

## GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAM Case 2014-G505; Career Development, Contracting Authority and Responsibilities.

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM).
2. Background. The General Services Administration amends the GSAM to revise the language of GSAM subpart 501.6, Career Development, Contracting Authority and Responsibilities:
  - Incorporates into GSAM subpart 501.6 the Federal Acquisition Certification (FAC) Program instituted across civilian agencies by the Office of Federal Procurement Policy (OFPP).
  - Creates a link to the GSA Acquisition Portal website which will house the requirements for GSA's implementation of the FAC program and contracting officer warrants instead of GSAM subpart 501.6.
  - Deletes Appendix 501A, *Suggested Language for Certificates of Appointment for Contracting Officer Warrant Program*, as the Acquisition Portal website will house the suggested language for the various warrants issued by GSA.
  - Deletes micro-purchases from this subpart as micro-purchases are administered separately by the Office of Administrative Services under GSA Order 4200.1A CFO.
  - Edits remaining text for clarity and alignment with the Federal Acquisition Regulation (FAR), including the replacement of the word "you" with "contracting officer".
3. Effective date. October 23, 2014.
4. Explanation of changes. The GSAM subpart 501.6 is amended as follows:
  - Creates paragraphs (a) through (d) in GSAM section 501.601:
    - Creates paragraph (a), adding the definitions of "Acquisition Career Manager" and "Bureau Certification Manager" responsible for the certification and warrant programs. Adds "Contracting Officer Warrant Board (COWB)" and "Contracting Officer Warrant Program", moved from the existing GSAM 501.603-1.
    - Edits paragraph (b), Heads of Contracting Activities, for clarity.

- Requires Federal Acquisition Institute Training Application System as the system of record in GSAM section 501.601.
  - Lists the requirements for obtaining and maintaining FAC and contracting officer warrants in paragraph (d).
- Edits 501.602, replacing “you” with “contracting officer”.
- Updates the language in GSAM section 501.603 by adding “for contracting officers” to the section’s title, *Selection, Appointment and Termination of Appointment* to align with the title of FAR section 1.603.
- Updates GSAM 501.603-1, *General*, by:
  - Adding the definition of “contract experience”.
  - Requiring the FAC-C for all warrants as of October 1, 2014 and identifies the circumstances whereby FAC-Cs issued by other agencies will be recognized or waived by the Senior Procurement Executive (SPE).
  - Providing links to the GSA Acquisition Portal website for current certification, warrant and continuing education requirements.
  - Changing the basis for the level warrant to the value of the individual transaction.
  - References change order authority in GSAM 543.202 and the ability to establish a contract administration office in GSAM 542.202.
- Updates GSAM 501.603-2, *Selection*, by:
  - Establishing the responsibility and composition of the COWB.
  - Identifying the responsibilities of the SPE, HCA and ACM with respect to warrants.
  - Moving the training requirements from the GSAM to the GSA Acquisition Portal website.
  - Amending the requirements for evaluating warrants.
- Updates GSAM 501.603-3, *Appointment*, by:
  - Requiring application for a new warrant when transferring from one contracting activity to another.
  - Updating the text for issuing warrants for domestic and national security.
  - Creating the requirements for maintenance and disposal of records related to contracting officer warrants.
- Updates 501.603-4, *Termination*, acknowledging the authority granted the SPE by the Administrator in April, 2012 and edits the remaining text for clarity.
- Creates a new subsection 501.603-70, *Fulfillment*, with links to course equivalencies needed to meet the FAC-C requirements.
- Adds a new section 501.604, *Contracting Officers Representatives*, to align with the FAR. The text includes:
  - A link to the government-wide FAC-COR certification requirements.
  - The conditions for waivers to the FAC-COR and the acceptance criteria for FAC-COR certifications issued by other agencies.
  - The FAC-COR application process.

- Contracting officer responsibilities in appointing CORs.
5. Cancellations. Acquisition Letter V-06-06, *Transitional Guidance – GSA Contracting Officer Warrant Program (COWP)*, (October, 2006), and its Supplements:
- Supplement 1 (September, 2006).
  - Supplement 2 (November, 2010).
  - Supplement 3 Federal Acquisition Institute Training Application System (September, 2011).
  - Supplement 4 Revised Requirements for Federal Acquisition Certification in Contracting – Contracting Officer’s Representative (FAC-COR) (January, 2012).
  - Supplement 5 Real Property Leasing Warrant (May 2013).



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