

Nomination and Approval of Designated Agency Representative (DAR)

NOMINATION

TYPE OF ACTION: **New Designation** **Authority Level Change** **Cancellation**

Operating Unit(s) Nominated For: _____ **(Include Agency Hierarchy Code)**

The following employee is nominated to be a: Designated Agency Representative (DAR) or DAR Administrator
for the specified Commerce operating unit(s).

Name:

Phone Number:

Title:

Fax Number:

E-mail Address:

Mailing Address:

City:

State:

Zip:

Supervisor's Signature

Supervisor's Name

Date

Title

Phone Number

FAX Number

Signature of Operating Unit CIO

Name of Operating Unit CIO

Date

When completed, submit to the Director, Office of Network & Telecommunications
Operations, HCHB, Room 6078.

APPROVAL

The employee above is authorized, as a Designated Agency Representative (DAR), to order telecommunications services up to the amount specified below from approved sources indicated in the DAR appointment letter and DOC's Fair Opportunity decision. This designation does not give the DAR authority to perform Fair Opportunity. Fair Opportunity must be performed under authority of a warranted Contracting Officer.

The DAR must meet the general qualification standards outlined in the Commerce Telecommunications DAR Policy. Specific DAR training must be completed by the nominee within the time frames specified in the Commerce Telecommunications DAR Policy.

Approved:

Director, Office of Network and
Telecommunications Operations

Date

DAR Authority Level: 1. \$ 25,000
2. \$ 100,000
3. \$1,000,000

DAR Training Date: _____ (All levels)
COR Training Date: _____ (All levels)
Simplified Acquisition Training Date: _____ (Level 2)
Basic Contracting Training Date: _____ (Level 3)