

Date: August 15, 2013

From: Associate Deputy Assistant Secretary for Acquisition and Logistics (003A2) and  
Deputy Senior Procurement Executive

Subj: VA PROCUREMENT POLICY MEMORANDUM (PPM) (2013-09) Procedures for  
Nominating Candidates and Obtaining a Warrant

To: See Distribution

1. **Purpose.** This PPM describes procedures for obtaining a warrant and clarifies the roles and responsibilities for the Warrant Management Program in the Office of Acquisition and Logistics.

## 2. Background.

a. The Office of Federal Procurement Policy (OFPP) Letter 05-01 dated April 15, 2005, and the Office of Management and Budget (OMB) Memorandum dated January 20, 2006 mandated that all federal agencies develop and maintain an acquisition career management program to ensure the development of a competent, and professional workforce to support the agency mission. The Department of Veterans Affairs (VA) implemented these policies to comply with Title 41 U.S.C. § 414(4).

b. In 2011, VA restructured its organization to maximize the existing functionality of VA procurement operations to comply with the OFPP and OMB policies. As a result of the reorganization, both FAC-C certification and Warrant Management fall under the purview of the Deputy Assistant Secretary for Acquisition and Logistics who is also the Senior Procurement Executive (SPE). However, the two programs are managed by separate Associate Deputy Assistant Secretaries (ADAS). The ADAS for Program Support is responsible for the FAC-C certification program. The ADAS for Procurement Policy, Oversight and Systems who is also the Deputy SPE (DSPE) is responsible for warrant management and has signatory authority for all warrants issued in the VA.

3. **Applicability.** This policy applies to all members of the VA Acquisition Workforce who are eligible to receive contracting officer warrant authority.

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#### **4. Responsibilities.**

a. The ADAS for Acquisition Program Support has overall responsibility for Acquisition Career Management. The Acquisition Career Manager (ACM) reports to the ADAS. The VA ACM issues the appropriate level of FAC-C certification to all VA employees in the 1102 career series.

b. The ADAS for Procurement Policy, Oversight and Systems has overall responsibility for warrant management and policy. Day-to-day responsibility for warrant management is delegated to the Director, for Procurement Policy and Warrant Management Services (PPS). These responsibilities include accepting, reviewing and recommending approval of all requests for warrants. Approval recommendation is based on several factors including whether the candidate meets requirements outlined in Federal Acquisition Regulation (FAR) 1.603 and OFPP Letter 05-01. A request must be accompanied by an appropriate VA ACM FAC-C certification as well as a justification memo that describes organizational need and candidate qualifications. (See attachment A, sample justification memo). Generally, the PPS staff has overall responsibility for:

(1) Ensuring the requested warrant level does not exceed the candidate's Federal Acquisition Certification – Contracting (FAC-C) certification level and the FAC-C is valid;

(2) Recommending approval by the DSPE; and once signed,

(3) Forwarding signed warrant to the requesting organization.

**5. Selection/Appointment Procedures.** Final approval for a contracting officer appointment is in accordance with the FAR 1.603, VA Acquisition Regulation 801.603, and OFPP Letter 05-01.

##### **a. Organizational requirements.**

(1) An organization that has a need for a warrant must make a request through the FAC-C Warrant Management system. The Warrant Program Manager (WPM) will review the warrant application package to verify the candidate's information (i.e., name, grade, job series, experience), sufficiency of the justification, and validity of the FAC-C certification. The review will not include review of transcripts, letters, or course completion documents.

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(2) The nominee's manager, supervisor or senior leader must sign a memo that justifies the organizational need and describes the candidate's qualifications.

(3) The requesting organization will work with the Enterprise Acquisition (EAS) Service to ensure the Contracting Officer's warrant is entered into eCMS or the appropriate contract writing system upon issuance and ensure eCMS or other writing systems are updated to reflect changes to the Contracting Officer's warrant or status with the agency.

b. **ACM requirements.** The ACM issues the FAC-C certification and makes it available in the warrant management system.

c. **WPM requirements.** Receives the request and the FAC-C certification from the warrant management system and completes the review process. The Director, PPS recommends approval to the DSPE.

d. **DSPE requirements.** Signs the warrant appointing the Contracting Officer.

6. **Appointment.** An appointment as a Contracting Officer establishes the level of authority and trust vested in the candidate to legally bind the VA for procurement of goods and services. The DSPE's signature on the Standard Form 1402 certifies the candidate is appointed as a Level I, II or III Contracting Officer as illustrated in Attachment B. The Contracting Officer must prominently display the original Contracting Officer certificate at their duty station.

7. **Transfer/Return of Warrants.** An appointment as a VA Contracting Officer is not transferable. The HCA is responsible for ensuring the VA warrant with the DSPE's original signature is returned to the VA Central Office, Procurement Policy and Warrant Services, 425 I Street, NW, Suite 3E627, Washington, DC 20001 upon:

- a. Departure from the VA due to attrition, resignation or retirement;
- b. Transfer to another VA agency;
- c. FAC-C Certificate expiration;
- d. Name changes due to marriage, and/or other legal reasons.

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**8. Termination of Contracting Office Authority.** Only the DSPE or a delegated appointee has the authority to revoke or rescind the Contracting Officer's warrant. The DSPE will revoke or rescind the appointment of a Contracting Officer upon receipt of the HCA's recommendation. When a Contracting Officer's authority has been rescinded, the original warrant must be returned to the Director, Procurement Policy Service. All changes to the warrant holder's status must be reported to the DSPE within five workdays of occurrence.

9. Please direct questions regarding this PPM to the Office of Acquisition and Logistics (003A), Procurement Policy and Warrant Management Service (003A2A), at (202) 632-5350, email: [VA.Procurement.Policy@va.gov](mailto:VA.Procurement.Policy@va.gov)

/s/C. Ford Heard III

Attachments

Distribution:

Under Secretaries for Health, Benefits, and Memorial Affairs; Chief Facilities Management Officer, Office of Facilities Management; Directors, VHA Service Area Offices; Directors and Network Contract Managers, Veterans Integrated Service Networks; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Acquisition and Logistics Center, Corporate Franchise Data Center, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; and the Executive Director and Chief Operation Officer, VA National Acquisition Center, National Cemetery Administration

ATTACHMENT A

Department of  
Veterans Affairs

# Memorandum

Date:

From:

Subj: Request for Contracting Officer Appointment

To: Deputy Senior Procurement Executive (003A2)

1. Organization/ NCO (i.e., Construction and Facilities Management, Network Contracting Office 1, Strategic Acquisition Center has a requirement for a Level \_\_\_\_ warrant due to \_\_\_\_ *(explain the reason the warrant is needed)* \_\_\_\_\_.

2. Candidate's information:

Candidate's Name:

Job Series: 1102

Grade:

Years of experience as a 1102: \_\_\_\_\_

Current FAC-C/Warrant Level: *(N/A, if candidate does not have a current warrant)*

FAC-C/Warrant Level requested:

Warrant Dollar Threshold requested:

Email address:

Phone number:

Supervisor's name:

Supervisor's email address:

Supervisor's phone number:

The types and dollar range for the contracts currently assigned to (Candidate's name) are between \$ (lowest amount) and \$ (highest amount). *(This section should clearly demonstrate the need for the warrant level requested. If the request is based on a new acquisition, please include the estimated value and anticipated award date for the action.)*

3. The candidate's FAC-C certification *has been submitted for review or the FAC-C certificate is attached*. The candidate's contracting experience and training meets the established minimum qualification for the requested level.

4. The candidate's last performance rating was \_\_\_\_\_.

**ATTACHMENT A**

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Subj: Warrant Rescission

- 5. I certify that the candidate's working knowledge of the Federal Acquisition Regulation (FAR), Veterans Affairs Acquisition Regulation (VAAR) and other applicable laws and regulations is adequate for the level of authority that I am requesting and this individual will be responsible for awarding contracts at or below the requested dollar threshold.
- 6. I further certify that the candidate maintains high standards of conduct and avoids apparent conflict of interest situations.

*(Add the review and approvals below as appropriate)*

Training Officer's Review and concurrence:

_____	_____	_____
Printed Full Name	Date	Signature

Supervisor's Concurrence:

_____	_____	_____
Printed Full Name	Date	Signature

Approved/Disapproved:

_____	_____	_____
Printed Full Name of the NCM	Date	Signature

Approved/Disapproved:

_____	_____	_____
Printed Full Name of the HCA	Date	Signature

**ATTACHMENT - B**

The Director, PPS recommends candidates for approval to the DSPE. The DSPE's signature on the Standard Form 1402 certifies the candidate is appointed as a Level I, II or III Contracting Officer as illustrated in the following matrix:

<b>Federal Acquisition Certification – Contracting (FAC-C) and Warrant Thresholds</b>		
<b>Warrant and/or FAC-C Level Certified</b>	<b>Expenditure Level</b>	<b>Experience</b>
Level I Limited	<b>\$2,500 - \$150,000</b>	1 yr progressive work experience
	Includes orders against Blanket Purchase Agreements (BPAs), Basic Ordering Agreements (BOAs), Delivery/Task Orders (DO/TO) against established contracts (except Federal Supply Schedule (FSS)) contracts, and expenditures up to the maximum order limitation (MOL) threshold of the FSS contract within the specific geographical limits of the Contracting officer's warrant.	
Level II Limited	<b>&gt;\$150,000 - \$5,000,000</b>	2 yrs progressive work experience
	Warrant level includes open market contracts, BPAs, BOAs, DO/TO against established contracts, within the specified geographic limits of the contracting officer's warrant.	
Level III Limited	<b>&gt;\$5,000,000 - \$100,000,000</b>	4 yrs progressive work experience
	Warrant level includes expenditures at or below the dollar threshold and within the geographical limits specified on the contracting officer's warrant.	
Level III Unlimited	<b>&gt;\$100,000,000</b>	6 yrs progressive work experience
	Unlimited authority is for expenditures at any dollar level without geographical restriction. (Generally granted for National Program acquisitions).	