



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEPR-O

25 August 1995

MEMORANDUM FOR COMMANDER, MAJOR SUBORDINATE COMMAND, DISTRICT  
COMMANDS, FIELD OPERATING ACTIVITIES AND  
LABORATORIES, ATTN: DIRECTORS AND CHIEFS OF  
CONTRACTING

SUBJECT: PARC Instruction 95-8, Guidelines for Issuance of  
Contracting Officer Warrants

1. Reference, Memo, CEPR-Z/CEMP-C, dated 4 August 1995, Subject:  
Fulfillment Procedures for Mandatory Courses.

2. Recently, several requests have been made to my office  
regarding unlimited contracting authority for individuals at the  
GS 11 grade level. I fully support the appointment of these  
individuals as Contracting Officers; however, I do not endorse  
the concept of granting unlimited warrants to individuals below  
the GS 12 grade level. Therefore, effective immediately, the  
following guidelines will be utilized for appointment of  
Contracting Officers within the U.S. Army Corps of Engineers.

a. GS/GM 13-15 Level III certified may be issued an  
unlimited warrant.

b. GS 12 Level II certified and performing as a Director of  
Contracting may be issued an unlimited warrant. However, if the  
individual is a GS 12 and is not performing as a Director of  
Contracting the warrant authority may be limited up to \$10  
million.

c. GS 11 Level II certified whose immediate supervisor  
is a GS/GM 13 may be issued a warrant with authority up to \$10  
million. However, if the supervisor is not a GS 13, the warrant  
may be limited up to \$1 million.

d. GS 9 Level II certified may be issued a warrant up to  
\$500K. This is contingent upon experience and written justifi-  
cation provided by the Director/Chief of Contracting.

3. Many of you have expressed concerns with having the  
flexibility to send your contracting officers to other Divisions  
or Districts to temporarily fill vacancies and during

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emergencies. In order to accommodate this need and meet the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA), all warrants will still be in effect for TDY assignments and during emergencies both within/outside of an individual's current Division. When an individual is permanently assigned to a new Division or District the previous warrant must be terminated and a new one issued for the new assignment.

4. Requests for the appointment of emergency contracting officers will be processed without delay. In today's environment with rapid communication options available, the appointment of contracting officers may be exercised expeditiously if the need is warranted. I recommend that request packages be prepared ahead of time for individuals designated as emergency contracting officers. All packages must be forwarded to my office for review and approval. The actual warrant will not be issued until this office is notified that an emergency is in effect and the warrant is needed.

5. All requests for warrants (initial, change in authority, and emergency) must meet the requirements as delineated in DAWIA. Individuals who have not been certified and were holding warrants on 1 October 1993 may continue to hold their warrants; however, the warrant authority may not be increased until all DAWIA requirements have been met.

6. The following authority will be granted, upon request, for Federal Information Processing (FIP) Resources without having completed the Information Technology Contracting (CON 241) course:

a. 1102 and 1105 series up to \$25,000

b. Operations Project Managers up to \$2,500

Authority to obligate the Government beyond the above stated thresholds will require an individual to complete CON 241 or process a DD 2518, Fulfillment of DoD Mandatory Training Requirements. When processing a DD 2518, the Directors of Contracting shall establish a system that will maintain the integrity of the verification process by ensuring the individual has obtained the education, knowledge and experience, prior to approving the DD 2518. Please refer to the referenced memorandum for further information.

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7. In special cases exceptions to these guidelines may be granted on a case-by-case basis. A written justification must be submitted to this office for disposition.

8. My point of contact for this action is Ms. Teresa Wright-Johnson, (202) 761-5451.

FOR THE COMMANDER:



KENNETH J. LOEHR  
Principal Assistant Responsible  
for Contracting

Copy Furnished:

CEDB, ATTN: Ms. Diane Sisson  
CEIG, ATTN: Mr. Craig Johnson/Ms. Shelby Harvey  
CECPW-FM, ATTN: Mr. Michael Organek  
CEMP-CP, ATTN: Mark Grammer