



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

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

FROM: Jeffrey S. Thomas
Director

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

OCT 09 2018

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.