



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

MMP
PROCLTR 97-18

JUN 13 1997

MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

SUBJECT: Contracting Officers Warrants Reporting, DLAD 1.602-1

DLAD 1.602-1(a) requires that each appointing authority prepare and maintain a current listing of all of the activity's contracting officers and the limits of their authority. A copy of this listing is provided annually, at the beginning of each fiscal year, to HQ DLA, ATTN: MMPPP.

The purpose of this PROCLTR is to provide additional guidance at DLAD 1.602-1(c) concerning the requirement to provide MMP with copies of these lists. As described in the attached coverage, the lists are reviewed to confirm the requirements for contracting officer warrants and to ensure that proper procedures are used for the selection, appointment, review, and retention of warranted contracting officers. This review process constitutes a critical oversight function important to both MMP and to the contracting offices in controlling the quality and integrity of the procurement process.

This PROCLTR is effective immediately and expires upon incorporation into the DLAD, but no later than one year from the issue date. Our point of contact is Ms. Helen Bailey. She can be reached at DSN 427-1374, or by E-mail to helen_bailey@hq.dla.mil.

Attachment

ROBERT L. MOLINO
Executive Director
(Procurement)

1.602 -- Contracting Officers.

1.602-1 -- Authority.

(a) Each appointing authority shall prepare and maintain a current listing of all of the activity's contracting officers and the limits of their authority. This list shall also include the name and location of any contracting officer assigned to an activity but physically located at other than the central activity. The listing shall be in the sample format at (b) below. A copy of this listing will be provided to HQ DLA, ATTN: MMPPP, annually at the beginning of each fiscal year.

(b) Sample format for listing of contracting officers:

| <u>Name</u> | <u>Grade</u> | <u>Date of Current Warrant</u> | <u>Dollar Level</u> | <u>Candidate Meets Selection Criteria</u> (yes or no) | <u>Interim Appointment</u> |
|-------------|--------------|--|-------------------------|--|--------------------------------|
|-------------|--------------|--|-------------------------|--|--------------------------------|

(c) Contracting officer warrants lists shall be reviewed by MMPPP. The review will include the following considerations: a contracting office's needs for the number and dollar values of warrants relative to the office's size and mission; whether warrants should be limited or unlimited; whether warrants are rescinded when appropriate; whether contracting officers meet the FAR/DFARS/DLAD selection criteria; the number and duration of waivers to selection criteria; and whether a periodic review of contracting officers warrants by the contracting office has been accomplished.
