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NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:

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26 Feb 04

From: Commander Naval Supply Systems Command

Subj: POLICIES AND PROCEDURES FOR WARRANTING CONTRACTING
OFFICERS AWARDING ACTIONS USING SIMPLIFIED
ACQUISITION PROCEDURES

Ref: (a) FAR Part 1.603

Encl: (1) Purchasing Certification Standards
(2) Contracting Certification Standards
(3) Contracting Officer/Ordering Officer
Qualifications Sheet

1. The purpose of this memorandum is to establish and promulgate Department of Navy (DON) policy with criteria for issuing Contracting Officers warrants limited to awarding contracts at or below the simplified acquisition threshold (SAT) using simplified acquisition procedures (SAP). Reference (a) provides general guidance on the criteria for warranting contracting officers and requires the appointing official to consider the complexity and dollar value of the acquisitions to be assigned, the candidate's experience, training, education, business acumen, judgement, character and reputation. Examples of selection criteria include:

- (1) Experience in Government contracting and administration, commercial purchasing or related fields;
- (2) Education or special training in law, accounting, business or related fields;
- (3) Knowledge of acquisition policies and procedures, including the FAR, DFARS, NMCARS and the NAVSUPINST 4200.85 (Series);
- (4) Specialized knowledge in the particular assigned field of contracting, and

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(5) Satisfactory completion of acquisition training courses.

2. In addition to the basic criteria identified in paragraph (1), the prospective Contracting Officer must meet the Defense Acquisition Workforce Improvement Act (DAWIA) certification standards in the Contracting and/or Purchasing career paths. Certification standard checklists are published in the Defense Acquisition University (DAU) Catalog available online at <http://www.dau.mil/catalog>. Enclosures (1) and (2) describe the current certification standards and projected change in training requirements effective 1 April 2004. The required education, experience and training are specific to the grade and series of the individual exercising contracting authority on behalf of the Federal Government. The following matrix delineates career field Levels to their corresponding grade and series:

Purchasing career field (GS 1105)

Level I	- GS 05	Mil E 4/5
Level II	- GS 06/08	Mil E 6/8
Level III	- GS 09	Mil E 9

Contracting career field (GS 1102)

Level I	- GS 05/08	Mil O-1/3
Level II	- GS 09/12	Mil O-4
Level III	- GS 13 and above	Mil O-5 and senior

The minimum certification level required for Contracting Officers using SAP to award purchase actions at or below the SAT is Level I.

3. Individuals currently certified at a particular level remain certified at that level regardless of any new requirements effective after the certification date. Individuals who wish to receive certification at a higher level must meet the new certification standards.

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4. Appointing officials issuing Contracting Officer warrants shall maintain at a minimum, the information contained within enclosure (3) as adequate supporting documentation.

5. Simplified Acquisition Procedures are intended to streamline the acquisition process for purchase actions at or below the SAT. However, it is important that individuals exercising contracting authority limited to actions at or below the SAT using simplified acquisitions procedures have the necessary education, training and experience to make good business decisions on behalf of the DON.

6. Point of contact for questions regarding this policy letter is Mr. Paul Ziedins who can be reached at (717) 605-7502, DSN 430-7502 or via e-mail at paul.ziedins@navy.mil.



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By direction

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PURCHASING

The certification standards published in this Catalog are effective October 1, 2003. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at <http://www.dau.mil/catalog> for current information on certification standards and courses.

Level I

EDUCATION

(Desired) 16 semester hours of undergraduate work with emphasis in business

EXPERIENCE

1 year of experience in purchasing

TRAINING (Requirements from 1 Oct 03 through 31 Mar 04)

- CON 100 Shaping Smart Business Arrangements [JHE]
- CON 101 Basics of Contracting [BDQ]
- CON 237 Simplified Acquisition Procedures [PAS]
- 1 Elective ¹

TRAINING (Requirements projected for delivery effective 1 Apr 04)

- CON 100 Shaping Smart Business Arrangements [JHE]
- CON 1XX Introductory Contracting Module
- CON 237 Simplified Acquisition Procedures [PAS]
- 1 Elective ¹

Level II

EDUCATION

(Desired) 32 semester hours of undergraduate work with emphasis in business

EXPERIENCE

2 years of experience in purchasing

TRAINING

- CON 202 Intermediate Contracting [PGE]
- 2 Electives ¹

Level III

EDUCATION

(Desired) 64 semester hours of undergraduate work with emphasis in business

EXPERIENCE

3 years of experience in purchasing

TRAINING

No additional requirements beyond Level II

¹ As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

CONTRACTING

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Level I

EDUCATION ¹

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

EXPERIENCE

1 year of contracting experience

TRAINING (Requirements from 1 Oct 03 through 31 Mar 04) ²

- CON 100 Shaping Smart Business Arrangements [JHE] ³
- CON 101 Basics of Contracting [BDQ]
- CON 104 (Parts A & B) Principles of Contract Pricing [RG6 & RGR]
- 1 Elective ⁴
- (Desired) CON 237 Simplified Acquisition Procedures [PAS]

TRAINING (Requirements projected for delivery effective 1 Apr 04)

- CON 100 Shaping Smart Business Arrangements [JHE] ³
- CON 1XX Introductory Contracting and Pricing Modules
- CON 120 Negotiation Workshop and Level I Wrap-up
- 1 Elective ⁴
- (Desired) CON 237 Simplified Acquisition Procedures [PAS]

Level II

EDUCATION ¹

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- (Desired) Graduate studies in business administration or procurement

EXPERIENCE

- 2 years of contracting experience
- (Desired) An additional 2 years of contracting experience

TRAINING

- CON 202 Intermediate Contracting [PGE]
- CON 204 Intermediate Contract Pricing [BU6]
- CON 210 Government Contract Law [BDP]
- 2 Electives ⁴

("CONTRACTING" is continued on the next page.)

¹ See 10 U.S.C. 1724 (provides for limited exceptions and waivers).

² For students who are enrolled in or have completed CON 101, CON 104 will be offered for 12 months following deployment of the new courses so that those identified students may obtain their Level I certification.

³ CON 100 is desired but not mandatory for employees who completed CON 101 and/or CON 104 before CON 100 was deployed.

⁴ As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

Mandatory standard Desired standard No standard set Option for meeting mandatory standard Option for meeting desired standard

Enclosure (2)

CONTRACTING (Continued)

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Level III

EDUCATION ¹

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- (Desired) Master's degree in business administration or procurement

EXPERIENCE

- 4 years of contracting experience
- (Desired) An additional 4 years of contracting experience

TRAINING

- CON 353 Advanced Business Solutions for Mission Support [JHI] ⁵
- 2 Electives ⁴
- (Desired) 2 weeks of management and leadership training
(Not currently provided by DAU. See your local training support office.)

¹ See 10 U.S.C. 1724 (provides for limited exceptions and waivers).

⁴ As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

⁵ If CON 333 has been completed by 30 Sep 03 but not CON 301, then the Level III Contracting DAWIA certification training requirements are satisfied. If CON 301 has been completed by 30 Sep 03 but not CON 333, then CON 353 must be completed for certification. CON 301 fulfills the new DAWIA Level III Contracting certification training requirement to complete 2 electives.