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CONTRACTING OFFICER'S WARRANT SYSTEM
General

1. GENERAL

1.1 Purpose and scope. This Supplement provides instructions for the selection, designation, development, and restriction, suspension or termination of designation of a "Contracting Officer," as specified in the provisions of 48 CFR 1.603, 48 CFR 1401.603, and Interior Acquisition Policy Release (DIAPR) 89-43. (See 19 BIAM Chapter 1 for basic policy.)

1.2 Background. FAR 1.603 and Department of the Interior Acquisition Regulation (DIAR) 1401.603 require that procedures be established and evaluated for the selection, designation, development, and restriction or termination of designation of "Contracting Officers." These procedures prescribe that the designation of "Contracting Officers" be made to individual persons, rather than to organizational or administrative titles/positions.

1.3 Provisions of Supplement.

A. Warrants are issued only to those full-time employees who meet and maintain Warrant requirements. Contracting Officers are appointed as such only in those instances where a legitimate organizational need exists and can be demonstrated for Warranted personnel. Factors to be considered by line officials in making these determinations include: the organizational function and structure; the scope and complexity of acquisition work; and, dollar value and volume of award actions.

B. Several of the actions prescribed in this Supplement (e.g., selection, designation, development, and restriction or termination of designation) may have an impact on personnel management practices, viz. position classification and management, employee development, selection guidelines, adverse actions, grievances, and performance appraisals. Therefore, the successful implementation of the Contracting Officer's Warrant System (COWS) requires a cooperative working relationship among Bureau managers and supervisors, Contracting Officers/Specialists, personnel officers/specialists, and line officials.

1.4 Applicability.

A. The minimum professional/technical standards required for the selection, designation, development, and restriction or termination of designation of a Bureau Contracting Officer are contained in Illustrations 1 and 2 of this Supplement. These standards are to be considered the first phase of minimum professional requirements for effectively and efficiently performing the Contracting Officer function. In certain instances, the standards or requirements herein may exceed those found in DIAR 1401.603 and DIAPR 89-43. Where a difference exists, the Supplement requirements will serve as the criteria for Bureau employees.

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B Bureau line officials are to exercise primary responsibility for the implementation and maintenance of the Contracting Officer's Warrant System at all Bureau contracting activities under their respective jurisdictions. Each Area/Central Office contracting activity/location shall designate an employee as Warrant System Coordinator who serves as the local coordinator and as liaison with the Division of Contracting and Grants Administration (Central Office) counterparts. Office of Indian Education Programs (OIEP) Line officials shall forward Warrant applications to the designated headquarters Warrant Coordinator who serves as the coordinator and liaison with the Division of Contracting and Grants Administration (Central Office).

C. References herein to professional/technical requirements are not to be construed as job selection or qualifications standards for employment in the authorization field and are not to be used as such without appropriate authorization from the U.S. Office of Personnel Management. The requirements set forth in this Supplement are to be met before a Bureau employee is certified to exercise the authority and responsibilities of a Contracting Officer, regardless of the employee's position and grade level. Only when an employee is Warranted (certified) may that employee act as a Contracting Officer. Receiving a certificate (Warrant) means the same as being designated a Bureau Contracting Officer.

D. The following types of transactions are exempt from all provisions of this Warrant System: awards exempted by law; calls against Blanket Purchase Agreements (BPA); imprest funds purchases; purchases made using the U.S. Government Bank Card pursuant to an inter-agency agreement with the U.S. Department of Commerce; FEDSTRIPS (the Contracting Officer is to adhere to the internal control procedures required by FAR 13.2 and 13.4); Part A & Part B grants assistance awards to school organizations by Indian Education Personnel under Pub. L. 100-297; and, approval of individual training forms (SF-182) for non-acquisition personnel.

E. The following types of transactions are to be included under the provisions of the Warrant System: Contracts/Purchase Orders (pursuant to FAR); Basic Ordering Agreements (BOA); SF-44's [Purchase-Order-Invoice-Voucher (FAR 13.505-3)]; Federal grants assistance agreements; inter-agency agreements between Federal agencies (see Supplement 10); and procurement of air, bus, or water charter services under 41 CFR 101-41.204-4.

F. All Contracting Officers are to comply with Public Law 100-679 (Section 6), the existing regulations in 43 CFR 20.735-15, and the instructions in Supplement 9. Level III and IV Warrant holders must file a current DI-212 form in accordance with the procedures in 43 CFR 20.735-22.

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G. Supervisory Contract Specialists may consider and nominate Contract Specialists for either Level III or Level IV Warrants to award Public Law 93-638 actions only, excluding FAR controlled construction awards. These nominees must meet all training, performance, and experience requirements. (See Section 3.2C below).

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2. PROCEDURES

2.1 Selection of Contracting Officers. In addition to the minimum requirements in FAR 1.603, DIAR 1401.603, and DIAPR 89-43, the following standards also apply to Bureau personnel.

A. Level I Contracting Officer. The minimum requirements below apply to those persons who sign open market purchase orders not exceeding \$10,000, delivery orders up to \$10,000 under Federal Supply Schedule (FSS) and GSA non-mandatory (multiple-award schedule) contracts, and purchases up the maximum order limitation from mandatory sources of supply.

(1) a significant portion of the employee's time must be regularly dedicated to acquisition duties. There is no restriction on the position classification series of the employee.

(2) Six (6) months of satisfactory performance in acquisition experience involving the knowledge, skills, and abilities set forth in Illustration 1 of this Supplement. Cumulative experience may be applied.

(3) Successful completion of at least forty (40) classroom hours of acceptable acquisition training, as defined in Illustration 2 of this Supplement.

(4) Satisfactory annual performance appraisal rating in acquisition duties and responsibilities, including ethical conduct and the exercise of appropriate professional and business judgement.

(5) The term of the appointment is for four (4) consecutive calendar years.

(6) An Exception to the above requirements can be made for those Bureau personnel who have incidental and unique occasions to make small purchases during a specified and limited time period that is not to exceed 180 consecutive calendar days. (These personnel are appointed to serve as Contracting Officers on an exception basis to ensure availability of acquisition support under special circumstances). These exception Warrant holders are required to successfully complete at least twenty-four (24) hours of training in Small Purchases and Federal Supply Schedules. Their signature authority shall not exceed \$2,500 for services or \$5,000 for supplies and equipment. Under this exception, signatory authority is to be requested for purchases ranging from \$500 to a ceiling of \$5,000 per transaction for purchase orders, and up to the maximum order limitation for delivery orders against Federal Supply Schedule (FSS) contracts and from other mandatory sources of supply. Purchasing transactions must be reviewed periodically by the Supervisory Contract

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Specialist or designee. The Warrant is not renewable after the specified 180 consecutive calendar day time in a twelve month period. The annual training requirement used to satisfy the initial excepted Warrant requirements can be used over the next four year period for the issuance of any subsequent excepted Warrant. A satisfactory annual performance appraisal rating is required for acquisition duties.

B. Level II Contracting Officer. The minimum requirements below apply to those persons who perform Contracting Officer functions for contractual actions not exceeding \$25,000, delivery orders up to \$25,000 under Federal Supply Schedule (FSS) and GSA non-mandatory (multiple-award schedule) contracts, and purchases up the maximum order limitation from mandatory sources of supply.

(1) One (1) year of satisfactory performance in progressively responsible, full-time acquisition experience involving the knowledge, skills, and abilities set forth in Illustration 1 of this Supplement.

(2) Successful completion of at least eighty (80) hours total of acceptable acquisition training, as defined in Illustration 2 of this Supplement. The training requirements for Level 1 are a prerequisite. The additional forty (40) hours must include course work in negotiation, cost and price analysis, or contract administration.

(3) Satisfactory annual performance appraisal rating in acquisition duties and responsibilities, including ethical conduct and the exercise of appropriate professional and business judgement.

(4) The individual's full-time position must be classified in either the GS/GM 1102 or 1105 classification series (or the equivalent OIEP classification series) and **the entire portion of the employee's time must be dedicated to acquisition duties.**

(5) The term of the appointment is for four (4) consecutive calendar years.

C. Level III Contracting Officer. The minimum requirements below apply to those persons who perform Contracting Officer functions for all acquisition and assistance agreement actions that do not exceed \$200,000.

(1) Three (3) years of satisfactory performance in diverse progressively responsible, and increasingly complex full-time acquisition experiences involving the knowledge, skills, and abilities set forth in Illustration 1 of this Supplement.

(2) Successful completion of five Core courses (160-200 hours) of required Level III acquisition training, as defined in Illustration 2 of this Supplement.

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(3) Satisfactory annual performance appraisal rating in acquisition duties and responsibilities, including ethical conduct and the exercise of appropriate professional and business judgement.

(4) The individual's full-time position must be classified in the GS/GM 1102 classification series (or the equivalent OIEP classification series) and the **entire portion of the employee's time must be dedicated to acquisition duties.**

(5) The term of the appointment is for four (4) consecutive calendar years.

D. A one-year grace period is established for the issuance of an interim Level III Warrant certificate. During this time, incumbents and newly hired employees to positions which require this level of Contracting Officer authority may sign contracts while obtaining the required experience, training, or development.

Extensions of this grace period may be considered in rare occasions if a Bureau employee is unable to complete the required training because of a legitimate situation that prevents successful pursuit of the Individual Development Plan (IDP). The IDP is to be prepared as part of the nominee documentation required in Illustration 3 of this Supplement.

E. Level IV Contracting Officer. The minimum requirements below apply to those persons who perform Contracting Officer functions for all acquisition and assistance agreement actions. There is unlimited dollar authority.

(1) Four (4) years of satisfactory performance in diverse progressively responsible, and increasingly complex full-time acquisition experiences involving the knowledge, skills, and abilities set forth in Illustration 1 of this Supplement.

(2) Successful completion of five Advanced Core courses (160-200 hours) of acceptable advanced Level III acquisition training, as defined in Illustration 2 of this Supplement.

(3) Successful completion of all required Level III training courses (160-200 hours).

(4) Satisfactory annual performance appraisal rating in acquisition duties and responsibilities, including ethical conduct and the exercise of appropriate professional and business judgement.

(5) The individual's position must be classified in the GS/GM 1102 classification series (or the equivalent OIEP classification series) and the **entire portion of**

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the employee's time must be dedicated to acquisition duties.

(6) The term of the appointment is for four (4) consecutive calendar years.

(7) Specific equivalencies to the minimum requirements cited above are, as follows:

(a) Completion of a four-year undergraduate program and degree recipient in an acquisition-related field (e.g., business administration, economics, accounting) may be substituted for one year of acquisition experience.

(b) One year of concentrated experience in an acquisition subject area beyond the minimum four-year work requirement may be substituted for twenty four (24) classroom hours of Level IV training in that same subject area. The maximum credit for the total of all additional years work experience in separate concentrated acquisition subject areas is ninety-six (96) classroom hours.

(c) Receiving a passing mark on an examination given by a nationally-recognized professional contract management organization which has been approved by the Department and the Bureau may be substituted for Level IV training requirements listed in Illustration 2 of this Supplement.

E. A one-year grace period is established for the issuance of an interim Level IV Warrant certificate. During this time, incumbents and newly hired employees to positions which require this level of Contracting Officer authority may sign contracts while obtaining the required experience, training, or development.

Extensions of this grace period may be considered in rare occasions if a Bureau employee is unable to complete the required training because of a legitimate situation that prevents successful pursuit of the Individual Development Plan (IDP). The IDP is to be prepared as part of the nominee documentation required in Illustration 3 of this Supplement.

F. Personnel position descriptions that include Contracting Officer functions shall contain precise language of the Contracting Officer functions, duties, and responsibilities. Where this function is exercised as a collateral duty, an addendum to the position description is to be prepared with the requisite language and is to be maintained in the employee's Supplemental Performance Folder.

2.2 Designation of Contracting Officers.

A. Monthly, the Division of Contracting and Grants Administration (Central

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Office) issues a current listing of all active Warrant holders to Bureau contracting activities/locations, as well as to the Branch of Finance and Accounting that examines Bureau acquisition documents prior to payment. The listing provides the name, location, Warrant level, Warrant number, and date of Warrant expiration.

B. No Contracting Officer delegations below the Deputy Commissioner of Indian Affairs are valid except those made in accordance with this directive. The Request for Contracting Officer Warrant (see Illustration 3) is to be completed and submitted by the cognizant Warrant System Coordinator (and signed by the Coordinator, the Supervisory Contract Specialist, and the Area Director) to the Division of Contracting and Grants Administration (Central Office) for review and evaluation before a Contracting Officer is certified by the Deputy Commissioner of Indian Affairs who shall approval all appointments in writing. Where the minimum requirements have been met, a certificate (Warrant) will be issued by the approving official, subject to all the following conditions:

(1) The extent to which minimum training and experience have not been met shall be determined in writing by the Division of Contracting and Grants Administration (Central Office) and made available to the supervisory Bureau official and Warrant System Coordinator of the nominee Contracting Officer.

(2) An Individual Development Plan (IDP) shall be prepared by the nominee and his/her supervisor, reviewed by the Warrant System Coordinator and approved by the Supervisory Contract Specialist and the senior line official, and forwarded to the Division of Contracting and Grants Administration (Central Office) for review and evaluation.

(3) The interim Level III or IV certificate shall be withdrawn by the Division of Contracting and Grants Administration (Central Office) if the minimum requirements are not met within the time-lines specified in the nominee's IDP, subject to the conditions cited in section 2.2E.

(4) Interim Level I or II Warrant certificates are not issued.

(5) An Interim Level III certificate shall not be issued to a Bureau employee with less than two years of satisfactory, progressively responsible, full-time acquisition experience; and, with less than three of the required Core courses completed.

(6) An interim Level IV certificate shall not be issued to a Bureau employee with less than three years of satisfactory, progressively responsible, full-time acquisition experience; lack of completion of all Level III required Core courses; and, with less than three of the required Advances Core courses completed.

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C. With the increasing volume of Indian self-determination actions awarded to tribal organizations under the authority of Pub. L. 93-638 (as amended by Pub. L. 100-472, *et. seq.*), line officials and their Supervisory Contract Specialists may wish to nominate some acquisition specialists for Level III or IV Warrant authority that is restricted to Pub. L. 93-638 actions not governed by the Federal Acquisition Regulation (FAR).

(1) These nominees shall be classified in the 1102 series as full-time acquisition specialists; have completed the required Core or Advanced Core courses; and, meet the experience and performance requirements.

(2) Signatory authority would be exercised for all purchase orders up to the \$25,000 ceiling; and, for non-commercial and non-construction actions at the limits of the Warrant authority.

2.3 Development of Contracting Officers.

A. When a permanent certificate has been issued, the Contracting Officer is expected to maintain the certificate status by means of ongoing development in appropriate acquisition and assistance agreement course work at the same or higher level, as follows:

(1) Level I and II: successful completion of a minimum total of forty (40) hours of relevant acquisition maintenance training every four years, as specified below: or

(2) Level III and IV: successful completion of a minimum total of eighty (80) hours of relevant acquisition maintenance training every four years, as specified below. All training is to be provided by a Departmentally-approved training source; or

(3) Level I (Exception): In the event of a Warrant renewal for a project or emergency assignment for a succeeding four-year period, twenty-four (24) hours of relevant acquisition training shall be completed prior to issuance of a new Level I (Exception) Warrant.

(4) The Contracting Officer's duties are to be reflected in the individual's performance appraisal, particularly those elements relating to acquisition planning and execution, compliance with Federal acquisition laws and regulations, and with Bureau policies.

B. The Bureau procedure to ensure that certificates are maintained in accordance with the requirements of paragraph 3.3A above is, as follows:

(1) Bureau employees who are nominated for Warrant System designations

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submit an Individual Development Plan (IDP) to their immediate supervisor and Warrant System Coordinator with their application for their Warrants. The IDP shall list specific information for the ensuing four-year training schedule, e.g., subject title/course to be pursued; number of course hours; and, appropriate dates and training provider (if known).

(2) The required maintenance training source(s) shall be acquisition-related and scheduled by the Warrant holder with the approval of the immediate supervisor and in conjunction with the senior 1102 Specialist and the Warrant System Coordinator. Maintenance courses should be selected to meet the career development needs of the employee, the requirements of the Bureau work environment, and the recommendation of the supervisor. Previously-completed courses should not be scheduled nor approved for employee training. Rather, courses that enhance the employee's acquisition and assistance agreement knowledge, skills, and abilities should be given careful consideration (see Illustration 2).

(3) Supervisory Contract Specialists and the Warrant System Coordinators are to ensure that certificates are maintained current and the Division of Contracting and Grants Administration (Central Office) is to be notified for Warrant renewal by the local Warrant System Coordinator by submission of: Contracting Officers Warrant Application Form; the copy of the training course certificate issued to the enrollee or the copy of the SF-182 that certifies training completion; and official, signed summary page of the most recent performance appraisal rating; a signed copy of the OF-333, Procurement Integrity certification; and, an approved IDP of the planned four-year training schedule. A new Warrant certificate will then be issued to the Bureau employee that is valid for the succeeding four year period. [Level I (Exception) Warrants are limited to 180 consecutive calendar days in a twelve-month period]. (See Illustration 3).

2.4 Restriction, Suspension or Termination of Designation of Contracting Officers.

A. The Contracting Officer's certificate may be restricted, suspended or terminated only by the Deputy Commissioner of Indian Affairs based on a written recommendation from the Area Director, or Division of Contracting and Grants Administration, and only for the following reasons:

(1) Unsatisfactory performance of the designated Contracting Officer duties and responsibilities; or, receipt of less-than-satisfactory performance rating from his/her supervisor.

(2) Failure of the incumbent to comply with the applicable Federal laws, statutes, Executive Orders, regulations, Departmental and Bureau policies or procedures, delegated professional responsibilities, or good business judgement.

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- (3) Inability or unwillingness to institute appropriate corrective acquisition management actions to reconcile negative audit findings or internal acquisition management reviews.
- (4) Failure to properly exercise Warrant authority.
- (5) Failure to maintain Warrant System standards and successfully complete minimum training requirements after appointment, subject to the provisions of paragraph 2.2E.
- (6) Violation of the Employee's Responsibility and Conduct Code (Federal Personnel Manual, Chapter 735) as well as Procurement Integrity provisions.
- (7) The Bureau's need for a designated Warranted Contracting Officer no longer exists.
- (8) The effective period of the Warrant appointment has expired.
- (9) Reassignment of the appointee to another Bureau position where the need for the Warrant does not exist.
- (10) Transfer of the appointee to another Bureau or Office within the Department or to another Federal agency.
- (11) Retirement, resignation, or other termination of the appointee's Federal employment.

B. All written recommendations to the Deputy Commissioner of Indian Affairs for termination of a Warrant under 3.4A(1)-(5) above shall be reviewed by the Chief, Division of Contracting and Grants Administration (Central Office).

C. Restrictions or termination of the designation may cause personnel actions which require certain procedures. The appropriate Bureau Personnel Officer should be consulted if designation restriction or termination actions are being considered and before a written recommendation is submitted to the Division of Contracting and Grants Administration (Central Office).

D. The Chief, Division of Contracting and Grants Administration (Central Office) has the authority under DIAR 1402.1 and this Supplement to terminate appointments where such terminations are for strictly administrative reasons, e.g., transfer of a Warranted individual to another Federal agency, or retirement/resignation of the individual. This

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delegation of termination authority is strictly limited to such cited instances. It is not permitted for any restriction or termination that may lead to a grievance or similar personnel action.

E. The Warrant System Coordinator at each Area Office is to notify the Division of Contracting and Grants Administration (Central Office) in writing when a Warranted employee is recommended to no longer exercise certification authority due to retirement, transfer, reassignment, etc.

2.5 Responsibilities of Supervisory Contract Specialist. The Supervisory Contract Specialist (the senior 1102 Specialist) in charge of the acquisition activity is responsible for the following requirements under the Warrant System:

- A. Designate and develop a Warrant System Coordinator to serve as activity coordinator and facilitator.
- B. Maintain a staffing pattern designed to meet current and future workload needs in an efficient and effective manner, subject to available resources.
- C. Provide training and other resource information on Warrant System requirements to cognizant employees.
- D. Review Warrant System training plans of nominees and holders with the Warrant System Coordinator to ensure relevancy of proposed training to acquisition activity and employee needs.
- E. Counsel employees as to present and projected training requirements of the Warrant System.

2.6 Responsibilities of the Warrant System Coordinator.

The Warrant System Coordinator is responsible for the following requirements under the Warrant System:

- A. Submit completed nominee applications for employee designation and certification, or for approval of certification. Package will include: training; summary page of current performance appraisal rating; IDP; signatures by Supervisory Contract Specialist and Area Director; and, signed/dated copy of OF-333 (Procurement Integrity).
- B. Develop administrative procedures for a timely and completed resubmission of Warrant renewal requests to Central Office at least 45 days prior to Warrant expiration date.

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Package to be completed, as in F above.

C. Review and correct the location's Warrant System Roster received monthly from the Division of Contracting and Grants Administration (Central Office).

D. Coordinate and facilitate employee development plans by serving as liaison with the Division of Contracting and Grants Administration (Central Office) and training resources. This activity may include the following:

(1) Counsel employees and advise on their training plans, and assisting in compliance with Warrant System requirements.

(2) Review employee training plans for conformity to Warrant System requirements, Bureau needs, and employee development. However, it shall not be the responsibility of the Warrant System Coordinator to coordinate or direct training for warrant holders.

(3) Review curriculum content and course hours for maintenance training to ensure that training courses are relevant and are not being repeated. (Only the employee's immediate supervisor is empowered to approve training, obligate funds, and grant administrative leave for training to meet Warrant System requirements.)

(4) Disseminate relevant information and training materials to current and prospective Warrant holders. Maintain an updated system of individual employee records that accurately and completely reflects the status of the employee's training, education and experience.

U.S. Department of the Interior
Bureau of Indian Affairs

PERTINENT KNOWLEDGE, SKILLS AND ABILITIES
OF CONTRACTING OFFICERS

The acquisition profession demands high standards of performance (knowledge and skills) as well as ethical behavior. One of the crucial characteristics of the profession is the existence of a systematic body of knowledge to guide and focus requirements for technical knowledge and competence. This systematic body of knowledge is characteristically multi-disciplinary; it is systematically and objectively determined in its ability to give the professional greater control in the professional environment; and, the limits of the body of knowledge are determined by the professional's intellectual ability to determine what knowledge is "worthwhile."

Contract specialists, need to have a keen awareness, knowledge and the skill requirements in order to perform competently in this profession. This body of knowledge serves as the foundation of the acquisition profession. Efforts are focused on education, training, certification and the development of professional standards. Further, this body of knowledge is necessary for the Contract Specialist because it identifies the functions of the profession and how they relate to functions established in other acquisition-related areas. Basically, professional proficiency in acquisition management requires broad knowledge and a range of skills in the areas of:

- A. Acquisition and contracting policy and procedures.
- B. Legal and regulatory aspects of procurement and contracting.
- C. Managerial planning, decision making, communication, and control.
- D. The economics of materials and operations management.
- E. Cost and price analysis and negotiation techniques.
- F. Management information systems, and data and information analysis.
- G. Business management (particularly materials and operations management), industrial marketing, financial management, and related accounting.

Contract Specialists need to broaden and deepen their understanding of this professional body of knowledge in their profession.

The knowledge, skills, and abilities necessary for a Contracting Officer designation are those expected in the applicable GS-1105, 1106, or GS/GM-1102 series position that constitute the Bureau acquisition work-force. The following general requirements are provided to assist the recommending officials in assessing an individual candidate's experience.

A. LEVEL I CONTRACTING OFFICER.

1. Knowledge of and demonstrated compliance with Federal acquisition and assistance agreement laws, policies, regulations, and socio-economic programs; and methods and procedures applicable to small purchases not exceeding \$10,000; orders against Federal Supply Schedule (FSS) contracts and purchases up to the maximum order limitation from mandatory sources of supply.

2. Knowledge of the Federal acquisition process, market conditions; how to achieve competition, and how to determine a reasonable price from basic arithmetic calculations.

3. Ability to select appropriate methods or procedures for purchasing supplies or services and to consistently apply fair and sound business and professional judgement. Capable of monitoring contractor/grantee performance and assess end-products.

4. Ability to communicate appropriately with government and non-government personnel and to complete appropriate actions within a reasonable period of time.

5. Ethical conduct in business dealings, as required by Federal Personnel Manual, Chapter 735, appropriate adherence to OMB Circular A-123, and to Section 6 of Pub. L. 100-679.

B. LEVEL II CONTRACTING OFFICER.

1. All requirements for Level I described in A. above.

2. Knowledge of and ability to use various negotiation techniques; cost and price analysis, and contract administration techniques applicable to purchase orders up to \$25,000.

C. LEVEL III CONTRACTING OFFICER.

1. All requirements of Level I and II described in A. and B. above.

2. Working knowledge of, and demonstrated compliance with, Federal acquisition/grants and related laws, policies, regulations, and socio-economic programs,

methods and procedures applicable to solicitation, of contract actions which do not exceed \$200,000.

3. Knowledge of a variety of basic and major systems types of contracts and the effects that the use of particular contract terms are likely to have on contract performance and cost or price. Appropriate appreciation of grants assistance and agreement policies and procedures.

4. Ability to perform contract/grants actions within a reasonable time with a satisfactory level of quality and performance. Ensures appropriate contract/grants administration skills and highest quality of end-product.

5. Ability to make determinations as to appropriate award authority, type of contract, cost disallowances, equitable adjustments, and termination claims.

6. Ability to communicate appropriately with government and non-government personnel and to exercise consistently sound and fair business and professional judgement. Exercises prudent management skills in acquisition/assistance operations consistent with fiscal, staff, and physical integrity.

D. LEVEL IV CONTRACTING OFFICER

1. All requirements for Level I, II and III described in A., B., and C. above.

2. Working knowledge of, and demonstrated compliance with, Federal acquisition/grants and related laws, policies, regulations, and socio-economic programs, methods and procedures applicable to the solicitation, of contracts, regardless of dollar amount.

3. Mastery of a variety of basic, major systems, and other complex kinds of contracts and the effects that the use of particular contract terms are likely to have on contract performance and cost or price. Appropriate appreciation of grants assistance and agreement policies and procedures.

4. Ability to perform basic and complex major systems contract/grants actions within a reasonable time and with a satisfactory level of quality.

5. Ability to make sophisticated determinations concerning effective buying plans, appropriate negotiation techniques, type of contract, cost disallowances, equitable adjustments, and terminations.

6. Ability to understand and assist acquisition management, to communicate appropriately with government and non-government personnel, and to exercise consistently sound and fair business and professional judgement.

7. Exercises appropriate contract/grants administration skills to ensure highest quality of end-product. Skill in exercising prudent management abilities in acquisition/grants operations consistent with fiscal, staff, and physical integrity.

CRITERIA FOR EVALUATION OF TRAINING COURSES

These training-course criteria have been developed to aid the individual, the supervisor, the Warrant System Coordinator, and the Bureau training officer in establishing an Individual Development Plan (IDP) which will comply with the appropriate level of the Contracting Officer requirements and standards.

These criteria will be used to determine the acceptability of a training course when a recommendation for a Warrant certificate is submitted. The training hours required for certification are to be completed on the basis of actual classroom hours. For example, a five-day OPM or GSA course is to be counted as forty hours, and a three-hour college credit course (semester or quarter) shall be counted as forty-hours.

GENERAL

Training must be directly related to the general body of knowledge of acquisition and grants assistance management; and, it must include most of the described topics within the Core Subject areas as listed in this Supplement for each of the different levels. A course in which several acquisition subject areas are addressed is acceptable, provided the overall specific number of hours in Core Subjects are met for the applicable level. Equivalency tests are not considered acceptable substitutes for acquisition training unless they have prior approval from the Department and the Division of Contracting and Grants Administration (Central Office). Anyone desiring to take a course listed for a higher Warrant Level is encouraged to do so, particularly in maintaining the Warrant. Correspondence courses, if approved by the Department and the Bureau, are acceptable for credit under the Warrant System.

Warrant System Coordinators should review all Individual Development Plans (IDP's) periodically to ensure that employee and Bureau needs are being addressed adequately. Cost-benefit analysis should indicate the "best" type and mix of training courses (on-site v. off-site, programmed instruction, correspondence, etc.). Maintenance course requirements should be carefully reviewed so that course duplication does not occur for an employee.

LEVEL I

Level I is an introduction to the basic procurement process and treats fundamental principles and techniques with emphasis on public sector acquisition through small purchases, orders against Federal Supply Schedule (FSS) contracts, and purchases from mandatory sources of supply up to the maximum order of limitation.

A. General Subjects:

1. Principles of buying, market, conditions, and competition.
2. Use of business judgement, business administration/management.
3. Federal acquisition, responsibility, authority, and accountability.
4. Ethics and standards of conduct.
5. Purpose and objectives of small purchasing and use of mandatory sources of supply.
6. Socio-economic requirements, including Buy Indian Act set-aside programs.
7. Financial audits and internal acquisition management reviews.
8. OMB Circulars A-87, A-102, A-123, A-125.
9. Indian Self-Determination legislation and regulations (Public Law 93-638, as amended.).

B. Core Subjects:

The forty (40) hour total shall include emphasis in the following categories.

1. Small purchasing requirements for planning, requisitioning, competition, solicitation, evaluation, pricing and documentation.
2. Small purchase methods such as purchase orders (priced and unpriced), SF-44, blanket purchase arrangements, request for quotes, open market, imprest funds, and Government credit cards.
3. Government sources of supply; other purchasing authorities.
4. Requirements for selection and administration of Federal Supply Schedule (FSS) contracts and terms, delivery orders, mandatory-versus-optional schedules, and term contracts.
5. Administration of orders, payment procedures, method of inspecting and testing, transportation, and deliveries.

6. Purchasing reports.
7. Sound business and management practices; internal control review.

Nominee applicants recommended by the Area Office or Supervisory Contract Specialist/Warrant System Coordinator for the limited Exception designation under part 3.1A(6) shall complete 24 hours of training under B above.

C. Maintenance Training.

1. The forty (40) hour requirement is to be completed within the four year period after receipt of the Warrant.
2. Exception Warrants require 24 hours maintenance training prior to renewal.
3. The content of this training shall be at the discretion of the Supervisory Contract Specialist and is to be provided by an external professional training source.

LEVEL II

A. Level II develops functional knowledge of the laws, policies, procedures, and methods pertaining to purchase orders up to \$25,000. It builds on the basic small purchase techniques of Level I by providing the knowledge of socio-economic, and labor requirements pertaining to purchases over \$10,000, as well as the knowledge of pricing, special provisions, negotiating and contract administration techniques applicable to such purchases.

B. The forty (40) hours of small purchase training required for Level I are a prerequisite for Level II. Forty (40) additional hours of training in negotiation or cost and price analysis or contract administration, or a combination thereof, are required for Level II. The descriptions of "Negotiation," "Cost and Price Analysis" and "Contract Administration" contained in the "Core Subjects" section of Level III training (see below) are appropriate guidelines for courses in these subjects applicable to Level II.

C. Maintenance Training.

1. The forty (40) hour requirement shall be completed within the four year period after receipt of the Warrant.

2. The content of this training shall be at the discretion of the Supervisory Contract Specialist and is to be provided by an external professional training source approved by the Department or the Bureau.

LEVEL III

Level III develops functional knowledge of the laws, policies, procedures, and methods pertaining to Federal acquisition to enable an individual to operate effectively and efficiently in managing the full range of commercial and major systems contracts and assistance agreements with a ceiling of \$200,000.

The course content shall convey an understanding of the following General Subjects:

A. General Subjects:

1. Federal acquisition/grants policies.
2. Explanation of the acquisition cycle and acquisition planning.
3. Overview of budget and appropriation cycle.
4. Ethics and conduct standards.
5. Basic contract/grants laws, and Pub. L. 93-638 requirements.
6. Socio-economic requirements in acquisitions.
7. Identification and comparison of types of contracts and clauses.
8. Sealed bids and competitively negotiated methods or contract acquisitions.
9. Definition of value, cost, price and profit.
10. Techniques for other than full and open competition.
11. Protests, disputes, and appeals.
12. Contract/grants administration responsibilities.
13. Contract/grants modifications, termination, close-out and debt collection.
14. Subcontracting relationships.
15. Special acquisition/grants methods for major systems.
16. Business administration and management.
17. Operational and management audits.
18. OMB Circulars A-76, A-87, A-102, A-110, A-123, A-125, and A-128.
19. Federal assistance and agreement policies and procedures.
20. Internal control review systems.
21. ADP resources for acquisition specialists.

B. Core Subject:

Special content emphasis on the 160-200 hours of five Core Subjects of sealed bidding, negotiation, cost and price analysis, contract administration, and contract law (32-40) classroom hours each) should generally include:

1. Sealed Bidding

- Procedures.
- Bidder responsibility.
- Responsiveness and timeliness of bids.
- Evaluation and verification of bids for award.
- Protests.

2. Negotiation

- Competitive principles and requirements.
- Negotiation objectives and sessions.
- Negotiation procedures (competitive, and other than full and open competition.
- Source evaluation and selection techniques.
- Offeror responsibility.
- Justification and Approval levels for other than full and open competition.

3. Cost and Price Analysis

- Fair and reasonable price determination.
- Economic concept of value, cost, and profit.
- Cost and price analysis.
- Profit factors.
- Awareness of cost principles: reasonable, allowable and allocable.
- Identification of elements of financial statements.
- Simple cost control techniques.
- Truth in Negotiation Act.
- Contract audits and resolution process.

4. Contract Administration

- Responsibilities and functions of a contract administrator.
- Proper authority for change orders/supplemental agreements.
- Identification of equitable adjustment factors.

- Quality assurance, inspection, and compliance with contract terms.
- Delays/suspension of work.
- Labor provisions.
- Contract payments.
- Disputes and remedies.
- Liquidated damages.
- Terminations for Convenience of Government and for Default.
- Contract close-out and debt collection.
- Audit resolution.

5. Contract Law

- Basic contract law principles.
- Federal contractual authority.
- Federal acquisition regulations.

For a course to qualify as credit toward a Core Subject area, it should contain most of the topics listed under the specific subject area. A course which specializes in only one or two topics does not satisfy the entire subject area requirements for Level III. For example, a "Contract Claims" course does not fulfill all the requirements for a basic course in "Contract Administration." Course work is to be provided by a training source approved in advance by the Department and the Bureau.

C. Maintenance Training

1. The eighty (80) hour requirement shall be completed within the four year period after receipt of the Warrant.

2. The content of this training shall be from a training source approved in advance by the Department and the Bureau, and shall be related to the acquisition/grants assistance discipline. Preference should be given to enrolling in higher-level Warrant Core courses (see also Level IV C).

Level IV

Level IV courses concentrate on the analysis of advanced acquisition methods and techniques to enable an individual to effectively manage more complex contractual/grants assistance relationships. The Warrant System training requirements for Level III are prerequisites for Level IV. The essential difference between Level III and Level IV courses is that Level III conveys general acquisition/grants knowledge while Level IV concentrates on the in-depth analysis of more complex and specialized

acquisition areas and represents a strategic overview of acquisition and assistance agreement management.

Advanced course content must include a coverage of the following General Subject; 40 classroom hours each in courses from the Core Subjects listed in Part B (200 hours); and the basic courses from Level III (160-200 hours).

A. General Subjects:

1. Acquisition management.
2. Acquisition planning, development, and assessment.
3. Advanced acquisition methods and techniques.
4. Complex contract types.
5. Acquisition of major systems, including Pub. L. 93-638 actions.
6. Analysis and interpretation of private sector market conditions.
8. Data Management and processing.
9. Incentive contracting; cost reduction.
10. Current policy issues.
11. Business administration and development.
12. Executive management and development.
13. Management and performance audits.
14. OMB Circulars A-76, A-87, A-102, A-123, A-125, and A-128.
15. Internal control review systems.
16. Federal assistance and agreement policies and procedures.

B. Core Subjects.

1. Advance Sealed Bidding
 - Specification and purchase description.
 - Two-step solicitation.
 - Mistakes in bids.
 - Protests.
2. Advance Negotiation
 - Techniques and strategy of effective negotiation.
 - Competitive range determinations.
 - Advanced source evaluation and selection process and techniques.

3. Advanced Cost and Price Analysis
- Contract risk allocation.
 - Financial management and interpretation of financial statements and determination of viability of business concern.
 - Quantitative techniques for evaluation.
 - Cost accounting standards.
 - Cost control techniques.
 - Design-to-cost; life cycle cost; value engineering.

4. Advanced Contract Administration
- Change orders/supplemental agreements; forward pricing.
 - Settlement of contract claims and equitable adjustments.
 - Terminations for Convenience or Default.
 - Interpretation of specifications.
 - Contractor/grantee performance measurement.
 - Contract close-out and debt collection.
 - Audit resolution.

5. Advanced Contract Law
- Evaluation of acquisition statutes.
 - Case studies and analysis of Comptroller General, GAO, and GSA, Appeals Board, and court decisions in major contract issues.
 - Understanding legal procedures and interpreting legal concepts.
 - Contemporary legal acquisition and related issues.

C. Maintenance Training.

1. The eighty (80) hour requirement shall be completed within the four year period after receipt of the Warrant.

2. The content of this training shall be from a training source approved in advance by the Department and the Bureau, and shall be related to the acquisition discipline, as examples:

- Budgeting for Procurement.
- Systems Acquisitions.
- Program/Project Management.
- Productivity.
- Automated Procurement (including use of hardware/software).
- Ethics, Conflict of Interest, and Standards of Conduct.
- Value Analysis/Engineering.
- Safety, Reliability and Maintainability.
- Socio-Economic Objectives.

- Small and Minority Business Development.
- Subcontracting and Subcontract Management.
- Commercial and Industrial Products.
- Government Property.
- Architect and Engineering Contracting.
- Construction Contracting.
- Services Contracting.
- ADP Contracting.
- Acquisition Management Information Systems.

U.S. Department of the Interior
Bureau of Indian Affairs

FORMAT FOR REQUEST FOR CONTRACTING OFFICER WARRANT

Instructions. Nominees for Contracting Officer designations are to use the following format to prepare their qualifications and documentation thereof for review and processing by the Division of Contracting and Grants Administration (Central Office) for referral to the Deputy Commissioner of Indian Affairs. All entries are to be submitted with the memorandum of Illustration 3 and should be enumerated and attached, as indicated. Provide any necessary attachments.

The following notice to Employees applies regarding information furnished by employees as part of the application for Contracting Officer Warrant.

The Privacy Act of 1974 requires that any Agency maintaining a system of records inform the persons from whom information is requested in writing of the authority for the inquiry; whether the disclosure is considered mandatory or voluntary; the principle purpose for which the information will be used; routine uses which may be made of the information, and consequences (if any) to the individual for not providing all or part of the information requested.

A. Authority: The Federal Property and Administrative Services Act, 41 U.S.C. 257; 5 U.S.C. 301.

B. Disclosure mandatory or voluntary: The employee's response to questions is considered to be voluntary.

C. Principle purpose for which the information will be used: The purpose of the Request of Contracting Officer Warrant is to evaluate the experience, education, and training of nominee Contracting Officers. Recommending and designating officials will use the information collected to determine whether nominees meet the specific and general qualifications for appointment as Contracting Officers.

D. Routine uses: This information may be used within the Department of the Interior for official purposes and may be forwarded to appropriate Federal, State, or local agencies if the information contains evidence of possible criminality. Information may be used as a basis for summaries or briefings presented Members of Congress; used as a basis for response to agencies in the Executive Branch of the Federal Government; used as evidence in court proceedings; provided to appropriate individuals/organizations under the provisions of the Freedom of Information Act, as

amended; and, used as a basis for responding to press queries.

E. Effects of not providing all or part of the information requested: The employee may not be considered for appointment as a Contracting Officer.

Memorandum

To: Deputy Commissioner of Indian Affairs
Attn: Division of Contracting and Grants Administration
Warrant System Coordinator

From: Area Director/Education Line Official

Subject: Request for Contracting Officer Warrant

REQUEST FOR CONTRACTING OFFICER WARRANT

[Instructions. This format is to be used in preparing a transmittal to the Division of Contracting and Grants Administration (Central Office) for each nominee Contracting Officer for an appointment and is to include all information requested.]

The following findings and determinations are made pursuant to applicable laws and regulations:

1. There is a clear and convincing need to appoint a (permanent) (interim) (exception) Level _____ Contracting Officer. (Strike two.)
2. (Name, Classification Series, Grade) is recommended as the nominee Contracting Officer, and (will occupy) (occupies) the following full-time organization position _____, at the following Bureau location (provide full mailing address).
3. The nominee's Request for appointment is attached which identified pertinent knowledge, skills, and abilities plus training and education qualifications.
4. The nominee's Conflict-of-Interest Disclosure Statement is on file in the appropriate Personnel Office (Level III or IV only.)
5. The nominee's satisfactory performance appraisal statement (summary page only) for acquisition duties and responsibilities is attached. In addition, a current IDP is provided, as well as a signed/dated OF-333 form.

6. The nominee will (regularly devote a significant portion of time to acquisition duties) (have incidental occasions to make procurement). (Strike one.)

7. This application is for () new warrant; () renewal of expired Bureau Warrant previously issued. (Check one.)

- Attachments:
- (1) Contracting Officer's Application Form
 - (2) Performance Appraisal Statement (Summary Page)
 - (3) Individual Development Plan (IDP)
 - (4) Certificate of Procurement Integrity (FAR 3.104-9) (OF-333)
 - (5) Evidence of completed training (SF-182 or Training Certificate)

DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
CONTRACTING OFFICERS WARRANT
APPLICATION FORM

I. APPLICATION INFORMATION

- 1. Name (Last, First): _____
- 2. Current Warrant Number (if applicable): _____
- 3. Area/Agency/Office: _____
- 4. Position/Title: _____
- 5. Job Series & Grade: _____
- 6. Duty/Station: _____
- 7. Mailing Address: _____

II. TYPE OF TRANSACTION

- ___A. Initial Warrant Application Within Bureau/Office. Indicate warrant level [i.e., I (permanent or exception), II, III (interim or permanent) or IV (interim or permanent)], status and dollar amount/authority sought:

- ___B. Renewal of current Warrant.
- ___C. Increase of Existing Warrant Authority from _____ to _____. Indicate reason for increase request:

- ___D. Conversion of existing interim Warrant to permanent status. NOT APPLICABLE TO LEVEL I, IE AND II CONTRACTING OFFICERS WARRANTS.
- ___E. Correction/Edit. Indicate application action(s) to be changed (i.e, name change or location change):

- ___F. Deletion. Reason: (e.g., retirement, reassignment or organizational change, supv. recommendation, job function displaced by P.L. 93-638) _____

III. PROCUREMENT EXPERIENCE *List most recent position first. Use additional paper as necessary.*

Location	Position/Title	Warrant Authority (Level/\$ Amt.)	From/To

IV. PROCUREMENT TRAINING

(Attach copies of training certificates or signed SF-182 for each core and elective course.) Use additional paper, as necessary.)

A. Core Training - Summary

Indicate total number of hours completed in each core subject area. Itemize course titles, identify individual training sources, hours credited per course, and the dates of training for each course on a separate page.

Core Subject	Total Hours Credited	
	Basic	Advanced
Small Purchases		
Contract Negotiations		
Cost/Price Analysis		
Contract Administration		
Contract Law		
Sealed Bidding		

B. Elective Training

Indicate course title, source, number of hours completed and dates of training for each elective taken:

Course Title	Source	Hours Credited	Training Dates

V. EQUIVALENCIES. List any equivalencies, e.g., work experience, national organization license/certification, and/or graduate/professional school training. Describe the equivalent experience or qualification for which credit is being sought, the period of performance, attendance, and/or award, identify the standard, e.g., FAR Contract Mgmt. Training Blueprints (DIAPR 90-4, dated 1/27/89) against which equivalence credit is being measured, and detail the extent to which the equivalency meets the standard. Use additional paper as necessary.

VI. OTHER CHANGES *(List any corrections/edits, e.g., change of name, grade, etc.)*

VII. CONFLICT OF INTEREST *(Level III and IV Only)*

- A. A Conflict of Interest certificate is _____, is not _____ on file in the applicant's official personnel file.
B. _____ Not applicable to this warrant transaction.

VIII. PROCUREMENT INTEGRITY CERTIFICATION (OF-333)

- A. A Procurement Integrity certificate is attached, and is _____, is not _____ on file in the applicant's official personnel file.

XI. 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 are made in good faith.

(Name of Applicant)

(Signature)

(Date)

- B. **Supervisory Recommendation** *(Check applicable certification statement and complete certification.)*

_____ The applicant's performance of acquisition duties has been satisfactory. This application, with any additional attachments, fully documents that all warrant system appointment criteria have been met, and that the applicant is fully qualified. The basis for acceptance of any equivalencies, e.g., experience, professional organization tests or graduate training, etc., have been evaluated against the knowledge, skills, and abilities criteria listed in the FAR Contract Management Training Blueprints (DIAPR 90-4, dated 11/27/89) and documented in the appointment file. Therefore, 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 qualifications. Therefore, award of an interim warrant is recommended. (Levels III and IV only.)

(Supervisor's Name)

(Supervisor's Signature)

(Date)

C. Warrant System Coordinator Recommendation (*Check applicable certification statement and complete certification*).

- _____ This application has been thoroughly reviewed and certified by supervisory personnel to ensure that all appointment criteria have been met. The requested warrant, therefore, will be issued.
- _____ The applicant does not meet the established minimum qualification. Therefore, award of an interim warrant is recommended. The interim warrant will be effective for a minimum of _____ from date of signature. (Levels III and IV only).

(Warrant Coordinator's Name)

(Warrant Coordinator's Signature)

(Date)

D. Recommend Approval.

(Area Contracting Officer Name)*

(Area Contracting Officer Signature)

(Date)

E. Concur:

(Area Director's Signature)**

(Date)

* - Omit, if OIEP applicant.

** - Substitute appropriate Education line official for Area Director.

Signatory Authority Ceilings and Special Approvals

The Special Approvals (review and concurrence) required, in addition to a Contracting Officer's signature, are, as follows (non-inclusive):

- (1) Dollar levels for Justifications for Other than Full and Open Competition requirements:
 - (a) Up to \$25,000 - Level IV Warrant Contracting Officer.
 - (b) Over \$25,000 but not exceeding \$100,000 - Central Office; Chief, Division of Contracting and Grants Administration.
 - (c) \$100,000 to \$1 million - Bureau Competition Advocate (Central Office).
 - (d) \$1 million to \$10 million - Deputy Commissioner - Indian Affairs (Central Office)
 - (e) \$10 million and over - Senior Procurement Executive (Department of the Interior).
- (2) Contracting for Advisory and Assistance Services (CAAS):
 - (a) For Fiscal Year Quarters 1-3:
 - (i) \$0 - \$25,000: Supervisory Contract Specialist.
 - (ii) \$25,000 - \$100,000: Deputy Commissioner of Indian Affairs.
 - (iii) \$100,000 - \$1 million: Office of Acquisition and Property Management (Department of the Interior).
 - (iv) Over \$1 million: Assistant Secretary - Policy, Management and Budget (Department of the Interior).
 - (b) For Fiscal Year Quarter 4:
 - (i) \$0 - \$25,000: Deputy Commissioner of Indian Affairs.
 - (ii) \$25,000 - \$100,000: Office of Acquisition and Property Management (Department of the Interior).

- (iii) \$100,000 - \$1 million: Assistant Secretary - Policy, Management and Budget (Department of the Interior).
 - (iv) Over \$1 million: UNDER SECRETARY (Department of the Interior).
- (3) Personal services - Office of Solicitor review.
 - (4) ADP equipment and services - Office of Data Systems (Central Office) review.
 - (5) Buy Indian Act Waivers - Deputy Commissioner of Indian Affairs
 - (6) Ratification of unauthorized commitments - Deputy Commissioner of Indian Affairs (Central Office).
 - (7) Advisory Committees/Groups - Assistant Secretary - Policy, Management and Budget. (Department of the Interior)
 - (8) Lease of real property - General Services Administration.
 - (9) Newspaper advertising - Area Director.
 - (10) Purchase or lease of vehicles - Assistant Secretary - Policy, Management and Budget (Department of the Interior) and General Services Administration.
 - (11) Purchase/lease/upgrade of copying equipment - Assistant Secretary - Policy, Management and Budget (Department of the Interior).
 - (12) Subcontracting Plan Determination - Division of Contracting and Grants Administration (Central Office).
 - (13) Inter-Agency agreements (between Federal agencies) - Level III or IV Contracting Officer.