



DEFENSE

TELECOMMUNICATIONS SERVICE
WASHINGTON



**DoD WITS2001 DESIGNATED AGENCY REPRESENTATIVE (DAR)
ADDITION/CHANGE FORM**

1700 North Moore Street
Suite 2350
Arlington, VA 22209-1947

FAX: 703-693-7331

If you need to change or add your agency's Designated Agency Representative (DAR), please complete this form and return it to DTS-W by fax at 703-693-7331.

Please contact the DTS-W Customer Care Center at 703-697-2193 with any questions.

AGENCY BUREAU CODE (ABC): _____

BILLING ACCOUNT CODE (BAC): _____

(List all that apply)

Billing Agency Name: _____

Name of Former DAR: _____

(Print name if person is being replaced)

Name of New DAR: _____

(Print name of replacement or additional DAR; use separate sheet for additional names)

Title: _____

E-mail: _____

Telephone Number: _____

Fax Number: _____

Name of Authorizing Official: _____

Authorizing Signature: _____



**GSA/DoD DESIGNATED AGENCY REPRESENTATIVE (DAR)
APPOINTMENT FORM
For
Washington Interagency Telecommunications System 2001 (WITS2001) Contract
Number GS11K00BJD0005**

Congratulations! You are hereby appointed a DAR by the Contracting Officer for the WITS2001 Contract as specified in Section C.3.2.3 of the referenced contract. You cannot delegate this responsibility to others. This appointment does not include the right to modify the contract, or any of its terms and conditions, as only the GSA Contracting Officer may make contract modifications. If you have any questions related to your roles and responsibilities as outlined in this letter, please contact the DTS-W Customer Care Center (CCC) at 703-697-2193.

Before authorizing orders directly through Service@once, Verizon’s automated ordering and provisioning system for use by federal agencies, you must attend the three-day Service@once training course provided by Verizon. If you have not completed Service@once training, you may place orders manually by completing a Service Order Request Form available online at: http://www.wits2001.com/doc/servorder_req.doc and faxing it to Verizon for processing. Faxed orders are available for authorization in Service@once, but there is a \$25 service-order processing fee.

As the DAR for your organization, you are responsible to the Agency you represent, in accordance with the referenced contract, your Agency policy and procedures, the Federal Acquisition Regulation (FAR) and applicable anti-deficiency laws.

Consider the following in carrying out your responsibilities as a DAR:

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| - Become familiar with the terms and conditions of the contract, particularly those within your area of responsibility (http://wits2001.com/contract/co_crp.aspx). |
| - Ensure funds are obligated and available prior to authorizing any order. |
| - Keep current on contractual service ordering procedures. |
| - Meet all appropriate contract automated system security safeguards, such as access to ordering and billing systems. |
| - Comply with all appropriate Agency standards of conduct. |

Promptly notify the DTS-W Customer Care Center (CCC) at 703-697-2193 should you no longer be in the role to perform the functions of a DAR, or be separated from your current employment/Government service. Your appointment shall terminate upon notification from your agency or the date you separate from your current employment/Government service, whichever is first. Contact the CCC regarding any issues or concerns you may have in your relationship with the contractor.

Your signature below certifies that you accept and understand the responsibilities and limitations contained herein. The date included with your signature below is the effective date of your appointment.

DAR Signature

Date