

TMA Procedures, Guidance, and Information (PGI)

TMA PGI 201.6 – CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES

(September 18, 2012)

201.603 - Selection, appointment, and termination of appointment

201.603-2 - Selection

201.603-3 - Appointment

- (1) TRICARE Acquisition Directive (TAD) 01-03 implements the policy for the Contracting Warrant Program for selection, appointment, and termination of Contracting Officers (CO) warrants.
- (2) Overview – The Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulations Supplement (DFARS) for selection, appointment, and termination of Contracting Officers (CO) warrants state, in order to qualify to serve as a contracting officer with authority to award or administer contracts for amounts above the simplified acquisition threshold (SAT), a person must have completed all contracting courses required for a contracting officer to serve in the grade in which the employee or member of the armed forces will serve; have at least 2 years' experience in a contracting position; have received a baccalaureate degree from an accredited educational institution; and have completed at least 24 semester credit hours, or 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.
- (3) Supervisors should recommend and nominate qualified employees for a CO warrant. The employee must complete the Acquisition Management and Support (AM&S) Contracting Officer Warrant Application Form at Attachment 1 and provide all the required support documentation to the Acquisition Career Manager (ACM), including all relevant experience in the contracting career field, on-the-job training (OJT) and rotational assignments. The format to be used is included on the application form. The ACM shall process the application through analysis for compliance with requirements and signature by the authorities named. The applicant shall be subsequently notified by memorandum of the resulting appointment or reason why the appointment was not granted. COs shall be appointed in writing on an SF 1402, Certificate of Appointment, which shall state any limitations on the scope of authority to be exercised, other than limitations contained in applicable law or regulation. If the appointment has been made, a Certificate of Appointment shall be presented to the applicant for display in his/her work area as evidence of authority of a CO.

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- (4) Prior to issuing a CO limited/unlimited warrant above the SAT, TMA shall assess the candidate’s knowledge of acquisition policies and procedures, including the FAR, DFARS, PGI, and other applicable regulations, and any specialized knowledge in the candidate’s particular assigned field of contracting using an interview or warrant board method of assessment. It is at the discretion of the contracting division chief/director to select which of the two methods they will use to assess a candidate’s contracting knowledge. Standardized questions will be developed and requested from the Chief of Policy.

Below table provides summary on warrant levels and requirement for a warrant:

		WARRANT LEVELS		
		Limited Below SAT	Limited Above SAT	Unlimited
REQUIREMENTS	DAWIA Certification	Level I	Level II	Level III
	TMA Warrant Board	No	Yes	Yes (See Note 1)
<p>Note 1: Interview or Warrant Board will determine the candidate's qualifications for CO position. The questions/results will be part of the Warrant Application process.</p>				

- (5) Upon termination of a warrant, the ACM shall process the Termination section of the Contracting Officer Warrant Application Form (Attachment 1) and collect the original Certificate of Appointment (SF 1402) from the terminated CO. FAR 1.603-4 states that termination of a contracting officer appointment will be by letter, unless the Certificate of Appointment contains other provisions for automatic termination. Terminations may be for reasons such as reassignment, termination of employment, unsatisfactory performance, or other reasons as determined by the HCA.

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- (6) All files concerning selection, appointment, and termination of Contracting Officers shall be maintained by the ACM.

Attachment 1 - AM&S Contracting Officer Warrant Application Form