

6 FAH-6 H-520 DOMESTIC CONTRACTING OFFICER WARRANTS

*(TL:AQM-1; 11-20-2003)
(Office of Origin: A/OPE)*

6 FAH-6 H-521 APPLICABILITY

(TL:AQM-1; 11-20-2003)

The following policy and procedures apply to all domestic contracting activities, even if contracts are being awarded on behalf of a post abroad. The mandatory training, education and experience required for each of three warrant levels follow. Candidates for contracting officer appointment, or “warrants,” must meet mandatory training and continuing professional education requirements, as described in 6 FAH-6 H-300. A/OPE will consider equivalency for training, experience, or other requirements on a case-by-case basis.

6 FAH-6 H-521.1 Level I: Standard Simplified Acquisition

(TL:AQM-1; 11-20-2003)

a. Level I provides signature authority for open-market acquisitions not exceeding \$100,000 or the maximum-order threshold or limitation under existing contracts; training (40 hours total): Simplified Acquisition or DAU CON 237, Simplified Acquisition Procedures (web-based).

b. Education: As specified in 6 FAH-6 H-300.

c. Experience: One year of experience performing simplified acquisition (other than micro-purchases or FEDSTRIP requisitioning).

6 FAH-6 H-521.2 Level II: Intermediate

(TL:AQM-1; 11-20-2003)

a. Level II normally provides signature authority for acquisitions not exceeding \$500,000 for noncommercial items, or up to \$5,000,000 for commercial items using the test program for simplified acquisition described in FAR Subpart 13.5. A higher level may be requested based on adequacy of need and training completed and will be considered on a case-by-case basis; training (320 hours total):

(1) Simplified Acquisition (40 hours) or DAU CON 237, Simplified Acquisition Procedures (web-based);

(2) Basics of Contracting DAU course CON 101 (19 class days) or equivalent. For example, Introduction to Contracting, Procurement Planning, Contracting by Sealed Bidding, Contracting by Negotiation, and Basic Contract Administration, collectively, are considered equivalent (approximately 5 weeks);

(3) Price Analysis (40 hours or one week) or equivalent, such as DAU CON 104, Principles of Contract Pricing (14 class days);

(4) Negotiation Techniques (40 hours or one week); and

(5) Government Contract Law (40 hours or one week) or equivalent, such as DAU CON 210 (10 class days).

b. Education: As specified in 6 FAH-6 H-300.

c. Experience: Three years of current contracting experience commensurate with the level of appointment requested.

6 FAH-6 H-521.3 Level III: Unlimited

(TL:AQM-1; 11-20-2003)

a. Level III provides signature authority for acquisitions of any dollar amount above Level II; training (472 hours total):

(1) Simplified Acquisition (40 hours) or DAU CON 237, Simplified Acquisition Procedures (web-based);

(2) Basics of Contracting DAU course CON 101 (19 class days) or equivalent. For example, Introduction to Contracting, Procurement Planning, Contracting by Sealed Bidding, Contracting by Negotiation, and Basic Contract Administration, collectively, are considered equivalent (approximately 5 weeks);

(3) Price Analysis (40 hours or one week) or equivalent, such as DAU CON 104, Principles of Contract Pricing (14 class days);

(4) Negotiation Techniques (40 hours or one week);

(5) Government Contract Law (40 hours or one week) or equivalent, such as DAU CON 210 (10 class days);

(6) DAU CON 202, Intermediate Contracting (19 class days); or DAU CON 204, Intermediate Contract Pricing (10 class days) plus a one week

course on a topic relevant to the employee's job, such as Source Selection, Contracting for Services (120 hours or 3 weeks); and

(7) Specialized course in topical area such as Acquisition of Information Technology Resources (5 class days), DAU IRM 101, Basic Information Systems Acquisition (web-enabled), or IRM 201, Intermediate Information Systems Acquisition (10 class days), for employees conducting IT acquisitions; Architect-Engineering Class for employees conducting A-E contracts; or Construction Contracting for employees awarding construction contracts (minimum 40 hours or 5 class days).

b. Education: As specified in 6 FAH-6 H-300.

c. Experience: Five years of current contracting experience commensurate with the level of appointment requested.

Note: Dollar amounts include all options. For example, an individual with a \$500,000 Contracting Officer Certificate of Appointment may not award a contract for a base year of \$290,000 if the contract includes a one-year option for an additional \$290,000. In this illustration the total contract amount, including options, would exceed the stated warrant limitation. The same rule applies where some or all funding is subject to availability of funds: If a warrant is limited to \$500,000, the holder may not sign a contract for more than that amount, even if the additional amount is subject to availability of funds. If the warrant is limited to \$500,000, the holder may sign a contract that does not exceed that amount, but after award may sign modifications adding funds, as long as each modification does not exceed \$500,000. The normal rules regarding in-scope versus out-of-scope modifications would apply, such as requiring a justification for other than full and open competition for out-of-scope modifications.

6 FAH-6 H-522 THROUGH H-529 UNASSIGNED