



NUMBER: Directive 0340.2

SUBJECT: Delegation of Procurement Authority

DIRECTIVE OWNER: Office of Financial Management, Planning, and Evaluation (EXFM), Division of Procurement Services (FMPS)

EFFECTIVE DATE: September 8, 2026

- 1) **PURPOSE.** This Directive memorializes the designation of the Executive Director as the Senior Procurement Executive (SPE), delegates procurement authority to the Executive Director, and establishes the criteria for the selection, appointment, and termination of Contracting Officers (COs) within the Consumer Product Safety Commission (CPSC).
- 2) **AUTHORITY.**
 - a. 41 U.S.C. § 1702(c).
 - b. Federal Acquisition Regulation (FAR) Subpart 1.4 (RFO).
 - c. Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, *Developing and Managing the Acquisition Workforce*, dated April 15, 2005.
 - d. Consumer Product Safety Act, Pub. L. No. 92-573, as amended, 15 U.S.C §§ 2051-2089.
- 3) **DEFINITIONS.**
 - a. **Agency Head** – For the purposes of procurement, the Chairman is the head of the CPSC.
 - b. **Contracting Officer (CO)** – A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer.
 - c. **Senior Procurement Executive (SPE)** – The executive who is appointed pursuant to



41 U.S.C. 1702(c), and responsible for management direction of the CPSC's acquisition system, including implementation of the unique acquisition policies, regulations, and standards of the CPSC.

- d. **Warrant** – A document that describes a Contracting Officer appointment, including limitations on authority. CPSC uses Standard Form 1402 Certificate of Appointment (SF-1402) as the warrant.
- 4) **SCOPE.** This delegation applies to those CPSC employees selected for, appointed to, or terminated from a CO position and to individuals holding agency titles linked to specific procurement-related functions.
- 5) **DELEGATION.** The Chairman hereby appoints the Executive Director as the Commission's SPE and delegates to the Executive Director the agency head's delegable procurement authority. This delegation includes the authority to appoint COs.
- 6) **RESPONSIBILITIES.**
 - a. **Senior Procurement Executive.** The SPE must appoint COs in writing on a SF-1402. The delegation and certification must be to an individual, not a position, and must state any limitation on the scope of authority (e.g., dollar thresholds) and specific responsibilities (e.g., authority to delegate).
In issuing warrants to appoint COs, the SPE shall consider the complexity and dollar value of the assigned acquisitions and the candidate's experience, training, education, business acumen, judgment, character, and reputation. Examples of selection criteria include:
 - (1) Experience in Government contracting and administration, commercial purchasing, or related fields;
 - (2) Education or special training in business administration, law, accounting, engineering, or related fields;
 - (3) Knowledge of acquisition policies and procedures, including the FAR and other applicable regulations;
 - (4) Specialized knowledge in the particular assigned field of contracting; and
 - (5) Satisfactory completion of acquisition training courses.

Additionally, the SPE also has the authority to award, administer, and terminate grants and make related determinations for grant awards. The SPE may redelegate the authority to issue and administer grants. Any delegation of this authority must be made in writing.



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- b. **Contracting Officers.** Subject to the limitations of the warrant, COs have authority to enter into, administer, or terminate contracts, simplified acquisitions and delivery orders, grants, cooperative agreements and interagency agreements. COs will bind the Government only to the extent of the authority delegated to them. COs must ensure that all requirements of law, executive orders, regulations, and other applicable procedures have been met prior to entering into a contract.
- 7) **CANCELLATION.** This Delegation supersedes and cancels Directive 0340.2, *Delegation of Procurement Authority*, dated January 23, 2023.

PETER
FELDMAN

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PETER FELDMAN
Date: 2026.09.08
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Peter A Feldman
Acting Chairman

Date

Attachment: [SF1402](#), Certificate of Appointment