Place on letterhead

Agency Name:

MEMORANDUM FOR AFICA/KD

SUBJECT: Nomination of Alternate Contracting Officer’s Representative for IAC MAC Task Order (TO) Contract Number XX-18-XXXX (insert TO#)

Request you take actions necessary to formally appoint place name here as the Alternate Contracting Officer’s Representative in support of the IAC MAC contract. His current COR training certificate is enclosed. The effective date of the appointment is to be place date here.

Name of nominee may be contacted at:

Name:

Agency:

Address:

Voice:

Fax:

Email:

Name here has requisite knowledge, education, and experience with specialize expertise in science and technology research areas and has completed the following courses (certificates are being included as attachments): DAU CLC 222, Trafficking in Persons, Ethics Training.

Name here will be afforded necessary resources (time, supplies, equipment, and opportunity) to perform the designated functions. He/She and his/her supervisors understand the importance of performance of the designated functions and affirm that performance of the designated functions will be addressed as part of the ACOR’s performance assessments. Name here supervisors are encouraged to solicit input on performance of ACOR duties from the contracting officer.

If you have questions or require any further information, please contact Requiring Activity’s contact information.

ACOR’s Supervisor signature block