5801.602-3 Ratification of Unauthorized Commitments

(a) Definitions.

Ratifying Official. Ratifying Official as used here means the Senior Procurement Executive, (SPE) or the Head of the Contracting Activity (HCA), as specified in (b)(2) below.

(b)(2) The ratifying official for all DISA unauthorized commitments (UC) of any dollar value and non-DISA UCs valued at or above $1M is the SPE. The ratifying official for all non-DISA UCs valued below $1M is the HCA. Coordination of the ratification request shall flow from the individual that made the unauthorized commitment as follows: 1) Cognizant contracting officer to prepare the Determination and Findings portion of the Ratification Approval Form, 2) General Counsel for a legal opinion, 3) DITCO HCO for review and concurrence and 4) PS22 for review and processing. PS22 will log the complete package into the PS22 Ratification Log, assign a tracking number, review the package to provide any findings or comments to the contracting officer, and coordinate the final package for submission to the ratifying official for approval. The CoCO will notify the HCA when an UC has occurred, to include Center/Directorate/Division and D-Code, individual who committed the UC, dollar value, and the general facts of the UC. The HCA will notify the cognizant Center/Directorate SES(s).

(S-90) For all offices aligned under DISA, to include ADCON offices, the individual who made the UC serves as the Action Officer for the ratification request and prepares the package using the PSD Request for 'Approval of Unauthorized Commitment' form, to include documents specified to be provided to develop a complete record of the UC. If the individual who committed the UC is no longer available for any reason (e.g., left government service, retirement, on extend leave) then the next person in the individual's chain-of-command within the organization is responsible for requesting the ratification, completing the Approval of Unauthorized Commitment form, and providing all required information and evidence to the Contracting Officer. For external offices, the individual who made the UC serves as the Action Officer for the ratification request and prepares the package or an individual within the chain-of-command.

The Ratification Approval Form and further guidance regarding ratification of unauthorized commitments is located in the DARS PGI 5801.602-3.

(S-91) Timelines for Processing Ratification Packages can be found in DARS PGI 5801.602-3(b)(2)(S-91)

Parent topic: SUBPART 5801.6 – CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES