

## Homeland Security Department

3001.7001

the number and type of contract actions affected. Include a copy of the approved deviation in each contract file. The CPO will transmit a copy of each approved deviation to the FAR Secretariat.

### Subpart 3001.6—Career Development, Contracting Authority, and Responsibilities

#### 3001.601 General.

DHS Delegation Number 0200.1, Delegation to the Directorate of Management, delegates authority from the Secretary to the Under Secretary of Management to manage the acquisition function. DHS Delegation 0700, Delegation to the Chief Procurement Officer for Acquisition and Financial Assistance Management, delegates this authority from the Under Secretary of Management to the Chief Procurement Officer.

#### 3001.602 Contracting officers.

##### 3001.602-3 Ratification of unauthorized commitments.

Department of Homeland Security (DHS) policy requires that acquisitions be made only by Government officials having authority to enter into such acquisitions. Acquisitions made by other than authorized personnel are contrary to Departmental policy and may be considered matters of serious misconduct on the part of an employee making an unauthorized commitment, and may result in disciplinary action being taken against an employee who makes an unauthorized commitment.

##### 3001.603 Selection, appointment, and termination of appointment.

###### 3001.603-1 General.

Under DHS Delegations, the Heads of the Contracting Activity (HCA), with authority to redelegate no lower than the COCO, are authorized to select and appoint contracting officers and terminate their appointment.

### Subpart 3001.7—Determinations and Findings

#### 3001.704 Content.

The following format shall be used for all determinations and findings (D&Fs), unless otherwise specified in the FAR or the HSAR. The contracting officer is responsible for preparing D&Fs, and requirements and technical personnel are responsible for the accuracy and adequacy of the supporting factual information, which shall be furnished to the contracting officer.

Insert specific information indicated in brackets.

##### *Determination and Findings*

Under [*insert citation for appropriate statutory and/or regulatory basis for D&F*], the Department of Homeland Security, [*insert contracting activity*], is granted authority to [*insert nature and/or description of the action being approved*].

##### *Findings*

[*Findings that detail the particular circumstances, facts, or reasoning essential to support the determination.*]

##### *Determination*

[*A determination, based on the findings, that the proposed action is justified under the applicable statute or regulation.*] [*Expiration date of the D&F, if required.*]

[*Signature of authorized official*]

Name and Title

[month, day, and year]

Date

### Subpart 3001.70—Other Determinations, Waivers, Exceptions, Approvals, Reviews, and Submittals

#### 3001.7000 Coordination and approval.

*Documents requiring CPO approval.* Requests shall be prepared in writing by the contracting officer and submitted through the HCA to the CPO for approval.

#### 3001.7001 Content.

The general format at (HSAR) 48 CFR 3001.704 shall be used to provide a justification to support the requested determination, waiver, exception or approval.