

September 30, 2011

MEMORANDUM TO: Virginia Huth, Director  
Division of Contracts  
Office of Administration

FROM: Kathryn O. Greene */RA SStewart-Clark for/*  
Senior Procurement Executive

SUBJECT: DELEGATION OF CONTRACTUAL AUTHORITY

Pursuant to the authority delegated to the Senior Procurement Executive (SPE) by the Executive Director for Operations on March 31, 2011, the Director, Division of Contracts (DC), Office of Administration (ADM), is hereby delegated authority to execute and modify acquisition vehicles (including, but not limited to, contracts, financial assistance relationships, and interagency agreement actions to include Department of Energy laboratory agreements) and settle claims and terminations thereof.

Exercise of this delegated authority shall comply with all requirements of the law, executive orders, regulations, policies, and procedures, including clearances, approvals, and notification requirements in effect at the time of the transaction.

This delegation of authority, effective the date of this memorandum, supersedes any contractual authority previously delegated to the Director, DC, ADM. This delegation shall remain in effect until superseded.

Further redelegation, as appropriate, within DC and to regional staff, shall be executed, in writing, effective the date of this memorandum, subject to the following thresholds:

- Branch Chiefs and above – up to unlimited authority
- FAC-C Level III Certified – up to \$10 million
- FAC-C Level II Certified – up to \$5 million
- FAC-C Level I certified – up to \$150,000 General Services Administration Schedule/\$25,000 Open Market (includes Regions)

CONTACT: Carolyn Cooper, ADM/DC  
(301) 492-3605

V. Huth

-2-

A copy of any redelegation shall be filed with the SPE, General Counsel, Chief Financial Officer, and ADM. Absent such documentation, the delegation is null and void.

cc: SECY  
OGC  
OEDO  
CFO  
ADM

A copy of any redelegation shall be filed with the SPE, General Counsel, Chief Financial Officer, and ADM. Absent such documentation, the delegation is null and void.

cc: SECY  
 OGC  
 OEDO  
 CFO  
 ADM

**DISTRIBUTION:**

Public DC r/f RidsAdmMailCenter RidsOgcMailCenter  
 RidsSecyMailCenter Delegation File RidsEdoMailCenter RidsOcfoMailCenter

ADAMS Accession No.: ML11255A249

OFFICE	ADM/DC/PPT	ADM/DC/PPT	ADM/DC/DD	ADM/DD	ADM/D
NAME	CCooper	JDaly	ASanchez	SStewart-Clark	KGreene (SStewart-Clark for)
DATE	09/12/2011	09/14/2011	09/14/2011	09/30/2011	09/30/2011

**OFFICIAL RECORD COPY**