

This interim revision to the AGO DPA policy issued under AGO-POL-08-006 clarifies the process to be followed to effect appointment of NOAA Field Delegates and replaces current Exhibit 2 with three separate memoranda. It also provides a FAC-C Level I application checklist with additional guidance on the requirements of that program, and a flow chart depicting the Field Delegate FAC-C application process.

**A. Processing Nomination of Field Delegate:**

Following is the process to be followed to nominate a new Field Delegate candidate:

1. Supervisor prepares nomination memorandum for HCO of servicing Acquisition Division (Attachment 1). The applicant must meet the education requirements and have completed all required formal training courses prior to nomination as a Field Delegate candidate. Supervisor sends nomination memorandum to LO/SO Acquisition Liaison. If the LO/SO has no Acquisition Liaison, the memorandum is forwarded directly to the HCO.
2. Acquisition Liaison reviews memorandum and resume to ensure applicant meets all education and training requirements set forth in CAM 1301.6 and, if so, forwards memorandum to HCO to initiate nominee's training in the Acquisition Division. The Acquisition Liaison also provides a copy of the memorandum to the AGO Field Delegate Program Coordinator for candidate tracking purposes.
3. HCO schedules training for nominee in Acquisition Division. HCO ensures nominee completes one-week of on-site training in the Acquisition Division and provides approximately six months of oversight of nominee's procurement actions. If at any point during the training the HCO determines that the candidate is not sufficiently grasping the duties to the extent it's questionable that the candidate can ultimately be warranted, the HCO promptly informs the nominee's supervisor.

**B. Processing Application for Field Delegate FAC-C Certification:**

1. The applicant has the primary responsibility for determining that they are eligible for certification under this program and for gathering and submitting all necessary documentation to support their request for certification prior to submitting their application package. It is the responsibility of both the LO/SO Acquisition Liaison and HCO to review the application package submitted by the applicant to ensure that it is complete and in compliance with all CAM certification requirements prior to submitting the package to the Policy and Oversight Division (POD) for processing. Processing will be suspended at any point the package is found to be missing required documentation, and the applicant and Acquisition Liaison will be so notified.

2. The nominee may apply for a FAC-C Level I Certificate at any time after they have been accepted as a Field Delegate candidate and they meet all education, training, and experience requirements set forth in CAM 1301.6, Section 3. The applicant's resume to be submitted with the package must clearly detail how the applicant meets all those requirements.
3. Applicants will refer to the referenced CAM section and the FAC-C application package checklist with additional guidance (Attachment 2) to determine eligibility for certification and to prepare a complete FAC-C application package.
4. The application form will be prepared in accordance with Appendix F to CAM 1301.6. The required components of the application package are detailed in the FAC-C application checklist (Attachment 2). The key steps in the application process are set forth in the flowchart in Attachment 3.
5. As soon as the FAC-C Level I certificate is received from OAM, the POD point of contact will forward the FAC-C Level I certificate to the AGO Field Delegate Program Coordinator, who will promptly disseminate the certificate to the nominee with a copy to the nominee's supervisor and the Acquisition Liaison.

**C. Processing Field Delegate Warrant Request:**

Prior to submission of the warrant request, a nominee must be FAC-C Level I certified and have completed the one week of on-site training and approximately six months of oversight by the servicing Acquisition Division. At the point the HCO has determined the nominee to be sufficiently proficient to be warranted, the nominee will be informed and will prepare the warrant request package. Initial warrants issued to a Field Delegates will not exceed \$25,000 except in unusual circumstances and as agreed to by the SBPO.

Following is the process to be followed to obtain a CO warrant:

1. Nominee prepares a Request for Appointment of Field Delegate/Contracting Officer memorandum in accordance with Attachment 4 hereto and attaches all required documentation referenced in the memorandum. Nominee ensures that the resume submitted with the package has been updated if necessary to clearly show that the requirement for a minimum of one year of contracting experience has been met. Appendix I to CAM 1306.1 provides a sample performance plan critical element in Acquisition Management that may be used in formulating the nominee's performance plan to be submitted with the package.
2. Nominee submits package to supervisor for coordination and the package is then forwarded to Acquisition Liaison for review. If the LO/SO has no Acquisition Liaison, the memorandum is forwarded directly to the HCO.
3. Acquisition Liaison reviews package to ensure it contains all required information and documents and, if so, forwards package to the HCO for coordination.

4. HCO reviews package to ensure it contains all required information and documents, and if the HCO concurs in issuance of the warrant, forwards the package to the POD Warrant Program Coordinator.
5. POD Warrant Program Coordinator reviews package and, if complete, prepares warrant certificate (SF 1402) and cover memorandum and forwards to the SBPO for signature.
6. SBPO signs warrant and memorandum documents and returns them to the POD Warrant Program Coordinator.
7. POD Warrant Program Coordinator forwards warrant documents to the AGO Field Delegate Program Coordinator, who promptly disseminates the warrant documents to the Field Delegate with a copy to the Field Delegate's supervisor and the Acquisition Liaison.

**D. Processing Request for Field Delegate Warrant Increase:**

To request an increase in the dollar threshold, or change in any warrant restrictions, stated in the Field Delegate's then-current warrant, the nominee's supervisor will prepare a Request for Field Delegate Warrant Increase (Attachment 5). Following is the process to be followed to obtain a warrant increase:

1. Nominee's supervisor submits the request to the SBPO through the Chief of the Oversight and Compliance Branch (O&C).
2. O&C Chief reviews the request in light of any known factors related to the Field Delegate's contracting activities, including the results of prior audits performed on the Field Delegate's contracting actions. Based on an assessment of all pertinent factors, the Chief evaluates whether a new audit is required prior to making a determination as to whether or not to recommend approval of the warrant increase. An audit is performed by O&C, if required.
3. O&C Chief forwards the request to the POD Warrant Program Coordinator with a recommendation for approval/disapproval of the warrant increase. If the Chief does not concur, the Program Coordinator first forwards the request to the SBPO for approval or disapproval before final processing. If the request is disapproved by the SBPO, the nominee's supervisor is so informed. If the O&C Chief recommends approval, the Program Coordinator proceeds with processing the action.
4. POD Warrant Program Coordinator reviews package and, if complete, prepares warrant certificate (SF 1402) and cover memorandum and forwards to the SBPO for signature.
5. SBPO signs warrant and memorandum documents and returns them to the POD Warrant Program Coordinator.
6. POD Warrant Program Coordinator forwards warrant documents to the AGO Field Delegate Program Coordinator, who promptly disseminates the warrant documents to the Field Delegate with a copy to the Field Delegate's supervisor and the Acquisition Liaison.

**E. Other Changes:**

Current Exhibit 2 to this AGO policy is hereby deleted. NOAA program offices will prepare the memoranda set forth in Attachments 1 and 4 to this interim change to nominate a Field Delegate candidate and subsequently request appointment of the Field Delegate/Contracting Officer, respectively. The memorandum at Attachment 5 will be prepared to request a change in warrant level or restrictions.

**F. Effective Date:** This Interim Change 1 is effective on the date of issuance and will remain in effect until superseded or the underlying AGO policy is revoked.

Attachments:

1. Nomination Memorandum for Field Delegate Candidate
2. Checklist for FAC-C Level I Application Package
3. Field Delegate FAC-C Process Flowchart
4. Request for Appointment of Field Delegate/Contracting Officer
5. Request for Field Delegate Warrant Increase