COR Quarterly News

Mission and Installation Contracting Command

MICC - Fort Eustis [Joint Base Langley-Eustis]

April - June 2012

MOTTO: Striving for Improvement

The COR Supervisor

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Just For the COR Supervisor

- COR Supervisors must understand that what the COR does "matters". Get involved with the COR by educating yourself about COR job responsibility. Support your COR so that he/she can effectively perform their COR duties more effectively. You can increase your personal awareness and give you more control over the direct, indirect, or unspoken signals you send to others when you attend MICC Enhanced COR Training. It can lead you to make improvements in your relationships with co-workers and employees and increase your happiness at work.

- The COR's main function is to manage and surveill/monitor contractor performance. Supervisors should ensure that they understand that COR duties and responsibilities are more than just a nomination processing in the VCE.

- Supervisors must ensure they are not "re-delegating" a portion of the COR duties and responsibilities to someone else in the office. If that practice is being done, that person should have an appointment letter listing the duties that they are responsible for…i.e., WAWF, CMRA, CVS, etc.

- Supervisors must be careful to ensure they are not requesting or influencing the COR to complete task(s) that are not listed in the contract due to their position of authority.

- Supervisors must be careful to ensure they are not completing any Anti-Deficiency Act.

- Supervisors must ensure that an "almost" COR is not completing COR duties and responsibilities until they have been properly nominated in the VCE.

- Supervisors must review the COR nomination to ensure the COR has met the minimum training requirements in accordance with ACC Pam 70-1.

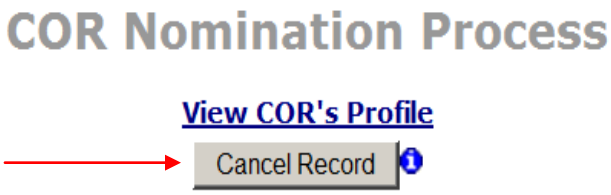
  - Are they technically competent for the contract?
  - Does the COR understand the contract?
  - Is the COR using the QASP to complete his monthly surveillance?
  - Does your nominee have any previous COR experience?
  - How many contracts does the COR work on at the same time?
  - Will this be the COR's primary duty?

VCE
Virtual Contracting Enterprise

Reviewing the COR Nomination in the VCE

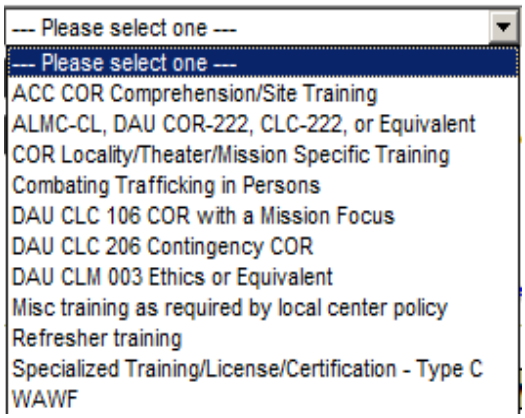
➢ The COR is required to initiate the COR nomination process using the VCE and to forward the nomination to his supervisor for review or comment. The COR's supervisor is required to ***review AND approve*** all COR nominations.

➢ The COR's supervisor has the option to "cancel" a nomination (at top of page) before it is forwarded to the Contracting Officer (KO) for final approval if the nomination has been made in error.



Reviewing COR Training

➢ The COR supervisors are required to review all training posted in the VCE by the COR before submitting the nomination to the KO for final approval. Any course that is not listed in the drop-down menu should be listed under "Refresher Training" or "Misc Training". Below is a list of pre-selected courses found in the VCE:



- Course titles on the left (selected from the drop-down menu), should coincide with certificate titles on the right. COR supervisors should "***open and review***" each document to ensure that the description matches the course name.
- List equivalent course provider's name if the course is other than DAU or ALMC.
- Refresher training is the only course description that allows the adding of CLPs.

TRAINING COURSES

		Course	Train Lvl	Equivalency?	Provider	Certificate	Course Compl. Date	Refresher Course Hours
Edit	Delete	ALMC-CL, DAU COR-222, CLC-222, or Equivalent	[A] BC	☑	MANAGEMENT CONCEPTS	222 - MGMT CONCEPTS.doc	11/09/2010	0
Edit	Delete	ACC COR Comprehension/Site Training		☐		ACC COMPREHENSION TRAINING.doc	01/09/2012	0
Edit	Delete	Specialized Training/License/Certification - Type C	C	☐		CONTRACT LAW.doc	01/10/2012	0
Edit	Delete	DAU CLC 106 COR with a Mission Focus	[A]	☐		DAU CLC 106.doc	02/06/2012	0
Edit	Delete	Refresher training		☐		PWS.doc	02/07/2012	8
Edit	Delete	Combating Trafficking in Persons	ABC	☐		TRAFFICKING IN PERSONS.doc	04/10/2012	0
Edit	Delete	Refresher training		☐		FISCAL LAW.doc	04/11/2012	40
Edit	Delete	DAU CLM 003 Ethics or Equivalent	ABC	☐		DAU 003 ETHICS.doc	05/07/2012	0

OR

If the COR so desires, he/she could take "Contract Law a Refresher Course" to accumulate CLPs in the VCE.

Edit	Delete	Refresher training		☐		CONTRACT LAW.doc	01/10/2012	25

- ACC Comprehension/Site Training or MICC Enhanced COR Training is a one-time requirement and should be listed only "one time".

Courses:

Course	Training Lvl	Certificate	Course Compl. Date
ACC COR Comprehension/Site Training		4394237[1].pdfContracting Officer Representative C	03/05/2010
DAU CLC 106 COR with a Mission Focus	[A]	CLC106.pdf	03/09/2010
ACC COR Comprehension/Site Training		4424363[1].pdfIndirect cost.pdf	03/13/2010
DAU CLM 003 Ethics or Equivalent	ABC	4425540[1].pdfEthics Training.pdf	03/18/2010
ALMC-CL, DAU COR-222, CLC-222, or Equivalent	[A]BC	DC-260-B564B0526[1].pdfCOR Resident.pdf	04/02/2010
Misc training as required by local center policy		DMDC #3.pdf	05/06/2010
ACC COR Comprehension/Site Training		4582650[1].pdfA-76.pdf	05/14/2010
ACC COR Comprehension/Site Training		4722795[1].pdfSigma.pdf	07/13/2010

- These courses should be listed under Miscellaneous or Refresher Course.

Courses:

Course	Training Lvl	Certificate	Course Compl. Date
ACC COR Comprehension/Site Training		4394237[1].pdfContracting Officer Representative C	03/05/2010
DAU CLC 106 COR with a Mission Focus	[A]	CLC106.pdf	03/09/2010
ACC COR Comprehension/Site Training		4424363[1].pdfIndirect cost.pdf	03/13/2010
DAU CLM 003 Ethics or Equivalent	ABC	4425540[1].pdfEthics Training.pdf	03/18/2010
ALMC-CL, DAU COR-222, CLC-222, or Equivalent	[A]BC	DC-260-B564B0526[1].pdfCOR Resident.pdf	04/02/2010
Misc training as required by local center policy		DMDC #3.pdf	05/06/2010
ACC COR Comprehension/Site Training		4582650[1].pdfA-76.pdf	05/14/2010
ACC COR Comprehension/Site Training		4722795[1].pdfSigma.pdf	07/13/2010

- There are times when the COR uploads the incorrect certificate or word document. The only way for the COR Supervisor and KO to know if this has occurred, is to open and review the document to see if the course name matches the certificate title.

Misc training as required by local center policy		new.docx	10/30/2011
ACC COR Comprehension/Site Training		DesktopHome[1].pdf	03/12/2012

- CLC 110 is listed more than once with the same date under two different categories.

COR Locality/Theater/Mission Specific Training		CLM 024.pdf	03/19/2011
Specialized Training/License/Certification - Type C	C	CLC 110.pdf	03/19/2011
ACC COR Comprehension/Site Training		CLC 110.pdf	03/19/2011

- ACC COR Comprehension/Site Training and 222 Course are two different courses. Both courses are listed in the drop-down menu.

ACC COR Comprehension/Site Training		222 Course.pdf	11/05/2011

- Once the appointment letter has been approved by the KO, the COR cannot view a signed copy of the letter. The signed COR appointment letter may be uploaded into the VCE under "Misc Training" to ensure the COR can retrieve a copy when needed.

Misc training as required by local center policy		Palus COR Appointment Part 1.pdf	01/09/2012
Misc training as required by local center policy		Palus COR Appointment Part 2.pdf	01/09/2012

The QASP in the VCE

- Has the COR added the QASP?

QA Surveillance Plan (QASP)

Note: The file should have a file extention (doc, pdf, etc.).

Note: File size cannot exceed 8 MB (8,000 KB).

Add QASP Document: Browse... **Description:**

- View after adding QASP:

QA Surveillance Plan (QASP)

Note: The file should have a file extention (doc, pdf, etc.).

Note: File size cannot exceed 8 MB (8,000 KB).

Existing Document: EXMPL 5a PMDLS QASP (27 Oct 09).doc **Description:**

Replace QASP Document: Browse... **Description:**

COR Supervisor's Certification in the VCE

- When the COR supervisor clicks OK, he/she is stating that he/she approves and certifies that he/she will ensure the following:

Click to collapse-> **SUPERVISOR/COMMANDER**

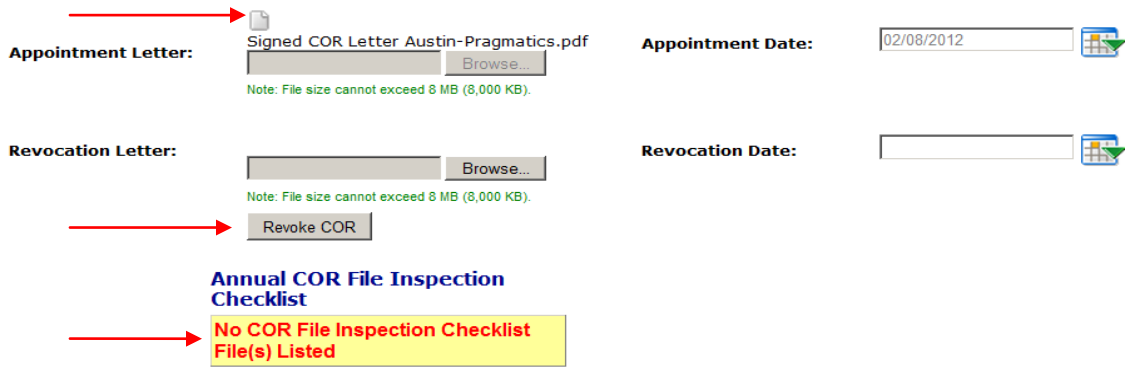
Supervisor/Commander Certifications:

Cert. Activation		Certification
7/11/2011	Not Certified	FOR APPOINTMENTS ISSUED BY THE ARMY CONTRACTING COMMAND, DETAILS OF THE APPOINTEE'S PERFORMANCE OF COR DESIGNATED FUNCTIONS WILL BE INCLUDED AS PART OF HIS/HER ANNUAL PERFORMANCE ASSESSMENT.
5/18/2008	Not Certified	I CERTIFY THAT I AM THE SUPERVISOR (OR HIGHER AUTHORITY) OF THE NOMINEE AND I SUBMIT THE NOMINEES NAME TO THE CONTRACTING OFFICER AS AN ACCEPTABLE CANDIDATE FOR CONTRACTING OFFICER'S REPRESENTATIVE.
5/18/2008	Not Certified	IF APPLICABLE, THIS COR NOMINEE HAS REGISTERED AS A USER OF WIDE AREA WORKFLOW (WAWF) ONLINE AND TAKEN THE TRAINING AT HTTPS://WAWF.EB.MIL, AND WILL PROCESS PAYMENTS WHEN POSSIBLE USING WAWF.
5/18/2008	Not Certified	THE NOMINEE HAS NO SECURITY VIOLATIONS.
5/18/2008	Not Certified	THE NOMINEE HAS NO VIOLATIONS WITH US GOVERNMENT CREDIT CARDS.
5/18/2008	Not Certified	THE NOMINEE HAS NO VIOLATIONS WITH US GOVERNMENT PURCHASE CARDS.
5/18/2008	Not Certified	THE NOMINEE HAS THE TECHNICAL OR ADMINISTRATIVE ABILITIES AND THE REQUIRED SECURITY CLEARANCE COMMENSURATE WITH THE PROPOSED COR DUTIES.
5/18/2008	Not Certified	THE NOMINEE HAS TIME AVAILABLE TO ADEQUATELY PERFORM SUCH DUTIES.
5/18/2008	Not Certified	THE NOMINEE IS FAMILIAR WITH PERTINENT CONTRACT CLAUSES SUCH AS CHANGES, INSPECTION AND ACCEPTANCE, GOVERNMENT-FURNISHED PROPERTY, TERMINATION, AND THE CONCEPTS OF EXCUSABLE AND NONEXCUSABLE DELAYS IN CONTRACT PERFORMANCE.
5/18/2008	Not Certified	THE NOMINEE MAY BE HELD PERSONALLY LIABLE FOR UNAUTHORIZED ACTS.
5/18/2008	Not Certified	THE NOMINEE POSSESSES THE NECESSARY ABILITY TO ANALYZE, INTERPRET, AND EVALUATE FACTORS INVOLVED IN CONTRACT ADMINISTRATION.
5/18/2008	Not Certified	THE NOMINEE WILL COMPLETE THE APPLICABLE COR REPORTS AND PLACE A COPY OF THESE REPORTS IN THE VCE-COR MODULE.
6/25/2012	Not Certified	THE NOMINEE WILL COMPLETE THE COR SPECIFIC "REFRESHER TRAINING" AS REQUIRED BY "DOD STANDARDS FOR CERTIFICATION OF CONTRACTING OFFICER REPRESENTATIVES (COR) FOR SERVICES ACQUISITION EVERY 3RD YEAR AND WILL UPDATE THE TRAINING SECTION OF THE VCE-COR MODULE WITH A COPY OF THE REFRESHER COURSE CERTIFICATE AND DATE OF COURSE COMPLETION.
5/18/2008	Not Certified	THE NOMINEE WILL COMPLETE YEARLY ADMINISTRATIVE REVIEW OF THE NOMINEES COR FILES WITH THE CONTRACTING OFFICER IN THE ANNIVERSARY MONTH OF APPOINTMENT EACH YEAR.
5/18/2008	Not Certified	THE NOMINEE, IF THE CONTRACT THEY ARE TO BE APPOINTED AGAINST WAS ISSUED BY THE ARMY CONTRACTING COMMAND, HAS FILED AN OGE FORM 450 AND THERE IS NO CONFLICT OF INTEREST OR APPARENT CONFLICT OF INTEREST INTERFERING WITH THIS APPOINTMENT. THE EMPLOYEE WILL BE REQUIRED TO FILE AN OGE FORM 450 EACH FEBRUARY FOR THE DURATION OF THIS APPOINTMENT AND NOTIFY THE PCO OF THIS USING THE FEBRUARY MONTHLY COR REPORT. THE COR WILL NOT PROVIDE A COPY OF THE OGE TO THE CONTRACTING CENTER.
5/18/2008	Not Certified	THE NOMINEE'S INTEGRITY AND ADHERENCE TO THE STANDARDS OF CONDUCT DODD5500.7-R, THE JOINT ETHICS REGULATION (JER) AND THE PROCUREMENT INTEGRITY ACT (FAR 3.104) ARE ABOVE REPROACH.

Approval/Rejection Comments:

- If the supervisor rejects the nomination, he/she must state why in the comment block.

➢ Once the KO approves the appointment, it cannot be canceled. It can, however, be revoked by the KO at any time. The KO will upload a copy of the signed COR File and Performance Review Checklist when applicable.



COR Monthly Reports

➢ The COR supervisor must certify that the COR will complete their "COR Reports" in the VCE each month or when applicable.

5/18/2008	Certified	THE NOMINEE WILL COMPLETE THE APPLICABLE COR REPORTS AND PLACE A COPY OF THESE REPORTS IN THE VCE-COR MODULE.

➢ The COR supervisor may, from time to time, review the "***COR's Online File***" to ensure the COR is submitting their "Reports" in a timely manner.

Click to collapse-> **COR'S ONLINE FILE**

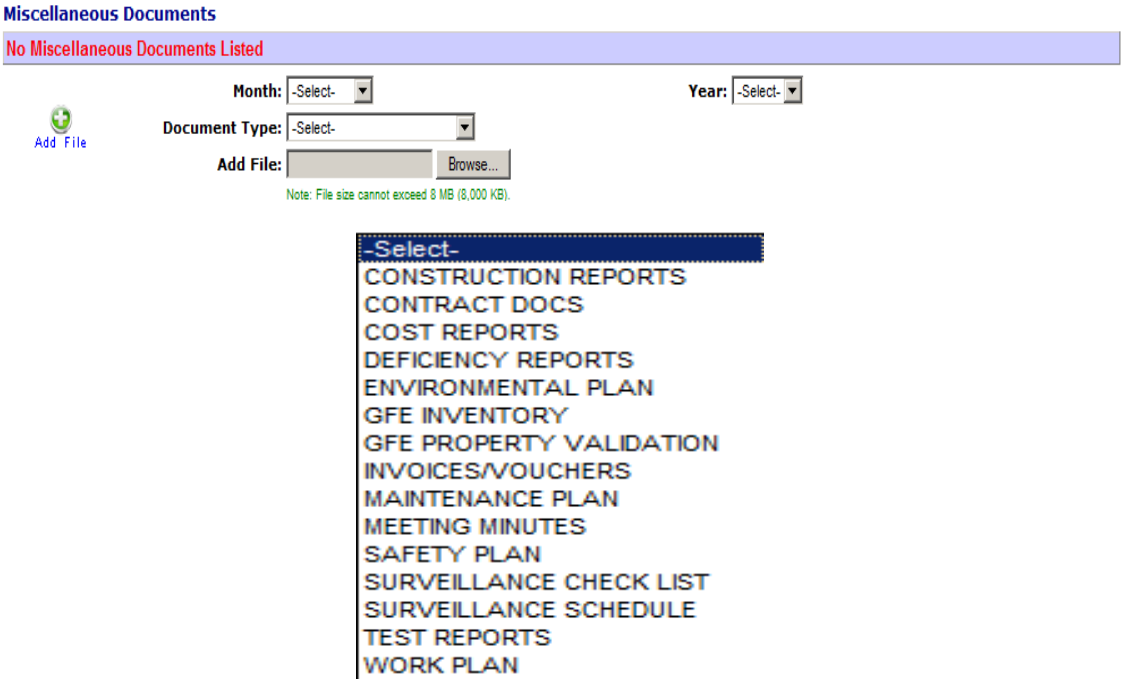
Monthly Status Reports

	Month/Year	Version	Status	Document	Created By	Created On	Final
Edit Delete Approve Reject	04-2012	1	Submitted	COR Monthly April 2012.doc	BETTY.AUSTIN	06/08/2012 10:37 AM	
Edit Delete Approve Reject	03-2012	1	Submitted	COR Monthly March 2012_1.doc	BETTY.AUSTIN	06/08/2012 10:37 AM	
	02-2012	2	Approved	COR Monthly February 2012.doc	BETTY.AUSTIN	03/22/2012 01:01 PM	
	02-2012	1	Approved	COR Monthly February 2012.doc	BETTY.AUSTIN	03/22/2012 12:20 PM	

➢ The "Monthly Status Report" is the only report that must be "approved" by the KO. Once the report is submitted by the COR, it remains in ***submitted*** status until ***approved***. The KO is the only person that can ***approve, reject, or delete*** a report. The COR is the only person that can ***edit*** a COR Monthly Status Report.

Other Reports that may be required by the COR no less than annually:

Miscellaneous Documents is the only section in which the COR may chose his/her document title from a drop-down menu:



COR
Laws of Navigation

Team Building

➢ No questions about it...CORs have challenges. This is the perfect opportunity for someone to make a difference within their organization. The COR goals should align with those of the requiring activity.

➢ The following acronyms for "Plan Ahead" and "Push" will help CORs think through their contract surveillance planning process:

P – Predetermine your course of action
L – Lay your goals
A – Adjust your priorities
N – Notify key personnel

A – Allow time for acceptances
H – Head into action
E – Expect problems
A – Always point to your successes
D – Daily preview your progress

PUSH

P - Put the customer interests first
U - Use resources ethically
S - Share responsibility with your team
H - Help each other

How Personal Attributes Help the Team

➢ Teams that work together save time, money, and achieve the goal of ensuring the contractor is living up to the expectations of the government:

The Catalyst. Gets it going
The Designer. Thinks it up
The Motivator. Relies on self
The Manager. Organizes
The Consolidator. Keeps it going
The Developer. Follows up
The Executive. Relies on others

➢ As you read the descriptions, can you see the personal attributes of the COR supervisor, contract specialist, KO, and COR?

Assumptions

➢ What worked in the same situation before will work in the same situation again….

➢ The right hand always knows what the left hand is doing…….

➢ A good COR will develop a plan, but continue to make adjustments along the way...

Planning and Structure

➢ Effective CORs look for ways to use their successes of today to empower themselves for the challenges of tomorrow.

- *Plan to Plan*. Allow time for planning and organizing your tasks.
- *Assess the Situation*. Develop a strategy.
- *Prioritize Your Needs*. Make sure the team is in agreement and all have the same realistic and measurable goals.
- *Clarify and Communicate*. Add clarity instead of confusion.
- *Identify Possible Obstacles.*
- *Do Your Research*. Research can make or break a sound decision.
- *Project calm instead of craziness.*
- *Project confidence instead of confusion*.
- *Schedule Everything You Can*. Get things on a calendar and set deadlines.
- *Budget Everything You Can*. Determine project costs and due dates.
- *Display Integrity and Sound Ethics at all times.*
- *Monitor and Correct by studying the Results*. Evaluation helps you to understand errors made if the problem happens again.

Things that make you go hmmm.....

From the Encyclopedia of Ethical Failures

Post Employment "Lifetime Ban"

➢ A COR involved in approving a contract for audiovisual equipment left the government to work for the same contractor. At the end of the contract, the government realized they had overpaid approximately $6 MIL for $841K worth of equipment. The former employee was charged with violating the post-employment restriction, received one year probation, and had to pay a $25K fine. Several other individuals were also charged with defrauding the government.

VA COR Gets a Stay in Hotel Slammer

➢ A VA COR was caught demanding and receiving kickbacks from a contractor. The agreement was that the COR would recommend the contractor as the awardee, and in return the contractor would inflate prices, and pay the COR. In all, the COR received $115K. However, it cost the government between $400K and $1MIL. The COR was indicted for conducting post-government employment negotiations with a company she was doing business within her government capacity.

Dozing but Not Sleeping!

➢ A Government employee was reported for sleeping on the job. When confronted, he admitted that he may have dozed off a time or two, but never actually went to sleep. His three-day suspension was reduced to one day after he revealed that drowsiness was one of the side-effects of his prescription medication.

Best WEBSITES For CORs

1. https://arc.army.mil/COR/ Virtual Contracting Enterprise (VCE)
A web-based paperless method of nominating, appointing, and approving a COR electronically while maintaining a COR On-line file ready for review at any time. This became effective June 2010.

2. https://www.cpars.gov/cparsmain.htm OR https://cpars.csd.disa.mil/
Contractor Performance Assessment Reporting System (CPARS). Evaluates contractor performance at the end of 365 days or contract expiration.

3. https://cmra.army.mil. Contractor Manpower Reporting Application (CMRA)

4. https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml
(Wide Area Workflow (WAWF) Training). Note: If you get the screen that says there's a problem with this website's security certificate…just select continue to this website.

5. http://eda.ogden.disa.mil/ Electronic Document Access (EDA)
The COR will be able to view pay history to include date & amount.

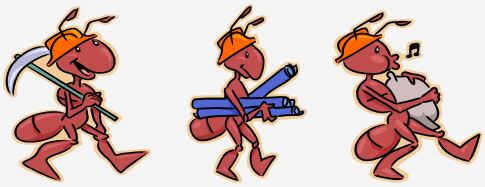
6. http://ctip.defense.gov/requirement.html Combating Trafficking in Persons
A new training requirement for CORs effective May 14, 2012.

7. http://learn.dau.mil Defense Acquisition University (DAU)
Mandatory COR Training (On-Line)

DAU COR 222 - COR Basic Course
CLC 106 – COR With a Mission Focus
CLM 003 – Ethics Training For the Acquisition Workforce

8. http://www.almc.army.mil/ Army Logistics University (ALU), Fort Lee, VA
ALMC-CL - COR Basic Course (Resident)

Take Lessons From the Ants



ANTS don't need a division chief or a supervisor to tell them when to get started.

ANTS work together faithfully and need no outside accountability to keep them going in the right direction.

ANTS work hard and replace their anthill when it gets ruined.

ANTS prepare for hard times.

ACQuipedia

DAU has introduced their latest website for acquisition information called "***ACQuipedia***". It functions as an acquisition encyclopedia with articles, definitions, and samples written and reviewed by acquisition subject matter experts. Take a few minutes to visit the website at:

https://acquipedia.dau.mil/con_lcic.aspx

We Would Love To

H

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