



DEPARTMENT OF DEFENSE  
Defense Contract Management Agency

## INSTRUCTION

### Procurement Center Contracting Officer's Representatives

Contracts Directorate  
OPR: DCMA-AQ

DCMA-INST 121  
August 22, 2013

*Validated Current with Administrative Changes, July 23, 2014*

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**1. PURPOSE.** This Instruction:

- a. Reissues, updates, and renames DCMA Instruction (DCMA-INST) 121, "Contracting Officer's Representative" (Reference (a)).
- b. Outlines the duties and responsibilities of contracting officer's representative (COR) and defines the mandatory use of the Contracting Officer's Representative Tracking (CORT) Tool to track performance of qualifying service and supply contracts.
- c. Is established in ~~compliance~~ *accordance* with *the authority in* DoD Directive 5105.64, "*Defense Contract Management Agency (DCMA)*" (Reference (b)) and all references listed herein.
- d. Complies with Federal Acquisition Regulation (FAR) 1.604 "Contracting Officer's Representative (COR)" (Reference (c)).
- e. Supplements the requirements of the Defense Federal Acquisition Regulation Supplement (DFARS) 201.602-2, "Responsibilities" (Reference (d)).
- f. Implements the requirement for career development of CORs outlined in DFARS Procedures, Guidance and Information (PGI) 201.6, "Career Development, Contracting Authority, and Responsibilities" (Reference (e)).
- g. Establishes performance monitoring in compliance with Office of the Under Secretary of Defense (OUSD) memorandums, "Monitoring Contractor Performance" (Reference (f)) and "DoD Standard For Certification Of Contracting Officer's Representative For Service Acquisitions" (Reference (g)).
- h. Implements COR appointment requirements and deployment of the DoD "Contracting Officer Representative Tracking (CORT) Tool" (Reference (h)).
- i. Is instituted pursuant to the DoD COR Handbook (Reference (i)).































































10.3.3. Upon withdrawal of the COR's appointment, the employee will assist with the transition of the COR files to the new COR.

10.3.4 In the event a COR needs to request relief from COR duties, the COR must notify the supervisor and KO in sufficient time to permit timely appointment and transition of a successor COR.

## CHAPTER 11

### CONTRACT CLOSEOUT

**11.1. RESPONSIBILITIES.** Contract closeout actions are primarily the KO's responsibility, however, COR assistance may be required. COR assistance is indispensable when disputes or litigation is involved. A contract is not completed until it has been closed. Timely contract closeout accomplishes the following:

11.1.1. Allows all affected activities to concentrate on current and future requirements.

11.1.2. Allows for de-obligating excess funds.

11.1.3. Identifies the need for additional funds.

### **11.2. DISPOSITION OF THE COR CONTRACT FILE.**

11.2.1. If the COR has a hard copy COR file, the COR is to physically transfer those files to the KO to become part of the official contract file.

11.2.2. If the COR is using the COR file in the CORT Tool, then the COR must ensure all documents are posted to that file.

11.2.3. The KO, with the assistance of the COR, must ensure that the following actions are accomplished:

11.2.3.1. Services have been rendered.

11.2.3.2. Articles have been delivered and accepted.

11.2.3.3. Payments and collections have been made.

11.2.3.4. Property and classified information have been disposed.

11.2.3.5. Assignments of refunds, credits, etc., have been executed by the contractor.

11.2.3.6. Administrative actions have been accomplished.

11.2.3.7. Excess funds have been de-obligated.

11.2.3.8. Contract file is properly documented.

11.2.3.9. A release of liabilities, obligation, and claims has been obtained from the contractor.

**GLOSSARY****ACRONYMS**

ACO	administrative contracting officer
ACOR	Alternate Contracting Officer's Representative
AKO	Army Knowledge Online
CAC	common access card
CAO	contract administration office
CDR	contractor discrepancy report
CDRL	contract data requirements list
CICA	Competition in Contracting Act
CLC	continuous learning - contracting
CLIN	Contract Line Item Number
COR	contracting officer's representative
CORT Tool	Contracting Officer's Representative Tracking Tool
CPARS	Contractor Performance Assessment Reporting System
CS	contract specialist
CVS	Contractor Verification System
DAU	Defense Acquisition University
DCMA-INST	DCMA instruction
DAEO	designated agency ethics official
DFARS	Defense Federal Acquisition Regulation Supplement
DID	data item description
DoDD	DoD Directive
DPAP	Defense Procurement and Acquisition Policy
FAR	Federal Acquisition Regulation
GFP	government-furnished property
HCA	head of the contracting activity
HQ	headquarters
IGCE	independent government cost estimate
IT	information technology
KO	contracting officer
MFR	memorandum for the record
OGE	Office of Government Ethics
OUSD	Office of the Under Secretary of Defense
PAS	pre-award survey



PBSA	performance-based service acquisition
PGI	DFARS procedures, guidance and information
PLAS	Performance Labor Accounting System
PWS	performance work statement
QAR	quality assurance representative
QASP	quality assurance surveillance plan
RA	requiring activity
RFP	request for proposal
SAM	Service Acquisition Mall
SAT	simplified acquisition threshold
SOW	statement of work
TA	trusted agent
TCO	terminating contracting officer
TIP	trafficking in persons
WAWF	Wide Area Work Flow