

Date:

From:

- VHA – Current Network Contract Manager (NCM);
- VBA/NCA/CFM/OAO-VACO - Head of Contracting Activity (HCA);

Location

Subj: Request for Contracting Officer Appointment

To: Associate Deputy Assistant Secretary, Office of Policy, Systems and Oversight (003A2)
Thru: Director, Procurement Policy and Warrant Management Services (003A2A)

1. _____ (insert Office name) has a requirement for a Level I warrant for the following reasons:

Your justification should include, the requested dollar threshold, the candidate's name, title, grade, series and rationale for the amount requested.

(Provide strong justifiable reasons with supporting information)

2. The candidate's FAC-C certification is attached. The candidate's contracting experience and training meets the established minimum qualification for the requested Level.
3. The candidate's last performance rating was (insert performance rating)
4. I certify that the candidate's knowledge of the Federal Acquisition Regulation (FAR), Veterans Administration Acquisition Regulation (VAAR) and other applicable laws and regulations is adequate for the level of authority that I am requesting and that this individual will be responsible for awarding contracts at or below the requested dollar threshold.
5. I further certify that the candidate maintains high standards of conduct and avoids apparent conflict of interest situations.

For VHA: Current Network Contract Manager's (NCM) signature
For VBA/NCA/CFM/OAO-VACO - HCA's signature