



## 1. PURPOSE

The purpose of this document is to provide Space and Naval Warfare Systems Command guidance on the appointment of Contracting Officers.

## 2. POLICY

The Director of Contracts (2.0) has been appointed by the Commander, Space and Naval Warfare Systems Command as his designee to grant approvals of Contracting Officer's Certificates. This authority is further delegated to the Chiefs of the Contracting Office of SPAWAR Systems Centers, Atlantic and Pacific; however, site specific policies are not discussed here. See [Director of Contracts' Memorandum for Chiefs of the Contracting Office for the SPAWAR Systems Centers San Diego and Charleston - Subj: Delegation of Authority for Procurement Matters, 20 Dec 06](#).

With this authority, SPAWAR fully implements the [Department of Defense Contracting Officer Warranting Program Model](#). This policy complies with the considerations necessary for the selection, appointment, and termination of appointment of Contracting Officers in accordance with [FAR 1.603](#).

## 3. RESPONSIBILITIES

**3.1 Types of Contracting Officer Authority:** Contracting Officer authority will be granted as **unlimited** or with **specific limitations** depending on the scope of the authority to be exercised. Only those employees with specific Contracting Officer authority may execute contracts, grants, and related agreements (i.e., co-operative agreements, Other Transaction Authority, TEAs, etc.) that involve federal funding on behalf of SPAWAR.

**3.2** The nominated **Contract Specialist and associated Supervisor** are responsible for submitting the [Contracting Officer \(CO\) Appointment/Warrant Eligibility Transfer/Termination Request](#).

**3.3** The **Director of Contracts and the Chiefs of the Contracting Office for SPAWAR Systems Centers**, as delegated, act as the appointing official, taking into consideration the complexity and dollar value of the acquisitions to be assigned and the candidate's experience, training, education, business acumen, and judgment. Prior conduct of an individual may be taken into consideration when making warrant decisions.

## 4. PROCEDURES

### 4.1 Selection

The candidate's attributes play a key role in determining his/her appointment as a SPAWAR Contracting Officer. *Selection criterion includes:*



1. Possesses appropriate DAWIA certifications.
2. *AT&L Acquisition Core Member*
3. Requirement to remain current in primary acquisition career field and hold current Continuous Learning certificates;
4. Minimum requirement of at least four years of experience in a contracting position ([10 U.S.C. § 1724](#) (a)(2));
5. Minimum requirements per [FAR 1.603-2\(b\)](#) (specified in [10 U.S.C. § 1724](#) (a)(3)) are that the candidate has:
  - I. Received a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees, and
  - II. Completed at least 24 semester credit hours (or the 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; and
6. *Applicant must have demonstrated significant potential for advancement to levels of greater responsibility and authority, based on analytical and sound decision making capabilities, job performance and qualifying experience.*

#### 4.2 Appointment

SPAWAR Contracting Officers shall be appointed in writing on a [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. The appointing official has wide discretion in determining the limits placed upon a candidate's authority and these limitations are heavily dependent on the candidate's current or planned assignments (i.e. size and complexity of assigned program(s)). Code 2.0 shall maintain files containing copies of all appointments that have not been terminated. Files may contain such documents as the Certificate of Appointment, application and/or nomination form, Interview notes, etc. Code 2.0 shall retain the record until such time as the appointment is terminated and for a reasonable time thereafter in order to facilitate eligibility transfers and reinstatements.

#### 4.3 Annual Reviews

SPAWAR Contracts 2.0 is required to maintain a list of approved Contracting Officers such that when audit support is required, verifiable evidence exists that the obligations on contract are being made by an authorized, warranted individual.

1. 2.0 organizations (HQ, SSC Atlantic, SSC Pacific) will review and validate (or reissue) all current Contract Warrants annually to provide required oversight. NLT 31 October, SPAWAR 2.0 (HQ, SSC Atlantic, SSC Pacific) will forward to SPAWAR 1.0 an updated Contract Warrant List, ensuring that all warrants are validated annually for the following:
  - a. Monetary Threshold
  - b. Authorized Contract Vehicles (Types of Contracts)
  - c. Effective Date
2. The review and validation should be approved and signed by the Director of Contracts, Chief of the Contracting Office or delegated authority, and retained in accordance with the National Archive regulations.
3. The Contract Warrant List must be signed electronically or manually to evidence the review. This effort will help improve SPAWAR's business operational effectiveness and efficiency and implements [Improving Financial Information and Achieving Audit Readiness](#) and [Achieving a Clean Financial Audit](#), respectively.

**4.4 Termination of Appointment** - Termination of a SPAWAR Contracting Officer appointment will be by [Contracting Officer \(CO\) Appointment/Warrant Eligibility Transfer/Termination Request](#). Reasons for terminations may include reassignment, termination of employment, or unsatisfactory performance. No termination shall operate retroactively. Warrant termination is a standard component of the employee checkout process within SPAWAR.

### 5. APPROVALS

The Director of Contracts and Chiefs of the Contracting Office for SPAWAR Systems Centers, as delegated, approves or rejects all appointments. For SPAWAR HQ, this authority is delegated to the Deputy Director of Contracts in the Directors absence. Heads of Echelon III activities have been granted delegation as well.



## 6. TOOLBOX



1. [\*Delegation of Authority for Procurement Matters - SPAWAR 2.0, 1 May 2015\*](#)
2. [Contracting Officer Warranting Program Model](#) – DoD, Feb 2012
3. [Improving Financial Information and Achieving Audit Readiness](#) – SECDEF, Oct 2011
4. [Achieving a Clean Financial Audit](#) – DON VCNO, Apr 2011
5.  [Contracting Officer \(CO\) Appointment/Warrant Eligibility Transfer/Termination Request](#)
6.  [Sample Contracting Officer Warrant Log](#)
7.  [SF 1402, Certificate of Appointment](#)

## 7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
June 2016	Updated Para 4.1 and Toolbox item #1.
May 2016	Content formatted and reorganized. SCPPM references updated.
November 2012	Last version created in old format; recent updates occurred under Approvals and Annual Reviews.