

MEMORANDUM FOR: *(insert name)*
 Head of Contracting Office
 (insert name of servicing Acquisition Division)

FROM: *(insert name and LO/SO of nominating supervisor)*

SUBJECT: Nomination of Field Delegate Candidate

1. There is a clear and convincing need to appoint *(insert name)* as a Level I Contracting Officer/Field Delegate with a limit of *(insert dollar amount)*. This need is evidenced by *(describe work being performed or to be performed that requires the warrant; if cardholder is to provide support during COOP activation, specifically identify COOP responsibilities.)*
2. The nominee is employed in the following organizational position: *(insert job series, grade, title, and LO/SO Office/Division/Branch).*
3. The *(insert LO/SO name)* agrees to set aside funding for travel to the servicing Acquisition Division as required for the nominee's training and for audits by AGO after warranting.
4. The nominee meets all education requirements and has completed all required formal core and elective training set forth in CAM 1301.6, Section 3.3, necessary to qualify for FAC-C Level 1 certification. The attached resume specifically identifies the nominee's education and procurement-related training. The nominee's education is clearly identified as to the type of degree held and/or the number of credit hours completed within the disciplines designated in CAM 1301.6, Figure 4.6. Formal procurement training is identified as to course titles, dates, number of hours, and training provider.
5. This certifies that the nominee's most recent performance appraisal rating is fully successful or higher (or equivalent rating).
6. The nominee will complete a minimum of one-week of initial mandatory training in the servicing Acquisition Division and will meet annual competency refresher requirements after being warranted. The nominee will also submit their procurement actions for review and signature by an Acquisition Division contracting officer for approximately six months or until determined sufficiently proficient to be warranted. I request that the HCO inform me promptly if it appears that the nominee may not be progressing sufficiently to make warranting possible.
7. The nominee will process an application for FAC-C Level I certification in accordance with the CAM 1301.6 application requirements when the nominee has met the requirement for one year of contracting experience. Upon notification from the HCO that the nominee is sufficiently proficient to be warranted, and after the nominee has received their FAC-C Level I certification, the nominee will submit a Request for Appointment of Field Delegate/Contracting Officer through the required channels to the NOAA Senior Bureau Procurement Official.

(insert other pertinent information, if any)

Attachment: Nominee's Resume