

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

EASTERN REGION
JAMAICA, N. Y. 11430

EA LG 4405.1B

Chg.1 6/15/87

SUBJ: REDELEGATION OF LOGISTICS DIVISION CONTRACTING AUTHORITY

1. PURPOSE. This order redelegates contracting authority and prescribes statutory and administrative limitations on the exercise of such authority, to specified positions.
2. DISTRIBUTION. This order is distributed to section level and above in the Regional Office and all field offices and facilities.
3. CANCELLATION. Order EA LG 4405.1 A dated December 1,1984, is cancelled.
4. BACKGROUND. Under Order EA 4405.1E, the Regional Director redelegated to the Manager, Logistics Division, contracting authority for approved assigned programs. The order further allows the Manager, Logistics Division to redelegate the authority delegated to him and to authorize successive redelegations of this authority to such official or officials under his technical direction.

5. DELEGATION WITHIN THE LOGISTICS DIVISION. The Manager, Logistics Division, hereby redelegates contracting authority to incumbents of the below listed positions for the purpose and subject to the monetary limitations as indicated, in connection with functions assigned to the Logistics Division:

<u>POSITION</u>	<u>PURPOSE</u>	<u>LIMITATION</u>
Branch Manager (Supervisory Contract Specialist)	<u>Procurement Branch</u> Acquisition of personal property, services and supplies (including construction) except public utilities. Same as above	No limit:
Supervisor Construction Section, GS-12 (Supervisory Contract Specialist)		No limit

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POSITION	<u>PURPOSE</u>	<u>LIMITATION</u>
	<u>Procurement Branch</u> Same as above	No limit
Supervisor, Services & Supply Section, GS-12 (Supervisory Contract Specialist)	Same as above	No limit
Contract Specialist, GS-12	Same as above	\$500,000
Contract Specialist, GS-11	Same as above	\$100,000
Contract Specialist, GS-9	Same as above	\$25,000
Contract Specialist, GS-7	Same as above	\$ 5,000
Contract Specialist, GS-5	Same as above	<u>Position</u>
POSITION	Purpose	
	<u>Real Estate & Utilities Branch</u>	
Branch Manager (Realty Officer)	Acquisition and disposal of real property and in- terests therein; acquisition of public utility and build- ing services; grant of right to use agency real property and associated services	No limit
Realty Specialist, GS-12	Same as above	No limit
Realty Specialist, GS-11	Same as above	\$100,000
Realty Specialist, GS-9	Same as above	\$25,000
Realty Specialist, GS-7	Same as above	\$5,000
Realty Specialist, GS-5	Same as above	\$1,000
Architect, GS-12	Physical improvement to space under lease by FAA or GSA	\$25,000

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<u>POSITION</u>	<u>PURPOSE</u>	<u>LIMITATION</u>
Branch Manager (Supply Management Officer)	<u>Materiel Services Management Branch</u> Acquisition by transfer or loan of personal pro- perty services from Federal sources; transportation of personal property and house- hold effects (including related services); reimburs- able agreements other than construction; grant of right to use agency personal property by transfer for sale.	No limit
	Acquisition of printing and photographic services and supplies; motor vehicle supplies and services; repair or purchase of office machines; office services and supplies required in support of the Regional Headquarters.	\$500.00
Supervisor, Accountability Section, GS-12 (Supervisory Inventory Manage- ment Specialist)	Acquisition of personal property by loan; reim- bursable agreements for material and services other than construction; grant of right to use agency per- sonal property or services	No limit
Supervisor, Project Materiel Section, GS-12 (Supervisory Inventory Manage- ment Specialist)	Acquisition of personal property by transfer; disposal of personal pro- perty by transfer or sale; transportation of personal property and household effects (including related services)	No limit
Supervisor, Services and Transportation Section, GS-12 (Supervisory Inven- tory Management Specialist)	Acquisition of printing and photographic services; motor vehicle supplies and services; repair or purchase of office machines; office services and supplies required in support of the Regional Headquarters.	\$250.00

6. AUTHORITY TO REDELEGATE. Authority delegated to the incumbents in Paragraph 5 may not be redelegated except as provided in the following paragraph:

a. The Manager, Procurement Branch, is authorized to extend to responsible employees of all regional elements, authority to make small purchases.

b. The Manager, Materiel Services Management Branch, is authorized to extend to responsible employees of all organizational elements, authority to dispose of agency property.

7. LIMITATIONS. Authority delegated by this paragraph and any redelegation is subject to the following limitations:

a. Before the award of any contract or procurement action for the acquisitions of aircraft, the approval of the Administrator or Deputy Administrator, or the Director, Flight Standards Service, shall be obtained as required under Order 4400. IB.

b. The Secretary is to be notified and must approve all procurements estimated in excess of \$200,000 prior to awarding a contract. Order 4405.9A requires the approval of the Administrator or Deputy Administrator before the award of any competitive contract or procurement action \$1,000,000 and over or any Sole Source Contract \$500,000 and over. The approval of the Regional Director is required before award of any contract or procurement action \$100,000 and over but less than those specified above.

c. The approval of the Associate Administrator for Administration is required for all sole source justification \$25,000 and over, as required by 48 CFR Chap. 12, 1215.105-70(b)(3).

8. REDELEGATION TO AIRWAY FACILITIES SECTOR MANAGERS.

a. The Manager, Logistics Division, hereby redelegates contracting authority to the Airway Facilities Sector Managers for the purposes and subject to the monetary limitations indicated, in connection with functions assigned to the sectors:

<u>PURPOSE</u>	<u>LIMITATION</u>
Acquisition of personal property and transportation, materials handling, drayage, storage services and supplies.	\$2,500 per transaction
Acquisition of excess personal property from Federal sources.	No limit

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Acquisition of public utilities services.	\$2,500 per annum
Acquisition of construction services.	\$2,000 per contract
Acquisition from commercial sources of custodial service and grounds and equipment maintenance services.	\$2,500 per annum

b. Limitations on Redelelegation. Authority redelegated by Paragraph 8a or further redelegated pursuant to this Paragraph 8b, is subject to applicable limitations contained in laws and regulations relating to procurement, including the Federal Acquisition Regulations (FAR), the Department of Transportation Acquisition Regulations (TAR), and the Federal Property Management Regulations (FPMR).

The Sector Managers may redelegate the authority redelegated to them in Paragraph 8a to field General Supply Specialists GS-8 and/or Purchasing Agents, GS-6. Any redelegation must be in writing and copies furnished the Manager, Logistics Division, AEA-50. No further or alternate redelegation by Sector Managers is authorized.

c. Requirements aggregating more than \$2,000 for construction services and more than \$2,500 for other acquisitions as listed above shall not be broken down into several purchases which are individually less than the aforementioned monetary limitations merely for the purpose of permitting local negotiation by authorized small purchase methods.

9. ACTING CAPACITY. Authority delegated herein applies equally to employees occupying positions in a designated acting capacity.

10. FUNDS AVAILABILITY. Prior to the exercise of delegated contracting authority, the incumbent of any position designated herein must secure from the responsible division, an appropriate citation of funds availability for the procurement which is planned.

11. RESPONSIBILITIES AND CONDUCT. All personnel vested with contracting officer authority or designated as contracting officer support personnel, i.e., contract administrators, resident engineers, etc., shall adhere to the following guidelines relating to responsibilities and standard of conduct accompanying such appointment:

a. Each employee shall avoid any action whether or not specifically prohibited by DOT Part 99 - Employee Responsibilities and Conduct, which might result in or create the appearance of:

- (1) Using public office for private gain;
- (2) Giving preferential treatment to any person;

- (3) Impeding Government efficiency or economy;
- (4) Losing complete independence or impartiality;
- (5) Making a Government decision outside of official channels; and
- (6) Affecting, adversely, the confidence of the public in the integrity of the Government.

b. No employee may engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or any conduct prejudicial to the Government.

Furthermore, the above guidelines shall be particularly stressed to all individuals, whether or not having contracting officer authority or designation, who are responsible for making a Government decision or taking a Government action in regard to contracting, procurement or related activities where the decision or action has an economic impact on the interest of any non-federal enterprise.



William Handel
Acting Manager, Logistics Division