

February 2, 2017

MEMORANDUM TO: James C. Corbett, Director  
Acquisition Management Division  
Office of Administration

FROM: Cynthia A. Carpenter, Director */RA/*  
Office of Administration

SUBJECT: DELEGATION OF CONTRACTUAL AUTHORITY

Pursuant to the authority delegated to the Senior Procurement Executive (SPE) by the Executive Director for Operations in memorandum dated March 31, 2011 (ML110540450), the Director, Acquisition Management Division (AMD), Office of Administration (ADM) is hereby delegated authority to execute and modify acquisition vehicles (including, but not limited to contracts, delivery/task orders, financial assistance relationships and interagency actions to include Department of Energy laboratory agreements), and settle claims and terminations thereof. In addition, the SPE designates the Director of AMD to serve as the Key Management Single Audit Liaison as described in 2 CFR 200.513(b)(6).

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, AMD, ADM. This delegation shall remain in effect until superseded.

Further re-delegation, as appropriate, within AMD and to regional staff, shall be executed, in writing, effective the date of this memorandum.

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

Enclosure:  
Certificate of Appointment

CONTACT: Jordan Pulaski, ADM/AMD  
(301) 415-8190

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