

**3001.603**

**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 Chief of the Contracting Office (COCO), are authorized to select and appoint contracting officers and terminate their appointment.

[68 FR 67871, Dec. 4, 2003, as amended at 71 FR 25767, May 2, 2006]

**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

**48 CFR Ch. 30 (10-1-12 Edition)**

**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.

**PART 3002—DEFINITIONS OF WORDS AND TERMS**

**Subpart 3002.1—Definitions**

Sec.  
3002.101 Definitions.

**Subpart 3002.2—Abbreviations**

3002.270 Abbreviations.

AUTHORITY: 5 U.S.C. 301-302, 41 U.S.C. 1707, 41 U.S.C. 1702, 48 CFR part 1, subpart 1.3, and DHS Delegation Number 0702.

SOURCE: 68 FR 67871, Dec. 4, 2003, unless otherwise note.

**Subpart 3002.1—Definitions**

**3002.101 Definitions.**

*Chief Information Officer (CIO)* means the Director of the Office of the CIO.

*Chief of the Contracting Office (COCO)* means the individual(s) responsible for managing the contracting office(s) within a Component.

*Chief Procurement Officer (CPO)* means the Senior Procurement Executive (SPE).

*Component* means the following entities for purposes of this chapter:

(1) DHS Management (MGMT), including the Office of Procurement Operations (OPO) and the Office of Selective Acquisitions (OSA);

(2) Federal Emergency Management Agency (FEMA);

(3) Federal Law Enforcement Training Center (FLETC);