

REQUEST FOR APPOINTMENT OF A CONTRACTING OFFICER

The following findings and determinations are made pursuant to applicable law and regulations:

1. There is a clear and convincing need to appoint a contracting officer with the ability to perform at the _____ *(basic, intermediate senior)* contracting officer warrant level for the following reasons: *(INCLUDE DISCUSSION OF ORGANIZATIONAL NEED, QUANTITY, COMPLEXITY, TYPE AND AVERAGE DOLLAR AMOUNT OF DOCUMENTS TO BE OBLIGATED AS CONTRACTING OFFICER.)*

2. The contracting officer candidate is: *(Name, Title, Series and Grade)*

The contracting officer candidate is replacing _____

This is a new position created as a result of _____

3. The contracting officer candidate will occupy the following organizational level described below:
(Division/Branch/Section) (Include Office Symbol)

4. The completed DSCP Form 5002 which identifies the candidate's background is enclosed. It was found that:
(Check as applicable.)

The candidate's experience and training meet the established selection criteria in FAR/DLAR/DSCPM 1.603.

The candidate does not meet the minimum criteria _____ *(experience and/or training)* as indicated in enclosed justification; therefore, an interim appointment for a period not to exceed one year is requested. These experience and/or training needs will be identified in the candidate's individual development plan and will be completed by _____

5. The candidate's current Confidential Financial Disclosure Report, SF 450, is on file with the appropriate standards of conduct counselor.

6. A Procurement Integrity Certification form has been signed by candidate in August 1992 or later.

7. In addition to the Defense Logistics Acquisition Regulation, Laws, Executive Orders, and other applicable regulations, the following additional warrant limitations are imposed:

- a. Dollar Threshold: _____
- b. Dollar limitations: _____
- c. Date Temporary Appointment To Expire: _____

TYPED NAME OF SECTION CHIEF	SIGNATURE	DATE
TYPED NAME OF BRANCH CHIEF <i>(CONCUR)</i>	SIGNATURE	DATE
TYPED NAME OF CHIEF, CONTRACTING AND PRODUCTION DIV., OR CHIEF, DEFENSE SUBSISTENCE REGION, PURCHASING DIV. <i>(APPROVED)</i>	SIGNATURE	DATE
TYPED NAME OF DIRECTOR OR DSR COMMANDER <i>(APPROVED)</i>	SIGNATURE	DATE
TYPED NAME OF DIRECTOR, DIRECTORATE OF CONTRACTING <i>(APPROVED)</i>	SIGNATURE	DATE