

When a COR is appointed he will receive the following Appointment Letter from the Contracting Officer which specifies their unique duties and responsibilities and the extent of their authority.

DIRECTORATE OF CONTRACTING

18 December 2001

MEMORANDUM FOR:

THROUGH:

SUBJECT: Appointment as Contracting Officer's Technical Representative (COTR) for Contract No. MDA905-0

1. You are hereby appointed Contracting Officer's Technical Representative (COTR) for the contract referenced above. Specific data on this contract follows.

CONTRACT DATA:

Contract Number:	MDA905-0
Date of Award:	x
Completion Date:	x
Contract Title:	x
Contractor Name:	x
COTR:	x

2. This appointment shall remain in effect for the life of the contract unless:

- a. The appointment is terminated in writing by the undersigned Contracting Officer or by her/his succeeding Contracting Officer.
- b. You are reassigned.
- c. Your employment with the Government is terminated.

3. You shall represent the Contracting Officer for all technical matters that arise under the contract. In this respect, Federal Acquisition Regulations specify that you shall:

- a. Familiarize yourself with the service documents set forth in the contract.
- b. Monitor the contractor's efforts to determine if there has been progress commensurate with the contract requirements, and inform the Contracting Officer of your findings.
- c. Inspect all work performed by the contractor and ascertain whether or not it fully meets all requirements of the contract.
- d. Advise the Contracting Officer of any unusual problems- such as: schedule slippage, request for changes, and nonconformance with contract provisions--which actually or potentially affect fulfillment of the contract requirements.

- e. Perform on site checks to ensure contractor and subcontractors are complying with Service Contract Act (if applicable).
 - f. Maintain a list of subcontractors on the project.
 - g. Maintain a weekly diary/log in a hardbound notebook and track progress/performance on a weekly basis.
 - h. Submit a quarterly report of work progress to the Contracting Officer.
 - i. Shall review and certify all Invoices are valid and proper for payment and that the work or progress for which payment is being claimed was performed and accomplished by the contractor. You may be held liable for any false certification determined later by audit or reconciliation.
4. Notwithstanding the authorities delegated in Paragraph 3 above, you:
- a. Shall not re-delegate any authority to any other person.
 - b. Shall not change any of the terms or conditions of the contract or sign any modification to the contract.
 - c. Shall not obligate the payment of any money by the Government.
 - d. Shall not cause the contractor to incur costs not covered by the contract with the expectation that such costs will be reimbursed by the Government.
5. Forward to the Contracting Officer a copy of all of your correspondence with the contractor, including memoranda of significant verbal discussions.
6. The Administrative Contracting Officer is Mr. David D. Denton, USUHS, (301) 295-3065. The Administrative Contract Specialist for this contract is **(name)** at (301) 295- . If you are in doubt about the extent of your authority or any circumstance not covered above, please contact the Administrative Contract Specialist or the Contracting Officer.
7. An alternate COTR () has () has not been appointed to assist you with these duties or to act in your absence. Please ensure coordination with the Alternate COR.
8. You are required to complete the COTR Training Course available at www.faionline.com. When you go to this site, follow the instructions starting with the registration. After you register you will receive your login and password confirmation within 24 hours by e-mail. You will be able to login to the Institute and go to the Tutorials and specifically the COTR Training Course. You have 90 days from the date of this appointment letter, to complete the course at your own pace or leisure. After you successfully complete the course and the quiz you will be able to print out your certificate. Please forward the certificate to the Contract Specialist administering this contract. If you fail to complete the course within the first 90 days, you automatically have another 30 days, for a total of 120days. If you fail to successfully complete the course in this time period your appointment will be revoked and your Department Chair asked to appoint another individual to be the COTR on this contract. Please contact the Director of Contracting if you

have any questions about your COTR training. After completion of this course you will be notified of any additional training.

9. This appointment is effective as of the date of this memorandum or date of your acknowledgment of designation as a COTR (attached) whichever is later. Three copies are provided for your signature. One copy should be placed in your contract COTR file, return the other two-signed copies. Failure to do so may jeopardize the contract. The other two copies will be forwarded to the Contractor for his acknowledgment and one returned to the Contracting Officer.

DAVID D. DENTON
Director