



**DEPARTMENT OF THE ARMY**  
U.S. ARMY MEDICAL COMMAND  
HEALTH CARE ACQUISITION ACTIVITY  
2107 17TH STREET, SUITE 69  
FORT SAM HOUSTON, TEXAS 78234-5069

REPLY TO  
ATTENTION OF

MCAA

10 February 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for the Selection, Appointment, and Termination of HCAA Contracting Officers, Operating Instruction 03-01

1. Purpose: To provide guidance regarding the selection, appointment, and termination of HCAA contracting officers.
2. References.
  - a. AFARS 5101.603-1 & 5101.603-2.
  - b. DFARS 201.603-2.
  - c. DOD Manual 5000.52M, Acquisition Career Development Program for Acquisition Personnel, Nov 95.
  - d. Memorandum, USD, 21 Mar 01, subject: Changes in Education Requirements for the Acquisition Workforce.
3. Approval and Appointment. The Principal Assistant Responsible for Contracting (PARC) approves and appoints contracting officers by issuance of the Standard Form (SF) 1402, Certificate of Appointment. The Office of the PARC will provide the SF 1402 to the individual appointee through the appropriate Center/Office Chief.
4. Nomination for Selection and Appointment.
  - a. Requesting Official (RO). Chiefs of HCAA contracting offices will be the RO for their subordinates, and themselves. Each RO is responsible for ensuring warrants are held to the minimum number necessary to meet the optimum needs of their respective offices. The RO is also responsible for nominating candidates that meet all mandatory qualifications, as listed below. The RO's signature on the Contracting Officer Appointment Request constitutes a certification that the candidate meets all mandatory requirements, and that the application contains complete and accurate information.

**This OI supersedes PL 98-04,30 Jul 98.**

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b. Mandatory Qualification Standards.

(1) Be assigned to an HCAA contracting center, office, cell or a TRICARE Lead Agent office operating under MEDCOM procuring authority.

(2) For warrants above the simplified acquisition threshold have:

(a) Completed all mandatory contracting courses required for the level and grade at which the individual is serving:

		Civilian/Military	
Level I	GS5	to 9/01 to 03	- Con 100&101&104
Level II	GS9	to 12/03 to 04	- Con 202&204&210
Level III	GS12	to 15/05 to 06	- Con 301&333

(b) New 1102 series entrants entering the DOD on or after 1 October 2000 must meet the minimum qualification requirement of having a baccalaureate degree from an accredited educational institution, and a minimum of 24 semester credit hours, or equivalent study, from an accredited institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (or passed an examination considered to demonstrate skills, knowledge, or abilities comparable to that of an individual who has completed at least 24 semester credit hours, or equivalent, of study from an accredited institution in any of the disciplines mentioned above).

(3) The requirements at 4b(2)(b) do not apply to civilian and military personnel in DOD who occupied GS-1102 positions or contracting officer positions with authority to award or administer contracts above the simplified acquisition threshold on or before 30 September 2000. An employee who has occupied a GS-1102 position in any agency outside of DOD who has never held a GS-1102 position within DOD is considered a "new entrant" and must meet the new educational requirements.

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(4) The requirements at 4b(2)(b) also do not apply to an employee who, as of October 1991, had at least 10 years experience in acquisition positions, either in government agencies or the private sector.

(5) Experience and Certification Level Required Per Warrant Threshold.

<u>Threshold</u>	<u>Contracting Certification</u>	<u>Contracting Experience</u>
Up to \$25,000	Level I	1 Year
\$25,000 to \$100,000	Level II	2 Years
\$100,000 and over	Level II	2 Years

(6) Possess the necessary experience, business acumen, judgment, character and reputation to properly discharge the responsibilities associated with the requested selection and appointment.

(7) Military and civilian personnel nominated to receive a warrant over \$500,000 will be required to go before a Warrant Review Board. The board will be based on a series of questions presented in an interview or essay format. Based on the response the board will make a written determination/recommendation as to whether the nominee possesses the contracting knowledge and business acumen necessary to perform at the warrant level requested. The board will submit recommendation to the PARC within 2 business days from the date the board is held. The PARC may waive the review board based on a written request from the RO. The RO may request a waiver for any nominee who has held a warrant for 2 years within the previous 5 years at or above the dollar threshold being requested.

(8) If a person with a warrant moves from one HCAA contracting activity to another, the existing warrant is considered valid when the chief of the receiving office determines the warrant is required and the limit amount is commensurate with the position.

## 5. Termination.

a. The RO is responsible for monitoring warrants under his/her purview and terminating warrants when there is a change in business strategy, business base, organization, or qualification conditions. When an RO determines

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termination is appropriate, the RO shall immediately return the original warrant to the PARC with a brief written explanation as to the reason. Termination of a warrant is not deemed an adverse personnel action in and of itself.

b. The HCAA PARC, subsequent to notification to the RO, may also terminate a warrant at any time based on the same criteria.

6. Dollar Value of Warrants. The dollar value of a warrant is not governed by the nominee's position; i.e., office chief, team leader, etc. The dollar value will be determined based on the workload requirements of the contracting activity while taking into consideration the "Office Without Walls" concept. Therefore any request from a regional office or cell for an unrestricted warrant in excess of \$500,000 must include correlating rationale to address the exception and support the request.

7. Rating Scheme. The Contracting Officer's first level rater must be within HCAA command channels. Rating input from customers or other functional areas is acceptable as deemed necessary by the appropriate center/office/cell Chief.

8. Documentation. The nomination package for DOD employees (Encl 1) shall include the following: a signed copy of the Contracting Officer Appointment Request; a copy of the nominee's most recent Acquisition Career Record Brief for civilians, an Officer Record Brief, or an Enlisted Record Brief DA Form 2-1 for military personnel and a completed Contracting Officer Warrant Worksheet. The nomination package for a new DOD employee shall include: a copy of the nominee's college transcripts, DAU training certificates and a completed Contracting Officer Warrant Worksheet.

9. Annual Review and Report (Encl 2).

a. The RO is responsible for conducting an annual review of all warrant holders under his/her purview and submitting a report to the PARC not later than 15 November.

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b. To facilitate the review, the HCAA Action Officer will provide a list of Contracting Officer warrant holders to each office the third week of October. Upon request, this list can also be provided at any time.

c. As a minimum the report should address whether existing warrants are still appropriate to the business base, and whether all current Contracting Officers continue to demonstrate the required qualifications. Revisions or corrections to the warrant holder list shall also be provided.

10. Our point of contact is Mr. Gary P. Pinion, U.S. Army Medical Command Health Care Acquisition Activity, DSN 471-5963 or Commercial (210) 221-5963.

  
ALBERT JACOB  
Chief of Staff

2 Encls

1. Nomination Package
2. Annual Warrant Report

DISTRIBUTION:

CHIEF, CENTER FOR HEALTH CARE CONTRACTING  
CHIEF, GREAT PLAINS REGIONAL CONTRACTING OFFICE  
CHIEF, PACIFIC REGIONAL CONTRACTING OFFICE  
CHIEF, SOUTHEAST REGIONAL CONTRACTING OFFICE  
CHIEF, WESTERN REGIONAL CONTRACTING OFFICE  
CHIEF, MEDCOM CONTRACTING CENTER NORTH-ATLANTIC  
CHIEF, EUROPE REGIONAL MEDICAL COMMAND CONTRACTING CELL

**CONTRACTING OFFICER APPOINTMENT REQUEST  
NOMINATION PACKAGE**

**PART I - General Information**

1. Name (As it is to appear on warrant): \_\_\_\_\_
2. Title, Series, Grade: \_\_\_\_\_
3. Center/ Office/Branch/Cell \_\_\_\_\_
4. Initial Rater (Name and Title): \_\_\_\_\_
5. Certification Level: /\_/ Purchasing /\_/ Contracting Level: \_\_\_\_\_

**PART II - Contracting Experience**

1. Relevant Experience: Begin with current position and go back for a minimum of 2 years. May include up to four relevant positions. Use additional sheets as necessary.

- A. Name of Employer: \_\_\_\_\_
- B. Dates Employed: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_
- C. Title of Position: \_\_\_\_\_
- D. Brief Description of Work : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Level of Contracting Officer warrant held currently or previously (and period for which warrant was held):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Other Relevant Qualifications, Certifications, or Skills:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Relevant Honors, Awards or Fellowships Received:  
\_\_\_\_\_

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**PART III - Education**

- 1. Years of Formal Education Completed (i.e., 14 years=2 years of college): \_\_\_\_\_
- 2. Highest Level Diploma Received (GED,AA,BS,etc): \_\_\_\_\_
- 3. Name of College/University: \_\_\_\_\_
  - a. Dates Attended: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / To \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  - b. Number of Credits Completed (Indicate semester or quarter hours): \_\_\_\_\_
  - c. Type and Year of Degree: \_\_\_\_\_
  - d. Major Field of Study: \_\_\_\_\_

**PART IV – Contracting Related Training (Only list courses not included on ACRB/ORB/DA Form 2-1)**

Name of Course Attended (Include Course # and Description)	Name of School	Date Attended

Type Name of Applicant

Type Name of Requester

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

**PART V - RO Certification**

1. The individual identified in PART I of this Contracting Officer Appointment Request is assigned to a MEDCOM Health Care Acquisition Activity center, office, or cell or a TRICARE activity and meets the minimum requirements prescribed by DFARS 201.603-2.

2. The warrant requested is essential for efficient operation of the identified contracting officer for the following reasons: [Provide an explanation of why the warrant is needed, projected workload assignments, and availability of other warrant holders within the office to handle such assignments.]

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3. The individual possesses the necessary business acumen, judgment, character and reputation to properly discharge the responsibilities associated with the requested appointment. Provide a narrative explanation of the basis on which this determination is made.

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\_\_\_\_\_  
Requesting Official  
Signature/Certification

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date









**SECTION V - MISCELLANEOUS**

27. REMARKS

COPY OF PQR SENT TO USAEREC FOR SFC SELECTION BOARD  
990324

28. ITEM CONTINUATION

ITEM NO. DATA

**SECTION IX - RESERVE COMPONENT DATA**

- 32a. READY RESERVE OBLIGATION EXPIRATION DATE:
- b. DA FORM 3726 OR 3726-1 AGREEMENT EXPIRATION DATE:
- c. SERVICE OBLIGATION EXPIRATION DATE:
- d. MANDATORY REMOVAL FROM ACTIVE STATUS:
- e. RETIREMENT YEAR ENDING DATE:

29. DATE DA FORM 208 PREPARED:

30. DATE DUPLICATE DA FORM 2-1 SUBMITTED: 99 03 24

REPORT OF CHANGES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	33.
24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	PREPARED
47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	REVIEWED
70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	02 03 24

34. SIGNATURE

*Jack Jones*

U.S. ARMY CONTRACTING OFFICER WARRANT WORKSHEET

1. Name (Last, First, Middle) \_\_\_\_\_  
(CPO CODE: BBA) (MILPO CODE: NAME)

2. a. Social Security Number \_\_\_\_\_  
(CPO CODE: BBA) (MILPO CODE: SSN)

b. Status:

\_\_\_\_\_ Civilian (NO CPO CODE - CHECK IF APPLICABLE)

Series (CPO CODE: JQP)

\_\_\_\_\_ Grade (CPO CODE: JAO)

\_\_\_\_\_ Military (NO MILPO CODE - CHECK IF APPLICABLE)

\_\_\_\_\_ Military Grade and Functional Position  
(Example: 04, 97A00) (MILPO CODE: TGRA)

\_\_\_\_\_ Acquisition Career Field  
(See DoDI 5000.55, p. 5-1)

(CPO CODE: CK8) (MILPO CODE: AQSPEC)

\_\_\_\_\_ Acquisition Career Level  
(See DoDI 5000.55, p. 5-2)

(CPO CODE: CK5) (MILPO CODE: AQCLVL)

\_\_\_\_\_ Acquisition Position Category  
(See DoDI 5000.55, p. 10-4)

(CPO CODE: X9U) (MILPO CODE: AQSPEC)

3. Name, address and telephone number of servicing civilian personnel office.

USAMEDCOMDSCPER

(CPO CODE: JAL)

4. Type of request:

- a. \_\_\_\_\_ Initial Request
- b. \_\_\_\_\_ Change of Warrant Authority
- c. \_\_\_\_\_ Termination of Warrant

(NO CPO OR MILPO CODE)

5. Contracting Officer Qualification Basis.

a. Mandatory contracting courses (CIRCLE ONE)

1 = Met Requirements (successfully completed all mandatory contracting courses listed in DOD 5000.52M or their equivalent for my current grade or rank).

(CPO CODE: CKM = 1) (MILPO CODE: AQCCQL = 1)

2 = Received a DD 2591 "Department of Defense Contracting Officer Waiver Request" approved by the Army Acquisition Career Program Board. COMPLETE ITEM 8(e). Do not use a DD 2518 "Fulfillment of DOD Mandatory Training Requirement" in lieu of a DD 2591.

(CPO CODE: CKM = 2) (MILPO CODE: AQCCQL = 2)

3 = Exception Provision: As of 1 Oct 93 can continue to serve in current position or any other position in the same grade and level of responsibility.

(CPO CODE: CKM = 3) (MILPO CODE: AQCCQL = 3)

b. Experience (CIRCLE ONE)

1 = Met requirement (I have completed 2 years in a contracting position).

(CPO CODE: CKN = 1) (MILPO CODE: AQCOEX = 1)

2 = Received a DD 2591 "Department of Defense Contracting Officer Waiver Request" approved by the Army Acquisition Career Program Board. COMPLETE ITEM 8(d).

(CPO CODE: CKN = 2) (MILPO CODE: AQCOEX = 2)

3 = Exception Provision: As of 1 Oct 93 can continue to serve in current position or any other position in the same grade and level of responsibility.

(CPO CODE: CKN = 3) (MILPO CODE: AQCOEX = 3)

c. Education (CIRCLE THE APPROPRIATE ITEM(S)): Circle both 3 and 4 if a combination was obtained to meet the education requirements in accordance with the Defense Acquisition Workforce Improvement Act.

1 = Has a baccalaureate degree.

(CPO CODE: CKP = 1) (MILPO CODE: AQCOQL = 1)

2 = Received a DD 2591 "Department of Defense Contracting Officer Waiver Request" approved by the Army Acquisition Career Program Board. (COMPLETE ITEM 8(c).

(CPO CODE: CKP = 2) (MILPO CODE: AQCOQL = 2)

3 = Has completed at least 24 semester credit hours (or the 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.

(CPO CODE: CKP = 3) (MILPO CODE: AQCOQL = 3)

4 = Has passed an approved examination demonstrating knowledge equivalent to 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in the subjects listed in the previous option.

(CPO CODE: CKP = 4) (MILPO CODE: AQCOQL = 4)

5 = Has 10 years of acquisition experience gained before 1 Oct 91.

(CPO CODE: CKP = 5) (MILPO CODE: AQCOQL = 5)

6 = Exception Provision: As of 1 Oct 93 can continue to serve in current position or any other position in the same grade and level of responsibility.

(CPO CODE: CKP = 6) (MILPO CODE: AQCOQL = 6)

6. Contracting Officer's Primary Warrant Type. If the individual will hold more than one warrant, and one warrant grants the status of a procuring contracting officer, circle "A." If neither current warrant nor requested warrant is for procuring contracting officer, circle the warrant type associated with the higher current warrant amount. If warrant is being terminated circle "y."

A = Procuring Contracting Officer

(CPO CODE: CL2 = A) (MILPO CODE: AQWRNT = A)

B = Administrative Contracting Officer

(CPO CODE: CL2 = B) (MILPO CODE: AQWRNT = B)

C = Terminating Contracting Officer

(CPO CODE: CL2 = C) (MILPO CODE: AQWRNT = C)

D = Corporate Administrative Contracting Officer

(CPO CODE: CL2 = D) (MILPO CODE: AQWRNT = D)

E = Principal Administrative Contracting Officer

(CPO CODE: CL2 = E) (MILPO CODE: AQWRNT = E)

F = Provisioned-Item-Order Contracting Officer

(CPO CODE: CL2 = F) (MILPO CODE: AQWRNT = F)

X = Warrant other Than Those Above

(CPO CODE: CL2 = X) (MILPO CODE: AQWRNT = X)

Y = No Warrant Granted

(CPO CODE: CL2 = Y) (MILPO CODE: AQWRNT = Y)

7. Contracting Officer's Highest Obligation Limit Without Higher Level Approval. Report the highest amount that the contracting officer can obligate on his or her own authority (without higher-level approval). If there is more than one obligating limit, report the limit associated with the contracting officer's primary warrant type reported in Item 6. This is the dollar limitation or obligating authority imposed by the SF 1402, "CERTIFICATE OF APPOINTMENT." (CIRCLE ONE)

2 = \$100,000 or less (SAT)

(CPO CODE: CL4 = 2) (MILPO CODE: AQOBLM = 2)

3 = \$100,001 through \$500,000

(CPO CODE: CL4 = 3) (MILPO CODE: AQOBLM = 3)

4 = \$500,001 through \$2,000,000

(CPO CODE: CL4 = 4) (MILPO CODE: AQOBLM = 4)

5 = \$2,000,001 through \$10,000,000

(CPO CODE: CL4 = 5) (MILPO CODE: AQOBLM = 5)

6 = Over \$10,000,000 and including unlimited authority

(CPO CODE: CL4 = 6) (MILPO CODE: AQOBLM = 6)

8. Army Acquisition Career Program Board Waiver. If a waiver was approved by the Army Acquisition Career Program Board for the contracting officer candidate, you must circle a. and b. below. In addition, you must circle the appropriate type of waiver granted in either c., d. or e. below. IF NO WAIVER WAS REQUESTED, SKIP a. AND b., AND CIRCLE (N) FOR c., d. AND e. BELOW. THEN PROCEED TO THE SIGNATURE PAGE. Refer to DODI 5000.55, pages 14-2 thru 14-4.

- a. The contracting officer candidate received a DD 2591 "Department of Defense Contracting Officer Waiver Request" approved by the Army Acquisition Career Program Board.

(CPO CODE: CNC = 1) (MILPO CODE: AQWVAU = 1)

- b. The contracting officer candidate received a DD 2591 discussed in a. above. Receipt of a DD 2591 indicates that the contracting officer candidate possesses significant potential for advancement.

(CPO CODE: CND = A) (MILPO CODE: AQWVRS = A)

- c. If a Contracting Officer Qualifications waiver type "absence of education" has been granted or does not apply circle one.

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

(CPO CODE: CNG = Y) (MILPO CODE: AQWVCR = A)

N = Not Applicable.

(CPO CODE: CNG = N) (MILPO CODE: AQWVCR = \_)

d. If Contracting Officer Qualifications waiver type "absence of experience" has been granted or does not apply circle one.

Y = Absence of 2 years of experience in a contracting position.

(CPO CODE: CNH = Y) (MILPO CODE: AQWVCR = B)

N = Not Applicable.

(CPO CODE: CNH = N) (MILPO CODE: AQWVCR = \_)

e. If Contracting Officer Qualifications waiver type "absence of mandatory training" has been granted or does not apply circle one

Y = Absence of mandatory contracting training.

(CPO CODE: CNJ = Y) (MILPO CODE: AQWVCR = C)

N = Not Applicable.

(CPO CODE: CNH = N) (MILPO CODE: AQWVCR = \_)

\_\_\_\_\_  
INDIVIDUAL'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OFFICE CHIEF OR  
REQUESTING OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL ASSISTANT RESPONSIBLE  
FOR CONTRACTING OR DESIGNEE  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE WARRANT ISSUED

\_\_\_\_\_  
DATE WARRANT TERMINATED

\_\_\_\_\_  
WARRANT NUMBER

# Annual Warrant Report

Please provide the following information for FY \_\_\_\_\_.

Report is due by 15 November.

## Number of Actions Processed

KO NAMES And Warrant Limitation	Under 100K	100K but less than 500K	500k And Over	Over 1Million	# of Mods	Total Per KO
KO 1						
KO 2						
KO 3						
KO 4						
Total						

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Signed by Chief

Enclosure 2