

# REQUEST FOR APPOINTMENT

The following findings and determinations are made under the applicable laws and regulations:

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. The nominee contracting officer is:

3. The nominee contracting office will occupy the following organizational position with responsibility for the processing and execution of procurement contracts and/or modifications, sales agreements, or leases:

4. The nominee's attached personal Qualifications Statement has been evaluated and either *(check as applicable)*:

- The candidate's experience, and training meet the established GSA minimum qualifications for training and experience, or
- An interim request to waive experience requirements and required scheduling of training as appropriate.

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

6. The nominee's business acumen, judgment, character, reputation, and ethics are sound.

7. The nominee is well qualified for the appointment.

SUPERVISOR'S SIGNATURE	TYPED NAME AND TITLE	CONTRACTING ACTIVITY	DATE
WARRANT BOARD MEMBERS TYPED NAME AND TITLE	SIGNATURES	ACTION	DATE
		<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: <i>(Recommending Official Signature)</i>		DISAPPROVED: <i>(Recommending Official Signature)</i> <i>(Reason attached)</i>	DATE