



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

IL 049-03-10
April 2, 2003

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER

TO: Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; 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: Revised Class Deviation from VAAR 802.100 (a) Head of Contracting Activity (HCA)

1. This Information Letter (IL) replaces IL 049-03-4, dated January 15, 2003, Subj: Class Deviation from VAAR 802.100 (a) Head of Contracting Activity (HCA). This IL is being reissued to correct the "TO" line. All other information remains the same.
2. The Deputy Secretary has approved the class deviation from Department of Veterans Affairs Acquisition Regulation (VAAR) section 802.100 (a), HCA. A copy of the class deviation (attachment 1) and a copy of the Deputy Secretary's approval of the class deviation (attachment 2) are provided with this information letter (IL). This class deviation assists with the implementation of Procurement Task Force Recommendation 4.3.1, Delegate authority to appoint HCAs.

2.

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3. Pending a formal change to the VAAR, this IL provides the class deviation for the appointment of HCAs. The class deviation is an initial step to implementing the Office of Management's (004) reorganization package. Further refinements/changes are expected with the implementation of the reorganization package. A directive and handbook will be issued in the future to provide procedures and responsibilities for HCAs.

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

/s/C. Ford Heard
Acting Associate Deputy Assistant Secretary
for Acquisitions

Attachments

Distribution: RPC 7029

VETERANS AFFAIRS

Department of

Memorandum

Date: August 1, 2002
From: Deputy Assistant Secretary for Acquisition and Materiel Management (049)
Subj: Class Deviation from VAAR 802.100 (a), Head of Contracting Activities (HCA)
To: Principal Deputy Assistant Secretary for Management (004)

1. In accordance with the Department of Veterans Affairs Acquisition Regulation (VAAR) 801, 404, Class Deviations, your approval is requested to deviate from VAAR 802.100 (a) (see attachment) which defines "head of the contracting activity" (HCA) as "the Director, Acquisition Management Service, Central Office; Deputy Assistant Secretary for Facilities, Central Office; Director, Building and Supply Service, Central Office; Director, Publications Service, Central Office; Director, Monument Service, Central Office; Director, Vocational Rehabilitation and Education Service, Central Office; Director, Loan Guaranty Service, Central Office; Director, VA Marketing Center; Chief, Acquisition and Materiel Management Service, at a field facility; and the Director, Regional Office."
2. Considerable reorganization at the field level, primarily through the establishment of Veterans Health Administration (VHA) Veterans Integrated Service Networks (VISN), has necessitated expanding the definition of HCA.
3. Formerly, the definition at VAAR Subpart 802.100 (a) specified certain positions or titles as conferring upon incumbents the authority of an HCA as defined at Federal Acquisition Regulation (FAR) Subpart 2.101. Because of the wide range of executive responsibilities performed by HCAs, as delineated in a number of subparts within the FAR, and the need to exercise quality control over the execution of these responsibilities, HCAs will be appointed, in writing, by the Procurement Executive (PE). As a result, the authority invested in the Secretary is delegated to the PE through the Senior Procurement Executive (SPE).

4.
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Attachment 1

2.
Principal Deputy Assistant Secretary for Management (004)

4. The number of HCAs will be reduced to one for each of the following activities:

- VHA VISN
- Veterans Benefits Administration area offices
- National Cemetery Administration Central Office
- Other major contracting activities within VA (these activities include, but are not limited to, the Office of Administration, Office of Facilities Management, National Acquisition Center, Austin Automation Center, and Denver Distribution Center)

5. The recommending official may submit a written request to the PE to appoint an additional HCA if having only one would be detrimental to VA's mission.

6. Based on the above information, we recommend that VA HCAs no longer be defined by VAAR 802.100 (a) and rely instead on the language provided in this class deviation to appoint HCAs. VAAR 802.100 (a) will be revised to incorporate the new language. We recommend your approval to deviate from the definition of VAAR Clause 802.100 (a).

7. Your favorable consideration of this request is appreciated.

/s/Gary J. Krump

Attachment

Department of Veterans Affairs

Memorandum

Date: September 5, 2002

From: Principal Deputy Assistant Secretary for Management (004)

Subj: Class Deviation from VAAR 802.100 (a), Head of Contracting Activities (HCA)

To: Deputy Secretary (001)

1. In accordance with the Department of Veterans Affairs Acquisition Regulation (VAAR) 801. 404, Class Deviations, the Deputy Assistant Secretary for Acquisition and Materiel Management has concluded that there is a need for a class deviation to VAAR 802.100 (a), Head of Contracting Activities (HCA). That need is based on the information provided in the attached memorandum. I support that conclusion and recommend your approval of a class deviation.
2. Approval of this class deviation would implement Procurement Reform Task Force recommendation 4.3.1, Delegate authority to appoint HCAs.
3. If you have any questions, please contact me or have a member of your staff contact Ms. Patricia Ellis at 273-6058.

/s/D. Mark Catlett

Attachments

APPROVED:

/s/Leo S. Mackay, Jr.

09/11/2002