



SEP 10 2013

United States
Department of
Agriculture

Office of the
Assistant
Secretary for
Administration

Departmental
Management

Management
Services

Procurement
Operations
Division

Reporters
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Washington,
DC 20024

ACQUISITION OPERATING PROCEDURE (AOP)

FROM:

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Deputy Director, OPPM

Acting, Head of Contracting Activity Designee (HCAD), POD

SUBJECT:

AOP No. 20: Authorizing Official Certification – Reservation of Funds

- ◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to establish a Budget Official Certification for the Reservation of Funds for proposed contract actions chargeable using appropriated funds of the new fiscal year during a continuing resolution (CR) period *or* before the funds are apportioned and/or allocated to the requiring program offices/agencies. This procedure will allow offices/agencies to continue operations and maintenance (O&M) and continuing services (e.g. rentals, utilities and for non-stock supply items) for which Congress has traditionally appropriated funds and that are necessary for normal operations.

This procedure applies to the contracting officers in Departmental Management.

- ◆ **EFFECTIVE DATE:** This AOP is effective on SEP 10 2013.

- ◆ **AUTHORITIES:** FAR 32.702, Contract Funding, Paragraph (a), Policy.

◆ **PROCESS:**

Program / Agency Representative Official -

1. The Program /Agency Representative Official must certify and obtain the approved Reservation of Funds Certification, in full monthly increments from the appropriate Authorizing Budget Official and submit the Reservation of Funds Certification with the IQ No-commit requisition in the Integrated Acquisition System (IAS) to the contracting office.
2. The IQ Commit IAS requisition must be submitted within **21 days** after the Reservation of Funds and the IQ No-commit requisition has received in the contracting office, in order to prevent interest payment on invoices for contracts issued subject to this procedure.

Contracting Officer (CO) -

1. To comply with FAR 32.702, no CO may execute a contract in excess of the funds available, or in advance of appropriations (Anti-Deficiency Act, 31 U.S.C. 1341), unless otherwise authorized by law.

2. Before executing any contract, the CO shall obtain a written assurance (*hereby referred to as the "Authorizing Official Certification - Reservation of Fund"*) from an authorized budget official with the authority to certify that adequate funds are available or will be made available in accordance with the reservation of funds certification.
3. The "*Authorizing Official Certification - Reservation of Fund*" is shown in Attachment 1.

◆ **EXPIRATION DATE:** This AOP will remain in effect until canceled.

AUTHORIZING OFFICIAL CERTIFICATION RESERVATION OF FUNDS

*The Program/Agency Representative Official must certify and obtain an approved Reservation of Funds Certification from the appropriate Authorizing Budget Official. In Integrated Acquisition System (IAS), submit the Reservation of Funds and the IQ No-commit requisition for proposed contract actions chargeable using appropriated funds of the new fiscal year during a continuing resolution (CR) or before the funds are apportioned and/or allocated to the requiring program offices/agencies for operations and maintenance and continuing services. The IQ Commit IAS requisition (monthly increments) must be submitted within **21 days** after the Reservation of Funds and the IQ No-commit requisition has received in the contracting office, in order to prevent interest payment on invoices for contracts issued subject to this procedure.*

CERTIFICATIONS:

AUTHORIZING PROGRAM/AGENCY REPRESENTATIVE OFFICIAL:

- Pursuant to the Federal Acquisition Regulation 32.702, Contract Funding, Paragraph (a), Policy, as the authorizing budget official, I certify that appropriated funds are available, which will be chargeable to the appropriation of the new fiscal year before the funds are allotted/available to the requiring program offices; and the appropriated funds will be committed in the financial system for the acquisition of the proposed contract action listed below:

Appropriation Fiscal Year: _____ *Period of Performance:* _____ to _____

Project Title: _____ *IAS Request No.:* _____

Dollar Amount: \$ _____

Solicitation /Contract Number: AG- _____ -S- _____ /AG- _____ - - - _____ (if applicable)

COR/Technical Contact: _____ *Phone:* _____

Signature (Authorizing Program/Agency Official) Print Name (Authorizing Program/Agency Official)

Title

Organization (Division/Branch)

Date

AUTHORIZING BUDGET OFFICIAL:

Approved

Disapproved

Signature (Authorizing Budget Official) Print Name (Authorizing Budget Official) Date

Title

Organization (Division/Branch)