

Collins CIV Cathy

From: Collins CIV Cathy
Sent: Thursday, September 09, 2010 3:43 PM
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Cc: Beckner CIV Linda; Brede CIV Rita; Collins CIV Cathy; Collins CIV Guy; Faughnan CIV Kevin; Haines CIV John; Harper CIV Twana E; Hood Maj Terrell D; Keys CIV John; Lerma MGySgt Maricela G; Liu CIV Darren; McComas Maj Michael T; Mckellop SSgt Jessycca E; Miente CIV Theresa N; Poulos CIV Chris; Rice CIV Lawrence; Sineath CIV John; Sproule CIV William; Sullivan SES Frances L; Uher CIV Lauren; Romano CIV Mark; Oliver CIV R. Kaye; Daise CIV Stanley C
Subject: APM 10-19 DoD Standard for COR Certifications
Attachments: COR Appointment Letter Template.doc; COR Termination Letter Template.doc; MAPS Revised 1_602_2_a .doc; Procedures for COR Assignments.doc; COR Nomination Letter Template.doc
Signed By: cathy.collins@usmc.mil

All,

BACKGROUND:

a. The attached DPAP Memorandum of 29 March 2010 establishes a new standard for Contracting Officer Representative (COR) certifications. This new standard introduces three types of COR certifications, and for each type, there are specific competencies, experience requirements, and training requirements that must be met prior to obtaining COR certification. The competencies, experience requirements, and training requirements are commensurate with the nature and complexity of the contracts being monitored within the established COR certification type.

b. The attached DPAP memorandum also states that DoD is in the process of developing a new instruction that will set forth a comprehensive COR certification program that addresses roles and responsibilities for the COR, COR management, and the Contracting Officer.

POLICY: The revised MAPS 1.602-2(a) policy, included as an attachment, supersedes the current policy in MAPS January 2010, paragraph 1.602-2(a), and is effective immediately.

PROCEDURES:

a. Follow the procedures outlined in the attached document titled, "Procedures for COR Appointments," to ensure compliance with the attached DPAP memorandum. The attached procedures replace the existing procedures in CMPG 4.7, Contracting Officer's Representative (COR) Assignment. While the current CMPG procedures regarding COR assignment are included in CMPG module "4-Award", it is in the Government's best interest to appoint a COR early in the acquisition process to take advantage of the COR's knowledge during the planning phase.

Therefore, the attached procedures will be included in CMPG module "1-Planning" as section 1.4, Contracting Officer's Representative (COR) Assignment. The current CMPG section 1.4 and all subsequent sections will be renumbered.

b. Marine Corps field contracting offices are encouraged to share the policy and procedures in this APM with all customers in order to ensure that all future COR candidates have met the experience and training requirements prior to COR nominations.

c. Request this APM be disseminated as widely as possible to activity contracting personnel.

R/ cc

Cathy Collins

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

MAR 29 2010

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
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ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: DoD Standard for Certification of Contracting Officer's Representatives
(COR) for Service Acquisitions

Section 813 of the National Defense Authorization Act for FY 2007 required the Department to establish a Panel on Contracting Integrity (Panel) to identify contracting vulnerabilities that may lead to fraud, waste, and abuse in the defense contracting system. The Panel identified surveillance of services acquisitions as an area of vulnerability.

The Panel's Sufficient Contract Surveillance subcommittee developed a DoD COR certification standard, which defines minimum COR competencies, experience, and training according to the nature and complexity of the requirement and contract performance risk. The standard identifies competencies, experience and minimum training needed for successful performance as a COR for:

- Type A: fixed-price, low performance risk requirements;
- Type B: other than fixed-price, low performance risk requirements, and
- Type C: unique requirements that necessitate a professional license, higher education, or specialized training (matrix at Attachment A).

The standard introduces structure and rigor to COR responsibilities and performance and will be the basis for a DoD Instruction setting forth a comprehensive

COR certification program that addresses roles and responsibilities for the COR, COR management, and the Contracting Officer consistent with the former Deputy Secretary of Defense memorandum (Attachment B).

The Defense Acquisition University (DAU), working with Panel representatives, developed baseline training from competencies identified in the standard. Component-sponsored and commercial training must be equivalent to the DAU baseline training for Type B and C work/requirements to meet the standard training requirements. Equivalency requirements are addressed at <http://icatalog.dau.mil/learning/equivalency.aspx>. Online training for Type B and C requirements is anticipated to be available in the 4th quarter of FY 2010 through the university. I encourage your current and prospective CORs to complete training as it becomes available.

Please disseminate this information as appropriate to prepare for Departmental implementation of the DoD Standard for Certification of Contracting Officer's Representatives for Services Acquisitions.

A handwritten signature in black ink, appearing to read "Ashton B. Carter". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ashton B. Carter

Attachments:
As stated

ATTACHMENT

A

**DoD STANDARD FOR CERTIFICATION OF CONTRACTING OFFICER'S
REPRESENTATIVES FOR SERVICES ACQUISITIONS**

NATURE OF TYPE A WORK/REQUIREMENT	REQUIRED COMPETENCY TOPICS	REQUIRED COMPETENCIES	EXPERIENCE/TRAINING REQUIREMENTS
<p>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.</p> <p>COR duties/responsibilities are generally limited to minimal technical and/or administrative monitoring of the contract.</p>	<p>General:</p> <ul style="list-style-type: none"> ➤ Attention to Detail ➤ Decision Making ➤ Flexibility ➤ Oral and Written Communication ➤ Problem Solving/Reasoning ➤ Self-management/Initiative ➤ Teamwork <p>Technical:</p> <ul style="list-style-type: none"> ➤ Business Ethics ➤ Effective Communication of Contract Requirements ➤ Effective Contract Performance Management ➤ Effective COR Performance 	<p>Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type A work/requirements:</p> <ol style="list-style-type: none"> 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. 	<p>Experience:</p> <ul style="list-style-type: none"> ➤ Agency experience: minimum of 6 months (may be waived) ➤ Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment ➤ General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment. <p>Training:</p> <ul style="list-style-type: none"> ➤ DAU CLC 106, Contracting Officer's Representative (Basic) ➤ DAU COR XXX (to be determined), COR in the Contingency Environment, when applicable (competency 12) ➤ Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually. ➤ Additional training mandated by the contracting activity (e.g., WAFW). <p>Refresher Training:</p> <ul style="list-style-type: none"> ➤ Minimum of 8 hours COR specific training: ➤ Every 3 years, OR ➤ Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months. ➤ Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually. ➤ Any additional training mandated by the Activity.

**DoD STANDARD FOR CERTIFICATION OF CONTRACTING OFFICER'S
REPRESENTATIVES FOR SERVICES ACQUISITIONS**

NATURE OF TYPE B WORK/REQUIREMENT	REQUIRED COMPETENCY TOPICS	REQUIRED COMPETENCIES	EXPERIENCE/TRAINING REQUIREMENTS
<p>Fixed-price requirements without incentives, other than low performance risk. Attributes of such requirements might include: the nature of the work is more complex; effort will be performed in multiple regions/remote geographic locations, contract contains incentive arrangements or cost sharing provisions, contract is cost-type of T&M/LH type, or FP LOE.</p> <p>COR duties/responsibilities are of increased complexity.</p>	<p>General:</p> <ul style="list-style-type: none"> ➤ Attention to Detail ➤ Decision Making ➤ Flexibility ➤ Influencing/Persuasive interpersonal skills ➤ Oral and Written Communication ➤ Planning and Evaluating ➤ Problem Solving ➤ Reasoning ➤ Self-management/Initiative ➤ Teamwork <p>Technical:</p> <ul style="list-style-type: none"> ➤ Business Ethics ➤ Defining Government requirements ➤ Understanding and knowledge of contract type ➤ Effective analytic skills ➤ Effective Communication of Contract Requirements ➤ Effective Contract Performance Management ➤ Effective COR Performance ➤ Project Management ➤ Strategic Planning ➤ Understanding the Marketplace 	<p>Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type B work/requirements:</p> <ol style="list-style-type: none"> 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 Statement of Work/Statement of Objectives (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 	<p>Experience:</p> <ul style="list-style-type: none"> ➤ Agency experience: minimum of 12 months (may be waived by the requiring activity. Waiver to be addressed in nomination package) ➤ Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment ➤ General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment. <p>Training:</p> <ul style="list-style-type: none"> ➤ DAU COR 222 or ALMC-CL or equivalent course ➤ DAU COR XXX (to be determined), COR in a Contingency Environment, when applicable (competency 14) ➤ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually. ➤ Additional training mandated by the Contracting activity (e.g., WAWF). <p>Refresher Training:</p> <ul style="list-style-type: none"> ➤ Minimum of 16 hours COR specific training: <ul style="list-style-type: none"> • Every 3 years, OR • Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months ➤ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually ➤ Any additional training mandated by the Activity

**DoD STANDARD FOR CERTIFICATION OF CONTRACTING OFFICER'S
REPRESENTATIVES FOR SERVICES ACQUISITIONS**

NATURE OF TYPE C WORK/REQUIREMENT	REQUIRED COMPETENCY TOPICS	REQUIRED COMPETENCIES	EXPERIENCE/TRAINING REQUIREMENTS
<p>Unique contract requirements that necessitate a professional license, higher education or specialized training beyond the Type B requirements.</p> <p>Such requirements might include, for example, environmental remediation; major weapons systems; medical/dental/ veterinarian services, etc.</p> <p>COR duties/responsibilities are of increased complexity.</p>	<p>General:</p> <ul style="list-style-type: none"> ➤ Attention to Detail ➤ Decision Making ➤ Flexibility ➤ Influencing/Persuasive interpersonal skills ➤ Oral and Written Communication ➤ Planning and Evaluating ➤ Problem Solving ➤ Reasoning ➤ Self-management/Initiative ➤ Teamwork <p>Technical:</p> <ul style="list-style-type: none"> ➤ Business Ethics ➤ Defining Government requirements ➤ Understanding and knowledge of contract type ➤ Effective analytic skills ➤ Effective Communication of Contract Requirements ➤ Effective Contract Performance Management ➤ Effective COR Performance ➤ Project Management ➤ Strategic Planning ➤ Understanding the Marketplace 	<p>Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type C work/requirements:</p> <ol style="list-style-type: none"> 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 Statement of Work/Statement of Objectives (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. 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. 	<p>Experience:</p> <ul style="list-style-type: none"> ➤ Agency experience: minimum of 12 months (may be waived by the requiring activity. Waiver to be addressed in nomination package) ➤ Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment ➤ General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment. <p>Training:</p> <ul style="list-style-type: none"> ➤ DAU COR 222 or ALMC-CL or equivalent course ➤ DAU COR XXX (to be determined), COR in the Contingency Environment, when applicable (competency 14) ➤ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually. ➤ Additional training mandated by the contracting activity (e.g., WAWF). <p>Refresher Training:</p> <ul style="list-style-type: none"> ➤ Minimum of 16 hours COR specific training: <ul style="list-style-type: none"> • Every 3 years, OR • Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months. ➤ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually ➤ Any additional training mandated by the Activity. ➤ Any necessary for maintenance of license/certification/etc.

ATTACHMENT

B



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

AUG 22 2008

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Monitoring Contract Performance in Contracts for Services

Section 813 of the John Warner National Defense Authorization Act for FY 2007 (Pub. L. 109-364), directed the Secretary to establish a "Panel on Contracting Integrity." The DoD Panel on Contracting Integrity identified inadequate surveillance of contracts for services as an area of vulnerability that may lead to fraud, waste, and abuse. The panel recommended several measures to ensure sufficient contract surveillance.

The acquisition of services is a useful method to assist the Department in meeting its mission with agility, but contracts for services require effective surveillance. Trained and ready Contracting Officer's Representatives (CORs) are critical. They ensure that contractors comply with all contract requirements and that overall performance is commensurate with the level of payments made throughout the life of the contract. COR activities should be tailored to the dollar value and complexity of the specific service contract.

Requiring activities shall comply with the attached guidance to ensure that properly trained and ready CORs are assigned prior to contract award. Raters will evaluate the performance of COR duties as part of their performance assessments throughout the period of the contract. The provisions of this memorandum will be incorporated in a forthcoming Department of Defense Federal Acquisition Regulation Supplement regulation in FY 2009.

Attachment:
As stated

OSD 10852-08



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Revised MAPS 1.602-2(a) Policy

The following policy supersedes the current policy in MAPS January 2010, paragraph 1.602-2(a):

1.602-2 (DFARS) Authorized representatives of the Contracting Officer.

(a) Contracting Officer's Representative (COR). The COR provides technical direction/clarification and guidance with respect to the contract specifications or statements of work.

(1) **Authority.** CORs are responsible to the Contracting Officer for those actions delegated by the Contracting Officer as specifically addressed in the letter of appointment. In the performance of COR duties, the COR does not have the authority to take any action, either directly or indirectly, that could change the price/cost or fee, quantity, quality, scope, delivery schedule, labor mix, or other terms and conditions of the contract and/or task order. Only the Contracting Officer has the authority to make such changes. Any authority delegated to a COR is not re-delegable.

(2) Required Experience and Required Training.

(i) Prior to COR nomination/appointment, all experience requirements listed in Attachment A of [DPAP Memorandum, Subj: DoD Standard for Certification of Contracting Officer's Representatives \(COR\) for Service Acquisitions, dated 29 March 2010](#) for each of the three COR certification types must be met for the corresponding COR type, with the exception of the required agency experience. If approved by the Contracting Officer, the agency experience requirement may be waived.

(ii) Prior to COR nomination/appointment, all training requirements listed in Attachment A of [DPAP Memorandum, Subj: DoD Standard for Certification of Contracting Officer's Representatives \(COR\) for Service Acquisitions, dated 29 March 2010](#) for each of the three COR certification types must be met for the corresponding COR certification type being requested.

(A) For COR certification Types B and C, Attachment A of the DPAP memorandum identifies DAU COR 222 "or equivalent course" as a requirement that must be fulfilled before a COR appointment can be made. The only approved equivalent for DAU COR 222 is DAU CLC 222. Therefore, DAU COR 222 or DAU CLC 222 must be completed by COR nominees prior to appointment by the Contracting Officer for COR certification Types B and C.

(B) For COR certification Types A, B, and C, Attachment A of the DPAP memorandum identifies "DAU COR XXX, COR in the Contingency Environment," as a requirement that must be fulfilled before a COR appointment can be made when the nature of the COR responsibilities will require surveillance in a contingency environment. Since issuance of the DPAP memorandum, DAU has developed and made available course DAU CLC 206, titled "Contracting Officer's Representative in a Contingency Environment." Therefore, a COR appointment shall not be made for any COR candidate required to meet the competency "perform surveillance in a contingency environment," unless the COR candidate has completed DAU CLC 206.

(3) Appointment.

(i) The Contracting Officer shall appoint a COR for the contract actions identified in [DFARS PGI 201.602-2\(i\)\(A\)](#).

(ii) Appointment of only one COR per contract is authorized. Appointments of Alternate CORs or Assistant CORs are NOT authorized. However, a Contracting Officer may designate Technical Representatives to assist the COR in overseeing the Contractor's compliance with contract requirements. Prior to designation, Technical Representatives must meet the same training and experiences identified for the COR.

(iii) CORs shall be nominated and appointed using the procedures in [CMPG 1.4](#).

(4) **Evaluation and documentation.** Supplementing the normal monitoring of the COR by the Contracting Officer, the Contracting Officer must maintain an activity file on each COR as a part of the contract file. The purpose of this file is to record and maintain the results of reviews conducted annually by the Contracting Officer of the COR's contract-related activities. The Contracting Officer must annually evaluate and document the performance of the COR and provide a copy of this evaluation to the COR's organizational head. If the contract performance period is less than one year, this evaluation must be conducted prior to contract closeout.

(5) **Termination.**

(i) The appointment of a COR remains in effect throughout the life of a contract and is automatically terminated upon completion of the period of performance of the contract. The Contracting Officer may terminate a COR appointment prior to completion of the period of performance of a contract in any of the following circumstances:

(A) The COR retires, resigns, or separates from Government services;

(B) The COR transfers or is reassigned to a new assignment;

(C) The COR will be absent from service for an extended period of time; or

(D) The COR is otherwise unable to fulfill the COR's responsibilities, as outlined in the COR's appointment letter.

(ii) When terminating a COR appointment, the Contracting Officer shall follow the procedures in [CMPG 1.4.5](#).

Procedures for COR Assignments

1.4 Contracting Officer Representative (COR) Assignment

Rarely will a Contracting Officer have the expertise in all facets of every procurement he or she administers to ensure a successful contract. To assist in the technical monitoring and administration of a contract, Contracting Officers may appoint qualified personnel, known as Contracting Officer's Representatives (CORs), as their authorized representatives. A COR acts as the technical liaison between the Marine Corps and the Contractor regarding development of the Statement Of Work and/or Specification, monitoring of contract deliverables, and monitoring contract expenditures. The COR's role is essential in communicating potential problems to the Contracting Officer for mitigation and immediate diffusion before a situation becomes problematic.

1.4.1 Determining if a COR is Required

A. The Contracting Officer is required to appoint a COR for any service contract that meets the requirements of [DFARS PGI 201.602-2\(i\)\(A\)](#).

B. The Contracting Officer may appoint a COR for any contract, other than those identified in [DFARS PGI 201.602-2\(i\)\(A\)](#), when the Contracting Officer determines that a need exists. The following are a few circumstances when a Contracting Officer may decide that a COR is necessary:

1. The Government must clarify, define, or give technical direction on a contract's Specification or SOW;
2. Task/Delivery Orders are to be issued against a cost-reimbursement (time and material, labor-hour, or cost plus fee) Indefinite Delivery (ID) Contract; or
3. The contract requires unusual monitoring and surveillance efforts beyond what the Contracting Officer is reasonably able to provide (e.g., mess attendants, Contractor support activities, and commercial activities).

C. Per MAPS 1.602-2(a)(3)(ii), appointment of only one COR per contract is authorized. Appointments of Alternate CORs or Assistant CORs are NOT authorized. However, a Contracting Officer may designate Technical Representatives to assist the COR in overseeing the contractor's compliance with contract requirements.

1.4.2 Nominating a COR

A. When to nominate a COR. [DFARS PGI 201.602-2\(i\)\(A\)](#) requires the Contracting Officer to appoint a properly trained COR prior to contract award. However, it is in the Government's best interest to appoint a COR early in the acquisition process in order to take advantage of the COR's knowledge during the planning and solicitation phases. Therefore, the Contracting Officer should appoint a COR during the acquisition planning phase of the procurement.

B. Once the need for a COR has been established, the Contracting Officer shall:

1. Identify the COR certification type (Type A, Type B, or Type C) applicable to the contract based on the nature of the work/requirement outlined in Attachment A of [DPAP Memorandum of 29 March 2010](#); and
2. Notify the Project Manager that a COR appointment is required for the acquisition. Include in the notification a date when the COR nomination must be received by the Contracting Officer.

C. The Project Manager is responsible for identifying a COR candidate and coordinating with the COR candidate's supervisor to initiate the COR nomination process.

D. Prior to submitting a COR nomination to the Contracting Officer, the COR candidate's supervisor shall:

1. Ensure the COR candidate has fulfilled the training and experience requirements outlined in Attachment A of [DPAP Memorandum of 29 March 2010](#) for the applicable COR certification type.

a. Review the COR candidate's experience and assess whether it meets all of the requirements for the applicable COR certification type.

i. If the COR candidate has met all of the experience requirements for the applicable COR certification type, proceed to paragraph D.1.b. below of this section (CMPG 4.7.2).

ii. If the COR candidate has not met all of the experience requirements for the applicable COR certification type, discontinue the COR nomination process for this COR candidate. Inform the COR candidate of each requirement that has not been met and the rationale why the requirement has not been met. Also, inform the Project Manager that the COR candidate does not meet the requirements for the applicable COR certification type so the Project Manager can identify another COR candidate.

b. Request the COR candidate provide certificates demonstrating completion of the required training courses for the applicable COR certification type.

c. Once the certificates are obtained:

i. Verify the certificates represent successful completion of the required training courses listed in Attachment A of [DPAP Memorandum of 29 March 2010](#) for the applicable COR certification type.

ii. Review the certificates to identify the dates of completion for the required training courses. Compare the completion dates with the requirements for refresher training outlined in Attachment A of [DPAP Memorandum of 29 March 2010](#) for the applicable COR certification type and ensure additional training is not required.

- If the COR candidate has met all of the training requirements for the applicable COR certification type, proceed with paragraph D.2. below of this section (CMPG 4.7.2).

- If the COR candidate has not met all of the training requirements for the applicable COR certification type, discontinue the COR nomination process for this COR candidate. Inform the COR candidate of each requirement that has not been met. Also, inform the Project Manager that the COR candidate does not meet the requirements for the applicable COR certification type.

2. Use the attached COR Nomination Letter Template to develop a COR nomination letter.

3. Submit the completed and signed COR nomination letter, including all training certificates, to the Contracting Officer for consideration, and if appropriate, appointment of the COR.

1.4.3 Appointing a COR

A. Upon receipt of a COR nomination letter and training certificates, the Contracting Officer shall:

1. Compare the COR nominee's experience listed in the COR nomination letter to the experience requirements outlined in Attachment A of [DPAP Memorandum of 29 March 2010](#) for the COR

certification type requested to determine whether all experience requirements for the COR certification type requested have been fulfilled.

2. Compare the COR nominee's completed training listed in the COR nomination letter to the training certificates and the training requirements outlined in Attachment A of [DPAP Memorandum of 29 March 2010](#) for the COR certification type requested to determine whether all training requirements for the COR certification type requested have been fulfilled. Ensure the appropriate refresher training has been completed, if required.

3. If the COR nominee has met all of the experience and training requirements for the COR certification type being requested, the Contracting Officer may proceed with the COR appointment.

4. If the COR nominee has not met all of the experience and training requirements for the COR certification type being requested, the Contracting Officer shall notify the COR nominee and the COR nominee's supervisor which requirement(s) for the COR certification type requested have not been met. The notification shall include the rationale why the requirement(s) have not been met. Also, inform the Project Manager that the COR nominee does not meet the requirements for the applicable COR certification type, so the Project Manager can identify another COR candidate.

B. After determining a COR nominee will be appointed, the Contracting Officer shall:

1. Use the attached COR Appointment Letter Template to draft the COR appointment letter. The COR appointment letter defines the scope and limitations of the COR's authority, as well as the extent and method of contract monitoring appropriate to the particular contract involved. Pursuant to [DFARS 252.201-7000](#), although the COR is appointed the authority to act on behalf of the Contracting Officer, the COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract. Details regarding COR responsibilities and duties are outlined in [CMPG 5.3.1](#).

2. Sign the completed COR appointment letter.

3. Provide the signed COR appointment letter to the appointed COR for acknowledgement and acceptance.

C. Upon receipt of the COR appointment letter, the COR shall acknowledge the COR appointment by signing the letter, and send the signed COR appointment letter to the COR's supervisor for acknowledgement.

D. Upon receipt of the COR appointment letter, the COR's supervisor shall acknowledge the appointment by signing the letter and submitting it to the Contracting Officer for insertion in the contract file.

E. The Contracting Officer shall retain the signed COR appointment letter in the contract file, along with the COR nomination letter and any attachments.

F. If the COR appointment occurs during the planning phase of the procurement, prior to issuing the solicitation, the Contracting Officer shall insert the COR's contact information in the solicitation. If the COR is appointed after the solicitation is issued, the Contracting Officer shall insert the COR's contact information in the contract prior to award. This contact information can be found in the COR's nomination letter.

G. If any changes to the scope and limitation of the COR's authority occur during the life of the contract, the Contracting Officer must either issue a new appointment letter or amend the existing one.

1.4.4 Annual COR Evaluation

A. As required by MAPS 1.602-2(a)(4), on an annual basis, the Contracting Officer shall evaluate the COR's contract related activities and provide documentation of this evaluation to the COR's organizational head. If the contract's period of performance is less than one year, this evaluation shall be conducted prior to contract closeout.

B. In addition, the Contracting Officer may perform reviews of the COR contract files on an "as needed" basis. The following are circumstances that the Contracting Officer may consider when deciding whether a review is necessary:

1. Appointment of a new COR.
2. Contractor receipt of an overall CPARS rating of unsatisfactory or marginal, or when a Termination for Default is being contemplated.
3. A pattern of problems with COR performance in any area of responsibility, for example:
 - a. Unauthorized commitment;
 - b. Untimely/poor quality modification of SOWs and/or Independent Government Cost Estimates (IGCEs);
 - c. Inadequate/non-existent invoice reviews;
 - d. Untimely/poor quality CPARS recommendations;
 - e. Complaints regarding monitoring of contractor performance; or
 - f. The COR has taken any action that results in change to the price/cost or fee, quantity, quality, scope, delivery schedule, labor mix, or other terms and conditions of the contract and/or task order.

C. Contracting Officers may request that the COR complete a [COR Functional Review Questionnaire](#) (or equivalent) in support of his or her annual evaluation of COR performance.

1.4.5 Terminating a COR

A. The appointment of a COR remains in effect throughout the life of a contract and is automatically terminated upon completion of the period of performance of the contract.

B. The Contracting Officer may terminate a COR appointment prior to completion of the period of performance if any of the circumstances in MAPS 1.602-2(a)(5)(i) exist.

C. Immediately after it has been determined that one of the circumstances in MAPS 1.602-2(a)(5)(i) exists, the COR's supervisor shall notify the Contracting Officer in writing of the following:

1. The circumstance regarding why the COR appointment should be terminated; and
2. The end date of the COR appointment.

D. Upon receipt of notification that a COR appointment should be terminated, the Contracting Officer shall:

1. Notify the Project Manager that the appointed COR for the contract will be terminated, the date the termination will be effective, and that a new COR must be appointed prior to the termination date.

2. Use the attached COR Termination Letter Template to draft a COR termination letter.

3. Sign the completed COR termination letter and provide it to the COR for acknowledgement and signature.

E. Upon receipt of the COR termination letter, the COR shall acknowledge the termination by signing the letter and then sending it to the COR's supervisor for acknowledgement.

F. Upon receipt of the COR termination letter, the COR's supervisor shall acknowledge the termination by signing the letter and submitting it to the Contracting Officer for insertion in the contract file.

G. Upon receipt of the COR termination letter, the Contracting Officer shall retain the signed copy in the contract file.



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

(Use Local Letterhead when applicable)

IN REPLY REFER TO:

COR Nomination Letter Template

Template Version August 2010

Tailor all aspects of this template to the individual acquisition and ensure that any template areas providing sample language or instructions (e.g. italicized and/or red language) are deleted prior to submitting this letter.

MEMORANDUM

From: ***Insert title of COR nominee's supervisor***

To: Contracting Officer for ***insert "SOLICITATION" or "CONTRACT" insert solicitation or contract number***

SUBJ: NOMINATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR) FOR ***insert "SOLICITATION" or "CONTRACT" insert solicitation or contract number***

Ref: (a) DFARS 201.6 Contracting Authority and Responsibilities
(b) FAR 37.1 Service Contracts

1. Nomination of Individual. The following individual is hereby nominated for COR certification Type ***indicate the type of COR certification requested based on the three types listed in [DPAP Memorandum of 29 March 2010](#)***, in order to perform the COR duties on the contract identified below:

a. COR Nominee:

- (1) COR Nominee's Name: ***Insert COR nominee's name.***
- (2) COR Nominee's Complete Office Symbol: ***Insert COR nominee's complete office symbol.***
- (3) COR Nominee's Telephone Number: ***Insert COR nominee's telephone number.***
- (4) COR Nominee's Email Address: ***Insert COR nominee's email address.***

b. Contract Information:

- (1) Solicitation/Contract Number: ***In accordance with [DFARS PGI 201.602-2\(i\)\(A\)](#), a COR shall be appointed in writing prior to contract award. Accordingly, insert the solicitation number. However, if this COR nomination is being submitted during the acquisition planning/acquisition strategy phase and the solicitation number is not yet available, insert a statement in this location similar to the following: "This nomination is being submitted at the acquisition/acquisition strategy phase of the procurement and the solicitation number is not yet available." If this nomination is being submitted after contract award because a replacement COR is required, insert the contract number.***
- (2) Title: ***Insert the title of the solicitation/contract.***
- (3) Description: ***Insert a brief description of the acquisition.***
- (4) Period of Performance: ***If the contract has not been awarded, identify the contract period of performance, including all option years, as stated in the solicitation. If the contract***

has been awarded, identify the end of the period of performance for the current contract year and any option periods of performance.

(5) Does this contract require the COR to perform duties in a contingency environment?
Indicate "Yes" or "No" based on the requirements of the contract.

c. COR Certification Type Requested

(1) COR Certification Type Requested: **Insert "Type A," "Type B," or "Type C," based on the three COR certification types listed in DPAP Memorandum of 29 March 2010.**

(2) Nature of Work/Requirements: **The first block of Attachment A of DPAP Memorandum of 29 March 2010 identifies the nature of the work requirement for the specific COR certification type being requested. Explain in detail how this contract fits that work/requirement.**

2. Qualifications of COR Nominee.

a. Training. The following demonstrates how COR nominee, **insert COR nominee's name**, has fulfilled the training requirements outlined in Attachment A of DPAP Memorandum of 29 March 2010, block titled, "Experience/Training Requirements," for COR certification Type **indicate the type of COR certification requested**.

In the table below, list the required Training and Refresher Training (if applicable) courses listed in Attachment A of DPAP Memorandum of 29 March 2010, block titled, "Experience/Training Requirements," for the COR certification type requested.

Using the table below, for each course indicate whether the training is the initial training or refresher training, the course number, the course title, the number of hours required for completion of the course based on the DAU description of the course, and date of completion.

If paragraph 1.b.(5) was marked with a "yes," as required by MAPS 1.602-2(a)(2)(ii)(B), DAU CLC 206, titled "Contracting Officer's Representative in a Contingency Environment," must be completed prior to a COR appointment.

Initial/Refresher	Course Number	Course Title	Number of Hours	Date Completed (Day/Month/Year)
Indicate "Initial" or "Refresher"	Fill in course #	Fill in course title	Fill in # of hours	Fill in date of completion
Indicate "Initial" or "Refresher"	Fill in course #	Fill in course title	Fill in # of hours	Fill in date of completion
Indicate "Initial" or "Refresher"	Fill in course #	Fill in course title	Fill in # of hours	Fill in date of completion

b. Experience. The following demonstrates how COR nominee, **insert COR nominee's name**, has fulfilled the experience requirements outlined in Attachment A of DPAP Memorandum of 29 March 2010, block titled, "Experience/Training Requirements," for COR certification Type **indicate the type of COR certification requested**.

(1) Agency Experience.

(a) The minimum agency experience required for COR certification Type **indicate the type of COR certification requested** is **insert the minimum agency experience required for the**

applicable COR certification type based on the minimum agency experience requirement listed in Attachment A of DPAP Memorandum of 29 March 2010, block titled, "Experience/Training Requirements."

(b) If the minimum agency experience requirement has been met, delete paragraph 2.b.(1)(c) below and complete and insert the following statement: "COR nominee, *insert COR nominee's name*, has met the minimum agency experience required for Type *indicate the type of COR certification requested* COR certification by completing *indicate the amount of time the COR nominee has worked with the agency (e.g. 9 months, 5 years, however long the COR nominee has been with the agency)* with the agency."

(c) If the minimum agency experience requirement has not been met and the requirement is being waived, delete paragraph 2.b.(1)(b) above and complete and insert the following:

(i) COR nominee, *insert COR nominee's name*, has not met the minimum agency experience required for COR certification Type *indicate the type of COR certification requested*. However, the nominee is considered to have sufficient experience for performing the required duties for the contract identified in paragraph 1.b. above. Therefore, as permitted by Attachment A of DPAP Memorandum of 29 March 2010, block titled, "Experience/Training Requirements," the minimum agency experience requirement is hereby waived.

(ii) Rationale for Waiving Agency Minimum Experience Requirement. *Draft a paragraph narrative that describes how the COR candidate's experience is sufficient for performing the required duties for the contract identified in paragraph 1.b. above, and why waiving the minimum agency experience requirement would not impact the COR candidate's abilities to perform the applicable COR duties. Any amount of time the COR candidate has worked for the organization may be identified here to indicate the COR candidate has some knowledge of the agency.*

(2) General and Technical Experience.

(a) COR nominee, *insert COR nominee's name*, has sufficient relevant general and technical experience that demonstrates the COR nominee will be able to successfully fulfill the COR responsibilities, for the acquisition identified in paragraph 1.b. above, commensurate with the nature of work for COR certification Type *indicate the type of COR certification requested*.

(b) *Draft a 1-2 paragraph narrative that demonstrates how the COR nominee has sufficient relevant general and technical experience to successfully fulfill his/her COR responsibilities. The general and technical competency topics identified in Attachment A of DPAP Memorandum of 29 March 2010, block titled, "Required Competency Topics," should be addressed in order to demonstrate the COR nominee's experience.*

3. COR Nominee Supervisor's Certification.

a. In accordance with Attachment 1 of Deputy Secretary of Defense memorandum of 22 August 2008, I, the COR nominee's supervisor, certify the following:

(1) The COR nominee will be afforded necessary resources (such as time, supplies, equipments, and training) to perform the designated COR functions;

(2) The COR nominee and I understand the importance of performance of the designated functions; and

(3) The COR nominee's performance of designated functions will be addressed as part of the COR's performance assessments.

b. **DoD 5500.7-R states the basis for determining the need for filing an OGE 450, Confidential Financial Disclosure Report. The person nominating the COR is required to certify that the nominee is in compliance with DoD 5500.7-R and the Procurement Integrity Act (FAR 3.104).**

(1) If an OGE 450 is required, insert the following statement and delete paragraph 3.b.(2) below: I, the COR nominee's supervisor, certify that **insert COR nominee's name** is in compliance with DoD 5500.7-R and the Procurement Integrity Act, has filed an OGE 450, and there is no conflict of interest or apparent conflict of interest interfering with this nomination.

(2) If an OGE 450 is not required, insert the following statement and delete paragraph 3.b.(a) above: I, the COR nominee's supervisor, certify that **insert COR nominee's name** is in compliance with DoD 5500.7-R and the Procurement Integrity Act, is not required to file an OGE 450, and there is no conflict of interest or apparent conflict of interest interfering with this nomination.

In the signature block below, Insert printed name, title, and phone number of the COR nominee's supervisor, and obtain signature and date of signature.

Signature of COR Nominee's Supervisor

Date

Name of COR Nominee's Supervisor

Phone #

Title of COR Nominee's Supervisor

Copy To:

Official Contract File

Project Manager

Cognizant DCMA **(only include this if applicable)**



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

(Use Local Letterhead when applicable)

IN REPLY REFER TO:

COR Appointment Letter Template

Template Version August 2010

Tailor all aspects of this template to the individual acquisition and ensure that any template areas providing sample language or instructions (e.g. italicized and/or red language) are deleted prior to submitting this letter.

MEMORANDUM

From: Contracting Officer for ***insert "SOLICITATION" or "CONTRACT" insert solicitation or contract number***

To: ***Insert COR's name***

SUBJ: APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (COR) FOR ***insert "SOLICITATION" or "CONTRACT" insert solicitation or contract number***

Ref: (a) COR Nomination Letter of ***insert date of COR Nomination Letter***
(b) DFARS 201.6 Contracting Authority and Responsibilities
(c) FAR 37.1 Service Contracts

1. In accordance with reference (a) and pursuant to reference (b), ***insert COR nominee's name*** is hereby appointed as the Contracting Officer's Representative (COR) for the subject acquisition. This appointment is effective ***insert "immediately" or the date the appointment is effective (Typically the effective date should be immediately since the COR should be involved with the acquisition process as early as possible. However, if the COR being appointed is replacing a previous COR, it may be necessary to insert a an effective date the new COR will assume the COR responsibilities.)*** The COR may only perform the functions stated herein.

2. You are authorized by this appointment to take action with respect to the following:

Tailor the following as applicable to meet specific COR appointment requirements.

- a. Verify that the Contractor performs the technical requirements of the contract in accordance with the contract terms, conditions, Specifications, ***insert either "Statement of Work (SOW)" or "Performance Work Statement (PWS),"*** and the Quality Assurance Surveillance Plan (QASP). Immediately communicate any deficiencies to the Contracting Officer.
- b. Issuing Technical Direction Letters (TDLs) as required to clarify, define, or provide technical instructions relating to the tasks contained in the ***insert either "PWS" or "SOW"***. Work with the Project Officer to draft the TDL and present to the Contracting Officer for approval, unless delegated authority for such approval. The understanding reached, or the technical direction given, must be formalized in writing and copies provided to the Contracting Officer. Ensure TDLs do not include new terms, agreements,

or commitments with the Contractor that will serve to modify the terms and conditions of the contract. Monitor progress against the any issued TDL.

- c. Review, inspect, and accept **insert "services" and/or "deliverables"** when completed. Perform, or cause to be performed, inspections necessary in connection with paragraph 2.a. and verify that the Contractor has corrected all deficiencies. Perform acceptance for the Government of services performed under this contract.
- d. Maintain liaison and direct communications with the Contractor. Written communications with the Contractor and other documents pertaining to the contract shall be signed as "Contracting Officer's Representative" and a copy shall be furnished to the Contracting Officer. Documentation shall be provided to the Contracting Officer for any significant actions taken.
- e. Monitor the Contractor's progress, costs, and quality of performance; notify the Contractor of deficiencies observed during surveillance and direct appropriate action to effect correction. Record and report to the Contracting Officer incidents of faulty or nonconforming work, delays or problems. Track funding throughout the life of the contract/orders. In addition, submit a monthly report concerning performance of services rendered under this contract.
- f. Coordinate site entry for Contractor personnel, and ensure that any Government Furnished Property (GFP) is available when required.
- g. Review and certify the Contractor's invoices (in Wide Area Work Flow) to ensure that work cited has been performed and that labor hours, materials, and travel charged are consistent and reasonable for the effort completed during the period covered by the invoice.
- h. Promptly notify the Contracting Officer when there are inconsistencies between work actually performed by the Contractor and performance claimed on invoices, as well as any inefficiencies of the Contractor.
- i. Prepare a quality narrative and rating on the Contractor's performance. Provide feedback to support the Contracting Officer with the Contractor Performance Assessment Reporting System (CPARS) process for collection of past performance information used in source selection evaluations.

Insert the following if the contract specifies a labor mix/level of effort:

- j. Monitor the actual labor mix/level of effort expended and periodically report significant differences between the contracted and actual incurred labor mix/level of effort expended to the Contracting Officer.

Insert the following where work under a contract is assigned by task order or delivery order:

- k. Track performance, labor hours and mix ordered, and labor hours and mix expended by individual orders.

3. You are not empowered to award, agree to or sign any contract (including delivery orders) or contract modification or in any way to obligate the payment of money by the Government. You may not take any action which may affect contract or delivery order schedules, funds or scope. All contractual agreements, commitments or modifications which involve price, quantity, quality, delivery schedules, labor mix, or other terms and conditions of the contract must be made by the Contracting Officer. You may not disclose source selection or proprietary information, provide any budgetary information to the Contractor, allow/authorize personal services, or

interfere with the Contractor's personnel practices or organized labor. You may be personally liable for unauthorized acts. You may not re-delegate your COR authority.

4. This COR appointment shall remain in effect through the life of the contract, unless sooner terminated in writing by the Contracting Officer. If you are to resign, be transferred or reassigned to a new assignment, will separate from Government service, will be absent from service for an extended period of time, or will otherwise be unable to fulfill the COR duties listed herein, you must provide your supervisor and the Contracting Officer with sufficient notification in advance of the event causing the termination in order to permit timely selection and appointment of a successor COR. If this appointment is terminated for any reason before completion of this contract, turn your records over to the successor COR or obtain disposition instructions from the Contracting Officer.

5. You are required to maintain adequate records to sufficiently describe the performance of your duties as a COR during the life of this contract and to dispose of such records as directed by the Contracting Officer. At a minimum, the COR file must contain the following:

- a. A duplicate copy of the COR nomination and appointment letters.
- b. Documentation supporting completion of COR training, including required refresher training.
- c. A copy of the procurement request(s).
- d. A copy of the Request for Proposal and all amendments.
- e. A copy of the Contractor's technical proposal.
- f. Copies of preaward correspondence.
- g. A copy of the contract, task/delivery orders, and all modifications.
- h. A copy of each issued TDL.
- i. A copy of all correspondence with the Contractor, Contracting Officer and/or Ordering Officer, and other Government officials involved in the contract and/or delivery/task order such as the Administration Contracting Officer (ACO).
- j. A record all Government Furnished Property (GFP), the date provided to the Contractor, and the condition of the property when provided.
- k. A copy of the Contract Administration Plan (if applicable).
- l. Copy of each DD Form 254, Security Specification (if applicable).
- m. Name, position title, phone number and function of every Government person who is providing technical or administrative assistance (e.g., DCMA representative).
- n. Contact information, responsibilities, and limitations of each Technical Representative (TR), if assigned.
- o. A surveillance plan describing when, where, and how surveillance is accomplished and how the results will be used (Quality Assurance Surveillance Plan (QASP), if applicable).
- p. Copies of the minutes and list of attendees for each contract related meeting.
- q. Copies of test reports (if applicable).

- r. Record of unforeseeable situations, conditions, Acts of God, etc., and any actions taken to minimize adverse consequences.
- s. A tickler system showing all due dates and milestone events.
- t. A copy of all Contractor performance reports, including CPARS reports, if applicable.
- u. Descriptions of Contractor performance or provisional deficiencies and steps taken to correct them.
- v. A system of documenting all labor hours, costs, travel dollars authorized and expended.
- w. Copies of all invoices and receipt documents processed from the Contractor.
- x. Copies of all receipts and acceptance documents processed.
- y. Record of overall Contractor performance evaluation at the end of the contract or deliver/task order.
- z. Letter terminating COR appointment (if applicable).
- aa. Minutes of the Contracting Officer's debriefing of the COR at the end of the contract.
- bb. Phone calls and Memoranda for Record (MFR).

6. At the time of contract completion, the COR file containing all COR records shall be forwarded to the Contracting Officer for retention in the contract files.

7. All personnel engaged in contracting and related activities shall conduct business dealings with industry in a manner above reproach in every aspect and shall protect the U.S. Government's interests, as well as maintain its reputation for fair and equal dealings with all Contractors. Joint Ethics Regulation, DoD 5500.7-R, sets forth standards of conduct for all personnel directly and indirectly involved in contracting.

8. A COR who may have direct or indirect financial interests which would place the COR in a position where there is a conflict between the COR's private interests and the public interests of the United States shall advise the COR's supervisor and the Contracting Officer of the conflict so that appropriate actions may be taken. CORs shall avoid the appearance of a conflict of interest in order to maintain public confidence in the U.S. Government's conduct of business with the private sector.

9. You are required to acknowledge receipt of this appointment by signing this letter and returning it to the Contracting Officer. Your signature also serves as certification that you have read and understand the contents of DoD 5500.7-R.

10. Pursuant to the Prompt Payment Act (FAR 32.9), you are required to forward correctly completed acceptance/receiving documents to the paying office identified in the contract no later than five (5) working days after receipt and acceptance of goods and/or services. Failure to supply any required acceptance/receiving documentation within this timeframe may subject the Government to interest penalties and result in charge back of any interest paid to the Requiring Activity's operating funds.

Insert typed name
Contracting Officer

COR ACKNOWLEDGEMENT/ACCEPTANCE OF APPOINTMENT:

I understand my technical duties and limitations of COR, as assigned by this COR appointment letter. I accept the appointment as COR for the acquisition identified in the subject block above.

Signature of Appointed COR

Date

Printed Name & Title of Appointed COR

COR SUPERVISOR'S ACKNOWLEDGEMENT OF COR APPOINTMENT:

I acknowledge and concur with this COR appointment.

Signature of Appointed COR's Supervisor

Date

Printed Name & Title of Appointed COR's Supervisor

Copy To:

Contracting Officer (for contract file)

COR (for COR file)

COR Supervisor

Cognizant DCMA ***(only include this if applicable)***

Project Manager



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

(Use Local Letterhead as applicable)

COR Termination Letter Template

Template Version August 2010

Tailor all aspects of this template to the individual acquisition and ensure that any template areas providing sample language or instructions (e.g. italicized and/or red language) are deleted prior to submitting this letter.

MEMORANDUM

From: Contracting Officer for ***insert "SOLICITATION" or "CONTRACT" insert solicitation or contract number***

To: ***Insert COR's name***

SUBJ: TERMINATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR) APPOINTMENT FOR ***insert "SOLICITATION" or "CONTRACT" insert solicitation or contract number***

Ref: (a) COR Appointment Letter of ***insert date of COR Appointment Letter***

In accordance with reference (a), ***insert COR's name***'s appointment as the Contracting Officer's Representative (COR) for the subject acquisition is hereby terminated. This is effective ***insert the date the termination is effective***. You are required to transfer all of your records to the ***insert "successor COR" or "Contracting Officer"*** no later than the effective date of the termination.

Insert typed name
Contracting Officer

COR ACKNOWLEDGEMENT OF COR TERMINATION:

I acknowledge the termination of my appointment as COR for the acquisition identified in the subject block above.

Signature of COR

Date

Printed Name & Title of COR

COR SUPERVISOR'S ACKNOWLEDGEMENT OF COR TERMINATION:

I acknowledge and concur with this COR termination

Signature of COR's Supervisor

Date

Printed Name & Title of COR's Supervisor

Copy To:

Contracting Officer (for contract file)

COR file

COR Supervisor

Cognizant DCMA ***(only include this if applicable)***

Project Manager