MEMORANDUM FOR: Deputy Assistant Administrators  
Staff Office Directors  
Heads of Contracting Offices

FROM: Jeffrey S. Thomas, Director

SUBJECT: Incorporation of Required Language into the Contracting Officer’s  
Representative (COR) Delegation and Appointment Memorandum

The purpose of this memorandum is to update the COR Delegation and Appointment  
Memorandum, to incorporate language required by the Department of Commerce (DOC) Office  
of Acquisition Management (OAM).

Background: OAM has directed all bureaus to incorporate specific language into current and  
new COR delegation letters. OAM explained that the General Services Administration (GSA)  
had discovered fraudulent activities in the System for Award Management (SAM). The  
Department was directed to immediately observe the requirements of the GSA memorandum and  
implement necessary actions, which include updating each COR Delegation and Appointment  
Memorandum.

Action: The paragraph below shall be incorporated retroactively as an addendum to each current  
COR delegation issued prior to October 31, 2018. Line and Staff Office Acquisition Liaisons are  
responsible for ensuring that each COR receives the addendum and includes a copy in their COR  
file. Heads of Contracting Offices (HCOs) shall ensure that contracting officers receive a copy  
of the addendum and that a copy is placed in active contract files for which a COR has been  
appointed.

A key agency responsibility is to thoroughly review, inspect, and accept, deliverables --  
particularly to ensure that deliverables are authentic (not counterfeit) and meet quality  
requirements, as well as properly authorize payments. Proper authorization includes  
verifying that invoices exactly match orders. Do not authorize payment until you have  
ensured that the product/service was ordered, received, was acceptable, and was in  
accordance with the terms and conditions of the contract.

Effective October 31, 2018, all new COR delegations shall be completed using the updated COR  
Delegation and Appointment Memorandum template as required under Acquisition Alert (AA)  
17-02 (Version 2) NOAA AGO Templates (Phase I). The updated template and Version 2 of  
AA 17-02 are posted to the AGO website.