5601.602-2-90 Ordering Officers.

(Revised July 2013)

(a) The Contracting Officer is the appointing official for Ordering Officers. Ordering Officer authority is limited to the following:

(1) Micro-purchases in accordance with FAR 13.201(a), using the government purchase card or the SF 44;

(2) Micro-purchases in accordance with FAR 13.201(g) when approved by the DoP in accordance with 5613.306(a)(1) .

(3) Placing unilateral delivery orders against pre-priced, indefinite delivery type supply and service contracts up to $25,000, provided the contract terms so permit;

(4) Placing delivery orders or verbal orders for up to $25,000 against Federal Supply Schedule, The Federal Prison Industries, Inc., or the National Industries for the Blind or other Severely Handicapped; or

(5) Placing individual orders against indefinite delivery type contracts for the preparation of personal property for shipment by the government provided the contract terms so permit.

(b) Contracting officers must develop and conduct advanced ordering officer training sufficient to prepare the ordering officer for the increased responsibilities when authorized to purchase single actions greater than $3,000. Training must include but is not limited to:

(1) How to conduct FAR compliant competition;

(2) Proper documentation of competition results;

(3) Reporting actions in accordance with DFARS 204.6 ;

(4) Maintaining the order file.

(c) Contracting officers must conduct one hundred percent (100%) surveillance on all transactions over $3,000. Perform surveillance within thirty (30) days of transaction when such action will not compromise the mission of the deployment, organization, or unit.

Parent topic: 5601.602 Contracting Officers.