

**DEPARTMENT OF THE INTERIOR
CONTRACTING OFFICERS WARRANT
APPLICATION FORM**

I. APPLICATION INFORMATION

1. Name (Last, First, MI): _____
2. Current Warrant Number (as applicable): _____
3. Organization: _____
4. Position/Title: _____
5. Series/Grade: _____
6. Duty Station: _____

II. TRANSACTION TYPE (Please indicate the type of warrant system transaction requested.)

- _____ A. Initial warrant application. Indicate warrant level, status and dollar amount/authority sought:

Attach copy of SF 171, OF 612, and/or other documentation which supports completion of the training, experience, and/or equivalencies requirements for which warrant authority is being sought. Where a warrant is being sought for an individual outside of a centralized or primary procurement office, documentation supporting the need for delegation of warrant authority which addresses, at minimum, the information requirements stated in Section B, Part IV of the Contracting Officer's Manual, shall also be attached to the warrant application form.

- _____ B. Increasing existing warrant authority from _____ to _____. Attach updated SF 171, OF 612, and/or other documentation which supports completion of the training, experience, and/or equivalencies requirements for which increased warrant authority is being sought. Any applications for increases in warrant authority shall include documentation which addresses the information requirements stated in Section C, Part IV of the Contracting Officer's Manual.

- _____ C. Conversion of interim warrant to permanent status. Attach updated SF 171, OF 612, and/or other documentation which supports completion of the training requirements in support of warrant conversion.

- _____ D. Correction/Edit of existing warrant/warrant record. Please indicate requested change/edit:

- _____ E. Deletion of warrant record due to administrative termination (please check appropriate box):

Reason for administrative termination of warrant authority:

1. _____ The need for the contracting officer's warrant no longer exists.
2. _____ Reassignment of warrant holder within the same bureau/office.
3. _____ Transfer of warrant holder to another bureau/office within the Department of the Interior or to another Government agency.
4. _____ Retirement, resignation, or other termination of appointee's Government employment.
5. _____ Other. Please describe: _____

- _____ F. Deletion of warrant record due to termination for cause. Please attach written description of circumstances.

III. CERTIFICATIONS

A. Applicant:

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and made in good faith.

(Name of Applicant)

(Signature)

(Date)

B. Supervisory or Level III or IV Contracting Officer Recommendation/Certification
(Check appropriate block, sign and date form) *

_____ The applicant's performance of acquisition duties has been satisfactory. The need for delegation or increase of warrant authority has been documented in accordance with Part IV of the Contracting Officer's Manual and is forwarded as part of the application. Appointment to the level/status requested is recommended.

_____ The applicant's request for warrant record correction or deletion has been reviewed and the requested changes are hereby authorized.

_____ The applicant does not meet the established minimum training qualifications. Therefore, award of an interim warrant is recommended.

_____ An administrative termination of the subject warrant for the reason indicated above is authorized.

_____ Based on the attached supporting information, it is recommended that the subject warrant be terminated for cause.

(Supervisor or Level III or IV Contracting
Officer's Name)

(Signature)

(Date)

* In locations where supervisors are non-acquisition personnel, a Level III or a Level IV contracting officer may make the above recommendation/certification.