

---

## REQUEST FOR REVIEW, APPROVAL, AND APPOINTMENT

---

This form is required to request review, approval, and appointment as a GSA contracting officer. The Contracting Officer Warrant Board (COWB) must provide concurrence before the Head of Contracting Activity (HCA) can approve warrant authority and appoint the contracting officer.

---

### SECTION I - REQUEST FOR REVIEW

---

The following findings and determinations are made in accordance with the Federal Acquisition Regulation at FAR 1.603 and with the GSA Acquisition Manual at GSAM 501.603:

1. There is a clear and convincing need to appoint a contracting officer for the following reasons (*quantify where practicable and indicate proposed limits of the warrants*):

---

2. Warrant type and warrant level requested:

- 
3. Does the warrant candidate currently have an active warrant?

Yes    If Yes, please provide the active warrant number. \_\_\_\_\_

No

---

4. The warrant candidate is:

- 
5. The warrant candidate will occupy the following organizational position with responsibility for the processing and execution of procurement contracts and/or modifications, sales agreements, or leases:

- 
6. The warrant candidate's attached Personal Qualifications Statement has been evaluated and meets the established GSA minimum qualifications for certification, education, training, and experience.

- 
7. The warrant candidate has obtained credential(s) required to execute work within the assigned organization.

Yes. Credential(s) should appear on the candidate's transcript in the official system of record for acquisition career management.

No. List below the required credential(s) and the timeline for completion.

---

---

---

---

---

---

---

---

8. The COWB has considered the quality of a minimum of 3 past contract or lease actions (e.g., solicitations, contract awards, modifications, terminations, contract close out, memoranda) completed within the last 2 years from the date of this request, for conformity to policy, quality of documentation, and the results of any independent review conducted by the contracting activity to verify the warrant candidate's contracting experience as defined in [GSAM 501.603-1\(a\)](#)

9. The warrant candidate's knowledge of the Federal Acquisition Regulation, the GSA Acquisition Regulation/GSA Acquisition Manual, and other applicable laws, Executive Orders, and regulations affecting procurement, contracts and/or sales agreements, as appropriate, is adequate for the appointment.

10. The warrant candidate's business acumen, judgment, character, reputation, and ethics are sound.

11a. Interview was conducted.  Yes  No

11b. Written or oral test was administered.  Yes  No

12. The warrant candidate is well qualified for the appointment.

WARRANT BOARD MEMBERS TYPED NAME AND TITLE	SIGNATURES	ACTION	DATE
SUPERVISOR'S SIGNATURE	TYPED NAME AND TITLE	CONTRACTING ACTIVITY	
		<input type="checkbox"/> CONCUR <input type="checkbox"/> DISAPPROVE	
		<input type="checkbox"/> CONCUR <input type="checkbox"/> DISAPPROVE	
		<input type="checkbox"/> CONCUR <input type="checkbox"/> DISAPPROVE	
		<input type="checkbox"/> CONCUR <input type="checkbox"/> DISAPPROVE	
CONCUR: (COWB Chairperson)		DISAPPROVED: (COWB Chairperson) (Reason attached)	DATE

### SECTION II - HCA APPROVAL AND APPOINTMENT

Based on satisfaction of the warrant requirements, supervisor recommendations, and concurrence of the COWB, the warrant candidate is eligible for the requested authority. **I approve and appoint the Contracting Officer.** Warrant certificate (Standard Form 1402) issuance is authorized and will be completed by the Administrative Warrant Issuing Agent in accordance with GSAM 501.601.

HCA SIGNATURE	TYPED NAME AND TITLE	CONTRACTING ACTIVITY	DATE