



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

FEB 24 2012

MEMORANDUM FOR DISTRIBUTION

Subject: Contracting Officer Warranting Program Model

The attached Director, Defense Procurement and Acquisition Policy (DPAP) memorandum announces that the Panel on Contracting Integrity developed a model Contracting Officer Warranting Program that is designed to assist with organizational warranting programs. The non-mandatory model will be available on the Defense Acquisition University Acquisition Community Connection in addition to the DPAP website in the Policy Vault and the Panel on Contracting Integrity section. Further details are provided within the memorandum. For your convenience, the 17-page attachment to the DPAP memo is provided at the Memorandum website below.

Policy Vault:

http://www.acq.osd.mil/dpap/ops/policy_vault.html

Memorandum:

<http://www.acq.osd.mil/dpap/policy/policyvault/USA000606-12-DPAP.pdf>

My point of contact is Molli Thacker at marlene.thacker@navy.mil or 703-693-2939.


Althea H. Coetzee
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Attachment: As stated

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Subject: Contracting Officer Warranting Program Model

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OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

FEB 10 2012

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Contracting Officer Warranting Program Model

The Panel on Contracting Integrity tasked the Capable Contracting Workforce Subcommittee to develop a Contracting Officer Warranting Program Model to assist Heads of Contracting Activities in developing or improving a Contracting Officer Warranting Program. The attached Model is for discretionary use by the Components and may be tailored to specific requirements in developing individual Warranting Programs. The Model also is available on the Defense Acquisition University Acquisition Community Connection, Contracting Community of Practice at: <https://acc.dau.mil/CommunityBrowser.aspx?id=484256&lang=en-US>.

The Model provides different approaches to consider in making decisions for selection, appointment and termination of appointments of Contracting Officers in accordance with the Defense Acquisition Workforce Improvement Act, Federal Acquisition Regulation 1.603, and Defense Federal Acquisition Regulation Supplement 201.603. Use of the Contracting Officer Warranting Program Model will assist agencies in determining the effectiveness, readiness, and qualifications of contracting workforce members, resulting in the procurement of affordable products and services to support the defense mission.

My staff point of contact for this matter is Ms. Susan Pollack, 703-697-8336, susan.pollack@osd.mil.


Richard Ginman
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated



Department of Defense

Contracting Officer Warranting Program Model

Considerations for Developing an Individualized Organizational Approach

February 2012

Preface

Contracting Officer Warranting Program Model, *Considerations for Developing an Individualized Organizational Approach*, was developed to assist the military departments and defense agencies, defense field activities, and their subordinate organizations, in reviewing and assessing how they select, appoint and terminate the responsibilities of contracting officers. “Warranting” and “Warrant” are terms of art as they apply to contracting officer authority that are used by workforce members in the Contracting Career Field. The proper terms, going back to the Armed Services Procurement Regulation (ASPR) 1-405 Selection, Appointment, and Termination of Appointment of Contracting Officers, are “Appointment” and “Certificate of Appointment.” Under the ASPR, contracting officers were appointed using a DD Form 1539, Certificate of Appointment. Now, under the Federal Acquisition Regulation (FAR), contracting officers are appointed using a SF 1402 Certificate of Appointment. This Model uses the terms selection, appointment, and termination as well as the terms warranting and warrant.

The Model is divided into two parts, a Program Model Checklist and a Program Model which are designed to be used together. The Checklist is a tool to guide the military departments, defense agencies, defense field activities, and their subordinate organizations, in developing or improving a Contracting Officer Warranting Program tailored to the specific needs of the organization. The Checklist follows the structure and organization of the Program Model, and may be used to verify that the organization has considered all the requirements of the FAR, as supplemented in the Defense Federal Acquisition Regulation Supplement (DFARS) and the DFARS Procedures, Guidance, and Information (PGI). The Program Model is both comprehensive and flexible, and provides a framework to help an organization address the statutory requirements for selection, appointment, and termination of appointment for contracting officers.

Department of Defense Contracting Officer Warranting Program Model

Part 1 – Program Model Checklist

Considerations for Developing an Individualized Organizational Approach

The Checklist may be utilized as a guide to develop and/or improve existing Warranting Programs and, therefore, may be tailored accordingly to meet specific organizational needs. The Checklist follows the structure and organization of the Program Model, and can be used to verify the organization has considered all the requirements of the FAR and DFARS. Particularly, DFARS 201.603 which addresses the statutory requirements of the Defense Acquisition Workforce Improvement Act (DAWIA), and 10 U.S.C. § 1724, Contracting positions: qualification requirements which specifies educational requirements for contracting officers with authority to award or administer contracts for amounts above the simplified acquisition threshold, and provides the Secretary of Defense authority for requiring contracting officers to meet contracting course requirements and any additional requirements that he or she may establish.

- Program meets the requirements of FAR 1.603-1 General
 - Program addresses 10 U.S.C. § 1722 Career development
 - Program addresses Procurement Career Management Program
 - Career Path IAW 10 U.S.C. § 1722(a)
 - Individual Development Plans (IDPs)
 - Contracting Career Competencies and Fulfillment
 - On-the-job (OJT) training and rotational assignment requirements
 - Mentor-Protégé Program outside of the normal supervisory chain
 - Relationship between civilian grade level and/or promotion and holding a warrant
 - Program addresses organization’s philosophy on appointing contracting officers and establishing dollar thresholds
- Program meets the requirements of FAR 1.603-2 Selection.
 - Program addresses 10 U.S.C. § 1724(a)(2) concerning experience
 - Program addresses any additional experience requirements
 - Program addresses 10 U.S.C. § 1724(a)(3) concerning education and training
 - Program addresses any additional education and training requirements
 - Program addresses how knowledge of acquisition policies and procedures, the FAR and other applicable regulations will be demonstrated
 - Test
 - Interview/Contracting Officer Review Board (CORB)

- Program addresses how specialized knowledge in the particular assigned field of contracting will be demonstrated
 - Test
 - Interview/Contracting Officer Review Board (CORB)
- Program addresses any prequalification procedures the organization uses
- Program addresses 10 U.S.C. § 1724(a)(1) concerning completion all contracting courses required for a contracting officer

- Program meets the requirements of FAR 1.603-3 Appointment.
 - Program addresses file maintenance, both content and retention
 - Program addresses authority for contract modifications and to the issuance of task orders (TOs) or delivery orders (DOs) against indefinite-delivery contracts

- Program meets the requirements of FAR 1.603-4 Termination.
 - Program addresses assessment of unsatisfactory performance
 - Program addresses approach to retention of contracting officer authority

Department of Defense Contracting Officer Warranting Program Model

Part 2 – Program Model

Considerations for Developing an Individualized Organizational Approach

The term “Contracting Officer” is defined in the Federal Acquisition Regulation (FAR) at 2.101, and discussed in FAR Subpart 1.6—Career Development, Contracting Authority, and Responsibilities, which includes the requirements for selection, appointment, and termination of appointment for contracting officers. This Contracting Officer Warranting Program Model is laid out in the same organizational structure as FAR 1.603 Selection, appointment, and termination of appointment for contracting officers to make it easier for organizations to track requirements and verify compliance with the FAR, Defense Federal Acquisition Regulation Supplement (DFARS) and the DFARS Procedures, Guidance, and Information (PGI).

FAR 1.603 Selection, appointment, and termination of appointment for contracting officers

1. Selection:

FAR 1.603 and DFARS 201.603 identify specific prerequisites that must be considered when selecting an individual to be a warranted contracting officer. These prerequisites include experience in government contracting, educational requirements, knowledge of acquisition policies and procedures, completion of acquisition training courses and other additional specialized training requirements related to the specific contracting officer position.

The individual organizational warranting selection program should address the five areas specified in FAR paragraphs 1.603-2(a) through (e) along with the DAWIA requirements at 10 U.S.C. § 1724. All of the requirements in 10 U.S.C. § 1724(a) must be read with two things in mind. First, title 10 requirements apply to acquisitions exceeding the simplified acquisition threshold (10 U.S.C. § 2304(g)). If an organization is going to grant authority below that level, the statutory requirements do not apply, although the FAR requirements are still applicable. In that case, the individual organizational program needs to address requirements for contracting officers below the simplified acquisition threshold. It is recommended that this Model be the basis for developing that portion of the program.

Title 10 requirements have a second caveat; they are applicable to employees of the Department of Defense or members of the U.S. Armed Forces (other than the Coast Guard) except as provided for in 10 U.S.C. § 1724 (c) Exceptions and 10 U.S.C. § 1724(d) Waiver. The individual organizational program needs to address what, if any, requirements will be applicable to individuals that fall under either the exceptions or waivers of those two paragraphs. (See DFARS 201.603-2 regarding selection of contracting officers).

If the organization is going to levy additional and/or more specific requirements, its warranting program needs to address those specific requirements in its model. The Defense Acquisition

University Catalog specifies the training standards for the Contracting Functional Community, what courses are required to be certified at Levels I, II, and III. To meet the Title 10 requirements, the individual organizational program needs to tie completion of that training, and more if required, to the granting of authority to contracting officers at various levels.

To facilitate the gathering of information to support the selection process, the organization should use a standard application and/or nomination form (See Enclosure 1, Sample Application Form, for one example). Each individual organization needs to create a form, and process, to meet its particular needs.

Additionally, the individual organizational warranting program needs to address how it will assess the candidate's knowledge of acquisition policies and procedures, including the FAR, DFARS, PGI and other applicable regulations, and any specialized knowledge in the candidate's particular assigned field of contracting (e.g., simplified acquisition, major systems acquisition, acquisition of commercial items, services contracting, contract administration, etc.). This assessment is not something to be accomplished arbitrarily or capriciously, but to be completed carefully, in a deliberate fashion, and in a manner that can be repeated consistently. Presumably the approach will be something more than an ad hoc assessment. The program should address whether the organization will rely on personal experience, test for such knowledge, conduct interviews either one-on-one or using a Contracting Officer Review Board (CORB), or some combination of the forgoing.

a. Testing

As stated above, one way for the appointing official to assess the candidate's knowledge, as discussed in FAR 1.603-2, is through a test. Tests may be either standardized or individualized; however, they should be designed to ensure a candidate demonstrates his or her ability to research and understand the FAR, as supplemented. The warranting program should specify testing requirements and limitations:

- Material to be tested (i.e., defined core body of knowledge)
- Capability to be tested (e.g., recall, research, reasoning)
- Length of test (i.e., number of items)
- Type of questions (e.g., true/false, multiple choice, matching, short answer, essay)
- Time limitation
- Location (e.g., workstation, testing facility)
- Open or closed book
- Access to resources, including what materials the candidate must or may bring
- Use of electronic devices
- Scheduling requirements
- Proctoring
- Scoring method and requirements for passing the test
- Accessibility for people with disabilities
- Privacy/availability of test results
- Retakes (e.g., number, frequency, time between retakes))

The warranting program should also address test preparation. Will individuals who are not currently candidates for appointments as contracting officers be allowed take the test for “practice,” and under what circumstances? Will the organization make available sample questions or a study guide? Will the organization establish test study groups to both prepare personnel to take the test and to enhance their knowledge of the FAR, DFARS, and DFARS/PGI? Organizations should address the timing of the test, and consider if the test results will be utilized to determine individual development needs; whether personnel may take the test for pre-qualification; whether a recent test result will be required to determine currency; and whether subsequent testing will be required as part of an ongoing verification and validation process.

b. Interview/Contracting Officer Review Board (CORB).

Another way for the appointing official to verify the candidate’s knowledge, as discussed in FAR 1.603-2, is through an interview or Contracting Officer Review Board (CORB) process. The overall purpose of the interview or CORB process is to accomplish an integrated assessment of the candidate’s experience, training, education, business acumen, judgment, character, and reputation (see FAR 1.603-2). The program should lay out the Interview or CORB process and procedures:

- Structure and organization, including who is to chair and personnel involved (e.g., contracting office supervisors, Staff Judge Advocate or General Counsel, Competition Advocate, procurement analyst, cost/price analyst, small business specialist, representatives from other acquisition career fields, and/or higher headquarters)
- Material to be discussed (e.g., FAR, DFARS, appropriation law, Comptroller General decisions, Court and Board decisions)
- Timing in relationship to test, if used
- Capability to be tested (e.g., recall, research, analysis, reasoning)
- Length of interview or board(s)
- Types of questions (e.g., case analysis, contextual questions, analytical questions, scenario-based questions)
- CORB decision-making process (e.g., requirements for passing, whether decisions are consensus or unanimous)

A brief summary of the issues to be considered in the development of the selection process follows:

Candidate possesses the appropriate level of training and education. Minimum DAWIA Level II Certification, baccalaureate degree from an accredited educational institution; and

- completed at least 24 semester credit hours, or equivalent, of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management*; plus:
 - On-the-job training(OJT)
 - Rotational assignments
 - Additional DAU or college courses relevant to the types of acquisitions the candidate will be assigned

*Not required if the candidate meets the criteria at DFARS 201.603-2 (2).

- Candidate has the appropriate level of experience. Minimum 2 years of contracting experience plus:
 - Review resume for appropriate complexity and dollar-value experience to the types of acquisitions the candidate will be assigned
 - Warrant application addressing appropriate specialized experience
 - Candidate interview addressing appropriate specialized experience

- Candidate has a demonstrated understanding of and ability to research acquisition regulations, instructions, and policies.
 - Open-book test
 - Successful completion of CON090 - FAR Fundamentals

- Candidate is able to critically think to offer feasible solutions and appropriate levels of review to relevant contracting problems
 - Warranting board
 - Written exam with sample scenarios

- Candidate possesses the business acumen, character, and reputation to be entrusted as a steward to the taxpayer (FAR 1.603-2).
 - Supervisor input
 - Individual essay addressing necessary characteristics of a steward to the taxpayer

2. Appointment

As directed in FAR 1.603-3:

(a) Contracting officers shall be appointed in writing on an SF 1402, Certificate of Appointment, which shall state any limitations on the scope of authority to be exercised, other than limitations contained in applicable law or regulation. Appointing officials shall maintain files containing copies of all appointments that have not been terminated.

(b) Agency heads are encouraged to delegate micro-purchase authority to individuals who are employees of an executive agency or members of the Armed Forces of the United States who will be using the supplies or services being purchased. Individuals delegated this authority are not required to be appointed on an SF 1402, but shall be appointed in writing in accordance with agency procedures.

It should be noted that DFARS 201.603-3, Appointment, states that Certificates of Appointment executed under the Armed Services Procurement Regulation or the Defense Acquisition Regulation have the same effect as if they had been issued under FAR. Additionally, DFARS 201.603-3 states that Agency heads may delegate the purchase authority in 213.301 to DoD civilian employees and members of the Armed Forces of the United States.

The requirements of FAR 1.603-3(a) provide that any limitations on the scope of authority to be exercised shall be stated on a SF 1402, Certificate of Appointment. However, there is a general issue which may need to be addressed either in the individual organizational program or in the organization's supplement to the FAR and the DFARS regarding contracting officer authority as it relates to contract modifications and to the issuance of task orders (TOs) or delivery orders (DOs)

against indefinite-delivery contracts (FAR 16.5). Specifically, is the authority to modify a contract based on the total value of the contract as modified or of the modification only?¹ Similarly, is the authority to issue TOs/DOs based on the total value of the contract as changed or of the instant TO/DO only?

The requirements of FAR 1.603-3(a) for appointing officials to, “. . . maintain files containing copies of all appointments that have not been terminated” needs to be addressed in the individual organizational program. The program should include a checklist of the items to be included in the file (e.g., Certificate of Appointment, individual application and/or nomination form, test results Interview/CORB notes). The program should include records retention and disposition requirements, including retaining the record until such time as the appointment is terminated, and for a reasonable time thereafter, to facilitate eligibility transfers and reinstatements.

In addition, based on the assessment of a contracting officer’s performance, the appointing official may establish requirements for a contracting officer to retain his or her authority. Requirements shall address experience, education, and training (e.g., “Acquisition Corps Members shall acquire a minimum of 40 continuous learning points (CLPs) every fiscal year as a goal and 80 CLPs being mandatory within 2 years.”²). In accordance with FAR 1.603-2, business acumen, judgment, character, and reputation shall be considered. Organizations may want to consider the completion of a Performance Improvement Plan (PIP), inclusion of a requirement for the contracting officers to periodically retake the contracting officer warranting Test of the organization, and/or repeat any interview/CORB process.

3. Termination

FAR 1.603-4 states that termination of a contracting officer appointment will be by letter, unless the Certificate of Appointment contains other provisions for automatic termination. Terminations may be for reasons such as reassignment, termination of employment, or unsatisfactory performance. No termination shall operate retroactively.

The individual organizational program needs to address how terminations will be handled for the three circumstances specified in FAR 1.603-4. The program should address any requirements for creation and maintenance of Termination Files, which would include the Termination Letter, and other appropriate documentation.

¹ The FAR and the DFARS address the calculation of the value of contract modifications. In one instance, the value of a contract modification for determining dollar thresholds is the “aggregate amount of both increased and decreased costs.” (See FAR 15.403-4(a)(1)(iii) and 33.207(d).) In the other instance, the value of the contract modification is calculated by adding “together the absolute value of each cost increase and each cost decrease.” (See DFARS 243.204-71(b) and PGI 243.204-71(b).)

² DoDI 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, December 21, 2005.

Reassignment. Depending on the organizational level that the program is executed, it should specifically address the circumstances in which warrants would be either retained and transferred, or terminated upon reassignment.

Termination of employment. The program should include a discussion of whether the Certificate of Appointment will include a provision for automatic termination of authority as a result of termination of employment.

Unsatisfactory Performance. The program should include a discussion of whether contracting officer authority may be suspended, rather than terminated, for the duration of a lengthy temporary duty assignment, while under a Performance Improvement Plan (PIP), when the actions of the contracting officer are under review or investigation, or during ongoing litigation.

In terms of termination for unsatisfactory performance, the program needs to address qualification maintenance requirements, including applicability to contracting officers who received their appointments prior to implementation of the program. The program should address what tools will be used to affirmatively assess satisfactory performance (e.g., annual performance reviews, appraisal, solicitation and contract file reviews, clearance reviews, Peer Reviews in accordance with PGI 201.170-1(a), preaward/postaward reviews of solicitations, contracts and file documentation, periodic testing/retesting).

4. Reinstatement of a Warrant

An individual organizational warranting program should address the reinstatement of contracting officer authority. Reinstatement may apply to an individual who previously held a Certificate of Appointment, which was subsequently terminated due to reassignment from the position requiring the authority, termination of employment with the organization that originally issued the Certificate of Appointment, retirement, or unsatisfactory performance. The individual organizational program needs to address what are the requirements for reinstatement, including any testing/retesting and interview or CORB requirements.

5. Career Management Program

An individual organizational warranting program should include the process for career management and advancement. There are two overarching considerations that should be addressed in this process.

The first consideration is addressed in FAR 1.603-1, the requirement for the agency head to establish and maintain a procurement career management program. Some of the components and requirements of the program will be driven by the DAWIA 10 U.S.C. § 1722 Career development, including 10 U.S.C. § 1722(a) Career Paths. Department of Defense Directive Number 5000.52, Defense Acquisition, Technology, and Logistics (AT&L) Workforce Education, Training, and Career Development Program, January 12, 2005, discusses these Career Paths, albeit as “career models.”

4.1. The primary objective of the Defense AT&L Workforce Education, Training, and Career Development Program is to create a professional, agile, and motivated workforce that consistently makes smart business decisions, acts in an ethical manner, and delivers timely and affordable capabilities to the warfighter. The Defense AT&L Workforce Education, Training, and Career Development Program (DoDD 5000.52) shall provide “a career model for workforce members in planning career development and progression.”

Part of the program should be the establishment of a career path for contracting personnel in the organization. The program should include formal training requirements, on-the-job training (OJT) experience, and rotational assignments in staff and line positions. The program should specifically address contracting career competencies that must be met, and lay out a fulfillment program for meeting those competencies. The program should establish qualification requirements for contracting officers at various levels, and presumably include requirements in addition to those needed for Defense Acquisition Workforce Improvement Act certifications at Levels I, II, and III in Contracting.

An individual organizational warranting program needs to address Individual Development Plans (IDPs) or their equivalents, and roles and responsibilities for their creation, coordination and completion. If the organization has a Mentor-Development Program outside of the normal supervisory chain, the program should discuss that program and its relationship to the normal supervisory chain and its place in the procurement career management program. If there is specific interrelationship between grade level and/or promotion and holding a warrant that information should be included.

The second consideration is that an individual organizational warranting program should address the organization’s philosophy as it relates to appointing contracting officers and establishing dollar thresholds in their warrants, as applicable. If there is specific interrelationship between grade level and/or promotion and holding a warrant, that information should be included. The program should address such questions as:

- Is the number of warrants based on need, grade level, or some entirely different basis?
- How are dollar thresholds or other limitations on authority (e.g., Federal Supply Schedule only, Commercial Item only) established?
- Do workloads control contracting officer authority or does contracting officer authority control distribution of work?

Enclosure 1 — Sample Application Form³

³ The Sample Application Form in this enclosure is the Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request Template, Dec 09 (SAF/AQCP).

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer /Termination Request					DATE	
<p><i>PRIVACY ACT STATEMENT: Title 10 USC 8013; Title 10 USC, Subtitle A, Chapter 87; FAR 1.602.</i> <i>PRINCIPLE PURPOSE: Submission of information and records necessary to support the appointment of contracting officers, establish warrant eligibility transfers and facilitate termination or reinstatements of contracting officer warrants.</i> <i>ROUTINE USES: None.</i> <i>DISCLOSURE IS VOLUNTARY: Evaluation of an individual for appointment of Contracting Officer cannot be properly completed if appropriate information is not provided. Failure to provide the information may result in the inability to determine qualifications.</i></p>						
TO (APPOINTING AUTHORITY)				FROM (CANDIDATE'S IMMEDIATE SUPERVISOR)		
TYPE DESIGNATION REQUESTED						
<input type="checkbox"/> UNLIMITED		<input type="checkbox"/> LIMITED (Specify all limitations in Justification for Warrant block on page 2)		CHECK ALL THAT APPLY: <input type="checkbox"/> New appointment; <input type="checkbox"/> Warrant Reinstatement; <input type="checkbox"/> Warrant Eligibility Transfer; <input type="checkbox"/> Warrant Termination; <input type="checkbox"/> Procuring Contracting Officer (PCO); <input type="checkbox"/> Termination Contracting Officer (TCO); <input type="checkbox"/> Administrative Contracting Officer (ACO)		
IDENTIFICATION AND PERSONAL DATA						
CANDIDATE NAME (Last, First, Middle Initial)					GRADE/DESIGNATION/SERIES (Mil/Civ/Local National)	
CURRENT JOB TITLE / OFFICE SYMBOL				REQUIRES SPECIAL ACCOMMODATION FOR WARRANT TEST? (SPECIFY)		
LENGTH OF SERVICE (Military or Civilian)		LENGTH OF GOVERNMENT CONTRACTING EXPERIENCE			LENGTH OF CONTRACTING EXPERIENCE OTHER THAN GOVERNMENT	
YEARS	MONTHS	MILITARY (YEARS/MONTHS)	CIVILIAN (YEARS/MONTHS)	YEARS	MONTHS	
ACQUISITION CERTIFICATION (Attach Civilian Career Brief/Single Unit Retrieval and Format (SURF) for military candidate, or copies of Certificate(s))						
CONTRACTING		DATE CERTIFIED		OTHER		DATE CERTIFIED
LEVEL I				LEVEL I		
LEVEL II				LEVEL II		
LEVEL III				LEVEL III		
PREVIOUSLY HELD WARRANTS (Last three only - if none, so indicate)						
WARRANT TYPE (PCO, ACO, TCO, CCO)	LIMITED/UNLIMITED/FUNCTIONAL (Include Dollar Amount, if applicable)		WARRANT ISSUING ORGANIZATION		PERIOD WARRANT HELD (From - To)	
RESUME OF EXPERIENCE (Start with present position and work back not more than 10 years or attach resume, and current Civilian Career Brief for civilian candidate or SURF for military candidate)						
ORGANIZATION/OFFICE AND LOCATION		DATES (From - To)			POSITION TITLE	

MOST RECENT ACQUISITION-RELATED TRAINING (Other than APDP Required Training) (May attach Civilian Career Brief/SURF and/or ACQ NOW Transcript)			
DATE COMPLETED	COURSE NUMBER / TITLE	DATE COMPLETED	COURSE NUMBER / TITLE
FORMAL EDUCATION (May attach Civilian Career Brief/SURF)			
RECEIVED A BACCALAUREATE DEGREE FROM AN ACCREDITED EDUCATIONAL INSTITUTION? <input type="checkbox"/> YES <input type="checkbox"/> NO (Specify exception)		IF YES, YEAR OF GRADUATION	COMPLETED AT LEAST 24 SEMESTER HOURS IN BUSINESS? <input type="checkbox"/> YES <input type="checkbox"/> NO (Not applicable if warrant for less than Simplified Acquisition Threshold)
NAME OF SCHOOL		SUBJECT MAJORED IN	DEGREE EARNED, IF ANY
DATE	TYPED NAME OF CANDIDATE	SIGNATURE OF CANDIDATE	
JUSTIFICATION FOR WARRANT (TO BE COMPLETED BY REQUESTING OFFICIAL)			
<ol style="list-style-type: none"> 1. Programs/workload to be covered by the appointment and number of buyers the CO will be responsible for (if applicable): 2. Recommended limitations of authority to be placed on the warrant (if none, so state): 3. Indicate if the proposed warrant is necessary due to expanded workload, or replacement of another CO (include name of CO being replaced): 4. Total number of personnel within the organization: 5. Number of warranted personnel by type of warrant currently held within the organization (e.g., Squadron/Flight/Branch): 6. Impact if warrant is denied: 			
I certify that the information contained herein has been verified against this candidate's personnel file and that this candidate is qualified to be considered for appointment.			
DATE	TYPED NAME, RANK, TITLE OF REQUESTING OFFICIAL (e.g., CANDIDATE'S SPONSOR, IMMEDIATE SUPERVISOR)	SIGNATURE OF REQUESTING OFFICIAL	
DATE	TYPED NAME, RANK, TITLE OF REVIEWING OFFICIAL (DESIGNATED FOCAL POINT)	SIGNATURE OF REVIEWING OFFICIAL	
DATE	TYPED NAME, RANK, TITLE OF ADDITIONAL REVIEWING/ENDORISING OFFICIAL (IF USED BY MAJCOM/DRU)	SIGNATURE OF REVIEWING/ENDORISING OFFICIAL	
DATE CANDIDATE PASSED CO WARRANT TEST		DATE OF WARRANT BOARD (if applicable)	
<input type="checkbox"/> APPROVED FOR APPOINTMENT Remarks, if any:		<input type="checkbox"/> DISAPPROVED Remarks:	
DATE	TYPED NAME, RANK, TITLE OF APPOINTING OFFICIAL	SIGNATURE OF APPOINTING OFFICIAL	
APPOINTMENT NUMBER ASSIGNED ON SF1402		DATE OF APPOINTMENT ON SF1402	

TERMINATION OF APPOINTMENT

REASON FOR TERMINATION: FOR CAUSE (EXPLAIN—requires SCO/SCCO signature)

EMPLOYMENT TERMINATED

REASSIGNMENT

DATE	TYPED NAME, RANK, TITLE OF TERMINATION OFFICIAL	SIGNATURE OF TERMINATION OFFICIAL
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WARRANT ELIGIBILITY TRANSFER 1

ELIGIBILITY TRANSFER TO (GAINING SCO/SCCO):

LOSING SCO/SCCO or DESIGNEE COMMENTS / RECOMMENDATION:

DATE	TYPED NAME, RANK, TITLE OF LOSING SCO/SCCO OR DESIGNEE	SIGNATURE OF LOSING SCO/SCCO OR DESIGNEE
------	--	--

APPROVED Remarks, if any:

WARRANT NOT REQUIRED Remarks:

TYPED NAME, RANK, TITLE OF GAINING APPOINTING OFFICIAL (SCCO/SCO or designee)	SIGNATURE OF GAINING APPOINTING OFFICIAL
---	--

APPOINTMENT NUMBER ASSIGNED ON SF1402	DATE OF APPOINTMENT ON SF1402
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WARRANT ELIGIBILITY TRANSFER 2

ELIGIBILITY TRANSFER TO (GAINING SCO/SCCO):

LOSING SCO/SCCO or DESIGNEE COMMENTS / RECOMMENDATION:

DATE	TYPED NAME, RANK, TITLE OF LOSING SCO/SCCO OR DESIGNEE	SIGNATURE OF LOSING SCO/SCCO OR DESIGNEE
------	--	--

APPROVED Remarks, if any:

WARRANT NOT REQUIRED Remarks:

TYPED NAME, RANK, TITLE OF GAINING APPOINTING OFFICIAL (SCCO/SCO or designee)	SIGNATURE OF GAINING APPOINTING OFFICIAL
---	--

APPOINTMENT NUMBER ASSIGNED ON SF1402	DATE OF APPOINTMENT ON SF1402
---------------------------------------	-------------------------------

CONTINUATION SHEET