



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

Acquisition Procedures
Update (APU)
2012-04
July 25, 2012

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Thomas A. Sharpe, Jr. *MSR*
Senior Procurement Executive
Office of the Procurement Executive

SUBJECT: **Delegation of Procurement Authority**

Purpose: Incorporate re-delegation of procurement authority from the Treasury SPE to the Bureau Heads of Contracting Activity (HCA) into the Department of Treasury Acquisition Procedures (DTAP).

Effective Date: This DTAP change is effective retroactively to June 26, 2012.

Background: Treasury Directive 12-11 was re-issued on June 26, 2012 to clarify the roles and delegations of procurement authority and to reflect revised organizational structures at the Department. The re-issued TD 12-11 removes the definition of HCA and the specific delegations of procurement authority to the HCAs at each of the Treasury Bureaus. This APU adds the definition of HCA, delegates procurement authority to Bureau HCAs, and incorporates a summary table reflecting delegated procurement authority into the DTAP.

DTAP Changes:

DTAP 1001.601 is revised as follows:

1001.601 General.

Treasury Order 101-30, "Designation of 'Head of Agency' for Procurement Matters," delegates authority from the Secretary to the Assistant Secretary for Management and Chief Financial Officer (ASM/CFO) as Head of the Agency. Treasury Directive 12-11, "Procurement Authority," in turn, re-delegates certain authorities from the ASM/CFO to the SPE.

The SPE hereby re-delegates procurement authority to the Bureau Heads of Contracting Activity (HCA), except where by law, regulation, or policy authority vests in another authority. A summary of the delegated authority is set forth in Table 1 below. The Bureau HCA is responsible for the maintenance and oversight of a bureau-wide procurement system that is in compliance with applicable laws, regulations, policies, standards, and performance goals.

Table 1

<u>Bureau Head of Contracting Activity</u>	<u>Authority</u>¹
Administrator, Alcohol and Tobacco Tax and Trade Bureau	Award and administer contracts on behalf of TTB
Comptroller of the Currency	Authority conferred through 12 U.S.C. Sec. 5416
Director, Bureau of Engraving and Printing	Award and administer contracts on behalf of BEP
Commissioner, Financial Management Service	Award and administer contracts on behalf of FMS
Deputy Commissioner for Operations Support, Internal Revenue Service	Award and administer contracts on behalf of the IRS, DO, and other Treasury Bureaus pursuant to intra-departmental agreements
Director, United States Mint	Award and administer contracts on behalf of the U.S. Mint.
Commissioner, Bureau of the Public Debt	Award and administer contracts on behalf of BPD and other Agencies and Treasury Bureaus pursuant to Franchise Fund (31 U.S.C. Sec. 322 note)
Director, Financial Crimes Enforcement Network	Award and administer contracts on behalf of FinCEN
Inspector General	Award and administer contracts on behalf of the OIG
Special Inspector General for Troubled Asset Relief Program	Authority conferred through 12 U.S.C. Sec. 5231
Treasury Inspector General for Tax Administration	Award and administer contracts on behalf of the TIGTA

¹ Delegated authority does not preclude awarding contracts on behalf of other agencies or organizations pursuant to the Economy Act 31 U.S.C. 1535 or similar authority. This authority may be further defined or conditioned as deemed necessary by the Senior Procurement Executive.

DTAP 1001.603 is revised as follows:

1001.603 Selection, appointment, and termination of appointment.

1001.603-1 General.

Bureau HCAs, or their designees, are authorized to select and appoint contracting officers, and to terminate such appointments.

The Treasury Acquisition Career Management Program is applicable to personnel who are in Civil Service classification series 1102 and 1105, and to all personnel issued a Certificate of Appointment (SF 1402). The Program is described in detail in the Treasury Acquisition Career Management Handbook.

DTAP 1001.603 is revised as follows:

1006.501 Requirements.

Bureau HCAs will appoint Bureau competition advocates pursuant to 41 U.S.C. 1705. A copy of each appointment will be submitted to the Departmental Competition Advocate at OPE.

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