

# 5153.201-91 Sample ordering officer appointment letter.

Use the sample ordering officer appointment letter format in 5153.303-2 to appoint an ordering officer in accordance with 5101.602-2-92. Use official letterhead and follow standard procedures for correspondence. Address the appointment to the individual by name, including rank or grade, and full mailing address.

**Parent topic:** [5153.201 Federal acquisition system.](#)