

FHWA CONTRACTING OFFICER WARRANT APPLICATION FORM

1. Applicant Information:

- a. Name of Appointee (Last, First, Middle): _____
 - b. Office Code: _____
 - c. Position Title: _____
 - d. Civilian Series and Grade: _____
 - e. Number of years experience in Government Contracting: _____
 - f. Acquisition Career Field (e.g., contracting, program management): _____
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2. Type of Request

- a. ☐ Initial Request. Check box to identify the authority requested:
 - ☐ Warrant Level I (SAP)
(Up to \$100,000 under FAR Part 8) (desired dollar limit) \$
(Up to \$25,000 under FAR Part 13) (desired dollar limit) \$
 - ☐ Warrant Level I
(Up to \$100,000) (desired dollar limit) \$
(Up to \$25,000 under FAR Part 13) (desired dollar limit) \$
 - ☐ Warrant Level II (SAP)
(Up to \$500,000 under FAR Part 8) (desired dollar limit) \$
(Up to \$100,000 under FAR Part 13) (desired dollar limit) \$
 - ☐ Warrant Level II
(Up to \$500,000) (desired dollar limit) \$
 - ☐ Warrant Level II (a)
(Up to \$50,000,000 under FAR Part 36) (desired dollar limit) \$
 - ☐ Warrant Level III
(Unlimited) (desired dollar limit) \$
 - ☐ Providing additional authority to approve and execute Grants, Cooperative Agreements and Other Transactions within designated warrant level above.
 - ☐ Other Authority/Limitations: _____
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b. ☐ Change in Warrant Level and/or Dollar Limit:
From Level___ \$ _____ To Level___\$ _____

c. Contracting Officer Primary Warrant Type:

- ☐ Procuring Contracting Officer (PCO)
- ☐ Administrative Contracting Officer (ACO).
- ☐ Warrant Authority covers PCO and ACO functions

d. ☐ Termination of Warrant, effective date (dd-mmm-yyyy): _____

Reason for termination:

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

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

a. Meet educational and experience qualification requirements for current grade (check all that apply):

- ☐ Successfully completed all mandatory contracting courses or equivalents for current grade,
- ☐ Has the required experience for a contracting position,
- ☐ Have received a Baccalaureate degree from an accredited educational institution,

and/or

- ☐ 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
- ☐ Held a civilian position in the GS-1102 occupational series on January 1, 2000.

b. Meet Federal Acquisition Certification in Contracting (FAC-C) requirements

- ☐ Certified at an appropriate level to support warrant obligations
Highest Achieved Certification Level (i.e., Level II) _____

c. Waiver

☐ The Senior Procurement Executive approved the Contracting Officer Warrant Waiver Request dated _____ on _____.

5. Prior Warrant(s) Held

☐ None

☐ Yes. Check appropriate boxes and include obligation limit.

	<u>Obligation Limit:</u>	<u>Date:</u>	<u>Agency</u>
<input type="checkbox"/> Procuring Contracting Officer	\$		
<input type="checkbox"/> Administrative Contracting Officer	\$		
<input type="checkbox"/> Terminating Contracting Officer	\$		
<input type="checkbox"/> Grants Officer	\$		
<input type="checkbox"/> Warrant other than those above	\$		

6. SIGNATURES

Supervisor Endorsement: I recommend the above named individual be appointed as a Contracting Officer to enter into, administer and/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 and TAM 1201.603-2 as supported by attached documentation.

Supervisor Signature/Office

Date

Office Head

Date

Chief of the Contracting Office

Date

Date Warrant Issued _____ Warrant Number _____

Warrant Amount _____

Date Warrant Termination Approved _____