

Designation Letter Sample

Contracting Officer / Contract Specialist

Add Designation Letter

Agency Name * Agency Address * Effective Date

MEMORANDUM FOR:

SUBJECT: Designation of Contracting Officer's Representative

Reference: (a) FAR 1.602-2, (b) DFARS Part 201.602-2, (c) DoDI 5000.72 , (d) Other

1. Pursuant to the authority of FAR 1.602.2, Kelli Fuller COR, Contracting, you are designated as the Primary Contracting Officer Representative (COR) for the administration of the following contract/order:

2. Contract/Order:

Contract Number: CONT01232019

Order Number: MADUEDA

Contractor Name: NORTHROP GRUMMAN SYSTEMS CORPORATION

Contractor Address: 925 OYSTER BAY RD

Date of Award: 2019/01/23

Period of Performance Monitoring: 2020/05/05 thru 2020/07/16

COR Training Type: A

Type of COR: Primary

For: *

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

As a matter of practice, the COR should 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 and all other interested government parties having a need to know. Consideration must be given to restrictions regarding contractor proprietary data, as well as classified and business sensitive information.

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. If applicable, 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 Contracting Officer, 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 as may be required by the contract/order.
- e. Inform the Contracting Officer, in writing, of any needed changes to the scope of work included in the contract/order; and specify if these changes were recommended by you or the contractor.
- f. When possible, but without change to the existing contract/order, resolve issues. Work with the contractor and the Contracting Officer to resolve issues. Verify the contractor has taken corrective measures and problem is resolved.
- g. Maintain a contract/order file(s) in the Surveillance and Performance Monitoring Module (SPM) of Procurement Integrated Enterprise Environment (PIEE) and include the following:
 - 1) A copy of the contract/order and all modifications (unless available in Electronic Data Access (EDA))
 - 2) This COR designation memorandum
 - 3) Correspondence between you and the contractor
 - 4) Copies of correspondences to or from the contracting officer
 - 5) Minutes of all meetings
 - 6) Copies of all invoices submitted and paid (unless available in Wide Area Workflow) and the COR access on a routine basis
 - 7) Copies of all contractor data submittals
 - 8) Records of all inspections performed and the results
 - 9) All other documentation of actions taken by you or required by your agency
 - 10) Other: (List Agency Specified Requirements):

h. Other (Optional: Choose from the list all that apply)

- 1) Assist with contract/order closeout
- 2) 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 adherences to the contract provisions and to the contractor's own quality control program.
- 3) Coordinate site entry for contractor personnel, and insure that any Government-furnished property is available when required.
- 4) CPARS Responsibility. You are responsible for documenting contractor performance in the Contractor Performance Assessment Reporting System (CPARS). The COR shall complete other CPARS assessments as required throughout the life of the contract, usually every 12 months and at the end of contract performance.
- 5) eCMRA Responsibility. If required, the COR shall monitor and verify the accuracy of the contractor's input into "Accounting for Contract Services" at the Department of Defense Contract Manpower Reporting Application (eCMRA) web site at www.ecmra.mil.
- 6) SPOT Responsibility. The COR shall register with SPOT at <https://spot.dmdc.mil>. a. The COR will select the Government Administrator option in order to adequately manage the personnel deployment information. b. The COR shall name the Contracting Officer as the "Sponsoring Point of Contact". c. SPOT will contact the Contracting Officer to confirm that you will act as the Government Administrator for the subject contract/order. d. The COR shall complete the Government Administrator training located on the SPOT website and load a copy of the certificate into their COR Information in JAM. e. The COR shall confirm that all SPOT data is complete, accurate and up to date on a monthly basis by logging onto the website and confirming the contractor's SPOT data. f. The COR shall identify, in their COR report to the Contracting Officer, any issues with SPOT Data. If you need assistance with SPOT registration, login, training or use, please check the SPOT website at <https://spot.dmdc.mil> for the latest helpdesk phone line and email address.
- 7) TASS Responsibility. You are delegated responsibility for serving as a TASS TA. TAs shall be sponsors for eligible populations within TASS and will utilize TASS to register data for the DD Form 1172-2, re-verify CAC holder affiliation, and revoke CACs in accordance with DoDM 1000.13-M-V1 and the TASS (CVS) TASM/ TA and Applicant User Guides (available at <http://www.dtic.mil/vhs/directives/>).

8) Travel Order Approval Authority. You are delegated the responsibility of approving contractor travel orders under this contract. Verify that travel receipts are valid and match the travel requirements identified in the Performance Work Statement (PWS) or Statement of Work (SOW). Notify the Contracting Officer immediately if any issues or problems are observed.

9) Combating Trafficking Persons: If the Contracting Officer, has designated the COR with the responsibility of oversight with respect to Combating Trafficking Persons, the COR is required to document their plan within their QASP. At a minimum the COR shall:

- a. Read and understand the Combating Trafficking in Persons clause.
- b. Describe how they will monitor the contractor's performance regarding trafficking in persons.
- c. Document any observed non-compliance.
- d. Bring any potential issue in this area to the immediate attention of the contracting officer before engaging the contractor in reference to these activities.

10) Conflict of Interest: You certify by signing this letter that you have no actual or appearance of a conflict of interest. This includes to the best of your knowledge any persons whose financial interests are imputed to you, members of your household, AND persons with whom you have a covered relationship.

i. Other: Free Text

5. You shall NOT:

- a. 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. The COR neither misrepresents the limits of their authority in dealing with the contractor nor takes any action which may constitute an informal agreement or unauthorized commitment.
- b. Direct or redirect any contract/order action. This can only be done by the Contracting Officer.
- c. Advise the contractor HOW to perform but rather WHAT is required in the contract/order, including participating in any manner in the hiring process.
- d. Direct the contractor or its subcontractor to operate in conflict with the contract terms and conditions.
- e. Discuss acquisition plans, strategies or provide any advance information that might give one contractor an advantage over another contractor in forthcoming procurements.

f. Other: Free Text

6. This authority is not re-delegable and cannot be re-designated or transferred.

7. You may be held personally and financially liable for unauthorized actions.

8. 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) 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 which 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.

9. For this action, you meet the qualification established in DoDI 5000.72 for this contract action. *

10. For this action, you been designated as a departmental accountable official. *

11. For this action, you been designated as an OGE 450 filer. If designated, you must supply your supervisor and the Contracting Officer with evidence that you have officially filed an OGE Form 450 Confidential Financial Disclosure Report each February. *

12. For this action, you required to submit a report concerning performance of services rendered under this contract to the contacting officer. *

13. If you are to be reassigned or to be separated from Government service, you must notify the contracting officer sufficiently in advance of reassignment or separation to permit timely selection and designation of a successor COR.

14. Additional Duties: List all other duties not previously covered:

15. You and your supervisor are required to acknowledge receipt of this designation. Should you have any questions regarding this designation please contact your contracting officer.

16. Digital Signature/Contact Information:

17. Distribution:

- cc: Contractor Cognizant
- cc: Cognizant Contract Administration Office
- cc: Other Name

Other Email

- cc: SPM Module (COR Surveillance File)

[← Back](#) [Add](#) [Save](#) [Help](#)