

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(AP) 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 DON/DOD 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.