

## **14 FAH-3 H-340 REQUIRED TRAINING COURSES AND OVERSEAS CONTRACTING OFFICER WARRANTS FOR FOREIGN SERVICE PERSONNEL**

*(CT:AQM-2; 04-21-2008)  
(Office of Origin: A/OPE)*

### **14 FAH-3 H-341 REQUIRED TRAINING COURSES**

#### **14 FAH-3 H-341.1 Simplified Acquisition**

*(CT:AQM-2; 04-21-2008)*

The required training for Foreign Service personnel performing simplified acquisition is a 40-hour course in simplified acquisition, such as the Foreign Service Institute's (FSI) PA-229, Simplified Acquisition (distance learning course), or CON 237, Simplified Acquisition (Defense Acquisition University). Fulfillment of this training requirement will enable a Foreign Service officer to obtain a provisional warrant (see 14 FAH-3 H-342.1).

#### **14 FAH-3 H-341.2 Formal Contracts: Basic Course of Instruction**

*(CT:AQM-2; 04-21-2008)*

- a. The required training for Foreign Service personnel at posts abroad performing formal contracts above the simplified acquisition threshold is the 4-week FSI General Services Officer (GSO) Course Acquisitions Module (PA-221) or its equivalent. Contact the Office of the Procurement Executive (A/OPE) for assistance in equivalency determinations.
- b. Effective June 1, 2005, obtaining a new contracting officer warrant at the \$250,000 level (standard warrant) requires completion of a minimum of 16 hours or two days of refresher training within the past three years. This means that employees requesting a standard warrant on or after June 1, 2008 must show completion of refresher training if they graduated from the GSO Acquisition Module more than three years

before. (See 14 FAM 214). The purpose of this policy is to ensure that overseas contracting officers maintain a current knowledge base on U.S. Government contracting and are able to award and administer contracts properly in support of the Department's mission.

## **14 FAH-3 H-341.3 Formal Contracts: Advanced Course of Instruction**

*(CT:AQM-2; 04-21-2008)*

All Foreign Service personnel at posts abroad who are responsible for awarding formal contracts must take at least 16 hours of refresher training every three years. This should cover topics such as Intermediate Contracting, Service Contracting, Cost and Price Analysis, Government Contract Law, Construction Contracting, etc. Training is available from the Defense Acquisition University (DAU) or commercially, through the list of sources available from the Office of the Procurement Executive (A/OPE).

## **14 FAH-3 H-342 OVERSEAS CONTRACTING OFFICER NAME WARRANT PROGRAM**

*(CT:AQM-2; 04-21-2008)*

Contracting officer warrants are issued only to qualified individuals, by name, and are valid only at the current post of assignment. Warrants will be valid only for the tour of duty of the individual at a particular post. All posts should nominate at least two employees (three, for larger posts) to the Office of the Procurement Executive (A/OPE) for appointment as contracting officers to ensure that contractual coverage is available at all times.

### **14 FAH-3 H-342.1 Provisional Name Warrants**

*(CT:AQM-2; 04-21-2008)*

- a. Provisional name warrants are limited to \$100,000. That means that the Office of the Procurement Executive (A/OPE) must review the solicitation, contract, or modification when the amount exceeds \$100,000. Actions exceeding \$100,000 will be authorized for signature only after review (or waiver of review) by A/OPE. The total amount of a contract action, for purposes of determining whether the action is within the contracting officer's authority, includes all option years. This review is not required for exercise of previously approved priced options or delivery orders placed against valid U.S. Government contracts.
- b. As stated in 14 FAH-3 H-341.1, employees seeking a provisional warrant

must complete a simplified acquisition course. PA-229, Simplified Acquisition (distance learning course available through FSI) is the preferred simplified acquisition course.

## **14 FAH-3 H-342.2 Standard Name Warrants**

*(CT:AQM-2; 04-21-2008)*

- a. Individuals who successfully complete the Acquisitions Module of the General Services Officer (GSO) course at FSI (PA-221 conducted 1993 or later) qualify for a standard warrant in the amount of \$250,000. This means that the contracting officer need only submit acquisition actions over \$250,000 to A/OPE for review and approval.
- b. Effective June 1, 2005, employees seeking a standard warrant must complete a minimum of 16 hours or two days of refresher training within the past three years. This means that employees requesting a standard warrant on or after June 1, 2008 must show completion of refresher training if they graduated from the GSO Acquisition Module more than three years before. See 14 FAH-3 H-341.2.

## **14 FAH-3 H-342.3 Advanced Name Warrants**

*(CT:AQM-2; 04-21-2008)*

- a. The Procurement Executive may increase the warrant level of a contracting officer abroad who can demonstrate the following:
  - (1) Successful completion of 3 weeks of acquisition training beyond the General Services Officer (GSO) course Acquisitions Module (PA-221); and
  - (2) Sufficient experience in contracting to provide reasonable assurance of being able to handle larger contracts.
- b. The additional training may be in the form of courses available from the Defense Acquisition University (DAU) (such as CON 202 – Intermediate Contracting), commercially available courses (for example, three one-week courses in topics such as Service Contracting, Cost and Price Analysis, Construction Contracting, Government Contract Law, etc.), or equivalent training that may become available from FSI. The A/OPE homepage lists possible sources of this training.
- c. When a request for an advanced name warrant is received, A/OPE will review the request and analyze the quality of the candidate's previous acquisitions abroad to determine an appropriate dollar value for the warrant. The amount will not exceed \$500,000.

## **14 FAH-3 H-342.4 Temporary Name Warrants**

*(CT:AQM-2; 04-21-2008)*

- a. As set forth at Department of State Acquisition Regulation (DOSAR) 601.603-3(b), the chief of mission is delegated authority to issue temporary name warrants for periods of up to 90 days in order to cover emergency, post-specific operational requirements such as staffing gaps, medical evacuations, or extended leave. This delegation of authority permits essential operations to continue in the absence from post of the A/OPE name-warranted contracting officer(s). Appointments must be made in writing on Form SF-1402, Certificate of Appointment, with a copy furnished to A/OPE. Temporary name warrants must contain both a limitation of \$100,000 for signature authority and a specific time period during which the warrant is effective.
- b. There is no mandatory training requirement to qualify for a temporary warrants. However, A/OPE highly recommends that individuals complete PA-229, Simplified Acquisition (distance learning) so that some acquisition knowledge is attained before a temporary warrant is issued

## **14 FAH-3 H-343 THROUGH H-349 UNASSIGNED**