



DEFENSE HEALTH AGENCY
7700 ARLINGTON BOULEVARD, SUITE 5101
FALLS CHURCH, VIRGINIA 22042-5101

(Enter Program Office Symbol)

(Enter Date)

MEMORANDUM FOR (Enter GOR Appointee's Name), (Enter Program Office), ATTN:
MCMR- _____ / (Enter Program Office Address)

SUBJECT: Appointment of Grants Officer's Representative

1. Effective this date, you are hereby appointed the Grants Officer's Representative (GOR) for monitoring performance of assistance agreements (grants and cooperative agreements) awarded for the following (enter program office) Programs: (list programs). Enclosed is the list of active awards under these programs for which you are appointed. Additional awards made under these programs for which you are appointed will be identified with the recommended for funding lists provided for each program announcement or broad agency announcement. Continuation of your appointment is contingent upon continued timely completion of required GOR training, currently Defense Acquisition University (DAU) Continuous Learning Course 106 every three years, Annual Ethics Training, and filing of the annual Office of Government Ethics (OGE) Form 450, "Confidential Financial Disclosure Report," to the Army Financial Disclosure Management System. In addition, USAMRAA may assign additional grants-related GOR training as it becomes available. The GOR is delegated certain award administration functions, but the legal responsibility for the awards remains with the Grants Officer.

2. As the GOR, you are a vital component of monitoring each recipient's performance under each award. You will serve as the primary technical point of contact with the recipients. As such, you must maintain communications and current knowledge of the recipients' progress towards achieving the goals and objectives of the supported activities. However, you must understand that the nature of the relationship is that of supporting their public purposes and not obtaining the recipients' services for the U.S. Government.

3. Concurrently, you are expected to advise and assist the Grants Officer in administering the awards, as necessary. You must advise the Grants Officer in a timely manner on all matters relating to recipients' performance, especially project scope or funding issues that arise which may require modifications to the awards. Your duties include, but are not limited to, reviewing reports and other products required by the terms of the award, coordinating USAMRDC program management decisions as they bear on the awards, and assisting with the review of final closing documents. If you become aware of actual or potential conflict of interest that could affect or could appear to affect your ability to impartially discharge your duties, you must inform the Grants Officer immediately.

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4. GOR Files.

a. As the GOR, you must maintain a file for each award assigned, preferably electronically; however, files may be in hard copy, if necessary. The files must be maintained in your program office. The files are subject to review on a periodic basis, annually or as determined to be necessary, by the Grants Officer.

b. The attached GOR File Content Checklist provides an overview of the items/documents that must be included in the GOR files, when applicable. The checklist is not all-inclusive, therefore you must use good judgment and experience in deciding whether to retain additional documents. You must use the "GOR File Contents Checklist" for each award assigned.

c. Upon expiration of each award, you must forward the complete file to the Grants Officer.

5. This delegation does not empower you to issue or approve changes or enter into any agreements, award modifications, or any other matters affecting the cost or the terms and conditions of the awards. All such authority remains with the Grants Officer. Inquiries concerning these matters which may be received from recipients must be directed to the Grants Officer or Grants Specialist for appropriate action. You must consider all matters pertaining to the awards as confidential. Release of any information relative to any aspect of the awards to outside parties is subject to prior review and clearance by the Grants Officer. You may be personally liable for unauthorized acts.

6. This delegation will remain in effect through the life of the awards unless revoked in writing by the Grants Officer, you are reassigned to another position, or you are separated from Government service. You must notify the Grants Officer in advance of reassignment or separation to permit timely nomination and appointment of a successor GOR. The GOR files must be turned over to the new GOR.

7. **This delegation of authority may not be re-delegated.** It is understood that the staff of your program office may assist you in the functions described in this memorandum; however, you will remain the single, responsible point of contact appointed as GOR.

8. You are required to acknowledge your acceptance of this appointment by signing and returning the enclosed GOR Acceptance Statement to me.

Encl

(Grants Officer's name and signature)
Grants Officer

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Cc: (Enter GOR's supervisor's name), (Enter GOR's Supervisor's title)

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GOR ACCEPTANCE STATEMENT:

I have reviewed the contents of the Appointment of Grants Officer's Representative (GOR) memorandum and understand: (1) the authorities of the GOR and Grants Officer; (2) GOR responsibilities; (3) training required; and (4) the requirement for the annual filing of the OGE Form 450. I understand that I cannot give direction to any recipient to make any changes to the requirements of any award.

(Name)
Grants Officer's Representative

Date