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# **ANNEX 12 - Waiver Request for Appointing a Non-DON Employee as a Contracting Officer**

In accordance with 5201.603, HCAs or their authorized designees shall notify DASN(P) of a planned issuance of a contracting officer appointment and warrant to a non-DON employee, except when a DON activity is designated HCA for a joint-contracting operation. The notification and/or waiver request must address the following information:

## **I. Identify Non-DON Employee to be Delegated Contracting Authority**

- a. Name of Nominee (as it will appear on the SF 1402, Certificate of Contracting Officer Appointment)
- b. Grade/Series or Military Rank
- c. Position/Title
- d. Description of Duties
- e. Activity Name/DODAAC

## **II. Describe How the Qualifications of the Nominee Meet the Requirements for the Recommended Level of Delegation**

- a. Education\*
- b. Specialized Experience
- c. Relevant Training\*
- d. Other Qualifications (*e.g.* DAWIA Career Field Certifications, Defense Acquisition Corps Membership)\*

*\*Note: Submit documentation to substantiate credentials/education completed.*

## **III. Describe Extent of Contracting Authority to be Delegated**

- a. Type of Appointment (*e.g.* PCO, ACO, Ordering Officer)
- b. Dollar Threshold (*e.g.* Unlimited, Limited to Specific Dollar Value)
- c. Type of work/products/services nominee will be authorized to procure or administer
- d. Limitations (*e.g.* Contract Type; Competitive or Non-Competitive Actions, etc.)
- e. Appointment Term

## **IV. Provide Rationale to Support Delegation of Contracting Authority**

- a. Explain why this delegation is necessary and how it results in a more efficient execution and administration of the HCAs contracting operations.
- b. Identify the anticipated workload to support the type of appointment, including the available resources at the Nominee's Organization.
- c. Describe the internal controls that are or will be in place at the Nominee's Organization and at the HCA/delegating office to ensure efficient and effective execution and management oversight of delegated authority.