

**DEPARTMENT OF THE INTERIOR  
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL**

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**TRANSMITTAL SHEET**

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Version No. 007

Date: **JAN 31 2017**

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SUBJECT: Delegation Series  
Part 218: Special Redelegations  
Chapter 1: Administrative Delegations of Authority - Handbook

**EXPLANATION OF MATERIAL TRANSMITTED:**

This updated Procurement Chapter 13, Version 007 replaces Version 006, dated March 22, 2016 contained in the Bureau of Ocean Energy Management's Administrative Delegations of Authority Handbook. The authorities are delegated to the lowest appropriate levels within each of the organizations.



Walter D. Cruickshank  
Deputy Director

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**FILING INSTRUCTIONS:**

**REMOVE:**

<u>Part</u>	<u>Chapter</u>	<u>Version</u>
218	1-H.5	006

**INSERT:**

<u>Part</u>	<u>Chapter</u>	<u>Version</u>
218	1-H.5	007

OPR: BSEE Management Support Division, Office of Administration

## BOEM ADMINISTRATIVE DELEGATIONS LEVELS OF AUTHORITY

13. BOEM PROCUREMENT	DOI	HCA <sup>1</sup>	CA <sup>2</sup>	BPC <sup>3</sup>	CCO <sup>4</sup>	CO <sup>5</sup>	OTHERS
<b>A. PURCHASE LIMITS FOR PURCHASE CARD PROCUREMENTS</b>							
1. \$3,500 – Supplies.							Designated personnel with delegation of authority
2. \$3,500 – Services not subject to the Service Contract Act.							Designated personnel with delegation of authority
3. \$2,500 – Services subject to the Service Contract Act.							Designated personnel with delegation of authority
4. \$2,000 – Construction services subject to the Davis-Bacon Act.							Designated personnel with delegation of authority
5. Convenience Checks.							
\$3,500 - Supplies							Designated personnel with delegation of authority
\$3,500 - Services not subject to the Service Contract Act							Designated personnel with delegation of authority
\$2,500 - Services subject to the Service Contract Act.							Designated personnel with delegation of authority
\$2,000 - Construction							Designated personnel with delegation of authority
<b>B. OFF-THE-SHELF TRAINING PROCUREMENTS</b>							
1. Over \$3,500 up to \$150,000 (Simplified Acquisition Threshold)							SF-182 Approval Procedures - A
2. Over \$150,000 (Simplified Acquisition Threshold)						A	SF-182 Approval Procedures - C
<b>C. AUTHORITY TO APPOINT NON-PROCUREMENT PERSONNEL AS FOCAL POINTS FOR ORDERING SERVICES FROM THE NETWORX UNIVERSAL AND WITS3 NATIONAL CAPITAL REGION LOCAL SERVICES CONTRACTS.</b>							
				A			
<b>A = Approve    C = Concur</b> <b>HCA<sup>1</sup> - BSEE's Head of the Contracting Activity (AD for Admin.)</b> <b>CA<sup>2</sup> - BSEE's Competition Advocate</b> <b>BPC<sup>3</sup> - BSEE's Bureau Procurement Chief</b> <b>CCO<sup>4</sup> - BSEE's Chief of the Contracting Office</b> <b>CO<sup>5</sup> - BSEE's Contracting Officer</b>							

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D. PURCHASES FROM NETWORK UNIVERSAL AND WITS3 NATIONAL CAPITAL REGION LOCAL SERVICES CONTRACTS							Designated Agency Representative appointed by BPC <sup>3</sup>
E. GPO EXPRESS PROGRAM PURCHASE LIMITS (FedEx Kinko's Contract)							
1. \$2,500							General Printing Office (GPO) Express Card Holders
2. \$10,000							GPO Express Coordinator
F. CONTRACTING OFFICER CERTIFICATE OF APPOINTMENT (COA) AND COA TERMINATION				A	Nominates		
G. CONTRACTING OFFICER REPRESENTATIVE (COR) APPOINTMENTS AND TERMINATIONS						A	
H. WAIVER OF COR CERTIFICATION REQUIREMENTS	DOI SPE <sup>6</sup> - A						
I. INTERAGENCY AGREEMENTS (IA)							
Economy Act Determinations							
a. \$0 up to \$500,000					A	C	
b. Over \$500,000	Office of the Solicitor - C				A	C	
c. When the servicing agency is not covered by the Federal Acquisition Regulations	DOI SPE <sup>6</sup> - A	C		C	C	C	
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<b>J. RATIFICATION OF UNAUTHORIZED PROCUREMENT ACTIONS</b>							
1. \$0 up to Micro-purchase Threshold					A	C	
2. Over Micro-purchase Threshold to \$10,000	Office of the Solicitor - C				A	C	
3. Over \$10,000 to \$25,000	Office of the Solicitor - C			A	C	C	
4. Over \$25,000	Office of the Solicitor - C	A		C	C	C	
<b>K. APPROVAL OF REQUIREMENTS FOR OTHER THAN FULL AND OPEN COMPETITION/LIMITED SOURCES JUSTIFICATION</b>							
1. \$0 up to Simplified Acquisition Threshold						A	Requisitioner - C
2. Simplified Acquisition Threshold up to \$700,000						A	Requisitioner - C
3. Over \$700,000 up to \$13,500,000			A		C	C	Requisitioner - C
4. Over \$13,500,000 up to \$68,000,000		A	C		C	C	Requisitioner - C
5. Over \$68,000,000	DOI SPE <sup>6</sup> - A	C	C		C	C	Requisitioner - C
<b>L. MULTI-YEAR CONTRACTING DETERMINATION (FAR 17.105-1(a))</b>							
				A		C	
<b>M. ACQUISITIONS EQUAL TO OR GREATER THAN \$3,000,000 (218 DM 2.2)</b>							
	AS/LM <sup>7</sup> - A					C	
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