

**CONTRACTING OFFICER'S REPRESENTATIVE  
APPOINTMENT LETTER**

Date

From: (*Insert Name of Procuring Contracting Officer*)  
To: (*Insert Name of Contracting Officer Representative*)

Subj: Appointment as Contracting Officer's Representative  
COR)

Ref: (a) DFARS 201.602-2  
(b) DFARS PGI 201.602-2  
(c) ONRINST 4205.2C

1. Pursuant to references (a) through (c), you are hereby appointed as the Contracting Officer's Representative (COR) for the administration of the following contract/order:

Contract Number: (*Insert Contract Number and Order Number  
(If Applicable)*)

For: (*Insert description of services*)

Name of Contractor: (*Insert contractor name and address*)

Contract Period: (*Insert Base and All Option periods*)

2. You are authorized by this designation to take action with respect to the following:

a. Verify that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions and specifications. Specific emphasis should be placed on the quality provisions, for both adherence to the contract provisions and to the contractor's own quality control program, if applicable.

b. Perform, or cause to be performed, inspections necessary in connection with paragraph 2.a and verify that the contractor has corrected all deficiencies. Perform acceptance for the Government of services performed under this contract. You are the designated Government Official to receive and certify invoices for payment in the appropriate DFAS office (usually via Wide Area Workflow). It is understood that you have taken the required training at [www.wawftraining.com](http://www.wawftraining.com). You are advised that all invoices shall be reviewed as to completeness, accuracy and in accordance with the contract as awarded and by signing the acceptance, you are attesting that the invoice is valid and accurate.

c. Maintain liaison and direct communications with the contractor. Written communications with the contractor and other documents pertaining to the contract shall be signed as "Contracting Officer's Representative" and a copy shall be furnished to the contracting officer.

d. Monitor the contractor's performance; notify the contractor of deficiencies observed during surveillance and direct appropriate action to effect correction. Record and report to the PCO incidents of faulty or nonconforming work, delays or problems.

e. Coordinate site entry for contractor personnel, and ensure that any Government-furnished property is available when required.

3. You are not empowered to award, agree to or sign any contract (including delivery orders) or contract modifications or in any way obligate the payment of money by the Government. You may not take any action which may affect contract or delivery order schedules, funds or scope. The Procuring Contracting Officer (PCO) shall make all contractual agreements, commitments or modifications that involve price, quantity, quality, delivery schedules or other terms and conditions of the contract. You may be personally liable for unauthorized acts. You may not re-delegate your COR authority.

4. This designation as a COR shall remain in effect through the life of the contract, unless revoked sooner in writing by the PCO or unless you are separated from Government service. If you are to be reassigned or to be separated from Government service, you shall notify the PCO sufficiently in advance of reassignment or separation to permit timely selection and designation of a successor COR. If your designation is revoked for any reason before completion of this contract, turn your records over to the successor COR or obtain disposition instructions from the PCO.

5. You are required to maintain adequate records to sufficiently describe the performance of your duties as a COR during the life of this contract and to dispose of such records as directed by the PCO. As a minimum, the COR file must contain the following:

a. A copy of your letter of appointment from the PCO, or any amendments thereto.

b. A copy of the contract or the appropriate part of the contract and all contract modifications.

c. A copy of the applicable quality assurance (QA) surveillance plan.

d. All correspondence pertaining to this contract, including Memorandums of Record for meetings, contractor discussions, etc.

e. The names and position titles of individuals who serve on the contract administration team. The PCO must approve all those who serve on this team.

f. A record of inspections performed and results.

g. Memoranda for record or minutes of any pre-performance conferences.

h. Memoranda for record of minutes of any meetings and discussions with the contractor or others pertaining to the contract or contract performance.

i. Records relating to the contractor's quality control system and plan and the results of the quality control effort.

j. Documentation pertaining to your acceptance of performance of services, including reports and other data.

6. All Government personnel engaged in contracting and related activities shall conduct business dealings with industry in a manner above reproach in every aspect and shall protect the U.S. Government's interest, as well as maintain its reputation for fair and equal dealings with all contractors. DoD 5500.7-R sets forth standards of conduct for all personnel directly and indirectly involved in contracting.

7. A COR who may have direct or indirect financial interest which would place the COR in a position where there is a conflict between the COR's private interests and public interests of the United States shall advise the supervisor and PCO of the conflict so the appropriate actions may be taken. COR's shall avoid the appearance of a conflict of interest to maintain public confidence in the U.S. Government's conduct of business with the private sector.

8. You are required to acknowledge receipt of this designation on the duplicate copy and return it to me. Your signature also serves as certification that you have read and understand the contents of DoD 5500.7-R. The original copy of this designation should be retained in your file.

9. If you have any questions regarding this nomination, please contact the undersigned Contracting Officer at (telephone number), or e-mail at (e-mail address).

\_\_\_\_\_  
Contracting Officer

COR ACKNOWLEDGEMENT:

I have read, understand and shall comply with the COR Appointment Letter and the Joint Ethics Regulation DOD 5500.7R. I have completed and provided evidence of the required training. I understand that the above duties will be added to my performance objectives and be evaluated during my rating period. I also understand that I do not have the authority to obligate the government.

COR Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: Please sign one copy of this memorandum in the space provided, and return to the Contracting Officer/Contract Specialist, who will upload it into the CORT Tool.