

Figure 10-5. COR Appointment Letter



*National Archives and Records  
Administration*

8601 Adelphi Road  
College Park, Maryland  
20740-6001

**PARAGRAPH 7. ONLY APPLIES TO AI AND AII SITES—  
FOR ALL OTHER SITES DELETE PARAGRAPH 7.**

Date:

Reply to

Attn of: NAA, Acquisition Services Division

Subject: Appointment as Contracting Officer's Representative (COR)

To: Technical Representative Name (Office)

1. You are hereby appointed as Contracting Officer's Representative (COR) for:

Contract Number:

Contractor:

2. As COR, you are the technical representative of the Contracting Officer in the administration of the contract described above. Your duties include providing technical direction and guidance with respect to the Performance Work Statement and monitoring the performance of work under this contract. You are to perform your duties in accordance with this appointment letter.

3. In accomplishing your duties as COR, you are cautioned to carefully review and ensure that the contract does not become a personal services contract through your actions or the actions of other Government personnel who may assist you in the performance of your duties.

4. You are **NOT** authorized to take any action, either directly or indirectly, that could result in a change in the cost/price, quantity, quality, place of performance, delivery schedule, or any other terms or conditions of the contract (or task/delivery order), or the accomplishment of effort which would exceed the scope of the basic contract (or task/delivery order). You may be held personally liable for any unauthorized acts. Whenever there is the potential that discussions may impact any of the areas described above, contact the contract specialist or PCO for guidance. You must be especially cautious when providing an interpretation of specifications. The understanding reached, or the technical direction given, must be formalized in writing, and copies provided to the Contracting Officer.

5. This designation as a COR will remain in effect through the life of the contract, unless you are separated from Government service or the designation is revoked in writing by the Contracting Officer. 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. 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 Contracting Officer.

6. Your specific duties are as follows:

a. Responsible for controlling all government technical interface with the Contractor.

b. Responsible for ensuring that copies of all government technical correspondence are forwarded to the Contracting Officer for placement in the official contract file upon contract completion.

- c. Review invoices and complete and sign the Contractor Invoice Review Form for all contract invoices. Forward copies of the form to the PCO and the Payment Office.
- d. Check Contractor performance to ensure that the labor hours charged and material costs appear consistent and reasonable, and that any travel charged was necessary and actually occurred.
- e. Maintain a COR file. To the extent that contractual documents and correspondence do not explain all actions taken, promptly prepare suitable records and place them in the official COR file.
- f. Check Contractor performance to ensure that the individual Contractor employees have the appropriate skill levels required and are actually performing at the levels charged during the period covered. If audit assistance is necessary, contact the Contracting Officer.
- g. Promptly furnish documentation on any requests for change, deviation, or waiver to the Contracting Officer.
- h. In the event of Contractor delay, or failure to perform, promptly determine the cause, and make recommendations for appropriate corrective and/or preventative measures to the Contracting Officer.
- i. Prepare the annual reports and the final report on Contractor performance for this contract. The final report must be submitted within 60 days of contract completion.

7. In addition to the specific duties as listed above, you are also responsible for knowing the employment status of the contractor's employees working at the NARA sites of AI and AII. When you are notified that the contractor's employee is leaving the contract or the work site has changed, you must notify NASS of the new status. You should also ensure that the contractor's employee returns the NARA issued identification and the proximity card for AII when they no longer need access to the buildings. Your signature is required on the Contractor's Identification Card Authorization in order for the contractor's employee to be issued a NARA identification badge and a proximity card in the case of an AII work site. An identification badge and proximity card will not be issued without a signed Authorization that includes an expiration date. Please refer to NARA Directive 272 for more information on contractor's employees identification badge and proximity card issuance.

SAMPLE ONLY

\_\_\_\_\_  
*Contracting Officer Signature*

\_\_\_\_\_  
 Technical Representative Name  
*COR Printed Name and Office Symbol*

\_\_\_\_\_  
*COR Signature (signature constitutes acceptance of COR appointment and its conditions)*

\_\_\_\_\_  
 Date Signed