



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635

Procurement Division

DoDEA Contract Advisory CA-003  
28 February 2006

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
CONTRACT ADVISORY

SUBJECT: DoDEA Contracting Officer Warrant Program

- References: (a) DoDEA Procurement Procedure Memorandum 00-01, "Request for Designation/Termination of Contracting Officer Appointment," August 4, 2000, (hereby rescinded)
- (b) Federal Acquisition Regulation, Subpart 1.603, "Selection, Appointment and Termination of Appointment," current edition
- (c) Department of Defense Federal Acquisition Regulation Supplement, Subpart 201.603, "Selection, Appointment and Termination of Appointment," current edition

1. REISSUANCE AND PURPOSE

This Contract Advisory:

- 1.1. Reissues reference (a) as a DoDEA Contract Advisory.
- 1.2. Updates policy and responsibility regarding the nomination, appointment, delegation, and termination of Contracting Officers within DoDEA.
- 1.3. 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 Contract Advisory (CA) applies to all DoDEA, DoDDS-E, DoDDS-P, and DDESS procurement personnel.

3. POLICY

It is DoDEA policy that:

3.1. The authority to appoint Contracting Officers (CO) is limited to the Head of the Contracting Activity (HCA) designee, the Chief, Procurement Division.

3.2. The selection and appointment of COs is based upon the following criteria:

3.2.1. The needs of the organization;

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

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

#### 4. RESPONSIBILITIES

4.1. The Chief, Procurement Division, Department of Defense Education Activity, 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 Chief, Procurement Policy and Compliance, Department of Defense Education Activity shall:

4.2.1. Review the "Contracting Officer's Warrant" application form for compliance.

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 DoDEA.

4.3. The DoDEA Procurement Supervisor shall:

4.3.1. Review and approve the "Contracting Officer's Warrant" application form.

4.3.2. Submit the approved package to the Headquarters Policy and Compliance Branch for processing.

4.4. The Applicant shall:

4.4.1. Prepare and submit the “Contracting Officer’s Warrant” application form to the proper DoDEA Branch Chief 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 Headquarters Procurement Policy and Compliance Branch for disposition.

## 5. EFFECTIVE DATE

This Contract Advisory is effective immediately.



Lorraine C. Allison  
Chief, Procurement Division

Enclosures - 2

- E1. Contracting Officer’s Warrant Application Form
- E2. Contracting Officer’s Warrant Application Form Instructions

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)**  
**CONTRACTING OFFICER'S WARRANT**  
**APPLICATION FORM**

**I. APPLICATION INFORMATION**

1. Name (Last, First, MI): \_\_\_\_\_
2. Series/Grade/Current Job Title: \_\_\_\_\_
3. Duty Location: \_\_\_\_\_
4. Length of Government Contracting Experience: \_\_\_\_\_
5. DAU Certification Level: \_\_\_\_\_

**II. TRANSACTION TYPE** (Please indicate the type of warrant transaction requested.)

- \_\_\_\_\_ A. Initial warrant application. Indicate warrant level sought (either unlimited or limited with limitations annotate):  
\_\_\_\_\_

Attach copy of documentation that confirms completion of the training, and experience for which warrant authority is being sought.

- \_\_\_\_\_ B. Increasing existing warrant authority from limited to unlimited. Attach documentation that confirms completion of the training, experience for which increased warrant authority is being sought. Any applications for increases in warrant authority shall include a written justification by Applicant's Supervisor.

- \_\_\_\_\_ C. Correction/edit of existing warrant/warrant record. Please indicate requested change/edit: \_\_\_\_\_

- \_\_\_\_\_ D. Deletion of warrant record due to administrative termination (please check appropriate box):

Reason for administrative termination of warrant authority:

1. \_\_\_\_\_ The need for the contracting officer's warrant no longer exists.
2. \_\_\_\_\_ Reassignment of warrant holder.
3. \_\_\_\_\_ Transfer of warrant holder to another Government agency.
4. \_\_\_\_\_ Retirement, resignation, or other termination of appointee's Government employment.
5. \_\_\_\_\_ Other. Please describe: \_\_\_\_\_

E. Deletion of warrant record due to termination for cause. Please attach written description of circumstances.

**Note: Original warrant is to be returned to the HQ's Procurement Policy & Compliance Branch.**

### III. CERTIFICATIONS

A. Applicant:

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

B. Applicant's Supervisor (please check appropriate block, sign and date form)

\_\_\_ Appointment at level requested is recommended.

\_\_\_ The applicant's request for warrant record correction or deletion has been reviewed and the requested changes are hereby authorized.

\_\_\_ An administrative termination of the subject warrant for the reason indicated above is authorized.

\_\_\_ Based on the attached supporting information, it is recommended that the subject warrant be terminated for cause.

\_\_\_\_\_  
(Applicant's Supervisor's Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

CONCUR: (Reviewing Official)

\_\_\_\_\_  
Chief, Procurement Policy & Compliance Branch

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

APPROVAL:

\_\_\_\_\_  
Chief, Procurement Division

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)  
CONTRACTING OFFICER'S WARRANT  
APPLICATION FORM INSTRUCTIONS**

The Contracting Officer's Warrant Application Form is a multi-purpose form adaptable to a variety of transactions.

**A. Form Completion Instructions by Transaction Type**

1. **Initial Warrant Application:** Complete Parts I, II and III of the form and attach required supporting documentation.
2. **Increase Existing Warrant Authority:** Complete Parts I, II and III of the form and attach required supporting documentation.
3. **Correction/Edit/Change of Existing Warrant or Warrant Record:** Complete Parts I, II and III of the form.
4. **Deletion of Warrant Due to Administrative Termination:** Complete Parts I, II and III of the form and return original warrant to the HQ's Procurement Policy & Compliance Branch. **Note: Use of the multi-purpose Contracting Officer's Warrant Application Form is optional for the processing of administrative terminations.**
5. **Deletion of Warrant Due to Termination for Cause:** Complete Parts I, II and III of the form and return original warrant to the HQ's Procurement Policy & Compliance Branch. **Note: Use of the multi-purpose Contracting Officer's Warrant Application Form is optional for the processing of termination for cause actions.**

**B. Documentation Instructions**

Please attach required supporting documentation (e.g. college transcripts, course completion certificates, and resume) confirming satisfactory completion of education, training, and experience requirements.

**C. Application Submission Instructions.**

Completed application forms shall be forwarded to the DoDEA HQ, Chief, Procurement and Policy Compliance Branch for evaluation and processing.