

**COR Designation Memorandum Template**EFFECTIVE DATE: *[Insert Date]*MEMORANDUM FOR: *[INSERT NAME OF COR NOMINEE AND ADDRESS]*

SUBJECT: Designation of Contracting Officer's Representative (COR)

Reference: (a) DFARS Part 201.602-2  
(b) FAR 3.2

1. Pursuant to reference (a) you are designated as the COR for the administration of the following contract/order:

Contract Number: *[Insert Contract Number and Task Order Number (if applicable)]*For: *[Insert description of items/supplies/services]*Contract Period of Performance: *[Insert Base and All Option periods]*

2. You will serve as the COR throughout the period of performance of this contract unless this appointment is terminated. Your performance and contributions as the COR may be reported to your immediate supervisor as part of your official performance review.

The COR must prepare Memorandums for the Record (MFR) of all meetings, trips and telephone conversations relating to this contract/order. Each MFR, other similar records and all other correspondence relating to this contract/order shall cite the contract number/order number. A copy of all documentation and correspondence shall be furnished to the Contracting Officer (CO) and others at the CO's discretion. Consideration must be given to restrictions regarding contractor proprietary data and business sensitive information.

3. You shall **NOT**:

- a. Redelegate your COR authority.
- b. Take any actions that would commit or change the contract/order price, quantity, quality, schedule/delivery, scope of work, place of performance, or any other term or condition of the existing contract.
- c. Direct or redirect any contract/order action. This can only be done by the CO.
- d. Advise the contractor **HOW** to perform but rather **WHAT** is required in the contract/order.
- e. Discuss acquisition plans, strategies or provide any advance information that might give one contractor an advantage over another contractor in forthcoming procurements.
- f. Participate in the contractor hiring process.

4. You **ARE AUTHORIZED** to take action with respect to the following:

- a. Maintain liaison with the prime contractor, your staff, other contractors, and customers related to the project.
  - b. Perform inspection and acceptance for the Government assuring performance/delivery is in accordance with contract/order requirements, terms and conditions. Ensure the hours worked by the contractor are the hours billed in the contractor's invoice. *[For more complex acquisitions, the Contracting Officer may choose to retain authority for acceptance.]*
  - c. Promptly report to the CO, in writing, any performance issues/delays by the contractor. Your written notice should include actions you have taken to assist in remedying the situation.
  - d. Ensure the Government meets its contractual obligations to the contractor under the contract/order. This includes Government-furnished equipment, information and services called for under the contract/order, and timely government comment on or approval of any draft deliverables required by the contract/order.
  - e. Inform the CO, in writing, of any changes to the scope of work included in the contract/order; and specify if these changes were recommended by you or the contractor.
  - f. Work with the contractor and the CO to resolve issues.
  - g. Verify the contractor has taken corrective measures and problem is resolved.
  - h. Maintain COR records that include: A copy of the contract/order and all modifications (unless readily available electronically); this COR designation memorandum; correspondence between you and the contractor; copies of correspondence to or from the CO; minutes of all meetings; copies of all invoices submitted and paid; copies of all contractor data submittals; records of all inspections performed and the results; and all other documentation of actions taken by you.
  - i. Upon completion of the contract/order, termination of your appointment, or if you are unable to perform your duties as a COR, you shall promptly turn over all COR records to the CO (or your successor COR if directed by the CO).
  - j. Assist with contract/order closeout.
5. You **MAY** monitor the administrative and funds requirements with respect to the following:
- a. Notify the CO immediately of any indication that the cost to the Government for completing performance under the contract/order will exceed the amount stated in the contract/order.
  - b. Report any indication that the costs incurred are not appropriately charged to the contract/order.
  - c. You must validate that sufficient funding is available by each contract/order, CLIN and subCLIN before providing your certification for invoice payment. Under no circumstances shall invoices be certified for payment that exceeds the funds obligated and allocated to each CLIN and subCLIN.
6. You **MUST COMPLETE** the following training:
- a. Baseline COR training per OUSD (AT&L) Memo dated 29 March 2010 at:

<http://www.acq.osd.mil/dpap/policy/policyvault/USA005569-09-DPAP.pdf>

- b. Annual AF ethics training; available at:  
<http://www.safgc.hq.af.mil/organizations/gca/ethics/index.asp>
- c. Online Wide Area Workflow Tutorial; available at:  
<http://www.wawftraining.com/index.html>
- d. Electronic Document Access (EDA) training (if required); available at:  
<http://eda.ogden.disa.mil/>.

**7. Standards of Conduct and Conflict of Interests.** You are reminded that Government employment, as a public trust, requires that DoD personnel place loyalty to country, ethical principles, and law above private gain and other interests. You must comply with DOD 5500.7-R, Joint Ethics Regulation. As a COR, you are directed to read and familiarize yourself with reference (b), (FAR 3.2, Contractor Gratuities to Government Personnel) to ensure that, in carrying out your responsibilities in your official capacity, you avoid any action which might result in, or reasonably be expected to create the appearance of, conduct prejudicial to the Government. You will not allow yourself to be placed in a position in which a conflict of interest might arise or might justifiably be suspected. You are reminded that throughout the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement there is direction relating to gratuities, and it applies not only to you but also to members of your family. You are cautioned that if you violate any of the Standards of Conduct, you will be subject to the full range of statutory and regulatory sanctions.

8. You are required to acknowledge receipt of this appointment letter and return the original to the CO for retention in the contract file. Please make certain that you retain a copy of this letter for your official COR files. Should you have any questions regarding this letter of appointment, please contact *[Name of Contracting Officer]* at *[Insert phone number]*, or *[Insert e-mail address]*.

Contracting Officer  
Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**COR ACKNOWLEDGEMENT**

I acknowledge receipt of my COR appointment. I have received and understand the assigned duties and responsibilities. I certify that I have no personal or other conflict of interest with regard to this appointment.

COR Name/Title/Position  
& Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**CONTRACTOR ACKNOWLEDGEMENT**

I acknowledge receipt of this COR Appointment. I also certify that no organization conflict of interest exists as a result of this appointment.

Contractor Name/Title  
& Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_