



NASA'S Goddard Space Flight Center Policy on Appointment of GS-1102/1105 Contracting Officers

Procurement Operations Division
Updated November 2013



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General Criteria for Appointment as an 1102/1105 GSFC Contracting Officer

- Warrants can be unlimited or restricted (dollar value, type of actions, etc.)
- GSFC's Procurement Officer must, in writing, appoint all Contracting Officers at GSFC (Certificate of Appointment)
- NASA FAC-C training/certification requirements apply
- Other guidelines are also used in determining eligibility for warrant status and are described in a separate document entitled, "Guidelines for Consideration for a Contracting Officer Warrant."



Process for Obtaining Contracting Officer Warrants

- Supervisor makes a written request to the Procurement Officer showing individual meets relevant criteria
- Requests may be made at any time
- Requests are routed through the Procurement Manager, cognizant Associate Division Chief, and the Division's training coordinator (Dawn Fountain) who validates all required elements have been satisfied.



Limitations of Contracting Officers Warrants

- All warrants are subject to requirements of law, Executive Orders, regulations, applicable procedures, clearances, and approvals
- All warranted individuals must take ethics training prescribed and provided by the Office of Chief Counsel
- All warranted individuals must submit annual financial disclosure reporting



NASA/OFPP Training Requirements

- NASA's Procurement Training Policy can be found at:

<https://prod.nais.nasa.gov/portals/pl/documents/trainingpolicy.html>

- Defines and explains NASA and the Office of Federal Procurement Policy (OFPP) procurement certification series



Dollar/Scope Thresholds of GSFC Contracting Officers (Revised 11/10)

• Level I

- Contract Specialist 1102

All **Invoice Approval** actions of any dollar value (unlimited)

• Level I

- Contract Specialist 1102
- Purchasing Agent 1102/1105

\$0 to \$1M commercial (Part 12);
\$0 to \$150K non-commercial
Up to \$150,000

• Level II

- Contract Specialist 1102

Up to \$10M

• Level III

- Contract Specialist 1102

Unlimited

- In some instances, warrants may be tied to specific contracts or types of actions with or without dollar limitations
- GSFC's Procurement Review & Approval Matrix still applies, regardless of an individual's warrant level.



Termination/Restriction of a GSFC Warrant

- The Procurement Officer may terminate or restrict an individual's warrant at any time (for any reason **AND** for any length of time)
- Warrant automatically terminated when individual leaves GSFC procurement organization



On-Going Training Requirements

- Office of Federal Procurement Policy Guideline: All GS-1102 personnel are required to have 80 hours of job-related training and 1105 personnel are required to have 40 hours (continuous learning points) every 2 years:
 - Failure to complete this could be the basis for not granting, suspending or revoking a warrant
 - The 2-year window starts on date the person receives current certification in the 1102 series.