



DEPARTMENT OF THE ARMY  
U.S. ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH  
415 SHERMAN AVENUE UNIT 1  
FORT LEAVENWORTH, KANSAS 66027-2300

REPLY TO  
ATTENTION OF

ATZL-CSR

6 March 2012

MEMORANDUM FOR SEE DISTRUBUTION

SUBJECT: Memorandum of Understanding (MOU) for use of the U.S. Army Training Support Center (ATSC) managed Combined Arms Products Distributed Learning (CAPDL) Contract Contract(s) for the TRADOC Capability Manager – the Army Distributed Learning Program (TCM-TADLP)

1. REFERENCES.

- a. Federal Acquisition Regulation (FAR) 1.604, 7.104(e); Defense Federal Acquisition Regulation (DFAR) 201.602-2; Army Federal Acquisition Regulation (AFARS) 5101.602-2, 5137.590-7.
- b. Army Contracting Command (ACC) Pamphlet 70-1, Contract Operations, 26 Mar 10.
- c. Army Regulation (AR) 70-13, Management and Oversight of Service Acquisitions, 30 Jul 10.
- d. TRADOC Regulation (TR) 5-14, Acquisition Management and Oversight, 8 Jan 12.
- e. SAAL-PP memorandum, dated October 21, 2010, subject: Post Award Oversight and Surveillance of Contracts.

2. PURPOSE. This memorandum establishes Contracting Officer Representative (COR) responsibilities for the TCM-TADLP and all Army requiring activities (RAs) that wish to utilize the Combined Arms Products Distributed Learning Contract. The focus of this memorandum is to ensure the effective oversight of contract requirements when contract support cannot be directly monitored by a TCM-TADLP/CAPDL Contracting Officer Representative located at Fort Eustis, VA.

3. GENERAL. In accordance with SAAL-PP memo dated October 21, 2010, the contracting officer (KO) must appoint a properly trained COR in writing before awarding any service contract that exceeds \$150,000, or those for complex services below that amount. The COR has the overall responsibility for ensuring satisfactory fulfillment of government contract requirements. For the TCM-TADLP contracts, multiple TCM-TADLP/CORs have been designated from the managing office at Mission and Installation Contracting Command (MICC), Mission Contracting Office – MCO Fort

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Eustis (MCO-E) contracting officer (KO). RAs requiring services from these contracts are located at CONUS/OCONUS installation sites. In situations for which contractors are physically located at the proponent location, the TCM-TADLP/CORS will be unable to monitor contract performance on this issued task order (TO). Per AR 70-13, para 2-6. a, the contracting officer “may appoint an individual to assist the COR.” This memorandum requires that each RA nominate a Supporting COR to assist in contract management and oversight. The Supporting CORs would be physically located at the proponent locations.

#### 4. RESPONSIBILITIES.

a. The TCM-TADLP-CORs will complete ALL functions normally associated with the role of COR (example COR appointment letter at Appendix A), to include:

- (1) All coordination with the MICC, MCO-Eustis contracting officer KO.
- (2) Registration in Wide Area Workflow (WAWF) to complete all invoice processing and error/issue resolution, as required.
- (3) Registration as a Trusted Agent (TA) in the Contractor Verification System (CVS) to facilitate all Common Access Card (CAC) processing for the contractor.
- (4) Maintain all records and documents required for the COR contract file electronically by using the Online COR Management System Tool.

b. The Supporting CORs at the proponent locations will coordinate with the TCM-TADLP/CORs to ensure proper contract management and oversight by fulfilling the following functions and those functions as outlined in the COR appointment letter.

- (1) Provide doctrinal guidance to the Contractor on the requirements as set forth in the TO.
- (2) Review deliverables and provide accurate, documented, and timely information to the TCM-TADLP/CORs.
- (3) Review and validate the Contractor Monthly Status Report (MSR) with information on performance and progress against the QASP and provide a signed/dated 1<sup>st</sup> page to within 48 hours of receipt to authorize the TCM-TADLP/COR to process invoices for payment.

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(4) Notify the TCM-TADLP/CORs immediately if it appears the contractor is changing the scope of the contract or delivery schedules.

(5) Direct all questions, comments, requests for additional information on contract content, deliverables, etc., to the TCM-TADLP-CORs who will coordinate with the KO.

(6) Conduct inspections and accept supplies or services specified for this task order.

(7) Promptly reject, in writing, all work that does not comply with the TO Quality Assurance Surveillance Plan (QASP) requirements and report this and all discrepancies to the KO 'via the TCM-TADLP/CORs' and indicate if corrective action must be forwarded to the contractor in writing. Ensure the contractor takes the appropriate corrective action to resolve the discrepancies in a reasonable amount of time.

(8) Notify the TCM-TADLP/CORs of any contractor's change of status (i.e., termination, retirement, contract expiration). Retrieve contractor's CAC and return it to the nearest RAPIDS/ID Card site for proper disposition. These procedures are necessary to track and ensure quality assurance for the contractor's CAC stored in the CVS database. Upon notification to the ATSC-CORs and TAs, the contractor's CAC status will be revoked in the CVS.

(9) CORs discussed in this MOU are referred to as "TCM-TADLP-CORs" and Supporting CORs only to denote the off site location of CORs for the CAPDL contracts. The COR appointment letters when completed, will state the name "COR" only.

## 5. POLICY/PROCEDURES.

a. All RAs will include an Supporting COR nomination with their requirements package submission (if onsite presence is required), to fulfill the Supporting COR responsibilities outlined in para 4.b.(1-7).

b. At a minimum, ALL Supporting CORs must complete the following Defense Acquisition University (DAU) on-line training (and submit completed certificates with their COR nomination):

CLM 003 – Ethics training for Acquisition Technology and Logistics

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CLC 222 Section 888 – On-line Training for Contracting Officer Representative  
ACC Comprehension Training (January 2012)  
Wide Area Workflow (WAWF) – <https://wawf.eb.mil>

c. ALL CORs (TCM-TADLP and Alternate CORs / Supporting CORs) will complete the COR nomination process using the Virtual Contracting Enterprise (VCE) COR module found at <https://arc.army.mil/COR/>. ACORs and SCORs will self nominate using the category of Alternate COR. The MCO-Eustis KO will appoint CORs using this electronic process. ALL COR VCE nominations that do not meet the minimum COR training requirements will not be approved/appointed by the MCO-EustisEustis KO.

d. This policy is effective 15 Mar 2012.

e. Any acquisition packages submitted to the TCM-TADLP prior to the policy effective date but not yet awarded, will have until the award of the TO for ACORs to complete the required COR training.

6. The POC for this policy is Catherine Pace (913) 684-1664 (DSN 552) or [catherine.e.pace2.civ @ us.army.mil](mailto:catherine.e.pace2.civ@us.army.mil).

Encl  
Appendix A

  
ROBERT E. NAETHING  
Deputy to the Commanding General