



****PRELIMINARY****
DEPARTMENT OF THE ARMY
DEFENSE SUPPLY SERVICE WASHINGTON
5200 ARMY PENTAGON
WASHINGTON DC 20310-5200

DSSW-CC1

7 March 2001

MEMORANDUM FOR [Name], [Organization], [Address]

SUBJECT: Designated Agency Representative (DAR) Appointment

1. Reference: Washington Interagency Telecommunications System 2001 (WITS2001), Contract Number GS11K00BJD0005.

2. Congratulations! Under the provisions of the Army Federal Acquisition Regulation (AFAR), Section 1.602-2-91, you are hereby appointed a DAR (Ordering Officer) for the referenced contract. Your appointment shall become effective [date] and shall remain effective, unless sooner revoked, until expiration of the referenced contract, or until you are reassigned or your employment is terminated. While fulfilling duties as your Agency's DAR you are responsible to and under the technical supervision of the Defense Supply Service-Washington (DSS-W) Administrative Contracting Officer (ACO).

3. Your appointment is subject to the use of methods and procedures set forth below and the specific contract terms and conditions as specified in Section C.3.2.3 of the contract, "Initiate Service Orders." This appointment does not include the right to change any of the terms or conditions of the contract, sign any modifications to the contract, or cause the contractor to incur costs not otherwise covered by the contract.

4. Your direct responsibilities as a DAR include the following:

- a. You will ensure funding is made available and is properly obligated against this contract.
- b. Subject to obligated funding, you will place, or direct the placement of, service orders via Service@Once or the Customer Service Center (CSC).
- c. You will approve all service orders, regardless of the placement method used.
- d. You will not approve service orders exceeding the maximum monetary limitations established by your funding obligation, without obtaining the ACO's written approval.
- e. Requirements that are not on the contract and exceed \$25,000 will be forwarded to the ACO through your Defense Telecommunications Service – Washington (DTS-W) Account

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Manager. Pricing for these Other Direct Costs (ODC) will be negotiated directly with the vendor by the ACO.

- f. You will complete all required DAR training.
 - g. You will notify the ACO of pending/anticipated changes in DAR Appointment.
 - h. You will comply with the standards of conduct prescribed in DoD Directive 5500.7-R, The Joint Ethics Regulation (<http://web1.deskbook.osd.mil>) and will review the regulation at least semiannually.
5. Your authority and responsibilities as a DAR may not be delegated to any other person.
6. Assistance visits will be conducted by the ACO on an annual basis, or by request, to review DAR contract files, ensure compliance with contract procedures, and to provide recommendations for improvements, if necessary.
7. Your Agency or the ACO may revoke your DAR appointment at any time. Failure to adhere to procedures outlined in this document is grounds for appointment revocation. Reassignment or separation from Government service while this appointment is in effect will result in appointment revocation.
8. Please acknowledge receipt of this appointment and return a copy to the DSS-W ACO. Your signature also serves as certification that you have familiarized yourself with the contract, understand and accept your responsibilities as your Agency's DAR, and will comply with DoD Directive 5500.7-R, The Joint Ethics Regulation. The original copy of this appointment memorandum must be retained for your WITS2001 contract file.

Sandra Spiess
Administrative Contracting Officer[SSk1]

I acknowledge receipt of this letter and understand my responsibilities as a DAR.

(Date)

(Signature)

(Telephone)

(E-Mail Address)