

AGPMR ADVISORY

ADVISORY No. 15-01

EFFECTIVE: October 20, 2014

Title: Authorizations and Qualifications to Acquire Transportation Using a Rate Tender

1. SUMMARY

This Advisory delegates the authority to issue Transportation Officer Warrants (herein referred to as “warrant” to the agency level. Agencies are to determine whomever is the designated official within their agency to issue these warrants. This is in response to the addition of Federal Management Regulation 102-117.365 through 400, effective September 16, 2014 describing the training requirements for a Transportation Officer.

2. DEFINITIONS

Transportation Officer (TO) is a person authorized, in accordance with this part, to select transportation service providers using rate tenders. Duties may include, but are not limited to, selecting Third Party Logistics (3PL) or Transportation Service Providers (TSP), and issuing bills of lading.

Transportation Officer Warrant is an agency-issued document that authorizes a TO to procure transportation services using rate tenders, which may include, but are not limited to, selecting Third Party Logistics (3PL) or Transportation Service Providers (TSP), issuing bills of lading, and otherwise performing the duties of a TO.

Transportation service provider (TSP) is any party, person, agent or carrier that provides freight or passenger transportation and related services to an agency. For a freight shipment this would include packers, truckers and storers. For passenger transportation this would include airlines, travel agents and travel management centers.

3. APPLICATION

Agencies should determine an official within their respective agency to be the issuing official for these warrants. In most agencies, this would be the Head of Contracting Activity or the Management Services Director.

For tracking purposes, please provide the Office of Procurement and Property Management (OPPM) a list of TO's and their corresponding warrant level to OPPM by sending it to Paul Walden, Chief, Property Management Division (Paul.Walden@dm.usda.gov). OPPM will only maintain a list for informational purposes. OPPM may periodically conduct audits to ensure compliance with FMR 102-117.365-400.

The required training for a TO is outlined in FMR 102-117.390. Additionally, this training is available on the General Services Administration (GSA) website:
<http://transportationofficer.golearnportal.org>.

AGPMR Advisories are posted at the following web link: <http://www.dm.usda.gov/pmd/>. If you have questions or comments regarding this Advisory, please contact Paul Walden, Chief Property Management Division on (202) 720-7283, or by sending an email to Paul.Walden@dm.usda.gov.

EXPIRATION DATE: Effective upon issue date until canceled.



Lisa M. Wilusz, Director, OPPM

AG PMR Advisories are posted on the USDA World Wide Web site at the following URL: <http://www.dm.usda.gov/pmd/>. If you have questions or comments regarding this advisory, please contact Paul Walden, Chief Property Management Division by telephone at (202) 720-7283, via email at Paul.Walden@dm.usda.gov, or by sending an email message to propertymanagement@dm.usda.gov.