[REQUIRING ACTIVITY LETTERHEAD]

[Office Symbol] [Date]

MEMORANDUM FOR USFK Assistant Chief of Staff for Acquisition Management (FKAQ)

SUBJECT: Appointment of Responsible Officers on Behalf of [Unit Name] for SOFA-Designated Contracts

1. The scope of this appointment is for the following contracts, which have been, or are being, designated under the U.S.-ROK Status of Forces Agreement (SOFA) in accordance with USFK Reg 700-19:

|  |  |
| --- | --- |
| Full Contract Number | Prime (Sub) Contracting Company |
|  |  |
|  |  |

1. The following U.S. Personnel are appointed as RO for the following contracts (one minimum):

|  |  |  |  |
| --- | --- | --- | --- |
|  | RO 1 | RO 2 | RO 3 |
| Name |  |  |  |
| Rank |  |  |  |
| DSN Phone |  |  |  |
| Cell Phone |  |  |  |
| Email |  |  |  |
| Primary Duty Installation |  |  |  |
| EE? |  |  |  |
| DEROS |  |  |  |
| \*RO Training Date |  |  |  |

*\*RO training date can be TBD however all RO should be attending a RO training within 90 days of appointment.*

1. The following Personnel serve in an administrative capacity and are authorized to submit Contractor SOFA Designation Request packets on behalf of the appointed ROs (if applicable):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Admin 1 | Admin 2 | Admin 3 |
| Name |  |  |  |
| DSN Phone |  |  |  |
| Email |  |  |  |

1. This Unit’s Highest Headquarters/office in Korea:

[eg 2ID, 81FW, USFK J2, 8A G3, SOCKOR, 403d AFSB, IMCOM, USACE FED]

1. I understand and will ensure that an appointed RO will always be available and trained to perform the required duties for the entire contract period of performance in Korea, including in the event of NEO or serving in an Emergency Essential position if the contract calls for EE Contractors. I understand and will comply with the Sponsoring Unit / Requiring Activity responsibilities; the appointed ROs have been briefed and will be in compliance with the RO responsibilities, as articulated in USFK Reg 700-19 and FKAQ Guidance.
2. POC is [POC name and phone number for the Sponsoring Unit].

SIGNATURE BLOCK

[CHAIN OF COMMAND FOR APPOINTED ROs]