

**DEFENSE SECURITY COOPERATION AGENCY (DSCA)  
CONTRACT POLICY BULLETIN (CPB) 09-01**

SUBJECT: DSCA Contracting Officer Warrant Program

- Reference:
- (a) DoD Instruction 5000.55, *Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions*, dated November 1, 1991
  - (b) DoD Instruction 5000.66, *Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program*, dated December 21, 2005
  - (c) Federal Acquisition Regulation, Subpart 1.603, "Selection, appointment and termination of appointment," current edition
  - (d) Department of Defense Federal Acquisition Regulation Supplement, Subpart 201.603, "Selection, appointment and termination of appointment," current edition

1. ISSUANCE AND PURPOSE

This Contract Policy Bulletin (CPB):

- 1.1. Creates policy and responsibility regarding the nomination, appointment, delegation, and termination of Contracting Officers within DSCA.
- 1.2. Delegates to Contracting Officers the authority to delegate micro-purchase authority to persons who have been given authority to place calls against Blanket Purchase Agreements (BPAs).

2. APPLICABILITY

This CPB applies to DSCA elements' procurement personnel.

3. POLICY

It is DSCA policy that:

- 3.1. The authority to appoint Contracting Officers is limited to the Head of Contracting Activity (HCA) designee, which is the DSCA Principal Director, Business Operations (DSCA-DBO).

3.2. The selection and appointment of Contracting Officers is based on the following criteria:

3.2.1. The needs of the organization;

3.2.2. The education requirements and qualification criteria outlined in references (c) and (d); and

3.2.3. The appointee's compliance with continuous learning requirements [40 continuous learning points (CLPs) every fiscal year as a goal and 80 CLPs required every two years.]

#### 4. RESPONSIBILITIES

4.1. The DSCA Principal Director, Business Operations (DSCA-DBO), shall:

4.1.1. Review and approve all Contracting Officer warrants.

4.1.2. Suspend or remove Contracting Officer warrants when sufficient reason to do so exists (e.g., reassignment, termination of employment, unsatisfactory performance, or statutory violations).

4.2. The DSCA Business Deputy, Defense Contracts (DSCA-DBO-CON), shall:

4.2.1. Review the "DSCA Contracting Officer Warrant Worksheet" for compliance and prepare the "Contracting Officer Qualification Worksheet" (ATCH 2).

4.2.2. Prepare Certificate of Appointment (SF 1402) with the proper monetary limits and the authority to delegate micro-purchase authority to persons who have been given authority to place calls against Blanket Purchase Agreements.

4.2.3. Maintain selection and appointment records for all Contracting Officers appointed by DSCA-DBO.

4.3. The DSCA Business Deputy, Financial Policy and Internal Operations (DSCA-DBO-FPIO), shall:

4.3.1. Review the package for completeness and technical compliance and coordinate on the "DSCA Contracting Officer Warrant Worksheet."

4.3.2. Submit the coordinated package to DSCA-DBO-CON for processing.

4.4. The Applicant shall:


4.4.1. Prepare and submit the "DSCA Contracting Officer Warrant Worksheet" (ATCH 1) to DSCA-DBO-CON for verification and approval.

4.4.2. Prepare and submit DD Form 2591, Department of Defense Contracting Officer Waiver Request (<http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2591.pdf>) or DD Form 2518, Department of Defense Fulfillment of DoD Mandatory Training Requirement (<http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2518.pdf>) when appropriate.

4.4.3. Upon suspension, removal, or termination of employment with the Agency, return the original warrant to DSCA-DBO-CON for disposition.

5. EFFECTIVE DATE

This CPB is effective immediately.

  
Ann Cataldo  
Principal Director  
Business Operations

Atch  
As stated

**DSCA CONTRACTING OFFICER WARRANT WORKSHEET**

**1. Applicant Information:**

- a. Name of Appointee (Last, First, Middle): \_\_\_\_\_
- b. Office Symbol: \_\_\_\_\_
- c. Position Title: \_\_\_\_\_
- d. Civilian Series and Grade: \_\_\_\_\_
- e. Military Grade and Functional: \_\_\_\_\_
- f. Number of years experience in Government Contracting: \_\_\_\_\_
- g. Acquisition Career Field (DoDI 5000.55, i.e. CP14): \_\_\_\_\_
- h. Acquisition Position Category (DoDI 5000.66 ): \_\_\_\_\_

**2. Type of Request**

- a.  Initial Request. Check box to identify the authority requested:
  - Unlimited Warrant
  - Limited Warrant (enter desired dollar limit) \$ \_\_\_\_\_
  - Unlimited Warrant providing additional authority to approve and execute Grants, Cooperative Agreements, and Other Transactions
- b.  Change in Warrant Limit from \$ \_\_\_\_\_ to \$ \_\_\_\_\_
- c.  Contracting Officer Primary Warrant Type:
  - Procuring Contracting Officer (PCO)
  - Administrative Contracting Officer (ACO)
  - Terminating Contracting Officer (TCO)
  - Warrant Authority covers PCO, ACO and TCO functions
- d.  Termination of Warrant, effective date (dd-mmm-yyyy): \_\_\_\_\_

**3. Provide a brief explanation why a warrant is required for the applicant:**

**4. Applicant's qualifications to be a Contracting Officer:**

- a. **Meets educational and experience qualification requirements for current grade/rank (check all that apply):**

**DSCA CONTRACTING OFFICER WARRANT WORKSHEET (cont'd)**

Has successfully completed all mandatory contracting courses or equivalents for current grade/rank,

Has at least 2 years experience in a contracting position,

Has ten years of acquisition experience gained before October 1991

Has received a Baccalaureate degree from an accredited educational institution,  
**and**

Has completed at least 24 semester credit hours or equivalent study from an accredited educational institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; and

**b. Meets experience qualifications:**

Has at least 2 years experience and on or before 30 September 2000, applicant occupied a contracting officer position with authority to award or administer contracts above the simplified threshold, or

Has at least 2 years experience and on or before 30 September 2000, applicant held a civilian position in the GS-1102 occupational series or was a member of the armed forces in an occupational specialty similar to the GS-1102 series.

**c. Waiver:**

DSCA-DBO approved Department of Defense Contracting Officer Waiver Request, DD Form 2591, on \_\_\_\_\_ as prescribed in DOD 5000.52M. (Indicate type of waiver granted):

Has neither a baccalaureate degree or completed 24 semester credit hours in specified disciplines, or passed equivalency examination

Absence of mandatory contracting training

Absence of 2 years of experience in a contracting position

**DSCA CONTRACTING OFFICER WARRANT WORKSHEET (cont'd)**

**d. Exception**

DFARS 201.603-2(2) Exception: The qualification requirements specified in DFARS 201.603-2(1) do not apply for the following reason(s):

On or before 30 September 2000, applicant occupied a contracting officer position with authority to award or administer contracts above the simplified acquisition threshold

On or before 30 September 2000, applicant occupied a position either as an employee in the GS-1102 occupational series or a member of the armed forces in an occupational specialty similar to the GS-1102 series

Is in a contingency contracting force

Is an individual appointed to a 3-year developmental position

**5. DAWIA Certification Levels**

a. Highest DAWIA certification level achieved (i.e., Level III, Level II)

b. 2<sup>nd</sup> certification level (i.e., Level II/Program Management), if applicable

**6. Prior Warrant(s) Held**

None

Yes. Check appropriate boxes and include obligation limit.

Obligation Limit:      Date:      Agency:

- Procuring Contracting Officer      \$
- Administrative Contracting Officer      \$
- Terminating Contracting Officer      \$
- Grants Officer      \$
- Warrant other than those above      \$

DSCA CONTRACTING OFFICER WARRANT WORKSHEET (cont'd)

6. SIGNATURES

\_\_\_\_\_  
Applicant's Signature Date

**Endorsement:** I recommend the above named individual be appointed as a Contracting Officer to enter into, administer or terminate contracts, and to make related determinations and findings. I certify the above named individual possesses the qualifications as cited in FAR 1.603-2/DFARS 201.603 and as documented by his or her enclosed Acquisition Career Record Brief (ACRB) (ATCH 3) or equivalent data.

\_\_\_\_\_  
Business Deputy, Defense Contracts Date

\_\_\_\_\_  
Principal Deputy, Business Operations Date

.....  
The applicant must forward (1) a signed Contracting Officer Warrant Application and (2) a signed copy of current ACRB, or equivalent, to DSCA-DBO-CON for processing.

Received for processing on this date \_\_\_\_\_ by \_\_\_\_\_

Date Warrant Issued \_\_\_\_\_ Warrant Number \_\_\_\_\_

Warrant Amount \_\_\_\_\_ approved by DSCA-DBO on \_\_\_\_\_

Date of Warrant Termination Approved on \_\_\_\_\_

**CONTRACTING OFFICER QUALIFICATION WORKSHEET**

DATE \_\_\_\_\_

Name of Appointee \_\_\_\_\_ Telephone No. \_\_\_\_\_

1. The above named individual is deemed qualified for appointment as Contracting Officer, based on criteria in FAR 1.603 and is recommended for a Contracting Officer Warrant of \$ \_\_\_\_\_.

a. Courses or training in acquisition received by the appointee. State title, source and date of completion: (Continue on separate sheet if necessary)

Title

Source

Date

b. List experience in the acquisition process. State dates of experience, location where duties were performed, and a short description of duties: (Continue on separate sheet if necessary)

2. Justification for this appointment is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Business Deputy, Defense Contracting

3. I have reviewed and evaluated the qualifications of this individual and recommend appointment as a Contracting Officer within the limitations set forth herein.

\_\_\_\_\_  
Principal Director, Business Operations

**CONTRACTING OFFICER QUALIFICATION WORKSHEET (continued)**

