

CONTRACTING OFFICER APPOINTMENT DOCUMENT SHEET

IMPORTANT. Read the Privacy Act Statement below before completing this form.

PRIVACY ACT STATEMENT

1. **AUTHORITY:** 10 U.S.C. Chapter 137, Section 2308, DLAR 1.603, DLAM 8105.1.
2. **PRINCIPAL PURPOSE OR PURPOSES:** To ascertain the qualification of individuals applying for or being selected to the position of Contracting Officer.
3. **ROUTINE USES:** Information used only to select individuals as contracting officers who meet the selection criteria prescribed in FAR 1.603. The information is used by the Head of the Contracting Activity or his designee. A copy of each appointment document is forwarded to DLA-P for review by a staff officer to determine the general quality of DLA contracting officers.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is voluntary. Not providing information (the Education portion Part III) may place the individual at a disadvantage against those he may be competing with who have volunteered this information because the information is not readily available to the reviewer.

NAME	CURRENT GRADE/RANK	GRADE/RANK AS CONTRACTING OFFICER
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PART I - DUTIES AS CONTRACTING OFFICER

A. NO. OF EMPLOYEES SUPERVISED	B. HIGHEST GRADE OF EMPLOYEES SUPERVISED	C. LIMITATIONS OF WARRANT, IF APPLICABLE
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D. BRIEF DESCRIPTION OF DUTIES AS CONTRACTING OFFICER, TO INCLUDE QUANTITY, COMPLEXITY, TYPE AND AVERAGE DOLLAR AMOUNT OF DOCUMENTS OBLIGATED

PART II - EXPERIENCE

A. BRIEF DESCRIPTION OF INDIVIDUAL'S CURRENT DUTIES TO INCLUDE QUANTITY, COMPLEXITY, TYPE AND AVERAGE DOLLAR AMOUNT OF CONTRACTUAL DOCUMENTS HANDLED

B. INDIVIDUAL HAS PERFORMED CURRENT DUTIES SINCE:

C. PREVIOUS CONTRACTING EXPERIENCE (*List any contracting related experience of individuals, either in federal service or industry, not mentioned above*)

PART III - EDUCATION

A. HIGH SCHOOL GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	B. NO. OF YEARS COLLEGE COMPLETED	C. COLLEGE GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	D. TYPE OF DEGREE	E. MAJOR	F. MINOR	G. GRADUATE WORK
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PART IV - TRAINING (*List any pertinent civil service schools. military schools. business schools, or correspondence courses completed*)

A. SCHOOL/COURSE TITLE	B. HOURS	C. DATE COMPLETED
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D. COMPLETED BASIC CORE TRAINING COURSE LISTED IN THE DOD-WIDE CAREER PROGRAM FOR PROCUREMENT PERSONNEL?
 YES NO

In the opinion of the undersigned, the above named person possesses an acceptable level of business acumen, judgment, character, reputation and ethics, as well as the necessary knowledge of government contracting regulations, as to successfully discharge duties as a contracting officer.

TYPED NAME AND TITLE OF RECOMMENDING OFFICIAL	SIGNATURE	DATE
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