

(Program Office Letterhead)

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(Enter Date)

MEMORANDUM FOR Grants Officer, Assistance Agreement Group

SUBJECT: Nomination of Grants Officer's Representative

1. Nominate Mr./Ms./Mrs./Dr. _____ as Grants Officer's Representative (GOR) on awards for the _____ Program(s). Attached is a list of the active awards. If additional awards are made under this program(s), the above named individual is hereby nominated as the GOR for those additional awards. This will be documented on the recommended for funding list that will be provided to the Grants Officer.
2. Mr./Ms./Mrs./Dr. _____ is.... *(provide nominee's background demonstrating qualifications – education, experience, time/responsibilities in program office, etc. that would enable the nominee to provide both technical and administrative monitoring of the funded activities).*
3. Mr./Ms./Mrs./Dr. _____ completed Defense Acquisition University Continuous Learning Course 106 on _____ and will complete this training or designated successor training every three years prior to the three-year anniversary of the last certificate date. (S)He has also completed the annual Ethics training on _____ and will repeat this training annually.
4. Mr./Ms./Mrs./Dr. _____ has submitted the annual Office of Government Ethics Form 450, "Confidential Financial Disclosure Report" which I have verified is on file in the Army Financial Disclosure Management System.
5. To my knowledge, Mr./Ms./Mrs./Dr. _____ has no actual or potential conflict of interest that could affect or could appear to affect impartial monitoring of the awards. No financial conflict was apparent from the most recent Confidential Financial Disclosure Report" submitted. Further, the nominee is not a collaborator on the award, nor in the chain of command of any collaborator.

Supervisor's Name and Signature
Supervisor's Title