

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 34

June 28, 1984

SUBJECT: Administrative Series
Part 205 General Redefinition
Chapter 17 Procurement

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter documents the delegation of management responsibility for the procurement program within the Minerals Management Service.


Director

FILING INSTRUCTIONS:

REMOVE:

None

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
205	17	1-2	34

OPR: Procurement Policy Branch
Procurement and General Services Division
Office of Administration

MINERALS MANAGEMENT SERVICE MANUAL

Delegation Series

Part 205 General Redlegation

Chapter 17 Procurement

205.17.1

1. Purpose. This chapter establishes the delegation of management responsibility for the procurement program within the Minerals Management Service (MMS).

2. Objective. This chapter constitutes the authoritative source of MMS procurement management policy and the authority to appoint Contracting Officers to enter into contractual arrangements for authorized supplies and services on behalf of the United States and the MMS.

3. Authority.

A. Federal Procurement Regulation (FPR 1-1.4) et sequens Federal Acquisition Regulation (FAR 1.601).

B. Interior Procurement Regulations (IPR 41 CFR 14-1.4 and 14-1.206) et sequens Department of the Interior Acquisition Regulation (DIAR 1402.1).

C. Departmental Manual (205 DM 11, Procurement and Contracting, and 218 DM 8, General Administrative Delegation).

D. Department of the Interior Acquisition Regulation (DIAR 1401.601(b)) authorizes redelegation of contracting authority and responsibility to the Head of the Contracting Activity (HCA), and DIAR 1401.603-1 delegates authority to the HCA to select, appoint, and terminate individual Contracting Officers.

E. Department of the Interior Acquisition Policy Release (DIAPR 84-4, Contracting Officers' Warrant System).

F. Minerals Management Service Manual (MMSM 404.2, Contracting Officers' Warrant System).

4. Definitions.

A. The HCA is the designated official responsible for all MMS procurement and contracting activities.

B. The Contracting Officers' Warrant System is the Departmentwide system for the selection, designation, and termination of Contracting Officers procurement authority.

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MINERALS MANAGEMENT SERVICE MANUALDelegation SeriesPart 205 General RedelegationChapter 17 Procurement205.17.55. Policy.

A. Warranted procurement authority will only be delegated to specific qualified individuals and not to positions.

B. All MMS contracts, grants, cooperative agreements, interagency agreements, and small purchases will only be entered into by warranted Contracting Officers.

6. Responsibilities.

A. The HCA is responsible for all phases of the MMS procurement program. Under the authority delegated to the Director, MMS, by the Assistant Secretary for Land and Minerals Management, the Assistant Director for Administration is appointed the HCA.

B. Contracting Officers will exercise procurement authority in accordance with applicable laws, provisions of the United States Code of Federal Regulations, Comptroller General decisions, Office of Management and Budget directives, Office of Federal Procurement Policy Letters, Department and MMS Manuals, and supplemental procurement policy directives issued by the Procurement and General Services Division. Contracting Officers will exercise delegated procurement authority subject to the availability of appropriated funds.