2. ☐ Authority is granted for this IC node
☐ Interim authority is granted for this IC node until _____ Resubmit request upon completion of required training prior to expiration.

3. Regulations, Policies, and Procedures

a. Orders must be placed in accordance with established NIH ordering procedures and dollar limitations.
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 ordering official authorities previously granted to this individual.
d. The authorities herein shall not be redelegated.

4. Comments

5. Approved By (Signature)	6. Title: Director, Division of Acquisition Programs, OLAO	7. Date