

## Department of Labor

2901.603-3

(6) For cases over the simplified acquisition threshold, all documentation for steps (1) through (5) must be forwarded to the Director, Division of Acquisition Management Services, for submission to the Procurement Review Board. However, the ratifying official is responsible for directing the receipt and acceptance for all products and deliverables received by the Government as a result of an unauthorized commitment.

(7) The supervisor of the individual who made the unauthorized commitment shall prepare a corrective action plan to preclude further unauthorized commitments (e.g., ethics, purchase card, or administrative procedures training, or other appropriate action). The ratifying official may approve the corrective action plan. The individual shall report to the ratifying official in writing when the corrective action has been initiated and again after it has been fully implemented.

### **2901.603 Selection, appointment, and termination of appointment.**

#### **2901.603-1 General.**

(a) The Senior Procurement Executive will develop and manage an acquisition career management program for contracting personnel. Training requirements must conform to Office of Federal Procurement Policy Letters 92-3, 97-01, and the Federal Acquisition Institute's curriculum. These references are available at:

<http://www.arnet.gov/Library/OFPP/PolicyLetters/Letters/PL97-01.html>,

<http://www.arnet.gov/Library/OFPP/PolicyLetters/Letters/PL92-3.html>, and through the Federal Acquisition Institute (FAI) at:

<http://www.faionline.com/fai/campus/index4.htm>.

(b) The program must cover all contracting personnel in the following categories:

(1) *General Schedule (GS-1102) Contracting Series* (See also FAR 1.603);

(2) Contracting officers, regardless of General Schedule Series, with contracting authority above the simplified acquisition threshold;

(3) Purchasing Series (GS-1105), other individuals performing purchasing duties and individuals with contracting

authority between the micro-purchase and simplified acquisition thresholds.

(4) All Contracting Officer Technical Representatives as identified in 2901.603-71.

#### **2901.603-3 Appointment.**

*General.* In accordance with FAR 1.603-3, appointments will be made in writing on an SF 1402 for all warrants above the micro-purchase threshold. In addition, appointments may be made for specific functions unrelated to dollar threshold, such as indirect cost negotiation, debt management, and close-out functions.

(a) *Purchase Cards (micro-purchase threshold).* Purchase cardholders will be appointed in accordance with the DOL Guidelines for Purchase Card Use and the Agency/Office procedures approved by the HCA. Agency/Organization Purchase Card Coordinators requesting issuance of a purchase card must be responsible for ensuring that the purchase cardholder has taken an orientation course before issuance and/or use of the purchase card. A list of purchase cardholders is available at: <http://www.dol.gov/oasam/foia/hotfoia/citibank-list.htm>.

(b) *Simplified Acquisition Threshold (currently \$100,000).* The HCA may request a delegation of procurement authority not to exceed the simplified acquisition threshold based on education, training, and experience in the acquisition field. Effective July 26, 2004, all new appointments must comply with training requirements listed in "OFPP Policy Letter No. 92-3, Procurement Professionalism Program Policy-Training for Contracting Personnel", dated June 24, 1992.

(c) *\$500,000.* The HCA may request a delegation of procurement authority not to exceed \$500,000 based on the individual's education, training and experience in contracting. Although primarily reserved for those in the GS-1102 series, the HCA may consider business acumen, education, training, and experience. Effective May 27, 2004, all new appointments must comply with training requirements listed in "OFPP Policy Letter No. 92-3, Procurement Professionalism Program Policy-Training for Contracting Personnel", dated June 24, 1992.