

### WORKSHEET #1: COOP COORDINATOR SELECTION

The COOP team is led by an appointed COOP Coordinator within the agency. Information on the current COOP coordinator is as follows.

COOP Leader Selection Documentation	
Name	
Date appointed as COOP coordinator	
Full-time or part-time position?	
If part-time, state normal position held and percentage of time to be devoted to COOP activities	
Person to whom COOP Coordinator reports	
Brief professional background details	
Normal contact details (work phone, email)	
Emergency contact (home, cell, pager numbers)	
Completed by: Name	Date:
Reviewed by: Name	Date:

This worksheet is from the National Cooperative Highway Research Program (NCHRP) Project