



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

Log or Award Number:

Recipient:

Principal Investigator:

Project Title:

1. Effective this date, you are hereby appointed the Grants Officer's Representative (GOR) for monitoring performance of the subject award. 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. You are delegated certain award administration functions, but the legal responsibility for the award remains with the Grants Officer.

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

3. Concurrently, you are expected to advise and assist the Grants Officer in administering the award, as necessary. You must advise the Grants Officer in a timely manner on all matters relating to the recipient's performance, especially project scope or funding issues that arise which may require modifications to the award. 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 award, 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 File.

a. As the GOR, you must maintain an award file, preferably electronically; however, the file may be in hard copy, if necessary. The file must be maintained in your program office. The file is 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 file, 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 the award, you must forward the complete file to the Grants Officer.

5. This delegation does not authorize 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 award. All such authority remains with the Grants Officer. Inquiries concerning these matters which may be received from the recipient must be directed to the Grants Officer or Grants Specialist for appropriate action. You must consider all matters pertaining to the award as confidential. Release of any information relative to any aspect of the award 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 award 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 file 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.

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Encl

(Grants Officer's name and signature)
Grants Officer

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 the recipient to make any changes to the requirements of the award.

(Name)
Grants Officer's Representative

Date