



... REPLY
REFER TO:

DEFENSE INFORMATION SYSTEMS AGENCY

701 S. COURTHOUSE ROAD
ARLINGTON, VIRGINIA 22204-2199

Acquisition, Logistics,
and Facilities (AQ)

20 June 2003

MEMORANDUM FOR COLONEL LAURA M. MARTIN
MR. MICHAEL D. GEIST

SUBJECT: Delegation of Authority

1. I hereby delegate my authority to act as Head of the Contracting Activity (HCA) to Col Laura M. Martin when I am unavailable to perform these duties. If Col Martin is also unavailable, then I delegate my HCA authority to Mr. Michael D. Geist. Refer to DISA Memo, Delegation of Acquisition Authority, Head of the Contracting Authority, 16 April 2002, for a description of these HCA responsibilities (enclosure 1).

2. Unavailability for duty occurs in three circumstances: a) When on leave status, b) When on temporary assignment other than at a DITCO Field office, or c) If disqualified from performing specific HCA duties in accordance with the Joint Ethics Regulation. The Director shall be notified of any delegation because of disqualification.

3. This delegation does not include approval authority to sign justifications for other than full and open competition for a proposed contract over \$500,000, but not exceeding \$50,000,000. Title 10 U.S.C. Section 2304(f) and FAR Section 6.304 prevent an HCA from delegating this approval authority to anyone other than general officers or civilians of grade GS 16 or above. Note that the senior procurement executive is authorized to approve such justifications.

FOR THE DIRECTOR:

2 Enclosures:
1 DISA Memo, 16 April 2002
2 Title 10 U.S.C. Section 230(f)

EVELYN M. DEPALMA
Director for Acquisition, Logistics,
and Facilities