

**Recommendation for Appointment  
Electronic Commerce Contracting Officer**

The following findings and determinations are made pursuant to applicable laws and regulations.

1. There is a clear and convincing need to delegate electronic commerce contracting authority [attach a Statement of Need].
  
2. \_\_\_\_\_ [insert nominee name], the nominee, is an employee of, or is detailed to the U.S. Department of Energy, or is an employee of a DOE Management and Operating Contractor  
\_\_\_\_\_  
[insert DOE Office or M&O contractor name].
  
3. The requested single purchase limit for the nominee is \$25,000.00.

**\* Requests must be supported by a justification which, at a minimum, must address: (a) a description of the types of items the nominee will purchase; and (b) the anticipated cost per transaction of the items to be purchased. Please include such justification in the Statement of Need required under paragraph 1. Also see paragraph 4 below for minimum mandatory experience and training requirements for authority up to \$25,000.**

4. The nominee must meet the following minimum mandatory experience and training requirements prior to receiving electronic commerce contracting authority:

**Experience:**

- **For buyers with a single purchase limit up to \$25,000:**
  - At least 6 months of experience as a Government purchase cardholder. The nominee was delegated authority on \_\_\_\_\_ [insert date] , or
  
  - 1 year of experience as a Government Contracting Officer's Representative (COR). The nominee has been a COR with \_\_\_\_\_ [insert name of agency] for the period \_\_\_\_\_ [insert beginning/ending dates].

**Minimum Mandatory Training:**

- **For buyers with a single purchase limit up to \$25,000:**
  - GSA Online SmartPay training course found at:  
<http://fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm>  
[attach a copy of the SmartPay Training Certificate].
  - Simplified Acquisition Procedures training course (5 day course offered commercially or 2 day DOE in-house course) \_\_\_\_\_ [insert date and provide copy of certificate of completion]
  - Online Affirmative Procurement Training found at:  
[http://www.management.energy.gov/business\\_doe/hq\\_services.htm](http://www.management.energy.gov/business_doe/hq_services.htm) located under Purchase Card [attach a copy of the certificate].
  - STRIPES Micro-Purchases on-line course at <https://olc2.energy.gov> [attach a copy of the certificate].
  
- **For Approving Officials**
  - GSA Online SmartPay training course found at:  
<http://fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm>  
[attach a copy of the SmartPay Training Certificate].
  - Online Affirmative Procurement Training found at:  
[http://www.management.energy.gov/business\\_doe/hq\\_services.htm](http://www.management.energy.gov/business_doe/hq_services.htm)  
located under Purchase Card [attach a copy of the certificate].
  - STRIPES Reviewer and Approver on-line course at <https://olc2.energy.gov> [attach a copy of the certificate].

5. The nominee will occupy the following organizational position [provide Title, Series, and Grade] and is responsible for the processing of all electronic commerce transactions issued in his/her name.

Title	Series	Grade
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6. The nominee's primary and alternate approving officials are listed below:

Nominee Name: \_\_\_\_\_

Nominee Office Symbol: \_\_\_\_\_

Nominee Telephone No.: \_\_\_\_\_

Primary Approving Official Name: \_\_\_\_\_

Primary Approving Official Office Symbol: \_\_\_\_\_

Primary Approving Official Telephone No.: \_\_\_\_\_

Alternate Approving Official Name: \_\_\_\_\_

Alternate Approving Official Office Symbol: \_\_\_\_\_

Alternate Approving Official Telephone Number: \_\_\_\_\_

7. The nominee's business acumen, judgment, character, reputation, and ethics are sound and the nominee's personal qualifications statement has been evaluated and the experience, education and training meet the established DOE minimum qualifications.

8. The nominee has completed Annual Financial Disclosure Report (OGE-450) or Executive Branch Public Financial Disclosure Report (SF-278) and has been cleared by the Assistant General Counsel for General Law (GC-77) or Local Field Counsel. The GC-77 or Local Field Counsel clearance is dated \_\_\_\_\_.

9. The nominee is well-qualified for the delegation of electronic commerce contracting authority.

**Supervisor:**

\_\_\_\_\_  
Signature of supervisor of the nominee cardholder/buyer

\_\_\_\_\_  
Date

Typed Name: \_\_\_\_\_

**Concur:**

\_\_\_\_\_  
Assistant General Counsel for General Law  
or Field Counsel

\_\_\_\_\_  
Date

**Concur:**

\_\_\_\_\_  
Signature of Designating Official  
Head of Contracting Activity

\_\_\_\_\_  
Date

Typed Name: Patrick M. Ferraro