



DEFENSE CONTRACT MANAGEMENT AGENCY

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January 4, 2022

MEMORANDUM FOR COMPONENT HEADS

SUBJECT: DCMA Policy-type Memorandum 21-003, "Contracting Officer's Representatives (COR)"

References: DCMA Instruction 121, "Contracting Officer's Representatives," July 23, 2014
Defense Federal Acquisition Regulations Supplement, Procedures, Guidance and Instructions, 201.602-2(d)(v), "Responsibilities"
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
Director, Defense Procurement and Acquisition Policy (OUSD(AT&L)), "Department of Defense COR Handbook", March 22, 2012
DoDI, "DoD Standard for Contracting Officer's Representative (COR) Certification, Number 5000.72, March 26, 2015
Federal Acquisition Regulation (FAR) 1.602-2, "Responsibilities"
Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) memorandum, "DoD Standard for Certification of CORs for Service Acquisitions," March 29, 2010

Purpose. This DCMA Policy-type Memorandum (DCMA-PTM) updates policies, interim procedures, and responsibilities for managing the acquisition process within DCMA to:

- Cancels PTM 19-001, "Contracting Officer's Representative (COR)"
- Updates DCMA internal COR policy requirements and the change in DoD systems of record for COR appointments, training, and reporting
- Highlights the technical qualifications, training and experience for Contracting Officer Representatives (COR)
- Requires incorporation into a future DCMA Manual or Instruction

Applicability. This DCMA-PTM applies to all DCMA personnel involved in the oversight of contracts awarded by the DCMA Procurement Center.

Policy. It is DCMA policy that:

- Only fully qualified personnel meeting the training and experience standards in Tables 2, 3 and 4 of the DCMA-PTM will be appointed as a COR.
- A COR must be appointed on all service contracts exceeding the simplified acquisition threshold (SAT), as defined in the Federal Acquisition Regulation. A COR may be appointed on contracts for supplies and services below the

SAT when the contracting officer (KO) determines that it is in the government's best interest

- COR nomination and appointment will follow the policy and procedures according to the DoD COR Handbook, DoDI 5000.72, and additional DoD COR guidance
- Contracts not exceeding the SAT may be exempt from the requirement to appoint a COR if the KO determines that the following three conditions are met:
 - The contract will be awarded using simplified acquisition procedures
 - The requirement is not complex
 - The KO documents the official contract file in writing as to why the appointment of a COR is unnecessary
- The duty station of the COR or alternate COR (ACOR) must be located at or near the services being performed
- The Procurement Integrated Enterprise Environment (PIEE) COR Joint Appointment Module (JAM) will be utilized to record the nomination, appointment, and management of all CORs
- The COR Surveillance Performance Module (SPM) will be utilized as the system of record for contractor surveillance, performance monitoring, and COR reporting
- The COR nomination will be accomplished concurrently with the submission of the purchase request package to the Procurement Center or external contracting agency
- A COR must be formally appointed no later than contract award

Responsibilities.

- Contracting Officer. The DCMA KO will:
 - Identify, by the complexity of the work (Type A, B or C; see Training and Experience), the responsibilities to be performed by the COR and the qualification requirements
 - Ensure the COR is familiar with and understands their role and responsibilities and has completed all required COR training prior to appointment

- Ensure all training certificates, the Quality Assurance Surveillance Plan (QASP) and other documents required by the KO are uploaded into JAM prior to the appointment of the COR
- Provide contract-specific training (e.g., post-award orientation) to all CORs regardless of experience or formal training completed
- Provide input on the COR's performance to the COR's supervisor in their annual performance assessment
- Ensure the COR appointment letter is forwarded to the contractor
- Review the monthly COR reports
- Requiring Activity (RA)/COR Supervisor. The RA will:
 - Identify a prospective COR
 - Review the COR nominee's qualification package; verify the COR nominee has the necessary technical qualifications, training, and experience; and nominate the prospective COR through the JAM module
 - Ensure all training certificates and other documents required by the KO are uploaded into JAM prior to the nomination of the COR.
 - Ensure the COR nominee has no personal conflicts of interest in performing their responsibilities
 - Provide input on the performance of the COR as a part of the COR's annual performance assessment
- COR. The COR will:
 - Be familiar with the DoD COR Handbook
 - Complete all mandatory training (Type A, B or C), or equivalents, agency required training and certifications before COR nomination. Creates or updates profile in JAM Module with profile, contract, and training information
 - Review and understand the terms and conditions of the contract and perform COR responsibilities as designated by the KO, including obtaining and maintaining proper insight to discuss performance, surveillance, invoicing, and other contractual issues with the contractor

and the KO as needed

- Not appoint, designate, re-designate or sub-designate COR responsibilities to other persons
- Establish and maintain individual COR contract files for each assigned contract, and make available all COR files for review by the KO
- Perform reviews and/or inspection of contractor deliverables before accepting services and ensure contractor is performing satisfactorily and progressing according to contract terms prior to approving invoices
- Notify the COR supervisor and the KO in sufficient time to permit timely appointment and transition to a successor COR in the event a COR needs relief from COR duties (transfers, retires, or otherwise vacates the position)
- Submit monthly (contractor) performance reports to the KO via SPM
- Make all reports, records and communications available to the supervisor, the successor COR, and the KO when the COR appointment is terminated

Management Internal Controls. The internal controls applicable to the management oversight of the acquisition team are shown in Table 1.

Table 1. Management Internal Controls

TASK	RISK (if not performed)	INTERNAL CONTROL
<u>COR NOMINATION</u> RA nominates COR	<ul style="list-style-type: none"> • Execution of requirement is delayed • Non-compliance with policy and DoD COR Handbook 	<ul style="list-style-type: none"> • Purchase Request package returned to RA if COR nomination is not completed (KO verifies through JAM) • No Acquisition Review Board (ARB) will be scheduled if the COR nomination is not completed in JAM
<u>COR APPOINTMENT</u>	<ul style="list-style-type: none"> • Contract award may be made without a COR Appointment • Government monitoring and or surveillance will not occur • Government will not receive the correct/proper services/supplies • Non-compliance with policy and DoD COR Handbook 	<ul style="list-style-type: none"> • Contract award will not be approved by the ARB without a COR appointment letter • The performance of the KO will be reflected in their annual performance assessment, if contract award is made with no COR appointment
<u>MONITOR COR PERFORMANCE</u> KO and RA will review and assess performance of COR	<ul style="list-style-type: none"> • Non-compliance with DoD/federal regulations, policy and DoD COR Handbook 	<ul style="list-style-type: none"> • Periodic sampling of JAM Tool conducted by the KO/RA/Contract Specialist (CS) • Annual review of COR files conducted by the KO/RA/CS • The performance of the COR will be reflected in their annual performance assessment

<p><u>MONITOR CONTRACTOR PERFORMANCE</u> COR monitors contractor performance</p>	<ul style="list-style-type: none"> • Performance of contractor may not comply with terms/conditions of contract 	<ul style="list-style-type: none"> • The COR submits monthly performance reports to the KO by the 5th day of the following month for review (e.g., September data will be reported NLT 5 October) • Contractor to establish an In-Process Review on a reoccurring monthly basis (e.g., 1st Monday of every month) • The performance of the COR will be reflected in their annual performance assessment • The performance of the contractor will be reflected in the Contractor Performance Assessment Reporting System (CPARS)
<p><u>ACCEPTANCE OF SERVICES</u> COR performs reviews/inspections of contractor services/supplies prior to acceptance</p>	<ul style="list-style-type: none"> • Government may not receive the correct/proper services/supplies • Expenditure of funds lost on services not received or partially received • Non-compliance with policy and DoD COR Handbook 	<ul style="list-style-type: none"> • The COR submits a monthly performance report to the KO by the 5th day of the following month for review (e.g., September data will be reported NLT 5 October) • The performance of the COR will be reflected in their annual performance assessment
<p><u>COR TERMINATION BY KO</u> RA to notify KO when COR appointment requires termination (i.e., COR transfers, unsatisfactory performance, retires, etc.); KO reviews new COR nomination and makes timely appointment</p>	<ul style="list-style-type: none"> • No surveillance/monitoring of contractor by the government • Non-compliance with policy and DoD Handbook 	<ul style="list-style-type: none"> • RA to validate all service contracts and COR appointments via the ARB • The performance of the KO, COR and RA supervisor will be reflected in their annual performance assessment

Training and Experience.

- Any individual appointed by the KO under the authority of FAR 1.602 is, by definition, a COR and must comply with the DoD COR training standards.
- The Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) memorandum dated March 29, 2010, established the “DoD Standard for Certification of CORs for Service Acquisitions” (DoD COR Standard).
- DCMA personnel nominated and appointed as a COR to administer and monitor contracts awarded by an external agency (e.g., Defense Information Systems Agency) must complete all DoD mandatory training as well as any additional training required by the external contracting agency/office.
- The KO determines the standard and defines the minimum COR competencies, experience, and training requirements based on the nature and

complexity of the contract requirement and performance risk. The DoD COR standard identifies three types of training and experience requirements.

- Type A. Fixed-price requirements without incentives, low performance risk (see Table 2).
- Type B. Other than fixed-price requirements without incentives, low performance risk. At a minimum, CORs on any contract that is not firm fixed price must meet Type B training, experience, and competency requirements (see Table 3).
- Type C. Unique contract requirements that necessitate a professional license, higher education, or specialized training beyond the Type B requirements (see Table 4).

Table 2. Type A

Type A: Fixed-price, without incentives, low-risk performance risk requirements. The training and agency experience requirements are shown below.

TYPE A Training	TYPE A Refresher Training	TYPE A Agency Experience
<ul style="list-style-type: none"> • DAU CLC 106, “Contracting Officer’s Representative with a Mission Focus” https://www.dau.mil • DAU CLC 206, “COR in a Contingency Environment,” when applicable. https://www.dau.mil • Minimum 1 hour Acquisition Ethics Training (Agency provided training OR DAU CLM 003, “Overview of Acquisition Ethics”, (annually)) https://www.dau.mil • Combatting Trafficking in Persons (CTIP) training http://ctip.defense.gov • Wide Area Workflow (WAWF) training. https://wawf.eb.mil/ or PIEE https://piee.eb.mil/piee-landing/ • Contract-specific training from the KO <p><u>ADDITIONAL TRAINING</u>, when applicable</p> <ul style="list-style-type: none"> • DAU Course FAC-089 for contracts exceeding \$1 mil, https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385 (Formerly CPARS Overview and Quality/ Narrative Writing) • Any additional training mandated by the agency KO 	<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 of Ethics training (annually) (Agency provided training or DAU CLM 003) • CTIP (tri-annually) 	<ul style="list-style-type: none"> • Minimum of 6 months unless waived. The waiver must be included in the nomination package • <u>Relevant technical experience</u>: As determined by the nominating supervisor for the KO’s consideration • <u>General competencies</u>: As determined by the nominating supervisor for the KO’s consideration

Table 3. Type B

Type B: Other than fixed-price, without incentives, low performance risk requirements. The training and agency experience requirements are shown below.

TYPE B Training	TYPE B Refresher Training	TYPE B Agency Experience
<ul style="list-style-type: none"> • DAU COR 222, “Contracting Officer’s Representative” (classroom) or DAU CLC 222 “Contracting Officer’s Representative” (online) https://www.dau.mil • DAU CLC 206, “COR in a Contingency Environment,” when applicable. https://www.dau.mil • Minimum 1 hour Acquisition Ethics Training (Agency provided training OR DAU CLM 003, “Overview of Acquisition Ethics”, (annually)) https://www.dau.mil • Combatting Trafficking in Persons (CTIP) training http://ctip.defense.gov • Wide Area Workflow (WAWF) training. https://wawf.eb.mil/ or PIEE https://piee.eb.mil/piee-landing/ • Contract-specific training from the KO <p><u>ADDITIONAL TRAINING</u>, when applicable</p> <ul style="list-style-type: none"> • DAU Course FAC-089 for contracts exceeding \$1 mil, https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385 (Formerly CPARS Overview and Quality/ Narrative Writing) • Any additional training mandated by the agency KO 	<ul style="list-style-type: none"> • Minimum of 16 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 of Ethics training (annually) (Agency provided training or DAU CLM 003. • CTIP (tri-annually) 	<ul style="list-style-type: none"> • Minimum of 12 months unless waived. The waiver must be addressed in the nomination package • <u>Relevant technical experience:</u> As determined by the nominating supervisor for the KO’s consideration • <u>General competencies:</u> As determined by the nominating supervisor for the KO’s consideration

Table 4. Type C

Type C: Unique requirements that necessitate a professional license, higher education, or specialized training. The training and agency experience requirements are shown below.

TYPE C Training	TYPE C Refresher Training	TYPE C Agency Experience
<ul style="list-style-type: none"> • DAU COR 222, “Contracting Officer’s Representative” (classroom) or DAU CLC 222 “Contracting Officer’s Representative” (online) https://www.dau.mil • DAU CLC 206, “COR in a Contingency Environment,” when applicable https://www.dau.mil • Minimum 1 hour Acquisition Ethics Training (Agency provided training OR DAU CLM 003, “Overview of Acquisition Ethics”, (annually)) https://www.dau.mil • Combatting Trafficking in Persons (CTIP) training http://ctip.defense.gov • Wide Area Workflow (WAWF) training. https://wawf.eb.mil/ or PIEE https://piee.eb.mil/piee-landing/ • Contract-specific training from the KO <p><u>ADDITIONAL TRAINING</u>, when applicable</p> <ul style="list-style-type: none"> • DAU Course FAC-089 for contracts exceeding \$1 mil, https://icatalog.dau.edu/mobile/CLModuleDetails.aspx?id=12385 (Formerly CPARS Overview and Quality/ Narrative Writing) • Any additional training mandated by the agency KO 	<ul style="list-style-type: none"> • Minimum of 16 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 of Ethics training (annually) (Agency provided training or DAU CLM 003) • CTIP (tri-annually) • Any training necessary for license/certification/etc. 	<ul style="list-style-type: none"> • Minimum of 12 months unless waived. The waiver must be addressed in the nomination package • <u>Relevant technical experience:</u> As determined by the nominating supervisor for the KO’s consideration • <u>General competencies:</u> As determined by the nominating supervisor for the KO’s consideration

Resource Page. <https://360.dcm.mil/sites/policy/AQ/SitePages/121r.aspx>

Releasability. Cleared for public release.

Effective. This DCMA-PTM is effective immediately and will remain in effect for 12 months from the date of issuance.

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Attachment(s):
 None

Link(s):
 None