

**MEMORANDUM FOR:** (Name)  
Senior Bureau Procurement Official

**THRU:** (Name)  
Chief, Oversight and Compliance Branch  
Policy and Oversight Division

**FROM:** *(insert name and LO/SO of nominating supervisor)*

**SUBJECT:** Request for Field Delegate Warrant Increase\*

There is a clear and convincing need to increase the current Contracting Officer Warrant threshold for *(name of nominee)* from *(current dollar amount)* to *(requested dollar amount)*. This need is evidenced by *(discuss factors which necessitate contracting authority)*.\*

The nominee is employed in the following organizational position: *(insert job title, series, grade, Office, Branch/Division and complete address)*.

The nominee meets the education, training and experience requirements established by CAM 1301.6 Section 4.6, and the warrant level requested is commensurate with the nominee's qualifications. The attached OF 612 (or resume) is current and specifically identifies the nominee's education, procurement related training, and minimum one year of procurement experience. The nominee's education is clearly identified as to the type of degree held and/or the number of credit hours completed within the fields designated in CAM 1301.6, Figure 4.6. Procurement training is identified as to course titles, dates, number of hours, and training provider. Procurement experience is identified which relates the nominee's background and experience to the types of contract actions that the nominee will be responsible for as a Contracting Officer.

The nominee's recent performance appraisal rating is fully successful or higher (or equivalent). A copy of the nominee's FAC-C Level I certificate and their current Performance Plan reflecting a separate critical element for Acquisition Management with a minimum weight of 15% are attached.

The *(insert name of LO/SO organization)* agrees to provide funding should it be determined by the Oversight and Compliance Branch that an audit is required prior to a final determination on this warrant increase request. The nominee will meet annual training and evaluation requirements as well as FAC-C certification maintenance requirements.

*(Insert additional comments, if any)*

Attachments:

1. OF 612 or Resume
2. FAC-C Level I Certificate
3. Performance Plan

\* Modify subject line and first paragraph content appropriately if request is solely to change warrant restrictions with no increase in dollar amount.

-----

TO: Senior Bureau Procurement Official (date)

FROM: Chief, Oversight and Compliance Branch

- Recommend approval
- Recommend disapproval based on the following: *(insert facts supporting recommendation)*