

Figure 10-1. COR Nomination Letter

COR NOMINATION LETTER

Date: _____

Reply to
Attn of: _____

Subject: Nomination of Contracting Officer's Representative

To: Mr. Allen Edgar, Acquisition Services Division

1. I hereby nominate _____ as the Contracting Officer's Representative (COR) for the contract resulting from Requisition Number _____, DOC Number _____, to acquire _____ supplies/services in support of _____ (program title).

2. Mr./Ms. _____ qualifications are:

3. Mr./Ms. _____, Title, Office Address, Phone Number (Ofc), (Fax), and Email:

4. In case of any problems, disagreements, or other questions pertaining to the COR's performance of duties you may contact _____.

5. Mr./Ms. _____ has/has not completed NAA approved COR training. He/She attended/is scheduled to attend the COR course on _____, or will complete the NAA approved COR training (see MARA Notice 2008-134, Implementation of OMB Requirement for COR Certification) no later than _____.

6. The individual performance rating elements of Mr./Ms. _____ include/do not include the COR function.

COR Supervisor Printed Name

COR Supervisor Signature

Date Signed

Division Director/Designee Printed Name

Division Director/Designee Signature

Date Signed