



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Contracting Officer Warranting Program

The Department of Defense (DoD) Contracting Workforce Functional Integration Team updated the attached Contracting Officer Warranting Program Model to align with the Back-to-Basics acquisition workforce talent management framework and the DoD Contracting Professional Certification program, effective February 1, 2022. The updated guidance supersedes the Contracting Officer Warranting Program policy issued by the Director, Defense Procurement and Acquisition Policy on February 10, 2012.

The Contracting Officer Warranting Program Model is for discretionary use by Component Heads of Contracting Activities and may be tailored in developing or improving Component Contracting Officer Warranting Programs in compliance with the Defense Acquisition Workforce Improvement Act, Federal Acquisition Regulation (FAR) 1.603, Defense FAR Supplement 201.603, and DoD Instruction 5000.66. Use of the Model will assist agencies in assessing qualifications for selection, appointment, and termination of appointment for contracting officers.

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Defense Pricing and Contracting

Attachment:
As stated



Department of Defense

Contracting Officer

Warranting Program Model

*Considerations for Developing an
Individualized Organizational Approach*

August 2022

Preface

The Contracting Officer Warranting Program Model, *Considerations for Developing an Individualized Organizational Approach*, was updated by the Department of Defense (DoD) Contracting Workforce Functional Integration Team (CON FIT) to align with the Back-to-Basics acquisition workforce talent management framework; the DoD Contracting Professional Certification program, effective February 1, 2022; and DoD Instruction (DoDI) 5000.66, “Defense Acquisition Workforce Education, Training, Experience, and Career Development Program,” dated July 17, 2017, Change 3, effective March 25, 2022.

The CON FIT is led by the Principal Director, Defense Pricing and Contracting, Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S)), who is the Functional Area Leader for the DoD Contracting workforce. The CON FIT includes representatives from the Department of the Army; Department of the Navy; Department of the Air Force; Defense Logistics Agency; Defense Contract Management Agency; Missile Defense Agency; Washington Headquarters Services; Defense Acquisition University (DAU); Directors, Acquisition Career Management; Navy Director, Acquisition Talent Management; and OUSD(A&S) Director, Office of Human Capital Initiatives.

This guide assists the military departments, defense agencies, and defense field activities, and their subordinate organizations, in reviewing and assessing how organizations qualify, select, appoint, and terminate the appointment of contracting officers. “Warranting” and “warrant” are terms of art as they apply to contracting officer authority and are used by workforce members in the Contracting Functional Area. The Federal Acquisition Regulation (FAR) requires contracting officers to be appointed using a SF 1402 Certificate of Appointment.

The Model is divided into two parts, a Program Model and a Program Model Checklist, which are designed to be used together. The Program Model is both comprehensive and flexible, and provides a framework to help organizations address the statutory and regulatory requirements for selection, appointment, and termination of appointment of contracting officers.

The Checklist is a tool to guide organizations in developing or improving a Contracting Officer Warranting Program tailored to the specific mission needs of the organization. The Checklist follows the structure and organization of the Program Model, and may be used to verify the organization has considered all the requirements of the FAR, as supplemented in the Defense FAR Supplement (DFARS) and the DFARS Procedures, Guidance, and Information (PGI).

Department of Defense Contracting Officer Warranting Program Model

Part 1 – Program Model

Considerations for Developing an Individualized Organizational Approach

The term “Contracting Officer” is defined in the FAR at 2.101, and discussed in FAR Subpart 1.6—Career Development, Contracting Authority, and Responsibilities, which includes the requirements for selection, appointment, and termination of appointment for contracting officers. This Contracting Officer Warranting Program Model aligns to the organizational structure at FAR 1.603 Selection, appointment, and termination of appointment for contracting officers, to make it easier for organizations to track requirements and verify compliance with the FAR, DFARS and the DFARS PGI.

FAR 1.603 Selection, appointment, and termination of appointment for contracting officers

1. Selection

FAR 1.603 and DFARS 201.603 identify specific prerequisites that must be considered when selecting an individual to be a warranted contracting officer. These prerequisites include experience in government contracting, educational requirements, knowledge of acquisition policies and procedures, completion of acquisition training courses, and other additional specialized training requirements related to the specific contracting officer position.

An organization’s warranting selection program should address the five areas specified in FAR paragraphs 1.603-2(a) through (e) and the Defense Acquisition Workforce Improvement Act (DAWIA) requirements at 10 U.S.C. § 1724. All of the requirements in 10 U.S.C. § 1724(a) must be read with two things in mind:

- Title 10 requirements apply to acquisitions exceeding the simplified acquisition threshold (SAT) (10 U.S.C. § 2304(g)). If an organization is going to grant authority below the SAT, the statutory requirements do not apply, although the FAR requirements are still applicable. In this situation, the organization’s warranting selection program needs to address requirements for contracting officers below the SAT. It is recommended this Model be the basis for developing that portion of the program.
- Title 10 requirements are applicable to employees of the DoD or members of the U.S. Armed Forces (other than the Coast Guard) except as provided for in 10 U.S.C. § 1724(c) Exceptions and 10 U.S.C. § 1724(d) Waiver. An organization’s warranting program needs to address what, if any, requirements will be applicable to individuals that fall under either the exceptions or waivers of those two paragraphs. (See DFARS 201.603-2 regarding selection of contracting officers).

An organization’s warranting program should include any additional and/or more specific requirements. The DAU iCatalog, <https://icatalog.dau.edu/onlinecatalog/CareerCertGuides.aspx?lvl=4&cflid=3>, specifies the

training standards for the Contracting Functional Area and the courses required to be certified for the Contracting Professional Certification. To meet the Title 10 requirements, an organization's warranting program needs to tie completion of that training, and more if required, to the granting of authority to contracting officers at various warrant appointment levels.

To facilitate the gathering of information to support the selection process, the organization should use a standard application and/or nomination form (see Enclosure 1, "Sample Application Form," for one example). Individual organizations can create a form and process to meet its particular mission needs.

Additionally, an organization's warranting program needs to address how it will assess the candidate's knowledge of acquisition policies and procedures, including the FAR, DFARS, PGI, Deviations, and other applicable regulations, and any specialized knowledge in the candidate's assigned field of contracting (e.g., simplified acquisition, major systems acquisition, acquisition of commercial items, services contracting, contract administration, etc.). This assessment shall be completed carefully, in a deliberate fashion, and in a manner that can be consistently repeated. The approach should be something more than an ad hoc assessment. The program should address whether the organization will rely on personal experience, test for such knowledge, conduct interviews either one-on-one or using a Contracting Officer Review Board (CORB), or some combination of these approaches.

a. Testing

As stated above, one way for the appointing official to assess the candidate's knowledge, as discussed in FAR 1.603-2, is through a test. Tests may be either standardized or individualized; however, they should be designed to ensure a candidate demonstrates their ability to research and understand the FAR, as supplemented. The organization's warranting program should specify testing requirements and limitations:

- Material to be tested (i.e., defined core body of knowledge);
- Capability to be tested (e.g., recall, research, reasoning);
- Length of test (i.e., number of items);
- Type of questions (e.g., true/false, multiple choice, matching, short answer, essay);
- Time limitation;
- Location (e.g., workstation, testing facility);
- Open or closed book;
- Access to resources, including what materials the candidate must or may bring;
- Use of electronic devices;
- Scheduling requirements;
- Proctoring;
- Scoring method and requirements for passing the test;
- Accessibility for people with disabilities;
- Privacy/availability of test results; and
- Retakes (e.g., number, frequency, time between retakes).

The warranting program should also address test preparation. Will individuals who are not currently candidates for appointments as contracting officers be allowed to take the test for “practice,” and under what circumstances? Will the organization make available sample questions or a study guide? Will the organization establish test study groups to both prepare personnel to take the test and to enhance their knowledge of the FAR, DFARS, PGI, and Class Deviations?

Organizations should address the timing of the test, and consider if the test results will be utilized to determine individual development needs; whether personnel may take the test for pre-qualification; whether a recent test result will be required to determine currency; and whether subsequent testing will be required as part of an ongoing verification and validation process.

b. Interview/CORB

Another way for the appointing official to verify the candidate’s knowledge, as discussed in FAR 1.603-2, is through an interview or CORB process. The overall purpose of the interview or CORB process is to accomplish an integrated assessment of the candidate’s experience, training, education, business acumen, judgment, character, and reputation (ref FAR 1.603-2). The program should lay out the interview or CORB process and procedures:

- Structure and organization, including who is to chair and personnel involved (e.g., contracting office supervisors, Staff Judge Advocate or General Counsel, Competition Advocate, procurement analyst, cost/price analyst, small business specialist, representatives from other acquisition career fields, and/or higher headquarters);
- Material to be discussed (e.g., FAR, DFARS, appropriation law, Comptroller General decisions, Court and Board decisions);
- Timing in relationship to test, if used;
- Capability to be tested (e.g., recall, research, analysis, reasoning);
- Length of interview or board(s);
- Types of questions (e.g., case analysis, contextual questions, analytical questions, scenario-based questions);
- CORB decision-making process (e.g., requirements for passing, whether decisions are consensus or unanimous);
- Location (e.g., workstation, testing facility);
- Scheduling requirements;
- Scoring method and requirements for passing the interview;
- Accessibility for people with disabilities;
- Privacy/availability of interview results;
- Retakes (e.g., number, frequency, time between retakes); and
- Availability to discuss interview results/feedback

A summary of the issues to be considered in the development of the selection process follows:

Candidate possesses the appropriate level of training, experience, and education. At a minimum a candidate should have the DAWIA Contracting Professional Certification, baccalaureate

degree (for 1102s and military equivalent positions) from an accredited educational institution authorized to grant baccalaureate degrees; and

- Consideration for candidate includes:
 - On-the-job training
 - Rotational assignments
 - Credentials from the Defense Acquisition Credential Program, DAU courses, or college courses relevant to the types of acquisitions the candidate will be assigned
 - Warrants previously held – issued by DoD or Federal agency contracting organization
 - Certifications from professional associations, institutes, and other organizations
- Candidate has the appropriate level of experience. Minimum 2 years of contracting experience plus:
 - Review resume for appropriate complexity and dollar-value experience to the types of acquisitions the candidate will be assigned
 - Warrant application addressing appropriate specialized experience
 - Candidate interview addressing appropriate specialized experience
- Candidate has a demonstrated understanding of and ability to research acquisition regulations, instructions, and policies.
- Candidate is able to critically think to offer feasible solutions and appropriate levels of review to relevant contracting problems.
 - Warranting board
 - Written exam with sample scenarios
- Candidate possesses the business acumen, character, and reputation to be entrusted as a steward to the taxpayer (ref FAR 1.603-2).
 - Supervisor input
 - Individual essay addressing necessary characteristics of a steward to the taxpayer

2. Appointment

Follow appointment procedures as outlined in FAR 1.603-3 and DFARS 201.603-3. The requirements of FAR 1.603-3(a) provide that any limitations on the scope of authority to be exercised shall be stated on a SF 1402, Certificate of Appointment. The link to the SF 1402 is provided in FAR 1.603-3(a) and (b). Organizations must address warrant limits as it relates to contract modifications and to the issuance of task orders or delivery orders against indefinite-delivery contracts (FAR 16.5). Specifically, the organization’s warranting program or supplement to the FAR and DFARS should address contract values as it relates to the authority to modify a contract or issue a Task/Deliver Order (i.e. total contract value or instant action).

The requirements of FAR 1.603-3(a) for appointing officials to, “. . . maintain files containing copies of all appointments that have not been terminated,” needs to be addressed in an organization’s warranting program. The program should have a checklist of the items to be

included in the file (e.g., Certificate of Appointment, individual application and/or nomination form, test results Interview/CORB notes). The program should include records retention and disposition requirements, including retaining the record until such time as the appointment is terminated, and for a reasonable time thereafter, to facilitate eligibility transfers and reinstatements.

In addition, based on the assessment of a contracting officer's performance, periodic retesting (if applicable), or repeating any interview/CORB process, the appointing official may establish requirements for a contracting officer to retain his or her authority. Requirements shall address experience, education, and training, and continuous learning in compliance with DoDI 5000.66, "Defense Acquisition Workforce Education, Training, Experience, and Career Development Program," dated July 17, 2017, Change 3 effective March 25, 2022, and in accordance with FAR 1.603-2, business acumen, judgment, character, and reputation, shall be considered. See also the Unsatisfactory Performance section below.

3. Termination

FAR 1.603-4 states 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, or unsatisfactory performance. No termination shall operate retroactively.

An organization's warranting program needs to address how terminations will be handled for the three circumstances specified in FAR 1.603-4. The program should address any requirements for creation and maintenance of Termination Files, which would include the Termination Letter, and other appropriate documentation.

Reassignment. Depending on the organizational level that the program is executed, it should specifically address the circumstances in which warrants would be either retained and transferred, or terminated upon reassignment.

Termination of employment. The program should include a statement that the Certificate of Appointment will automatically terminate as a result of termination of employment.

Unsatisfactory Performance. The program should include a discussion of whether contracting officer authority may be suspended, rather than terminated while under a Performance Improvement Plan, and when the actions of the contracting officer are under review or investigation, or during ongoing litigation.

In terms of termination for unsatisfactory performance, the program needs to address qualification maintenance requirements, including applicability to contracting officers who received their appointments prior to implementation of the program. The program should address what tools will be used to affirmatively assess satisfactory performance (e.g., annual performance reviews, appraisal, solicitation and contract file reviews, clearance reviews, preaward/postaward reviews of solicitations, contracts and file documentation, periodic testing/retesting).

4. Reinstatement of a Warrant

An organization's warranting program should address the reinstatement of contracting officer authority. Reinstatement may apply to an individual who previously held a Certificate of Appointment, which was subsequently terminated due to reassignment from the position requiring the authority, termination of employment with the organization that originally issued the Certificate of Appointment, retirement, or unsatisfactory performance. The individual organizational program needs to address the requirements for reinstatement, including any testing/retesting and interview or CORB.

5. Career Management Program

An organization's warranting program should include the process for career management and advancement. There are two overarching considerations to address in this process.

The first consideration is addressed in FAR 1.603-1, the requirement for the agency head to establish and maintain a procurement career management program. Some of the components and requirements of the program will be driven by the DAWIA 10 U.S.C. § 1722, "Career Development"; including 10 U.S.C. § 1722(a), "Career Paths"; and DoDI 5000.66, "Defense Acquisition Workforce Education, Training, Experience, and Career Development Program," dated July 17, 2017, Change 3 effective March 25, 2022.

Part of the program should be the establishment of a career path for contracting personnel in the organization. The program should include formal training requirements, on-the-job training experience, and rotational assignments in staff and line positions. The program should specifically address contracting career competencies that must be met, and lay out a fulfillment program for meeting those competencies. The program should establish qualification requirements for contracting officers at various warrant appointment levels, and include any requirements in addition to those needed for DAWIA certification at the Professional level.

An organization's warranting program needs to address Individual Development Plans (IDPs) or their equivalents, and roles and responsibilities for their creation, coordination and completion. If the organization has a Mentor Development Program outside of the normal supervisory chain, the program should discuss that program and its relationship to the normal supervisory chain and its place in the Contracting Career Management Program. If there is specific interrelationship between grade level and/or promotion and holding a warrant that information should be included.

The second consideration of an organization's warranting program is to address the organization's philosophy as it relates to appointing contracting officers and establishing dollar thresholds for warrants, as applicable, as well as addressing unlimited warrants. The program should address such questions as:

- Are the number of warrants based on need, grade level, or some entirely different basis?
- How are dollar thresholds or other limitations on authority (e.g., Federal Supply Schedule only, Commercial Item only) established?

- Is the selection and appointment of a contracting officer based on qualifications as stated in the FAR, DFARS, and DoDI 5000.66 rather than warranting to meet the demands of a significant workload?

Department of Defense Contracting Officer Warranting Program Model

Part 2 – Program Model Checklist

Considerations for Developing an Individualized Organizational Approach

This Checklist may be used as a guide to develop or improve existing Warranting Programs and may be tailored accordingly to meet specific organizational mission needs. The Checklist follows the structure and organization of the Program Model, and can be used to verify the organization has considered all the requirements of the FAR and DFARS. DFARS 201.603 addresses the statutory requirements of DAWIA, and 10 U.S.C. § 1724, *Contracting positions: qualification requirements*, which specifies education and experience requirements for contracting officers with authority to award or administer contracts for amounts above the simplified acquisition threshold. The DFARS provision also provides the Secretary of Defense the authority to establish additional training requirements based on the dollar value and complexity of the contracts awarded or administered in the position.

- Program meets the requirements of FAR 1.603-1 General
 - Program addresses 10 U.S.C. § 1722 Career development
 - Program addresses Contracting Career Management Program
 - Career Path in accordance with 10 U.S.C. § 1722(a)
 - IDPs
 - Contracting Competencies and Fulfillment
 - On-the-job training and rotational assignment requirements
 - Mentor Development Program outside of the normal supervisory chain
 - Relationship between civilian grade level and/or promotion and holding a warrant
 - Program addresses organization's philosophy on appointing contracting officers and establishing dollar thresholds
- Program meets the requirements of FAR 1.603-2 Selection.
 - Program addresses 10 U.S.C. § 1724(a)(1) concerning completion of all contracting courses required for a contracting officer
 - Program addresses 10 U.S.C. § 1724(a)(2) concerning experience
 - Program addresses any additional experience requirements
 - Program addresses 10 U.S.C. § 1724(a)(3) concerning education and training
 - Program addresses any additional education and training requirements
 - Program addresses how knowledge of acquisition policies and procedures, the FAR and other applicable regulations will be demonstrated
 - Test
 - Interview/CORB

- Program addresses how specialized knowledge in the particular assigned field of contracting will be demonstrated
 - Test
 - Interview/CORB
 - Completion of credential(s) from the Defense Acquisition Credential Program, or college courses relevant to the types of acquisitions the candidate will be assigned.
- Program addresses any prequalification procedures the organization uses
- Program meets the requirements of FAR 1.603-3 Appointment.
 - Program addresses file maintenance, both content and retention
 - Program addresses authority for contract modifications and to the issuance of task orders or delivery orders against indefinite-delivery contracts
- Program meets the requirements of FAR 1.603-4 Termination.
 - Program addresses conditions under which warrants shall be terminated
 - Program addresses termination format

Enclosure 1 — Sample Application Form¹

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer / Termination Request

PRIVACY ACT STATEMENT: Title 10 USC 8013; Title 10 USC, Subtitle A, Chapter 87; FAR 1.602.				
PRIMARY PURPOSE: Submission of information and records necessary to support the appointment of contracting officers, establish warrant eligibility transfers and facilitate termination or reinstatements of contracting officer warrants.				
ROUTINE USES: None.				
DISCLOSURE IS VOLUNTARY: Evaluation of an individual for appointment of Contracting Officer cannot be properly completed if appropriate information is not provided. Failure to provide the information may result in the inability to determine qualifications.				
To (Appointing Authority)			From (Candidate's Immediate Supervisor)	
Section A: Type Designation Requested				
<input type="checkbox"/> Unlimited	<input type="checkbox"/> Limited (Specify all limitations in the "Justification for Warrant" block on page 2.)	Check all that apply:		<input type="checkbox"/> New Appointment
		<input type="checkbox"/> Procurement Contracting Officer (PCO)	<input type="checkbox"/> Warrant Reinstatement	
		<input type="checkbox"/> Termination Contracting Officer (TCO)	<input type="checkbox"/> Warrant Termination	
		<input type="checkbox"/> Administrative Contracting Officer (ACO)	<input type="checkbox"/> Warrant Eligibility Transfer	
Section B: Identification and Personal Data				
Candidate Name (Last, First, MI)			Rank or Grade / Specialty Code or Series	
Current Job Title / Office Symbol			Requires Special Accommodation for Warrant Test? (Specify)	
Total Service (Military/Civilian) Years Months <input type="text"/> <input type="text"/>	Military Contracting Experience Years Months <input type="text"/> <input type="text"/>		Civilian Contracting Experience Years Months <input type="text"/> <input type="text"/>	Non-Government Contracting Experience Years Months <input type="text"/> <input type="text"/>
Section C: Acquisition Certification				
Attach Civilian Career Brief, Single Unit Retrieval and Format (SURF) for military candidate, and certificate copies.				
Contracting	Date Certified	Other	Date Certified	
Level I		Level I		
Level II		Level II		
Level III		Level III		
Contracting Professional		Acquisition Functional Areas (if applicable): [Foundational, Practitioner, and Advanced]		
Section D: Previously Held Warrants				
Last three only. If none, so indicate.				
Warrant Type (PCO, ACO, TCO, CCO)	Limited / Unlimited / Functional (Include dollar amount, if applicable)	Warrant Issuing Organization	Warrant Period Start Date	Warrant Period End Date

¹ The Sample Application Form in this enclosure is the Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request Template, Jul 2022 (SAF/AQCP).

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer / Termination Request

Section E: Resume			
Start with present position and work back (not more than 10 years). Or, attach resume and current Civilian Career Brief for civilian candidate, or SURF for military candidate.			
Organization/Office, Location	Position Title	Start Date	End Date

Section F: Most Recent Acquisition-Related Training			
(Other than APDP Required Training) May attach Civilian Career Brief/SURF and/or ACQ NOW Transcript.			
Course Number / Title	Completed	Course Number / Title	Completed

Section G: Formal Education		
May attach Civilian Career Brief / SURF.		
Received a baccalaureate degree from an accredited educational institution?		<input type="checkbox"/> Yes, Year Received _____ <input type="checkbox"/> No, Exception _____
Name of School	Degree Earned (if any)	Major
Date	Candidate's Printed Name	Candidate's Signature

Section H: Justification for Warrant
To be completed by requesting official.
1. Specify all warrant limitations (if none, so state): <hr/>
2. Document warrant necessity (i.e. programs/workload covered, number of assigned buyers, and number and type of warrants within the organization): <hr/>

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer / Termination Request

3. Explain impact if warrant is denied.		
I certify that the information contained herein has been verified against this candidate's personnel file and that this candidate is qualified to be considered for appointment.		
Date	Typed Name, Rank, Title of Requesting Official (Sponsor or Immediate Supervisor)	Signature of Requesting Official
Date	Typed Name, Rank, Title of Reviewing Official (Designated Focal Point)	Signature of Reviewing Official
Date	Typed Name, Rank, Title of Additional Reviewing or Endorsing Official (if used by MAJCOM/DRU)	Signature of Reviewing/Endorsing Official
Date Candidate Passed CO Warrant Test		Date of Warrant Board (if applicable)
<input type="checkbox"/> Approved for Appointment Comments (if any):		<input type="checkbox"/> Disapproved Comments:
Date	Typed Name, Rank, Title of Appointing Official	Signature of Appointing Official
SF1402 Appointment Number:		Appointment Date on SF1402:
Section I: Termination of Appointment		
Provide rationale for warrant termination (i.e., For Cause, Change to Warrant Authority, Employment Terminated, or Reassignment).		
Date	Typed Name, Rank, Title of Termination Official	Signature of Termination Official
Section J: Warrant Eligibility Transfer		
Eligibility Transfer To (Gaining SCO/SCCO):		
Loosing SCO/SCCO (or Designee) Comments/Recommendation:		

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer / Termination Request

<input type="checkbox"/> This CO has maintained proficiency in an acquisition position within the Air Force and is eligible for warrant transfer for the same amount as the current warrant without testing or meeting a CO Review Board.		
<input type="checkbox"/> This CO has not maintained proficiency, so a warrant transfer is not recommended. (Provide rationale below.)		
Rationale for denying warrant transfer:		
Date	Typed Name, Rank, Title of Losing SCO/SCCO or Designee	Signature of Losing SCO/SCCO or Designee
<input type="checkbox"/> Approved Comments (if any):		<input type="checkbox"/> Warrant Not Required Comments:
Date	Typed Name, Rank, Title of Gaining Appointing Official (SCO/SCCO or Designee)	Signature of Reviewing / Endorsing Official
SF1402 Appointment Number:		Appointment Date on SF1402: