



## Instructions to Removal Managers for Submitting On-Scene Coordinator (OSC) Warrant Requests

1. The OSC warrant request package is to be submitted to **Raoul D. Scott**, SRRPOD Director through Keith Stewart, Service Center Manager to the following address:

U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW (3805R)  
Washington, DC 20460

2. The following documents must be included with the OSC Warrant Request Package :

- Requesting Document from the Regional Office – include a brief paragraph describing experience, education, reason for warrant as it pertains to the nominee, reason for warrant as it pertains to the organization, periodic review procedure, and effective date in memorandum format.
- Copies of certificates or transcripts from the OSC Warrant Course and the FAC-COTR certificate.
- Completed 1900-65B – For all warranted OSCs, the headquarters CO will prepare and sign the delegation of COR duties memo for all EPA prime removal/response contracts in accordance with DPA guidance issued by OAM SRRPOD Division Director.

3. Instructions for completing the 1900-65B:

Section	Instructions
Block 1a.-1f.	Self Explanatory
Block 2.	Select the applicable FAC-COR Level (Level II for Warranted OSCs)
Block 3.	Complete FAC-COR Level II Functional Experience Transcript found in EPAAG Subsection 1.6.5 Appendix E-1
Block 4a - b.	Supervisor's Name and Signature
Block 5a. – b.	OSC Name and Signature

The 1900-65b (Rev.12-14) can be accessed from the OSC Toolbox Guide.