

## Procurement & Property Division Policy Memorandum

Subject: <b>One-Time Contracting Officer Delegations</b>			Number: 1-01
Distribution: ARS: AAOs PAOs AFM	Date: May 28, 1999 Revised: December 7, 2001	This Replaces: N/A	

### Background

In times of emergency (hurricane disaster that caused damage to research labs and other facilities; unexpected requirements that required immediate procurement support, etc.) the HCAD would grant “One-Time” delegations when the need arose, which provided a “One-Time” increase to a Contracting Officers (CO) existing warrant level, in order to allow that CO the authority to handle a specific project that would otherwise be handled at the Area or Headquarters’ level.

Based on our experience over the past year, it has become evident that the use of these “One-Time” delegations have increased to the point that a re-assessment had to be made as to their current need and use in REE.

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### Policy Guidance

Given the new emphasis within the Department on instituting “internal controls” in the handling of the agency’s CO warrant system, we have taken the time to re-evaluate the use of the “One-Time” delegation process within REE. We needed to determine if it is (1) necessary; and (2) poses a potential deficiency in the REE warrant program which creates a problem for REE, especially when reviewed under an audit.

As a result, “One-Time” warrant delegations will only be approved by the HCAD under the following circumstances: (1) emergency situations such as floods, hurricanes, tornadoes, etc. and (2) unanticipated projects assigned to an Area or Headquarters office.

Action Required by REE  
Contracting Officers

CO's should review historical data and their existing warrant level and request a permanent increase in accordance with Departmental Regulation 5001-1.

If a legitimate emergency arises that will require a One-Time delegation, a request must be submitted to the HCAD for approval. Enclosed is the required format.

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PPD Point of Contact

Should you have any questions, please feel free to contact the cognizant Procurement Analyst that handles your respective Area or AFM Division (refer to the PPD Homepage for your contact at [http://www.afm.ars.usda.gov/divisions/ppd/.](http://www.afm.ars.usda.gov/divisions/ppd/))

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Approved:

\_\_\_\_\_/s/\_\_\_\_\_  
Richard G. Irwin, Director  
Procurement and Property Division

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Enclosure

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REQUEST FOR ONE-TIME  
CONTRACTING OFFICER DELEGATION

Requesting Office:

Requesting Contracting Officer:

E-mail Address:

Voicemail Number:

Cognizant PAO/PPD Branch Chief/ FD Branch Chief:

Summary of circumstance and/or event creating the emergency need for One-Time delegation:

Detail required service/supply/equipment:

Estimated dollar value:

Anticipated start date of contract:

Duration of contract:

Other pertinent information (optional):

HCAD Approval Section:

I hereby approve this request for a one-time delegation. This is limited to the specific requirement described above and for no other requirements. This delegation will expire on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Head of the Contracting Activity Designee