



June 28, 2007

Washington, D.C. 20530

MEMORANDUM FOR SENIOR PROCUREMENT EXECUTIVE  
Department of Justice

FROM:

Lee J. Lofthus

Chief Acquisition Officer

SUBJECT:

Delegation of Authority to Develop and Maintain a Department-wide  
Acquisition Career Management Program

In accordance with section 16(b)(6) of the OFPP Act, as amended (41 U.S.C. § 414(b)(6)), sections 37(g)(1) and (g)(3) of the OFPP Act, as amended (41 U.S.C. §§ 433(g)(1) and (3)), and subject to the authority, direction, and control of the head of an executive agency, the Chief Acquisition Officer (CAO), or equivalent, shall develop and maintain an acquisition career management program to ensure the development of a competent, professional workforce to support the accomplishment of agency mission. Policy Letter 05-01 issued by the Office of Federal Procurement Policy on April 15, 2005, provides that the CAO may delegate these responsibilities, but to a level no lower than the deputy CAO or equivalent.

In accordance with those authorities, I hereby delegate to the Senior Procurement Executive for the Department of Justice responsibility to develop and maintain an acquisition career management program which meets the requirements of statute and regulation as well as the peculiar needs of the Department. Responsibilities include:

- Identifying members of the Department's acquisition workforce and implementing a budget strategy that reflects the workforce's development needs and organizational structure of the agency,
- Consultation with the Department's Acquisition Career Managers to provide the Chief Human Capital Officer with input on the Department's human capital strategic plan regarding the acquisition workforce.
- Assessment of the current skills inventory of the acquisition workforce to identify short and long-term Department needs, and establish plans including recruitment and retention strategies for obtaining the acquisition workforce resources and skills required to meet the Department's future agency mission needs.
- Appointment of an Acquisition Career Manager to lead the agency's acquisition career management program to ensure that the Department's acquisition workforce meets the requirements of OFPP PL 05-01.



U.S. Department of Justice

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**MEMORANDUM TO:** Dana L. Munson  
Procurement Analyst, PPRG  
Management and Planning Staff

**FROM:** Michael H. Allen *MHA*  
Senior Procurement Executive

**SUBJECT:** Appointment as Department of Justice Acquisition Career Manager (ACM)

In accordance with the authorities and responsibilities delegated to me by the Chief Acquisition Officer, I hereby appoint you as the Acquisition Career Manager (ACM) of the Department of Justice

In this role, you will ensure that the Department meets the requirements set forth in Office of Federal Procurement Policy (OFPP) Policy Letter (PL) 05-01 "*Developing and Managing the Acquisition Workforce*," and Office of Management and Budget Memo, entitled "*The Federal Acquisition Certification in Contracting Program*," dated January 20, 2006, as well as any other pertinent statutes, regulations or guidance from OFPP. Your authority and responsibilities include the following functions:

- Manage the identification and development of the acquisition workforce, to include staffing needs, training requirements and other workforce development strategies;
- Oversee and manage the FAC-C process, including verifying and assessing applications, and granting certifications;
- Propose an annual budget strategy for acquisition workforce development;
- Provide coordinated input on short and long term Human Capital Strategic Planning for training/competency fulfillment, career development, accession, recruitment and retention (i.e., agency statistics; skills assessments, accession plans; career development initiatives; performance incentive plans; workforce current skills inventory);
- Ensure Agency Policies/Procedures are consistent with those established by OFPP, as appropriate;

- Appoint and coordinate requirements with Agency Functional Advisors for various disciplines;
- Recommend to the DOJ Senior Procurement Executive (SPE) waivers to the 1102 education and training, based on a case-by-case basis; and
- Maintain and manage consistent agency-wide data in the Acquisition Career Management Information System (ACMIS).

**SUBPART 2801.6 - CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES**

**2801.601 General.**

(a) In accordance with Attorney General Orders 1687-93 and 2649-2003 and other specific delegations, the authority vested in the Attorney General with respect to contractual actions, for goods and services, is delegated to the following officials:

- (1) AAG/A (for the offices, boards, and divisions (OBDs);
- (2) Director, Federal Bureau of Investigation;
- (3) Director, Federal Bureau of Prisons;
- (4) Commissioner, Federal Prison Industries;
- (5) Director, Alcohol, Tobacco, Firearms & Explosives;
- (6) Administrator, Drug Enforcement Administration;
- (7) Assistant Attorney General, Office of Justice Programs;
- (8) Director, U.S. Marshals Service;
- (9) Inspector General, Office of the Inspector General.
- (10) Director, Office of the Federal Detention Trustee

(b) The acquisition authority delegated to the officials in 2801.601(a) may be redelegated to subordinate officials as necessary for the efficient and proper administration of the Department's acquisition operations. Such redelegated authority shall expressly state whether it carries the power of redelegation of authority.

(c) The redelegation of contracting authority directly to specific persons without regard for intermediate organizational levels only establishes authority to represent the Government in its commercial business dealings. It is not intended to affect the organizational relationship between the contracting officers and higher administrative and supervisory levels in the performance of their duties.

**2801.602 Contracting officers.**

**2801.602-3 Ratification of unauthorized commitments.**

The HCA may delegate the authority to ratify unauthorized commitments to the chief of the contracting office, except for those actions effected by his or her office. Dollar thresholds for delegations made under this section will be determined by the HCA. Copies of all ratifications are to be provided to the PE.

**2801.603 Selection, appointment and termination of appointment.**

**2801.603-1 Department of Justice Acquisition Career Management Program**

(a) Each Bureau Procurement Chief shall develop and manage an acquisition career

management program for contracting personnel in his or her component, consistent and uniform with the Department of Justice Acquisition Workforce Management Program. The DOJ Acquisition Workforce Management Program complies with the guidance contained in FAR 1.603 as well as pertinent letters and other guidance issued periodically issued by the Office of Federal Procurement Policy. The DOJ Acquisition Workforce Management Program is contained in the DOJ Acquisition Workforce Management Manual which is maintained as a separate document.

(b) Program Funding. Bureau Procurement Chiefs are responsible for assessing the funding needs to provide for the education and training of their acquisition workforce and requesting such funding in the annual budget process.

**2801.603-3 Appointment**

Contracting officers whose authority will be limited to micro-purchases shall be appointed in writing and include any limitations to that authority.

**SUBPART 2801.70 - CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE.**

**2801.7001-701 General.**

Contracting officers may appoint individuals selected by program offices to act as authorized representatives in the monitoring and administration of a contract. Such officials shall be designated as Contracting Officers' Technical Representatives (COTRs).

**2801.7001-702 Selection, appointment, and limitation of authority.**

(a) The selection appointment and training of COTRs shall be in accordance with the Department of Justice Acquisition Workforce Management Program described in JAR 2801.603-1.

(b) The clause at 2852.201-70, is required in all contracts where a COTR is designated.