

## SELLING AUTHORITY CERTIFICATION PROCEDURES

**1. REASON FOR ISSUE.** This handbook establishes the procedures for selection, appointment, and termination of selling officials. Selling officials are defined as those persons granted authority to enter into sales agreements, as referenced by Veterans Affairs Acquisition Regulation (VAAR) 801.602(a)(l).

**2. SUMMARY OF CONTENTS/MAJOR CHANGES.** This handbook sets forth the procedures and requirements for the management control of the selection, appointment, and termination of selling officials recommended by their organizational sponsors to meet the needs of their respective organizations under Public Law (Pub. L.) 104-262, Sections 8151 through 8153 of 38 United States Code (U.S.C.), otherwise known as Enhanced Health Care Resources Sharing Authority.

**3. RESPONSIBLE OFFICE.** Acquisition Resources Service (95), Office of Acquisition and Materiel Management. Questions can be directed to the Acquisition Policy Team (95A) at (202) 273-8818.

**4. RELATED DIRECTIVE.** VA Directive 7401.3, Selling Authority Certification.

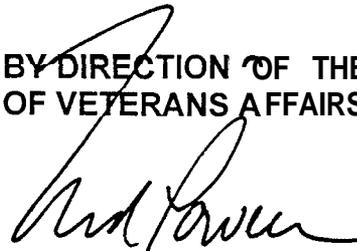
**5. REVISIONS.** None.

CERTIFIED BY:



Principal Deputy Assistant Secretary  
for Information and Technology

BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:



Edward A. Powell, Jr.  
Assistant Secretary for Management

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### 1. Purpose.

The purpose of this handbook is to provide management control procedures for the selection, appointment, and termination of selling officials under the Enhanced Health Care Resources Sharing Authority (Public Law 104-262, Sections 8181 through 8153 of 38 United States Code) other than senior level (unlimited) contracting officers.

### 2. Requests for Appointment:

a. When recommending a candidate to be a selling official, the recommending official (the facility director or network director) shall submit, in writing, to the Procurement Executive, via the Acquisition Administration Team (95B), the following, as a minimum:

(1) Background information:

(a) Candidate's name, position title (give supervisory or organizational title if applicable), position series and grade.

(b) Summary of candidate's responsibilities, including responsibilities for selling materials and services under the Enhanced Health Care Resources Sharing Authority cited above.

(c) In cases of new appointments necessitated by change of facility or position, the candidate's current or prior selling official appointment, including facility, location, and date of appointment.

(2) A certification, required to be submitted by the recommending official, shall state that the candidate maintains high standards of conduct, and there are no documented problems of apparent and/or actual conflicts of interest.

(3) A separate qualification statement signed by the candidate shall accompany the recommending official's request. The qualification statement shall include the following information:

(a) Name of candidate.

(b) Relevant experience within the last 5 years. Relevant experience is that experience which bears upon the candidate's business acumen, such as management, contracting, finance, law, or marketing;

(c) Educational and training background, including details of specific courses, certificates, diplomas, or degrees pertaining to business knowledge, such as management, contracting, finance, law, or marketing;

(d) Candidate's signature and date of signature.

(4) Specific limitations, if any, requested to be placed upon the appointment, such as dollar limitation, expiration date, or items to be sold;

(5) A certification, required to be submitted by the recommending official, that the candidate has a working familiarity with the provisions of the Enhanced Health Care Resources Sharing Authority cited above, relevant to selling. This certification shall state how the candidate acquired the working familiarity (i.e., on-the-job training, experience, attendance at symposia or seminars, etc.).

### **3. Qualifications.**

The Acquisition Administration Team (95B) will review all requests for appointment before forwarding them to the Procurement Executive to ensure the statement of the candidate's qualifications and other details are clear and complete.

### **4. Appointment.**

a. The Procurement Executive is authorized to appoint selling officials in writing on Office of Acquisition & Materiel Management (OA&MM) letterhead.

b. Specific limitations, as deemed appropriate, may be imposed upon the authority of the selling official. Such limitations will be specified in the letter of appointment. Appointment of selling officials does not preclude the imposition of administrative reviews or other limitations for program management purposes.

c. The original letter of appointment will be provided to the appointed selling official. One copy of the letter shall be placed in the delegation of authority file and another copy will be furnished to the sponsoring official.

### **5. Termination.**

The Procurement Executive may revoke the appointment of a selling official at any time. Recommending officials or other management officials shall submit to the Procurement Executive, when requesting termination of a selling official, written recommendations based on:

a. The need for the appointment no longer exists;

b. Personnel actions such as resignation or retirement; or,

c. Cause (e.g., unsatisfactory performance, official misconduct pending criminal or administrative investigations).

d. Term limited appointments will automatically expire at the close of business on the last day of the appointed term. If the last day is on a holiday or weekend, the appointment will expire on the last business day preceding the weekend or holiday.