

## Steps for Processing On-Scene-Coordinator (OSC) Warrants

1. **Upon receipt of the OSC Warrant Authority request from the regional office, log in the request.**

Log the request into the **ERSC Workload** Lotus database and assign the appropriate point-of-contact.

Log the request into the **Regional Action Tracking (RATS)** report located in **PC DOCS**. Enter the request in the file for the next reporting period. The RATS is distributed every other Friday. Please contact Charlie Hurt at (202)564-5780 for assistance with the RATS.

Access the **Combined List for Warrants** file located in the **PC DOCS** folder entitled **OSC Warrants**. Add the candidate's name under the appropriate region number and the DPA warrant number according to the instructions on Page 2, Step 4. and state the date as "**Pending**" (the actual date is entered once the warrant is signed).

2. **Review the qualifications of the OSC candidate listed in the requesting document.**

In order for a request to be approved, the candidate must have completed the **OSC Warrant Course** and the **COR Mentor On-Line Training Course**. The certificates for completion of the courses should accompany the request; however, if the certificates are not provided do the following:

### **OSC Warrant Course:**

Consult Kerrie O'Hagan's memorandum **OSC Warrant Officer Course Completion** dated March 12, 2001 for certification that the candidate has completed this course. The transcript information is organized by regional Office and date completed. Make a copy of the appropriate page for the requesting folder for the SRRPOD Director's signature.

### **COR Mentor On-Line Training Course:**

Go to the **FAI Online website** [www.faionline.com](http://www.faionline.com) to print a record of the candidates transcript certifying completion of the COR course. Insert your log-in ID and password on the main pad and click OK. When you see the virtual campus, click on the building marked **Administration**. Click on **Student Records**, then click on **Organizational Records**. Once you reach this new screen, click on **EXPAND** next to the **Environmental Protection Agency** name and a new set of options will appear. Select the appropriate region from the pull down bar and click **SELECT** and a new screen will appear. Type in the candidate's name to retrieve a copy of his/her transcript. Print a copy for the requesting folder for the SRRPOD Director's signature.

3. **Prepare documents for the requesting folder for the SRRPOD Director's signature.**

The folder **MUST** include the following documents:

1. Original Requesting Document from the Regional Office
2. Copies of transcripts for the OSC Warrant Course and the COR Course
3. Delegation of Procurement Authority (DPA)\*
4. Memo from SRRPOD Director, granting the DPA to the regional candidate\*
5. OSC Warrant Certificate\*
6. SRRPOD Immediate Office Routing Slip\*
7. ***Completed 1900-65(a), OAM CO will prepare/sign COR delegated duties to be performed on all EPA Prime Removal/Response contracts in accordance with DPA guidance issued by OAM SRRPOD Division Director.***

**\*Please note that these documents are located in PC DOCS under Projects and Quick Searches in the yellow folder entitled OSC Warrants. When OSC Warrants folder is referenced, it should be understood that the folder is in PC DOCS.**

4. **Prepare the OSC warrant number in the following format:**

Example: John H. Smith, Region III,  
SRRPOD/SCS **02-03-05**

The **first** set of numbers, **02**, is the **Fiscal Year** the warrant is being signed.

The **second** set of numbers, **03**, is the **Region** where John Smith works.

The **third** set of numbers, **05**, is the next **sequential number** for the warrant issued in that Region.

In this case, John Smith has received the 5<sup>th</sup> warrant in Region III during FY2002. The previous 4 warrants were given to other OSC's in Region III.

5. **Prepare the Delegation of Procurement Authority document**

Access the DPA document located in the **OSC Warrants folder**. **You may overwrite the document and replace the original.** Insert the candidate's name, the OSC warrant number, and the region number. This information appears multiple times throughout this document and other documents that comprise the requesting folder so be sure that the information is correct.

6. **Prepare the Memo from SRRPOD Director, granting the DPA to the regional candidate**

Access the document entitled **Memo For New Warrant** from the **OSC Warrants** folder. **DO NOT REPLACE THE ORIGINAL OF THIS MEMO. Save the revised copy of the memo as a new document using the candidates name and region number in the new document name.**

The contact information for the memo is located in **OSC Warrants - Regional Mailing**

**Addresses in the OSC Warrants** folder. The document shows, by region, which regional representatives to direct the memo to and which individuals receive copies (CC). Always include the ERSC File, RTP Finance Office, and Kerrie O'Hagan, PTOD in the CC group. The information for the region can be highlighted and copied to the delegation memo. Because there may be changes in the contact information, it is best to check the Regional Mailing Addresses prior to processing a new memo to ensure that the memo and copies go to the correct personnel.

Two(2) copies of the memo are required: 1 on regular white paper and 1 on yellow preprinted concurrence form.

**7. Prepare Warrant Certificate**

Access the Warrant document from the **OSC Warrants** folder. Replace the existing name with new candidate's name in ALL CAPS, the appropriate regional office number, and new DPA warrant number (number is listed in two places on the warrant). The document can be overwritten and the original replaced.

The warrant is printed on Certificate of Appointment forms. Print the certificate from personal HP printers (document will not print correctly using a SRRPOD network printer).

**8. Prepare SRRPOD Immediate Office Routing Slip**

Obtain the routing slip from **OSC Warrants** folder and replace the relevant information (i.e. CO/CS, SC TL, SCM, Subject, Remarks, Prepared By).

**9. Compile the documents for requesting folder**

Position "Sign Here" sticky tabs where the SRRPOD Director's signature and initials are required. Position "Sign Here" sticky tabs on the copies of transcripts and label the tabs appropriately.

The routing slip is attached to the front of a tri-fold manila folder and all completed documents (see step 3 for list of documents) are placed in the folder as shown below:

**Placement of the documents in the requesting folder:**

<b>Inside left:</b> Items 1, 2, & 7	<b>Center:</b> Item 4 (1 yellow, 1 white)	<b>Inside right:</b> Items 3 & 5
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**10. Submit for Signature**

The complete folder is submitted first to the Team Leader for approval and then forwarded through the Service Center Manager to the SRRPOD Director for signature.

The signed forms are copied, mailed, and filed by the Director's secretary.