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| Department of Veterans Affairs | | Memorandum |
| Date: |  | |
| From: |  | |
| Subj: | Request for Contracting Officer Appointment | |
| To: | Head of Contracting Activity | |

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

Candidate’s Legal Name:

Job Series: Grade:

Years of experience as a Contracting Officer/Contract Specialist:

Current FAC-C:

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

Warrant Level requested:

Warrant Dollar Threshold requested:

Email address:

Phone number:

Supervisor’s name:

Supervisor’s email address: Supervisor’s phone number:

*Provide a description of qualifications and experience the candidate possesses that are required to meet the mission requirements, (e.g., the candidate has experience working with complex medical requirements, or describe how the candidate has demonstrated the ability to award, administer, and terminate contracts at the threshold required.)*

1. The candidate's contracting experience, education and training meets the established minimum qualification for the requested warrant level and the candidate has been issued a FAC-C level equal to or higher than the requested warrant level.
2. The candidate's last annual performance rating was fully successful/satisfactory or higher.
3. I certify the requested warrant threshold is limited to the amount the candidate requires to perform their newly assigned duties.  The complexity and dollar value of the acquisitions to be assigned and the candidate’s experience, training, education, business acumen, judgment, character, and reputation have been considered in making this request. I further certify the candidate possesses the required contracting experience to successfully execute the responsibilities of a contracting officer as defined in FAR 1.602-2.
4. I certify that the candidate's working knowledge of the Federal Acquisition Regulation (FAR), Veterans Affairs Acquisition Regulation (VAAR), VA Acquisition Manual and other applicable laws and regulations is adequate for the level of authority that I am requesting, and this individual will be responsible for executing contract actions at or below the requested dollar threshold.
5. I certify that the candidate maintains high standards of conduct and avoids apparent conflict of interest situations.

(*Revise as appropriate the review, concurrence and approvals below to reflect your organization’s requirements.)*

Supervisor’s Concurrence:

Printed Full Name Date Signature

Approved/Disapproved:

Printed Full Name of the DOC Date Signature

Approved/Disapproved:

\*Printed Full Name of the HCA Date Signature

\*HCA signature is required on all requests for Contracting Officer Appointment