

March 26, 2003

**PROCUREMENT MEMORANDUM 2003-01**

**ACTION**

MEMORANDUM FOR HEADS OF CONTRACTING OFFICES

FROM *“signed”*  
Michael S. Sade  
Director for Acquisition Management and  
Procurement Executive

SUBJECT: Submission of Contracting Officer and Contracting Officer  
Technical Representative Resumes

Effective management of government programs continues to be of high interest to the Office of Management and Budget as well as the Department of Commerce (DOC) leadership. As a result, the Chair and Co-chair (Chief Information Officer (CIO) and Chief Financial Officer/Assistant Secretary for Administration (CFO/ASA)) of the CITRB are focused on efforts to ensure the successful development and implementation of DOC projects.

Specifically, the CITRB now requires that all future CITRB project reviews include experience and background information for the Project Manager (PM), the Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR). The CIO's office issued guidance in February 2003 regarding the submission of PM information. OAM, using a format similar to that developed by the CIO for PM's, has drafted Resume templates to collect [CO](#) and [COTR](#) information. Effective immediately CO and COTR Resumes must be included in each documentation package submitted for the CITRB project review and for each acquisition to be reviewed by the Commerce Acquisition Review Board. The Resumes should follow the format provided in the attached Resume Standard Content Guides.

The requirement for CO and COTR Resumes will be incorporated into upcoming updates to the DOC guidance on documenting Information Technology acquisition initiatives and the acquisition planning and review board requirements.

For further information, contact Greg Crider, Commerce Acquisition Performance, Policy and Programs at [gcrider@doc.gov](mailto:gcrider@doc.gov) or 202-482-5751.

Attachment

cc:  
Otto J. Wolff, CFO/ASA  
Tom Pyke, CIO