

# REQUEST FOR APPROVAL OF UNAUTHORIZED COMMITMENT

FEDERAL ACQUISITION REGULATION (FAR) 1.602-3

AMOUNT (\$)

TO (*Vendor/Contractor Name and Address*)

FOR (*Item or Service*)

DATE OF COMMITMENT

COMMITTING ACTIVITY/  
UNIT

## PROPOSED RATIFICATION ASSIGNED FOR PROCESSING TO:

CONTRACTING OFFICER NAME

EMAIL ADDRESS

PHONE NUMBER

NAME OF CHIEF/DIRECTOR AND  
SUPPORTING CONTRACTING OFFICE

SIGNATURE

DATE (MM/DD/YY)

## PART I - DESCRIPTION OF COMMITMENT AND ACTIVITY/UNIT COMMANDER'S REVIEW

AUTHORITY: FEDERAL ACQUISITION REGULATION (FAR) 1.602-3  
ARMY FEDERAL ACQUISITION REGULATION SUPPLEMENT (AFARS) 5101.602-3

*Contact the assigned Contracting Officer above to ensure that all items are addressed thoroughly before placing electronic signature.*

### PART I - SECTION A - COMMITMENT CIRCUMSTANCES

*The individual making the unauthorized commitment shall complete items 1 thru 5 of Part I, Section A, provide detailed facts, required documentation, electronically sign, date, and forward to the immediate supervisor for completion of Part I - Section B.*

#### 1. DESCRIBE CIRCUMSTANCES THAT LED TO THE UNAUTHORIZED COMMITMENT

**PART I - SECTION A - COMMITMENT CIRCUMSTANCES (Continued)**

**2. EXPLAIN WHY NORMAL CONTRACTING PROCEDURES WERE NOT FOLLOWED**

**3. DESCRIBE BONA FIDE GOVERNMENT REQUIREMENT NECESSITATING THE COMMITMENT**

**4. DESCRIBE THE BENEFITS RECEIVED BY THE GOVERNMENT** *(Give value of benefit and other pertinent facts)*

**5. LIST AND ATTACH ALL RELEVANT DOCUMENTS** *(Include orders, invoices and other evidence of the transaction. Verify accuracy and completeness of documentation)*

NAME, GRADE OR RANK AND TITLE OF  
INDIVIDUAL WHO MADE THE UNAUTHORIZED  
COMMITMENT

SIGNATURE

DATE (MM/DD/YY)

**PART I - SECTION B - CONTRACTUAL RATIFICATION**

*The immediate supervisor will complete items 6 thru 8 of Part I, Section B, electronically sign, date, and forward to the first O6 or GS15 in the chain of command.*

**1. DESCRIBE ATTEMPTS TO RESOLVE UNAUTHORIZED COMMITMENT PRIOR TO REQUESTING RATIFICATION** (such as, returning merchandise, individual paying from personal funds, etc.)

**2. DESCRIBE SPECIAL REMEDIAL CORRECTIVE ACTION AND/OR DISCIPLINARY ACTION TAKEN** (Include a description of any administrative action taken under applicable personnel authority or furnish an explanation of why no disciplinary action was considered necessary.)

**3. DESCRIBE ACTION TAKEN TO PREVENT RECURRENCE OF UNAUTHORIZED COMMITMENTS**

NAME, GRADE OR RANK, TITLE AND ORGANIZATION OR UNIT

SIGNATURE

DATE (MM/DD/YY)

**PART I - SECTION C - CONTRACTUAL RATIFICATION**

The first O6 or GS15 in the chain of command will complete Section C of Part I. Please forward the completed form to the Concurring Official in Section D of Part I if the ratification amount exceeds \$10,000, or to the Chief of the Contracting Office if the amount is \$10,000 or less.

**1. APPROVAL OF CORRECTIVE ACTION AND/OR DISCIPLINARY ACTION TAKEN**

YES       NO (Explain non-concurrence)

**2. APPROVAL OF ACTION(S) TO PRECLUDE RECURRENCE OF UNAUTHORIZED COMMITMENTS**

YES       NO (Explain non-concurrence)

**3. I HAVE REVIEWED SECTIONS A AND B OF PART I, VERIFIED THAT THE INFORMATION IS ACCURATE AND COMPLETE, THAT THE GOVERNMENT RECEIVED A BENEFIT AND ASSOCIATED VALUE FROM THE UNAUTHORIZED COMMITMENT, AND:**

- I concur with the ratification of the unauthorized commitment
  
- I do not concur with the ratification of the unauthorized commitment. Explain non-concurrence below.

**4. COMPLETED PURCHASE DESCRIPTION AND FUNDING DOCUMENT IS EXECUTED AND ATTACHED (REQUIRED IF RATIFICATION IS RECOMMENDED). FUNDING DOCUMENT MUST SPECIFICALLY STATE THAT FUNDS WERE AVAILABLE AT THE TIME THE UNAUTHORIZED COMMITMENT WAS MADE AND THESE FUNDS ARE STILL AVAILABLE.**

YES       NO (action will not be ratified)

NAME, GRADE OR RANK, TITLE AND ORGANIZATION OR UNIT

SIGNATURE

DATE (MM/DD/YY)

**PART I SECTION D - CONTRACTUAL RATIFICATION**

***(Applicable only to actions greater than \$10,000.00)***

*To be completed by first General Officer or Senior Executive Service within the chain of command of the individual who committed UAC. When completed, please forward to the Chief of the Contracting Office.*

**1. CONCUR WITH CORRECTIVE ACTION AND/OR DISCIPLINARY ACTION TAKEN**

YES       NO *(Explain non-concurrence)*

**2. CONCUR WITH ACTION(S) TO PRECLUDE RECURRENCE OF UNAUTHORIZED COMMITMENTS**

YES       NO *(Explain non-concurrence)*

**3. I HAVE VERIFIED THE ACCURACY AND COMPLETENESS OF THE DOCUMENTATION AND CONCUR WITH THE PURCHASE DESCRIPTION AND FUNDING FOR THE RATIFICATION ACTION.**

YES       NO *(Explain non-concurrence)*

NAME, RANK OR GRADE, TITLE AND ORGANIZATION

SIGNATURE

DATE(MM/DD/YY)

## PART II - CONTRACTING OFFICER'S REVIEW

FAR 1.602.3 AND AFARS 5101.602-3-90

THE CONTRACTING OFFICER ASSIGNED IN PART III SHALL REVIEW THE FILE AND PROCEED AS FOLLOWS:

1. Determine the adequacy of all facts, records, and documents furnished, and obtain any additional material required.
2. Prepare a summary of facts to include a recommendation as to whether or not the transaction should be ratified and reasons for the recommendation. A recommendation not to ratify must include a recommendation as to whether or not the matter should be processed under FAR part 50 and DFARS part 250 (Pub. L. 85-804) as a GAO claim or in some other appropriate way.
3. Obtain an opinion from legal counsel as to whether the acquisition may be ratified under FAR and AFARS, whether the matter should be processed under FAR PART 50 and DFARS part 250, processed as a GAO claim, or otherwise handled. (Refer to Part IV - Legal Review before proceeding with items 3 - 10).
4. Determine whether supplies or services have been provided to and accepted by the Government, or the Government otherwise has obtained or will obtain as a result from performance of the unauthorized commitment.
5. The ratifying official has the authority to enter into a contractual commitment.
6. Determine whether the resulting contract would otherwise have been proper if made by an appropriate Contracting Officer.
7. State whether the price is considered fair and reasonable and indicate how that determination was made.
8. Indicate whether or not the Contracting Officer recommends payment and legal counsel concurs in the recommendation, unless Agency procedures expressly do not require such concurrence.
9. Determine that sufficient funds are available, and were available at the time the unauthorized commitment was made.
10. State whether the ratification is in accordance with any other limitations prescribed under agency procedures.

**CONTRACTING OFFICER'S REVIEW:**

*If more space is required, KO's statement may be attached; signature and date required below and on attachment).*

NAME OF CONTRACTING OFFICER

SIGNATURE

DATE (MM/DD/YY)

**PART III - LEGAL REVIEW**

(Completed by Local Legal Advisor)

DETERMINE WHETHER THE ACQUISITION IS RATIFIABLE UNDER FAR 1.602-3 AND AFARS 5101.602-3. OR WHETHER THE MATTER SHOULD BE PROCESSED UNDER FAR PART 50 AND DFARS PART 250 (Public Law 85-804), AS A GAO CLAIM, OR RECOMMEND OTHER APPROPRIATE DISPOSITION. (Return to Chief of the Contracting Office)

*(If more space is required, legal opinion may be attached; signature and date required below and on attachment)*

NAME OF LEGAL ADVISOR, TITLE, AND ORGANIZATION

SIGNATURE

DATE (MM/DD/YY)

**PART IV - RECOMMENDATION/APPROVAL**

**SECTION A**

(Completed by the Chief of the Contracting Office)

1. ACTION VALUED AT \$10,000.00 OR LESS.

- Based on the foregoing determination, ratification of unauthorized commitment is approved
- Based on the foregoing determination, ratification of unauthorized commitment is disapproved. (Explain below)

2. ACTION VALUED OVER \$10,000.

- I recommend ratification of unauthorized commitment.
- I recommend unauthorized commitment not be ratified. (Explain below)

NAME OF CHIEF OF THE CONTRACTING OFFICE

SIGNATURE

DATE (MM/DD/YY)

**PART IV - RECOMMENDATION/APPROVAL**  
**SECTION B**

(Completed by Principal Assistant Responsible for Contracting (PARC))

ACTION VALUED OVER \$10,000 AND LESS THAN OR EQUAL TO \$100,000.

- Based on the foregoing determination, ratification of unauthorized commitment is approved.
- Based on the foregoing determination, ratification of unauthorized commitment is disapproved. (Explain below)

ACTION VALUED OVER \$100,000.

- I recommend ratification of unauthorized commitment.
- I recommend unauthorized commitment not be ratified. (Explain below)

NAME OF PARC

SIGNATURE

DATE (MM/DD/YY)

**PART V - APPROVAL**

(Completed by the Commander, U.S. Army Contracting Command)

ACTION VALUED OVER \$100,000.

- Based on the foregoing determination, ratification of unauthorized commitment is approved.
- Based on the foregoing determination, ratification of unauthorized commitment is disapproved. (Explain below)

NAME OF ACC COMMANDER

SIGNATURE

DATE (MM/DD/YY)