



**DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VIRGINIA 22060-6222**

IN REPLY
REFER TO

DESC-CPA

JUN 29 2004

CONTRACTING INSTRUCTION (CI): 04-08A
MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Ratification of Unauthorized Commitments

This supplemental Contracting Instruction (CI) provides further information regarding DESC's internal procedures for the ratification of unauthorized commitments. Additional guidance is provided stating the required signature blocks necessary to document approval of the ratification request. The additional coverage is attached.

This CI is effective immediately and expires upon inclusion in the DEPI.

Point of contact if Ms. D. Baker, (703) 767-8459 or DSN 427-8459.


GABRIELLA M. EARHARDT
Center Senior Procurement Official

Attachment



1.602-3 Ratification of unauthorized commitments.

(b) Policy.

(3) The authority for the ratification of unauthorized commitments valued at or below the simplified acquisition threshold at FAR 13.000 resides with the CSPO/Associate CSPO.

(101) Procedures

(i) DESC Ratifications shall be in accordance with all conditions at FAR 1.602-3(c).

(ii) In addition to information required in paragraph (101)(i) above, at a minimum the following shall be documented and provided to the CSPO/Associate CSPO for review and approval prior to ratification:

(A) Memorandum signed by the contracting officer, concisely addressing the following:

(a) Name and address of firm which provided supplies or services.

(b) Statement of work (supplies or services) and date provided to the government.

(c) Description of circumstances leading to the unauthorized commitment.

(d) Determination that the price to be paid is fair and reasonable.

(e) Statement describing corrective action taken to avoid future unauthorized commitments.

(f) Statement recommending ratification of unauthorized commitment.

(B) Include with memorandum:

(a) Proof of funding, appropriation and accounting data, including purchase card funding when appropriate.

(b) Vendor invoice.

(c) Coordination **signature blocks**:

- DESC-G, Office of Counsel;
- DESC-RB, Resources Management;
- If reimbursable via the Purchase Card, DESC-RB and RP, as well as DESC-CPB, the DESC Agency Program Coordinator;
- The Region Commander, if originating from a Region; and,
- CBU Director.

(d) The CSPO/Associate CSPO shall document approval by signing the approval signature block at the end of the ratification request, after it has been routed for coordination through DESC-CPB, the Procurement Oversight Branch, and DESC-CP, the Procurement Planning & Support Division.

(e) The contract document prepared for the contracting officer's signature to ratify the unauthorized commitment, unless the Purchase Card is being used.