

# **5153.201-90 Sample Contracting officers representative designation letter.**

In accordance with AFARS 5101.602-2-91, the Army will use the Virtual Contracting Enterprise Contracting officer's Representative (COR) module to nominate, appoint, track, and revoke COR appointments. When the Virtual Contracting Enterprise COR module is unavailable, Contracting officers shall use the sample COR designation letter format in AFARS 5153.303-1 to designate a COR. Designate CORs using official letterhead and follow standard procedures for correspondence. Address the designation to the individual by name, including rank or grade, and full mailing address.

**Parent topic:** [5153.201 Federal acquisition system.](#)