



DEPARTMENT OF DEFENSE  
HUMAN RESOURCES ACTIVITY  
HEADQUARTERS  
4040 FAIRFAX DRIVE, SUITE 200  
ARLINGTON, VA 22203-1613

**MEMORANDUM FOR CONTRACTING OFFICER, DEFENSE HUMAN  
RESOURCES ACTIVITY**

**SUBJECT: NOMINATION OF CONTRACTING OFFICER'S REPRESENTATIVE  
(COR)**

References: (a) DFARS 201.6, "Contracting Authority and Responsibilities"  
(b) FAR 37.1, "Service Contracts"  
(c) DoD 5500.7, "Standards of Conduct"  
(d) DoD 5500.7-R, "Joint Ethics Regulation"  
(e) FAR 3.104, "Procurement Integrity Act"

**PART 1: NOMINATION OF INDIVIDUAL**

In accordance with and DFARS 201.6 and FAR 37.1, the following individual is hereby nominated to perform the duties of COR:

<b>COR Name</b>	
<b>Component</b>	
<b>Telephone</b>	

**PART II: QUALIFICATION OF NOMINEE**

- 1) This individual has the technical and administrative abilities and the required security clearance commensurate with the proposed COR duties. The individual's integrity and adherence to DoD 5500.7 and DoD 5500.7-R, and FAR 3.104 are above reproach. In addition, the nominee has the time available to adequately perform such duties and will be afforded all necessary resources such as equipment, supplies, and training to perform the designated functions.
- 2) The nominee and the nominee's supervisors understand the importance of performance of the designated functions.
- 3) The nominee's performance of designated functions will be addressed as part of the individual's performance assessments.

4) Mandatory and Nonmandatory Training - The nominee has completed the following training. Copies of certificates are attached.

	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>DATE COMPLETED</b>
Initial			
Refresher			
Other			

5) Current Contract(s) for which Nominee is performing COR duties and previous COR experience on most recent contracts:

<b>CONTRACT NUMBER</b>	<b>CONTRACTOR</b>	<b>CONTRACT TYPE (FFP, CPFF, Cost, etc.)</b>	<b>CURRENT</b>	<b>CONTRACT VALUE</b>

Percentage of time currently spent performing COR duties: \_\_\_\_\_

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Date

Supervisor's Signature

CC: Project Officer  
 DHRA-PSO COR Program Manager (Belinda Croteau)