

ROLES AND RESPONSIBILITIES ¹			
PRIMARY COR ² (TCM-TADLP)	ISS (TCM-TADLP)	TECHNICAL (TCM TADLP)	ALTERNATE COR
			SME (Proponent)
Appointed by the Contracting Officer (KO) and responsible for contract oversight and administration/management through contract lifecycle. As the designated PRIMARY COR, your primary duty is to monitor the performance and progress of the contract to ensure that all contract requirements have been met within the specified performance period. Other than the contracting officer (KO), you are the only government employee who may direct the flow of technical matters between the government and the contractor.	Responsible for supporting the PRIMARY COR in reviewing contract deliverables for educational and training efficacy and compliance with applicable regulations and pamphlets through the contract lifecycle	Responsible for supporting the PRIMARY COR in reviewing contract deliverables as the expert in the technical construction of the content to ensure compliance with applicable regulations, pamphlets, and technical standards and specifications through the contract lifecycle	Responsible for supporting the PRIMARY COR in reviewing contract deliverables as the content Subject Matter Expert through the contract lifecycle. This position is responsible for completion of the Quality Assurance Surveillance Plan (QASP)
Meet the training requirements for this position TR 5-14, Para. 4-2	Meet the training requirements for this position TR 5-14, Para. 4-2	Meet the training requirements for this position TR 5-14, Para. 4-2	Meet the training requirements for this position TR 5-14, Para. 4-2
Maintain liaison and direct communications with the contractor and proponent. All documents pertaining to this contract shall be signed as "Contracting Officer's Representative" and a copy shall be retained.			
Assist the RA and the KO in the pre-award phase	Assist the proponent SMEs in defining requirements for training and education using technology	Assist the proponent SMEs in defining technical standards and specifications for DL training and education	Define requirements for training and education using DL tools and technology.

¹ Responsibilities are outlined per KO appointment letter

² TCM-TADLP Primary CORs support each other as Alternates

Ensure that the government meets its contractual obligations to the contractor. This includes but is not limited to GFP, Government Furnished Equipment (GFE), and/or government furnished information (GFI) that is required by the contract.	Review Government Furnished Equipment (GFE), and/or government furnished information (GFI) to ensure that it is appropriated as required by the contract.	Review Government Furnished Equipment (GFE), and/or government furnished information (GFI) to ensure that it is appropriated as required by the contract.	Review Government Furnished Equipment (GFE), and/or government furnished information (GFI) to ensure that it is appropriated as required by the contract.
Calculate IGCE		Assist the PRIMARY COR in providing any information that supports the IGCE	
	Assist the PRIMARY COR in reviewing proposals for technical acceptable, lowest price for training and education using technology	Assist the PRIMARY COR in reviewing proposals for technical acceptable, lowest price for training and education using technology	Assist the PRIMARY COR in reviewing proposals for technical acceptable, lowest price for training and education using technology
Serve as onsite representative of the KO to convene and chair Post Award	Assist the PRIMARY COR in presenting design standards and regulations briefing	Assist the PRIMARY COR in presenting technical standards and specifications briefing	Represent the proponent in the discussion of requirements
Validate contractor invoices, receiving reports in WAWF.	Assist the PRIMARY COR in reviewing invoices, makes comments, acknowledge receipt of deliverable		Assist the PRIMARY COR in reviewing invoices, makes comments, acknowledge receipt of deliverable
Monitor milestones, alert management and team when dates are missed. Verify that the contractor performs the requirements of the contract in accordance with the contract terms and conditions of the performance work statement.	Review all contract deliverables in a timely manner, post comments for the PRIMARY COR and proponent in the IPT portal	Review all contract deliverables in a timely manner, post comments for the PRIMARY COR and proponent in the IPT portal	Review all contract deliverables in a timely manner, post comments for the PRIMARY COR in the IPT portal
In the IPT portal, maintain record of all conversations with the contractor, all reviews of content, all dates met or missed	In the IPT portal, maintain record of all conversations with the contractor, all reviews of content, all dates met or missed	In the IPT portal, maintain record of all conversations with the contractor, all reviews of content, all dates met or missed	In the IPT portal, maintain record of all conversations with the contractor, all reviews of content, all dates met or missed

Mediate disputes, present issues to MCO/KO			Present the PRIMARY COR with records for any contractor or work issues and disputes
	Perform inspections necessary to verify that the contractor has met requirements for instructional efficacy.	Perform inspections necessary to verify that the contractor has met all technical standards and specifications.	Perform inspections necessary to verify that the contractor has met all doctrinal requirements.