



**DEPARTMENT OF VETERANS AFFAIRS**  
**Deputy Assistant Secretary for Acquisition and Logistics**  
**Washington, DC 20420**

**IL 049-08-07**  
**September 17, 2008**

**OFFICE OF ACQUISITION AND LOGISTICS INFORMATION LETTER**

**TO:** Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; Chief Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliaries, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

**ATTN:** Heads of the Contracting Activity (HCAs), Contract Specialists, Contracting Officers, and other VA Acquisition Workforce

**SUBJ:** Authority for Level 1 Contracting Officer Warrants

1. This Information Letter (IL) revises IL 049-07-5, dated December 19, 2006, regarding warrant authorities for Level 1 contracting officers.
2. This policy clarifies the dollar thresholds at which Level 1 contracting officers may purchase goods and services from established contracts, such as Federal Supply Schedules (FSS) or other agency/government-wide vehicles. By specifying these thresholds, especially for services, contracting officers can exercise their authority in a manner that is commensurate with their experience and training levels.
3. Therefore, effective immediately, all contracting officers must adhere to the authorities outlined in Table 1, Attachment 1.

If you should have any questions, please call Kenneth Buck at 202-461-6865.

/s/ Maurice C. Stewart  
ADAS for Acquisition and Logistics Programs and Policy (049P)

Table 1- Federal Acquisition Certification – Contracting

Warrant	Authority Level	Level Certified	Performance Rating
<b>Level I Limited</b>	Expenditures above the micro-purchase threshold (\$2,500) up to the Simplified Acquisition Threshold (\$100,000.00) for: <ul style="list-style-type: none"> <li>• open market purchases</li> <li>• delivery or task orders for <i>services</i> against established contracts, including FSS contracts.</li> </ul> <p><b>[NOTE]</b> Level 1 warrant holders may exceed the \$100,000 limit for fixed priced <b>supplies only</b> against established contracts, including FSS, up to that contract's established Maximum Ordering Threshold (MOT)</p>	Level I	Satisfactory and above
<b>Level II Limited</b>	Expenditures up to \$5,000,000.00 for contracts, Blanket Purchase Agreements and Delivery and Task Orders against established contracts	Level II	Satisfactory and above
<b>Level III Limited</b>	Expenditures up to \$100,000,000.00 for contracts, Blanket Purchase Agreements and Delivery and Task Orders against established contracts	Level III	Satisfactory and above
<b>Level III Unlimited</b>	Unlimited (Generally Granted for National Program acquisitions)	Level III plus 2 additional years of contract experience	Satisfactory and above