ACC Pamphlet 70- 1

Contract Operations

Interim Army Contracting Command – Contracting Officer's Representative Policy Guide

U.S. Army Contracting Command
9301 Chapek Road
Fort Belvoir, VA 22060-5527
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UNCLASSIFIED

DEPARTMENT OF THE ARMY
U. S. ARMY CONTRACTING COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

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1. Purpose. Documents and describes the training and management strategy for Contracting Officer's Representatives (COR), to ensure ethics and continuity of standards across the ACC (Army Contracting Command.) This policy provides standards for the training and management of CORs by:

a. Providing guidance for prospective, newly appointed, and current CORs to accomplish their mission;
b. Describing COR roles and responsibilities;
c. Detailing monitoring / surveillance activities required of the COR;
d. Detailing the designation and performance monitoring of those responsible for designating CORs;
e. Detailing documentation and reporting requirements;
f. Providing CORs with the tools and techniques to monitor and document the contractor's performance.

2. Applicability. This policy applies to:

a. Contracting Officers (KO) who provide to the requiring activity a list of proposed responsibilities for the COR;
b. KOs who delegate oversight responsibilities to CORs;
c. Personnel assigned COR duties;
d. Personnel assigned to review COR performance;
e. Personnel responsible for scheduling, tracking, or documenting COR training.

3. Definitions. For purposes of this policy, the following terms have the stated definition:

ACC Subordinate Command: In this document when ACC Subordinate Command is used it refers to the following HQs elements:

a. Expeditionary Contracting Command
b. Mission & Installation Contracting Command
c. AMCOM Contracting Center
d. CECOM Contracting Center
e. Rock Island Contracting center
f. LOGCAP Program Directorate
g. SDDC Contracting Center
h. National Capital Region Contracting Center
i. TACOM Contracting Center
j. RDECOM Contracting Center
k. JM&L Contracting Center
l. OPM-SANG Contracting Center

Acquisition: Federal Acquisition Regulation (FAR) 2.101

Contract: FAR 2.101

Contracting Activity: FAR 2.101

Contracting Office: FAR 2.101

Contracting Officer: FAR 2.101

Contracting Officer's Representative: Defense Federal Acquisition Regulation Supplement (DFARS): 202.101

Contingency: 10 U.S.C. 101(a)(13)

Requiring Activity: The activity providing technical oversight/receiving the services. When there is a transfer of funding from one agency to another agency (i.e., Military Interdepartmental Procurement Request (MIPR)), unless otherwise stipulated, the requiring activity is that activity providing technical oversight/receiving the services.

4. References.

a. Federal Acquisition Regulation (FAR)

b. Defense Federal Acquisition Regulation Supplement (DFARS)

c. Department of Defense (DoD) Standards of Conduct Office (SOCO) Website

d. Army Federal Acquisition Regulation Supplement (AFARS)

e. DEPSECDEF memo, Feb 19, 2009, Contingency Contracting Capability/ COR total Force Assessment and Implementation

f. ASA(ATL) memo, Oct 01, 2008, Monitoring Contract Performance in Contracts for Services

g. DEPSECDEF memo, Aug 22, 2008, Monitoring Contract Performance in Contracts for Services

h. USD(AT&L) memo, Dec 06, 2006, Designation of Contracting Officer's Representatives on Contracts for Services in Support of Department of Defense (DoD) Requirements

5. Policy. It is ACC Policy to:

a. Appoint properly trained and ethically aware CORs prior to contract award (**Appendix A** COR Assignment Flowchart);

b. Utilize the online COR Management System Tool (https://arc.army.mil/COR/) for the nomination, tracking, and management of CORs;

c. Designate an ACC HQ COR Training Manager, who resides in the Quality Assurance (QA) Division of ACC HQ;

d. Evaluate COR performance.

6. General. A COR is designated in writing by the KO when the monitoring of contractor performance is required (PGI DFARS 201-602-2). The KO must review the designation letter with the COR and ensure that the COR understands all duties as required by the designation letter. The COR will acknowledge understanding of the designation by signing.

a. The person to be designated as a COR must meet the following requirements:

1) Shall be a U.S. Government employee (military or civilian);
2) Shall be qualified by training, professional certification, and/or experience prior to delegation of duties;
3) Shall not duplicate effort or perform functions that are delegated under FAR 42.202(a) to a contract administration office (e.g. Defense Contract Management Agency [DCMA]);
4) Has no authority to make any commitments or changes that affect price, quality, quantity, delivery, or other terms and conditions of the contract;
5) Must be designated in writing;
6) A copy of the designation will be furnished to the contractor, the COR, the contract administration office (if applicable), and the unit / agency / office providing the COR asset.

b. The designation letter shall:

1) Specify the extent of the COR's authority to act on behalf of the KO;
2) Identify the limitations on the COR's authority;
3) Specify the dates / period covered by the delegation;
4) State that the authority is not re-delegable;
5) State that the COR may be personally liable for unauthorized acts.

c. COR Duties and Responsibilities. CORs serve as the eyes and ears of the KO at the contractual place of performance or as otherwise designated by the KO. Responsibilities include:

1) Providing documented proof of their training completion to the KO before the COR appointment letter is issued. The appointing KO will have final authority to determine what represents documented proof of training. Includes: proof of expertise in the service or administration support required for monitoring the contractor in a fair, objective, and reasonable manner;
2) Performing contract surveillance oversight of the contractor's compliance with contract requirements and provide information regarding compliance to the KO;
3) Assisting in the preparation of a Quality Assurance Surveillance Plan (QASP) for all contracts prior to contract award if identified before the QASP is produced. The QASP describes what the Government will do to ensure that contractor performance is executed in accordance with the contract requirements and performance standards;
4) Not performing functions above the CORs knowledge, skill, or ability (KSA) level;
5) Notifying the KO in writing if the delegated functions are above/outside the CORs KSA level;
6) Maintaining a file for each contract assigned.

d. Terms such as Contracting Officer's Technical Representative (COTR) will <u>not</u> be used by the ACC. This does not mean that Agencies and Commands external to ACC will not use other acronyms to refer to and describe CORs. Some personnel may be assigned as Alternate

CORs, but other than a statement to that effect and what actions the KO expects that COR to take in the absence of the primary COR there is no difference between a COR and an Alternate COR.

e. When the KO identifies that a COR is required, the KO will provide the requiring activity a list of proposed responsibilities for the COR. When nominating a COR, the requiring activity must:

1) Consider the qualifications of the prospective COR based on the contract complexity, contractor history, and level or nature of COR duties/responsibilities; Affirm that the COR will be afforded the necessary resources to perform the designated functions;

2) Affirm that the prospective COR and the prospective COR supervisor understand the importance of performance of the designated functions;

3) Affirm that the performance of the designated functions will be addressed as part of the COR's performance assessment and are encouraged to solicit input on performance of COR duties from the contracting officer;

4) Verify that the nominated COR has submitted an OGE-450 and no conflicts of interest exist;

5) Follow the provisions listed in this paragraph when assigning successor CORs.

f. In order to support the varied levels and complexity of acquisitions COR training types A, B, and C will be used. The risk level, contract complexity, and identified COR duties/responsibilities will determine the type of training required. These are described as follows:

1) Type A Training. Low-risk fixed-price service contract requirements without incentives. Attributes of such requirements might include: minimum technical or administrative complexity, no identifiable risk factors, low likelihood for contract modification, effort is follow-on to an existing contract, etc. COR duties/responsibilities are generally limited to kind, count, and/or condition; basic monitoring of the contractor.

2) Type B Training. Other than low risk service contract requirements. Attributes might include: nature of the work is more complex, effort will be performed in multiple regions or in remote geographic locations; service contract contains incentive arrangements or cost sharing provisions, contract may be a cost-type or time & materials type. COR duties/responsibilities are increased and more complex.

3) Type C Training. Unique service contract requirements that necessitate a professional license or certification. Attributes of such requirements might include high risk or complex oversight of services or facilities. COR duties/responsibilities involve highly complex or specialized training such as: Master Electrician, Medical Doctor/Nurse, Veterinarian (Food and Water hygiene/inspection), or Major Weapons System subject matter expert.

7. COR Management Plan. Each ACC Subordinate Command will have a COR Training POC and a COR Management Plan.

a. As a minimum, the COR Management Plan shall address the following requirements:

1) Utilization of the COR Management System Tool (https://arc.army.mil/COR/) for nomination, tracking, documentation, and management of CORs. Using the COR Management System tool in a Contingency Environment may be challenging, therefore locations lacking adequate bandwidth, may use a locally developed method to track and document COR nomination, training, and management. If a locally developed method is used then a procedure for entering and updating COR and contract data on at least a Quarterly basis, in the COR Management System Tool, must be developed to ensure that ACC metrics are timely and accurate. The local method shall be documented in the organization's COR Management Plan.

2) COR training documentation (includes Refresher Training)
3) KO COR Files
4) COR File Review
5) COR Files
6) Metrics
7) ACC Comprehension Training Instructor selection and assessment procedures

b. The plan will also identify how contractor past performance data is collected, shared, and filed. Proper development and implementation of the COR Management Plan will result in enhanced contractor oversight, sharing of information, and documentation of activity, which in turn will reduce fraud, the opportunity for fraudulent behavior, and enhance the opportunity to quickly detect and prosecute fraud by contractors or government employees.

8. COR Training. CORs must complete the listed training requirements or equivalents before the KO issues a letter of appointment. As a minimum, all CORs shall complete Ethics Training for AT&L Workforce (DAU CLM 003) or Unit equivalent and COR with a Mission Focus (DAU CLC 106). This training must be accomplished by the identified COR(s) prior to deployment. Deployed CORs must meet the minimum requirements (above) however; those assigned to higher Type training requirements will be allowed 6 months from the issue date of this policy to complete the training. DAU offers many of the required COR training courses online. See **Appendix B** for instructions to access DAU training. The training requirements follow:

a. **Type A Training:**

1) DAU CLM 003 - Ethics Training for AT&L Workforce or Unit equivalent
2) DAU CLC 106 - COR with a Mission Focus
3) Wide Area Workflow - If COR is not performing electronic acceptance then this training is not required. (http://www.wawftraining.com/)
4) Locality/ theater/ Mission Specific Training - This training is the responsibility of the local Contracting Center and local training certificates will be issued to document training completion. Training varies depending upon the country or region assigned and will address the following topics as appropriate for the duties and responsibilities assigned:

a) Operations Security (OPSEC) Local customs, courtesies, and laws
b) Region specific authority (NATO, US Army, US Air Force, Allied Forces, etc.)
c) Badges, access, and background checks for installation access
d) Purchase Request and Commitment (PR&C)
e) COR files (what, where maintained, period of retention)

f) Audit Records
g) Contract, files, reports, correspondence
h) Conservation records
i) Contract Payment
j) Contract Closeout
k) Contractor Manpower Reporting Application(CMRA- https://cmra.army.mil/Login.aspx)
l) Contractor Performance Assessment Reporting System (CPARS - http://www.cpars.csd.disa.mil/cparsmain.htm)
m) Past Performance Information Retrieval System (PPIRS - http://www.ppirs.gov/default.htm)
n) Synchronized Pre-Deployment and Operational Tracker database (SPOT - http://www.bta.mil/products/spot.html)
o) Paperless Contract File System (PCF) or any other electronic system in use that the COR will need to access.

5) ACC COR Comprehension Training – (This training is required only on contracts that have a Period of Performance including options that exceed 90 days) This 16-24 hour classroom course is taken after completion of all required on-line training and validates comprehension of COR duties. The ACC HQ COR Training Manager (ACCHQCOR@us.army.mil) may be contacted to provide support for this training. Training presentations, which cover all of the topics listed below, may be obtained from the ACC HQ COR Training Manager (ACCHQCOR@us.army.mil.) The ACC Subordinate Commands must identify procedures to ensure that appropriate instructors are selected to conduct the training. The training must include as a minimum the following topics.

a) Government Contract Basics
b) COR Authority and Responsibilities
c) Procurement Ethics
d) Contract Review
e) How to create and document a QASP
f) Surveillance Activities
g) Audit Schedule
h) Identify, manage, and handle risk
i) Includes: Practical Exercises; Hands On Training; a Final Exam to assess COR comprehension

b. **Type B Training**:

1) All Type A training requirements except CLC 106 (note: COR 222 includes CLC 106 training);

2) DAU CLC 222 (when available as a CBT) CLC 222 training requirement can be met by taking one of the following:

a) DAU COR 222 (resident version of CLC 222)
b) ALMC-CL COR Course is DAU certified equivalent to DAU CLC 222

c. **Type C Training**:

1) All Type B training requirements

2) License or Certificate as identified by the KO and/or the Requiring Activity

d. **Refresher training:** Refresher training is required every 3 years:

1) CORs requiring Type A Training will retake CLC 106

2) CORs requiring Type B or C Training will retake CLC 222 or DAU approved equivalent

3) At least 1 hour of acquisition ethics training (e.g. CLM 003 or agency provided) annually

e. **Alternate or equivalent training:** Equivalency to DAU courses requires formal assessment and accreditation through the American Council on Education (ACE).

1) Contractors and internal Government providers can submit alternate training for equivalency provided they match DAU's terminal learning objectives and achieve ACE accreditation and instructor qualifications.

2) The following are acceptable methods of meeting DAU equivalency training requirements for courses and individuals:

a) Courses provided by any institution whose training is approved as equivalent by DAU.

b) Individuals who complete training through other courses may request course fulfillment equivalency through DAU.

9. KO COR Files. The documentation requirements in this paragraph may be met by using the Online COR Management System Tool (https://arc.army.mil/COR/).

a. The KO is required to maintain records for each COR assigned. The files must be maintained in accordance with the tool, up to date, and available for review. Contents of each file may vary according to the size and complexity of the contract assigned to the COR, but as a minimum should include:

1) Designation

a) Nomination and appointment letters or memos citing specific responsibilities.

b) Training certificates.

c) Names and position titles of individuals who are functioning as technical and/or administrative assistants.

d) Any correspondence from the KO that amends the letter of appointment.

e) Other materials or information pertaining to actions taken in accordance with the designation letter.

2) Information

a) Rotation or Date of Estimated Return from Overseas (DEROS).

b) Workload detailing number of contracts and specific contracts assigned.

c) Contractor surveillance activity documentation.

d) Verify a current OGE 450 Form is on file. Verification by the COR's Supervisor must be obtained and in COR file prior to appointment.

3) Assessments

a) COR Files Review (**Appendix C**).

b) Copies of any written communications or performance input from the KO to the COR's Supervisor.

10. COR Performance Management. COR Performance Management will consist of physical performance checks and COR File Reviews.

a. COR Physical Performance Checks. All ACC Commands will establish policies that include a physical check of the COR's performance. A risk based assessment of the COR and contractor's performance to date should set the frequency of the physical checks. Physical checks can consist of contractor/COR visits by the contracting office and/or full onsite audits of the COR by the contracting office. Any combination of these methods should be based on the contracting officer's risk assessment.

b. COR File Review. COR File Reviews are the responsibility of the KO. The KO that designates the COR is responsible to ensure that a copy of the COR file review is provided to the COR's Supervisor to reference when performing the CORs performance assessment. The KO may employ other qualified acquisition personnel such as Quality Assurance Specialists or Contract Administrators to perform the COR File reviews. A COR File Review checklist is provided in **Appendix C**. This standard checklist ensures consistency of records and provides fairness and continuity of review. Initial COR File Reviews will be conducted within 60 days of the commencement of the contract performance, with follow-on reviews every 90 days. However, based on the contract period of performance, COR experience, results of initial and follow-on reviews the KO may adjust the time between COR assessments to an appropriate interval not to exceed 180 days. COR File Reviews shall be kept in the COR file. The following words will be used to characterize the outcome of the COR File Review:

1) Found Acceptable
2) Found with Issues but Acceptable
3) Found Unacceptable

11. COR Files. The COR shall maintain comprehensive files. The content of each will vary according to the duties and responsibilities assigned to the COR. The COR shall as applicable:

a. Maintain a separate file for each contract (see FAR Subpart--4.8 - http://farsite.hill.af.mil/) for file requirements), including all orders and contract modifications. If the Paperless Contract File module of the Virtual Contracting Enterprise is in use by the supporting contracting center, it shall be considered the official COR file, allowing the COR to review the contract, order and modification documents as needed. If PCF is not in use by the supporting contracting center, the COR shall maintain copies of the contract, order, and all modifications.

b. Load all correspondence received from the contractor into the COR Management System in the appropriate Contract Management Section area.

c. Upon completion of the contract the COR shall contact the KO for COR file disposition instructions for any paper or electronic documents not maintained in the Online COR Management System. The disposition of any records maintained in the Online COR Management System will be in accordance with FAR requirements.

d. Retain any paper or electronic records that pertain to unsettled claims, open investigations, cases under litigation, or similar matters until final clearance or settlement, even if retention of these records exceeds the period required under FAR Subpart 4.8. If the COR Management System is used, the electronic file will remain on record for retention IAW FAR requirements.

e. Destroy duplicate copies of file documents after they have served their purpose, but in no event retain them more than one year after closeout of the contract.

f. Load and maintain documentation via the applicable Online COR Management System contract management section:

1) Minutes of the post-award conference and all meetings with the contractor identifying:

a) Persons present, dates, matters discussed, and actions taken.

b) A list of all applicable regulations.

2) Approved and accepted plans that have been signed by the KO and/or functional area office.

3) Installation security requirements and guides with:

a) Trusted Agent responsibilities to include records for approving contractor access to facilities/information.

b) Contractor vehicles that require company identification.

c) Security Clearances.

g. Maintain correspondence relating to contract performance:

1) Records of Meetings and Briefings.

2) Synopses of telephone conversations with the contractor.

3) Documentation of on-site visits.

4) Monthly certifications regarding personal services.

5) Data, reports, and other documentation furnished by the contractor, including COR's inspection, analysis, and action taken.

6) Interim and final technical reports or other products.

7) Documentation of acceptability/unacceptability of deliverables.

8) COR's final assessment of contract.

9) Copies of any other data as may be required by the contract provisions.

10) Any labor reviews and progress schedules approved by the KO.

h. Maintain Surveillance Documentation:

1) QASP information regarding specific performance requirements and the corresponding surveillance methods to assure that they are timely, effective and are delivering the results specified in the contract or task order.

2) Progress schedules approved by the KO.

3) Progress reports submitted by the contractor.

4) Delinquency Reports.

5) Subcontractor performance.

i. Other contractor reports:

1) Contractor employee changes.
2) Contractor Performance Assessment Reporting System (CPARS).

j. Concerning contract funding and payment:

1) Track projections of requirements and costs three months in advance to avoid Anti-Deficiency Act issues.

2) Maintain payment register/payment log that tracks all payments by the Government to ensure that expenditures do not exceed money available.

3) Ensure that payment register balances in the COR file match those in the contracting office file.

4) Maintain copies of all contractor invoices/receipt documents are in the proper format.

5) Follow-up with DFAS to ensure that submitted documents are in the proper format.

6) Copies of certified invoices.

k. Concerning any Government Furnished Property (GFP), Left Behind Equipment (LBE), and/or Contractor Acquired Property (CAP):

1) Maintain an inventory list of all Government owned property or LBE.

2) Take an inventory of Government owned property on the contract at least annually.

3) Status Reports.

12. ACC Staff Assessment.

a. The ACC HQ QA Division will provide staff assessment visits to the ACC Subordinate Commands. The purpose of this visit will be to assess the implementation and effectiveness of this policy. During the staff assessments issues, solutions and best practices will be identified and shared throughout ACC.

b. The ACC Subordinate Commands will be responsible to assess the implementation and effectiveness of this policy within their contracting activities on an annual basis. Records of these assessments will be maintained and made available for review for a period of at least three years.

13. Metrics.

a. The Army Strategic Management System (SMS) database, established in FY09, is a part of the ACC Executive Director's Strategic Plan and consists of priorities, initiatives, tasks, and metrics. This plan is a living document and changes will be made as needed with appropriate distribution. ACC personnel were identified and designated task owners for data tracking and update responsibilities. ACC Subordinate Commands are required to provide metric data to the SMS task owners on a monthly (or as required) basis.

b. Capturing these metrics is four-fold:

1) Baselines the ACC contract count;

2) Enables capturing SMS data as mandated by the ACC;

3) Provides a cross functional snapshot of the ACC COR Performance posture as reflected in data-driven metric format;

4) Enhances awareness and focuses organizational decision making and strategic execution based on data identifying COR status and performance.

c. Each ACC Subordinate Command will submit the following information to the ACC HQ COR Training Manager POC (ACCHQCOR@us.army.mil) on a quarterly basis. The report will be due on the 10th of each month following the end of a Fiscal Quarter. See **Appendix D** for report format:

1) CMD, Center, CSB, or AFSB Name;
2) Number of Contracts;
3) Number of contracts requiring a COR;
4) Number of Contracts with trained and appointed CORs;
5) Percent of Contracts with trained and appointed CORs;
6) CORs trained to ACC Policy Standard this Fiscal Quarter;
7) Cumulative CORs trained to ACC Policy standard Fiscal Year to Date.

14. Tools. To assist the COR in documenting the contractor's performance, a Tool File (https://www.us.army.mil/suite/portal/index.jsp), containing forms, checklists, QASP formats, etc. is available. The contents of the Tool File will be updated and maintained by the ACC HQ QA Division COR Manager.

The proponent of this regulation is the United States Army Contracting Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ ACC, ATTN: AMSCC-IM, 9301 Chapek Road, Fort Belvoir, VA 22060-5527.

FOR THE COMMANDER:

JOHN L. CUNNANE
Colonel, GS
Chief of Staff

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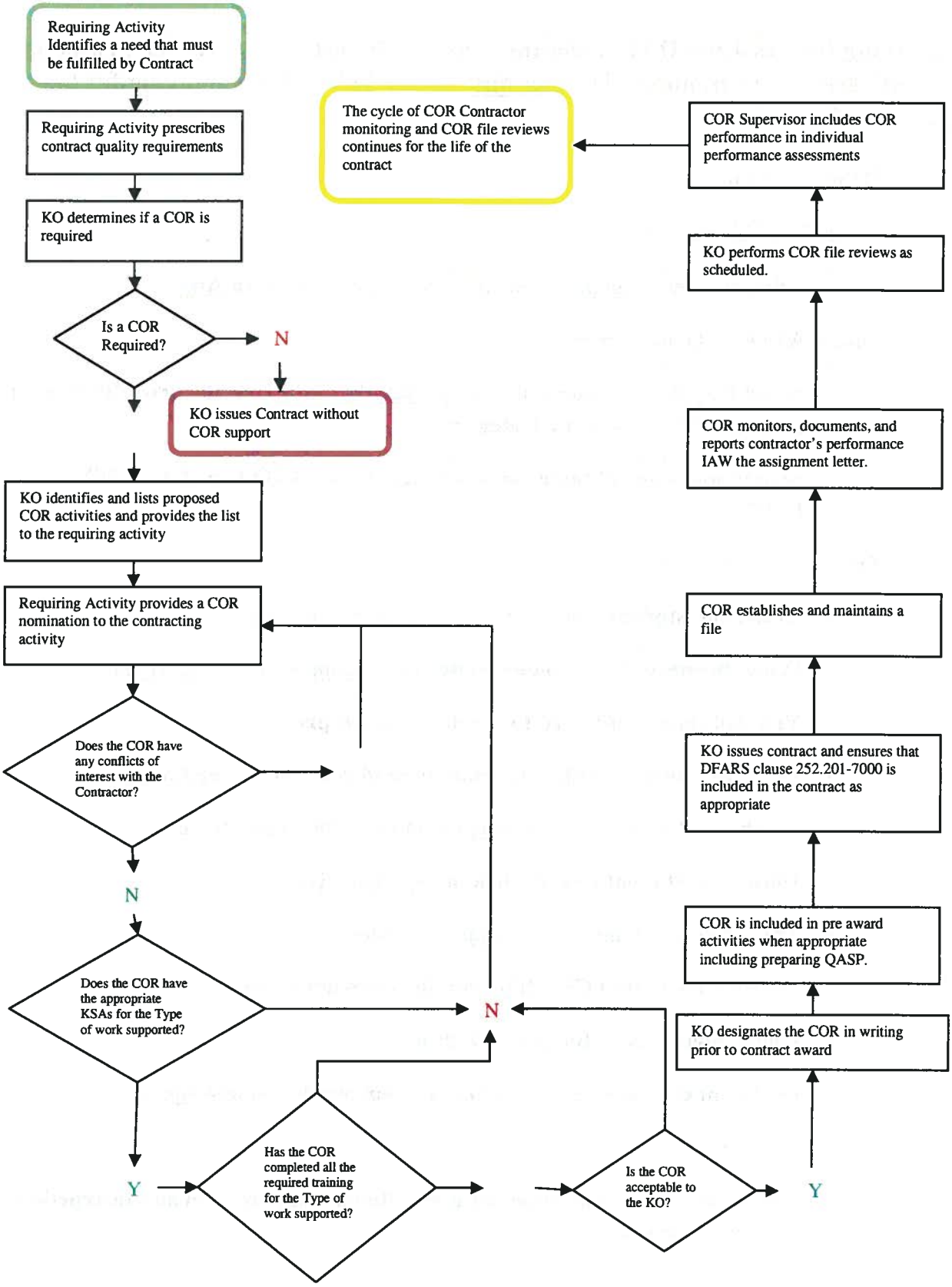
APPENDIX A


Requiring Activity Identifies a need that must be fulfilled by Contract
Requiring Activity prescribes contract quality requirements
KO determines if a COR is required
Is a COR Required?
N
KO issues Contract without COR support
KO identifies and lists proposed COR activities and provides the list to the requiring activity
Requiring Activity provides a COR nomination to the contracting activity
Does the COR have any conflicts of interest with the Contractor?
N
Does the COR have the appropriate KSAs for the Type of work supported?
N
Y
Has the COR completed all the required training for the Type of work supported?
Is the COR acceptable to the KO?
Y
KO designates the COR in writing prior to contract award
COR is included in pre award activities when appropriate including preparing QASP.
KO issues contract and ensures that DFARS clause 252.201-7000 is included in the contract as appropriate
COR establishes and maintains a file
COR monitors, documents, and reports contractor's performance IAW the assignment letter.
KO performs COR file reviews as scheduled.
COR Supervisor includes COR performance in individual performance assessments
The cycle of COR Contractor monitoring and COR file reviews continues for the life of the contract

APPENDIX **B**

Applying for On-Line DAU Training. Follow the listed step-by-step instructions to apply for on line training. The **example** shown below is for applying for the *CLC 106* Course.

- Go to http://www.dau.mil
- Under DAU Global TOP5
  - **Click on** I need training**, then** Apply for course**, and then** Army
- On the ATTARS Online Screen
  - **Select** Non-Acquisition Civilian & Military Workforce **on the drop down menu that says "Please select a Category"**
  - **Sign in using one of these three options: CAC, AKO User ID, or SSN and DOB**
- Once you're logged in
  - **Under the Student section click on** Apply for Training
  - **When the next screen come up click on** Continuous Learning Modules
  - **You will then be directed to create a student profile**
  - **Fill in the student profile information and click on** Update Profile
  - **On the next screen click on** here **to return to the main menu**
  - **Under the Student section click on** Apply for Training
  - **Then click on** Continuous Learning Modules
  - **Under Step 2 select** CLC 106 **from the drop down menu**
  - **Under Step 3 select the** Search **button**
  - **On the next screen verify the information and hit** Submit Application
- Email Notification
  - **You should receive an email with enrollment confirmation and instructions to start the course.**

APPENDIX C
COR File Review

COR Name: _____ Date: _____

Contract Number: _____ Location: _____

Description of Service/ Supply: _____

Reviewers Name: _____

Name of COR Supervisor: _____

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1. Has the COR Supervisor verified that an OGE Form 450 is signed by the COR and on file? ☐ YES ☐ NO
2. Is the COR maintaining a separate file for each contract? ☐ YES ☐ NO
3. Is the file clearly indexed to enable ready access to pertinent records? ☐ YES ☐ NO
4. Has the COR completed all required training within the past three years? ☐ YES ☐ NO
5. Is a copy of the COR's appointment letter on file? ☐ YES ☐ NO
6. Is a copy of the COR Reference Guide/Handbook on hand? ☐ YES ☐ NO
7. Does the COR file have all necessary documentation in the file for the following?
   a. Copy of the Contract ☐ YES ☐ NO
   b. All Modifications ☐ YES ☐ NO
   c. All invoices (Yes if in WAWF) ☐ YES ☐ NO
   d. All DD 250s (Yes if in WAWF) ☐ YES ☐ NO
   e. Deficiency Reports ☐ YES ☐ NO
   f. Copy of Quality Assurance Surveillance Plan ☐ YES ☐ NO

APPENDIX C – Continued
Page 2
COR File Review

g. Copy of Required Regulations	☐ YES	☐ NO	☐ N/A
h. Memo for Record / Other Correspondence/Email	☐ YES	☐ NO	
i. Surveillance Check List	☐ YES	☐ NO	
j. Surveillance Schedule	☐ YES	☐ NO	
k. QASP or QC Plan	☐ YES	☐ NO	
l. Environmental Plan	☐ YES	☐ NO	☐ N/A
m. Maintenance Plan	☐ YES	☐ NO	☐ N/A
n. Work Plan	☐ YES	☐ NO	☐ N/A
o. Government Furnished Equipment or Contractor Furnished Equipment (GFE/CFE) Inventory	☐ YES	☐ NO	☐ N/A
p. Safety Plan	☐ YES	☐ NO	☐ N/A
q. Test Reports	☐ YES	☐ NO	☐ N/A
r. GF Property Validation	☐ YES	☐ NO	☐ N/A
s. Any other documents specified in the QASP or assignment letter	☐ YES	☐ NO	☐ N/A
8. Has the COR input Contractor Manpower Information?	☐ YES	☐ NO	
9. Does the COR complete the Contractor Performance Assessment (CPARS) annually?	☐ YES	☐ NO	☐ N/A
a. Date of last assessment: _____			
b. Initial annual performance period has not passed	☐ YES	☐ NO	☐ N/A
c. Contract over $1M	☐ YES	☐ NO	☐ N/A

APPENDIX C – Continued
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COR File Review

10. Has the COR performed contract surveillance / site visits? ☐ YES ☐ NO

    a. Date of last surveillance: _____

11. Does the COR conduct contractor surveillance based on a "Risk Rated" schedule? ☐ YES ☐ NO ☐ N/A

12. Are the results of contractor surveillance / inspection current and complete? ☐ YES ☐ NO

13. Does the COR complete a monthly Contract Performance Report and provide it to the KO as required? ☐ YES ☐ NO

    a. Date of last Contract Performance Report: _____

    b. Next Contract Performance Report Due: _____

    c. Initial Monthly Performance Period has not passed: ☐ YES ☐ NO ☐ N/A

14. Overall Review Status:

    a. Found Acceptable ☐

    b. Found with Issues but Acceptable ☐

    c. Found Unacceptable ☐

15. General Comments:

APPENDIX D

CMD, Center, CSB, or AFSB	Number of Contracts	Number of Contracts requiring a COR	Number of Contracts with trained and appointed CORs	Percent of Contracts with trained and appointed CORs	CORs trained to ACC Policy Standard this Fiscal Quarter	Cumulative CORs trained to ACC Policy standard Fiscal Year to Date
Example	420	396	355	90%	20	40
AMCOM Contracting Center						
CECOM Contracting Center						
Expeditionary Contracting Command						
JM&L Contracting Center						
LOGCAP Program Directorate						
Mission & Installation Contracting Command						
National Capital Region Contracting Center						
OPM-SANG Contracting Center						
Rock Island Contracting Center						
RDECOM Contracting Center						
SDDC Contracting Center						
TACOM Contracting Center						