



DEPARTMENT OF VETERANS AFFAIRS  
DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND MATERIEL MANAGEMENT  
WASHINGTON, DC 20420

**IL 049-02-13**  
**August 1, 2002**

**OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER**

**TO:** Under Secretary for Memorial Affairs, National Cemetery Administration; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and the VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

**ATTN:** Head of the Contracting Activity  
All VA Contracting Officers

**SUBJECT:** Clarification of Senior Level Contracting Officers as Selling Officials

1. This information letter (IL) clarifies VA Directive and Handbook 7401.3, Selling Authority Certification and Selling Authority Selling Certification Procedures dated December 3, 1998.
2. VA Directive 7401.3 identifies contracting officers warranted at senior level (unlimited) as designated selling officials by virtue of their appointment under the Contracting Officer Certification Program (COCP). This IL clarifies that, to the extent the contract action does not exceed the stated dollar limitation on their warrant, contracting officers holding senior level (limited) warrants are also considered to be "selling officials" by virtue of their appointment under COCP.
3. At the time the Directive and Handbook were written, all VA-issued senior level warrant holders had unlimited contracting authority. Since senior level (limited) contracting authority has similar training and education requirements as those currently needed for senior level (unlimited) authority, there is no need for a separate or additional authorization as a "selling official".
4. When VA Directive 7401.3 is reissued, this change will be included.

2.

IL 049-02-13

August 1, 2002

5. Direct any questions regarding this information letter to Patricia Ellis, Acquisition Policy Division (049A5A), at (202) 273-6058.

/s/ David S. Derr  
Associate Deputy Assistant Secretary  
for Acquisitions

Distribution: RPC 7029