**QUALITY RELIABILITY OFFICER (QRO)**

**DELEGATION LETTER**

MEMORANDUM FOR: [***Insert Organization]***

FROM: ***[Insert Contracting Officer Name]***

***ATTN: [Insert Name of QRO Personnel]***

SUBJECT: Delegation Authority of QRO for ***[Insert Contract Number]***

Date: ***[Insert date]***

Dear ***[Insert name]***,

1. In accordance with T3.10.4, you are delegated authority as the Quality Reliability Officer (QRO) for ***[Insert******name of contact]***.
2. Specific QRO duties are found in T3.10.4.A.2.
3. General QRO duties include:
4. Ensure the contractor’s quality system satisfies the contract quality assurance requirements.
5. Accept or reject systems, equipment, and material in accordance with the contract requirements.
6. Maintain current knowledge of the contract.
7. The QRO does NOT have the authority to:
8. Offer legal interpretation about the contract or its provisions.
9. Direct changes to the statement of work.
10. Incur an increase or decrease in the scope, price, terms or conditions of the contract.
11. Direct the disposition of any Government property accountable under the contract.
12. Direct or authorize the contractor to acquire any property.
13. Sign any contractual document, including letters, which require the signature of a contracting officer.
14. Send letters of commendation, appreciation or thanks to contractor personnel as a result of contract performance.
15. Be involved in supervision, selection rating of contractor employees.
16. The appointment of (the previous QRO) is hereby rescinded (if applicable).
17. For additional information contact ***[contracting.officer@faa.gov]*** at ***[phone number]***.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***