

6 FAH-6 H-540 ADDITIONAL WARRANT REQUIREMENTS

*(TL:AQM-1; 11-20-2003)
(Office of Origin: A/OPE)*

6 FAH-6 H-541 REQUESTING WARRANTS

(TL:AQM-1; 11-20-2003)

The head of the contracting activity (HCA) must submit all requests for appointment of contracting officers to A/OPE using the appropriate format in 6 FAH-6 H-541 Exhibit H-541A (domestic) and 6 FAH-6 H-541 Exhibit H-541B (abroad). Contracting officer warrants will be issued only to Civil Service personnel in the GS-1102 series, except in rare circumstances, or Foreign Service personnel.

6 FAH-6 H-542 EXPIRATION OR REVOCATION OF WARRANTS

6 FAH-6 H-542.1 Departure From Duty

(TL:AQM-1; 11-20-2003)

Heads of the contracting activities (HCAs) and posts abroad must notify the Procurement Executive, in writing, when a contracting officer resigns, transfers to another office or agency, retires, is no longer serving as a contracting officer, or is terminated. Contracting officer warrants are only valid for the location(s) specified on Form SF-1402, *Certification of Appointment*, so departure of an employee from a post will automatically render the warrant invalid.

6 FAH-6 H-542.2 Job Performance

(TL:AQM-1; 11-20-2003)

The Procurement Executive may terminate a contracting officer appointment at any time if the contracting officer has failed to comply with applicable laws, regulations, or policy in the performance of his or her duties. Heads of the contracting activities (HCAs), including posts abroad, must provide written notification to the Procurement Executive whenever a contracting officer is disciplined for malfeasance or incompetence.

6 FAH-6 H-543 OBO PROJECT DIRECTORS

(TL:AQM-1; 11-20-2003)

a. Bureau of Overseas Buildings Operations (OBO) project directors for construction projects abroad may be granted limited contracting officer authority by A/OPE. The Office of Acquisition Management (A/LM/AQM) or regional procurement support office (RPSO) must submit requests for such appointments, including a justification for the request and a profile of the individual being recommended, to A/OPE. As a minimum, such individuals must have completed the following:

(1) A 40-hour course of training for Contracting Officer's Representatives (CORs);

(2) Training of 40 hours in construction claims management, construction cost analysis, contracting for program managers, administration of architect-engineering contracts, or similar commercial offerings; and

(3) Refresher training of 24 hours in any of the foregoing areas (which may include the 8-hour FSI COR refresher training course PA-173 one time in each 3-year period).

b. Appointments will be made by Form SF-1402, *Certification of Appointment*, and confirmed by cable. This authority is subject to the following limitations:

(1) The warrant is contract-specific and only applicable to the contract identified in the warrant;

(2) Only direct-hire U.S. Foreign Service personnel may be granted contracting officer authority;

(3) The warrant will provide authority to issue change orders and contract modifications not exceeding \$25,000 per contract modification and \$250,000 for any 12 month period. Lesser amounts may be delegated based on the project size and need;

(4) The appointed individual must comply with all applicable laws and regulations, including the requirement to report contract modifications to the contracting officer who signed the contract for incorporation into the State/Federal Procurement Database System;

(5) The warrant is valid only as long as the individual is assigned as project director to the contract identified;

(6) The warrant is valid only at the project site, not in the United States;

(7) The warrant does not include authority to issue decisions under the Disputes clause;

(8) The warrant does not include authority to extend the contract's period of performance or terminate the contract, unless otherwise indicated; and

(9) The authority granted shall not be redelegated.

6 FAH-6 H-544 NONFEDERAL EMPLOYEES

(TL:AQM-1; 11-20-2003)

Only U.S. Government direct-hire employees who are U.S. citizens shall be appointed as contracting officers. Personal services contractors, nonpersonal services contractors, Foreign Service nationals, and Third-Country nationals are not eligible for appointment as Department of State contracting officers.

6 FAH-6 H-545 SIGNATURE OF CONTRACTING OFFICER

(TL:AQM-1; 11-20-2003)

No employee may sign a contractual document for or on behalf of a contracting officer (including one contracting officer for another). Only the contracting officer whose name is typed on the contractual document may sign such documents.

6 FAH-6 H-546 THROUGH H-549 UNASSIGNED

6 FAH-6 H-541 Exhibit H-541A

FORMAT FOR REQUESTING CONTRACTING OFFICER APPOINTMENT (DOMESTIC)

(TL:AQM-1; 11-20-2003)

- Name
- Job title and series/grade
- Office and division/branch (include office symbol)
- Appointment level requested (dollar limitation or other, such as duration, types of acquisition, etc., that is, why is a warrant needed at all, and why at the dollar value requested?)
- Justification/need for appointment at level requested
- Relevant experience, including:
 - Name of employer
 - Dates employed
 - Title of position
 - Kind of organization/business
 - Description of work
 - Contracting officer appointment held and dollar limitation
- Other relevant qualifications, certifications, or skills
- Educational level (type and year of degree, name of institution, and major/minor; indicate whether 24 credits in business-related courses were completed)
- Relevant honors, awards, or fellowships received
- List of acquisition-related training (name of course, indicating basic, advanced, or specialized; name of training source; length of training; date completed)

6 FAH-6 H-541 Exhibit H-541B
FORMAT FOR REQUESTING CONTRACTING
OFFICER APPOINTMENT (ABROAD)

(TL:AQM-1; 11-20-2003)

- Name
- Grade
- Position Title
- Date of arrival and departure at post
- Description of previous procurement training received (in the Foreign Service, other sources, etc., including date FSI GSO Course 4-week Acquisition Module was passed, if applicable)
- Description of prior procurement experience (in the Foreign Service, other U.S. Government agencies, private sector, etc., including dates)
- Other relevant qualifications (academic degrees, training in business-related disciplines, etc.)
- Fax number