Warrant Request

Applicant Information	
Name (Last, First, Middle (as it will appear on the warrant):	Office Code:
Position Title:	Series/Pay band:
Years Government Contracting Experience:	
Do you currently or have you ever had a warrant?	Yes ○ When? Amount? No ○
Current 1102 Certification Level: ☐ Level I ☐ Level II ☐ Level III	Certification Date: Certification Date: Certification Date: **(Please attach copy of certificate/s)**

Type of Request

Warrant Threshold:

T3.1.4 Appendix: 1102 Series Warrant Standards

FAA Certification Level or Corresponding FAC-C Certification	**Threshold Authority**
Level I	Up to $500,000
Level II	Up to $10,000,000
Level III	Greater than $10,000,000

Limited: ○ $150K, ○ $500K
○ $1M, ○ $5M, ○ $10M
○ Unlimited (No Dollar Threshold)

Procurement Types: (Select all that apply)

☐ Supply	☐ Interagency Agreements
☐ Service	☐ Other Transaction Agreements
☐ Construction	☐ Reimbursable Agreements
☐ A&E	☐ Cooperative Agreements
☐ Aviation Research Grants	

Provide a brief explanation of why a warrant is required (i.e., number of Contracts & dollar threshold of contracts).

Applicant's qualifications to be a Contracting Officer:

☐ Level I: Education: Baccalaureate Degree OR at least 24 semester hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, OR meet the Exceptional Provision and occupied an 1102 series position through FV-H or FG/GS 12 on January 1, 2000. Experience: At least 1 year of current (within the last 3 years) purchasing and contracting experience with progressively broader work assignments.

☐ Level II: Education: Baccalaureate Degree OR at least 24 semester hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, OR meet the Exceptional Provision and occupied an 1102 series position through FV-H or FG/GS 12 on January 1, 2000. Experience: At least 2 years of current (within the last 5 years) contracting experience with progressively broader work assignments is required.

☐ Level III: Education: Baccalaureate Degree AND at least 24 semester hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
Experience: At least 4 years of current (within the last 10 years) contracting experience with progressively broader work assignments is required.

Signatures		
I am recommending the above named individual for a Certificate of Appointment. I certify the above named individual posses the qualifications as supported by the documentation.		
Supervisor Signature	Date	Office Code
Division Manager Concurrence:		
Division Manager's Signature	Date	Office Code
COCO Approval:		
COCO's Signature	Date	Office Code
ACM Concurrence:		
Rebecca Deloney, ACM	Date	AAP-300
FAE/Chief Acquisition Officer Approval:		
Christopher S. Metts FAA Acquisition Executive, Acting Deputy Assistant Administrator for Acquisitions & Business, Acting	Date	ACQ-1