

AMENDMENT TO FISH AND WILDLIFE SERVICE MANUAL CHAPTER

Series: Contracting
Part 302: Contracting Officers
302 FW 1: Contracting Officer's Certification of Appointment (COA), published 4/4/2018
Amendment Number: 1
Purpose: This amendment (1) increases the micro-purchase threshold; (2) updates the maintenance requirement; (3) increases the simplified acquisition threshold for Level I Contracting Officers (CO) for open market and interagency agreements; (4) removes the restriction of the number of Level III COs appointed to a Regional office; and (5) removes the restriction of COAs issued by the Service.

Actions:

Action 1: Under section 1.3A, "What is the scope of this chapter?" change the following phrase:

A. \$3,500 for supplies or services using simplified acquisition procedures,

To:

A. \$10,000 for supplies or services using simplified acquisition procedures,

Action 2: Under section 1.8A, "What are the steps for maintaining the FAC-C certification?" change the following sentence:

A. The FAC-C certification is valid for 2 years. The employee must complete 80 hours of maintenance training every 2 years and the Ethics training annually.

To:

A. The FAC-C certification is valid for 2 years. During those 2 years, the employee must complete 80 hours of maintenance training, which must include 1 hour of green procurement training. In addition, the employee must take 1 hour of Ethics training annually, which they may include in the 80-hour total.

Action 3: Under section 1.8B(4), "What are the steps for maintaining the FAC-C certification?" change the following sentence:

(4) May be in any type of venue (e.g., classroom, online, videotape, or CD/DVD).

To:

(4) May be completed in a classroom setting or through approved online sources. Continuous Learning Points (CLP) may be earned through approved activities such as formal or informal training, participation in professional

organizations or events, publishing, or at-work experiences designed to enhance and improve agency acquisition delivery. See the Federal Acquisition Institute's website.)

Action 4: Under section 1.11, “What are the levels of authority for COs?” change the following table and footnotes:

Table 1-2: CO Levels of Authority

COA Level	Series ²	Required FAC-C Level	Open Market (Up to a maximum of)	Interagency Agreements ³ (Up to a maximum of)	Ordering from Established Sources (Up to a maximum of)
Level I ¹	1102 & 1105	Level I	\$150,000	\$150,000	\$500,000
Level II ¹	1102	Level II	\$10,000,000	\$10,000,000	\$10,000,000
Level III ¹ & ⁴	1102	Level III	Unlimited	Unlimited	Unlimited

Notes: ¹ These appointments may only be made to individuals who report to a major acquisition buying office within the Service that is supervised and under the direction of an equal or higher FAC-C-certified GS-1102.

² Appointments may only be made to Federal employees.

³ COs are only required to sign obligations, i.e., funding we are transferring to another agency, not agreements under which the Department receives funds.

⁴ There may only be one Level III COA for each Region and one for HQ unless the Bureau Procurement Chief approves an exception.

To:

Table 1-2: CO Levels of Authority

COA Level I	Series ²	Required FAC-C Level	Open Market (Up to a maximum of)	Interagency Agreements ³ (Up to a maximum of)	Ordering from Established Sources (Up to a maximum of)
Level I ¹	1102 & 1105	Level I	\$250,000	\$250,000	\$500,000
Level II ¹	1102	Level II	\$10,000,000	\$10,000,000	\$10,000,000
Level III ¹	1102	Level III	Unlimited	Unlimited	Unlimited

Notes: ¹ These appointments may only be made to individuals who report to a major acquisition buying office within the Service that is supervised and under the direction of an equal or higher FAC-C-certified GS-1102.

² Appointments may only be made to Federal employees.

³ COs are only required to sign obligations, i.e., funding we are transferring to another agency, not agreements under which the Department receives funds.

Action 5: Under section 1.12, change:

1.12 Can a COA be transferred to another location? No

A. If a CO is reassigned to another office or location within a Region, the existing COA is automatically suspended until the Regional CGS Chief documents the need for the COA at the new office or location.

(1) The Regional CGS Chief sends the documentation to the Bureau Procurement Chief asking him/her to reinstate the COA.

(2) Section 1.12A above does not apply to employees promoted or reassigned to a new GS-1102 or 1105 series position within the same office.

B. If a COA is required in a Region and the CO will be reassigned from a different Region within the Service, the Region requiring the COA must first send an application to the Bureau Procurement Chief for approval. If approved, the Bureau Procurement Chief terminates the COA from the original Region and establishes a new COA in the Region requiring the CO. The COA does not transfer.

C. The Service does not recognize COAs that other bureaus or agencies issue, unless the employee is performing contract support under a cross-servicing agreement with another bureau.

D. At the request of a Regional CGS Chief, the Bureau Procurement Chief may authorize an employee with a current COA to exercise his/her CO authority for up to 6 months at a duty station other than the one to which he/she normally reports. This covers emergency situations and applies even if the new duty station is in a different Region.

To:

1.12 Will a COA that the Service issues be recognized throughout the Regional offices? Yes. There is no distinction among COAs issued to employees throughout the Regional offices.

/sgd/ Stephen Guertin
DEPUTY DIRECTOR

Date: October 15, 2018