

SUBCHAPTER A—GENERAL

PART 501—GENERAL SERVICES ADMINISTRATION ACQUISITION REGULATION SYSTEM

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AUTHORITY: 40 U.S.C. 486(c).

SOURCE: 54 FR 26486, June 23, 1989, unless otherwise noted.

Subpart 501.1—Purpose, Authority, Issuance

501.102 Authority.

The General Services Administration Acquisition Regulation (GSAR) is issued and maintained by the Associate Administrator for Acquisition Policy under the authority of the Federal Property and Administrative Services Act of 1949, as amended.

501.103 Applicability.

(a) This regulation applies to contracts for supplies or services (including construction).

(b) Parts 501, 502, 503, 505, 506, 517, 530, 533, 552, 553, 570, and subparts 504.2, 504.9, 509.4, 515.1, 519.3, 519.6, 519.7, 522.8, 522.13, 522.14, 532.1, 532.4, 532.6, 532.8, and 532.9 apply to leases of real property. Other provisions of the (GSAR) 48 CFR chapter 5 do not apply to leases of real property unless a specific cross-reference is made in part 570.

(c) This regulation applies to the disposal of real and personal property only to the extent explicitly stated. The portions of Subpart 501.6 regarding the Contracting Officer Warrant Program and legal review and assistance, and Subpart 504.70 on the uniform procurement instrument identification system apply to the disposal of real or personal property. Subpart 509.4 regarding suspension and debarment of contractors is applicable to contracts for the disposal of personal property (see FPMR Subpart 101-45.6).

(d) This regulation may deviate from the Federal Acquisition Regulation (FAR) when authorized. (See FAR Subpart 1.4 and Subpart 501.4.) When the GSAR does not implement the FAR, the FAR alone governs.

[54 FR 26486, June 23, 1989, as amended at 60 FR 42794, Aug. 17, 1995]

501.104 Issuance.

501.104-1 Publication and code arrangement.

The GSAR is published in the daily issue of the FEDERAL REGISTER, a cumulated form in the Code of Federal Regulations (CFR), and a separate loose-leaf edition.

501.104-2 Arrangement of regulations.

(a) The numbering system used in GSAR conforms to the FAR System. A particular policy or procedure is identified by the same number in both the FAR and GSAR.

(b) When the GSAR implements the FAR, the GSAR is numbered (and captioned) to correspond to the FAR part,

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subpart, section, or subsection being implemented.

(c) When the GSAR supplements the FAR by dealing with subject matter not in the FAR, numbers beginning with 70 are assigned to the supplementing part, subpart, section, or subsection.

(d) When the FAR requires no implementation, the GSAR will not contain corresponding citations. This will result in some gaps in the GSAR. In such cases, see the FAR for policies and procedures.

501.104-3 Copies.

Copies of the GSAR in CFR form may be purchased from the Superintendent of Documents, Government Printing Office (GPO), Washington, DC 20402.

501.105 OMB approval under the Paperwork Reduction Act.

The following OMB control numbers apply:

GSAR reference	OMB control No.
509.105-1(a)	3090-0007
511.170(b)(3)	3090-0203
511.204(g)	3090-0246
511.404(a)(2)	3090-0204
511.404(a)(5)	3090-0204
514.201(7)(a)	3090-0200
516.203-4(b)	3090-0243
516.505	3090-0248
519.708(b)	3090-0252
522.406-6	1215-0140
523.370	3090-0205
525.105-70(d)	3090-0198
525.205	3090-0240
532.502-3	3090-0229
532.905-70	9000-0102
532.905-71	3090-0080
537.110(a)	3090-0197
537.110(b)	3090-0006
538.203-71(a)	3090-0121
538.203-71(b)	3090-0250
538.203-71(d)	3090-0262
542.1107	3090-0027
546.302-70	3090-0027
546.302-71	3090-0027
546.570	3090-0227
552.210-74	3090-0203
552.210-79	3090-0246
552.212-1	3090-0204
552.212-71	3090-0204
552.214-75	3090-0200
552.216-71	3090-0243
552.216-73	3090-0248
552.216-74	3090-0248
552.219-73	3090-0252
552.223-71	3090-0205
552.225-70	3090-0198
552.225-75	3090-0240
552.228-74	3090-0189
552.232-74	3090-0229
552.232-79	3090-0080

GSAR reference	OMB control No.
552.237-70	3090-0197
552.237-71	3090-0006
552.238-70	3090-0250
552.238-72	3090-0121
552.238-75	3090-0262
552.242-70	3090-0027
552.246-70	3090-0027
552.246-72	3090-0027
552.249-71	3090-0227
GSA-72	3090-0121
GSA-72-A	3090-0121
GSA-527	3090-0007
GSA-618-D	1215-0149
GSA-1142	3090-0080
GSA-1364	3090-0086
GSA-1678	3090-0027
GSA-2419	9000-0102
570.802(c)	3090-0086

[60 FR 63260, Dec. 8, 1994, as amended at 61 FR 6164, Feb. 16, 1996; 61 FR 14033, Mar. 29, 1996]

501.170 Other GSA publications.

501.170-1 GSA orders and handbooks.

Internal agency guidance, as described in FAR 1.301(a)(2), must be issued by heads of contracting activities in the form of a GSA order or handbook. GSA orders and handbooks must not unnecessarily repeat, paraphrase, or otherwise restate the FAR and GSAR. Policies and procedures for issuing GSA orders and handbooks are in the HB, Writing GSA Internal Directives (OAD P 1832.3A).

[57 FR 14649, Apr. 22, 1992]

501.170-2 Acquisition letters.

(a) Acquisition letters may be issued to provide coverage on an interim basis, pending incorporation of material in GSA orders or handbooks. Acquisition letters will be considered canceled after one year and therefore must be incorporated into the applicable order or handbook within that time period.

(b) The heads of contracting activities (HCA's) or their designees may issue acquisition letters. Normally no more than two officials within a contracting activity, as appropriate, may be designated to issue acquisition letters.

(c) Acquisition letters must be coordinated with appropriate offices including Acquisition Policy, Counsel, and the Inspector General. Proposed procedures affecting the operation of

the small business program must be coordinated with the Office of Small and Disadvantaged Business Utilization (AU).

(d) Acquisition letters must be identified by a number assigned by the issuing activity. The number should begin with the correspondence symbol of the issuing office, followed by the last two digits of the calendar year in which it is issued and be numbered consecutively beginning with 1. For example, the number of the first letter issued by the Commissioner, Public Buildings Service, in calendar year 1989 will be P-89-1.

(e) The body of the acquisition letter should contain the following paragraphs, as appropriate:

- (1) Purpose.
- (2) Background.
- (3) Effective date.
- (4) Termination date.
- (5) Cancellation.
- (6) Applicability (offices to which acquisition letter is applicable).
- (7) Reference to regulations (FAR or GSAR), handbooks, or orders.
- (8) Instructions/procedures.

(f) The issuing office is responsible for distributing its acquisition letters to affected contracting activities, regional Acquisition Management Staffs (RAMS), the Office of Acquisition Policy, appropriate Central Office contracting activities, Associate General Counsels, Regional Counsels, Directives and Correspondence Management Branch in Central Office, and Information Management Branches in the regions. In Region 3, it is the Administrative Operations Branch.

(g) Each issuing office must report on acquisition letters issued and canceled on a quarterly basis so that the Office of Acquisition Policy can issue a consolidated index of all acquisition letters issued or canceled. The index will be distributed to GSA contracting activities.

Subpart 501.4—Deviations From the FAR and GSAR

501.402 Policy.

(a) In order to maintain maximum uniformity, deviations from the FAR and the GSAR must be kept to a minimum.

(b) A contracting activity may deviate from a regulatory provision which implements a statutory requirement provided the nature of the deviation does not violate the underlying statute.

(c) Deviations must not be used to defeat the FAR and GSAR approval requirements.

501.403 Individual deviations.

Individual deviations from the GSAR or the FAR must be approved by the head of the contracting activity. A copy of the deviation justification and approval must be furnished to the Office of Acquisition Policy (VP).

501.404 Class deviations.

(a) Class deviations from the FAR and GSAR must be approved by the Associate Administrator for Acquisition Policy (V).

(b) Class deviations from the GSAR will expire in 12 months if not extended. They may be rescinded earlier without prejudice to any action previously taken.

(c) A request for a class deviation must be supported by statements that fully disclose the need for and the nature of the deviation.

[54 FR 26486, June 23, 1989, as amended at 56 FR 15288, Apr. 16, 1991]

Subpart 501.6—Contracting Authority and Responsibilities

501.601 General.

Heads of contracting activities (see 502.1) are contracting officers by virtue of their position. Other contracting officers are appointed under FAR 1.603 and GSA's contracting officer warrant program.

[60 FR 40108, Aug. 7, 1995]

501.602 Contracting officers.

501.602-2 Responsibilities.

(a) *GSA revolving funds.* Unless otherwise notified, contracting officers may assume that sufficient funds are available for purchases payable from GSA revolving funds upon the receipt of a requisition signed by an authorized individual citing such funds. Requisitions for indefinite delivery contracts which