



DCMA Manual 4201-01

Acquisition Warrants and Appointments

Office of Primary Responsibility	Talent Management Capability
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Approved by:	David G. Bassett, LTG, USA, Director

Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)":

- Implements policy established in DCMA Instruction 4201
- Provides and defines procedures for implementing the Warrant Assessment Program, and the process for requesting and issuing of Warrants and Other Official Appointments

SUMMARY OF CHANGES

This Manual was rewritten. Agency users and stakeholders should read this Manual in its entirety. The following identifies the most notable changes:

- Added information regarding supervisor warrants
- Added an option for warrant suspension
- Added limited warrant thresholds

TABLE OF CONTENTS

SUMMARY OF CHANGES	2
SECTION 1: GENERAL ISSUANCE INFORMATION	5
1.1. Applicability	5
1.2. Policy	5
SECTION 2: RESPONSIBILITIES	6
2.1. Director, Strategic Engagement and Talent Management Division	6
2.2. First Line Supervisors	6
2.3. Director, Corporate/Divisional Administrative Contracting Officer Division; Contracts Director, Special Programs.....	6
2.4. Directors, Property Group; Plant Clearance Group; Regional Contracts; Procurement Division; Commercial Item Division; Specialty Pricing Division; Functional Information Resource Management Center; Termination Center; International; Small Business Office, and Special Programs Command	6
2.5. Warrant Appointment Official, Strategic Engagement and Talent Management Division.....	7
SECTION 3: CONTRACTING OFFICER WARRANT ASSESSMENT PROGRAM	8
3.1. Overview.....	8
3.2. Applicability of Warrant Assessment Program.....	8
3.3. Exemptions to the Warrant Assessment Program.....	8
3.4. Purpose of Contracting Officer Assessment Tool.....	9
3.5. Contracting Officer Assessment Tool Procedures	9
3.6. Contracting Officer Assessment Tool Results	10
3.7. Contracting Officer Assessment Tool Appeal Process	10
3.8. Purpose of the Contracting Officer Review Board.....	10
3.9. Contracting Officer Review Board Membership	11
3.10. Contracting Officer Review Board Procedures.....	12
3.11. Contracting Officer Review Board Recommendation	13
3.12. Contracting Officer Review Board Appeal Process.....	16
SECTION 4: WARRANTS AND OTHER OFFICIAL APPOINTMENTS PROCESS	17
4.1. Determine the Need for an Appointment	17
4.2. Determine the Type of Appointment to be Requested	17
4.3. Evaluate the Standards for Appointment	22
4.4. Prepare and Submit Appointment Request	22
4.5. DCMA Headquarters Processing.....	24
4.6. Numbering Convention for Appointments.....	24
4.7. Administrative.....	25
4.8. Termination of Appointment.....	26

4.9. Annual Review of Appointments.....	28
4.10. Record Retention	28
GLOSSARY.....	29
G.1. Definitions.....	29
G.2. Acronyms.....	34
REFERENCES.....	36

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Manual applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence (e.g., International and Special Programs Command activities).

1.2. POLICY. It is DCMA policy to identify and carry out applicable agency compliance with applicable statutory law and regulations to:

a. Establish and maintain a procurement career management program and system for the selection, appointment, and termination of appointments for Contracting Officers (KO), Administrative Grants/Agreement Officers (AGO/AAO), Property Administrators (PA), and Plant Clearance Officers (PLCO).

b. Ensure decisions for selection, appointment and termination of appointments for KOs are in accordance with (IAW) the Defense Acquisition Workforce Improvement Act (DAWIA), Federal Acquisition Regulation (FAR) 1.603, and Defense Federal Acquisition Regulation Supplement (DFARS) 201.603.

c. Implement a Warrant Assessment Program with written and oral components to be successfully completed prior to the submission of a request for KO appointment.

d. Ensure compliance with Part 21.201(b) of Title 32, Code of Federal Regulations as implemented by DoD Directive 3210.06, "Defense Grant and Agreement Regulation System (DGARS)," for the appointment and termination of AGOs/AAOs.

e. Ensure compliance with DFARS 201.670 for the appointment and termination of PAs and PLCOs.

f. Execute this Manual in a safe, efficient, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, STRATEGIC ENGAGEMENT AND TALENT MANAGEMENT DIVISION. The responsibility to manage the Contracting Officer Warrant Policy and Warrant Program, with authority to approve and terminate DCMA warrants was delegated from the Director, DCMA to the Executive Director, Contracts. That responsibility has been further delegated to the Director, Strategic Engagement and Talent Management Division.

2.2. FIRST LINE SUPERVISORS (FLS). FLSs will:

a. Ensure each employee nominated as a KO is prepared for the Contracting Officer Assessment Tool (COAT) and the Contracting Officer Review Board (CORB) prior to initiating a request for warrant.

b. Ensure the Appointment Request Qualifications Statement (ARQS) form is completed accurately and includes all required documentation prior to submission up the chain of command.

2.3. DIRECTORS, CORPORATE/DIVISIONAL ADMINISTRATIVE CONTRACTING OFFICER (CACO/DACO) DIVISION AND THE CONTRACTS DIRECTOR, SPECIAL PROGRAMS. Directors, Corporate/CACO/DACO Division and the Contracts Director, Special Programs will:

a. Recommend CACO assignments and locations of positions IAW the criteria set forth in FAR 42.602 and DFARS 242.602. Special Programs Command will assign CACOs as appropriate.

b. Recommend DACO assignments and locations. Special Programs Command will assign DACOs as appropriate.

c. Review, approve, sign, and date all CACO and DACO warrant requests using the latest version of the respective ARQS form within 10 business days of receipt (see Resource Page), except for Special Programs Command.

d. Immediately recommend termination of appointment when a CACO/DACO fails to demonstrate the requisite specialized knowledge, experience, training, business acumen, and judgment required to execute their duties or within 30 business days after the position is vacated, to the Director, Strategic Engagement and Talent Management Division, using the latest version of the Appointment Termination Request (see Resource Page).

2.4. DIRECTORS, PROPERTY GROUP AND PLANT CLEARANCE GROUP; REGIONAL CONTRACTS, CONTRACT CLOSEOUT GROUP, PROCUREMENT DIVISION, COMMERCIAL ITEM DIVISION, SPECIALTY PRICING DIVISION, FUNCTIONAL INFORMATION RESOURCE MANAGEMENT (FIRM) CENTER, TERMINATIONS GROUP, INTERNATIONAL COMMAND, SMALL BUSINESS OFFICE, AND SPECIAL PROGRAMS COMMAND.

a. The appropriate Director must review, approve/disapprove, sign, and date each appointment request for contracting officer, PA, and PLCO using the latest version of the respective ARQS within 10 business days of receipt.

b. The appropriate Director must immediately recommend termination of appointment when any KO, PA, or PLCO fails to demonstrate the requisite specialized knowledge, experience, training, business acumen, and judgment required to execute the duties of an ACO or within 30 business days after the position is vacated, to the Director, Strategic Engagement and Talent Management Division, using the latest version of the Appointment Termination Request on the Resource Page.

2.5. WARRANT APPOINTMENT OFFICIAL, STRATEGIC ENGAGEMENT AND TALENT MANAGEMENT DIVISION. The Warrant Appointment Official is responsible for processing ACO, AGO/AAO, Procuring Contracting Officer (PCO), Termination Contracting Officer (TCO), CACO, Commercial Item Determination CD-ACO, DACO, and Defective Pricing ACO appointment requests. Additionally, they maintain responsibility of current templates, forms, warrant logs, and records retention.

SECTION 3: CONTRACTING OFFICER WARRANT ASSESSMENT PROGRAM

3.1. OVERVIEW. It is the intent and purpose of the DCMA Contracting Officer Assessment Program to enhance contracting officer selection and appointment by validating a candidate's general and specialized knowledge to determine the qualifications, business acumen, and experience of contracting workforce members prior to issuing a KO Warrant.

3.2. APPLICABILITY OF THE WARRANT ASSESSMENT PROGRAM.

a. The Warrant Assessment Program is a two-part assessment consisting of the COAT and the CORB. Potential candidates may request a COAT assessment, and schedule a CORB through supervisory request when all applicable qualifications have been met. All requirements are listed in the Appointment Qualifications Matrix on the Resource Page.

b. Personnel applying for a permanent DCMA KO (ACO, PCO, TCO, CACO, CD-ACO, DP-ACO, and DACO) must successfully complete the two-part warrant assessment before being considered for a warrant.

c. The requirement for successful completion of the warrant assessment is required once per warrant type with some exceptions (see Paragraph 3.3.).

d. DCMA warrants are enterprise warrants, and transferrable across all Agency offices.

3.3. EXCEPTIONS TO THE WARRANT ASSESSMENT PROGRAM.

a. Temporary appointments are issued for up to 1 year, and are exempt from the CORB, but require successful completion of the COAT written assessment once per warrant type. Requests for extension beyond 1 year will not be granted. Subsequent requests for a permanent KO warrant will require a CORB.

b. Individuals with active and continuous warrants prior to the implementation of the Warrant Assessment Program (includes DCMA International transfers and laterals) are exempt from both the COAT and the CORB.

c. An individual with a current DACO warrant is exempt from CORB and COAT when applying for a CACO warrant.

d. When a CACO has been appointed and workload dictates, an ACO at a contractor's business segment may be appointed as a DACO, and is exempt from CORB and COAT.

e. ACOs in Special Programs maintain termination authority and are not required to complete a TCO CORB.

f. Small Business ACOs are exempt from the COAT and CORB; all other requirements of the Warrant Assessment Program apply.

g. The COAT and CORB are not required for an AGO/AAO warrant. ACOs with a warrant of any level may obtain an AGO/AAO warrant once completing “Grants and Agreements Management” (GRT 201), at the discretion of their supervisor and when workload is substantiated.

h. A newly appointed Team Lead/Supervisor may retain an ACO warrant and a team lead/supervisor may be re-issued an ACO warrant, if a permanent warrant was previously held; and the individual previously completed-the two part warranting process. A Memorandum for Record to the Director, Strategic Engagement and Talent Management Division, and signed by the Contract Management Office (CMO) Contracts Director must accompany the ARQS package, justifying the need for warrant (e.g., workload, lack of non-supervisory ACOs, etc.) and requesting the COAT and CORB be waived.

i. Other exceptions may be reviewed on a case-by-case basis.

3.4. PURPOSE OF THE COAT.

a. The purpose of the COAT is to assess the candidate’s knowledge of the FAR and DFARS, ensuring contract-related actions are in full compliance with applicable regulations and laws. The COAT is the written assessment component of the DCMA Contracting Officer Warrant Assessment Program.

b. The COAT is required for each type of Warrant Appointment for DCMA. There are specific COAT exams for the ACO, CACO/DACO, CD-ACO, DP-ACO, TCO, and PCO positions.

3.5. COAT PROCEDURES.

a. Monthly, the Warrant Appointment Official will forward 25 randomly selected questions from the COAT database to the Regional/Component points of contact (POCs) to be utilized in written COAT exams. A complete response includes an answer to the question and one appropriate regulatory reference. More than one reference may exist, but only one is required.

b. The supervisor will submit a COAT exam request form to the cognizant Regional or Component POC, who will issue the COAT questions to the individual testing via email with a copy to the supervisor.

c. The candidate will have 8 hours to complete the assessment. The COAT may be retaken, if failed, in 30-business day intervals. Follow-on requests should originate from the FLS, with an email to the Regional/Component POC.

d. Once the candidate has completed testing they will email the answers to the Regional/Component POC for grading.

3.6. COAT RESULTS.

a. Successful completion of the assessment means a minimum of 20 out of 25 questions (80 percent) are answered correctly, with a minimum of 20 out of 25 references (80 percent) correctly identified. Correct responses include an answer to both the question and a reference. Each question is worth 4 points (2 points for correct answer and 2 points for correct reference).

b. Assessments will be scored by the Regional/Component POC.

c. The Regional/Component POC will notify the individual and supervisor via email as to whether the exam was passed or failed. The email traffic will be attached to the ARQS form as documentation.

d. The candidate must NOT share the test questions. If during the COAT exam a candidate notices an inaccuracy, please email an explanation to the Warrant Appointment Official. The Warrant Appointment Official will review the test question(s), provide feedback to the candidate, and if necessary, facilitate corrections.

3.7. COAT APPEAL PROCESS.

a. Any request for reconsideration of the COAT results must be emailed from the candidate to the Regional/Component POC within 3 business days of the candidate's receipt of COAT results.

b. The request for appeal must include the specific question(s) and or reference(s) considered to be in error. The request for appeal must provide an explanation and basis for the correction requested.

c. The Regional/Component POC will review the candidate's request within 3 business days and notify both the candidate and the requesting official by email with the results of the appeal.

d. If the basis of the appeal is correct, the Warrant Appointment Official will take action to adjust the items in question in the COAT system.

e. If the request is not deemed appropriate further appeal will not be considered.

3.8. PURPOSE OF THE CORB.

a. The purpose of the CORB is to assess the candidate's experience, qualifications, and communication skills.

b. All personnel applying for a DCMA KO warrant (ACO, PCO, TCO, CACO, CD-ACO, DACO, or DP-ACO) must undertake a CORB interview unless an exemption cited in Paragraph 3.3., applies. The CORB will make a recommendation that the candidate is "Ready," "Ready with Reservation" (candidate may have a weakness which will be recommended for remediation/training), or "Not Ready" to be a KO.

c. Request for a CORB is restricted to qualified candidates who need a KO warrant in their position. Employees occupying positions of ACO, CACO, DACO, DP-ACO, PCO, and TCO are required to obtain and maintain KO's warrants to fully perform the duties of the positions.

d. Newly-selected KOs must obtain a warrant within 12-24 months of their report date (12 months for DAWIA Level II Certified employees; up to 24 months for individuals below Level II at date of hire). All DAWIA Level II newly selected KOs must make their first CORB attempt within 6 months of their report date, unless deployed. Candidates must be found "Ready" or "Ready with Reservation" (pass) by a CORB to obtain a warrant. Each candidate for warrant may have up to four attempts to "pass" the CORB, but no attempts may be permitted outside of 12 months from report date unless extenuating circumstances require additional time. (See Paragraph 3.11.j., for additional information on unsuccessful attempts.)

3.9. CORB MEMBERSHIP.

a. CORB panels consist of 4 members and must include pay grade General Schedule (GS)-13/14 or Business Management and Technical Management Professional (NH) 03/04 equivalent 1102, and DAWIA Level-III Contracting certified members consisting of any combination of the following:

- (1) One GS-14/15 or NH 04 equivalent (mandatory).
- (2) The second mandatory panel member should be, at a minimum, a GS-13 or NH 03 equivalent.
- (3) One GS-13/14 or NH 03/04 equivalent (ACO, Price Cost Analyst, Supervisor or Contracts Director, or similar 1102 employee).
- (4) A military equivalent rank (O-4 or above for unlimited CORBs). The ACO board member cannot be a grade lower than the CORB candidate being assessed (O-2 for GS-11 CORBs and O-3 for GS-12 CORBs).
- (5) The CORB panel for the Commercial Item Division may include one GS-13/14 or NH-03/04 equivalent 0801 DAWIA Level III Engineering certified member.

b. One GS-14/15 or NH 04 equivalent chairperson will be selected from the following positions:

- (1) Director, Contracts Policy Division.
- (2) Deputy Director, Finance & Payment Branch, Contracts Policy Division.
- (3) Regional Contracts Director.

- (4) Contracts Director, Special Programs Command.
- (5) Contracts Director, International Command.
- (6) Director, Strategic Engagement & Talent Management Division.
- (7) Director, FIRM Center.
- (8) Director, Business Operations Center.
- (9) Director, Contracts Performance Management Division.
- (10) Director, Commercial Item Division.
- (11) Director, Specialty Pricing Group
- (12) Director, CACO/DACO Division
- (13) Team Leader Cost and Pricing Regional Command.
- (14) GS-14/15/NH-4 equivalent nominated by individuals listed in Paragraph 3.9.b.

c. Should a conflict of interest arise between a candidate and the CORB chair or a CORB member, a member may be replaced or a candidate rescheduled.

3.10. CORB PROCEDURES.

a. The Regional/Component Directors assign ACO CORB POCs to manage and foster the ACO CORB process.

b. CORB chairperson must be solicited and scheduled by the Warrant Appointment Official and will be notified of their monthly assignments no later than the end of the first quarter, for the following calendar year. If volunteers are not received, the Warrant Appointment Official will appoint board chairs from the list of qualified candidates.

c. Board members must be solicited, scheduled, and notified by the Regional/Component POCs, of their monthly assignments no later than the end of the first quarter for the following calendar year.

d. The Warrant Appointment Official provides five scenario-based, warrant-type specific questions for each block session to the CORB chairperson with a copy to the Regional/Component POCs.

e. CORB questions cannot be released outside the interview Board members and Regional/Component POCs to ensure the integrity of the CORB testing process.

f. CORB interviews are conducted in an enclosed or private DCMA office or conference room; candidates may not telework unless extreme circumstances exist such as the Corona Virus Disease 2019 (COVID-19) pandemic in 2020. Candidates may not have notes, books, personal computers, media, or outside assistance. They are permitted pen/pencil and blank paper.

g. The candidate's supervisor is responsible for ensuring the ethical standards of the testing process are maintained. Supervisors should assist with CORB preparation, reserve conference room, and ensure candidates follow testing rules, however, the supervisor may not be present during the CORB interview.

(1) If an employee requires reasonable accommodation, the supervisor should contact the Equal Opportunity Office in advance to gain approval in coordination with the Regional/Component POC.

(2) The Regional/Component POC should ensure the CORB members are informed of any necessary reasonable accommodation.

h. The CACO/DACO Division, Commercial Item Division, Specialty Pricing Group, FIRM Center, and the Procurement Center coordinate their own CORB questions, Boards, and interviews.

3.11. CORB RECOMMENDATION.

a. At the conclusion of each CORB, members will deliberate on the suitability of the candidate using their notes and observations from the session. Each member should be prepared to discuss the basis for their recommendation.

b. The CORB members will assess the ability of the candidate to analyze a situation, offer problem resolution, and utilize sound business judgement, while observing the candidate's overall poise during the Board process.

c. Candidates will be determined "Ready," "Ready with Reservation," or "Not Ready," as a KO.

d. The Board chairperson will collect individual feedback forms from each Board member, which then becomes part of the CORB session record.

e. The chairperson has 5 business days to complete the CORB recommendation and submit the findings to the Regional/Component POC.

f. The Regional/Component POC will send a notification to the requesting official and the candidate with the determination of the CORB.

g. A recommendation that the candidate is "Ready" or "Ready with Reservation" to apply for a warrant must be accompanied by supporting documentation that identifies any strengths and/or weaknesses that should be addressed.

h. If the candidate is successful, the Regional/Component POC will submit the ARQS package as one portable document format (pdf) to the DCMA Warrant Appointment Official through the appropriate system.

i. If a candidate is determined “Not Ready” for a warrant, the Board will provide an overall evaluation form detailing specific areas of weakness that need strengthening as well as recommend opportunities for improvement which should be addressed prior to requesting another CORB.

j. Unsuccessful CORB Procedures.

(1) First Attempt. If the candidate is found “Not Ready” on the first attempt, the CORB Chairperson forwards the comments and remediation recommendations to the Regional/Component POC, who will then notify the candidate and FLS. The Regional/Component POC loads the entire ARQS package with comments into the appropriate system for official documentation by the Warrant Appointment Official. After 30 business days, the candidate may re-apply for the CORB. The supervisor will provide previous Board’s comments with a written endorsement. The endorsement will detail the remediation steps taken to prepare the candidate for a subsequent interview.

(a) Unlimited warrants. After 30 business days from the first attempt, the candidate may re-take the CORB.

(b) Limited Truthful Cost or Pricing Data (TCoPD) warrants. After 60 business days from the first attempt, the candidate may re-take the CORB.

(c) Simplified Acquisition Threshold warrants. After 90 business days from the first attempt the candidate may re-take the CORB.

(2) Second Attempt. If the candidate is found “Not Ready” on the second attempt, the CORB Chairperson forwards the comments and remediation recommendations to the Regional/Component POC, who will then notify the candidate and FLS, and the CMO Contracts Director with remediation recommendations. The Regional/Component POC loads the entire ARQS package, with updated signatures and comments into the appropriate system for documentation by the Warrant Appointment Official. For a subsequent CORB, the Contracts Director will provide previous Board’s comments with a written and signed endorsement. The endorsement will detail the remediation steps taken to prepare the candidate.

(a) Unlimited warrants. After 60 business days from the second attempt, the candidate may re-take the CORB.

(b) Limited TCoPD warrants. After 90 business days from the second attempt, the candidate may re-take the CORB.

(c) Simplified Acquisition Threshold warrants. The candidate may re-take the CORB 12 months after the second attempt.

(3) Third Attempt. If the candidate is found “Not Ready” on the third attempt, the CORB Chairperson forwards the comments and remediation recommendations to the Regional/Component POC, who will then notify the candidate, FLS, CMO Contracts Director, and the CMO Commander/Director. The Regional/Component POC loads the entire ARQS package with updated signatures and comments into the appropriate system for official documentation by the Warrant Appointment Official.

(a) Unlimited warrant. After 90 business days, the candidate may re-apply for the CORB. The CMO Commander/Director will provide previous Boards’ comments with a written endorsement. The endorsement will detail the remediation steps taken to prepare the candidate for a fourth interview. After 3 failed attempts to pass the CORB, a candidate may not go through a fourth evaluation until 11 months have passed since on-boarding into the ACO position.

(b) Limited TCoPD warrants. The candidate may re-apply for the CORB after 12 months. The CMO Contracts Director will provide previous Boards’ comments with a written endorsement. The endorsement will detail the remediation steps taken to prepare the candidate for a subsequent interview.

(4) Fourth Attempt. If the candidate is found to be “Not Ready” on the fourth attempt, the CORB Chairperson forwards the comments and remediation recommendations to the Regional/Component POC, who will then notify the candidate, FLS, the CMO Contracts Director, the CMO Commander/Director, and the Regional/Component Contracts Director. The Regional/Component POC loads the entire ARQS package with updated signatures and comments into the appropriate system, for official documentation by the Warrant Appointment Official. The candidate’s supervisory chain must consider what action to take since the candidate no longer meets a condition of employment. Administrative action taken may include removing the candidate from the warranted position through reassignment, demotion, or removal from Federal Service. Labor Employee Relations will give further guidance on this matter when needed. If an individual, previously unsuccessful through 4 CORBs, is re-assigned to a different position, then subsequently applies and is selected for a different position requiring a warrant, they may re-apply for the CORB as long as 12 months has passed since the fourth “Not Ready” attempt. All applications must include a written endorsement from the CMO Commander/Director. The endorsement will detail the remediation steps taken to prepare the candidate on-the-job training, shadowing, or study groups.

(5) The CACO/DACO Division, Commercial Item Division, Specialty Pricing Group, FIRM Center, Procurement Center, and Terminations Group follow their own chain of command. For additional details on the CORB process and procedures.

(6) Should any individual holding a temporary warrant, sit for the CORB in order to obtain a permanent warrant, is found “Not Ready,” the temporary warrant will be immediately terminated. Once determined “Ready” or “Ready with Reservation” by the CORB, a new, permanent warrant will be issued.

3.12. CORB APPEAL PROCESS.

a. A request for reconsideration of the CORB determination will be sent by email from the candidate to the chairperson of the CORB with a copy to the requesting official and the Regional/Component Contracts Director within 3 business days of the candidate's receipt of the CORB notification.

b. The request should address the weaknesses identified by the CORB and provide supporting documentation or rationale for reconsideration of any recommendation.

c. The CORB chairperson will confer with the board members and provide a determination to the Regional/Component Contracts Director within 3 business days of receipt of the appeal.

d. If the CORB amends the determination, the Regional/Component Contracts Director will send an amended notification to the candidate and requesting official, and forward the ARQS package to the Warrant Appointment Official for processing.

e. If the CORB maintains the original determination that the candidate is not yet ready, the Regional/Component Contracts Director will send a notification to the requesting official and the candidate indicating that no change was made. Further appeal will not be considered.

f. The CACO/DACO Division, Commercial Item Division, Specialty Pricing Group, FIRM Center, Procurement Center, and Terminations Group follow their own chain of command.

SECTION 4: WARRANTS AND OTHER OFFICIAL APPOINTMENTS PROCESS

4.1. DETERMINE THE NEED FOR AN APPOINTMENT.

a. The demonstrated need for an appointment based on workload is equal in importance to individual qualifications. There must be an identifiable workload for the authority requested.

b. If the position has not been previously covered by an appointed individual, analyze and document the workload and other conditions that demonstrate the need to create a new appointment.

c. If the position has previously been covered by an appointed individual, a review should be performed to ensure the supporting workload still exists.

d. Team lead/supervisory personnel will typically not have a workload that justifies an appointment. Exceptions will be considered on a case-by-case basis by the Director, Strategic Engagement and Talent Management Division, and requires additional justification in respective ARQS form and appropriate Warrant Assessment Program documentation. Only team leads/supervisors warranted prior to implementation of Warrant Assessment Program are exempt from both the COAT and the CORB.

e. After determination of the need, a supervisor may nominate a qualified candidate for a KO warrant. (See Appointment Qualifications Matrix on the Resource Page.)

f. New Hires. For KO, PA, and PLCO positions, the Defense Logistics Agency (DLA) ensures job opportunity announcements require the successful candidate is, or will be capable of, obtaining the applicable appointment as a condition of employment. (See Appointment Qualifications Matrix on the Resource Page for the requirements for each type of appointment.)

4.2. DETERMINE THE TYPE OF APPOINTMENT TO BE REQUESTED.

a. KO appointments include ACO (limited and unlimited), AGO/AAO, CACO, CD-ACO, DP-ACO, DACO, PCO (limited and unlimited), and TCO. All KOs are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships IAW FAR 1.602. For specifics regarding selection, appointment, and termination of appointments see FAR 1.603.

b. ACO. FAR 42.302(a) designates a list of functions a KO may delegate to an ACO. Typically, within DCMA, all duties listed in this provision are assigned to the ACO with the exception of terminations. ACO warrants may also be limited by dollar value and/or transaction type depending on grade level and position description. Additionally, warrants are discretionary in some positions (See Matrix on the Resource Page).

c. Small Business KO. Small Business KOs are limited to the following functions:

- (1) Approval of small business subcontracting plans.
- (2) Execution of DoD Comprehensive Test Program subcontracting plans.
- (3) Approval of credit agreements under DoD Mentor-Protégé Program.
- (4) Small Business Warrants should be requested using the enterprise ARQS. (See Resource Page)

d. CD-ACO. CD-ACOs are limited to the following:

- (1) Making Commercial Item Determinations.
- (2) Utilizing the enterprise ARQS to request a CD-ACO warrant. (See Resource Page)

e. AGO/AAO. DoD Directive 3210.6-R defines and regulates proper execution of Grants and Cooperative Agreements within the DoD.

- (1) Appointments will include authority to act as an AGO and AAO.
- (2) A nominee for an AGO warrant must already have a permanent ACO warrant or request the warrants concurrently.
- (3) Defense Acquisition University (DAU) course GRT 201 must be completed to qualify for an AGO/AAO. When requesting a permanent AGO warrant, a copy of the completed GRT 201 certificate must be included. If the GRT 201 course has not been completed, a valid DAU registration with session number for the course must be included in the ARQS package, and a temporary warrant will be issued. Once the course is completed, a permanent warrant will be issued.
- (4) Only an AAO may be appointed to administer Other Transactions (OT) for research and prototype and Technology Investment Agreements (TIAs) as stated in Glossary under Definitions.

- (5) Utilize the enterprise ARQS to request a warrant. (See Resource Page)

f. CACO. Contractors with more than one business segment or division frequently have various corporate-wide policies, procedures, plans, and programs that necessitate Government review and negotiation of certain indirect costs at the corporate headquarters level.

- (1) These include, but are not limited to, pension plans, health care plans, insurance programs, independent research and development programs, bid and proposal programs, executive compensation plans, union agreements, foreign operations, and taxes.

(2) Such indirect cost allocations often involve large, complex costs collected at intermediate group offices as well as corporate offices. These cost allocations significantly affect the work of many ACOs who monitor indirect costs at the business segments or divisions.

(3) Some contractors operate with centralized management control and may have considerable decision-making authority at the corporate level. In such situations, DCMA will designate a CACO to be responsible for contract administrative functions at the corporate level, including negotiation of corporate indirect costs allocations on behalf of all ACOs located at the business segments or divisions.

(4) CACO assignments and locations of position must be recommended by the Director, Corporate/Divisional ACO Division, IAW FAR 42.602 and DFARS 242.602.

(5) For each contractor considered for the assignment of a CACO, the dollar value of annual corporate sales to the Government should exceed \$1 billion and the corporation should have a least two business segments or divisions. However, the Director, Corporate/Divisional ACO Division may recommend a CACO appointment below the \$1 billion threshold based on an analysis of Government contract risk.

(6) When contractors do not meet the CACO qualifying criteria, and the contractor's organization structure includes corporate and/or divisional cost allocation flow downs, such costs, rates, or factors must be negotiated by the ACO at the cognizant CMO listed in the Directory of Contract Administrative Services Components.

(7) CACO duties include, but are not limited to:

(a) Acting as the DoD liaison with corporate management.

(b) Development of uniformity and consistency in the treatment of costs throughout the entire contractor's government oriented operating elements.

(c) Evaluation and determination of the acceptability of the contractor's management and operating policies and programs having a corporate-wide impact.

(d) Establishment of advance agreements on corporate and/or home office expense allocations IAW FAR 42.603.

(e) Participation in negotiations of Forward Pricing Rate Agreements IAW FAR 42.302 and FAR 42.1701, or making Forward Pricing Rate Recommendations IAW DCMA-MAN 2201-01 "Forward Pricing Rates," for corporate-level overhead, and general and administrative costs.

(f) Administration of Cost Accounting Standards (CAS) applicable to corporate-level and corporate-directed accounting practices IAW FAR 42.603.

(g) Negotiation of corporate-level final indirect cost rates IAW FAR 42.603.

(h) Issuance of Notices of Intent to Disallow or Not Recognize Costs for corporate expenses. Approvals of Notices of Intent to Disallow or Not Recognize Costs, as appropriate, when such notices are issued by business segments DACOs/ACOs in instances where the CACO has final overhead settlement authority for the affected segments IAW FAR 42.801.

(i) Determination of cost allowability of Independent Research and Development/Bid and Proposal costs and whether Independent Research and Development/Bid and Proposal projects are of potential interest to the DoD IAW DFARS 242.771.

(j) When assigned, a CACO participates as a member and processes Corporate Management Council approved block changes IAW DFARS 242.302.

(8) Preparation and execution of CACO/DACO Division of Duties Agreements to preclude duplication of effort by clearly delineating CACO and DACO responsibilities IAW delegation of decision-making authority made by corporate management.

(a) The agreement is prepared using the CACO/DACO Agreement template. (See Resource Page for template.)

(b) The format and prescribed content of the agreement may be revised as necessary to fully describe the agreements reached between the CACO and DACO.

(c) Providing information and assistance to DACOs and Defense Contract Audit Agency, Contract Audit Coordinators, and maintaining close liaison and coordination with those individuals regarding the contractor's general management policies and procedures; accounting and financial information; and any systemic contract audit report issues.

(9) With the exception of the Special Programs Command, all CACOs report to the Cost and Pricing Regional Command Director. Special Programs CACOs report to the Special Programs Cost and Pricing Center Director.

(10) Use the Enterprise ARQS to request a warrant. (See Resource Page)

g. DACO. A DACO is responsible for contract administration functions at the business segment or division level.

(1) The DACO serves as the DoD liaison with the contractor segment or division management with responsibility for contract administration actions having segment or division-wide impact. All DACOs, except Special Programs and Logistics Civil Augmentation Program, report to the Director of Corporate/Divisional ACO Division. Special Programs Command DACOs report to the Special Programs Cost and Pricing Center Director. Logistics Civil Augmentation Program DACOs report to the International Command.

(2) DACO assignments and locations must be recommended by the Director of Corporate/Divisional ACO Division in the Cost and Pricing Regional Command, with the exception of Special Programs Directorate. Special Programs' DACO assignments and locations must be recommended by the Special Programs Cost and Pricing supervisor and Special Programs Cost and Pricing Director, and coordinated with the Director of Corporate/Divisional ACO Division as necessary.

(3) The enterprise ARQS form is used to request a DACO warrant. (See Resource Page)

(4) When a CACO has been appointed and specific benefits can be derived, an ACO cognizant at a contractor's business segment may be appointed as a DACO.

(5) DACO positions should be established when the contractor meets the criteria for assignment of a CACO. Criteria for CACOs is IAW FAR 42.602 which is used to support DACOs.

(6) When more than one ACO has been assigned to a contractor's business segment, only one of those ACOs must be appointed as the DACO.

(7) A DACO assignment is also desirable at a contractor business segment subject to full CAS coverage IAW FAR 30.201 resulting from the receipt of a single CAS-covered contract award of \$50 million or more, or the receipt of \$50 million or more in net CAS-covered awards during a preceding cost accounting period.

(8) An individual who is assigned as a DACO will not maintain a contracts workload.

(9) A DACO will perform the duties as set forth in the respective CACO/DACO Division of Duties Agreement. The CACO/DACO Division of Duties Agreement template will be used to prepare the agreement. (See Resource Page). Issues and agreements settled at the corporate level by the CACO will be communicated to the associated DACOs who will ensure consistent application of those corporate-level decisions throughout their cognizant business segments or divisions, except for as discussed and agreed upon in advance by the CACO and DACO.

h. Defective Pricing ACO. Defective Pricing ACOs may perform the following actions when delegated, and are limited to the following:

(1) Determines compliance with Section 2306a, "Cost or Pricing Data: Truth in Negotiations," of Title 10, United States Code (U.S.C.) or Chapter 35, "Truthful Cost or Pricing Data," of Title 41, U.S.C.

(2) Negotiate audit findings of costs to ensure compliance with the Truth in Negotiations Act requirements.

(3) Issue demand to contractor if settlement is not negotiated.

i. PCO. FAR 1.602 establishes the authority and responsibility of PCOs. The enterprise ARQS form is used to request a PCO warrant. (See Resource Page)

j. TCO. TCO assignments are IAW FAR 42.302, FAR Part 49, FAR 12.403, and associated DFARS subparts for duties associated with TCO appointments. The enterprise ARQS form is used to request a TCO warrant. (See Resource Page)

k. Temporary Appointments. Temporary appointments must be limited to a minimum period of 30 calendar days, and not exceed 1 year.

(1) A nominee for a temporary appointment must meet all qualifications for the appointment type as identified in the Appointment Qualifications Matrix. (See Resource Page).

(2) If a nominee is temporarily promoted in order to fill a position requiring an appointment, a copy of the Standard Form (SF) 50, "Notice of Personnel Action" (preferred) or SF 52, "Request for Personnel Action," will be included in the request for appointment package.

(3) If an individual who holds a temporary warrant seeks a permanent warrant, but is found "Not Ready" by a CORB the temporary warrant will be terminated immediately.

l. Other Appointments. Other appointments include PA and PLCO IAW FAR Part 45 and DFARS Part 245 which define and regulate property administration within the DoD. IAW DFARS 201.670 which specifically discusses appointment of PAs and PLCOs.

4.3. EVALUATE THE STANDARDS FOR APPOINTMENT.

a. Issuance of appointments is restricted to personnel who meet applicable selection criteria. See the Appointments Qualification Matrix on the Resource Page for qualification requirements for all appointments types.

b. For KOs, the Certification and Core Plus Development Guides implement the certification standards of the DAWIA for the Contracting (CON) career field. (See Resource Page)

c. ACO appointment for foreign nationals (FN) or local nationals (LN) and for individuals certified under the Federal Acquisition Certification Program for Contracting (FAC-C) will be considered on a case-by-case basis. Detailed procedures for evaluation of appointment of FNs are set forth IAW DCMA International Command Guidance Memorandum 08-01. (See Resource Page)

4.4. PREPARE AND SUBMIT APPOINTMENT REQUEST.

a. Prior to submitting a request for KO warrant, qualified candidates must successfully complete the applicable parts of the Warrant Assessment Program as stated in Paragraph 3.2., of this Manual.

b. A qualified candidate must meet the requirements identified on the Appointment Qualifications Matrix for the warrant type requested. (See Resource Page)

c. The candidate must include the following in the warrant request package as one portable document format as identified on the form.

(1) ARQS form.

(2) DAWIA Level II-Contracting certificate (ACO/CD-ACO/DP-ACO/TCO/PCO).

(3) DAWIA Level III-Contracting certificate (CACO/DACO) and/or the DAU scheduled courses to complete the DAWIA Level III-Contracting within 24 months for positions requiring Level III certification.

(4) Resume showing years of relevant experience and education level to meet the requirements IAW DFARS 201.603.

(5) COAT documentation.

d. All ARQS forms must be completed, signed, and dated by the employee and the supervisor with additional required signatures as follows:

(1) ACO, AGO/AAO, ARQS. CMO Contracts Director, International Contracts Director, Special Programs Contracts Director, and the Regional Contracts Director, as appropriate. Exceptions: Small Business ACO forms must be signed by the Director, Small Business and the Director.

(2) CACO and DACO ARQS. Director of CACO/DACO Division.

(3) CD-ACO ARQS. Director, Commercial Item Division.

(4) DP-ACO ARQS. Director, Specialty Pricing Division.

(5) PCO ARQS. Director, Procurement Center.

(6) TCO ARQS. Director, Terminations Group.

(7) PA and PLCO ARQS. Director Property Group, Director Plant Clearance Group, DCMA International Contracts Director, or Special Programs Contracts Director.

e. Signing the ARQS confirms the candidate meets the appointment-specific qualifications identified in the Appointment Qualifications Matrix, and each signer endorses the candidate. Signatures may be handwritten or digital using a Common Access Card.

f. Personally identifiable information on supporting documentation must be obscured before forwarding (e.g. Social Security numbers, phone numbers, home addresses).

4.5. DCMA HEADQUARTERS (HQ) PROCESSING.

a. Once the candidate has successfully passed the CORB, the ARQS form will be submitted to the DCMA the Warrant Database the individual Regions.

b. The Warrant Appointment Official will review the ARQS and supporting documentation to ensure qualification requirements are met and all supporting documentation is attached.

c. When qualifications are not met or the ARQS is not complete, the Warrant Appointment Official will contact the appropriate Regional/Component POC requesting the appropriate documentation be submitted. The ARQS will not be processed until all documentation is received.

d. KO appointments (ACO, AGO/AAO, CACO, CD-ACO, DACO, DP-ACO, PCO, TCO) are made on SF 1402, "Certificate of Appointment," signed by the Director, Strategic Engagement and Talent Management Division, and include a signed appointment letter. The appointment certificate will cite any limitations of time period or level of authority granted IAW FAR 1.603-3.

e. The Warrant Appointment Official must maintain copies of all active appointments IAW FAR 1.603-3.

f. The warrant certificate must be displayed openly to the general public and Agency personnel and must be removed once terminated.

g. The Warrant Appointment Official will process all PA and PLCO appointment requests, reviewing all ARQS and supporting documentation ensuring qualification requirements are met and that supporting documentation aligns with the information provided. (See Appointments Qualification Matrix on Resource Page.)

i. The PA and PLCO warrants are made in writing on SF 1402, signed by the Director, Strategic Engagement, and Talent Management Division; accompanied by a signed appointment letter. The certificate must be displayed openly to the general public and Agency personnel and must be removed once terminated.

4.6. NUMBERING CONVENTION FOR APPOINTMENTS.

a. Each appointment is numbered by type and is sequential.

b. Calendar year numbering convention for DCMA appointments is as follows:

(1) Example: DCMA-A-18-0001.

(2) The next characters are alpha and represent the warrant type:

(a) A – ACO.

- (b) C - CACO.
- (c) Z - CD-ACO
- (d) D - DACO
- (e) G - AGO/AAO.
- (f) P - PCO.
- (g) T - TCO.
- (h) PA - PA.
- (i) PLCO - PLCO.
- (j) Y - DP-ACO

c. The next 2 digits followed by a dash represent the year (i.e., -12 represents the year 2012).

d. The next 4 digits followed by a dash are sequentially numerical starting at 0001 at 1 October of each fiscal year.

4.7. ADMINISTRATIVE.

a. Administrative changes (e.g., name changes, typos) to appointment letters and certificates can be requested through the same channels identified for submission of ARQS forms.

b. The request for change must identify the appointment number, the name, postal address for mailing originals, email address for advance copies, the requested change, and authorization by a supervisor or above.

c. Changes in level of authority or time period are not administrative changes and must go through the established ARQS process.

d. Transfers of appointed individuals:

(1) A transfer is defined as a change in CMO or organization.

(2) The gaining CMO Contracts Director must determine whether the individual's new position requires an appointment and, if so, any limitations.

(3) The gaining office will notify the Warrant Appointment Official and the Regional/Component POCs in writing within 10 business days of the employee's arrival in the new position, as to whether the individual will continue to perform duties that require an appointment.

(4) Appointment information should be kept current for the respective databases, including Mechanization of Contract Administration Services.

e. CACO/DACO temporary (30 calendar days to 1 year) assignments within the Cost and Pricing Regional Command:

(1) Filling temporary CACO/DACO needs for vacancies, long-term leave, training, or deployments will be initiated by a supervisory team leader who identifies the need, and makes the recommendation for a temporary CACO/DACO appointment by sending an email identifying the company/division to the Director, Corporate/Divisional ACO Division.

(2) Upon receipt of the supervisory team leader request, the Director, Corporate/Divisional ACO Division will appoint an existing CACO/DACO from within the Division to act as a temporary CACO/DACO.

(3) An ARQS package will be submitted to the Warrant Appointment Official for processing of a temporary CACO/DACO warrant.

(4) The temporary appointment should be terminated when a permanent appointment is made for the vacant position or when the need for the temporary warrant no longer exists. A termination request should be sent to the Warrant Appointment Official for processing.

4.8. TERMINATION OF APPOINTMENT.

a. The Director of Strategic Engagement and Talent Management Division may terminate appointments when a warranted individual fails to demonstrate the requisite specialized knowledge, experience, training, business acumen, and judgment required to execute the duties of the position.

b. Temporary appointments are self-terminating and require no termination letter, unless the temporary warrant holder is found “Not Ready” by a CORB when preparing for a permanent warrant. If an employee is found “Not Ready,” the FLS should immediately process a request for termination.

c. Termination of Appointment will be in writing, and signed by the Director of Strategic Engagement and Talent Management Division IAW FAR 1.603-4 (See Resource Page).

d. If the appointee cannot perform assigned duties for any period of time, a request for warrant suspension must be requested using the template (See Resource Page). The requesting Contracts Director must specify the rationale for the request, and provide a timeline and planned course of action during the suspension period. The term of suspension may not exceed 1 year; warrant must be reinstated or terminated within that 12-month period. The FLS must take possession of the warrant and maintain possession until the warrant is reinstated.

e. If a warrant is terminated, the Warrant Assessment Program requirements must be completed prior to an individual requesting a new warrant, unless an exception applies. Individuals warranted prior to the implementation of the Warrant Assessment Program (includes DCMA

internal transfers and laterals) are exempt from both the COAT and the CORB. Any requests for exception will be addressed on a case-by-case basis.

f. CMO Commanders, Contracts Directors, the Director of Corporate Divisional ACO Division, the Director, Commercial Item Division, and the Director, Specialty Pricing Group will immediately recommend termination of appointment using the latest version of the Request for Appointment Suspension/Termination for the following situations:

(1) An appointed individual fails to demonstrate the requisite specialized knowledge, experience, training, business acumen, and judgment required to execute the duties of the position to include failure to be found “Ready” or “Ready with Reservation” to hold a warrant.

(2) It has been determined that an appointed individual has acted outside of the authority granted.

(3) An appointed individual receives an unsatisfactory performance rating indicating unsuitability to perform the duties of the appointed position.

(4) Workload no longer supports the position.

(5) The appointed individual is unable to perform the assigned duties for a reason not stated above.

(6) The appointed individual leaves the position (or the Agency) and is not being transferred to another DCMA position that requires an appointment.

(a) The following steps should be followed when the individual leaves the Agency:

1. Warranted individual surrenders the warrant to their immediate supervisor during out processing.

2. Supervisor completes a request for termination letter, to be signed by the CMO Contracts Director, and submits to the Warrant Appointment Official through the appropriate system.

3. Supervisor shreds the warrant document.

(b) The following steps should be followed when an individual moves from one CMO to another CMO location within the Agency:

1. During the cross-boarding process, the losing immediate supervisor notifies the Warrant Appointment Official of the change in CMO via email. .

2. The gaining, immediate supervisor decides during the on-boarding process whether or not the new employee should maintain the warrant based upon their position description requirements and workload. (See Paragraph 4.1.)

g. Once terminated, appointment certificates must not be displayed and should be destroyed. If another appointment is needed, the Warrant Assessment Program requirements must be completed prior to submitting a new request for warrant.

h. No termination may operate retroactively IAW FAR 1.603-4.

4.9. ANNUAL REVIEW OF APPOINTMENTS.

a. An Annual Contracting Officer Review will be prepared by the Warrant Appointment Official using the Annual Contracting Officer Review spreadsheet (See Resource Page).

b. Regional Contracts Directors; Special Programs Contracts Director; Director, CACO/DACO ACO Division, Director, Commercial Item Division, Director, Specialty Pricing Group, Director, Terminations Group; Director, FIRM Center, Director, Procurement Division, Director, Closeout Center, International Contracts Director, Director, Property Group, Director of Plant Clearance, and the Director of Special Programs Property Center will conduct and submit the annual review of contracting officer warrants and/or certificates of appointment with their annual statement of assurance and forward to the Warrant Appointment Official.

c. Appointment lists will be reviewed annually by the Director, Strategic Engagement and Talent Management Division.

d. Reports will be maintained for a period of 3 years and can then be deleted.

4.10. RECORD RETENTION.

a. The records of Administrative Officer Appointment Files (Records Series Code 831.250) must be retained IAW DCMA Instruction 809, "Records Management," and the associated Records Retention Schedule, Section 400.01a, DCMA High Level Operations and Core Mission Program.

b. Documents pertaining to the warranting of KOs, including electronic/digital versions of the COAT and CORB assessments, and other related documents, become a part of the appointment file and will be retained by the Warrant Appointment Official for a period of 6 years after termination of a contracting officer appointment. After such time, the documents should be destroyed.

GLOSSARY

G.1. DEFINITIONS.

ACO. An ACO performs those contract administration functions delegated by a PCO. FAR 42.302(a) designates a list of functions a KO may delegate to an ACO. Typically, within DCMA, all duties listed in this provision are assigned to the ACO with the exception of terminations.

Appointments Qualification Matrix. A matrix designed to summarize the qualification requirements for the various DCMA appointments to include education, certification level, experience, etc. (See Resource Page for the Appointments Qualification Matrix.)

CD CD-ACO. A CD- ACO determines whether an item or service meets the FAR Part 2.101 definition of “Commercial item.”

Certification. A written representation that an employee has the experience, training, education, business acumen, judgment, character, and reputation IAW FAR 1.603 to perform assigned duties. Employees are required to keep certifications current by meeting continuous learning requirements.

COAT. The COAT is the written assessment component of the DCMA Contracting Officer Warrant Assessment Program. The candidate will respond to 25 random, warrant- type-specific, multiple-choice and true/false questions for a qualified Contracting Officer candidate to demonstrate their capability to research the FAR and DFARS by answering questions and providing a relevant FAR and DFARS reference in the correct format.

Contracting Officer Warrant Assessment Program. A DCMA created program that contains procedures to enhance KO selection and appointment by validating a candidate’s general and specialized knowledge to determine the qualifications, business acumen, and experience of contracting workforce members prior to issuing a KO warrant. The Warrant Assessment Program is a two-part assessment consisting of the COAT and the CORB.

Contracting Officer Warrant Authority. Contracting Officer Warrant authority is the authority to bind the Government at or below the dollar threshold specified on the Contracting Officer’s warrant, SF 1402.

CORB. The CORB is the oral assessment component of the DCMA Contracting Officer Warrant Assessment Program. It is an interview based on scenario-based, warrant-type-specific questions asked of a qualified contracting officer candidate to assess the candidate’s experience,

qualifications, and communication skills, in order to provide additional information upon which the requesting official may make a reasonable determination of the candidate's potential as a warranted contracting officer.

DP ACO. A Defective Pricing ACO may perform a limited number of actions IAW Section 2306a, "Cost or Pricing Data: Truth in Negotiations," of Title 10, U.S.C., or Chapter 35, "Truthful Cost or Pricing Data," of Title 41, U.S.C.

FAC-C. FAC-C is an acquisition certification program that reflects a Government-wide standard for education, training, and experience leading to core competencies. Certifications do not expire; however, employees are required to keep certificates current by meeting the continuous learning requirement of Office of Federal Procurement Policy (OFPP) 05-01-"Developing and Managing the Acquisition Workforce." The FAC-C program establishes mandatory core requirements for education, training and experience for GS-1102 contracting professionals within civilian contracting activities. The FAC-C Level III is the acceptable standard throughout the federal Government and is evidence that senior level employees have met the requirements for GS-1102 Grade 13 and above positions.

FN. A foreign national is a person who is not a citizen of the host country in which he or she is residing or temporarily sojourning. For the U.S., a foreign national is any person other than a U.S. citizen, U.S. permanent or temporary legal resident alien, or person in custody.

Grants and Cooperative Agreements. Only AGOs are authorized to administer Grants and Cooperative Agreements. Both are legal instruments, but they are not contracts and they are not subject to the FAR; they are subject to the DoD Grants and Agreements Regulatory System, IAW DoD Directive 3210.6-R. Grants and Cooperative Agreements are used when the principal purpose of the relationship is to transfer a thing of value to the recipient in order to carry out a public purpose of support or stimulation, as authorized by U.S. law.

a. Grants are used when substantial involvement between the DoD and the recipient is not expected when carrying out the activity contemplated in the agreement.

b. Cooperative Agreements are used when substantial involvement is expected between the DoD and the recipient when carrying out the contemplated activity. Cooperative Agreements are used with entities that furnish procurement technical assistance to businesses.

Head of Contracting Activity. The official delegated broad authority by the Senior Procurement Executive (SPE) to manage the contracting activity. Agency heads delegate their authority to the Contracting Officer, who must be appointed IAW procedures set forth in Section 414, "Public Contracts," of Title 41, U.S.C. These procedures require agency heads to develop and maintain a system for appointing and terminating Contracting Officers, IAW FAR subpart 1.603-1; implemented within the DoD by the DFARS with no additional comments.

KO. A person delegated authority to enter, administer, or terminate contracts IAW Federal acquisition laws and regulations; and make related determinations and findings. The KO is the appointed executive branch agent responsible for all aspects of a government contract and is the only person specifically authorized to enter into, administer or terminate a contract, and make related determinations and findings on behalf of the Government. KOs may bind the Government only to the extent of the authority delegated to them, applicable to the whole contract value IAW FAR 2.101.

LN. A local national is a citizen of the host country who works for a foreign company in which the business is located. For example, Germans working for a U.S. company located in Germany.

OFPP. The OFPP in the Office of Management and Budget plays a central role in shaping the policies and practices federal agencies use to acquire the goods and services they need to carry out their responsibilities. OFPP was established by Congress in 1974 to provide overall direction for government-wide procurement policies, regulations, and procedures and to promote economy, efficiency, and effectiveness in acquisition processes. OFPP is headed by an Administrator who is appointed by the President and confirmed by the Senate. OFPP seeks to ensure the federal acquisition system provides the best value to the taxpayer. Current priorities are designed to provide for a better skilled and more agile workforce, consistent and effective use of competition, contract vehicles that reflect the government's buying power, and a data system that gives federal managers the information they need to evaluate results and plan effectively for the future.

On-Boarding. The term "on-boarding" is used in this Manual to describe the day an employee begins in a new position.

OT. Any instrument that is not a contract, cooperative agreement, or grant is considered an OT. Section 2371 of Title 10, U.S.C., provides the DoD authority to enter into transactions (other than contracts, cooperative agreements and grants) for certain projects. Consequently, OTs are defined by what they are not, rather than what they are. Only AAOs are authorized to administer OTs. OTs delegated to DCMA for administration are assigned to CMOs throughout the Agency. The two types of OTs that are likely to be assigned to DCMA for administration are OTs for research and OTs for prototype. OTs for research are designated by a "3" in the 9th position of the instrument number. OTs for prototypes awarded after October 1, 1997, are designated by a "9" in the 9th position of the instrument number. OTs are not covered by the FAR or its supplements and are meant to be flexible instruments. Instruments for prototype projects, awarded pursuant to this authority, generally are not subject to federal laws and regulations limited in applicability to procurement contracts. The terms and conditions of individual agreements can vary greatly from one instance to another in support of individual program objectives.

PA. An authorized representative of the KO responsible for administering contract requirements and obligations relating to Government property in the possession of a Contractor.

PLCO. PLCOs are appointed with full authority to direct contractors relating to the disposition of Government property under the stewardship of contractors. They are responsible for the appropriate, effective, efficient and safe disposition of contractor inventory. PLCOs are subject matter experts in Federal statutes, regulations and policies regarding property disposition as well as contractual language regarding disposal. PLCOs ensure Government property is reutilized to the

fullest extent possible, saving the time and money that might otherwise be expended in re-procurement, thus conserving valuable resources.

Policy. Policy is a set of principles and associated guidelines to direct and limit DCMA actions in pursuit of objectives, operations, and plans. Policy establishes Agency-wide rules and describes the “what,” “who,” and “why” of operations by defining roles and responsibilities.

Procedures. Procedures are a set of mandatory step-by-step instructions established to implement Agency policy. It describes the process that must be followed to achieve the desired outcome.

Procurement Authority. Procurement authority includes one or more of the rights to appoint contracting officers on a SF 1402, sign FAR determination or bind the Government by signing contracts. Procurement authority within DCMA flows from the Senior Procurement Executive (SPE) to the Head of the Contracting Activity to the KO.

SPE. The Agency official responsible for management direction of the service procurement system, including implementation of unique procurement policies, regulations, and standards (see Section 414, “Executive Agency Responsibilities,” of Title 41, U.S.C. The SPE for all non-service DoD Components is the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD (AT&L)). The SPE is also designated by the Secretary pursuant to Executive Order 12931, “Federal Procurement Reform,” and Section 1101, “Office of Federal Procurement Policy (OFPP),” of Title 41, U.S.C. Through a delegation to the Assistant Secretary for Administration, the Secretary has designated the Director, OFPP, to serve as SPE.

TCO. A TCO is responsible for the administrative and operational activities involved in the settlement of prime contractor claims; the subject matter expert on Terminations for the Government’s Convenience

Temporary Appointments. Temporary appointments are defined as not less than 30 calendar days and not more than 1 year.

TIAs. TIAs are assistance instruments used to support or stimulate research. TIAs may be used to carry out basic, applied and advance research projects when it is appropriate to use assistance instruments, and the research is to be performed by a for profit firm, or by consortia that include a for profit firm. The ultimate goal for using TIAs is to foster the best technologies for future defense needs as TIAs are designed to reduce barriers to commercial firms’ participation in defense research, to give the DoD access to the broadest possible technology and industrial base; promote new relationships among performers in both the defense and commercial sectors for that technology and industrial base; and stimulate performers to develop, use, and disseminate improved practices. Only AAOs are authorized to administer TIAs.

a. TIAs replaced two types of assistance instruments: “consortium agreements,” a type of OT used by the Defense Advanced Research Projects Agency (DARPA), and “cooperative agreements” under Section 2371 of Title 10, U.S.C., addressed in Part 37 of the 1994 Draft Interim Guidance of DoDGAR, and also referred to as “flexible cooperative agreements.”

b. A TIA is a type of cooperative agreement (awarded under the authority of Section 2358 of Title 10, U.S.C.) when its patent rights provision complies with the Bayh-Dole statute

(Chapter 18, “Patent Rights in Inventions Made with Federal Assistance,” of Title 35, U.S.C.). A TIA is a type of OT (awarded under authority of Section 2371 of Title 10, U.S.C.) when its patent rights provision is less restrictive than is possible under Bayh-Dole. An OT for prototype is not covered under the TIA classification. TIAs are also administered by CMOs through DCMA offices. Both the DoDGAR and Supplemental Revision 2 dated February 3, 1999, to the DoDGAR govern TIAs.

Warrant. A warrant is a Contracting Officer’s Certificate of Appointment, an SF 1402, which authorizes a DCMA employee to serve in the capacity of a Contracting Officer. KO warrants expressly state dollar thresholds up to which the warranted contracting officer may sign on behalf of the Government. It assures the public that the contracting officer has authority to enter into, administer, and/or terminate contracts.

GLOSSARY

G.2. ACRONYMS.

AAO	Administrative Agreements Officer
ACO	Administrative Contracting Officer
AGO	Administrative Grants Officer
ARQS	Appointment Request Qualifications Statement
CACO	Corporate Administrative Contracting Officer
CAS	Cost Accounting Standards
CD-ACO	Commercial Item Determinations Administrative Contracting Officer
CIG	Commercial Item Division
CMO	Contract Management Office
COAT	Contracting Officer Assessment Tool
CORB	Contracting Officer Review Board
DACO	Divisional Administrative Contracting Officer
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DP-ACO	Defective Pricing ACO
DFARS	Defense Federal Acquisition Regulation Supplement
FAC-C	Federal Acquisition Certification Program for Contracting
FAR	Federal Acquisition Regulation
FIRM	Functional Information Resource Management
FLS	First Line Supervisor
FN	foreign national
GRT	Grant and Agreements
GS	General Schedule
IAW	in accordance with
KO	Contracting Officer
LN	local national
NH	Business Management or Technical Management Professional
OT	Other Transactions
PA	Property Administrator
PCO	Procuring Contracting Officer

PLCO	Plant Clearance Officer
POC	point of contact
SF	Standard Form
SF 50	Notice of Personnel Action
SF 52	Request for Personnel Action
SF 1402	Certificate of Appointment
SPE	Senior Procurement Executive
TCO	Termination Contracting Officer
TCoPD	Truthful Cost or Pricing Data

REFERENCES

DCMA Manual 2201-01, “Forward Pricing Rates,” February 13, 2019
DCMA Instruction 809, “Records Management,” April 30, 2011
Defense Federal Acquisition Regulation Supplement 201.603, Selection, Appointment and Termination of Appointment
Defense Federal Acquisition Regulation Supplement 201.670, Appointment of Property Administrators and Plant Clearance Officers
Defense Federal Acquisition Regulation Supplement 242.302, Contract Administration Office Functions
Defense Federal Acquisition Regulation Supplement 242.602, Corporate Administrative Contracting Officer, Assignment and Location
Defense Federal Acquisition Regulation Supplement 242.771, Independent Research and Development and Bid Proposal Costs
Defense Federal Acquisition Regulation Supplement Part 245, Government Property
DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
DoD 3210.6-R, “Department of Defense Grant and Agreement Regulations,” August 27, 2007, (as amended)
Executive Order 12931, Federal Procurement Reform
Federal Acquisition Regulation 1.602, Contracting Officers
Federal Acquisition Regulation 1.603, Selection, Appointment, and Termination of Appointment for Contracting Officers
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