

Instructions for Completing QAE/COTR Nomination/Termination Form

To assist the Contracting Officer Representative (COR) in verifying the Commercial Travel Office (CTO) contractor performs the technical requirements of the contract in accordance with the contract terms, conditions and specifications, an appointment of a local Quality Assurance Evaluator (QAE) or Contract Officer Technical Evaluator (COTR) is required.

To begin the appointment process, please complete the attached QAE/COTR Nomination Form, sign it, and return it to COR. Complete all sections of the nomination form as follows and make sure to SAVE AS – PDF to maintain completed information in form:

1. Nomination/Termination - Check the Appropriate Box indicating if this is a request for a QAE/COTR Nomination or Termination
2. Name –Enter the Last Name, First Name, Grade/Rank of the Nominee
3. Designation – Select the appropriate designation from the drop/down box. Select either QAE/LQAE/COTR/LCOTR
4. Service/Agency – Enter the name of your Service or Agency
5. Organization/Unit – Enter the name of your Organization or Unit
6. Name of Base/Location – Enter the name of the nominee's base/military installation
7. Commercial Travel Office – Enter the name of the CTO Contractor
8. Contract No – Enter the CTO contract Number
9. Nominee's Mailing Address – Enter the Nominee's mailing address
10. Nominee's Telephone Number – Enter the nominee's telephone number
11. Nominee's E-mail Address – Enter the nominee's e-mail address
12. Comments – provide any additional comments
13. Nominator's Signature – Digitally sign and date the form

Return the completed form, along with the nominee's certificate for the Contracting Officer Representative with a Mission Focus Course – CLC 106. The training certifications are valid for a period of three years. If the nominee's certification has expired, the Contracting Officer Representative with a Mission Focus course - CLC 106 is offered on-line at www.DAU.mil