

To All,

POLICY: Contracting Officer Warrant Application Training Presentation & Process Flowchart

ACTION: Effective immediately, all personnel applying for a Contracting Officer warrant shall complete the attached training prior to submitting a request for a Contracting Officer warrant in the Contracting Officers Warrant Application/Change/Cancellation website linked in the CMPG Contracting Officer Warrant Process module. In addition, a process flowchart depicting the steps from employee submission to approval (or disapproval) is provided for your information.

DISCUSSION:

1. The attached warrant system instructions provide step-by-step training for an individual to apply for, increase, correct, or terminate a Contracting Officer's warrant. Completing this training prior to attempting to process a warrant request in the Contracting Officers Warrant Application/Change/Cancellation website will alleviate many questions regarding how to use the website.
2. In addition to the training, a flowchart depicting the process for approving a warrant request, from submission by the employee through approval (or disapproval) of the request, is attached. Personnel are encouraged to review this process flowchart in order to be familiar with the events that must occur before a warrant request can be approved.
3. The attached training presentation and the warrant process flowchart will be included in the next CMPG update, which is expected to be released in late Jan 09.
4. Comments regarding improvements to the training and/or process flowchart are encouraged and should be submitted to:
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R/ cc

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Warrant Application

Applicant Instructions

Warrant Application

Go to https://contractapps.hqi.usmc.mil/warrant/warrant_application.asp



The screenshot shows a web form titled "Warrant Application" within the "Installations and Logistics Department" header. The header also includes the Marine Corps logo and the slogan "THE FEW. THE PROUD." and the text "Contracting Officers Warrant Application/Change/Cancellation". The form contains two input fields: "Applicant Email Address:" with a text box, and "Requested Warrant Action:" with a dropdown menu currently showing "Please Select". Below the form is an "Enter" button.

1. Enter your email address and select the applicable Requested Warrant Action.
2. There are four options to choose from:
 - Initial Warrant Application
 - Increasing Existing Warrant Authority
 - Correct/Edit Existing Warrant/Warrant Record
 - Termination of Warrant and Archive of Record
3. When complete, click the **Enter** button.



Initial Warrant Application

Section I, Application Information

1. All fields are required for a complete application, with the exception of Middle Initial, Chief of Contracting Office (CCO), and Chief of Contracting Office (CCO) Email Address.
2. If your Supervisor is the same as the CCO, there is a check box that must be checked in order to indicate that.

The screenshot shows the 'Initial Warrant Application' form from the USMC Contracts website. The header includes the Marine Corps logo and the text 'MARINES THE FEW. THE PROUD.' and 'Installations and Logistics Department Contracting Officers Warrant Application/Change/Cancellation'. The form is titled 'I. Application Information' and contains several fields: 'First Name (as it should appear on warrant)', 'M.' (checkbox), 'Last Name', 'Mailing Address', 'City', 'State', 'Zip', 'Email Address' (with the example 'cchildress.sunsetdesign@gmail.com'), 'Current Position Title', 'Grade/Rank', 'Supervisor's Name' (with a checkbox for 'if Supervisor is same as CCO check here'), 'Chief of Contracting Office (CCO)', 'Chief of Contracting Office (CCO) Email Address', 'Organization', and 'Please Choose'. A red arrow points to the checkbox next to the 'Supervisor's Name' field. On the left side of the form, there is a text box explaining the HGMCA Contracting Officer Warrant Program and listing three levels (SAP A, B, C) with their respective acquisition limits and FAR Part numbers. It also lists three award levels (LEVEL I, II, III) with their respective contract value limits.



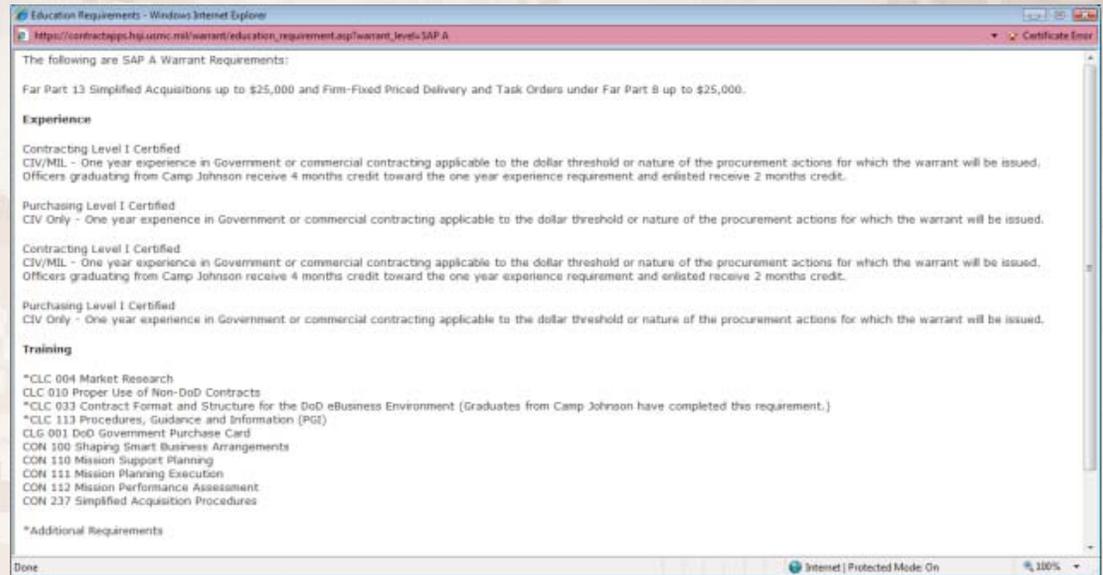
Initial Warrant Application

Section II, Initial Warrant Application

1. Indicate the warrant level from the drop down box options that include the six basic warrant levels:

- SAP A
- SAP B
- SAP C
- Level I
- Level II
- Level III

2. Once the level is selected, a pop-up box will appear, listing what the maximum dollar value of a warrant at that level is. It also lists the Experience (both military and civilian), Training, IDP, and Certification requirements.



Note: Once all sections of the Initial Warrant Application are complete and the application submitted, you will see a screen where you will be required to fill in the dates in which you have completed the required training courses.



Initial Warrant Application

Section II, Initial Warrant Application (Cont.)

3. Indicate the status and dollar amount/authority sought/justification and address how workload or organizational changes support the need for the warrant.

4. If the desired dollar level is less than the maximum for this level, identify the amount in the justification statement.

II. Initial Warrant Application

Indicate warrant level:
Please Select ▾

Status and dollar amount/authority sought/justification. Address how workload or organizational changes support the need for this warrant.



Initial Warrant Application

Section III, Certification

1. Indicate the current DAWIA certification level from the drop down box:

- Level I
- Level II
- Level III

2. Enter the date (mm/dd/yyyy format) it was received.

3. If you are unsure of the correct Level, click on the link for Current DAWIA Certification Level and you will be directed to the Career Field Certification and Core Plus Development Guides document.

4. Under Experience, list your previous Activity Name(s), Grade or Rank, and the dates (mm/dd/yyyy format) in which you were in that Activity

III. Certifications

[Current DAWIA Certification Level](#)

Experience

Activity Name	Grade or Rank	From	To	Warrant Held?	Warrant Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<input type="text"/> If other, enter: <input type="text"/>
Description of Duties <small>Must reflect recent, progressively complex and responsible contracting and/or support experience</small>					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>	Please Select <input type="text"/> If other, enter: <input type="text"/>
Description of Duties <small>Must reflect recent, progressively complex and responsible contracting and/or support experience</small>					



Initial Warrant Application

Section III, Certification (Cont.)

5. Indicate whether a warrant was previously awarded and for which amount; 100K, 500K, 1M, 5M, 10M, Unlimited, or Other.

6. If Other, enter the amount in the space provided.

7. Provide a description of your duties at each Activity listed. This must reflect recent, progressively complex and responsible contracting and/or support experience.

8. Once all three sections are complete, check the box to certify that all of the information provided is true, complete, and correct to the best of your knowledge and belief and made in good faith.

9. When complete, click the **Submit** button.

Activity Name	Grade or Rank	From	To	Warrant Held?	Warrant Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>	Please Select <input type="text"/> If other, enter: <input type="text"/>
Description of Duties <i>Must reflect recent, progressively complex and responsible contracting and/or support experience.</i>					
<input type="text"/>					
<input type="checkbox"/> I certify that all of the information provided by me is true, complete, and correct to the best of my knowledge and belief and made in good faith.					
<input type="button" value="Submit"/>					



Note: If you did not complete a required section, a reminder window will pop up indicating which area still needs to be completed. You will not be able to submit the application until all sections are complete.



Initial Warrant Application

Section IV, Education Information

1. Determined by which of the six basic warrant levels were selected in section II.
2. Enter the completion dates (mm/dd/yyyy format) for the courses listed.
3. All information must be complete for the application to be processed.
4. Again check the box to certify that all of information provided is true, complete, and correct.
5. Then click the **Submit** button.
6. You will receive a confirmation on the screen letting you know that your request has been sent to your supervisor. Your supervisor will then be sent an email notifying them that you have submitted a request. You will also receive an email indicating your supervisor has received the warrant request.

IV. Education Information for SAP A

Please enter the completion dates for the following:

CLC 004 Market Research	<input type="text"/>
CLC 010 Proper Use of Non-DoD Contracts	<input type="text"/>
CLC 033 Contract Format and Structure for the DoD eBusiness Environment (Graduates from Camp Johnson have completed this requirement.)	<input type="text"/>
CLC 113 Procedures, Guidance and Information (PGI)	<input type="text"/>
CLG 001 DoD Government Purchase Card	<input type="text"/>
CON 100 Shaping Smart Business Arrangements	<input type="text"/>
CON 110 Mission Support Planning	<input type="text"/>
CON 111 Mission Planning Execution	<input type="text"/>
CON 112 Mission Performance Assessment	<input type="text"/>
CON 237 Simplified Acquisition Procedures	<input type="text"/>

I certify that all of the information provided by me is true, complete, and correct to the best of my knowledge and belief and made in good faith.

Note: The warrant request is submitted to the supervisor and/or CCO for review. You will receive an email notifying you if it was either approved or disapproved. If it is approved it will go to HQ for processing. You will receive another email notification once HQ approves or disapproves the request.



Increasing Existing Warrant Authority

Section I, **Application Information**

1. Will be populated with the information completed with the initial warrant application.
2. Now includes the Current Warrant Number.
3. Edit any of the fields that need updating.
4. If your Supervisor is still the same as the CCO, check the box again indicating that.



Increasing Existing Warrant Authority

Section II, Increasing Existing Warrant Authority

1. Will show what the current warrant amount is.
2. Enter the amount you are asking it to be increased to.
3. Indicate the status and dollar amount/authority sought/justification.
4. Address how workload or organizational changes support the need for a warrant increase.

II. Increasing Existing Warrant Authority

Increase Existing Warrant from \$25,000 to \$

Status and dollar amount/authority sought/justification. Address how workload or organizational changes support a warrant increase:



Increasing Existing Warrant Authority

Section III, Certifications

1. Will be populated with what was completed during the initial warrant application.
2. Only needs to be updated if there have been any changes since then.
3. When all three sections are complete, check the box to certify that all of information provided is true, complete, and correct.
4. Then click the **Submit** button.
5. You will receive a confirmation on the screen letting you know that your request has been sent to your supervisor. Your supervisor will then be sent an email notifying them that you have submitted a request. You will also receive an email indicating your supervisor has received the warrant request.

Activity Name Grade or Rank From To Warrant Held? Warrant Amount

 Yes No Please Select ▾

If other, enter:

Description of Duties
Must reflect recent, progressively complex and responsible contracting and/or support experience.

I certify that all of the information provided by me is true, complete, and correct to the best of my knowledge and belief and made in good faith.

Note: The warrant request is submitted to the supervisor and/or CCO for review. You will receive an email notifying you if it was either approved or disapproved. If it is approved it will go to HQ for processing. You will receive another email notification once HQ approves or disapproves the request.



Correct/Edit Existing Warrant/Warrant Record

Section I, Application Information

1. Will be populated with the information completed with the initial warrant application and includes the Warrant Number.
2. Edit any of the fields that need updating.
3. If your Supervisor is still the same as the CCO, check the box again indicating that.



Correct/Edit Existing Warrant/Warrant Record

Section II, Correct/Edit Existing Warrant

1. Indicate in the text box provided, the requested change/edit to the existing warrant.
2. When both sections are complete, check the box to certify that all of information provided is true, complete, and correct.
3. Then click the **Submit** button.
4. You will receive a confirmation on the screen letting you know that your request has been sent to your supervisor. Your supervisor will then be sent an email notifying them that you have submitted a request. You will also receive an email indicating your supervisor has received the request.

II. Correct/Edit Existing Warrant

Correct/Edit existing warrant/warrant record. Please indicate requested change/edit

I certify that all of the information provided by me is true, complete, and correct to the best of my knowledge and belief and made in good faith.



Note: The warrant request is submitted to the supervisor and/or CCO for review. You will receive an email notifying you if it was either approved or disapproved. If it is approved it will go to HQ for processing. You will receive another email notification once HQ approves or disapproves the request.



Termination of Warrant and Archive of Record

Note: A Termination of Warrant and Archive of Record would generally be initiated by the supervisor.

Section I, **Application Information**

1. Will be populated with the information completed with the initial warrant application and includes the Current Warrant Number.
2. Edit any of the fields that need updating.
3. If your Supervisor is still the same as the CCO, check the box again indicating that.



Termination of Warrant and Archive of Record

Section II, Termination of Warrant and Archive of Record

1. Check the box to designate which of the reasons apply to the need for a termination:

- Termination of warrant for cause
- Transfer of warrant holder to another command or another Government agency
- Retirement, resignation, or other termination of appointee's Government employment
- Other

2. Provide the subject and date (mm/dd/yyyy format) of the written decision.

3. When both sections are complete, check the box to certify that all of information provided is true, complete, and correct.

4. Then click the **Submit** button.

5. You will receive a confirmation on the screen letting you know that your request has been sent to HQ for processing.

II. Termination of Warrant and Archive of Record

Termination of Warrant and Archive of Record (please check appropriate box):
Reason for termination of warrant authority:

Termination of warrant for cause.

Transfer of warrant holder to another command or another Government agency.

Retirement, resignation, or other termination of appointee's Government employment.

Other.

Please provide subject and date of the written decision:

I certify that all of the information provided by me is true, complete, and correct to the best of my knowledge and belief and made in good faith.



Questions

- 1.If your Supervisor is also your CCO, what must you do to indicate that when filling out the application?
- 2.What required information is determined by the level of warrant selected on the application?



Warrant System Process Flow Chart

