(SPONSORING AGENCY LETTERHEAD)

(Office Symbol) (Date)

MEMORANDUM FOR HQ USFK (FKAQ), Unit #15237, APO AP 96205-5237

SUBJECT: Appointment of Responsible Officer (RO) for Contract (contract number)

1. In accordance with USFK Reg 700-19, the following named individual is appointed the RO for the listed contract which has been designated a (Invited Contractor (IC) or Technical Representative(TR)) contract under the U.S.-ROK Status of Forces Agreement (SOFA):

a. Contract Number: (full contract number)

b. Contractor's Name: (name of company)

c. Contract Period of Performance: (dates of contract including all option years)

d. RO Name: (name of RO)	Alt RO Name
e. RO Rank/grade: (rank or grade)	Alt RO Rank/grade: (rank or grade)
f. RO Mailing Address: (mailing address)	Alt RO Mailing Address: (mailing address)
g. RO Office Phone: (phone number)	Alt RO Office Phone: (phone number)
h. RO FAX: (FAX phone number)	Alt RO FAX: (FAX phone number)
i. RO DEROS: (DEROS date)	Alt RO DEROS: (DEROS date)
j. RO E-mail Address: (e-mail address)	Alt RO E-mail Address: (e-mail address)

2. The RO has been briefed on their responsibilities and is aware of the administrative requirements in USFK Reg 700-19.

3. RO and Alternate RO is aware the IC SOFA request on USFK Form 700-19 are only returned to the RO and Alternate RO as listed above.

4. POC is (POC name and phone number for the sponsoring agency)

SIGNATURE BLOCK
(HEAD OF SPONSORING AGENCY)

CF:
RO