

SAMPLE WAIVER REQUEST

MEMORANDUM TO: Director, Division of Contracts
Office of Administration

THRU: Carolyn A. Cooper, Acquisition Career Manager
Division of Contracts
Office of Administration

FROM: (Name of Division Director)
(Division)
(Office)

SUBJECT: REQUEST FOR WAIVER OF CERTIFICATION REQUIREMENTS
FOR CONTRACTING OFFICER'S REPRESENTATIVE

(Employee's name) will be assigned as the Contracting Officer's Representative (COR) for (name of project/contract) on (date of assignment). (Employee's name) will be unable to complete the requirements for Federal Acquisition Certification for Contracting Officer's Representatives by that date because (list urgent and compelling reasons).

Assignment of this employee as COR for (name of project/contract) is in the best interest of the U.S. Nuclear Regulatory Commission because (list reasons).

I request that the certification requirement be waived until (6 months from date of assignment), to allow the employee time to complete the appropriate training required. (Employee's name) has registered to complete the (name of training course) on (date course offered).