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| Mandatory Procedure |

### MP5301.602-2(d) Designation, Assignment, and Responsibilities of a

### Contracting Officer’s Representative (COR)

#### *April 21, 2011*

**PREFACE**

Following are mandatory procedures (MP) for standardizing the Air Force (AF) contracting process regarding designation, assignment, and responsibilities of a Contracting Officer’s Representative and will be used when awarding services acquisitions exceeding the simplified acquisition threshold (SAT). While 10 U.S.C. 2330 exempts services relating to research and development and military construction from the term “contract services”, the Contracting Officer (CO) may still elect to use the procedures in this MP for these services.

**1. Contracting Officer Roles and Responsibilities**

1.1 As part of the acquisition planning process, the CO shall determine the nature of the work/requirement (Type A, B, or C) as specified in [OUSD (AT&L) Memorandum, 29 Mar 10](http://www.acq.osd.mil/dpap/policy/policyvault/USA005569-09-DPAP.pdf), “DoD Standard for Certification of Contracting Officer’s Representatives (COR) for Service Acquisitions.”

1.1.1 Type A: fixed-price, low performance risk requirements;

1.1.2 Type B: other than fixed-price, low performance risk requirements;

1.1.3 Type C: unique requirements that necessitate a professional license, higher education, or specialized training

1.2 Based upon the CO’s determination of type work/requirement and DFARS PGI 201.602-2, the CO shall determine if a COR is (or multiple or alternate CORs are) required to assist in technical monitoring or administration of a contract. If yes, the CO must notify the requiring activity of the need for COR(s) support and shall complete and forward the [Request for COR Support Template](#p51) to the requiring activity.

1.3 After receipt of the COR nomination package(s) from requiring activity [(see COR Nomination Template)](#p52), the CO shall determine if the prospective COR is:

1.3.1 Qualified and acceptable or

1.3.2 Unqualified or unacceptable.

1.3.2.1 If unqualified or unacceptable, the CO must identify specific deficiencies, notify the requiring activity, and request additional information or a new COR nomination.

1.4 The CO shall ensure contract-specific training (to include refresher training) is scheduled and provided to the prospective COR. The training may be conducted by the CO, or the CO’s designee, and shall consist of the following at a minimum prior to contract award:

**CO or QAPC Led Training**

1.4.1 Duties/responsibilities to be delegated;

1.4.2 Importance of COR performance;

1.4.3 Personal conflicts of interest and potential conflicts of interest;

1.4.4 Unauthorized commitments;

1.4.5 Ethics/integrity in relationships with the CO, COR management (e.g. COR Supervisor, Functional Commander/ Directors (FC/FD), and the contractor; and,

1.4.6 Discussion of the Seven Steps to the Services Acquisition Process at: [http://sam.dau.mil](http://sam.dau.mil/)

**CO Led Training**

1.4.7 Contract-specific training consisting as a minimum of the following:

1.4.7.1 A discussion of the contract, performance work statement, and quality assurance surveillance plan;

1.4.7.2 An awareness of any areas in the contract susceptible to fraud, waste, and abuse; and,

1.4.7.3 Creation, maintenance, and submission of all quality assurance documentation and contractor performance assessment information required by the contract and applicable regulations.

1.4.8 A template for conducting contract-specific training, which may be tailored to fit your acquisition can be found at [Suggested Contract-Specific Training Syllabus.](#p60)

1.5 The CO shall appoint the COR via the COR Designation Memorandum ([see COR Designation Memorandum Template](#p53)), and forward a copy of the fully executed COR Designation Memorandum to the COR, contractor, QAPC and as applicable, to the contract administration office.

1.6 The CO shall review the COR’s reports for completeness/accomplishment.

1.7 The CO shall provide an assessment on COR performance to the COR supervisor, as requested.

1.8 If COR reports and/or performance are inadequate, the CO shall provide a written assessment and discuss performance with the COR.

1.9 If reports/performance continue to be inadequate, the CO shall provide a written assessment and discuss COR performance with COR management.

1.10 In cases where COR performance continues to be poor, the CO shall terminate the COR duties [(see Termination of COR Designation Template)](#p54), and request a COR replacement. The requiring activity must provide a COR replacement to ensure continuous contract monitoring by a qualified individual.

1.11 Only the CO may terminate a COR Designation.

1.12 When the requiring activity requests termination of COR Designation, the CO shall terminate the COR Designation in writing. The termination memorandum shall be executed by the CO and acknowledged by the COR and COR supervisor. Include the signed [Termination of COR Designation memorandum](#p54) in the official contract file.

1.13 The CO shall forward a copy of the fully executed [Termination of COR Designation memorandum](#p54) to the COR, COR Supervisor, QAPC, and as applicable, to the contract administration office.

**2. COR Roles and Responsibilities**

2.1 Provide information necessary to assess actual or potential personal conflicts of interest and immediately notify the CO if subsequent situations arise.

2.2 Initiate request for required COR training/COR refresher training to ensure required training is completed prior to contract award IAW [OUSD (AT&L) Memorandum, March 29, 2010](http://www.acq.osd.mil/dpap/policy/policyvault/USA005569-09-DPAP.pdf), “DoD Standard for Certification of Contracting Officer’s Representatives (COR) for Service Acquisitions.”

2.3 Participate, as requested, in requirements definition/pre-award activities.

2.4 Ensure that participation in the pre-award process and performance of prospective COR/COR duties/responsibilities are properly addressed in the annual performance appraisal.

2.5 Establish and maintain a COR file in accordance with DFARS PGI 201.602-2(ii) and this Mandatory Procedure.

2.6 Remain abreast of changes to terms and conditions of the contract resulting from contract modifications.

2.7 Perform only those duties/responsibilities delegated by the CO in the CO’s Designation Letter.

2.8 CORs shall not appoint, delegate, or re-delegate COR duties/responsibilities to another individual. Only a CO may designate a COR and delegate duties/responsibilities to a COR.

2.9 Provide reports on contract performance to the CO. If advised by the CO that reports are inadequate, ensure follow-on reports address issues expected by CO.

2.10 When advised by the CO or COR management that COR designation will be terminated, ensure reports/records are made available to the CO, COR management, and a successor COR, if one is designated by the CO.

2.11 If circumstances change and there is a reasonable expectation that the designated COR cannot perform effectively, (e.g., personal conflict of interest, change in assignment), the COR shall notify the CO and COR management and request the CO terminate the COR Designation and take action to designate a successor COR.

**3.0 Requiring Activity/COR Management**

3.1 COR responsibilities are set forth in [DFARS 201.602-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars201.htm#P293_16825) and [DFARS PGI 201.602-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20201_6.htm#P15_155). Additional COR and COR Management responsibilities are set forth in [OUSD (AT&L) Memorandum, March 29, 2010](http://www.acq.osd.mil/dpap/policy/policyvault/USA005569-09-DPAP.pdf), “DoD Standard for Certification of Contracting Officer’s Representatives (COR) for Service Acquisitions.”

**4.0 Qualification Requirements for CORs** (Training, Agency Experience, Relevant Technical Experience and General Competencies)

4.1 The training requirements specified in [OUSD (AT&L) Memorandum, March 29, 2010](http://www.acq.osd.mil/dpap/policy/policyvault/USA005569-09-DPAP.pdf), “DoD Standard for Certification of Contracting Officer’s Representatives (COR) for Service Acquisitions,” meet the **minimum** training requirements for COR designation. MAJCOMs and DRUs may add additional training requirements to meet their mission.

**5.0 Memorandum Templates and Contract Training Syllabus**

[Request for COR Support Memorandum Template](#p51)

[COR Nomination Memorandum Template](#p52)

[COR Designation Memorandum Template](#p53)

[Termination of COR Designation Memorandum Template](#p54)

[Suggested Contract-Specific Training Syllabus](#p60)

**Request for COR Support Memorandum Template**

*[Insert Date]*

MEMORANDUM FOR: *[Insert Name, Office Symbol of Official from Requiring Activity]*

SUBJECT: Request for Contracting Officer’s Representative (COR) Support

1. Contracting Officer’s Representative (COR) Support is requested for the following:

Purchase Request Number(s): *[Insert Number(s)]*

Solicitation/Contract Number: *[Insert Number]*

Contract Description: *[Insert Item]*

Contract Period of Performance: *[Insert Period of Performance]*

Anticipated Period of Performance of COR duties/responsibilities: *[Insert Period]*

2. In accordance with OUSD (AT&L) Memo, dated 29 Mar 2010, DoD Standard for Certification of Contracting Officer’s Representatives for Services Acquisitions, a COR is requested for the following type of requirement:

*Note: Select Type A, B or C (add additional information as required and then delete the other two non-applicable work types)*

***Type A: Fixed Price, Low Performance Risk Requirements***

Nature of Requirement: Fixed-price requirements without incentives, low performance risk. Attributes of such requirements might include: lack of technical or administrative complexity, no identifiable risk factors; limited requirement for technical expertise; low likelihood of modification; effort is a follow-on to an existing contract.

COR Duties/Responsibilities: Minimal technical and/or administrative monitoring of the contract. *[Insert all specific proposed duties tailored to the dollar value and complexity of the work/requirement.]*

Required Competencies:

1. Assist in acquisition planning.
2. Assist in contract award process.
3. Establish/maintain COR file with all required documentation.
4. Identify/prevent unethical conduct and instances of fraud/waste/abuse.
5. Perform technical/administrative monitoring and reporting duties in accordance with letter of delegation and surveillance plan.
6. Recommend/monitor proposed changes.
7. Monitor contract expenditures/payments.
8. Monitor contract schedule compliance.
9. Perform liaison duties between the Contracting Officer, the Requiring Activity, and the contractor for management of the contract.
10. Inspect, accept, or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions.
11. Monitor the control/disposition of Government furnished assets.
12. Perform surveillance in a contingency environment, when applicable.

Experience: Minimum of 6 Months Experience (may be waived by the requiring

activity and addressed in the COR Nomination Memorandum IAW OUSD (AT&L) Memorandum, March 29, 2010, “DoD Standard for Certification of Contracting Officer’s Representatives (COR) for Service Acquisitions, Attachment A” and relevant technical experience and other general competencies

Required Training:

1. DAU CLC 106, Contracting Officer’s Representative (Basic)
2. DAU COR 206, COR in a Contingency Environment (when applicable)
3. CLM 003, Ethics Training for Acquisition Technology and Logistics
4. Joint Ethic Regulation DoD 5500.7-R (review/understanding of regulation)
5. Additional Training as required by CO *[Insert here]*

***Type B: Other than Fixed Price, Low Performance Risk Requirements***

Nature of Requirement: Other than Fixed Price, Low Performance Risk Requirements. Attributes of such requirements might include: the nature of the work is more complex; effort will be performed in multiple regions/remote geographical locations, contract contains incentive arrangements or cost sharing provisions, contract is a cost type of Time and Material/Labor Hour type, or Fixed Price Level of Effort.

COR Duties/Responsibilities: Increased complexity (from Level A requirements). *[Insert all specific proposed duties tailored to the dollar value and complexity of the work/requirement.]*

Required Competencies:

1. Assist in acquisition planning.
2. Assist in contract award process.
3. Establish/maintain COR file with all required documentation.
4. Identify/prevent unethical conduct and instances of fraud/waste/abuse.
5. Review technical submittals/ensure compliance with Performance Work Statement (e.g. perform technical monitoring and reporting in accordance with a Quality Surveillance Plan)
6. Perform administrative monitoring and reporting duties (e.g., handle security issues, attend meetings, etc.)
7. Recommend/monitor proposed changes.
8. Monitor contract expenditures/payments.
9. Monitor contract schedule compliance.
10. Perform liaison duties between the Contracting Officer and the contractor for management of the contract.
11. Inspect, accept, or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions.
12. Review and validate that contractor payment requests are commensurate with performance.
13. Monitor control/disposition of Government furnished assets.
14. Perform surveillance in a contingency environment, when applicable.

Experience: Minimum of 12 Months Experience (may be waived by the requiring

activity and addressed in the COR Nomination Memorandum IAW OUSD (AT&L) Memorandum, March 29, 2010, “DoD Standard for Certification of Contracting Officer’s Representatives (COR) for Service Acquisitions, Attachment A”), relevant technical experience and other general competencies.

Required Training:

1. DAU COR 222, Contracting Officer’s Representative Course
2. DAU COR 206, COR in a Contingency Environment (when applicable)
3. CLM 003, Ethics Training for Acquisition Technology and Logistics
4. Joint Ethic Regulation DoD 5500.7-R (review/understanding of regulation)
5. Additional Training as required by CO *[Insert]*

***Type C: Unique Contract Requirements that necessitate a professional***

***license, higher education, or specialized training***

Nature of Requirement: Unique contract requirements that necessitate a professional license, higher education or specialized training beyond the Type B requirements. Such requirements might include, for example, environmental remediation; major weapons systems; medical/dental/veterinarian services, etc.

COR Duties/Responsibilities: Increased complexity (from Level B requirements). *[Insert all specific proposed duties tailored to the dollar value and complexity of the work/requirement.]*

Required Competencies:

1. Assist in acquisition planning.
2. Assist in contract award process.
3. Establish/maintain COR file with all required documentation.
4. Identify/prevent unethical conduct and instances of fraud/waste/abuse.
5. Review technical submittals/ensure compliance with Performance Work Statement (e.g. perform technical monitoring and reporting in accordance with a Quality Surveillance Plan)
6. Perform administrative monitoring and reporting duties (e.g., handle security issues, attend meetings, etc.)
7. Recommend/monitor proposed changes.
8. Monitor contract expenditures/payments.
9. Monitor contract schedule compliance.
10. Perform liaison duties between the Contracting Officer and the contractor for management of the contract.
11. Inspect, accept, or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions.
12. Review and validate that contractor payment requests are commensurate with performance.
13. Monitor control/disposition of Government furnished assets.
14. Perform surveillance in a contingency environment, when applicable.
15. Other specific functions consistent with the objectives of the activity’s mandatory specialized/technical training.

Experience: Minimum of 12 Months Experience (may be waived by the requiring

activity and addressed in the COR Nomination Memorandum IAW OUSD (AT&L) Memorandum, March 29, 2010, “DoD Standard for Certification of Contracting Officer’s Representatives (COR) for Service Acquisitions, Attachment A”), relevant technical experience and other general competencies.

Required Training:

1. DAU COR 222, Contracting Officer’s Representative Course
2. DAU COR 206, COR in a Contingency Environment (when applicable)
3. CLM 003, Ethics Training for Acquisition Technology and Logistics
4. Joint Ethic Regulation DoD 5500.7-R (review/understanding of regulation)
5. Additional Training as required by CO *[Insert]*

3. Please nominate a qualified COR *(or multiple or alternate COR if required)* via the attached Nomination Memorandum to the undersigned by *[Insert Date]* and include the following information: Full Name, Full Address: (include Activity, Office Symbol, Street Address, and Building Number), Telephone Number/Fax, Email Address, and evidence of Required Courses/Training. Please do not hesitate to contact me at *[Insert e-mail address]* or *[Insert phone number]* if you have any questions.

*[Insert Name of Contracting Officer]*

Contracting Officer

Atch:

COR Nomination Memorandum Template

**COR Nomination Memorandum Template**

*[Insert Date]*

MEMORANDUM FOR (Contracting Officer):

SUBJECT: Nomination of Contracting Officer’s Representative for *[Enter Contract Number if awarded or Purchase Request/Solicitation Number]*

1. Reference procurement package for the acquisition of *[Identify Service]* in support of *[Identify Using Activity].*

2. This office has a *[Insert Type A, B, or C]* requirement for *[describe services being procured in slightly more detail].*  A procurement package for this acquisition *[will be/has been]* forwarded to your office. The requirements of the Performance Work Statement (PWS) included in the procurement package are such that the appointment of a Contracting Officer’s Representative (COR) is required. I therefore nominate *Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,* to serve as COR for the proposed contract.

3. Contact information is as follows:

Full Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Full Address: *[include Activity, Office Symbol, Street Address, and Building Number]*

Telephone Number/Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Mr./Ms. *[Insert Name]* has *[Insert number of months/years]* experience as a COR, and has the following technical experience: *[insert technical experience]*.

5. Mr./Ms. *[Insert Name]* has successfully completed or will complete the following courses/training by *[enter date]*:

* DAU CLC 106 “COR with a Mission Focus” at [www.dau.mil](http://www.dau.mil) on *[enter date].*
* DAU CLC 222 ”COR Course” at [www.dau.mil](http://www.dau.mil) on *[enter date]*
* DAU CLC 206 “CORs in a Contingency Environment” at [www.dau.mil](http://www.dau.mil) on *[enter date].* (if applicable)
* DAU CLM 003 “Ethics Training for Acquisition Technology and Logistics” located at <http://www.dau.mil> on *[enter date].*
* Review and understanding of Joint Ethics Regulation, DoD 5500.7-R, located at <http://www.dod.mil/dodgc/defense_ethics/> on *[enter date].*
* Additional courses/training required

6. Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be afforded necessary resources (time, supplies, equipment, opportunity) to perform the designated COR duties.

7. In accordance with OUSD (AT&L) Memo, dated 29 Mar 2010, “DoD Standard for Certification of Contacting Officer’s Representatives for Services Acquisitions”, I affirm that Mr./Ms. *[Insert Name]* is qualified and technically competent to perform COR duties and will be able to perform *[Insert Type A, B, or C work/requirement competencies]* identified in the memo.

8. I affirm that Mr./Ms. *[Insert Name]* (COR Nominee) understands the importance of performance of the designated functions.

9. I affirm that Mr./Ms. *[Insert Name]* (COR Nominee) has no personal conflicts of interest for performance of the duties/responsibilities to be delegated.

10. I affirm that Mr./Ms. *[Insert Name]* performance of the designated COR functions will be addressed as part of the individual’s performance assessments. As the COR Supervisor, I shall solicit input on performance of COR duties from the Contracting Officer.

11. If you have any questions or concerns, please do not hesitate to contact me at *[insert email address]* or *[insert phone number]*.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of COR Nominee and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of COR Supervisor and Date

**COR Designation Memorandum Template**

EFFECTIVE DATE: *[Insert Date]*

MEMORANDUM FOR: *[INSERT NAME OF COR NOMINEE AND ADDRESS]*

SUBJECT: Designation of Contracting Officer’s Representative

Reference: (a) DFARS Part 201.602-2

(b) FAR 3.2

1. Pursuant to reference (a) you are designated as the Contracting Officer’s Representative (COR) for the administration of the following contract/order:

Contract Number: *[Insert Contract Number and Order Number (if applicable)]*

For: *[Insert description of items/supplies/services]*

Contract Period of Performance: *[Insert Base and All Option periods]*

2. You will serve as the COR throughout the period of performance of this contract unless this appointment is terminated. Your performance and contributions as the COR may be reported to your immediate supervisor as part of your official performance review.

The COR must prepare Memorandums for the Record (MFR) of all meetings, trips and telephone conversations relating to this contract/order. Each MFR, other similar records and all other correspondence relating to this contract/order shall cite the contract number/order number. A copy of all documentation and correspondence shall be furnished to the Contracting Officer and others at the CO’s discretion. Consideration must be given to restrictions regarding contractor proprietary data and business sensitive information.

3. You shall **NOT**:

1. Redelegate your COR authority.
2. Take any actions that would commit or change the contract/order price, quantity, quality, schedule/delivery, scope of work, place of performance, or any other term or condition of the existing contract.
3. Direct or redirect any contract/order action. This can only be done by the Contracting Officer.
4. Advise the contractor HOW to perform but rather WHAT is required in the contract/order.
5. Discuss acquisition plans, strategies or provide any advance information that might give one contractor an advantage over another contractor in forthcoming procurements.
6. Participate in the contractor hiring process.

4. You **ARE AUTHORIZED** to take action with respect to the following:

1. Maintain liaison with the prime contractor, your staff, other contractors, and customers related to the project.
2. Perform inspection and acceptance for the Government assuring performance/delivery is in accordance with contract/order requirements, terms and conditions. Ensure the hours worked by the contractor are the hours billed in the contractor’s invoice. *[For more complex acquisitions, the Contracting Officer may choose to retain authority for acceptance.]*
3. Promptly report to the Contracting Officer, in writing, any performance issues/delays by the contractor. Your written notice should include actions you have taken to assist in remedying the situation.
4. Ensure the Government meets its contractual obligations to the contractor under the contract/order. This includes Government-furnished equipment, information and services called for under the contract/order, and timely government comment on or approval of any draft deliverables required by the contract/order.
5. Inform the Contracting Officer, in writing, of any changes to the scope of work included in the contract/order; and specify if these changes were recommended by you or the contractor.
6. Work with the contractor and the Contracting Officer to resolve issues.
7. Verify the contractor has taken corrective measures and problem is resolved.
8. Maintain COR records that include: A copy of the contract/order and all modifications (unless readily available electronically); this COR designation memorandum; correspondence between you and the contractor; copies of correspondence to or from the Contracting Officer; minutes of all meetings; copies of all invoices submitted and paid; copies of all contractor data submittals; records of all inspections performed and the results; and all other documentation of actions taken by you.
9. Upon completion of the contract/order, termination of your appointment, or if you are unable to perform your duties as a COR, you shall promptly turn over all COR records to the Contracting Officer (or your successor COR if directed by the CO).
10. Assist with contract/order closeout.

5. You **MAY** monitor the administrative and funds requirements with respect to the following:

1. Notify the Contracting Officer immediately of any indication that the cost to the Government for completing performance under the contract/order will exceed the amount stated in the contract/order.
2. Report any indication that the costs incurred are not appropriately charged to the contract/order.
3. You must validate that sufficient funding is available by each contract/order, CLIN and subCLIN before providing your certification for invoice payment. Under no circumstances shall invoices be certified for payment that exceeds the funds obligated and allocated to each CLIN and subCLIN.

6. You **MUST COMPLETE** the following training:

a. Baseline COR training per OUSD (AT&L) Memo dated 29 March 2010 at:

<http://www.acq.osd.mil/dpap/policy/policyvault/USA005569-09-DPAP.pdf>

b. Annual AF ethics training; available at:

<http://www.safgc.hq.af.mil/organizations/gca/ethics/index.asp>

c. Online Wide Area Workflow Tutorial; available at:

<http://www.wawftraining.com/index.html>

d. Electronic Document Access (EDA) training (if required); available at:

<http://eda.ogden.disa.mil/>.

7. **Standards of Conduct and Conflict of Interests**. You are reminded that Government employment, as a public trust, requires that DoD personnel place loyalty to country, ethical principles, and law above private gain and other interests. You must comply with DOD 5500.7-R, Joint Ethics Regulation. As a COR, you are directed to read and familiarize yourself with reference (b), (FAR 3.2, Contractor Gratuities to Government Personnel) to ensure that, in carrying out your responsibilities in your official capacity, you avoid any action which might result in, or reasonably be expected to create the appearance of, conduct prejudicial to the Government. You will not allow yourself to be placed in a position in which a conflict of interest might arise or might justifiably be suspected. You are reminded that throughout the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement there is direction relating to gratuities, and it applies not only to you but also to members of your family. You are cautioned that if you violate any of the Standards of Conduct, you will be subject to the full range of statutory and regulatory sanctions.

8. You are required to acknowledge receipt of this appointment letter and return the original to the Contracting Officer for retention in the contract file. Please make certain that you retain a copy of this letter for your official COR files. Should you have any questions regarding this letter of appointment, please contact *[Name of Contracting Officer]* at *[Insert phone number]*, or *[Insert e-mail address]*.

Contracting Officer

Name & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COR ACKNOWLEDGEMENT**

I acknowledge receipt of my COR appointment. I have received and understand the assigned duties and responsibilities. I certify that I have no personal or other conflict of interest with regard to this appointment.

COR Name/Title/Position

& Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTRACTOR ACKNOWLEDGEMENT**

I acknowledge receipt of this COR Appointment. I also certify that no organization conflict of interest exists as a result of this appointment.

Contractor Name/Title

& Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Termination of COR Designation Memorandum Template**

EFFECTIVE DATE: *[Insert Date]*

MEMORANDUM FOR: *[INSERT NAME OF COR NOMINEE AND ADDRESS]*

SUBJECT: Revocation of Designation of Contracting Officer’s Representative For

Contract Number(s): *[Enter Multiple Contract Numbers if Applicable]*

1. You are hereby notified that your designation as the Contracting Officer’s Representative (COR) in administration of the subject contract(s) is hereby terminated. This termination of your COR responsibilities is effective *[Insert Date]*. Upon that date, you shall transfer all your records to either the Contracting Officer or successor COR, if there is one, or prepare them for your closeout files if the contract is complete. You are requested to sign this letter below acknowledging the revocation of your COR duties and return it to me no later than *[insert date].*

2. Any questions regarding the above may be directed to me.

Contracting Officer

Name & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COR ACKNOWLEDGEMENT**

I acknowledge receipt of my COR termination. All records will be transferred to either the successor COR, if there is one, or prepared for closeout files if the contract is complete.

COR Name

& Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COR SUPERVISOR ACKNOWLEDGEMENT**

COR Supervisor Name

& Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested Contract-specific Training Syllabus (tailorable)**

a. Multi-Functional Team:

(1) Members.

(2) Roles, responsibilities and authorities.

(3) Training requirements.

b. Contract Review:

(1) Contract type.

(2) Review of sections of the contract.

(3) Transition & how quality assurance (QA) will be managed during transition, if applicable.

(4) Schedule B or commercial equivalent.

(5) Contract clauses, e.g. Inspection of Services.

(6) Rights and remedies of Government.

(7) Special contract provisions (Section H or commercial equivalent).

(8) Review of Award Fee Plan, if applicable.

(9) Potential areas of fraud, waste, and abuse.

(10) Payment Provisions:

(a) Do you have a password/login for Wide Area Work Flow (WAWF)?

(b) Have you been trained? If not, provide local POC at FM for training.

(c) Explanation of types of invoices.

(d) Importance of timely acceptance/submissions.

(11) Performance Work Statement (PWS) with Services Summary:

(a) Review of scope of work.

(b) Review specific tasking and deliverables.

(c) Review government furnished property/services vs. contractor furnished property/services.

(d) Review performance goals and expectations.

c. Quality Assurance Surveillance Plan (QASP):

(1) Contractor Management:

(a) Importance of documenting results of oversight.

(b) Performance objectives and performance thresholds.

(c) Methods/tools/documentation for surveillance and assessment of contractor   
performance prescribed by QASP.

(d) Use and verification of contractor’s quality control plan.

(e) Method of notifying Contracting Officer of significant performance deficiencies.

(f) Method of recommending improvements to PWS or QASP.

(2) Contract Management:

(a) Reviews required prior to execution of any options.

(b) Periodic reviews to determine if contract as written meets mission objectives/goals.

(c) Past performance documentation requirements [Contractor Performance Assessment Reporting System (CPARS)] or local procedures to document past performance when CPARS is not applicable.

(d) Process for capturing lessons learned/best practices.

(e) Cost, schedule, and performance constraints.

(f) Process contractor is using to mitigate risk and government process to understand contractor’s management process of risk.

(g) Scheduled reviews of the QASP/award fee plan.

(h) Process to evaluate contractor correction plans.

(i) Process for conducting day-to-day business, e.g. minute meetings, modifications, etc.

(j) Contract management reviews w/multi-functional team.