

CONTRACTING OFFICER WORKSHEET

1. Name (Last, First, Middle) _____

2. a. Social Security Number _____

b. Civilian Series and Grade _____

c. Military Grade and Functional _____

d. Acquisition Career Field _____

e. DAWIA Certification Level (Place an "X" in the appropriate block):

Level I _____ Level II _____ Level III _____

3. Indicate type of request by placing an "X" in the appropriate block and insert level of authority requested/from/to, i.e. 100,000 or less; 200,000 Contingency Contracting Warrant; \$500,000; \$1,000,000; \$5,000,000; \$10,000,000; Unlimited; Other:

a. _____ Initial Request -----Authority Requested : \$ _____

b. _____ Change -----From \$ _____ to \$ _____

c. _____ Termination

4. This warrant is required as a result of:

a. _____ A promotion

b. _____ A transfer or deployment

c. _____ A reorganization

d. _____ A new employee

5. Contracting Officer Qualifications:

a. Mandatory contracting courses (place an "X" in the appropriate block):

____ Met requirement (successfully completed all mandatory contracting courses listed in DAU Catalog Appendix, for current grade or rank).

b. Experience (place an "X" in the appropriate block):

____ Met requirement (I have completed two years in a contracting position)

c. Education (place an "X" in the appropriate block (s)):

____ Has a baccalaureate, or higher, degree.

____ Has completed at least 24 business semester credit hours (or the equivalent) of study from an accredited institution of higher learning in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

____ Has ten years of acquisition experience gained before 1 October 1991.

d. ____ Department of Defense Contracting Officer Waiver Request, DD Form 2591, was approved by the Army Acquisition Career Program Board on _____ as prescribed in DOD 5000.52M, Appendix AP13. (Indicate type of waiver granted by placing an "X" in the appropriate block (s) below):

____ Has neither a baccalaureate degree, nor completed 24 semester credit hours in specified disciplines, nor passed equivalency examination.

____ Absence of mandatory contracting training.

____ Absence of 2 years of experience in a contracting position.

e. ____ DFARS 201.603-2(3) Exception: Qualification requirements specified in DFARS 201.603-2(1) do not apply to employees for purposes of qualifying to serve in the position in which the employee is serving on 1 October 1993, or any other position at the same grade level and involving the same level of responsibilities as the position in which the employee is serving on that date.

6. Information Concerning Contracting Officer's Current or Previous Warrant: (circle one)

a. Indicate type of warrant by placing an "X" in the appropriate block and indicate obligation limit, if any, imposed by SF 1402, Certification of Appointment. If there is more than one obligation limit, report the limit associated with the contracting officer's primary warrant type.

	<u>Obligation Limit</u>
<input type="checkbox"/> Procuring Contracting Officer	_____
<input type="checkbox"/> Administrative Contracting Officer	_____
<input type="checkbox"/> Terminating Contracting Officer	_____
<input type="checkbox"/> Warrant Other Than Those Above	_____
<input type="checkbox"/> No Warrant Granted	_____

b. Issuing office: _____

Individual Signature

Date

Director of Contracting or
Designee Signature

Date

Principal Assistant Responsible for
Contracting or Designee Signature

Date

Date Warrant Issued

Date

Warrant Number