



ACQUISITION OPERATING PROCEDURE (AOP)

AUG 20 2014

FROM: Richard R. Jiron
Head of Contracting Activity Designee

SUBJECT: AOP No. 22: Reassignment of Requisitions, Solicitations and Contracts
to Contracting Officers and Buyers

◆ **PURPOSE:** This Acquisition Operating Procedure is issued to help with identifying open requisitions, solicitations and contracts for the purposes of issuing an award, contract administration, processing invoices for payment in the Invoice Payment Platform (IPP), completing the performance assessment in the Contractor Performance Assessment Reporting System, contract closeout, preparation of file destruction, etc. The requisitions, solicitations and contracts may be reassigned from the originating Contracting Officer (CO) or Buyer to a different CO or Buyer to manage the action through completion of contract file destruction.

◆ **EFFECTIVE DATE:** This AOP is effective on August 20, 2014.

◆ **AUTHORITIES:** Not applicable.

◆ **PROCESS:**

1. The Contracting Team Leads or Contracting Branch Chiefs may use the following tools to identify requisitions, solicitations and contracts for re-assignment.
 - a) Integrated Acquisition System (IAS), Discoverer Reporting:
 - i) Unawarded Requisitions by Buyer (*Requisition line items not associated with released awards*).
 - ii) Open Commitments (*Unliquidated commitments in FMMI*).
 - iii) Award Header Netview Report (*Released awards and all modifications*).
 - iv) Open Obligations (*Award lines open to receive or invoice in FMMI*).
 - v) Request the IAS Helpdesk run a report showing all invoices in IPP that are currently pending the originating CO's action.
 - b) Internal Workload Tracking Report, if applicable (*office shared drive*).
 - c) Change the ACO field in IAS to show a different CO.
 - i) Using any report above, the Contracting Branch Chief should provide to the IAS Agency Lead a consolidated spreadsheet indicating the ACO for each contract, solicitation or requisition.

- ii) The IAS Agency Lead sends the spreadsheet to the IAS Helpdesk for action. This data fix allows any subsequent invoices to be routed to the new CO pending the CO issuing a modification against the contract to change the name of the originating CO. The Contracting Branch Chiefs will receive an email notification when the data fix has been completed.

2. Contracting Officers will:

- a) Within thirty (30) business days, issue the modification against the appropriate contract to change the name of the originating CO to the new CO. Sample wording for a “CO Name Change” modification is provided below:

“The purpose of Modification XXXX is to identify a new Contracting Officer under the subject contract. As a result of this modification, the Contracting Officer is hereby changed from John Adams to Thomas Jefferson, effective the date of this modification.

All other terms and conditions of the contract remain unchanged.”

- b) Submit a copy of the modification to the COR/Technical contact and Contractor; place a copy in the contract file.
- c) Contact the NFC/COD Helpdesk (IPP) to request invoices currently in the originating CO’s inbox to be routed to the new CO. Invoices received in IPP prior to the IAS data fix or modification issued will not automatically route to the new CO.

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