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TRANSFARS PART 5553 FORMS

SUBPART 5553.90 – Standard USTRANSCOM Forms

5553.9001 – Sample USTRANSCOM Ordering Officer (OO)/Field Ordering Officer (FOO) Nomination Letter

Use official letterhead and follow standard procedures for correspondence.

Date

MEMORANDUM FOR USTRANSCOM/TCAQ-**{XX}**

ATTN: (Contracting Officer's Name)

FROM: NOMINATING AGENCY (Military Services/Agency)

SUBJECT: Nomination of Ordering Officer (OO) OR Field Ordering Officer (FOO), Contract Number (OOs Only), Title of Program (OOs Only)

1. Recommend (grade, full name, organization/ mailing address, phone number, and email address) be appointed as an OO OR FO {for the (enter program/project name and contract number – OOs only)}.

2. (Nominee's name) possesses (years) (months) experience in this functional area and has sufficient technical knowledge {of the contracted service (OOs only)}.

3. The nominated OO OR FOO will be afforded all the necessary resources by their organization to include sufficient time to accomplish ordering, along with the supplies and equipment necessary to execute the designated functions.

4. As directed by the USTRANSCOM Contracting Officer (CO), the nominated OO OR FOO will complete the following training prior to/upon appointment by the CO:

a) General Training. This training will be conducted by the USTRANSCOM Contracting Officer.

b) Procurement Ethics Training. DAU Continuous Learning Module (CLM 003), Ethics Training for Acquisition Technology and Logistics Workforce, or an acceptable substitute approved by the USTRANSCOM Contracting Officer. Ethics training certificate is attached.

c) Ratifications. Read USTRANSCOMI 63-6, Ratification of Unauthorized Commitments.

d) Contract Specific Training (OOs only). This training will be conducted by the USTRANSCOM Contracting Officer.

SIGNATURE
MILITARY SERVICES/AGENCY REPRESENTATIVE
(GS-14, O-5 OR HIGHER)

Attachment:
Ethics Training Certificate

5553.9002 - Sample USTRANSCOM Ordering Officer (OO) Appointment Letter

Use official letterhead and follow standard procedures for correspondence.

Date

MEMORANDUM FOR (APPOINTED ORDERING OFFICER MILITARY SERVICES/AGENCY)
ATTN: (Name of Ordering Officer)
(Street Address)
(City, State Zip)

FROM: USTRANSCOM TCAQ-(XX)
508 Scott Drive
Scott AFB, IL 62225-5357

SUBJECT: Appointment of Ordering Officer, Title of Program, Contract Number

1. **Appointment.** In accordance with TRANSFARS 5501.6 you are hereby appointed as an Ordering Officer (OO) for this contract with the authority described in paragraph 2. This appointment shall remain in effect until expiration of the contract or until you are reassigned or your employment is terminated, unless sooner revoked by the USTRANSCOM Contracting Officer. **This authority is not re-delegable.**

2. **Authority, Limitations and Requirements.** Your ordering authority is only applicable to this contract and is subject to the following limitations and requirements:

a. You shall:

i. Ensure that funds are available and that local purchase authority exists for the transaction prior to placing orders within the contract terms/conditions and monetary limitations specified in this contract.

ii. Be responsible for:

1) Distributing and administering orders for services placed under this contract;

2) The oversight, management, and control of the distributing and administering of orders for services placed;

3) Ensure transportation services ordered conform to contract requirements before payment is authorized;

4) Reporting deficiencies in contractor performance promptly to the Contracting Officer's Representative (COR), Program Management Office, and/or the USTRANSCOM Contracting Officer.

5) Recommendations (with supporting documentation) to the USTRANSCOM Contracting Officer (CO), who will evaluate the need for a potential contract modification. The CO will conduct all negotiations with the contractor, if deemed advisable.

iii. Provide fair opportunity for all carriers to receive orders using the selection criteria in accordance with the terms and conditions in the contract.

iv. Document your best value decision in accordance with the contract terms and conditions in the contract.

v. Maintain a file of best value decisions and fair opportunity procedures, Indefinite Delivery Contract, Performance Work Statement, Ordering Procedures, training certificates, and copies of inspections and review findings.

vi. Maintain hard copy and/or electronic contract files 6 years and 3 months after final payment or, if your appointment is terminated before completion of the contract, to your successor.

vii. Provide other duties and responsibilities here, if needed.

b. You are not authorized to:

i. Make any changes in the terms or conditions of the contract or provide direction to the contractor or employees of the contractor which might be construed as changes to the contract either directly or by implication.

ii. Offer advice to the contractor or employees of the contractor which may adversely affect contract performance, compromise the rights of the government, provide the basis of a claim for constructive change, or impact any pending or future USTRANSCOM Contracting Officer determination as to fault or negligence.

iii. Solicit rates from the contractor that are not specifically covered in this contract.

iv. Order items not expressly within the scope of the contract.

v. Levy or impose upon the contractor any task or permit any substitution not specifically provided for in the contract.

vi. Re-delegate your authority to any other person.

3. Standards of Conduct and Contracting Action Reporting Requirements.

a. You shall comply with the standards of conduct prescribed in DoD 5500.7-R, The Joint Ethics Regulation (JER) and Federal Acquisition Regulation (FAR) Subparts 3.1 and 3.2.

b. You shall furnish the USTRANSCOM Contracting Officer such information as may be required for contracting action reporting purposes in the manner and the time specified.

4. Unauthorized Commitments. An unauthorized commitment is an agreement that is not binding solely because the U.S. Government representative who made it lacked the authority to enter into that agreement on behalf of the Government. All unauthorized commitments will be processed in accordance with USTRANSCOM Instruction 63-6. Once a final decision is made by the USTRANSCOM Head of Contracting Activity (HCA), the nominating agency will be responsible for any appropriate discipline resulting from the unauthorized commitment.

5. Termination of Appointment. Your appointment may be revoked at any time by the undersigned authority or successor and shall be terminated in writing. There will be no written termination of your appointment upon expiration or termination of this contract.

6. Acknowledgement of Receipt. You are required to acknowledge receipt of this designation on the attached acknowledgment of appointment page and return it to the USTRANSCOM Contracting Officer. A copy of this designation shall be retained for your file.

PRINT/SIGN NAME

USTRANSCOM Contracting Officer

Ordering Officer Acknowledgement

I hereby acknowledge and accept my appointment as the Ordering Officer (OO) for contract {contract number} with {contractor name}. I certify that I have been briefed and understand my duties and responsibilities as an OO and have completed all required training. I certify that I have read and understand DoD 5500.7-R, Joint Ethics Regulation, FAR Subparts 3.1 and 3.2, and USTRANSCOM Instruction 63-6, Ratification of Unauthorized Commitments. I understand that my authority does not extend beyond that identified in this appointment letter.

NAME (Print/Type)

SIGNATURE

TITLE

DATE

RANK/GRADE

PHONE

Nominating Military Services/Agency Representative Endorsement

I hereby acknowledge the terms and conditions of this appointment letter.

NAME (Print/Type)

SIGNATURE

TITLE

DATE

RANK/GRADE

PHONE

5553.9003 - Sample USTRANSCOM Field Ordering Officer (FOO) Appointment Letter

Use official letterhead and follow standard procedures for correspondence.

Date

MEMORANDUM FOR (APPOINTED FIELD ORDERING OFFICER MILITARY SERVICES/AGENCY)
ATTN: (Name of Field Ordering Officer)
(Street Address)
(City, State Zip)

FROM: USTRANSCOM TCAQ-(XX)
508 Scott Drive
Scott AFB, IL 62225-5357

SUBJECT: Appointment of Field Ordering Officer

1. **Appointment.** In accordance with TRANSFARS 5501.6 you are hereby appointed as a Field Ordering Officer (FOO) with the authority described in paragraph 2. This appointment shall remain in effect from DATE through DATE until you are reassigned or your employment is terminated, unless sooner revoked by the USTRANSCOM Contracting Officer. **This authority is not re-delegable.**

2. **Authority, Limitations and Requirements.** Your ordering authority is subject to the following limitations and requirements:

a. You shall:

i. Ensure that funds are available and that local purchase authority exists for the transaction prior to placing orders using Purchase Order-Invoice-Voucher procedures (see FAR 13.306 as supplemented by DFARS 213.306), provided all of the following conditions are satisfied:

(1) The aggregate amount of each purchase transaction shall not exceed \$10,000, except that purchases not exceeding the "simplified acquisition threshold" as defined in FAR 2.101 may be made for overseas transactions in support of a **declared** contingency operation as defined in 10 U.S.C. 101(a)(13) or a humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8). Purchases shall not be split to avoid this limitation.

(2) Supplies or non-personal services are immediately available.

(3) One delivery and one payment will be made.

(4) Its use is determined to be more economical and efficient than other simplified acquisition procedures, such as the Governmentwide Commercial Purchase Card or through previously established Government contracts and sources.

ii. Purchase supplies and services only as identified below, except when approved by the cognizant USTRANSCOM Contracting Officer:

(1) Construction materials.

(2) Miscellaneous hardware.

(3) Office supplies.

(4) Life Support items and equipment.

iii. Ensure that the total amount of purchases does not exceed the amount certified available on DA Form 3953.

iv. Maintain and balance a ledger as each purchase is made.

v. Maintain hard copy and/or electronic documentation for each purchase, including invoices, receipts and other memorandum documenting each purchase and provide all such documentation to the Property Book Officer, Unit Commander, Contracting Officer and SDDC G-8 prior to cessation of FOO responsibilities in order to clear the account.

b. You are not authorized to:

i. Delegate this authority to any other person.

ii. Handle cash or otherwise make payments for any order.

iii. Authorize payment in advance of receiving supplies or services.

iv. Initiate any purchases prior to receiving certified available funds via DA Form 3953.

v. Make any purchases where the price is not fair and reasonable.

3. Standards of Conduct and Contracting Action Reporting Requirements.

a. You shall comply with the standards of conduct prescribed in DoD 5500.7-R, The Joint Ethics Regulation (JER) and Federal Acquisition Regulation (FAR) Subparts 3.1 and 3.2.

b. You shall furnish the USTRANSCOM Contracting Officer such information as may be required for contracting action reporting purposes in the manner and the time specified.

4. Unauthorized Commitments. An unauthorized commitment is an agreement that is not binding solely because the U.S. Government representative who made it lacked the authority to enter into that agreement on behalf of the Government. All unauthorized commitments will be processed in accordance with USTRANSCOM Instruction 63-6. Once a final decision is made by the USTRANSCOM Head of Contracting Activity (HCA), the nominating agency will be responsible for any appropriate discipline resulting from the unauthorized commitment.

5. Termination of Appointment. Your appointment may be revoked at any time by the undersigned authority or successor and shall be terminated in writing. Should you be reassigned from your present position or separated from Government service while this appointment is in effect, you shall promptly notify the USTRANSCOM Contracting Officer in writing. If reassigned, your appointment will be terminated in writing. Your appointment shall be automatically terminated on the date you were separated from Government service, if not revoked sooner.

6. Acknowledgement of Receipt. You are required to acknowledge receipt of this designation on the attached acknowledgment of appointment page and return it to the USTRANSCOM Contracting Officer. A copy of this designation shall be retained for your file.

PRINT/SIGN NAME

USTRANSCOM Contracting Officer

Field Ordering Officer Acknowledgement

I hereby acknowledge and accept my appointment as a Field Ordering Officer (FOO). I certify that I have been briefed and understand my duties and responsibilities as an FOO and have completed all required training. I certify that I have read and understand DoD 5500.7-R, Joint Ethics Regulation, FAR Subparts 3.1 and 3.2, and USTRANSCOM Instruction 63-6, Ratification of Unauthorized Commitments. I understand that my authority does not extend beyond that identified in this appointment letter.

NAME (Print/Type)

SIGNATURE

TITLE

DATE

RANK/GRADE

PHONE

Nominating Military Services/Agency Representative Endorsement

I hereby acknowledge the terms and conditions of this appointment letter.

NAME (Print/Type)

SIGNATURE

TITLE

DATE

RANK/GRADE

PHONE