



**DEPARTMENT OF THE ARMY**  
**US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND**  
504 SCOTT STREET  
FORT DETRICK MD 21702-5014

MCMR-AAP-A

9 July 2012

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Procurement Advisory Notice (PAN) 12-03**  
**Nominating, Appointing and Tracking Contracting Officer's Representatives**

1. PURPOSE. The purpose of this memorandum is to establish policy and guidance for the application used to nominate, appoint, track, and revoke an individual as a Contracting Officer's Representative (COR) under awards executed by the US Army Medical Research Acquisition Activity (USAMRAA) for Army requirements. The Virtual Contracting Enterprise (VCE) COR Module shall be used for this mission. This policy does not apply to the appointment of Grant Officer's Representatives when awarding assistance agreements.

2. REFERENCES.

- a. VCE COR User's Guide, March 2011.
- b. Office of the Deputy Assistant Secretary of the Army (Procurement) Principal Assistant Responsible (PARC) for Contracting Policy Alert 11-45, 15 June 2011, Subject: Virtual Contracting Enterprise (VCE) Contracting Officer's Representative.
- c. Office of the Deputy Assistant Secretary of the Army (Procurement) Memorandum, 19 April 2012, Material Weakness on Service contract Oversight and Surveillance.
- d. Office of the Deputy Assistant Secretary of the Army (Procurement) PARC Policy Alert 12-32, 20 April 2012, Material Weakness on Service contract Oversight and Surveillance.

3. BACKGROUND. The Army identified inadequate oversight of service contracts as an Army-wide material weakness in Fiscal Year (FY) 2006. Inadequate oversight of service contracts continues to be one of the top issues identified in Procurement Management Reviews, US Army Audit Agency (AAA) audits, DoD Inspector General audits, and Government Accountability Office reports. In order to more closely monitor services contract oversight and correct this material weakness, the VCE COR Module is being deployed.

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4. APPLICABILITY.

- a. The procedures contained in this memorandum are effective 01 June 2012.
- b. The procedures apply to all Army organizations submitting requests to USAMRAA for selected supply requirements and all service requirements with a value expected to exceed \$150,000.
- c. A COR can be appointed for service contracts valued less than \$150,000 or for supply contracts of any value when determined to be needed by a Contracting Officer (CO).
- d. A COR appointment is not necessary when COs decide to perform surveillance duties themselves and documents the file to that effect.

5. GENERAL.

- a. No later than 19 October 2012, USAMRAA must demonstrate a 90 percent compliance rate applying the VCE COR Module to all active service contracts, to include task/delivery orders, with a value greater than the simplified acquisition threshold.
- b. Future Contracting Enterprise Reviews will include metrics to capture the percentage of CORs nominated for awarded service contracts, the percentage of CORs trained to minimum Army standards, the percentage of Quality Assurance Surveillance Plans (QASP) included in service contracts, and the percentage of CORs submitting monthly reports into the VCE COR Module.

6. POLICY.

- a. Nominated CORs for Army contracts will use the VCE COR Module (<https://arc.army.mil/COR/>) to create their Profiles, self nominate themselves, and upload certificates of training.
- b. The COR's supervisor will use the VCE COR Module to review, approve, or reject the COR nomination.
- c. The CO will use the VCE COR Module to appoint and upload the COR appointment letter.

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d. For existing service contracts, USAMRAA COs will re-appoint CORs through the VCE COR Module at the time of release of the next contract action.

## 7. PROCEDURES.

a. The COR Profile requires the entry of relevant information to ensure the proper nomination and appointment of a COR. The Profile page contains two sections, COR Information and Training Courses. On the initial build of the Profile, the COR will complete the COR Information, select save record, and then enter Training Courses. On subsequent visits to the Profile page, both sections will be available simultaneously. Once the Profile is complete, the COR navigates to the "COR Nomination Process" to bring them to the navigation page.

b. The navigation page is broken into three primary areas: COR Information – where the prospective COR completes their package; Supervisor – where the COR's supervisor reviews and certifies their package; and Contracting Officer – where the CO will review and formally appoint the COR. Once complete, the COR clicks "Submit to Supervisor" which will send an e-mail to the supervisor located on their profile for their action or, the COR can "Save Record (without routing)" and return at a later time.

c. Once within the site, the supervisor will click "Awaiting My Approval" and will see the record awaiting their action. The supervisor will click on the contract/pre-award number to access the record. When their review is complete, the supervisor certifies to a number of requirements as well. After completion of the certification process, the supervisor can elect to Approve (which forwards the package to the CO), Save Record (without routing) for future review, or Supervisor Reject. If the supervisor rejects the package, they must submit comments. The comments and the package are then routed back to the COR via e-mail.

d. When the supervisor submits the package as approved, the CO and Contract Specialist (CS) will receive an e-mail directing them to the site. The CO or the CS will access "Awaiting My Approval" and access the record to be reviewed by clicking on Contract/Pre-Award field. The CO or CS then has a number of actions to complete culminating with the need to certify a set of requirements by clicking on the boxes of the certifications. Once complete, the CO or CS will load the appointment letter and identify the appointment date and click "Contracting Officer Approve." The CO or CS can also reject the record by entering comments in the approval/rejection comments block and by clicking "Contracting Officer Reject." The CO or CS can also save the record for future processing by clicking "Save Record". After either approving or rejecting the record, an e-mail will go out to the COR and the COR's supervisor outlining the decision.

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e. After the COR is appointed, there are a number of options to upload as well as view older COR documentation. To access an existing appointment, click on "CONTRACT LIST/STATUS." This will provide the user a complete listing of all actions they are associated with either as a COR, COR supervisor, or CO/CS. From here, the user can select the record of their choosing and if the record is an active appointment, can navigate to the Contract Management Area.

f. The Contract Management Area section is divided into a the following areas: Monthly Status Report – where the monthly status reports are uploaded; Annual COR File Inspection Checklist – where the CO/CS can load their yearly review of the COR's file; COR Trip reports – where the COR can load trip reports; COR Correspondence Report – where the COR can load any correspondence between them and the contractor; and Miscellaneous Documents – where the COR can load a host of other documents for their file.

g. A new COR can view the documentation of a previous COR for a contract by utilizing the "All COR Submitted Documents" link to select the contract they wish to view. After electing the contract file the user wants to review, an entire listing of all documents from any COR is available. These documents are available to the COR, the COR's supervisor, and the CO/CS.

## 8. RESPONSIBILITIES.

a. CORs will ensure the tasks and responsibilities included in the COR appointment letter are performed to the fullest possible extent. CORs will submit reports assessing contractor performance on a monthly basis and as required by the QASP. CORs will work closely with the CO/CS to assist in contract administration and to ensure successful contractor performance. CORs will elevate contract performance issues to the CO/CS for resolving.

b. COR supervisors will ensure the CORs have the appropriate training and experience to properly perform COR duties. Supervisors will ensure the tasks included in the COR appointment letter are included in the COR's performance objectives and the performance of these tasks is included in the COR's performance rating. Supervisors will ensure the COR gives priority to their duties and allow the appropriate time for these tasks to be completed.

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c. COs shall ensure the COR appointment letter is fully executed before contract award and the COR has completed the appropriate training. COs will ensure the CORs are submitting their reports as required by the COR appointment letter and the QASP. COs shall notify the COR and the COR's supervisor of any delinquencies or non-compliances of the COR in the performance of their duties.

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9. PROPONENT. The proponent for this notice is the USAMRAA Policy Branch.



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Principal Assistant

Responsible for Contracting

7/19/2012