

**APPENDIX AF
 TEMPLATE MEMORANDUM COMPONENT CERTIFICATION WHEN
 CONDUCTING PROCUREMENTS ON BEHALF OF THE DEPARTMENT OF
 DEFENSE**

MEMORANDUM FOR: *(Enter Name of the DHS Chief Procurement Officer)*
 Chief Procurement Officer

FROM: *(Enter name of Component Head of Contracting Activity)*
 Head of the Contracting Activity
(Enter name of Component)

SUBJECT: HCA Certification for Conducting Procurements on Behalf of the
 Department of Defense

As required by Homeland Security Acquisition Manual 3017.7, Interagency Acquisitions: Acquisitions by Nondefense Agencies on Behalf of the Department of Defense, I certify that *(enter name of Component)*, *(enter name of contracting activity)* will comply with applicable Department of Defense (DoD) procurement requirements for Fiscal Year *(enter fiscal year)* for the below listed DoD acquisitions *(Note: if specific procurements are unknown when certifying, describe the types of procurements that may likely be needed)*. These procurements will *(briefly describe the purpose of the procurements and reason your Component is providing acquisition assistance to DoD (e.g., expertise, capability, facilities))*.

Contract/order Number	Contractor	DoD entity	Description	Est. Dollar Value
If known, otherwise insert TBD	If known, otherwise insert TBD.			