

**MEMORANDUM FOR:** (insert name)  
Senior Bureau Procurement Official

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

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

**SUBJECT:** Request for Appointment of Field Delegate/Contracting Officer

There is a clear and convincing need to appoint (name of nominee) as a Level I Contracting Officer. This need is evidenced by (discuss factors which necessitate contracting authority).

The nominee is employed in the following organizational position: (insert job title, series, grade, Office, Branch/Division and complete address). The level of authority requested per contract action is (insert dollar amount).

The nominee meets the education, training and experience requirements established by CAM 1301.6 Section 4.6, and the warrant level requested is commensurate with the nominee's qualifications. The attached OF 612 (or resume) is current and specifically identifies the nominee's education, procurement related training, and minimum one year of procurement experience. The nominee's education is clearly identified as to the type of degree held and/or the number of credit hours completed within the fields designated in CAM 1301.6, Figure 4.6. Procurement training is identified as to course titles, dates, number of hours, and training provider. Procurement experience is identified which relates the nominee's background and experience to the types of contract actions that the nominee will be responsible for as a Contracting Officer.

The nominee's recent performance appraisal rating is fully successful or higher (or equivalent). A copy of the nominee's FAC-C Level I certificate and a Performance Plan reflecting a separate critical element for Acquisition Management with a minimum weight of 15% are attached.

The nominee has completed a minimum of one week mandatory training in, and additional oversight by, the servicing Acquisition Division. The (insert name of LO/SO organization) agrees to set aside funding for training, audits and required travel to servicing contracting offices as required for nominee. The nominee will meet annual training and evaluation requirements as well as FAC-C certification maintenance requirements.

(Insert additional comments, if any)

Attachments:

1. OF 612 or Resume
2. FAC-C Level I Certificate
3. Performance Plan