

**Amendment to 302 FW 1
Contracting Officers' Certification
and Appointment Program**

Series: Logistics
Part 302: Contracting Officers
Chapter 1: Contracting Officers' Certification and Appointment Program
Amendment Number: 1
Purpose: The purpose of this amendment is to: (1) update the reference for the Federal Acquisition Certification in Contracting (FAC-C) Program, (2) revise the current procedures for transferring a Certificate of Appointment (COA) to another location, and (3) incorporate new procedures for emergency COAs.

Action:

Under section 1.4 What are the authorities for this chapter?, change the following sentences:

E. Department of the Interior Acquisition Policy Release (DIAPR) 2006-9, Federal Acquisition Certification in Contracting and Contracting Officer Certificate of Appointment Programs, 10/02/06.

F. DIAPR 2007-04, Federal Acquisition Certification in Contracting (FAC-C) Program Manual Revision, 03/27/07.

to:

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

F. U.S. Department of the Interior Federal Acquisition Certification in Contracting (FAC-C) Program Manual.

Under section 1.11 Can a COA be transferred to another location?, change the following sentence:

D. At the request of a **Regional Director**, the Bureau Procurement Chief may authorize an employee with a current COA to exercise his/her CO authority for up to 6 months at a duty station other than the one to which he/she normally reports. This covers emergency situations and applies even if the new duty station is in a different Region.

to:

D. At the request of a **Regional Contracting Office Chief**, the Bureau Procurement Chief may authorize an employee with a current COA to exercise his/her CO authority for up to 6 months at a duty station other than the one to which he/she normally reports. This covers emergency situations and applies even if the new duty station is in a different Region.

Add the following section:

1.12 What are the requirements for emergency COAs?

A. An emergency may require us to issue an emergency COA. An emergency is a situation that threatens danger to someone's life or physical safety or to property (e.g., a forest fire).

(1) When a Regional Contracting Office Chief identifies a need exists for an emergency COA beyond the Region's boundaries, he/she must send a request to the Bureau Procurement Chief requesting authorization for an employee with an existing COA to exercise his/her authority at another location (see section 1.11D).

(2) If a Regional Contracting Office Chief needs a new COA to cover an emergency, he/she must request a new COA that does not specify a location. The request must:

(a) Explain the nature of the emergency, and

(b) Specify the length of time that he/she needs the COA.

B. In addition to the location exemption, emergency COAs are also exempt from the workload data requirements in section 1.9B(3).

C. The Bureau Procurement Chief will not issue an emergency COA to an employee who does not have a FAC-C certification. The dollar threshold of the COA must coincide with the FAC-C certificate level.

/sgd/ Bernard Mazer
ACTING DEPUTY DIRECTOR

Date: April 2, 2009