



DELEGATION OF PROCUREMENT AUTHORITY (DPA) REQUEST

1. Applicant Information:

- a. Name of Appointee (Last, First, Middle):
 - b. Office Code:
 - c. Position Title:
 - d. Civilian Series Grade and/or Payband:
Number of years experience in Government Contracting:
(including purchase card experience)
 - e. Acquisition Career Field (e.g. contracting, program management):
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2. Type of Request

- a. Check the box to identify the authority requested:

DPA Level (\$): Supplies/services or construction (circle one)
Other Authority Limitations: Execute contracts, terminations and closeouts
Other Authority Limitations: Payments and Small Purchases/Simplified Acquisitions
 - b. Change in DPA Level and/or Dollar Limit: From Level \$ To \$
 - c. Primary DPA Type
The authority covers pre-award, administration, termination and closeout.
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3. Provide a brief explanation why a DPA is required for the applicant (use as much space as needed):

4. Applicant's qualifications to obtain a Delegation of Procurement Authority Level I or II:

a. Meet educational and experience qualification requirements for current level (check all that apply):

Has successfully completed all mandatory contracting courses or equivalents for current level
Has the required experience for procurement authority

b. Meet AMS requirements (Certified at an appropriate level to support procurement authority)

Level I Certification received:	See certification/training attached.
Level II Certification received:	See certification/training attached.

c. Prior Warrants/DPAs Held:

5. SIGNATURES

Supervisor Endorsement: I am recommending the above named individual be appointed as a Contracting Officer. I certify the above named individual possesses the qualifications as supported by the attached documentation.

Supervisor Signature/Office	Date
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Logistics Management Specialist (LMS) Evaluator Signature/Office	Date
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I concur with the Supervisor and LMS Evaluator's recommendations for the above appointment.

Manager, Acquisition and Logistics Services, AAP-610	Date
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I approve the above recommended request for Delegation of Procurement Authority

Manager, Strategic Acquisitions Division, AAP-600	Date
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Certification Level or Training Course Title	Dates	Hrs./Equivalent