SUBPART 5801.6 – CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES

Parent topic: PART 5801 - Federal Acquisition Regulations System

5801.602-2 Responsibilities

(d)(S-90) *Policy.* The contracting officer shall designate and manage Contracting Officer's Representatives (CORs) in accordance with the DoD and DISA COR Handbooks located at https://www.ditco.disa.mil/hq/Cor. The authority to designate CORs shall not be further delegated.

(S-91) The contracting officer must designate the COR in the Joint Appointment Module (JAM) as part of the award process, inserting DISA specific instructions as applicable. The JAM module is located at https://piee.eb.mil/ . Within JAM, a COR may self-nominate or the contracting officer may appoint a COR.

(S-92) The mission partner may indicate on Enclosure 1, Requirements Checklist that a COR appointment is not necessary because it meets the exemption criteria in DFARS PGI 201.602-2(d)(v)(A) (1) and (2). The contracting officer shall review the requirement to confirm the criteria are met. The contracting officer may request additional information to support the exemption, as necessary. Filing Enclosure 1, Requirements Checklist in the contract file meets the requirement in DFARS PGI 201.602-2(d)(v)(A)(3) to document the file in writing.

(S-93) *Contracting Officer* responsibilities:

(1) Electronic Document Management System (EDMS) Tab 52 shall contain a copy of the approved designation letter from the JAM module.

(2) A *Technical Representative* (TR) is distinctly different from a COR. A TR is not authorized to perform contract administration functions and is generally located at a contractor's facility to provide program technical oversight. The program manager (see DARS Part 5807 for definition) appoints the TR. See DFARS 242.74 for TR procedures.

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)

5801.603-1 General

Authority for selection, appointment, and terminate an appointment for contracting officers is

delegated to the DISA Head of the Contracting Activity (HCA).

(S-90) The types of contracting officer appointments are described in Table 1-3:

Table 1-3 Contracting Officer Appointments and Requirements

Type of Appointment	Amount	Training Qualifications	Assessment Requirements	SF 1402 Statement

Communications Management & Control Activity (CMCA)	$25K / $100K	CON 237	None	Contract authority is limited to $25,000 for any contract action for information technology services and equipment in support of the US Secret Service, the Office of the Secretary of Defense, and Office of Special Events. During Presidential Election years, from 1 April through 30 November, this contract authority is increased to $100,000. Termination authority is limited to the amount of contract authority.
Closeout	SAT	CON 1100V	- 1 year experience in contracting.	Contract authority is limited to contract closeout actions up to the Simplified Acquisition Threshold (SAT). No termination authority is granted.
Closeout	Varies up to $25M	DAWIA Contracting Professional Certification	- 2 years experience in contracting. - Passing of 30 question “Contracting Officer Appointment Test”.	Contract authority is limited to contract closeout actions up to $xxx,xxx. No termination authority is granted.

White House Communications Agency (WHCA)	Varies up to $6.5M	DAWIA Contracting Professional Certification	- 2 years experience in contracting. - Passing of 30 question “Contracting Officer Appointment Test”.	Contract authority is limited to $xxx,xxx for any contract action; except, contract authority is $xxx,xxx for orders issued against existing Government contracts or contracts established under FAR Part 8 and Part 16 procedures. No authority to contract for telecommunications services that are usage based, including monthly recurring charges, or are subject to regulatory tariffs is included. Termination authority is limited to the amount of contract authority.
Limited	SAT	CON 1100V	- 1 years experience in contracting. -Passing of 30 question “Contracting Officer Appointment Test”.	Contract authority is limited contract actions up to the Simplified Acquisition Threshold (SAT). Termination authority is limited to the amount of contract authority.
Limited	$1M, $5M, $10M	DAWIA Contracting Professional Certification	- 2 years experience in contracting. - Passing of 30 question “Contracting Officer Appointment Test”.	Contract authority is limited to $xxx,xxx for any contract action. Termination authority is limited to the amount of contract authority.

Limited	$25M, $50M, $100M, $250M, $500M	DAWIA Contracting Professional Certification	- 2 years experience in contracting. - Passing of 50 question "Contracting Officer Appointment Test".	Contract authority is limited to $xxx,xxx for any contract action. Termination authority is limited to the amount of contract authority.
Unlimited	Unlimited	DAWIA Contracting Professional Certification	- 4 years experience in contracting. - Passing of a "Contracting Officer Appointment Test" (either 30, 40 or 50 questions; if the applicant has never taken the Contracting Officer Appointment Test, the applicant must pass a 50-question test) -Passing a "Contracting Officer Appointment Review Board".	No limitations.

(S-91) *Waivers.* The HCA may waive warrant requirements on a case-by-case basis.

(S-92) *Type of Assessments.* The types of assessments are described in Table 1-3 and below. It is the responsibility of a candidate's supervisory chain, CoCO and HCO to ensure a candidate is prepared for each of the three requirements.

Table 1-4 Contracting Officer Assessment Requirements

Type of Assessment	Required For
1. Years Experience in Contracting.	All warrants; see Table 1-2 for exceptions
2. Contracting Officer Appointment Test	All warrants; see Table 1-2 for number of questions and exceptions

3. Contracting Officer Appointment Review Board Unlimited warrants

(S-93) *Contracting Officer Appointment Procedures*. The procedures for this section can be found at https://dod365.sharepoint-mil.us/sites/disa-PL2/SitePages/Corporate-Library.aspx .

5801.603-1 Ordering Officers

(a) *Definitions.*

Agency/Organization Program Coordinator (A/OPC). The A/OPC is an individual who has responsibility for implementing, maintaining, monitoring, and overseeing GPC program under their cognizance in accordance with governing statute, regulations, policies, and procedures.

(b) Authority to appoint or terminate DISA ordering officers with a purchase card threshold in excess of the micro-purchase threshold is the DISA Agency/Organization Program Coordinator (A/OPC). Prior to appointing the ordering officer in Procurement Integrated Enterprise Environment/Joint Appointment Module (PIEE/JAM), the A/OPC will obtain concurrence from the responsible HCO, whose aligned CoCOs provide contracting support to a DISA mission partner, except as noted in 1.603-1-90(e)(1)(ii).

(1) Ordering officer appointments are limited to DISA personnel;

(2) Ordering officer authority is limited to $25,000 for fixed-price orders against existing contracts (e.g. General Services Administration Federal Supply Schedules, Blanket Purchase Agreements, and FedMall Contracts—excluding FedMall Market Place purchases) established under FAR Part 8 or FAR Part 16 procedures. Orders are to fulfill mission essential requirements for supplies and services and must comply with contract terms and conditions. Open market purchases are limited to the micro-purchase threshold IAW FAR 2.101.

(3) Ordering officer authority shall not be further delegated;Orders placed by ordering officers shall use the Government-wide commercial purchase card (GPC) for method of payment; and

(4) Ordering officers must complete all ordering officer and commercial purchase card training as required in the DISA GPC Deskbook , submit a completed application, and coordinate with organization’s Program Manager to input applicable line of accounting to fund purchases made using the Ordering Officer commercial purchase card as method of payment.

(c) The appointing authority will instruct ordering officers in their Delegation of Procurement Authority

(1) What procedures to use to place orders;

(2) The standards of conduct for DISA personnel prescribed in the Joint Ethics Regulation (DoD 5500.7-R) and the procurement integrity provisions at FAR 3.104;

(3) The preparation and submission of information for contract action reporting purposes; and

(4) The requirement for an annual submission of the OGE 450, Confidential Financial Disclosure Report.

(d) *Surveillance.*

(1) Ordering officers, in excess of the micro-purchase threshold, will be subject to procurement management reviews (PMR) as specified in DARS 5801.9001, as well as reviews conducted by the DISA Purchase Card (A/OPC);

(2) Ordering officers will retain copies of inspection and review findings in the ordering officer files; and,

(3) If the appointing authority finds that an ordering officer is not properly performing assigned duties or promptly correcting the deficiencies noted in inspections or reviews, the appointing authority will terminate the ordering officer's appointment.

(e) *Termination.* An ordering officer appointment will remain in effect until the ordering officer leaves the position via reassignment or termination, or the appointing authority revokes the appointment in PIEE/JAM, which notifies the ordering officer cardholder in the system.

(f) *Ordering officer appointments.*

(1) The appointing authority will:

(i) Require individuals appointed as ordering officers to acknowledge receipt of their letters of appointment and termination in PIEE/JAM.

(ii) Review ordering officer applications and training certificates and reach out to the responsible HCO and /or CoCO, whose aligned CoCOs provide contracting support to a DISA mission partner, to obtain recommendations if ordering officer thresholds exceed the micro-purchase threshold;

(iii) Designate all DISA micro-purchase GPC cardholders as ordering officers for placing micro-purchase threshold (MPT) fixed-price orders against existing contracts (e.g. General Services Administration Federal Supply Schedules, Blanket Purchase Agreements, and FedMall Contracts—excluding FedMall Market Place purchases); and

(iv) Maintain the file of appointments and justification for the appointments.

5801.604 Contracting Officer's Representative (COR)

(S-90) COR is the only approved functional title for individuals performing the designated duties and responsibilities under this subpart in support of contract management.

Regardless of previous titles used, if an individual is performing the functions of a COR in support of a DISA or non-DISA contract, their appropriate functional title is DISA COR (primary or alternate). Contracting officers shall only use the title COR in their designation letters.

(S-91) All COR questions, issues, and concerns should be sent to the COR email address DISA Ft Meade DITCO Mailbox COR .

(S-92) Procurement Integrated Enterprise Environment (PIEE) and DISA and DoD Handbook

(1) The DISA Requirements Office shall use JAM, within PIEE, for COR appointments

(2) All candidates and active CORs shall use the JAM and the Surveillance and Performance Monitoring (SPM) module available at https://piee.eb.mil/

(3) DoD and DISA COR Handbooks are located at https://www.ditco.disa.mil/hq/cor .

5801.670 Appointment of Property Administrators and Plant Clearance Officers

(a) For all DISA funded requirements, the Agency authority to appoint or terminate (in writing) property administrators (PA) and plant clearance officers (PLCO), and to designate PAs and PLCOs is delegated to the J4, Facilities and Logistics. For Non-DISA funded requirements, the authority to appoint or terminate (in writing) PAs and PLCOs is delegated to the Contracting Officer.