PERSONAL QUALIFICATIONS STATEMENT
FOR APPOINTMENT AS CONTRACTING OFFICER

SECTION I - GENERAL

NAME OF WARRANT CANDIDATE	TITLE OF CONTRACTING ACTIVITY	ORGANIZATION CODE

TITLE OF POSITION TO BE HELD AS A CONTRACTING OFFICER	JOB SERIES	GRADE

SECTION II - EDUCATION

DO YOU HAVE A COLLEGE DEGREE?

☐ YES ☐ NO

NAME COLLEGES/UNIVERSITIES ATTENDED	ADDRESS *(City, State)*	NUMBER OF CREDITS COMPLETED		TYPE OF DEGREE
		SEMESTER	QUARTER	

CHIEF UNDERGRADUATE SUBJECTS IN MAJOR FIELD OF STUDY	CHIEF GRADUATE SUBJECTS IN MAJOR FIELD OF STUDY

SECTION III - TRAINING AND CREDENTIALS

Special training (exclusive of the foregoing) in business administration, law, accounting, or related fields and completion of specialized courses in the field of Government procurement, assistance instruments, and sales, to meet minimum qualifications for Contracting Officer appointment.

COURSE TITLE or CREDENTIAL *(List most recent first)*	INSTITUTION	HOURS	COMPLETED

SECTION IV - CERTIFICATIONS

LIST ALL ACTIVE ACQUISITION AND AGENCY SPECIFIC CERTIFICATIONS

SECTION V - EXPERIENCE IN CONTRACTING FOR PAST 10 YEARS

EXACT GSA POSITION TITLE	SUPERVISORY ☐ YES ☐ NO	☐ CENTRAL OFFICE ☐ REGION	DATES OF EMPLOYMENT From: To: PRESENT TIME

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

WERE YOU A CONTRACTING OFFICER? ☐ YES ☐ NO	IF YES, LIST LIMITATIONS

EXACT POSITION TITLE	SUPERVISORY ☐ YES ☐ NO	☐ CENTRAL OFFICE ☐ REGION	DATES OF EMPLOYMENT From: To:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

WERE YOU A CONTRACTING OFFICER? ☐ YES ☐ NO	IF YES, LIST LIMITATIONS

EXACT POSITION TITLE	SUPERVISORY ☐ YES ☐ NO	☐ CENTRAL OFFICE ☐ REGION	DATES OF EMPLOYMENT From: To:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

WERE YOU A CONTRACTING OFFICER? ☐ YES ☐ NO	IF YES, LIST LIMITATIONS

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE AND ATTACH A BLANK SHEET OF PAPER

CERTIFICATION: I Certify that all of the information contained in this statement is true, complete, and correct to the best of my knowledge and belief, and is made in good faith.	SIGNATURE GSA WARRANT CANDIDATE	DATE