DEPARTMENT OF THE ARMY
US ARMY CONTRACTING AGENCY SOUTHERN REGION HEADQUARTERS
1301 ANDERSON WAY SW.
BUILDING 130
FT McPHERSON, GA 30330-1096

REPLY TO ATTENTION OF

SFCA-SR

24 April 2003

MEMORANDUM FOR Army Contracting Agency, Southern Region Installations

SUBJECT: Southern Region Implementation Memorandum (SRIM) 03-24, Contracting Officer Qualifications and Appointment Procedures

1. This SRIM summarizes the minimum standards which must be met to qualify for a Contracting Officer warrant. The following is required to qualify for a warrant above the Simplified Acquisition Threshold for those who held an 1102 position on or before 30 September 2000:

a. Must be 100% trained in the mandatory Defense Acquisition University (DAU) contracting courses for the grade level.

b. Must have a minimum of two years experience in a contracting position.

c. One of the following requirements must be met:

(1) Received a baccalaureate degree from an accredited institution of higher education.

(2) Have completed at least 24 semester 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.

(3) Have at least 10 years of experience in acquisition positions, in comparable positions in other government agencies or the private sector, or in similar positions in which an individual obtains experience directly relevant to the field of contracting.

2. Those who entered the 1102 series on or after 1 October 2000 must meet the conditions described to paragraphs 1a, 1b, 1c(1) and 1c(2) above. The "grandfathering" provision described in paragraph 1c(3) does not apply.

3. Reference the enclosed memo, SFCA, undated, subject: Army Contracting Agency Policy Memorandum P001: Contracting Officer Selection, Appointment and Termination Policy. This memo provides instruction and information on the language of warrants, procedures and sample for requesting a warrant, termination of warrants, etc. Please note that when requesting a civilian warrant, the appointee must provide a copy of his

Acquisition Career Record Brief (ACRB). Military personnel must provide his Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as appropriate. Please remind all members of the Acquisition Workforce that it is in their best interest to keep these documents current at all times.

Encl
as

TONI M. GAINES
Deputy Director
Army Contracting Agency – Southern Region

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SFCA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ARMY CONTRACTING AGENCY POLICY MEMORANDUM P001: CONTRACTING OFFICER SELECTION, APPOINTMENT AND TERMINATION POLICY

AUTHORITY: FAR 1.108(c), 1.602, 1.603, DFARS 201.603, and AFARS 5101.603 may be found at http://web2.deskbook.osd.mil/default.asp.

PURPOSE: Establish responsibilities, documentation requirements and procedures to process the selection, appointment or termination of Army Contracting Agency (ACA) Contracting Officers. In addition, contracting offices throughout the ACA will use standard language to be placed on each Contracting Officer Certificate of Appointment (See Enclosure 1).

SELECTION: The appointing official shall consider the complexity and dollar value of the acquisitions to be assigned and the candidate's experience, training, education, business acumen, judgment, character and reputation (FAR 1.603-2).

APPOINTMENT: Contracting Officers shall be appointed in writing and specify any limitations on the scope of authority to be exercised, other than limitations contained in applicable law or regulation (FAR 1.603-3).

REVIEW: All appointments shall be reviewed at least once every five years by the appointing authority to determine whether each contracting officer has maintained professional proficiency and otherwise remains qualified. Warrant authority shall be terminated or reduced in scope, when appropriate.

RECORDS: Chiefs of Contracting Offices shall maintain a list of contracting officers which include both their execution and award approval authority. The list shall be furnished to the PARC initially and when changes occur. Chiefs should also make this information available to the members of their offices or other entities with a need to know.

TERMINATION: The termination of a Contracting Officer appointment will be by letter. Terminations may be for reasons such as reassignment,

termination of employment, or unsatisfactory performance. No termination shall operate retroactively (FAR 1.603-4).

DISCLOSURE: Voluntary. Failure to provide the information requested below in Part I may result in failure to be selected and appointed as a Contracting Officer.

PART I – REQUEST FOR SELECTION AND APPOINTMENT OF CONTRACTING OFFICER

a. Requests for selection of a Contracting Officer will include the following information (See Enclosure 2 for sample request):

(1) Name (as it will appear on the Contracting Officer Warrant), Duty Assignment, Position, Grade/Rank, Series and Certification Level.

(2) Brief description of proposed type of contractual actions (i.e., contracts, grants, cooperative agreements, other transactions, Economy Act Orders, etc.).

(3) Limitations on contracting authority (i.e., dollar threshold, limited warrant, unlimited warrant). Use FAR 1.108(c) for guidance on dollar threshold:

(4) Unless otherwise specified, a specific dollar threshold for the purpose of applicability is the final anticipated dollar value of the action, including the dollar value of all options. If the action establishes a maximum quantity of supplies or services to be acquired or establishes a ceiling price or establishes the final price to be based on future events, the final anticipated dollar value must be the highest final priced alternative to the Government, including the dollar value of all options.

b. Enclose a copy of an updated and signed Acquisition Career Record Brief (ACRB). Military requests shall include a copy of Officer Record Brief (ORB) and for enlisted personnel a copy of their DA Form 2 and 2A.

c. Provide previous Contracting Officer experience and limitations imposed.

d. The request for Contracting Officer selection and appointment memorandum shall be processed by the Director of Contracting along with the Certificate of Appointment and a signed DD Form 577 (Signature Card) and forwarded to the Principal Assistant Responsible for Contracting (PARC) for authorization. (See Enclosure 3 for sample memorandum.)

e. The electronic warrant file will include the following scanned documents: memoorandum signed by the requester, memorandum signed by the PARC, signature card, Certificate of Appointment, ACRB/ORB/DA Form 2/2A and other supporting documentation. The electronic warrant file and Contracting Officer log will be maintained and updated by each office. Original signed paper documents will be forwarded to the newly appointed Contracting Officer.

f. A copy of the DD Form 577 Signature Card will be forwarded to the Resource Management Accounting Division of each office.

g. The newly appointed Contracting Officer information or adjustments, shall be keyed into the Standard Procurement System (SPS)/Procurement Desktop (PD2) by the SPS/PD2 systems administrator located in each office.

h. Each appointing authority shall promptly distribute copies of instruments of appointment as follows:

(1) Original to the individual appointed;

(2) One copy to the activity having custody of the military personnel record for permanent retention in the personnel file of each military contracting officer; and

(3) One copy to the servicing Civilian Personnel Office having custody of the civilian personnel records for input into the appropriate personnel data system of the type, date, and amount of the instrument.

PART II – REQUEST FOR TERMINATION OF CONTRACTING OFFICER WARRANT:

a. Requests for termination of a Contracting Officer's Warrant will include the action desired, the reason and the rationale that justifies the termination.

b. The termination request will be processed by the Director of Contracting and forwarded to the PARC for authorization and updating of the electronic warrant file. (See Enclosure 4 for sample memorandum.)

PART III – CONTINGENCY CONTRACTING OFFICERS

Army contracting personnel deploying to support operational or contingency missions fall under the operational control of the cognizant

theater PARC. Those PARCs determine the authorities to be delegated and issue warrants based on their mission assessment and analysis of the experience, maturity and capabilities of each individual Contracting Officer. This policy allows our war fighting PARCs to deviate from standard warrant language as needed based on this analysis and their mission requirements.

Sandra O. Sieber

SANDRA O. SIEBER
Acting Director of the Army Contracting Agency

Encls
As

DISTRIBUTION:

Acting Northern Regional Director, ATTN: SFCA-NR
Acting Southern Regional Director, ATTN: SFCA-SR
U.S. Army Contracting Command, Europe, ATTN: SFCA-EC
Headquarters, Eighth U.S. Army (PARC), ATTN: SFCA-KC
U.S. Army, Pacific (PARC), ATTN: SFCA-PR
U.S. Army, South (PARC), ATTN: SFCA-
U.S. Army Forces Central Command (PARC), ATTN:
Director, ITEC4, ATTN: SFCA-IT

Enclosure 1

Unlimited Warrant:

In accordance with the Federal Acquisition Regulations, the Department of Defense Acquisition Regulation Supplement and the Army Defense Acquisition Regulation Supplement, no monetary limitations are placed on this appointment other than those established by law, regulation and directive.

Simplified Acquisition Procedures (SAP):

Subject to the limitations contained in the FAR, DFARS and AFARS. Monetary limitation for each new contract action not exceeding the Simplified Acquisition Procedures, including commercial items up to $5 Million as specified under FAR Parts 12/13. This warrant includes unlimited authority for modifications, task and delivery orders.

Limited Warrant:

Subject to the limitations contained in the FAR, DFARS and AFARS. This appointment is limited to the execution of contractual documents which do not exceed $$$$$ and with unlimited authority to place delivery orders against existing contracts.

Unlimited Warrant providing additional authority to approve and execute Grants, Cooperative Agreements and Other Transactions:

Subject to the limitations contained in the FAR, DFARS and AFARS. No monetary limitations are placed on this appointment other than those established by law, regulation and directive. In addition, approve and execute Grants, Cooperative Agreements and Other Transactions in accordance with applicable statutory guidance.

Enclosure 2

SFCA

Date

MEMORANDUM FOR (Insert Name of PARC)

SUBJECT: Selection of Contracting Officer

In accordance with FAR 1.603, I recommended the following individual be appointed as a Contracting Officer to enter into, administer or terminate contracts,and to make related determinations and findings:

Name (as it will appear on the Contracting Officer Warrant)
Duty Station
Position
Grade/Rank, Series
Certification Level

Request Warrant be approved for (Insert Unlimited or Dollar Limitation of Authority).

I certify, the above named individual, possesses the qualifications as cited in FAR 1.603-2 and as documented by his or her enclosed Acquisition Career Record Brief (ACRB).

Signature Block of
Requesting Official

Encls

Enclosure 3

SFCA

Date

MEMORANDUM FOR (INSERT CONTRACTING OFFICER'S NAME),
ARMY CONTRACTING AGENCY(ACA),
(INSERT NAME AND ADDRESS OF COMMAND)

SUBJECT: Appointment of Contracting Officer

Congratulations on your appointment as a Contracting Officer. This appointment attests to your professional commitment and dedication to deliver on a timely basis the best value product or service to our customers, while maintaining the public's trust and fulfilling public policy objectives.

As a Contracting Officer, you have the authority to enter into, administer contracts and execute contract documents with (Insert Limitation of Authority). In addition, should the need arise, you have the authority to negotiate and execute the termination of contracts with (Insert Limitation of Authority). No contract shall be entered into unless you ensure that all requirements of the law, executive orders, regulations, (ACA Policy Memorandum P002, Purchase and Administration of Information Technology (IT) Products and Services), copy enclosed, and all other applicable procedures, including clearances and approvals, have been met.

You are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract and safeguarding the interests of the United States in its contractual relationships. To perform these responsibilities, you are allowed wide latitude in exercising sound business judgment. However, you should ensure that the requirements of 1.602-1(b) have been met and sufficient funds are available for obligation; ensure contractors receive impartial, fair and equitable treatment; and request and consider the advice of specialists in audit, law, engineering, transportation and other fields, as appropriate.

Pursuant to the authority by the Army Federal Acquisition Regulation Supplement 1.603-3, enclosed is your Certificate of Appointment (Insert Warrant Number). Please display the certificate in a prominent place.

NAME OF PARC
Signature Block

Encls

Enclosure 4

SFCA

Date

MEMORANDUM FOR (INSERT NAME OF CONTRACTING OFFICER), ARMY CONTRACTING AGENCY, (INSERT NAME AND ADDRESS OF COMMAND)

SUBJECT: Termination of Contracting Officer Warrant

Pursuant to the authority granted by Federal Acquisition Regulation 1.603-4, Certificate of Appointment (Insert Warrant Number) is revoked in its entirety without prejudice to any action taken. This termination is effective as of (Insert Effective Date).

NAME OF PARC
Signature Block