NOMINATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR) OR ALTERNATE COR

TO: _____, Contracting Officer

FROM: _____

_____

Proposed [ ] COR [ ] Alternate COR:

Name: _____

Title: _____

Contract No: _____

Contractor: _____

Proposed COR/Alternate COR is qualified for appointment based on:

[ ] Completion of 24 hour course entitled "Contract Administration for Technical Representatives". (Training certificate attached.)

[ ] Other qualifying classroom training: (Provide detailed description, hours and training certificates)

_____

_____

_____

Program Official's Recommendation: Based on the above qualification(s), the above named employee is nominated for a COR/Alternate COR appointment.

Program Official's Signature: _____

Title: _____ Date:_____

Contracting Officer's review of nomination:

[ ] Approved: COR/Alternate COR designation letter will be issued.

[ ] Not Approved: Discussion held with Recommending Program Official.

Contracting Officer's Signature : _____

cc: Acquisition Services Branch

COR (OR ALTERNATE COR) NOMINATION GUIDANCE

The “Nomination of Contracting Officer’s Representative (COR) or Alternate COR” format shall be utilized by the Senior Program Official (or designee) in nominating CORs (or Alternate CORs).

DOE 541.1B, Appointment of Contracting Officers and Contracting Officer's Representatives, details the specific responsibilities of the CO and COR. DOE 361.1A, Acquisition Career Development Program, prescribes the minimum qualification requirements for the selection and appointment of CORs: Completion of 24 hours covering contracting officer representative responsibilities and certification to required level in individual's career field, if any.

Since this is a minimum qualification requirement, program officials should consider the level of experience and education of a proposed COR (or Alternate COR) in view of the dollar value and complexity of the contract prior to making a nomination.