

REQUEST FOR APPOINTMENT OF A CONTRACTING OFFICER

The findings and determinations recorded herein are made pursuant to applicable law and regulations.

1. There is a clear and convincing need to appoint a contracting officer with the ability to perform at the contracting officer warrant level specified in block 1.a. for the reasons explained in block 1.b.	1.a. Warrant Level
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1.b. Reasons - Include discussion of organizational need, quantity, type and average dollar amount of documents to be obligated as contracting officer, and the warrant threshold requested. Additionally, include details on how the candidate's experience and education has prepared him/her to exercise sound business judgement to fulfill the responsibilities of this position.

2. CANDIDATE INFORMATION

2.a. Name	2.b. Title	2.c. Series	2.d. Grade
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2.e. Name of Contracting Officer that this Candidate is Replacing	2.f. This is a New Position Created as a Result of
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2.g. Division/Branch/Section Candidate will Occupy	2.h. Office Symbol
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3. A completed DLA Warrant Application Form which identifies the candidate's background is enclosed.

3.a. It was found that (select appropriately)

4. The candidate's current Confidential Financial Disclosure Report (OGE Form 450), is on file with the appropriate standards of conduct counselor.

5. The candidate has a security clearance of IT 2 or higher.

6. In addition to the Defense Logistics Acquisition Directive, Laws, Executive Orders, and other applicable regulations, the following additional warrant limitations are imposed.

6.a. Dollar Threshold	6.b. Expiration Date of Temporary Appointment
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7. IST CHIEF OR EQUIVALENT (Procurement)

Name	Signature and Date
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8. DIVISION CHIEF OR EQUIVALENT (Procurement) (CONCUR)

Name	Signature and Date
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9. DIRECTOR OR DEPUTY DIRECTOR (Procurement) (CONCUR)

Name	Signature and Date
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10. CHIEF OF THE CONTRACTING OFFICE (CCO) (APPROVED)

Name	Signature and Date
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