

APPENDIX D

Contracting Officer Warrant Authority For GS-1102/GS-1105 Personnel, Contracting Officers, and Heads of the Contracting Activity Designee						
*Level	Minimum Procurement Experience/Series	Contract Duties %	Minimum Education	Minimum Training	Maintenance Training	Maximum PO/DO Warrant Authority
Level IA	1 Year Proc. Exp. Any Job Series	25%	High School	Simplified Acquisition Courses or equivalent (60 hours)	40 hours of training every two years	Up to \$10,000
Level IB	2 Years Proc Exp. Any Job Series	50%	High School	Contract and Purchase Related Courses (100 hours)	40 hours of training every two years	Up to \$25,000
* *Level IC	4 Years Proc. Exp. GS-1102 and GS-1105	90%	High School	Contract and Purchase Related Courses, CON 101 or equivalent (160 hours)	40 hours of training every two years	Up to \$100,000 on Purchase Orders \$300,000 on Delivery Orders
*** Head of the Contracting Activity Designee	N/A	N/A	N/A	160 hours of contracting	40 hours of contract training every two years is recommended	Unlimited
<p>*Level I Contracting Officers are limited to writing simplified contract format Delivery Orders, Purchase Orders, and calls up to their delegated amounts only.</p> <p>**Level IC Contracting Officers must have 24 hours of construction, A/E, or IT training before awarding orders over \$25,000 in specialized areas. There are no grade levels associated with Level I Contracting Officer warrant authority.</p> <p>All GS-1105 employees, warranted or unwarranted, must complete a detailed Simplified Acquisition course. Upon completion of the Simplified Acquisition requirements, agencies should urge GS-1105 employees to commence working on their CON 101 training requirements.</p> <p>***The Head of the Contracting Activity Designee is most often an Administrative Service Director assigned the task of managing the day-to-day activities of the contracting organization.</p>						