



DELEGATION OF AUTHORITY LETTER

To Whom it May Concern:

By means of this letter, I, _____, Contracting Officer for _____, delegate the authority herein described to _____, _____ for _____ on the following terms and conditions:

1. _____ may review and execute, on my behalf, DD Form 254s within the NCCS application contracts in an amount and duration not to exceed _____ and _____. **This delegation only allows for signature authority within the NCCS application. No other contracting authority is granted to the individual expressed above.**
2. The contracts subject to this delegation are those relating to _____.
3. The effective date of this delegation is _____, and shall run _____
4. The authority delegated is not subject to sub-delegation without my prior and expressed written consent.

Acknowledged and agreed:

Name and Title (delegating official)

Name and Title (delegate)

Signature

Signature

Date

Date

cc: File
File