

DEPARTMENT OF THE INTERIOR
U.S. FISH AND WILDLIFE
CONTRACTING OFFICERS WARRANT
APPLICATION FORM (REVISED)

I. APPLICATION INFORMATION

1. Name (Last, First, MI): _____
2. Current Warrant Number (as applicable): _____
3. Organization: _____
4. Position/Title: _____
5. Series/Grade: _____
6. Duty Station: _____

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

- A. Initial warrant application. Indicate warrant level, status and dollar amount/authority sought:

Attach copy OF 612, and/or other documentation which supports completion of the training, experience, and/or equivalencies requirements for which warrant authority is being sought. Where a warrant is being sought for an individual outside of a centralized or primary procurement office, documentation supporting the need for delegation of warrant authority which addresses, at minimum, the information requirements stated in Section B, Part IV of the Contracting Officer's Manual, shall also be attached to the warrant application form.

- B. Increasing existing warrant authority from _____ to _____. Attach updated OF 612, and/or other documentation which supports completion of the training, experience, and/or equivalencies requirements for which increased warrant authority is being sought. Any applications for increases in warrant authority shall include documentation which addresses the information requirements stated in Section C, Part IV of the Contracting Officer's Manual.

- C. Conversion of interim warrant to permanent status. Attach updated OF 612, and/or other documentation which supports completion of the training requirements in support of warrant conversion.

- D. Correction/Edit of existing warrant/warrant record. Please indicate requested change/edit:

- E. 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 within the same bureau/office.
3. Transfer of warrant holder to another bureau/office within the Department of the Interior or to another Government agency.
4. Retirement, resignation, or other termination of appointee's Government employment.
5. Other. Please describe: _____

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

III. REQUIRED SUPPLEMENTARY INFORMATION

- A. Organizational Code of office/station: _____
- B. Current number of warrants at office/station: _____
- C. If office/station currently has no warranted employees, what office currently provides acquisition support: _____
- D. Estimated acquisition value of office/station transactions : _____
- E. Annual volume of procurement activity (number of actions) requiring the proposed warrant authority, broken into the applicable intervals: **[NOTE: THIS SECTION MUST BE COMPLETED FOR THE WARRANT APPLICATION TO BE CONSIDERED FOR APPROVAL]**

_____ between \$2,500 and \$5,000
_____ between \$5,001, and \$10,000
_____ between \$10,001 and \$25,000
_____ between \$25,000 and \$100,000
_____ greater than \$100,000

- F. There is a clear and convincing need to appoint a Level _____ contracting officer at this officer/station because: (Explanation shall briefly address the office/station’s need for on-site support versus availability of support from Regional or other servicing contracting offices; why the current servicing office cannot satisfy the office/station’s requirements most efficiently; and where the office/station’s acquisition needs can be met through alternative mechanisms not requiring contracting officer warrants.)

- G. **OVERSIGHT REVIEW**

(Date)

IV. Training Requirements Worksheet (Attach all certificates)

Level IA (24 hours)

Course Title	Hours	Date Completed
Simplified Acquisition Regulations	24	

Maintenance Requirement - 16 hours every 4 years

Level IB (40 hours)

Course Title	Hours	Date Completed
Simplified Acquisition Regulations	40	

Maintenance Requirement - 16 hours every 2 years

Level IIA - GS1102 or GS1105 Series (40 hours)

Course Title	Hours	Date Completed
Simplified Acquisition Regulations	40	

Maintenance Requirement - 40 hours every 2 years

Level IIB - GS1102 or GS1105 Series (80 hours)

Course Title	Hours	Date Completed
Simplified Acquisition Regulations	40	
<i>(Additional 40 hours in any of the following)</i>		
Advanced/Intermediate Simplified Acquisition	40	
Price Analysis	40	
Contract by Negotiation	40	
Basic Contract Administration	40	
Commercial Items Acquisition	40	

Maintenance Requirement - 40 hours every 2 years

Level III - GS1102 Series (240 hours)

Course Title	Hours	Date Completed
Simplified Acquisition	40	
Introduction to Contracting	32	
Procurement Planning	32	
Contract Law	32	
Contracting by Negotiation	32	
Price Analysis	32	
Cost Analysis	32	
Basic Contract Administration	32	
OR		
Dept. of Defense Basic Acquisition Management - plus Price Analysis (40 hrs), and Cost Analysis (40 hrs) will satisfy the training requirements.	160	

Maintenance Requirement - 40 hours every 2 years

Level IV - GS1102 (400 hours) 240 hours basic + 160 hours intermediate/advanced

Course Title	Hours	Date Completed
Basic Requirements (Level III)	240	
Source Selection	40	
Advanced Contract Administration	40	
Negotiation Techniques	40	
Advanced Contract Law	40	

Maintenance Requirement - 40 hours every 2 years

Space Lease Contracting Officer

Course Title	Hours	Date Completed
Federal Real Property or Basic Lease Contracting	40	
Government Contract Negotiating or Federal Real Property Leases	40	
Cost & Price Analysis of Leasing Proposals	40	
Real Estate Law or Federal Real Property Lease Law	40	
Real Estate Appraisal Principles	40	
Commercial Items Acquisition	40	

Maintenance Requirement - 40 hours every 2 years

V. CERTIFICATIONS

A. Applicant:

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

(Name of Applicant)

(Signature)

(Date)

B. Supervisory or Level III or IV Contracting Officer Recommendation/Certification
(Check appropriate block, sign and date form)*

_____ The applicant's performance of acquisition duties has been satisfactory. The need for delegation or increase of warrant authority has been documented in accordance with Part IV of the Contracting Officer's Manual and is forwarded as part of the application. Appointment to the level /status requested is recommended.

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

_____ The applicant does not meet the established minimum training qualifications. Therefore, award of an interim warrant is recommended.

_____ 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.

(Supervisor or Level III or Level IV Contracting Officers's Name)

(Signature)

(Date)

C. Chief, Division of Contracting and General Services Certification

Chief, Division of Contracting & General Services

(Signature)

(Date)

* In locations where supervisors are non-acquisition personnel, a Level III or a Level IV contracting officer may make the above recommendation/certification.