

## **Guidelines for Consideration for a Contracting Officer Warrant Updated 11/2013**

**NOTE:** These are guidelines and are not meant to be used as a "checklist" by employees or the 210 Division Office in determining whether a warrant should be issued. However, they are documented here for the use of both contract specialists and buyers (to help them develop themselves toward receiving a warrant) and supervisors (to help determine when to nominate an employee for a warrant)

### **Objective Components**

- Nominee should be at least full performance level (FPL) for their series, except for unique circumstances, such as a critical organizational need, where an exception may be request and approved.
- Contract Specialist nominee should have broad "hands-on" procurement experience such as fixed-price, cost-reimbursement, competitive, noncompetitive, change orders, deviations, etc., commensurate with the scope of the warrant. Contract Specialists for Simplified Acquisitions or Purchasing Agents (the skill group that is often called the "buyers") should have expertise commensurate with the scope of the warrant being requested.
- Nominee should have completed all formal training commensurate with the scope of the requested warrant, as delineated in the NASA Procurement Training Policy (and as supplemented by the GSFC Contracting Officer policy). Waivers are only granted for unusual or unique circumstances, such as a specific required training (CON) course has been unavailable for an extended period of time (ties to control of the individual in the unique or unusual circumstance).

### **Subjective Components**

- **Organizational Need:** While not typically a driving factor, the volume of work, complexity of work, and/or organizational structure may require a need that would not otherwise be considered.
- **Professional Maturity:**
  - 1) Integrity; i.e., ethical.
  - 2) Responsible; i.e., fulfills commitments, prioritizes workload.
  - 3) Initiates research, evaluates alternatives, and proposes solutions.
  - 4) Sound judgment.
  - 5) High, consistent quality standards.
  - 6) Ability to understand and utilize written policy.
  - 7) Interpersonal effectiveness.