

Foreword

This Change 1 implements a shift in Departmental policy regarding the appointment of Government Technical Representatives and Government Technical Monitors. Effective the date of this Change, program office heads or their designees will nominate GTRs and GTMs. Subject to their meeting Departmental qualifications for their functions, the Contracting Officer will appoint the GTRs and GTMs in writing. Program offices retain the right to nominate whomever they believe appropriate to serve. The Contracting Officer will ensure that the right person for the job is appointed.

This change also includes revised standard appointment memoranda to be used by Contracting Officers when making GTR/GTM appointments. These memoranda will be available online at the OCPO hud@work site.

I believe this new process will provide a valuable check and balance that will better ensure that highly qualified HUD employees perform this vital function. In addition, this change brings HUD policy on GTR/GTM appointment in line with the majority of the Federal contracting community. In most agencies, the Contracting Officer appoints the technical representatives involved in contract oversight.

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