

Warrant or Waiver Request

Use this document to justify the need for a warrant or request a waiver from one or more requirements from the Qualification Standards for GS-1102's. Upload this form in FAITAS (for a warrant) or forward via your mission area ACMD to the USDA ACM (for waiver/personnel actions) and include pertinent backup documentation.

Name of Nominee:

Request *[Describe the current request for consideration and the salient qualifications of the nominee. If a waiver, provide rationale for need]*

WAIVER REQUEST:

Gap Analysis *[Of the current certification/qualification requirements, list those that are not currently achieved. Explain how long completion will take, and the actions that are planned to facilitate completion of the remaining requirements.]*

WARRANT REQUEST:	
<u>Existing Warrant</u> <i>[List the current warrant level and maximum \$ authority that your employee currently administers. Also, note the date said warrant was issued.]</i>	<u>Requested Warrant</u> <i>[List the requested warrant level and requested maximum \$ authority for which your employee may award/ administer contracting actions.]</i>
Current warrant level _____ Maximum \$ authority _____ Date Signed _____	Requested warrant level _____ Requested \$ authority _____
<u>Quantity of Warrants</u> <i>[Describe how many warrants exist in your organization that are equal to, or higher than, the requested warrant authority.]</i>	
<u>Criticality of Warrant</u> <i>[Describe the mission-related urgency of approving the request as well as the mission-related consequences forecasted if the request is disapproved.]</i>	
<u>Spending Trends</u> <i>[Highlight previous fiscal year spending trends for your contracting activity. Include the total \$ amount spent, average \$ amount per action, and total number of actions.]</i>	

ALL REQUESTS:
<i>Other Information [Identify any other relevant information that may assist in determining if approving the warrant/waiver request is in USDA's best interest.]</i>
PREPARER:
APPROVER 1 TITLE:
APPROVER 1 SIGNATURE
APPROVER 2 TITLE:
APPROVER 2 SIGNATURE

**MASCOs will decide who signs as Approver 1 and 2 prior to the MASCO's final warrant decision.*