

Format of Memo to Request a Waiver of Certification Requirement

MEMORANDUM TO: Virginia A. Huth, Director
Division of Contracts

THRU: Carolyn Cooper
Acquisition Career Manager

FROM: Division Director of Project Manager

SUBJECT: Request for Waiver of Federal Acquisition Certification of Contracting Officer's Technical Representative Requirement for (Project Manager's name)

(Project Manager's name) will be assigned as the Contracting Officer's Technical Representative (COTR) for *(name of contract/order/agreement)* on *(date)*. Due to *(state reasons)*, *(Project Manager's name)* has been unable to meet the Federal Acquisition Certification of Contracting Officer's Technical Representative (FAC-COTR) requirements for certification prior to being assigned to this contract/order/agreement. Assignment of this employee as COTR for *(name of contract/order/agreement)* is necessary for the successful management of the contract/order/agreement and is in the best interest of the agency because *(state reasons)*.

I request that the FAC-COTR certification requirement be waived for six months from the date of assignment, to allow *(Project Manager's name)* the necessary time to complete the appropriate training required.

ACM RECOMMENDATION:

I recommend that the FAC-COTR certification requirement be waived for six months from the date of assignment to allow *(name of employee)* time to complete the following required training:
(List training)

- 1.
- 2.
- 3.

(signature)
Carolyn A. Cooper, Acquisition Career Manager

CAO DESIGNEE CONCURRENCE:

I recommend that the FAC-COTR certification requirement be waived for six months from the date of assignment to allow *(name of employee)* time to complete the following required training.

(signature)
Virginia A. Huth, Director, ADM/DC