Place on letterhead

Agency Name:

MEMORANDUM FOR 774th Enterprise Sourcing Squadron

SUBJECT: Nomination of Alternate Contracting Officer’s Representative (ACOR) for Information Analysis Center Multiple Award Contract (IAC MAC) Task Order (TO) Contract Number PX-XX-XXXX (insert TO#)

Request formal appointment of place name here as the ACOR in support of the Task Order above. His/Her 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:

Email:

Name here has the requisite knowledge, education, and experience and has completed the following courses (certificates are being included as attachments): DAU CLC 222 “Contracting Officer Representative” or equivalent, “Combat Trafficking in Persons (CTIP) training”, and ACQ 0030 “DAU Overview of Acquisition Ethics course” or equivalent.

Name here will be afforded the necessary resources to perform the designated functions. The ACOR supervisor(s) understand the importance of the designated functions and affirm that performance of the designated functions will be addressed as part of the ACOR’s performance assessments. ACOR’s supervisor(s) 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