

# Department of the Army



## ARMY WARRANTING PROGRAM GUIDE

Office of the Deputy Assistant  
Secretary of the Army (Procurement)

# Department of the Army

## V.7 Summary of Key Changes:

- **2.0 Applicability** – (1) Includes reference to National Guard Bureau (NGB) military and Air National Guard Air Force (DAF) civilians and military and (2) excludes NGB Grants Officers/USPFOs.
- **3.0 References** - Updated to include (1) DPC Memo February 17, 2021 Subject: Restructuring of the Certification Program for the Contracting Functional Area and (2) Department of the Army, Contracting Validation for Foreign Local Nationals, Policy and Procedures Memorandum, November 2016.
- **4.0 Delegations of Warranting Authority** – (1) Clarifies NGB HCA retains Grants authority, (2) narratives expanded to provide additional examples of various regulatory authorities and (3) KO and AO/GO narratives rearranged thereby shifting Contingency Contracting Officer content to 4.3.
- **5.0 Qualification Requirements** – (1) Updated to reflect education requirements are only applicable to 1102's and military equivalents, and (2) Changes to Agreements Officer qualifications allowing more flexibility in recruiting and warranting of individuals with necessary and desired experience.
- **7.0 Standard Warrant Thresholds** – (1) 7.2 Table 1 – Army Professional Credentials added to table, showing both DAWIA certification programs side-by-side to aid in understanding relationship and equivalency as transition occurs from 'Level I, II or III' to 'Basic or Advanced Professional Credentialing' (2) Note 3: Number of months allowed for completion of all required training is updated from twenty-four 24 to thirty-six (36) in compliance with forthcoming update to DoDI 5000.66.
- **8.0 Contracting Officer Review Board (CORB), Grants Officer Review Board (GORB) and Agreements Officer Review Board (AORB)** – Title and program requirement change adding Grants Officer Review Board (GORB) and Agreements Officer Review Board (AORB). All candidates are now required to successfully pass an appropriate type board prior to being issued a Contracting Officer, Grants Officer or Agreements Officer warrant.
- **Appendix B Army Professional Credentials** - Addition of information relating to (1) DPC memo dated Feb 17, 2021, Subject: Restructuring of the Certification Program for the Contracting Function Area and inclusion of required Army Professional Credentials and (2) DoD Contracting Competency Model (published 29 April 2020).
- **Abbreviations** - Renamed as Appendix C.
- Minor edits and rephrasing throughout the guide making corrections or for clarity of content.

# Department of the Army

## TABLE OF CONTENTS:

**Section 1.0 Purpose**

**Section 2.0 Applicability**

**Section 3.0 References**

**Section 4.0 Delegations of Authority and Statute**

**Section 5.0 Qualifications and Selection for KO's, GO's and AO's & Multiple Warrants**

**Section 6.0 Exceptions to Education Requirements and Legacy Warrants**

**Section 7.0 Standard Warrant Thresholds**

**Section 8.0 Contracting Officer Review Board (CORB), Grants Officer Review Board (GORB) and Agreements Officer Review Board (AORB)**

**Section 9.0 Standardized Testing (Reserved)**

**Section 10.0 Virtual Contracting Enterprise (VCE) Warrants Module & Required Documentation**

**Section 11.0 Transfer of Warrants**

**Section 12.0 Termination of Warrants**

**Section 13.0 Suspension of Warrants**

**Section 14.0 Reinstatement of Warrants**

**Section 15.0 Disposition of Warrants**

**Section 16.0 Warranting Direct Hire Foreign Local Nationals (FLNs)**

**Section 17.0 Labor Relations**

## Appendices:

**A. Sample FLN Validation Letter**

**B. Army Professional Credentials**

**C. Abbreviations**

# Department of the Army

## 1.0 Purpose

The purpose of this program guide is to set forth standardized policy and procedures for selecting, appointing, and terminating Army Contracting Officers (KOs) to include Procuring Contracting Officers (PCOs), Administrative Contracting Officers (ACOs) and Termination Contracting Officers (TCOs), as well as Grants Officers (GOs) and Agreements Officers (AOs) throughout the Army Contracting Enterprise. The appointment of KOs, GOs, and AOs by Head of the Contracting Activity (HCA) or Senior Contracting Officials (SCOs) if authority is delegated, results in a “warrant” by which signatory authority is granted to obligate funding and sign related documents under specific delegated authorities, for a variety of Federal Acquisition Regulation (FAR) based and Non-FAR based contract or contract like instruments.

## 2.0 Applicability

**2.1** This program guide applies to both Department of the Army (DA) civilians and Military Personnel, to include Air National Guard Air Force (DAF) civilians and military personnel that are required to hold a warrant under Army contracting authority. In accordance with (IAW) Section 3.1 below, Contracting Series (1102) positions requiring a KO warrant above the Simplified Acquisition Threshold (SAT) must always be designated as Acquisition, Technology and Logistics (AT&L) positions in the Contracting Position Category. The Grants Management Series (1109), Agreements Officer positions are exempt from AT&L requirements. NGB Grants Officers (US Property & Fiscal Officers – USPFOs) are exempt from warranting requirements identified in this guide.

**2.2** Requests for the warranting of a Contracting Officer in other than the Contracting Series (1102) or military equivalent (e.g. Army 51A, 51C, Air Force 6C and 64P), shall be submitted to the Office of the Deputy Assistant Secretary of the Army (Procurement) (ODASA (P)) for approval. The request shall include a detailed business case and follow the submittal procedures as identified in the Army Federal Acquisition Regulation Supplement (AFARS) 5101.290.

2.2.1 To date, one (1) waiver dated 18 June, 2015 exists for the U.S. Army Corps of Engineers (USACE), allowing Professional Engineering Series 0800 to possess Administrative Contracting Officer (ACO) warrants. The waiver identifies the appropriate methods taken by USACE to identify, support, and formalize the warranting process and management controls established for oversight of the same.

## 3.0 References

**3.1** Defense Acquisition Workforce Improvement Act (DAWIA), (codified at 10 United States Code (U.S.C.), section 1701 et seq.).

**3.2** Department of Defense Instruction (DoDI) 5000.66, Defense Acquisition Workforce Education, Training, Experience, and Career Development Program (July 27, 2017 and Change 2 effective September 13, 2019).

# Department of the Army

- 3.3 Department of Defense - Defense Acquisition Workforce Program Desk Guide (July 20 2017).
  - 3.4 FAR 1.602 and 1.603.
  - 3.5 Defense Federal Acquisition Regulation Supplement (DFARS) 201.603.
  - 3.6 AFARS 5101.603.
  - 3.7 Memorandum, Director, Defense Procurement and Acquisition Policy, February 10, 2012, Subject: Contracting Officer Warranting Program Model.
  - 3.8 Memorandum, Director, Defense Pricing and Contracting, February 17, 2021, Subject: Restructuring of the Certification Program for the Contracting Functional Area
  - 3.9 Title 10 U.S.C. Section 2358; Grants and Cooperative Agreements for research and development; DoD Grant and Agreement Regulations (DoDGARS)
  - 3.10 10 U.S.C. Section 2371/2371b Authority of the Department of Defense to carry out certain prototype projects Department of Defense Other Transactions Guide for Prototype Projects, November 2018, version 1.
  - 3.11 Title 10 U.S.C., Section 2373 Procurement for experimental purposes
  - 3.12 Defense Contingency Contracting Handbook, Version 5 April 2017.
  - 3.13 Acquisition Support Center (ASC) policy entitled “Non-Commissioned Officer (NCO) Career Management Field (CMF) Certification and Acquisition Corps Membership Policy and Procedures” 10 Feb 2014.
  - 3.14 Department of the Army Memorandum 18 June 2015, SUBJECT: U.S. Army Corps of Engineers Contracting Officer Warranting Program.
  - 3.15 Department of the Army, Contracting Validation for Foreign Local Nationals, Policy and Procedures memorandum, November 2016.
- 4.0 Delegations of Warranting Authority and Statute**
- 4.1 With the exception of National Guard Bureau (NGB) HCA retaining grants authority to appoint GO warrants, each Head of the Contracting Activity (HCA) further delegates authority to SCOs to appoint and issue KO, GO, and AO warrants based on an activity’s mission requirements and needs. In addition, SCOs may also appoint ACOs and TCOs to perform specific contracting functions.

# Department of the Army

4.1.1 A KO, PCO, ACO, TCO, GO and an AO is granted authority to enter into, administer, close or terminate contracts, grants, cooperative agreements, and other transaction agreement instruments, thereby only binding the Government to the extent of the authority delegated to them and identified on their appointment memorandum, warrant or certificate of appointment.

4.1.2 For KOs, PCOs, ACOs and TCOs, all statutory requirements implemented under DFARS 201.603, and specifically 10 U.S.C. 1724, must be met before being appointed with authority to award or administer contracts above the SAT.

4.1.3 Although KO is frequently used interchangeably with PCO, KO will be the inclusive general term of use throughout this guide, with PCO, ACO, TCO and CCO used to identify more specific duties or emphasize certain warrant application.

**Examples** of some common Department of Defense (DoD) statutory authorities, as well as related instruments and governing regulatory authorities, include:

- Contracting Officer – Title 10 U.S.C., Section 1724  
FAR Based procurement instruments – Contracts, Modifications, Task and Delivery Orders and utilization of the Defense Commercial Solutions  
Opening Pilot (Authorized by section 879 of National Defense Authorization Act (NDAA) FY2017 expires September 30, 2022)
- Contracting/Agreements Officer – Title 10 U.S.C., Section 2373 Procurement for experimental purposes

**4.2** Authorized HCAs or their designees may appoint GOs and AOs, responsible to make and administer awards for non-acquisition instruments such as Grants, Cooperative Agreements, and Other Transaction Agreements.

GO appointment requirements are outlined in DoDGARs 21.440 and only HCAs with specific delegations of authority from the Assistant Secretary of the Army (Acquisitions, Logistics and Technology) (ASA (ALT)), as stated and otherwise authorized in 32 CFR 21.425, may delegate as appropriate, authority to SCOs to appoint GOs.

**Examples** of some DoD statutory authorities, as well as related instruments and governing regulatory authorities, include:

- Grants Officer – Title 10 U.S.C., Section 2358; Grants and Cooperative Agreements for research and development; DoD Grant and Agreement Regulations (DoDGARs)
- Agreements Officer – Title 10 U.S.C., Section 2371 – Other Transactions to carry out Basic, Applied, and Advanced Research Projects
- Agreements Officer – Title 10 U.S.C., Section 2371b – Other Transactions for prototype projects

# Department of the Army

- Contracting/Agreements Officer – Title 10 U.S.C., Section 2373 Procurement for experimental purposes

**4.3** A HCA may also delegate as appropriate, when Army has command authority of a contingency operation, authority to the SCO to appoint and warrant Contingency Contracting Officers (CCOs) to support contingency operations within a specific theatre. A CCO appointment will define the authority to enter into, administer, or terminate contracts as specified on their warrant document and only while deployed to a specific location or assigned and participating in a designated contingency operation.

Individuals returning from a contingency operation as a CCO must meet the certification, training and experience requirements in Section 7.0 in order to be warranted in a non-CCO position and only at SCO discretion.

Applicable guidance and requirements for these matters are set forth in the *Defense Contingency Contracting Handbook*, Chapter 2, Authorities and Structure.

**4.4** All KOs shall be appointed in writing IAW FAR 1.603-3 on a Standard Form (SF) 1402 with AOs also appointed on a SF 1402, and GO appointments shall be IAW DoDGARs 21.440. Certificates of Appointment shall state any limitations on the scope of the authority to be exercised, other than limitations contained in applicable law or regulation. Individuals shall possess separate warrants for each individual authority and type of instrument (FAR and Non-FAR based) for which they will be signing. Each warrant shall state the appointment is effective as long as the appointee is assigned to the issuing office, unless otherwise terminated. Warrants do not require reissuance solely due to appointment of a new SCO.

**4.4.1** SCOs may recognize the qualifications of an individual previously warranted by another SCO (internal or external to Army and the Army Contracting Enterprise), and make a determination if the prospective candidate must sit for a Contracting Officer's Review Board (CORB), Grants Officer Review Board (GORB) or Agreements Officer Review Board (AORB) based on the individual's experience and prior warranting history. SCOs shall support their determination in writing, providing information and or actions taken to support their decision. Supporting determination shall be retained with other documentation in the Virtual Contracting Enterprise (VCE)-Warrants Module.

**4.4.2** The appointment letter accompanying the warrant shall detail responsibilities, performance expectations, and consequences of noncompliance with law, regulation and policy. Examples of consequences for noncompliance with law, regulation and policy may include suspension or termination of a warrant, suspension or termination of individual from employment, or Federal intervention based on situation and severity of action taken or not taken by a warranted individual. Warrants may be suspended or terminated at the discretion of the issuing or assigned SCO with his/her decision documented and retained in VCE-Warrants.

# Department of the Army

**4.4.3** Each SCO shall maintain documentation for each warrant issued under his/her authority. Information on required documentation, including disposition instructions, is included under Section 15.0 of this program guide.

## **5.0 Qualification Requirements and Selection for KOs**

**5.1** IAW 10 U.S.C. 1724 and DFARS 201.603, in order to be qualified to serve as a KO with authority to award or administer contracts for amounts above the SAT, a person (U.S. citizen or Foreign Local National (FLN)) must:

**5.1.1** Have completed all mandatory contract courses for the appropriate warrant classification;

**5.1.2** Have at least two (2) years of experience in a contracting position;

**5.1.3** Have received a baccalaureate degree from an accredited academic institution authorized to grant baccalaureate degrees (applicable to 1102 and military equivalent only); and

**5.1.4** Meet additional requirements to include successfully passing a CORB, or have previously have sat for a board, commensurate with the dollar value and complexity of the contracts intended to be awarded or administered in the position, as well as other requirements that have been established by the Secretary of Defense.

\* Note: Additional FLN Warranting information contained at Section 16 and Sample FLN Letter of Validation contained at Appendix A.

**5.2.** Waiver. The Secretary of Defense may waive any or all of the requirements of Section 5 above with respect to an employee of the Department of Defense or member of the Armed Forces IAW 10 U.S.C. 1724, paragraph (d), if the Secretary determines the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated job performance and qualifying experience. With respect to each waiver granted under this subsection, the Secretary shall set forth in a written document the rationale for the decision of the Secretary to waive such requirements.

**5.3** Each HCA or SCO (as applicable) shall identify their organization's process for the selection and warranting of KOs, GOs and AOs and maintain said process in their organization's Acquisition Instruction (AI) or other organization documentation. Processes shall be in alignment with their mission requirements and support the various instruments that will fall within their KOs, GOs and AOs purview and responsibility.

**5.3.1** GO appointments may be issued to current KOs who have completed the Defense Acquisition University (DAU) Regulation Grants and Agreements Management Course (DAU GRT 201) and possess the appropriate (and specific) competencies, knowledge and experience required of a GO.



# Department of the Army

**5.3.2** Prospective AOs, being considered to award or administer research and/or prototype Other Transaction Authority (OTA) instruments must:

- (1) Hold or have held a commensurate PCO warrant (for research and/or prototype and follow-on production OTs); or
- (2) Hold or have held a GO warrant (for research OTs); and
- (3) Have completed DAU GRT 201 and DAU CLC 066 (Other Transactions), or Army Agreements Officer Professional Credential as described in Appendix B; and
- (4) Possess experience and working knowledge of the creation, acquisition, use, maintenance and protection of data (technical data and computer software, and copyrights, patents, trademarks and trade-secrets subject to intellectual property legal protections), and the associated license rights to use, modify, reproduce, release, perform, display or disclose such data in support of acquisition and sustainment of Army materiel and the terms and conditions that affect the Government's use and handling of the same.
- (5) Meet additional eligibility criteria reflecting their knowledge and ability, as established by their organization and contained in their AI or other organization documentation.

**5.4** In addition to having obtained the required training and experience prior to being warranted, certain characteristics are highly desirable in the individuals to be warranted. It is expected that KOs, GOs, and AOs will possess the knowledge and experience to effectively and efficiently support their customers and successfully fulfill their fiduciary responsibilities.

Candidates are required to be sound decision makers, able to interpret and apply regulation when appropriate, and critical thinkers making sound business judgements as required by traditional contract regulation and structure (Example, Uniform Contract Format (UCF)) as well as for Non-FAR based instruments and actions. Verification of a candidate's readiness and strength of decision making may include a review (random sampling) of their contract/instrument files and documentation, or any other means of verifying strength of work product.

For the warranting of KOs above the SAT threshold, the successful accomplishment and passing of a CORB is mandatory unless previously accomplished. Activities shall also require all prospective GOs and AOs to pass a similar type of review board (e.g. Grants Officer Review Board (GORB) and Agreements Officer Review Board (AORB)).

**5.5** Multiple Warrants. Although some individuals may possess more than one warrant, each warrant represents specific authority, competencies and knowledge requirements. Individual thresholds may vary and will be determined based on an individual's experience and abilities as well as agency requirements.

# Department of the Army

## 6.0 KO Exceptions to Education Requirements and Legacy Warrants

**6.1** Education requirements listed above in Section 5.0, paragraph 5.1.2 and 5.1.3 (IAW DoDI 5000.66) do not apply to a DoD civilian employee or Service Member who:

6.1.1 Served as a KO with authority to award or administer contracts in excess of the SAT on or before 30 September 2000;

6.1.2 Served in an 1102 position or as a Service Member in a similar occupational specialty on or before 30 September 2000;

6.1.3 Is an enlisted member of a Contingency Contracting Force (CCF); or

6.1.4 Individuals in developmental positions as discussed in 10 U.S.C. 1724 (e)(1)(B) and DoDI 5000.66, Defense Acquisition Workforce Education, Training, Experience, and Career Development Program

**6.2** Legacy Warrants. Currently warranted individuals are not required to be tested, boarded or reappointed to retain their existing appointments or an increase within their current warrant classification IAW the procedures set forth in this program guide.

If a legacy warrant is to be increased to a higher warrant classification, an individual will be boarded and reappointed unless an organization's AI allows for individual waivers of a CORB, GORB or AORB granted at SCO discretion. If a review board is waived, the basis for the waiver shall be documented and retained in VCE-Warrants.

## 7.0 Standard Warrant Thresholds

**7.1** SCOs shall issue all new KO (PCO, ACO and TCO) warrants IAW the following minimum standards of training and years of service commensurate with mission requirements. The fixed warrant value thresholds identified in Table 1 apply to GO's and AO's, but the DAWIA KO certification levels and minimum number of years of experience cited in the table do not apply. See Appendix B for AO Professional Credential Requirements.

**7.2** All warrants and appointments, FAR and Non-FAR based, will be granted at one of the fixed warrant value thresholds identified in Table 1 below.

SCOs may increase warrants to a higher value within a Warrant Classification based on mission requirements and individual qualifications. KO Candidates for a higher valued warrant within a same warrant classification are required to sit for a CORB unless determined waived at the SCO's discretion. If a review board is waived, the basis for the waiver shall be documented and retained in VCE-Warrants.

# Department of the Army

**Table 1 - Warrant Value Thresholds by Classification**

<b>Warrant Classification</b>	<b>Fixed Warrant Value Thresholds</b>	<b>DAWIA Contracting Certification Level / Army Professional Credential Required</b>	<b>Minimum Years of Experience and Specific Training</b>
Class IV	\$250M, \$500M and Unlimited	Level III Contracting / Army Advanced Contracting Professional Credential	4 Years
Class III	\$7M, \$10M, \$25M, \$50M, and \$100M	Depending on the grade:  Level III Contracting / Army Advanced Contracting Professional Credential  - or -  Level II Contracting / Army Basic Contracting Professional Credential	3 Years
Class II	\$250K, 500K, \$1M, \$5M and \$6.5M	Level II Contracting / Army Basic Contracting Professional Credential	2 Years
Class I	\$0, \$150K, and \$249,999.99 K	Level I Contracting / Army Basic Contracting Professional Credential	1 Year

**The following “Notes” are applicable to Table 1 and content identified within:**

Note 1: For Non-Commissioned Officers, certification to qualify to serve in a KO position falls under Acquisition Support Center (ASC) policy entitled “Non-Commissioned Officer (NCO) Career Management Field (CMF) Certification and Acquisition Corps Membership Policy and Procedures”, 10 February 2014.

Note 2: DAWIA certification levels apply to AT&L positions only and Foreign Local National (FLN) employees do not fill AT&L positions. Outside the Continental United States (OCONUS), SCOs have the authority to recognize equivalent education and training to appoint FLNs as KOs.

Note 3: Recommend all new candidates being considered for a warrant/certificate of appointment complete all required training and minimum years of service prior to submitting an application to VCE-Warrants. Exceptions to training and certification

# Department of the Army

requirements may be made at SCO's discretion in special situations or for external hires (other service agencies or outside of DoD) hired to fill warranted/appointed positions. Individuals may be allowed up to thirty-six (36) months from date of onboarding to successfully complete all required training. The exception and all supporting documentation, to include the time-frame being given to obtain necessary training, shall be loaded to VCE-Warrants. VCE-Warrants shall be updated accordingly to reflect updates to training, DAWIA certification levels and Army Credentialing certificates.

**7.3** Warrant limit applies to award of contracts as defined by FAR 2.101 and includes modifications, delivery orders, and task orders issued under existing contracts.

A warrant must be equal to or greater than the cumulative contract value (base and all options) of an award, including anticipated or ceiling contract values that may be realized by the issuance of an Indefinite Delivery Indefinite Quantity (IDIQ) or requirements contract.

Warrants must be equal to or greater than the value of an individual delivery or task order, and the cumulative value to date when modifying a contract to exercise an option or increase scope.

7.3.1 SCOs shall not issue warrants to establish different dollar value limitations for pre- and post-award functions.

7.3.2 SCOs may issue warrants for specific functions or restricted to type of purchase, such as contract closeout, the award of task or delivery orders or utility only requirements.

**7.4** An individual remains certified even when DAWIA certification requirements change and is considered to possess a legacy warrant for future KO warranting progression. The warrant is valid unless otherwise suspended or terminated by the SCO.

**7.5** For KO warrants limited at or below the SAT as defined at FAR 2.101, the SCO is authorized to issue warrants IAW FAR 1.603-2, Selection Requirements and upon the certification requirement identified.

**7.6** For a KO to possess, or be considered to possess, an unlimited warrant is one of the highest acknowledgements of experience, judgement, contracting acumen and trust. The granting of an unlimited warrant signifies the amount of responsibility being entrusted to an individual, and shows the expectation of impeccable judgement relating to decision making and signature authority on behalf of the U.S. Army Contracting Enterprise. As part of the preparation for this level of responsibility as a PCO, ACO or TCO, in addition to having met all requirements of years of experience, and completed all mandatory training, each candidate shall successfully pass a CORB by responding to questions commensurate to the type of work and relatable to the level of responsibility an unlimited warrant or appointment carries at their organization.

# Department of the Army

**7.7** To maintain a KO warrant (includes PCO, ACO and TCO), 80 Continuous Learning Points (CLPs) in acquisition or leadership developmental courses or activities must be completed every two (2) years in keeping with DoDI 5000.66 requirements.

## **8.0 Contracting Officer Review Board (CORB), Grants Officer Review Board (GORB) and Agreements Officer Review Board (AORB)**

**8.1** Each HCA or designee shall establish his/her organization's CORB program mandatory for KO, PCO, ACO, and TCO warranting above the SAT. Similar review boards are also mandatory to be established for GO and AO appointments. Programs shall define internal staffing and procedures to be followed for conducting CORBs, GORBs and AORBS, by which candidates demonstrate their experience, training, business acumen, judgment, and knowledge of policies, procedures, and regulations before a selection of supervisory and peer professionals.

A CORB, GORB or AORB is required prior to the issuance of any initial KO, GO or AO warrant, and shall be organized and administered by a HCA/SCO or his/her designee, and included as part of the application and appointment process identified in that organization's AI or other organization document.

8.1.1 The process is based on the framework outlined on page 3-B of the DoD Contracting Officer Warranting Program Model (see reference, sub-section 3.7), which was developed to assist the military departments and defense agencies in reviewing how they select, appoint and terminate KOs (PCOs and ACOs).

8.1.2 A CORB, GORB or AORB does not apply to currently warranted individuals, nor does it apply to warrants being increased in dollar value within a warrant classification. CORBs, GORBs and AORBS apply when a warrant is being increased to a higher warrant classification level (i.e. Warrant Classification III to IV).

**8.2** The SCO or designee will chair the CORB, GORB or AORB which will include at least three (3) members of the acquisition team (Example; SCO or Division / Branch Chief, Legal, and a Procurement Analyst) providing a mix of expertise and backgrounds. The number of individuals on the CORB, GORB or AORB may vary, with three (3) being the minimum with no more than five (5) members as the maximum.

In the situation of an employee that is new to an organization, or returning to the workforce (i.e. following a leave of absence or a rehired annuitant) and has previously held a warrant, it is at the discretion of the gaining SCO if a CORB, GORB or AORB will be conducted. If a review board is waived, the basis for the waiver shall be documented and retained in VCE-Warrants.

**8.3** HCAs shall maintain agency specific CORB, GORB or AORB selection, approval and warranting procedures in their organization's AI or other organization documentation, in keeping with the requirements identified at AFARS 5101.304-90

# Department of the Army

Army control and compliance.

**8.4** A repository of CORB and GORB questions and answers is contained on Procurement.Army.mil (PAM) at <https://spcs3.kc.army.mil/asaalt/procurement/warrant/Home.aspx>. The repository is intended to provide a basis for developing a customized selection of questions, relative to the office, mission and complexity for which a warrant candidate will be expected to support.

## **9.0 Standardized Testing (Reserved)**

### **10.0 Virtual Contracting Enterprise (VCE)-Warrants Module and Required Documentation**

**10.1** AFARS 5101.603-3 mandates the use of the VCE-Warrants Module to appoint, suspend, terminate and otherwise document KO, ACO, PCO, TCO, and CCO warrants. VCE-Warrants is the official Army repository to track all actions and documents related to warrants. VCE-Warrants shall be used for warrant submission as well as to store, access, and route warrant documents for review and approval.

GO warrants (Certificate of Appointment) and non-1102 AO warrants which are not able to be initiated and processed in VCE-Warrants shall be uploaded upon approval by the HCA or designee. The Certificate of Appointment and Approval Memo are mandatory documents and required to be retained in VCE-Warrants, with all other supporting documentation applicable to the appointment.

Access to the VCE-Warrants Module is available through the VCE Portal Page at <https://vce.army.mil/warrants> and provides a variety of warrant information based on the data loaded. VCE-Warrants is utilized for entering new applicant information and uploading supporting documentation for existing warrant holders, permitting Army leadership to access the database to evaluate skills and abilities in the evaluation of a candidate's application. The system provides on-line management of all warrants and written statements of appointments, from issuance to termination, with all requests for KO, PCO, ACO, TCO, CCO, GO, and AO warrant authorities, increases or decreases in limits, name changes, suspensions and terminations, to be transacted through VCE-Warrants Module.

**10.2** The required documentation, at a minimum, to be retained in VCE-Warrants for each current warrant is the SF 1402 – Certificate of Appointment and the Appointment Memo, and a Letter of Validation for FLNs. Additional documentation recommended to be retained are the initial application and or nominating form, documents relevant to any CORBs, GORBs or AORBs held to include interview questions and supporting documents deemed pertinent for public view, any previous warrants, all SCO decisions, to include waivers, suspension, termination, and reinstatement documents with supporting SCO determinations, as well as any special retention and disposition requirements. VCE-Warrants will not be used to store any documents containing Personal Identification Information (PII) (e.g. Acquisition Career Record Brief, Officer

# Department of the Army

Record Brief or any other documentation containing such information).

**10.3** The process for assigning warrant numbers is determined by each organization and may be obtained by using VCE-Warrant's auto-generate feature or by manual assignment. The formatting of warrant numbers is Organization/Office - Fiscal year - Sequence number (e.g. ACC-409<sup>th</sup>-2019- 00001 or USACE-ATL-2020-00015).

For additional information, see the VCE Warrants User Guide located in VCE–Warrants Module.

## **11.0 Transfer of Warrants**

**11.1** The capability to transfer KO (PCO, ACO or TCO) warrants and AO and GO appointments throughout the Army Contracting Enterprise is not currently supported in VCE.

**11.2** Refer to Section 14.0 Reinstatement of a Warrant for information relating to issuing a Certificate of Appointment to an individual who has previously held a warrant or Certificate of Appointment.

**11.3** Any subsequent guidance relative to recognizing an individual that has previously been a KO or Appointed an AO or GO, shall be at HCA or SCO discretion if delegated, following the process contained in their AI or other organization documentation.

## **12.0 Termination of Warrants**

**12.1** Appointments will be terminated upon termination of employment or reassignment to a non-acquisition/contracting position.

**12.2** Terminations may not be retroactive.

**12.3** Appointments will be considered for termination, at HCA/SCO discretion, due to:

12.3.1 Change in activity's mission requirements and needs

12.3.2 Unsatisfactory performance or misconduct

12.3.3 Anti-deficiency Act Violations

12.3.4 Loss of security clearance (if required as a condition of employment or position)

12.3.5 Fraud or negligence

12.3.6 Exceeding delegated authority

12.3.7 Significant lapse in judgment

# Department of the Army

**12.4** Termination of a warrant appointment shall be documented and signed by the cognizant SCO/Contracting Office to which the individual is assigned.

## **13.0 Suspension of Warrants**

**13.1** In lieu of termination, warrants may be suspended due to:

13.1.1 Extended temporary duty assignment

13.1.2 Imposition of a Performance Improvement Plan (PIP)

13.1.3 When the actions of the KO, AO, or GO are under review, investigation, or part of ongoing litigation

13.1.4 At SCO discretion with basis for decision documented in VCE-Warrants

## **14.0 Reinstatement of a Warrant**

**14.1** Army policy requires issuance of a new Certificate of Appointment in accordance with the policies and procedures set forth in this document for an individual who previously held a Certificate of Appointment, which was subsequently terminated due to reassignment from a position that had required a warrant, termination of employment with the organization that originally issued the appointment, retirement, or unsatisfactory performance.

**14.2** A HCA/SCO may reinstate a suspended warrant at his/her discretion.

**14.3** The process for warranting or granting an appointment (GOs and AOs) to an individual that has previously been appointed (See Section 11.2 and 11.3 above) shall be contained in the organization's AI or other organization documentation.

**14.4** Any warrant or appointment reinstated or reissued shall be documented in the individual's file in VCE-Warrants.

## **15.0 Disposition of Warrants and Supporting Records**

**15.1** Sufficient time shall be allowed to retain records for suspended and terminated warrants to facilitate eligible transfers and reinstatements of previously warranted personnel. All supporting records in excess of six (6) years from date of suspension or termination shall be disposed from VCE-Warrants, unless supported by written rationale as to why a longer retention period is required.

**15.2** Incomplete and unapproved warrant packages and all supporting records in excess of eighteen (18) months from date of submission shall be disposed from the VCE-Warrants, unless supported by written rationale as to why a longer retention



# Department of the Army

period is necessary.

**15.3** Organizations shall determine and include specific disposition procedures in their AIs or other organization documentation.

## **16.0 Warranting Direct Hire Foreign Local Nationals (FLN) as Contracting Officers**

### **16.1 FLN Definitions:**

16.1.1 Direct Hire: U.S. Forces are the legal employer of the foreign nationals and assume responsibility for all administrative and management functions related to foreign national employment.

16.1.2 Indirect Hire: The host government serves as the legal employer of U.S. Forces' foreign nationals. Although the host government is the official legal employer of the foreign national personnel, it grants operational control to U.S. Forces for the day-to-day management of such personnel.

**16.2** Direct Hire FLN is an equivalent occupational series to 1102 and may be nominated and appointed as a KO IAW this program guide.

16.3 Direct Hire FLN warrant candidates must complete all contracting courses as required for a member of the AT&L Workforce as well as meet all other conditions described in this program guide. Due to differences in US and FLN human resource systems, FLN's are not able to receive DAWIA certification or Certification of Army Professional Credentialing. In addition to accomplishing the mandatory training they shall obtain a Letter of Validation (Appendix A - sample letter) signed by the SCO. The Letter of Validation is the SCO's written determination indicating the candidate has met all the education, training and experience requirements commensurate to the applicable Warrant Class for which they are being considered. The determination shall also include data that verifies and supports the individual's eligibility to be warranted and has meet the required education, training and experience standards.

16.4 All supporting documentation, to include the SCO determination/letter of validation shall be uploaded into VCE-Warrants Module to be processed and maintained, consistent with U.S. Army warranting procedures as defined in this program guide.

## **17.0 Labor Relations**

Labor relations relative to individual positions and duties are the responsibility of each organization to manage. Ensure labor relations obligations are fulfilled prior to changing conditions of employment for bargaining unit employees, IAW the Federal Service Labor-Management Relations Statute and local Collective Bargaining Agreements.

# Department of the Army

## Appendix A – Sample FLN Validation Letter

### *Office Letterhead*

MEMORANDUM FOR **MR/MS FIRST & LAST NAME**

SUBJECT: Letter of Validation

1. References:

a. Department of the Army, Contracting Validation for Foreign Local Nationals, Policy and Procedures Memorandum, September 16, 2016.

2. **Mr./Ms. XXXX's** qualifications to receive a Letter of Validation Level II are as follows:

- Successful completion of all mandatory contracting courses.
- **Four (4)** years of experience in a contracting position (**dates to be**):  
**01 January 20XX - 31 January 20XX Contract Specialist, ACC-XXX**
- **Bachelor of Science Degree** from **the University of Cologne**. The credential evaluation report determined the degree to be comparable to a similar degree issued by U.S accredited higher level educational institute.
- Knowledge, understanding and familiarity with United States Government contracting processes, and concepts.

3. I have reviewed **Mr. / Ms. XXXX's** qualifications and have determined all requirements for a Validation Level II in contracting have been met.

4. If you require additional information regarding this action, please contact the undersigned at DSN **XXX-XXXX, or COMM (XXX) XXX-XXXX, email**

\_\_\_\_\_.

Encl

**FIRST AND LAST NAME**  
Senior Contracting Official

# Department of the Army

## Appendix B – Army Professional Credentials

### 1.0 Background

The new DoD Contracting Competency Model (April 29, 2020) incorporates 31 professional competencies, focusing on specific skills, attitudes and behaviors of contracting professionals. These are non-technical competencies that apply across the entire contracting lifecycle, and throughout an individual's career.

### 2.0 Purpose

The Army Professional Credentials establish a professional standard across the Army Contracting Enterprise. These serve as a compliment to the DoD Technical Credentials and focus on the softer skills to further enhance the business advisor role in our Army contracting professionals.

### 3.0 Professional Credentials

All courses are virtual and easily accessible through the DAU Continuous Learning Center.

#### 3.1 Basic Contracting Professional Credential

Target Attendees:	<ul style="list-style-type: none"><li>- New Contract Specialists</li><li>- Prospective Contracting Officers (Class I and II Warrants)</li></ul>
Prerequisite:	<ul style="list-style-type: none"><li>- Single-level Certification (or DAWIA Level 1)</li><li>* NOT applicable to 1109s</li></ul>
Courses:	<ul style="list-style-type: none"><li>- CLC 135: Understanding Incentive and Other Contract Types</li><li>- HBS 409: Decision Making</li><li>- HBS 428: Negotiating</li><li>- HBS 433: Presentation Skills</li><li>- HBS 444: Writing Skills</li></ul>

#### 3.2 Advanced Contracting Professional Credential

Target Attendees:	<ul style="list-style-type: none"><li>- Prospective Contracting Officers (Class II and IV Warrants)</li></ul>
Prerequisite:	<ul style="list-style-type: none"><li>- Basic Contracting Professional Credential</li></ul>
Courses:	<ul style="list-style-type: none"><li>- CLC 137: Advanced Issues in Incentive Contracting</li><li>- HBS 421: Innovation and Creativity</li><li>- HBS 410: Delegating</li><li>- HBS 432: Persuading Others</li><li>- HBS 437: Strategic Thinking</li><li>- HBS 441: Team Management</li></ul>

# Department of the Army

## 3.3 Agreements Officer Professional Credential

Target Attendees:	- Prospective Agreements Officer
Prerequisite:	- Basic Contracting Professional Credential
Courses:	- GRT 201: Grants and Agreements Management - CLC 066: Other Transactions - HBS 422: Innovation Implementation - DAU Neg-OTA-tion Workshop 101

**No Grants Officer Professional Credential identified as of Nov 2021**

# Department of the Army

## Appendix C - Abbreviations

### **ACO**

Administrative Contracting Officer

### **AI**

Acquisition Instruction

### **AO**

Agreements Officer

### **AORB**

Agreements Officer Review Board

### **AFARS**

Army Federal Acquisition Regulation Supplement

### **ANG**

Air National Guard

### **ASA (ALT)**

Assistant Secretary of the Army (Acquisition, Logistics & Technology)

### **AT&L**

Acquisition, Technology & Logistics

### **CCO**

Contingency Contracting Officer

### **CLC**

Continuous Learning Class

### **CORB**

Contracting Officer Review Board

### **DA**

Department of the Army

### **DAF**

National Guard Air Force

### **DAU**

Defense Acquisition University

### **DAWIA**

Defense Acquisition Workforce Improvement Act

# Department of the Army

**DFARS**

Defense Federal Acquisition Regulation Supplement

**DoDI**

Department of Defense Instruction

**FAR**

Federal Acquisition Regulation

**FLN**

Foreign Local National

**GO**

Grants Officer

**GORB**

Grants Officer Review Board

**HCA**

Head of the Contracting Activity

**IAW**

In accordance with

**KO**

Contracting Officer

**NGB**

National Guard Bureau

**OCONUS**

Outside the Continental United States

**ODASA (P)**

Office of Deputy Assistant Secretary of the Army (Procurement)

**OTA**

Other Transaction Authority

**PCO**

Procuring Contracting Officer (Frequently synonymous to "KO")

**PII**

Personal Identification Information

**SAT**

Simplified Acquisition Threshold

# Department of the Army

**SCO**

Senior Contracting Official

**TCO**

Terminating Contracting Officer

**USACE**

United States Army Corps of Engineers

**USPFO**

United States Property & Fiscal Officers

**VCE**

Virtual Contracting Enterprise