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)).

<table>
<thead>
<tr>
<th>Contract/order Number</th>
<th>Contractor</th>
<th>DoD entity</th>
<th>Description</th>
<th>Est. Dollar Value</th>
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<td>If known, otherwise insert TBD</td>
<td>If known, otherwise insert TBD</td>
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