

Department of Homeland Security  
Management Directive System  
MD Number: 0783  
Issue Date: 05/25/2005  
**ORDERING OFFICIAL  
CERTIFICATION**

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## **I. Purpose**

This directive establishes the Department of Homeland Security (DHS) policy for certification of non-warranted, non GS-1102 Ordering Officials.

## **II. Scope**

This Directive applies to all DHS Organizational Elements (OEs). The DHS Office of Inspector General is covered under this directive where it does not conflict with the authorities and responsibilities given to the Inspector General under the Inspector General Act of 1978 and its amendments.

## **III. Authorities**

This directive is governed by:

- A. Public Law 107-71, Aviation and Transportation Security Act of 2001
- B. Federal Acquisition Regulation, Part 1
- C. The Homeland Security Act of 2002, codified in Title 6, USC, as amended.
- D. Department of Homeland Security Management Directive - MD 0010.1, "Management Directives System and DHS Announcements."
- E. Department of Homeland Security Acquisition Regulation (HSAR), 48 C.F.R. Chapter 30.
- F. Department of Homeland Security Acquisition Manual (HSAM), Chapter 3001.671 "Selection, Appointment and Termination of Non-Warranted Ordering Officials."

## **IV. Definitions**

- A. **Acquisition Certification Board:** DHS board comprised of functional advisors from across DHS for the various acquisition career fields. Members review and make recommendations on workforce development, such as certification requirements and standards, as well as recommend disposition of certification requests. The board is chaired by the DHS Acquisition Workforce Manager.
- B. **Chief Procurement Officer (CPO):** DHS Senior Procurement Executive, responsible for the management, administration, and oversight of Department-wide acquisition, financial assistance, strategic sourcing, and competitive sourcing programs.
- C. **Contracting Officer (CO):** A Federal employee with written appointment authority to enter into, administer or terminate contracts and make related determinations and findings. This individual is also authorized, by virtue of position or by appointment, to perform the functions defined by the Federal Acquisition Regulation and the Homeland Security Acquisition Regulation.
- D. **Contracting Officer Warrant:** A paper document (Standard Form (SF) 1402 Certificate of Appointment or TSA Form 100), appointing an individual as a Contracting Officer. The document states limitations on the scope of their authority, an expiration date, and a unique number identifier. DHS Contracting Officer warrant requirements are outlined in MD 0740.2.
- E. **Head of Contracting Activity (HCA):** The individual responsible for management of the entire acquisition function within an Organizational Element.
- F. **Ordering Official:** A DHS federal employee appointed in writing by the HCA (or written designee) with delegated authority to process purchase requests for supplies against pre-established mechanisms in accordance with established ordering policies and procedures. Ordering Officials are not warranted Contracting Officers.
- G. **Ordering Official Certification:** Formal process through which the DHS Certification Board certifies individuals as meeting the standards/achieving the competencies for Ordering Officials.
- H. **Ordering Official Certification File:** A file maintained by the HCA (or written designee), containing the certification application, certificate, exceptions, and skills currency information of the Ordering Official.
- I. **Organizational Element (OE):** Directorates and entities comprising DHS, as defined in the Management Directive 0010.1, "Management Directives System and DHS Announcements."

J. **Skills Currency**: The annual requirement for individuals to obtain training in order to maintain acquisition certification.

## V. Responsibilities

A. **The Under Secretary for Management** shall be responsible for all aspects of this directive.

B. **The Chief Procurement Officer** shall be responsible for management, administration, integrity, and oversight of mission-focused DHS acquisition, financial assistance, strategic sourcing, and competitive sourcing programs. The CPO is also responsible for defining requirements for the certification of persons qualified in acquisition matters as Ordering Officials.

C. **The Head of the Contracting Activity** shall ensure all Ordering Officials are certified and managed in accordance with this MD. The HCA (or written designee) shall ensure all nominated Ordering Officials meet training requirements and shall provide oversight to ensure Ordering Officials are maintaining skills currency training. The HCA (or written designee) is responsible for the management of the Ordering Official Certification files.

D. **The Ordering Official** is responsible for obtaining the required training, certification, maintaining individual documentation, and providing copies to the HCA (or written designee) as required.

E. **The Requisitioning Office** is responsible for ensuring training opportunities are provided and certification requirements are maintained.

## VI. Policy & Procedures

A. **Policy**:

1. The HCA (or written designee) shall ensure Ordering Officials are qualified in accordance with this Management Directive.

2. Ordering Official Certification applies only to non-warranted, non GS-1102 Ordering Officials placing orders in excess of the micro-purchase threshold.

3. DHS will have only one certification level for Ordering Officials.

4. All appointed DHS Ordering Officials shall hold an Ordering Official acquisition certification.

5. The HCA (or written designee), at their discretion may rescind certification if the annual skills currency requirement is not met.

**B. Procedures:**

1. Certification - Training Requirements.

a. Training Sources. A variety of sources may be used to meet the initial and skills currency training requirements. No-cost training courses are available from a variety of sources, including the Federal Acquisition Institute (FAI), the General Services Administration (GSA) Federal Supply Service (FSS) Center for Acquisition Excellence Virtual Campus, the Defense Acquisition University (DAU), and the Defense Acquisition University (DAU) Continuous Learning Center (CLC).

b. Initial Training. The nominee will be considered to have met the initial training requirements for certification through completion of 40 hours of basic contracting orientation training within the five (5) years immediately preceding application. Training may be completed either online or in a classroom. Ordering Official competencies are outlined in Attachment 1.

For example: The training plan for an Ordering Official may include training courses such as:

(1) FAI - Contracting Orientation.

(2) DAU/CLC – Simplified Acquisition Procedures Overview.

(3) GSA/FSS – Government-wide Acquisition Contracts Overview.

c. Exceptions to Initial Training Requirements. The HCA (or written designee) shall keep documentation for exceptions in the Ordering Official's certification file. The following are exceptions:

(1) Any individual who served in the 1102 series within five (5) years of the date of Ordering Official nomination is considered to have met the initial training requirements for Ordering Official certification.

(2) Any individual who held Contracting Officer warrant authority (regardless of job series and dollar value) within five (5) years of the date of Ordering Official nomination is

considered to have met the initial training requirements for Ordering Official certification.

(3) Any individual who previously completed a basic contracting training course of at least 40 hours more than five (5) years ago, has acted in the capacity of an Ordering Official within the last five (5) years, and has completed eight (8) hours of skills currency within the preceding 12 months, is considered to have met the initial training requirements for Ordering Official certification.

d. Procurement Ethics Training. A one-hour procurement ethics training course is required annually (may be agency sponsored, online through FAI or equivalent). Annually, the Ordering Official is responsible for sending to the HCA (or written designee) documentation (email or certificate) indicating completion of ethics training. The HCA (or written designee) shall maintain this information in the individual's certification file. If training is accomplished online via the FAI, completion of the FAI-Ethics Block Training course is considered as fulfilling the requirement of procurement ethics training. Procurement ethics training may also count toward the annual skills currency requirement.

e. Specialized Training. The HCA (or written designee) is authorized to establish a higher level of required skills currency training, or specialized training requirements, for their respective OE, if appropriate. The HCA (or written designee) has the authority to require an eligible Ordering Official to complete additional specialized training when it is considered relevant to a particular type of contract to which the eligible Ordering Official is, or may be, assigned.

2. Certification Application. The DHS Form 0783-1 (Attachment 2) shall be submitted to request Acquisition Certification for Ordering Officials. Copies of training certificate documentation will be retained in the Ordering Official's certification file managed by the HCA (or written designee). All applications will be forwarded through the supervisory chain of responsibility to the HCA (or written designee) for CPO processing. The Acquisition Certification Board will issue certificates, which will remain valid for four (4) years from the date issued, provided annual skills currency requirements are maintained.

3. Certification Maintenance. Ordering Official's must complete a minimum of eight (8) hours of annual skills currency training to maintain certification.

a. Maintenance Activities. Skills currency activities include, but are not limited to, training, seminars, attendance at conferences, office “lunch-and-learns”, developing and delivering a training seminar, on-the-job experience, special project assignments, other developmental activities that involve acquiring new skills, formal education, or any other activity as approved by the HCA (or written designee) that improves the knowledge, skills, and abilities of the Ordering Official to perform the duties of an assigned Ordering Official. Additionally, any learning activity providing Professional Development Hours (PDHs), Continuous Learning Points (CLPs), Continuing Education Units (CEUs), Professional Development Units (PDUs) or college credit may meet the skills currency requirements, provided it improves the knowledge, skills, and abilities of the Ordering Official to perform the duties of an assigned Ordering Official.

b. Procurement Ethics Training. Required annually as outlined in VI.B.1.d., of this MD.

4. Certification Renewal. Certifications may be renewed up to one year ahead of expiration, provided skills currency training requirements are met. Ordering Officials shall use DHS Form 0783-1 (Attachment 2) to request Acquisition Certification renewal. All applications will be forwarded through the supervisory chain of responsibility to the HCA (or written designee) for CPO processing.

5. Certification – Documentation.

a. Ordering Official Certification File. The HCA (or written designee) must ensure appropriate documentation is maintained for each certified Ordering Official in accordance with the Privacy Act and report such information to the CPO (or written designee) as requested. Examples of required documentation include: information used to meet training, skills currency requirements, and DHS Form 0783-1 (Attachment 2).

b. Maintenance. The HCA (or written designee) must ensure documentation exists for skills currency activities in each Ordering Official’s certification file. When on-the-job learning, rotation assignments, or other flexible activities are used, the certified Ordering Official shall document learning that occurred and how it will benefit performance. To be creditable, this information shall be validated by the Ordering Official’s supervisor and included in the Ordering Official’s certification file.

c. The Ordering Official is responsible for maintaining and forwarding documentation (email or certificate) to the HCA (or written designee), through the supervisory chain of responsibility for inclusion in their Ordering Official certification file, indicating completion of skills currency training.

## **VII. Questions or Concerns.**

Questions or concerns regarding this directive should be addressed to the Office of the Chief Procurement Officer, Director of Acquisition Policy and Oversight.

Attachment 1 – Ordering Official Competencies

Attachment 2 - Acquisition Certification Application - Ordering Officials

## Ordering Official Competencies

- Possess general knowledge of the acquisition mission, system, process, organization, management, statutory, and regulatory foundation, roles, and responsibilities, and standards of conduct.
- Understand the authority and responsibility of the Contracting Officer and the environment in which they operate.
- Understand the authority and responsibility of the Ordering Official and the environment in which they operate.
- Knowledge of the policies for standards of conduct and fraud.
- Determine whether an acquisition request package is accurate and complete.
- Understand the requirements for establishing, maintaining, and retaining contract files.
- Understand the methods of award and prepare calls against Blanket Purchase Agreements.
- Ability to advise and assist requiring activities in formulating purchase requests.
- Ability to verify that sufficient funds are available prior to a purchase.
- Understand procedures for issuing orders against existing contracts/agreements.
- Knowledge of the inspection/acceptance procedures requirements and practices.
- Identify and correctly apply the policies of ethical behavior.

# DEPARTMENT OF HOMELAND SECURITY

## Acquisition Certification Application - Ordering Officials

**EMPLOYEE:**

Printed Name: _____ Work Phone: _____
Organizational Element: _____ Civilian Grade / Military Rank/ Payband: _____
(SELECT ONE)    INITIAL CERTIFICATION _____ CERTIFICATION RENEWAL _____

**Mandatory Initial Training Requirements:** (X box and give date of training and attach copies of training certificates)

- Basic contracting training completed on \_\_\_\_\_ (date)
- Procurement Ethics training completed on \_\_\_\_\_ (date)

**Or**

**Exceptions:** (Only one required, if applicable)

- Any individual who previously served in the 1102 series within five (5) years of the date of Ordering Official nomination is considered to have met the initial training requirements for Ordering Official certification and appointment.
- Any individual who held a Contracting Officer warrant (regardless of job series and dollar value) within five (5) years of the date of Ordering Official nomination is considered to have met the initial training requirements for Ordering Official certification and appointment. (Attach a copy of the Contracting Officer Warrant)
- Any individual who previously completed basic contracting training more than five (5) years ago, has acted in the capacity of an Ordering Official within the last five (5) years and has completed eight (8) hours of skills currency within the preceding 12 months, is considered to have met the initial training requirements for Ordering Official certification and appointment.

**Certification Renewal:** (Attach only copies of training certificates to support appropriate year to be renewed)

eight (8) hours annual skills currency met on \_\_\_\_\_ (year 1 date)  
\_\_\_\_\_ (year 2 date)  
\_\_\_\_\_ (year 3 date)  
\_\_\_\_\_ (year 4 date)

**Employee:** I certify that the information in this form is, to the best of my knowledge, accurate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Concurrence:** I have reviewed the information in this application and support the individual's certification as a DHS Ordering Official.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Endorsement:** I have reviewed the information in this application and support the individual's certification as a DHS Ordering Official.

HCA (or written designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_