



**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS**

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TRICARE ACQUISITION DIRECTIVE

**TAD 01-03, Rev. 000
September 18, 2012**

SUBJECT: CONTRACTING OFFICER WARRANT PROGRAM

- References:
- (a) [Federal Acquisition Regulation, Part 1.603, "Selection, appointment, and termination of appointment for contracting officers"](#)
 - (b) [Defense Federal Acquisition Regulation Supplement, Part 201.603, "Selection, appointment, and termination of appointment"](#)
 - (c) [Department of Defense Contracting Officer Warranting Program Model, dated February 2012](#)
 - (d) TRICARE Acquisition Policy 01-03, Rev 001 "Contracting Officer Warrants", dated April 3, 2009 (hereby rescinded)

1. **PURPOSE.** TRICARE Acquisition Directive (TAD) implements the requirements of Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulations Supplement (DFARS) within the TRICARE Management Activity (TMA) for selection, appointment, and termination of Contracting Officers (CO) warrants.

2. **APPLICABILITY.** This TAD sets forth policy for selection, appointment and termination of COs within TMA. This TAD applies to TMA offices under the authority of the TMA Head of the Contracting Activity (HCA).

3. **DEFINITION.**

3.1 **HCA.** The official who has responsibility for managing the contracting activity. The Director, Acquisition Management and Support (AM&S) is the HCA for TMA.

3.2 **CO.** A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. COs may bind the government only to the extent of the authority delegated to them.

3.3 **Contracting Authority.** The legal authority to enter into binding contracts and obligate funds for the United States government.

4. POLICY. It is TMA policy that:

4.1 Only those TMA staff with specific CO authority may execute contracts and related agreements, including interagency agreements and memoranda of understanding/agreement (MOU/MOA) that involve federal funding. CO appointment will be accomplished based on experience, education, knowledge of acquisition policies and procedures, and training in accordance with the Defense Acquisition Workforce Improvement Act (DAWIA) minimum standards.

4.2 Once authorized, the CO has signature authority to enter into TMA contracts and/or business agreements that obligate TMA funds within the limit of the CO's written warrant. The CO must be able to independently exercise sound, unbiased business judgment and contract oversight in the accomplishment of the contracting mission. Warrant authority is based on the total contract value, including options, award terms, and total potential contract ceilings.

4.3 The CO Warrant Program consists of the following three warrant levels: (Note: Supervisor recommends warrant at any level within the warrant levels.)

4.3.1 Limited Warrant below the Simplified Acquisition Threshold (SAT) – Award authority for contracts, purchase and delivery/task orders and modifications with values below the SAT as defined at FAR and DFARS. This level requires one year applicable contracting experience and education and training required for DAWIA Level I Contracting Certification.

4.3.2 Limited Warrant above the SAT – Award authority of contracts, purchase and delivery/task orders and modifications above the SAT with a designated dollar limit. This level requires two years applicable contracting experience and education and training required for DAWIA Level II Contracting Certification.

4.3.3 Unlimited Warrant – Unlimited award authority of contracts, purchase and delivery/task orders and modifications. This level requires four years applicable contracting experience and education and training required for DAWIA Level III Contracting Certification

4.4 COs appointed pursuant to this directive will meet the qualifications used for selection criteria consistent with FAR 1.603-2 and DFARS 201.603 as well as applicable requirements under DAWIA. Applicant shall submit copies of college transcripts, document work experience, DAWIA Certificate(s), and DAWIA transcripts to ensure that the applicant possesses the training; experience; and education which meet the requirements of DAWIA Contracting Career Field and DOD Directive 5000.52, prior to issuance of a Contracting Officer warrant. The instructions for completing the AM&S Contracting Officer Warrant Application Form are located at TMA PGI 201-3 Enclosure 1. The completed application package with signatures shall be submitted to the Acquisition Career Manager (ACM).

4.5 COs shall be appointed in writing on an SF 1402 Certificate of Appointment and state any limitations on the scope of authority to be exercised, other than limitations contained in applicable laws or regulations.

4.6 In accordance with FAR 1.603-4, termination of a contracting officer appointment will be by letter. Termination may be for reasons of reassignment, termination of employment, unsatisfactory performance or other reasons determined by the HCA.

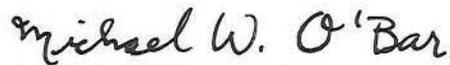
5. RESPONSIBILITIES.

5.1 The HCA is responsible for maintaining and operating the program of CO warrant review, execution, issuance, and termination for TMA.

5.2 The ACM shall fulfill administrative responsibilities in this program, not including signature of warrants.

5.3 The CO is responsible for ensuring performance of all necessary actions as defined within the limits of his/her warrant.

7. EFFECTIVE DATE. This Directive is effective immediately.



Michael O' Bar
Acting Director, Acquisition Management and
Support