



**US Army Corps  
of Engineers®**

# ENGINEERING AND CONSTRUCTION BULLETIN

No. 2013-1

Issuing Office: CECW-CE

Issued: 7 Jan 2013

Expires: 7 Jan 2015

**Subject:** Implementing Virtual Contracting Enterprise (VCE) Paperless Contract File (PCF) Initiative

**Applicability:** Directive

## 1. References.

a. OPERATION ORDER (OPORD) 2012-66 Virtual Contracting Enterprise (VCE) Paperless Contract File (PCF) Initiative, 29 Nov 2012 (Encl 1)

b. OPORD 2012-53 VCE Contracting Officer's Representative Module (CORM), 6 June 12 (Encl 2)

c. ER 1110-1-12, Engineering and Design Quality Management, Change 2, dated 31 March 2011.

d. OPORD 2012-73 Deployment of USACE Electronic Document and Records Management System (EDRMS), 5 Oct 2012

<https://aceit.usace.army.mil/support/RecordsMgmt/Pages/EDRMS.aspx>

**2. Purpose.** The purpose of this ECB is to provide procedures and information for Engineering, Construction, and Operations staff maintaining post-award architect-engineer (A-E), service, dredging, and construction contract files using PCF. These procedures supplement the general and specific instructions contained in referenced OPORDs. Note: official contract records in USACE will be maintained in PCF and will not be duplicated in the Hewlett-Packard TRIM solution for USACE Electronic Document and Records Management System (EDRMS).

**3. Implementation.** USACE leadership has directed implementation of the web-based Paperless Contract File (PCF) application as its official contract file management tool for all contracts and all contract file documentation issued by USACE and its contractors with the exceptions noted in reference 1a. The PCF will be used to establish, view, manage, review, and archive all official contract files. In accord with reference 1a, the Directorate of Contracting (DOC) staff will create PCF "cabinets" for each new contract, order and modification awarded on or after 1 October 2012 and for all open construction contracts (final payment has not been made on the contract or delivery order) regardless of the year of award.

**4. General Responsibilities.** USACE DOC staffs are responsible for populating PCF with all pre-award official contract documents. For A-E and regular service contracts, Contracting Officer Representatives (CORs) managing the contract (reference 1c.) will augment the Contracting Officer's PCF actions by filing of post-award official contract documents in CORM (reference 1b). CORs are neither expected nor authorized to become PCF users and accordingly, authorized PCF users in the contracting officer's organization are responsible to provide responsive support to contract file document requests from CORs and other USACE staff with authorized needs for copies of contract file documents.

For construction contracts, including dredging contracts, staff members appointed as Administrative Contracting Officers (ACOs) and CORs are primarily responsible for filing of post-award official contract documents in PCF via use of the Resident Management System (RMS). RMS shall be used to capture and upload post-award construction (including dredging) contract documentation generated by the ACO and the COR into PCF. Annex C, Appendix 3 of the PCF OPOD (reference 1a.) provides additional information, including basic file structure, for post-award filing of official construction contract documents. An update to the RMS User Manual and new RMS screens will provide additional user guidance on use of RMS to populate PCF.

CORs on A-E and services contracts shall use the COR Module (CORM) to upload post-award contract files. Also, the CORM OPOD (reference 1b.) provides detailed instructions for use of the CORM application to support COR applications, appointments, rescissions, and reporting on all contracts. Additional supplemental guidance on use of CORM in A-E, service, and construction (including dredging) contract management and reporting is provided in paragraphs 5, 6 and 7 of this ECB.

**5. A-E Contracts.** CORs on A-E contracts shall use the CORM application (reference 1b.) to nominate, track and manage COR appointments, and to provide monthly contract status reports to the Contracting Officer. After implementation of PCF at a District, CORs must also use CORM to send official post-award contract file documents to PCF by using the CORM features that enable CORM users to upload reports and other documents.

No scanning of post-award A-E contract documents produced by E&C and Operations staffs prior to PCF implementation at a District is required or recommended. The COR shall describe in a MFR the location where these original paper copies of the post-award contract documents are located and an electronic rendering of this "locator MFR" shall be uploaded via CORM.

HQUSACE encourages voluntary use of RMS to support management of A-E contracts. Guidance on how to adapt RMS to A-E contract management was provided in a 25 May 2012 email from HQUSACE (Paul Parsonault) to all Chiefs of Engineering and Chiefs of Construction. Use of RMS, in lieu of CORM, to manage A-E contracts will facilitate transfer of select post-award contract files and data to PCF as well as provide overall contract management support.

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**6. Construction Contracts (Including Dredging Contracts).** All pre-award official contract file documents for new construction contracts will be filed in the appropriate PCF cabinet by DOC staff, per OPORD 2012-66 (paragraph 3b(2)(c) of reference 1). All construction contracts shall be entered into RMS and all USACE organizations managing construction contracts (including dredging contracts) shall use RMS for management of all construction contracts. Note that in addition to signing and routing RMS-generated SF30s, ACOs shall also sign modifications in the USACE Standard Procurement System (SPS)/Procurement Desktop Defense (PD2) until the PD2-RMS Adapter interface has been de-bugged by the Army's PD2 programmers. The bi-laterally signed (ACO-contractor) version of the SF30 shall be the official contract file copy and uploaded to RMS for filing in PCF.

Use of RMS for construction contract management was mandated initially by HQUSACE in 1998, and is more recently mandated in ER 1110-1-12, Engineering and Design Quality Management (reference 1.c). Pursuant to the PCF OPORD (reference 1a.), effective 1 January 2013, ACOs and CORs shall use RMS for management of all post-award construction contract administrative actions and filing of most post-award official contract file documents.

The RMS Center has developed a one-way link between the RMS and PCF databases, modified the RMS database to add several data elements to support PCF filing functions, and modified the RMS application to include the capability to transfer documents to PCF from RMS. The structure displayed in the new RMS "Contract File" screen correlates to the PCF file folder structure approved by HQUSACE's Contracting, Counsel, and E&C staffs. Electronic copies of documents transferred to PCF from RMS may be viewed from the new RMS "Contract File" screen.

RMS will automatically transfer digital copies of contract documents marked "final" to PCF. Single event documents created in RMS (e.g., QA Daily Report, ENG Form 93, etc.) can transfer seamlessly to PCF upon tagging the document "complete" in RMS. Multiple event documents created in RMS, such as reports and logs can also transferred with the click of a button. Documents created outside of RMS can be added to the PCF system by a manual process of attaching an existing file to RMS. Only completed/final documents in RMS should be sent to PCF. Single event documents are appropriate for sending upon finalization (e.g., SF 30, ENG Form 93); multiple event documents (e.g., reports and logs) are appropriate for sending to PCF on a monthly basis; closeout documents (e.g., final pay, final DD Form 1354, etc. ) should be sent at end of the contract as part of the contract closeout; other documents (e.g., documents on emerging dispute/performance issues, etc.) should be sent on an 'as required' schedule.

Note that use of the RMS Contract Status Sheet Report will satisfy the "monthly COR contract status report" required under the implementation of CORM (reference 1b.). The monthly COR contract status report (see reference b) will not be counted as completed unless the COR submits the monthly status report in CORM. Also, CORM shall be used to nominate, track and manage COR appointments for construction contracts, as with all contracts.

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The Contracting Office staff will create PCF cabinets for all open (final payment not made) construction contracts, including those awarded prior to 1 October 2012, in order for PCF to receive contract modifications and other contract file documentation. No scanning of post-award documents produced prior to 1 October 2012 is required or desired. The ACO shall describe in a memorandum for the record (MFR), where these original paper copies of post-award contract file documentation are located and place an electronic rendering of this “locator MFR” in RMS and upload it to the appropriate PCF cabinet. If the contractor provides weekly payrolls using Davis Bacon Act payroll software, then these weekly payrolls may be uploaded to RMS for filing in PCF. If the weekly payrolls are provided in paper copies, these are not to be scanned but shall be filed and a locator MFR prepared, placed in RMS, and uploaded to the appropriate PCF cabinet.

**7. Service Contracts.** Operations, Engineering and Construction staffs often are involved in establishing and administering service contracts in addition to A-E and construction contracts. CORs on service contracts must use the CORM application (reference 1b.) to nominate, track and manage COR appointments, and to provide monthly contract status reports to the Contracting Officer. They must also use CORM to send official post-award contract file documents to PCF by using the CORM features to upload reports and other documents.

No scanning of post-award service contract documents produced by E&C and Operations staffs prior PCF implementation at a District is required or recommended. The COR shall describe in an MFR the location where these original paper copies of the post-award contract documents are located and an electronic rendering of this “locator MFR” shall be uploaded via CORM.

**8. Transition Period from Paper to Paperless Contract File Use in USACE.** USACE Engineering, Operations, and Construction offices are required to continue to retain, file and archive official paper copies of post-award construction contract documents (pursuant to FAR Subpart 4.8 –Government Contract Files, and DoD, Army, and USACE Supplements) until completeness, data integrity and retrievability of documents in PCF are proven successful, as validated by the accountable DOC pursuant to OPORD 2012-66 paragraph 3.c. (1) (a). The reliance on RMS to populate post-award construction contract files in PCF highlights the need to use RMS across USACE in a more disciplined and more standardized manner. Note that data and information not directly entered into RMS may be uploaded into RMS for subsequent transfer to PCF along with RMS-generated data. If the data/information is not captured in RMS, then the populating of the official contract files will require staff to manually generate and upload the required files via use of the CORM application.

**9. Exceptions to Filing Official Documents in PCF.** Classified documents and indirect contracts (e.g., ABG 75) shall not be uploaded into PCF.

In addition, a listing of documents (e.g., bonds, certificates, any document containing a raised seal, etc.) to be kept in the original state is provided in Appendix 5 of referenced OPORD (reference 1a). An electronic rendering (e.g., pdf, scan) of these documents to be kept in their original state shall be filed in PCF along with a memorandum explaining where the original hard copy document is filed and the reason the original document could not be filed in PCF.

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10. **Point of Contact.** The HQUSACE POC is Rick Calloway, CECW-CE, (202) 761-7500; email: [rick.calloway@usace.army.mil](mailto:rick.calloway@usace.army.mil).

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Paperless Contract File (PCF) Initiative**

**References:**

- a. Federal Acquisition Regulation (FAR), Subparts, 4.601 and 4.8
- b. Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 204.8
- c. Department of Defense (DoD) Directive 5015.02-STD, "Electronic Records Management Software Applications Design Criteria Standard" 25 April 2007
- d. Army Regulation (AR)380-5 Security, "Department of the Army Information Security Program, 29 September 2000
- e. U.S. Army Corps of Engineers (USACE) Overarching Corrective Action Plan (OCAP) on Arlington National Cemetery (ANC)dated 09 September 2010
- f. Paperwork Elimination Act of 2003
- g. AR 25-1, "Army Knowledge Management and Information Technology" 4 December 2008
- h. ER 1110-1-12, Engineering and Design Quality Management, 21 July 2006
- i. Resident Management System (RMS),  
<http://rms.usace.army.mil/rmswebhome.aspx>

**Time Zone Used Throughout the Order: Romeo**

**1. Situation.**

a. **Purpose.** The purpose of this order is to establish the Virtual Contracting Enterprise Paperless Contract File(VCE PCF) application as the official USACE electronic contract file system.

b. **Background.**

(1)The VCE is a suite of applications developed by the Army Contracting Command (ACC). VCE PCF application is the recommended solution for several findings resulting from the Special Inspection conducted by the Department of the Army Inspector General (DAIG) and Deputy Assistant Secretary of the Army (Procurement) (DASA (P)) addressing contract support for

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the Arlington National Cemetery. The USACE Commanding General directed that relevant corrective actions resulting from the inspection, such as VCE PCF, be implemented across all USACE Divisions, Districts, and Centers.

(2) The VCE PCF is a secure web-based application and is a DoD 5015.2 compliant electronic records management tool. The application minimizes the use of paper contract files from receipt of requirements in the contracting office through contract closeout. VCE PCF provides the ability to electronically view, manage, edit, review, approve and archive official contract documents and files. Access to the system is gained via the Common Access Card (CAC) enabled sign on and an Army Knowledge Online (AKO/DKO) account, and is available to all Directorate of Contracting (DOC) personnel. Availability of VCE PCF for others outside the DOC is established through controlled access permissions for reviewers, approvers and evaluators of pre-award contract documentation, proposal evaluators, Office of Counsel reviews, compliance and peer reviews, inspector general reviews, audits and other similar reviews.

(3) Contract administration files for construction contracts are currently stored in the USACE RMS and paper contract files. HQ USACE Engineering and Construction (E&C), RMS Center, HQ DOC and ACC have partnered to develop a database to database link and contract file screens in RMS between RMS and VCE PCF for an automatic flow of Administrative Contracting Officer (ACO) construction contract administration documentation, including contract modifications from RMS to VCE PCF supporting a complete contract file.

(4) The Resident Management System (RMS) is a secure standardized electronic management information system developed and used USACE-wide for management of construction contracts and construction quality by all USACE construction offices. Its use is mandated in ER 1110-1-12, Engineering and Design Quality Management. Details on RMS are available at <http://rms.usace.army.mil/rmswebhome.aspx>.

2. **Mission**. USACE implements the Virtual Contracting Enterprise Paperless Contract File (VCE PCF) effective 1 OCT 2012 as its official contract file management tool for all contracts and contract file documentation issued within USACE.

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3. Execution.

a. Commander's Intent. Complete implementation of VCE PCF throughout USACE offices executing and administering contract actions. Implementation of VCE PCF helps to achieves USACE Campaign Goal #4, Objective 4c, promoting consistency and standardization of business processes throughout USACE for all contract file document management and control.

b. Concept of Operations. The VCE PCF deployment will be accomplished as follows:

(1) Effective 01 Jan 13 USACE will utilize VCE PCF as the official repository for all FY 13 contract actions and contract file documentation as defined in FAR 4.601 (and Task Orders, Blanket Purchase Agreements, Basic Ordering Agreements, and Grants and Agreements).

(2) All new actions and subsequent modifications to those contract actions; including supporting pre-award and post-award documentation executed on or after 1 Oct 12 are required to be filed into VCE PCF.

(a) Annex C, Appendix 1 contains VCE PCF Instructions to the USACE DOC, Principal Assistance Responsible for Contracting (PARCs), Divisions, Districts and Centers.

(b) Annex C identifies all USACE Contracting Offices currently using VCE PCF. Appendix 2A identifies USACE Contracting Offices not using VCE PCF.

i. All offices, PARCs, Divisions, Districts and Centers who attended VCE PCF training will begin using the VCE PCF application immediately.

ii. Offices identified in Appendix 2A will implement VCE PCF upon completion of VCE PCF training.

iii. The Primary and Secondary VCE PCF administrators who have not received VCE PCF training will make arrangements with HQ DOC Program Evaluation Division (PED) POC to receive VCE PCF training within 10 working days of receipt of this OPORD.

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(c) Contracting Offices shall create VCE PCF cabinets for all open construction contract actions regardless of the year of the award.

(d) Contracting Offices shall distribute contract actions pursuant to FAR 4.2 and DFARS Procedures, Guidance, and Information (PGI) 204.201 – Contract Distribution.

(e) The guidance herein does not preclude the use of VCE PCF for other contract actions/modifications executed prior to 1 Oct 12.

(f) The USACE VCE PCF File Index, Appendix 4A attached and at the USACE DOC PED SharePoint Portal: <https://cops.usace.army.mil/sites/CT/PED/PCF/default.aspx> shall be used as a guide to file all documents in VCE PCF. See Annex C, Appendices 1, 3, 5, and 6 for additional instructions.

(3) Classified documents will not be uploaded into VCE PCF. Classified documents shall be properly handled pursuant to Army Regulation 380-5 and FAR Part 4.403.

(4) Personnel outside of the DOC and Office of Counsel shall not be granted access to procurement sensitive information, unless specifically designated in writing by the Contracting Officer.

(5) Special Instructions for Construction Contracts. Effective 1 Jan 13, USACE ACOs and Contracting Officer's Representatives (CORs) will use RMS to upload post-award construction contract administration documentation into VCE PCF. Annex C, Appendix 3 of this OPOrd contains a listing of the type of documentation to be captured in RMS and uploaded into VCE PCF.

**c. Tasks to Subordinate Units.**

(1) HQ DOC is responsible for ensuring successful implementation of VCE PCF across all USACE contracting offices.

(a) HQ DOC shall determine when it is prudent for each contracting office to rely solely on paperless contract files.

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(b) HQ DOC will determine when it is practical for the contracting office to cease maintaining paper copies of the contract files.

(2) PED shall be responsible for program oversight management and availability of the VCE PCF to PARCs, Divisions, Districts and Centers.

(a) PED shall be the second tier help desk support for VCE PCF Administrators. Issues that cannot be resolved at this level will be coordinated with support from the ACC, the third tier help desk.

(b) PED shall establish a weekly VCE PCF Compliance Report. Compliance will be determined through measuring VCE PCF usage, tracking uploaded contracts and identifying actions not posted in VCE PCF. The report will be emailed weekly to the PARCs, Regional Contracting Centers (RCC) and District Contracting Centers (DCC) and made available on the USACE DOC PED SharePoint Portal.

**d. Coordinating Instructions.**

(1) All USACE DOC PARCs shall:

(a) Ensure the completion of training for all Primary and Secondary VCE PCF Administrators identified in Annex C, Appendix 2A.

(b) Ensure VCE PCF implementation occurs with the completion of VCE PCF training of each Division, District and Center in their area of responsibility (AOR).

(c) Ensure all contract actions, orders, modifications, and supporting contract file documentation are in an electronic format to be uploaded into VCE PCF using the USACE VCE PCF File Folder Structure Annex C, Appendix 4A.

(d) Review the weekly VCE PCF Compliance Report.

(e) Perform quarterly reviews of individual files filed in VCE PCF to ensure files are properly maintained pursuant to FAR regulatory requirements, policies and guidance.

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(2) Regional Contracting Centers (RCC), District Contracting Centers (DCC) and District Commanders:

(a) Ensure implementation and use of VCE PCF throughout your AOR NLT 1 Jan 2013.

(b) Assist PARCs with quarterly reviews of individual contract files filed in VCE PCF to ensure files are properly maintained pursuant to FAR regulatory requirements and USACE regulatory requirements, policies and guidance.

(c) Divisions, Districts, and Centers perform quarterly reviews of individual contract files to ensure files are properly maintained pursuant to FAR regulatory requirements and USACE regulatory requirements, policies and guidance.

(3) Effective 1 Jan 2013, the Administrative Contracting Officers (ACOs) will use the Resident Management System (RMS) for the management of all post-award construction contract administrative actions. Using the database link between RMS and VCE PCF, the ACO shall transfer all administrative construction contract documentation developed in RMS to VCE PCF.

**4. Sustainment.** Funding for VCE PCF is included in the SPS PD2 fee for service funds. Project related funds finance the uploading and maintenance of project specific contract action documents.

**5. Command and Control.**

a. **Command.** HQUSACE, Washington, DC.

b. **Control.** Weekly compliance reports regarding VCE PCF usage will be made available to USACE PARCs, DCCs, and RCCs via email.

c. **Signal.** The HQUSACE DOC POC for this OPORD is Mr. Stuart A. Hazlett, [Stuart.A.Hazlett@usace.army.mil](mailto:Stuart.A.Hazlett@usace.army.mil), (202) 761-8642 or Ms. Phyllis Banks-West, [Phyllis.M.BanksWest@usace.army.mil](mailto:Phyllis.M.BanksWest@usace.army.mil), (202) 761-7751.

**ACKNOWLEDGE:**

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**OPERATION ORDER 2012-66 Virtual Contracting Enterprise (VCE)  
Paperless Contract File (PCF) Initiative**

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Lieutenant General, USA  
Commanding

**OFFICIAL:**

Smith  
COL, G-3

**ATTACHMENTS:**

Annex C: Operations

**DISTRIBUTION:**

Commanding General, USACE  
Deputy Commanding General, USACE  
DCG-CW  
DCG-MIO  
DCG-RA  
HQ USACE Directorates and Office Chiefs  
USACE Division Commanders  
USACE Division Deputy Commanders  
Chief of Staff, USACE  
DCG for Reserve Affairs  
USACE Division Emergency Operations Centers  
249<sup>th</sup> Engineer Battalion  
USACE Battle Staff  
ERDC Commander & EOC  
HNC Commander & EOC  
Institute of Water Resources  
USACE Finance Center  
USACE Logistics Activity

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HQ, USACE  
441 G Street NW  
Washington, DC  
291200RNOV2012

Annex C (Operations) TO OPORD 2012-66 (VCE PCF Initiative)

**References:**

Time Zone Used Throughout the Order: Romeo (Eastern Time)

1. Situation. See Base Order.
2. Mission. See Base Order.
3. Execution. See Appendices 1 through 6.
4. Sustainment. See Base Order.
5. Command and Control. See Base Order

**ACKNOWLEDGE:**

THOMAS P. BOSTICK  
Lieutenant General, USA  
Commanding

**OFFICIAL:**

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COL, G3

**ATTACHMENTS:**

Appendix 1: VCE PCF Filing Instructions  
Appendix 2: Contracting Offices with VCF Deployed  
Appendix 2A: Contracting Offices not VCF Deployed  
Appendix 3: Instructions for Construction Contracts  
Appendix 4: USACE DOC Contract Files Indexes  
Appendix 4A: Paperless Contract File Index  
Appendix 5: Documents to be Retained in Original Format  
Appendix 6: User Certification

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Deputy Commander, USACE

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Annex C (Operations) TO OPORD 2012-66 (VCE PCF Initiative)

DCG-CW

DCG-MIO

DCG-Reserve Affairs

Chief, CECO-P

Chief, CECO-I

G-3

G-3, OPSEC

Commanders, MSCs

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**APPENDIX 1 (VCE PCF Filing Instructions) TO ANNEX C (Operations)  
TO OPORD 2012-66 VCE PCF Initiative**

(1) DIRECTORATE OF CONTRACTING, PARCs, DIVISIONS, DISTRICT AND CENTER PROCUREMENT CONTRACTING OFFICES AND ADMINISTRATIVE CONTRACTING OFFICES:

a. All Official Contract Files documentation shall be filed pursuant to the USACE VCE PCF File Folder Structure Annexes C and D.

b. Signed documents (digitally signed, signed and scanned or electronic rendering) shall be filed in the VCE PCF cabinet file folder pursuant to FAR 4.803, "Content of Contract Files". The documents shall not be altered in any manner.

c. Signed documents shall be verified as accurate, complete, and legible and shall be uploaded as final versions in VCE PCF. Contract Specialists, Procuring Contracting Officers (PCOs), Administrative Contracting Officers (ACOs), the Business Operations Branch (BOB) and the Chiefs of Contracting are responsible for ensuring that the contract files are accurate, documents are legible, and all documents are accurately labeled and filed under the appropriate folders in VCE PCF.

d. All Official Contract File documentation shall be filed in VCE PCF and the original paper documents destroyed after USACE Directorate of Contracting (DOC) ensures successful implementation of VCE PCF, unless signed originals are to be kept in accordance with FAR 4.805(a).

i. A listing of documents to be kept in the original state is included in Annex E.

ii. An electronic rendering of the original document shall be filed in VCE PCF along with a memorandum explaining where the original hard copy document is filed and why the original document could not be filed in VCE PCF.

iii. USACE DOC shall ensure the files are accurate, complete, legible and appropriately documented.

e. The ACOs shall use the Resident Management System for the management of construction contract actions assigned for administration in accordance with Annex C.

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**APPENDIX 2 (Contracting Offices with VCF Deployed) TO ANNEX C  
(OPERATIONS) TO OPORD 2012-66 VCE PCF Initiative**

<b>USACE Engineering Districts</b>						
<b>CONTRACTING OFFICES DEPLOYED</b>						
<b>DODAAC</b>	<b>Activity Name</b>	<b>Office Symbol/ID</b>	<b>City</b>	<b>State</b>	<b>Data Center</b>	<b>Remarks</b>
W912DR	USA Engineer District, Baltimore	NAB	Baltimore	MD	WPC	VCE PCF Training Complete
W9126G	USA Engineer District, Ft. Worth	SWF	Fort Worth	TX	CPC	VCE PCF Training Complete
W912HY	USA Engineer District, Galveston	SWG	Galveston	TX	CPC	VCE PCF Training Complete
W9127S	USA Engineer District, Little Rock	SWL	Little Rock	AR	CPC	VCE PCF Training Complete
W912BV	USA Engineer District, Tulsa	SWT	Tulsa	OK	CPC	VCE PCF Training Complete
W912HZ	USA Engineer Research & Development Center	ERDC	Vicksburg	MS	CPC	VCE PCF Training Complete
W912HQ	USA Engineer Humphrey Engineer Center	HECSA	Alexandria	VA	CPC	VCE PCF Training Complete
W921DY	USA Engineer & Support Center	HNC	Huntsville	AL	CPC	VCE PCF Training Complete
W912P4	USA Engineer District, Buffalo	LRB	Buffalo	NY	WPC	VCE PCF Training Complete
W912EE	USA Engineer District, Vicksburg	MVK	Vicksburg	MS	CPC	VCE PCF Training Complete
W912BU	USA Engineer District, Philadelphia	NAP	Philadelphia	PA	WPC	VCE PCF Training Complete
W912EP	USA Engineer District, Jacksonville	SAJ	Jacksonville	FL	CPC	VCE PCF Training Complete
W9128F	USA Engineer District, Omaha	NWO	Omaha	NE	WPC	VCE PCF Training Complete
W911KB	USA Engineer District, Alaska	POA	Anchorage	AK	WPC	VCE PCF Training Complete
W912PP	USA Engineer District, Albuquerque	SPA	Albuquerque	NM	WPC	VCE PCF Training Complete

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**APPENDIX 2 (Contracting Offices with VCF Deployed) TO ANNEX C  
(OPERATIONS) TO OPORD 2012-66 VCE PCF Initiative**

<b>USACE Engineering Districts</b>						
<b>CONTRACTING OFFICES DEPLOYED</b>						
<b>DODAAC</b>	<b>Activity Name</b>	<b>Office Symbol/ID</b>	<b>City</b>	<b>State</b>	<b>Data Center</b>	<b>Remarks</b>
W5J9CQ	USA Geospatial Center	AGC	Alexandria	VA	CPC	VCE PCF Training Complete
W912QR	USA Engineer District, Louisville	LRL	Louisville	KY	WPC	VCE PCF Training Complete
W912ES	USA Engineer District, St. Paul	MVP	St. Paul	MN	CPC	VCE PCF Training Complete
W912DS	USA Engineer District, New York	NAN	New York	NY	WPC	VCE PCF Training Complete
W912DQ	USA Engineer District, Kansas City	NWK	Kansas City	MO	WPC	VCE PCF Training Complete
W9127N	USA Engineer District, Portland	NWP	Portland	OR	WPC	VCE PCF Training Complete
W912DW	USA Engineer District, Seattle	NWS	Seattle	WA	WPC	VCE PCF Training Complete
W912EF	USA Engineer District, Walla Walla	NWW	Walla Walla	WA	WPC	VCE PCF Training Complete
W912UM	USA Engineer District, Far East	POF	Seoul	OK	WPC	VCE PCF Training Complete
W912HV	USA Engineer District, Japan	POJ	Tokyo	JP	WPC	VCE PCF Training Complete
W91238	USA Engineer District, Sacramento	SPK	Sacramento	CA	WPC	VCE PCF Training Complete
W912PL	USA Engineer District, Los Angeles	SPL	Los Angeles	CA	WPC	VCE PCF Training Complete
W912P7	USA Engineer District, San Francisco	SPN	San Francisco	CA	WPC	VCE PCF Training Complete
W912GB	USA Engineer District, Wiesbaden	NAU	Wiesbaden	GE	CPC	VCE PCF Training Complete

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**APPENDIX 2 (Contracting Offices with VCF Deployed) TO ANNEX C  
(OPERATIONS) TO OPORD 2012-66 VCE PCF Initiative**

<b>USACE Engineering Districts</b>						
<b>CONTRACTING OFFICES DEPLOYED</b>						
<b>DODAAC</b>	<b>Activity Name</b>	<b>Office Symbol/ID</b>	<b>City</b>	<b>State</b>	<b>Data Center</b>	<b>Remarks</b>
W912HP	USA Engineer District, Charleston	SAC	Charleston	SC	CPC	VCE PCF Training Complete
W912P9	USA Engineer District, St. Louis	MVS	St. Louis	MO	CPC	VCE PCF Training Complete
W9128A	USA Engineer District, Honolulu	POH	Ft. Shafter	HI	WPC	VCE PCF Training Complete
W912EQ	USA Engineer District, Memphis	MVM	Memphis	TN	CPC	VCE PCF Training Complete
W912P8	USA Engineer District New Orleans	MVN	New Orleans	LA	CPC	VCE PCF Training Complete
W912EK	USA Engineer District, Rock Island	MVR	Rock Island	IL	CPC	VCE PCF Training Complete
W91278	USA Engineer District, Mobile	SAM	Mobile	AL	CPC	VCE PCF Training Complete
W912HN	USA Engineer District, Savannah	SAS	Savannah	GA	CPC	VCE PCF Training Complete
W9132T	USA Engineer CERL	ERDC	Champaign	IL	CPC	VCE PCF Training Complete
W912WJ	USA Engineer District, New England	NAE	Concord	MA	WPC	VCE PCF Training Complete
W91236	USA Engineer District, Norfolk	NAO	Norfolk	VA	WPC	VCE PCF Training Complete
W91237	USA Engineer District, Huntington	LRH	Huntington	WV	WPC	VCE PCF Training Complete
W911WN	USA Engineer District, Pittsburg	LRP	Pittsburg	PA	WPC	VCE PCF Training Complete
W91C9G	USA Engineer, JT&E and W912HZ	ERDC	Vicksburg	MS	CPC	VCE PCF Training Complete

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**APPENDIX 3 (Instructions for Construction Contracts) TO ANNEX C  
(Operations) TO OPORD 2012-66 VCE PCF Initiative**

USACE developed Resident Management System (RMS) as a tool for the effective management of construction contracts administered by the ACOs and Contracting Officer's Representatives (CORs). The instructions contained herein list documents that are executed or created in RMS and are required to complete the official construction contract file. RMS is not the equivalent of the official contract file.

1. RMS shall be used to support the administration of all construction contracts in USACE. All appropriate data captured in RMS supporting contract administration shall be transferred to VCE PCF via RMS. The documentation includes but is not limited to the following:

- a. Contract Administration
  - (1) Monthly COR Reports
  - (2) Preconstruction Documents such as
    - (a) Preconstruction meeting minutes
    - (b) Preconstruction safety meeting minutes
    - (c) Preconstruction quality meeting minutes
  - (3) Construction Photographs
  - (4) List of Subcontractors
  - (5) Miscellaneous Documents
- b. Correspondence
  - (1) Correspondence Logs
  - (2) Outgoing Correspondence - Letters to Contractor
  - (3) Incoming Correspondence - Letters from Contractor
  - (4) Outgoing Correspondence - Letters to Others (such as: State and Local Governments)
  - (5) Incoming Correspondence - Letters from Others (such as: State and Local Governments)
  - (6) In-House Memos
  - (7) E-Mails
  - (8) Request for Information Logs
  - (9) Requests for Information
- c. Labor
  - (1) Statement and Acknowledgement (SF 1413)
  - (2) Request for Additional Classification (SF 1444)
  - (3) Weekly Payrolls
  - (4) ENG Form 3180 (at end of project)
  - (5) Labor Interviews (SF 1445)
  - (6) Apprentice Certificates
- d. Payments

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**APPENDIX 3 (Instructions for Construction Contracts) TO ANNEX C  
(Operations) TO OPORD 2012-66 VCE PCF Initiative**

- (1) Progress Payments (ENG Form 93) - Progress Payment Package
- (2) Final Payment/ Progress Payment Package
- e. Schedules
  - (1) Baseline Contract Progress Schedule
  - (2) Contract Progress Schedule Updates
  - (3) Contract Progress Schedule Narrative
- f. Modifications
  - (1) Modification Logs
  - (2) Modification Package composed of the following documents as applicable
    - (a) Statement of Work/Scope, Basic Change Document (BCD)
    - (b) Solicitation - Request for Proposal
    - (c) Independent Government Estimate (IGE)
    - (d) Contractor's Offer (quote/bid/proposal)
    - (e) Cost/Pricing Audit Report
    - (f) Pre-Negotiation Objectives Memorandum (POM)
    - (g) Price/Post Negotiation Memorandum (PNM)
    - (h) Certificate of Current Cost or Pricing Data
    - (i) Funding Documentation
    - (j) Modifications - SF 30
    - (k) Contract Action Report (CAR)
    - (l) Miscellaneous Supporting Documentation
- g. Quality Assurance & Quality Control
  - (1) COR Surveillance Plan/Project Specific Quality Assurance Plan
  - (2) Contractor Quality Control Plan
  - (3) Government QA Reports
  - (4) Contractor QC Reports
  - (5) Deficiency Log
- h. Safety
  - (1) Contractor Safety Plan
  - (2) Accident Reports
  - (3) Safety Violation Log
- i. Submittals
  - (1) Submittal Register Report
  - (2) Transmittal Log
  - (3) Transmitted Items (Cover Sheet Only)
- j. Closeout Documents
  - (1) Contract Closeout Checklist
  - (2) Red Zone Meeting Minutes
  - (3) Miscellaneous Closeout Documents
  - (4) Release of Claims
  - (5) Initial DD Form 1354
  - (6) Final DD Form 1354 (ENG Form 3013 for CW)

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**APPENDIX 3 (Instructions for Construction Contracts) TO ANNEX C  
(Operations) TO OPORD 2012-66 VCE PCF Initiative**

2. These documents will be transferred to PCF via an interface that is currently under development by the RMS Center and ACC. Once the RMS - PCF interface is established, additional RMS system programming is still required to fully comply with this OPORD. Specifically, creation of a Davis Bacon Act Payroll module, electronic signature capability and the 3.0 version update of the RMS system are required to fully implement the intent of this OPORD. The RMS - PCF interface should be established within 90 days. The current forecast to complete the programming and field the revisions for complete functionality is 12 to 18 months.

3. The specific structure of the RMS file storage area will be designed by the RMS Center. The ultimate file location of the documents will be coordinated with the Headquarters DOC.

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**APPENDIX 4 (USACE DOC Contract File Indexes) TO ANNEX C  
(Operations) TO OPORD 2012-66 VCE PCF Initiative**

(1) PARCS, DIVISIONS, DISTRICT AND CENTER PROCUREMENT CONTRACTING OFFICES AND ADMINISTRATIVE CONTACTING OFFICES:

a. USACE Directorate of Contracting (DOC) Program Evaluation Division (PED) developed the file folder index at APPENDIX 4A as a guide to standardize contract file management within the VCE PCF application. The index file is attached to the OPORD and is also located at the HQ DOC PED SharePoint portal:

<https://cops.usace.army.mil/sites/CT/PED/PCF/default.aspx>

b. The document contains the major buy types used by USACE DOC. The USACE DOC contracting offices shall use the index to select folders within the VCE PCF cabinet for the specific buy type.

(1) When a procurement package is assigned to a contract specialist for processing, the contract specialist/contracting officer shall recommend the buy type and request the VCE PCF administrator to create a cabinet that supports the selected buy type.

(2) Once the cabinet is established, the contract specialist shall manage and maintain the cabinets and folders to include selecting buy type appropriate folders within the cabinets.

i. The contract specialist/contracting officer shall grant access to the cabinets for:

- (a) Work groups
- (b) Evaluators
- (c) Reviewers and Approvers

ii. The contract specialist/contracting officer shall periodically review the cabinet to ensure accurate, complete and legible documents are appropriately filed within the cabinet.

iii. The contract specialist, contracting officer and VCE PCF administrator shall support the periodic review of individual files.

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USACE DOC CONTRACT FILE INDEX	VCE PCF CABINET FOLDER STRUCTURE	SUBFOLDERS R=Required A=As Needed Blanks=Subfolder does not apply to Buy Type	Architecture & Engineering	Construction > Simplified Acquisition Procedures (SAP)	Design - Build Construction	Supply > (Greater Than) Simplified Acquisition Procedures (SAP)	Services > (Greater Than) Simplified Acquisition Procedures (SAP)	Research & Development	Single Award Task Order Contract (SATOC)	Multiple Award Task Order Contract (MATOC)	Simplified Acquisition Procedures (SAP) -Supplies - FAR Part 13	Simplified Acquisition Procedures (SAP) -Services - FAR Part 13	Simplified Acquisition Procedures (SAP) - Construction	Task Order	Grants & Agreements	Blanket Purchase Agreements	Basic Ordering Agreement
Folder		TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATOC	MATOC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
<b>Section I PREAWARD</b>																	
	A. Solicitation Documents/Pre-Solicitation / Planning	Sub-Folder															
	A.1 Requirements Package																
		A.1.1. Acquisition Milestone Schedule	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
		A.1.2. Acquisition Plans (Formal/Informal)	A	A	A	A	A	A	A	A	A	A	A			A	A
		A. 1.3 Services Acquisition Strategy	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
		A.1.4. Army Services Acquisition Strategy Panel Review	A				A	A	A	A							

APPENDIX 4A(Paperless Contract File Index)TO ANNEX C (Operations) TO OPORD 2012-66  
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Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
	A.1.4.2 District Acquisition Strategy Panel Review	A	A	A		A	A	A	A	A	A	A	A		A	A
	A.1.5 Antiterrorism and Operations Security (AT/OPSEC) Cover Sheet - Required for ALL Requirements Pkgs <b>except</b> SAP	R	R	R	R	R	R	R	R							
	A.1.6. Contract Data Requirements Lists (CDRLs) (DD 1423)				A	A	A	A	A				A	A	A	A
	A.1.7 Contract Security Classification Specification (DD Form 254)	A			A	A	A	A	A	A	A		A	A	A	A
	A.1.8 Document Summary List	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.1.9. SOW, Purchase Description Specifications/Drawings, SOO/PWS/QASP	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.1.4. Request for Service Contract Approval (Reqmts Pkg)	A				R	A	A	A	A	A				A	A
	A.1. 10. Purchase Request/ Evidence of Availability of Funds	R	R	R	R	R	R	R	R	R	R	R	R	R		
	A.1.5. Real Estate Cert		A	A				A	A			A				
	A.1.11. Government Furnished Property Checklist	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A1.12 Ozone Depletion Stmt		A		A	A	A		A			A				
	A.1.13 Independent Government Estimate (IGE) (far 13.106-3, 15.404.1, 36.203, PGI 236.203, EFARS 36.203, PIL 2012-03	R	R	R	R	R	A	R	R	R	R	R	R	R	R	R
<b>A.1.14 Market Research</b>	A.1.14 Market Research / Market Research Documentation	R	R	R	R	R	R	R	R	A	A	A	A	A	R	R
	A.1.14.1 Consideration of Required Sources of Supplies & Services				R	R		A	A	R	R	A			A	A



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Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
	A. 2.8 Pre-Award Notice of Unsuccessful SB Offerors		A	A	A	A	A	A	A				A			
	A. 2.9 Pre-Bid/ Pre-Proposal Conference/ Site-Visit Documentation, Attendance List, Minutes		A	A	A	A		A	A							
	A.2.10 Preliminary Subcontracting Plan		A	A	A	A		A	A							
	<b>A.2.11. Synopsis/Pre-Solicitation Notification, Synopsis-Solicitation and Army Single Face to Industry</b>															
	A.2.11.1 Synopsis/Pre-Solicitation Notification, Synopsis-Solicitation	R	R	R	R	R	R	R	A	R	R	A	A	R	R	R
	A.2.11.2 Justification for Not Synopsizing	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.2.11.3 Solicitation	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.2.11.3.1 Solicitation Amendment	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.2.11.3.2 Solicitation Distribution List	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.2.11.3.3 Solicitation Waiver Approval	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.2.11.3.4 Combined Synopsis and Solicitation	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.2.13 . Interested Parties List	A	R	R	R	R	R	A	R	A	A	A	A	A	A	A
	<b>A.3. Reviews / Approvals</b>															
	A.3.1 . Approval of Multi-Year Contract		A	A	A	A	A									

APPENDIX 4A(Paperless Contract File Index)TO ANNEX C (Operations) TO OPORD 2012-66  
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Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
	A.3.2 . Approval for Nonperformance-Based Services Contracts					A	A	A	A	A	A					
	A.3.3 . Certification and Approval to Use Non-DOD Contracts				A	A	A						A			
	A.3.4 . Approval of Use of Warranty		A	A	A	A	A	A	A	A	A	A	A		A	A
	A.3. . Determination Not to Evaluate Past Performance		A	A	A	A	A	A	A							
	A.3.5. Request for Service Contract Approval (Non-Personal Services)					A	A				A		A		A	A
	<b>A.3.6 Justifications and Approvals (J&amp;A) (FAR 6)</b>															
	A.3.6.1. Justification for Other Than Full and Open Competition	A	A	A	A	A		A	A	A	A	A	A			
	A.3.6.2. Justification for Brand Name and Evidence of Public Disclosure		A	A	A	A		A	A	A	A	A				
	A.3.6.3. Justification for Full and Open Competition After the Exclusion of Sources	A	A	A	A	A		A	A	A	A	A				
	A.3.7 Determination and Approval by HCA for TO/DO over \$103M incl options to a Single Source							A	A				A			
	A.3.8 Justification to Waive Fair Opportunity to Compete Orders Under Multiple -Award IDIQ Contracts								A				A			
	A.3.9 Request for Approval: Proposed Assisted Acquisition Certification-Assisted Acquisition	A			A	A	A						A			
	A.3.10 Request for Approval: Proposed Directed Acquisition Certification-Directed Acquisition	A			A	A	A						A			
	A.3. 11 OCONUS Checklist (PGI 225.7401)	A	A	A	A	A	A	A	A	A	A	A				

APPENDIX 4A(Paperless Contract File Index)TO ANNEX C (Operations) TO OPORD 2012-66  
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Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATOC	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
** For Iraq, Afghanistan, Kuwait and Pakistan	A.3.12 Theater Business Clearance ** (PIL 2008-04 & PARC Policy Alert 10-30	A	A	A	A	A	A	A	A	A	A	A				
A.4 Determinations & Findings (D&F), Determinations Other Approval & Decision Documents																
	A.4.1. Justification of Procurement Method		A	R	A	A	A	R	R	A	A	A				
	A.4.2. Justification of Contract Type /Cost Plus Award Fee Determination	A	A	A	A	A	A	A	A	A	A	A			A	A
	A.4.3. Justification of Contract Type and Incentive Strategies(>\$100M)	A	A	A	A	A	A	A	A						A	A
	A.4.4. Determination Use of Options	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	A.4.4.1 PARC Approval to Use Options that extend contracts beyond the five-year regulatory limit	A	A	A	A	A	A	A	A							
	A.4.5. Determination Liquidated Damages		R	R	A	A	A	A	A	A	A	A	A		A	A
	A.4.6. Project Labor Agreement Decision Memorandum (>\$25M)		A	A				A	A							
	A.4.7. Use of Mobilization/Demobilization Clause		A	A				A	A			A				
* N/A outside US	A.4.8. Buy American Act Determination *		A	A	A	A	A	A	A	A	A	A			A	A
	A.4.9. Determination Approving Consolidation of Contract Requirements/Bundling	A	A	A	A	A	A	A	A						A	A
	A.4.10. Determination Whether Multiple Awards are Appropriate								A						A	
	A.4.11. Contracting Officer 's Determination to Use SATOC (>\$103M)- HCA Approval Req'd							A								

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Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
	A.4.12. Approval to Exceed 5 Year Contract Limit	A				A	A	A	A						A	A
	A.4.13. Approval to provide Government Furnished Property	A	A	A	A	A	A	A	A	A	A	A		A		
	A.4.14. Use of Non-Government Personnel in Proposal Evaluation	A	A	A	A	A	A	A	A					A	A	A
	A.4.15. Approval for Nonperformance-Based Services Contracts					A	A	A	A	A	A					
	A.4.16. D&F Personal Services Contract					A		A	A		A		A			
	A.4.17. Commerciality Determination				A	A				A	A					
	A.4.18. Equipment Lease vs. Purchase					A	A				A					
	A.4.19. USACE Waiver for not using Computer Hardware Enterprise Software Solutions (CHESS)				A	A	A	A	A	A	A		A		A	A
	A.4.20. Letter Contract/Un definitized Contract Action/Certification of Urgency		A		A	A	A	A	A				A			
	A.4.21. Approval of Multi-Year Contract	A	A	A	A	A	A	A	A							
	A.4.22. Other	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.5 Contracting Officer's Representative (COR) Nomination, (Required for Services Contracts >SAP) (Construction)	A	A	A	A	R	A	A	A		A	R	A	A	A	A
	A.5.2 Appointment Letter(s)	R	R	R	R	R	R	R	R		R	R	R	R	R	R
	A.5.3 Training Certificate	R	R	R	R	R	R	R	R		R	R	R	R	R	R
	F.1.1.1 COR: Revocation / Termination	A	A	A	A	A	A	A	A		A	A	A	A	A	A

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Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
A. 6. Wage Rate Determination																
* N/A outside US	A.6.1 Davis Bacon* FAR 22.403-1 & FAR 22.404		R	R				A	A			R				
*** U.S. and other U.S. Possessions -see (43 U.S.C 1331,et seq. )	A.6.2 Service Contract Act *** (SF98/98A) FAR 22.10					R		A	A		R					
A.8 Reviews / Approvals - Solicitation Documents	A.8.1. Legal Reviews	R	R	R	R	R	R	R	A	A	A	A	A	A	A	A
	A.8.2 Senior Level Solicitation Review Board	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.8.2.1. Peer Reviews	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A.8.3. Draft Solicitation and Review Comments		A	A	A	A	A	A	A	A	A	A			A	A
	A.8.4. Other Reviews	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	A. 8.5 Solicitation	A	A	A	A	A	A	A	A	A	A	A			A	A
	A. 8.6 Solicitation Amendment	A	A	A	A	A	A	A	A	A	A	A			A	A
	A. 8.7 Solicitation Distribution Checklist	A	A	A	A	A	A	A	A	A	A	A			A	A
A.9. Pre-proposal Conference Site Visit/Briefing Minutes/Attendee List		A	R	A	A	A	A	A	A			A			A	A
A.10. Bid/Proposal Inquiries		A	A	A	A	A		A	A	A	A	A			A	A
A.11. A-E Selection Documents																

APPENDIX 4A (Paperless Contract File Index) TO ANNEX C (Operations) TO OPORD 2012-66  
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Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
	A.11.1. Record if Submittals (SF330s) Received	R														
	A.11.1.2 Questions and Responses from initial review of SF330	A														
	A.11.2. Non-Disclosure and Statement of No Financial Interest	R														
	A.11.3. Pre-Selection Board Report and Documentation	A														
	A.11.4. Selection Board Report and Documentation	R														
	A11.5. Unsuccessful Submittals	R														
	A11.6. Successful Submittal(s)	R														
	A11.7. Unsuccessful Offeror Letters/Notices	R														
A.12 Other		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
A.13 Forms		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B.1 Bid/Proposal Review Offeror's Response																
Administrative Documentation																
	B.1.1 Abstract of Bids or Proposals	A	R	R	R	R	R	R	R	R	R	R		A	A	A
	B.1.2. Record of Bid Opening Attendees		A		A	A				A	A	A				
B.2. Record of Late Bids/Proposals			A	A	A	A		A	A	A	A	A			A	A

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Folder		TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
	B.3. Verifications of Bid/Proposals																
		B.3.1.															
		Bid Bond / Power of Attorney		R	R				R	R			R				
		B.3.2 System for Award Management (SAM)															
		ORCA	R	R	R	R	R	R	R	R	R	R	R		R	R	R
		EPLS	R	R	R	R	R	R	R	R	R	R	R		R	R	R
		CCR	R	R	R	R	R	R	R	R	R	R	R		R	R	R
		B.3.3															
		VET 100	R	R	R	R	R	R	R	R	R	R	R		R		
		FAPIS Actions > SAP	R	R	R	R	R	R	R	R					R		
	B.4. Mistakes in Bids/Proposals																
		B.4.1. Disposition of Mistakes in Bids/Proposals		A	A	A	A	A	A	A	A	A	A				
		B.4.1.1 Minor Informalities/Irregularities Disposition Documentation		A	A	A	A	A	A	A	A	A	A				
	B.5 Unsuccessful Bids/Proposals including revisions			A	A	A	A		A	R	A	A	A		A	A	A
	B.6. Successful Bid/Proposal including revisions	B.6. Successful Bid/Proposal including revisions	R	R	R	R	R	R	R	R	R	R	R		R	R	R
	B.7 Undefined Contract Action	B.7 Undefined Contract Action Approval and Definitization Schedule	A	A	A	A	A	A	A	A	A	A	A	A			
	B 8. Evaluation of Offers																
		B.8.1. Record of Cost/Price Analysis	R	A	A	A	A	A	A	A	A	A	A	A	A		

APPENDIX 4A(Paperless Contract File Index)TO ANNEX C (Operations) TO OPOD 2012-66  
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Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
	B.8.1.1 Audit	A	A	A	A	A	A	A					A			
	B.8.2 Record of Technical Analysis	A	A	A	A	A		A	A	A	A	A	A	A	A	A
	B.8.3 Facilities Cost of Money	A	A	A	A	A	A	A	A	A	A	A				
	B.8.3.1 Waiver of Facilities Cost of Money	A	A	A	A	A	A	A	A	A	A	A				
	B.8.4 Evaluation Subcontracting Plan	A	A	A	A	A	A	A	A							
	B.8.5 Pre-Negotiation Objectives Memorandum (POM)	R	A	A	A	A	A	A	A	A	A	A	A		A	A
	<b>FAR 15.403-4, Current threshold is \$700K to require certified cost or pricing data</b>															
	B.8.6. Certificate of Current Cost or Pricing Data (or Waiver)	A	A	A	A	A	A	A	A	A			A	A		
	B.8.7. Price Negotiation Memorandum (PNM)	R	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	B.8.8. Contracting Officer Determination of Price Reasonableness	R	R	R	R	R	R	R	R	R	R	R	R	R		
	B.8.9. Source Selection Documentation		A	R	A	A		A	A							
	B.8.9.1 Source Selection Plan		A	R	A	A		A	R	A	A	A		A	A	A
	B.8.9.2. Source Selection Appointment Letters		A	R	A	A		A	A					A	A	A
	B.8.9.3 SSEB Training Checklist		A	R	A	A		A	A	A	A	A		A	A	A
	B.8.9.4. Non-Disclosure and No Financial Interest		A	R	A	A		A	A	A	A	A		A	A	A
	B.8.9.5. Competitive Range Determination		A	A	A	A		A	A	A	A	A		A	A	A
	B.8.9.5.1. Evidence of Legal Review of Competitive Range Determination		R	R	R	R		R	R	R	R	R		R	R	R
	B.8.9.6 Pre-Award Notice of Exclusion from the Competitive Range		A	A	A	A		A	A	A	A	A			A	A
	B.8.9.8 Peer Review Prior to Final Proposal Revision >\$1B		A	A	A	A		A	A						A	A
	B.8.9.9 Proposal Revisions/Final Proposal Revision		A	A	A	A		A	A	A	A	A			A	A

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	B.8.9.10 Evaluation Documentation		A	R	A	A		A	A	A	A	A			A	A
	B.8.9.11 SSEB Report/SSAC Report Recommendations to SSA		A	R	A	R		A	A	A	A	A			A	A
	B.8.9.12 Source Selection Decision Document		A	R	A	A		A	A	A	A	A		A	A	A
	<b>C.1. Contract Reviews and Award Reviews Approvals and Reports - Administrative Documents</b>															
	C.1.1 Contractor Responsibility Documentation															
	C.1.1.1 Pre-Award Survey SF 1403	A	A	A	A	A		A	A	A	A	A	A	A	A	A
	C.1.1.2 Past Performance Information (PPIRS and FAPIIS)	R	R	R	R	R		R	R	A	A	A	A	R		R
	C.1.1.3 CCR Printout and EPLS Printout	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
	C.1.1.4 Contractor References (Bank, Bonding and Past Clients)		A	A	A	A				A	A	A	A			
	C.1.1.5 Contracting Officer Determination of Contractor Responsibility/Non-Responsibility	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
	C.1.1.6 Request for Certificate of Competency/SBA Certificate or Denial of Certificate of Competency	A	A	A	A	A	A	A	A	A	A	A	A			
	C.1.2 EEO Compliance Request	A			A	A	A	A	A							
	C.1.3 Contract Reviews															
	C.1.3.1 Evidence of Legal Review	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	C.1.3.2 Peer Review	A	A	A	A	A	A	A	A				A	A	A	A
	C.1.3.3 Compliance Review	A	A	A	A	A	A	A	A				A	A	A	A
	C.1.3.4 Other Reviews and Checklists	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

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	C.1.3.5 Subcontracting Plan Review and Approval	A	A	A	A	A	A	A	A			A	A		A	A
	C.1.4 Successful Bid Bond		R	R	A	A	A	A	A			A	A			
	C.1.5 Authority to Award	A	A	A				A	A			A	A			
	C.1.6 CEFMS Obligation Screen Print	R	R	R	R	R	R	R	R	R	R	R	R			
	C.1.7 FPDS-NG Contract Action Report	R	R	R	R	R	R	R	R	R	R	R	R		R	R
	C.1.7.1 Defense Assistance Awards Data System (DAADS) Reporting for Grants & Agreements													R		
<b>C.1.8 Award Notification</b>	C.1.8 Award Notification															
	C.1.8.1 Pre-Award Notice for Small Business Set-Asides or Contracting Officer Determination of Urgency		A	A	A	A	A	A	A	A	A	A	A		A	A
	C.1.8.2 Congressional Notification	A	A	A	A	A	A	A	A			A	A	A	A	A
	C.1.8.3 Synopsis of Award or Notice of Subcontracting Opportunities Award	A	A	A	A	A		A	A	A	A	A	A	A	A	A
	C.1.8.3.1 Exemption from Synosizing Award	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	C.1.8.4 SBA Award Notice	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	C.1.8.5 Affirmative Action OFCCP Notification		A	A		A		A	A			A	A			
	C.1.9 Notification to Unsuccessful Offerors	A	A	A	A	A		A	R			A	A		A	A
	C.1.10 Notification to Successful Offeror(s)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	C.1.11 Pre-Award Protest and Documents Relating to Protest	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	C.1.12 Contract Distribution List/Transmittal Notice	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
	C.1.13 Miscellaneous Pre-Award Correspondence	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	C.1.14 BPA Call Authorization Letter with Call Limitations to the Contractor														R	

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<b>Section II POST AWARD</b>																
	D. Post-Award															
	D. 1. Contract - Contract Documents															
	D.1.1 Contact, Letter Contract, Purchase Order, Blanket Purchase Agreement (BPA), Blanket Ordering Agreement (BOA),	R	R	R	R	R	R	R	R	R	R	R	R		R	R
	D.1.1.1 Grant & Cooperative Agreement													R		
	D.1.1.2 Notice To Proceed	A	A	A	A	A		A	A	A	A	A	A			
	Documents Incorporated into the contract															
	D.1.2 Successful Contractor's Proposal	A	A	R	A	A	R	A	A		A	A	A	A	A	A
	D.1.3 Accepted List of Betterments		A	A				A	A			A				
	* N/A outside OF U.S. D.1.4 Current Wage Determinations *	A	R	R		R		A	A	A	A	R	A		A	A
	D.1.5 Administrative Cost Limitation Agreement	A	A	A	A		A	A	A				A			
	D.1.6 Collective Bargaining Agreement		A	A		A	A	A	A				A		A	A
	D.1.7 Forward Pricing Rate Agreement	A	A	A		A	A	A	A				A		A	A
	D.1.8 List of Authorized Callers Blanket Purchase Agreement														R	
	D.1.9 Update of Preliminary Contract Security Classification Specification (DD Form 254)	A			A	A	A	A	A	A	A		A	A	A	A
	D.2 Debriefing															

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	D.2 Debriefing Unsuccessful Offerors	A	A	A	A	A	A	A	A					A	A	A
	D.2.1 Debriefing Successful Offerors	A	A	A	A	A	A	A	A					A	A	A
	<b>D. 3. Contract Modifications</b>	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	D.3.1 Change Order	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	D.3.1.1 PR&C, Funding Document, Basic Change Document, RMS Form 747	A	A	A	A	A	A	A	A	A	A	A	A	A		
	D.3.1.2 SOW/SOO/ Specifications/ Drawings	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	D.3.1.3 Request for Service Contract Approval (Non-Personal Services)					A	A			A	A		A		A	A
	D.3.1.4 Urgency Statement	A	A	A	A	A	A	A	A	A	A	A	A			
	D.3.1.5 Request for Equitable Adjustment or Certified Claim	A	A	A	A	A	A	A	A	A	A	A	A			
	D.3.1.6 Modification Log	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	D.3.1.7 Other Initiating Documents	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	<b>D.4. Acquisition Planning Document</b>															
	D.4.1 Notice of Government Intent to Exercise Option	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	D.4.2 DD 2579 Small Business Coordination Record	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	D.4.3 Market Research	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

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D.4.4 Determinations & Findings/ Other Approval and Decision Documents																
	D.4.4.1 Use of Options	A	A	A	A	A	A	A	A	A	A	A			A	A
	D.4.4.2 Exercise of Options	A	A	A	A	A	A	A	A	A	A	A			A	A
	D.4.4.3 Buy American Act Determination (Exception)	A	A	A	A	A	A	A	A	A	A	A	A			
	D.4.4.4 Approval to exceed 5-Year Contract Limit	A	A	A	A	A		A	A	A	A	A			A	A
	D.4.4.5 Approval to Provide Government Furnished Property	A	A	A	A	A	A	A	A	A	A	A	A			
	D.4.4.6 Unpriced Change Order (UCO) Approval and Definitization Schedule	A	A	A	A	A	A	A	A	A	A	A	A			
	D.4.4.7 Ratification Checklist and Supporting Documentation	A	A	A	A	A	A	A	A	A	A	A	A			
	D.4.5 Justification and Approval for Other Than Full and Open Competition and Evidence of Public Disclosure	A	A	A	A	A	A	A	A	A	A	A	A	A		
	D.4.6 Wage Rate Determination(s)	A	A	A	A	A	A	A	A	A	A	A	A	A		
	D.4.7 Not Used															
	D.4.8 Solicitation Review(s) (Management/ PCO/ Policy, Legal, Peer, and Other Reviews)	A	A	A	A	A	A	A	A	A	A	A	A	A		
	D.4.9 Request for Proposal (including amendments)	R	R	R	R	R	R	R	R	R	R	R	A	A		
	D.4.10 Independent Government Estimate (including revisions)	A	A	A	A	A	A	A	A	A	A	A	A	A		

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	FAR 15.403-4, Current threshold is \$700K to require certified cost or pricing data	D.4.11 Contractor Proposal (including Cost or Pricing Data)	A	A	A	A	A	A	A	A			A	A			
		D.4.12 Pre-Negotiation Objectives Memorandum (POM)	R	R	R	R	R	R	R	R	R	R	R	A	A		
		D.4.12.1 Record of Cost/Price Analysis	R	R	R	R	R	R	R	R	R	R	R	R	R		
		D.4.12.2 Audit	A	A	A	A	A	A	A	A	A	A	A	A	A		
		D.4.12.3 Technical Analysis (including analysis of effort, equipment, subcontracts and changes to contractor's accepted proposal or betterments)	A	A	A	A	A	R	A	A	A	A	A	A	A	A	A
		D.4.12.4 Project Schedule Impact Analysis	A	R	R	A	A	A	A	A	A	A	A	A	A		
		D.4.13 Certification of Current Cost or Pricing Data (or Waiver)	A	A	A	A	A	A	A	A	A	A	A	A	A		
		D.4.14 Price Negotiation Memorandum (PNM)	R	R	R	R		R	R	R	R	R	R	R	R		
		D.4.15 Contracting Officer/ ACO Determination of Price Reasonableness	R	R	R	R	R	R	R	R	R	R	R	R	R		
		D.4.16 Modification Reviews															
		D.4.16.1 Evidence of Legal Review	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
		D.4.16.2 Modification Peer Review	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
		D.4.16.3 Modification Compliance Review	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
		D.4.16.3 Revised Subcontracting Plan Review and Approval	A	A	A	A	A	A	A	A				A	A	A	A
		D.4.17 Additional Bonding/Consent of Surety		A	A				A	A				A			
		D.4.18 CEFMS Obligation Screen Print 6.0	R	R	R	R	R	R	R	R	R	R	R	R	R		
		D.4.19 SPS/PD2 Contract Detail Report	R	R	R	R	R	R	R	R	R	R	R	R	A		

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	D.4.20 Signed Modification (SF 30)	R	R	R	R	R	R	R	R	R	R	R	R	A	R	R
	D.4.21 FPDS-NG Contract Action Report (Signed CAR)	R	R	R	R	R	R	R	R	R	R	R	R			
	D.4.21.1 Defense Assistance Awards Data System (DAADS) Reporting for Grants & Agreements													R		
	D.4.22 Award Notifications															
	D.4.22.1 SBA Award Notification	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	D.4.22.2 Notice to Proceed	A	A	A	A	A		A	A	A	A	A	A			
	D.4.23 Modification Distribution/Transmittal Notice	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	D.4.24 Miscellaneous Correspondence	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	<b>Section E Post-Award Documentation</b>															
	E.1 Mistakes After Awards	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	E.2 Debriefings	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	E.3 Post-Award Protest															
	E.3.1 Post-Award Protest	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	E.3.2 Contracting Officer's Decision															
	E.3.3 CICA Override Documentation/Approval to Award Contract	A	A	A	A	A		A	A	A	A	A	A			
	E.3.4 Determination and Finding to Continue Contract Performance Notwithstanding a Protest	A	A	A	A	A		A	A	A	A	A	A			

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	E.3.5 Litigations (Claims /Disputes / Protests Documentation regarding Contract Award	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	E.3.6 Memorandum of Record (Post Award)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
<b>SECTION III CONTRACT ADMINI- STRATION</b>																
	<b>F. Services Contract Administration</b>															
	<b>F.1 Services Contract Administration Assignment</b>															
	F.1.2 Contracting Officer's Representative (COR) Nomination, Appointment Letter(s) and Training - <b>COR Required for Services Contracts &gt;SAP</b>	R	A	A	A	R	R	A	A	A	A	A	A	A	A	A
	F.1.2.1 COR Termination/Revocation Letter	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	F.1.3 COR: Correspondence	A	A	A		A	A	A	A		A	A	A	A		
	F.1.4 COR: File Checklist	A	A	A		A	A	A	A		A	A	A	A		
	F.1.5 COR: Surveillance Documentation	A	A	A		A	A	A	A		A	A	A	A		
	F.1.6 COR: Trip Report	A	A	A		A	A	A	A		A	A	A	A		
	F.1.7 Government Trip Report	A	A	A	A	A	A	A	A		A	A	A	A		
	F.1.8 Miscellaneous Correspondence/ Documents/ Memoranda/ Services	A				A	A	A	A		A		A	A		

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	F.1.9 Property Administrator Appointment		A	A		A	A	A	A	A	A	A	A	A	A	A
	F.1.10 Administrative Contracting Officer (ACO) Appointment Letter		R	R				A	A			A	A			
	F.1.10.1 ACO Revocation Letter		A	A				A	A			A	A			
	<b>F.2 Procurement Oversight Inspections and Reviews</b>															
	F.2.1 Self Inspections and Reviews	A	A	A	A	A	A	A	A	A	A	A	A	A	R	R
	F.2.2 ACO Annual File Inspection Checklist, Review Comments and Corrective Action Plan	A	A	A		A	A	A	A			A	A	A	A	A
	F.2.3 COR Annual File Inspection Checklist, Review Comments and Corrective Action Plan	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	F.2.4 PMR Inspection Checklist, Review Comments and Corrective Action Plan	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	F.2.5 Other Inspections or Review Comments	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	F.3 Quality Assurance Quality Control	A	R	R	A	R	A	A	A	A	A	A	A	A	A	A
	F.4 Contract Progress Meetings	A	A	A	A	A	A	A	A	A	A	A	A	A		
	F.4.1 Monthly Schedule Meeting	A	A	A	A	A	A	A	A	A	A	A	A			

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	F.5 Contract Performance Documentation	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	F.5.1 Contract Discrepancy / Deficiency Reports	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	F.5.2 Suspension of Work Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	F.5.3 Stop Work Order Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	F.5.4 Cure Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	F.5.5 Show Cause Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	<b>FF. Construction Contract Administration</b>															
	FF.1 Construction Contract Administration Documentation		A	A				A	A			A	A			
	FF.1.1 Pre-Construction Documents		R	R				A	A			A	A			
	FF.1.1.1 Pre-Construction Meeting Minutes															
	FF.1.1.2 Contractor's Safety Program		R	R		A	A	A	A			A	A			
	FF.1.1.2 Minutes of Pre-Construction Safety Conference		R	R				A	A			A	A			
	FF.1.1.3 Pre-Construction Quality Meeting Minutes		R	R				A	A			A	A			
	FF.1.2 List of Contractors/ Sub-Contractors		R	R				A	A			A	A			
	FF.1.4 Performance and Payment Bonds		R	R		A	A	A	A			A	A			

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	FF.1.4.1 Evidence of Release of Bid Bonds		R	R		A	A	A	A			A	A			
	FF.1.5 Certificate of Insurance	A	R	R	A	A	A	A	A	A	A	A	A	A		
	FF.1.6 Construction Photographs	A	R	R				A	A			A	A			
	FF.1.7 Miscellaneous Correspondence/ Documents/ Memoranda - Construction		A	A				A	A			A	A			
	FF.2 Correspondence															
	FF.2.1 Correspondence Log	A	A	A	A	A	A	A	A	A	A					
	FF.2.1.1 Government Serial Letters	A	R	R	A	A	A	A	A	A	A					
	F.2.2. Contractor Serial Letter Log	A	A	A	A	A	A	A	A	A	A					
	FF.2.2.1 Contractor Serial Letters	A	A	A	A	A	A	A	A	A	A					
	FF.2.3 Letter to Others	A	A	A		A	A	A	A		A					
	FF.2.3.1 Letters From Others	A	A	A		A	A	A	A		A					
	FF.2.4 Other Correspondence		A	A				A	A			A				
	FF.3 Notice to Proceed and Acknowledgement	A	R	R	A	A	A	A	A			A	A			
	FF.3.1 Partial Notice to Proceed (design/ construction features under Design/Build)			A												

APPENDIX 4A(Paperless Contract File Index)TO ANNEX C (Operations) TO OPORD 2012-66  
VCE PCF Initiative

Folder		TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
		FF.4 Quality Assurance Quality Control	A	R	R	A	R	A	A	A	A	A	A	A	A	A	A
		FF.4.1 Government Quality Assurance Plan		R	R				R	R			R				
		FF.4.2 Contractor Quality Control Plan		R	R				R	R			R				
		FF.4.3 Government QA Reports		R	R				R	R			R				
		FF.4.4 Contractor QC Reports		R	R				R	R			R				
		FF.4.5 Deficiency Log		R	R				R	R			R				
		FF.4.6 Contractor Safety Plan		R	R				R	R			R				
		FF.4.7 Accident Reports		R	R				R	R			R				
		FF.4.8 Safety Violation Log		R	R				R	R			R				
		FF.5 Contract Progress Meetings	A	A	A				A	A			A	A			
		FF.5.1 Monthly Schedule Meeting	A	A	A				A	A			A	A			
		FF.6 Contractor Progress Reports	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
		FF.7 Government Inspection Reports	R	R	R			A	R	R			R	A	R		
		FF.7.1 COR Monthly Reports		R	R		R	A	R	R			R	R			
		FF.7.2 COR Site Visit Reports		R	R		A		R	R			R	A			

APPENDIX 4A (Paperless Contract File Index) TO ANNEX C (Operations) TO OPORD 2012-66  
VCE PCF Initiative

Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	T O	G&A	BPA	BOA
	FF.7.3 QA Daily Reports		A	A				A	A			A	A			
	FF.8 Contract Performance Documentation	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	FF.8.1 Contract Discrepancy / Deficiency Reports	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	FF.8.2 Suspension of Work Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	FF.8.3 Stop Work Order Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	FF.8.4 Cure Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	FF.8.5 Show Cause Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	FF.9 Invoice and Payments	R	R	R	R	R	A	R	R	R	R	R	R	R		
	FF.9.1 ENG 93 or Invoice		R	R				R	R			R				
	FF.9.2 Payments	A	A	A	A	A	A	A	A	A	A	A	A	A		
	FF.9.3 Evidence of Retainage		A	A				A	A			A				
	FF.9.4 Liquidated Damages Retainage or Assessment		A	A		A		A				A				
	FF.10 Labor Law Correspondence and Documentation (WITHIN U.S. ONLY)	A	R	R		A	A	A	A		A	R	A	A	A	
	FF.10.1 Collective Bargaining Agreement	A	A	A		A	A	A	A			A	A			
	FF.10.2 Reports of Labor Disputes	A	A	A		A	A	A	A		A	A	A			
	FF.10.3 D&F Request and Approval of Overtime		A	A		A	A	A	A		A		A			

APPENDIX 4A(Paperless Contract File Index)TO ANNEX C (Operations) TO OPORD 2012-66  
VCE PCF Initiative

Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
	FF.10.4 Liquidated Damages and Overtime Pay	A	A	A		A	A									
	FF.10.5 Requests for Additional Classifications (SF 1444)	A	A	A		A	A									
	FF.10.6 Statement and Acknowledgement (SF1413)		R	R		A	A	R	R							
	FF.10.7 Certified Payrolls		R	R		A	A					R				
	FF.10.8 Regular and Special Compliance Checks (Labor Interviews)		R	R		A	A					R				
	FF.10.9 Complaints, Violations, Investigations and Documentation	A	A	A		A	A				A	A				
	<b>G. General Contract Administration</b>															
	G.1 Acceptance Documentation	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	G.2.ACO Correspondence	A	A	A		A	A	A	A		A	A	A			
	G.3 Award Fee Plan and Administration Documents															
	G.3.1 Award Fee Plan	A	A	A		A		A	A	A	A		A			
	G.3.2 Award Fee Determination Official Appointment	A	A	A		A		A	A	A	A		A			
	G.3.3 Award Fee Board Appointment	A	A	A		A		A	A	A	A		A			
	G.4 Contract Performance Documentation	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

APPENDIX 4A(Paperless Contract File Index)TO ANNEX C (Operations) TO OPOD 2012-66  
VCE PCF Initiative

Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	T O	G&A	BPA	BOA
	G.4.1 Contract Discrepancy / Deficiency Reports	A	A	A	A	A	A	A	A	A	A	A	A		A	A
	G.4.2 Suspension of Work Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	G.4.3 Stop Work Order Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	G.5 Cure Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	G.5.1 Show Cause Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	G.6 Suspension of Work Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	G.7 Stop Work Order Notice	A	A	A	A	A	A	A	A	A	A	A	A			
	G.8. Contractor Accident Prevention Plan	A	R	R	A	A		A	A	A	A	A	A			A
	G.8.1 Contractor Quality Control Plan	A	R	R	A	A		A	A	A	A	A	A			A
	G.9. Vehicle Passes/ Insurance Documents	A	A	A		A		A	A	A	A	A	A			A
	G.9.1 Personnel Passes/ Access Lists/ Violations	A	A	A		A		A	A	A	A	A	A			A
	G.10 Environmental Plan					A		A	A	A	A	A	A			
	G.11 Contractor Manpower Reporting					R		R	R	A	A	A	A			
	G.12 Congressional Inquiries	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
<b>G.13 Property Documentation</b>																
	G.13.1 Delivery/Receipt of GFP		A	A	A	A		A	A	A	A	A	A	A		
	G.8.2 Annual Inventory of GFP		A	A	A	A		A	A	A	A	A	A	A		

APPENDIX 4A(Paperless Contract File Index)TO ANNEX C (Operations) TO OPOD 2012-66  
VCE PCF Initiative

Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	T O	G&A	BPA	BOA
	G.9 Constructive Acceptance	A	A	A				A	A			A	A			
	G.9.1 Punch List		A	A				A	A			A	A			
	G.10 Contracting Officer's Final Acceptance	A	R	R				A	A			A	A	A		
	G.10.1 Operation and Maintenance (O&M) Manuals		A	A				A	A			A				
	G.10.2 LEED		A	A				A	A			A				
	G.10.3 Storm Water Protection Closeout		A	A				A	A			A				
	G.10.4 DD 1354, Equipment in Place List		A	A				A	A			A				
	G.10.5 Completed Punch List		A	A				A	A			A				
	<b>G.14 Contract Closeout Documentation</b>															
	G.14.1 Directive to Close Contract	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	G.14.2 Contract Closeout Process List	R	R	R	R	R	R	R	R	A	A	A	R	R	R	R
	G.14.3 Final Material and Inspection Reports (DD 250)	A	A	A	A	A	R	A	A	A	A	A	A	A	A	A
	G.14.4 Contractor Audit	A	A	A	A	A	A	A	A	A	A	A	A	A		
	K.4.1 Settlement of Interim or Disallowed Costs (DCAA Form 1)		A	A	A	A	A	A	A				A			
	G.14.5 Final Receiving Report	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
	G.14.6 Contractor Release of Claims	R	R	R	R	R	R	R	R	A	A	A	A		A	A
	G.14.7 Final Invoice (ENG 93)	R	R	R	R	R	A	R	R	R	R	R	R	R	A	

APPENDIX 4A(Paperless Contract File Index) TO ANNEX C (Operations) TO OPOD 2012-66  
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Folder	TYPE OF ACTION	A&E	C > SAP	DB	SUP > SAP	SER > SAP	R&D	SATO C	MAT OC	SUP SAP	SER SAP	C SAP	TO	G&A	BPA	BOA
	G.14.8 Final Performance Assessment Report	R	R	R	R		R	R	R	A	A	A	A	A		
	G.14.9 Final Patent/ Royalty Reports (DD Form 882)	A	A	A	A		A	A	A	A	A	A	A	A		
	G.14.10 Plant/Property Clearance Report	A	A	A	A		A	A	A	A	A	A	A	A		
	G.14.11 Theater Business Clearance (OCONUS)	A	A	A	A		A	A	A	A	A	A	A			
	G.14.12 Contract Closeout Checklist (DD 1597, Other)	R	R	R	R	R	R	R	R				A	A	A	A
	G.14.13 Contract Completion Statement (DD 1594) (All contracts)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
	G.14.14 DD 1354 Transfer and Acceptance of DoD Real Property		A	A				A	A			A				
	G.14.15 Other Closeout Documents	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	<b>Section H Drawings/ Specifications/ Submittals</b>															
	H.1 Drawings															
	H.2 Specifications															
	H.3 Contract Submittals and Review Documents	A	R	R		A		A	A			A	A			A
	H.3.1 Submittal Register	A	R	R		A		A	A			A	A			A

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**APPENDIX 5 (Documents to be Retained in Original Format) TO ANNEX C (Operations) TO OPORD 2012-66 VCE PCF Initiative**

1. The following list of documents shall be retained in their original format because law or other regulations require signed originals be kept in accordance with FAR 4.805 -- Storage, Handling, and Disposal of Contract Files. The documents are to be labeled and stored appropriately pursuant to FAR 4.805.

2. The documents to be retained in hard copy in the original format include:

- a. Advance Payment Bond
- b. Bid Bond including Annual Bid Bond
- c. Performance Bond including Annual Performance Bond
- d. Payment Bond
- e. Patent Infringement Bond
- f. Any performance security instruments
- g. Certificate of Insurance
- h. Novation/Change of Name Agreement
- i. Assignment of Claims
- j. Any document containing a raised seal. Examples

include:

- (1) Notarized documents
- (2) Architecture Drawings
- k. Paper Payroll Documents
- l. Physical signatures on contracts and modifications
  - (1) SF 1442
  - (2) SF 30

3. Consult HQ DOC for guidance if unsure with regard to document disposition of original format contract documents. Hard copy documents not on this list, that have been scanned or other electronic rendering and filed into VCE PCF, shall be destroyed after USACE DOC ensures successful implementation of VCE-PCF. If there is uncertainty as to whether a document is within one of the above categories, consult HQ DOC before destroying the hard copy document.

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**APPENDIX 6 (User Certification) TO ANNEX C (Operations) TO OPORD  
2012-66 VCE PCF Initiative**

Contracting Officers/Contract Specialist will be prompted to certify at the opening page of the VCE PCF application the following facts electronically when scanning and uploading paper documents to VCE PCF:

"I certify that in instances in which I have the authority to add documents to the official contract file for which I have been granted access that: any electronic copies uploaded to PCF are true, complete, accurate, and readable; these copies are reasonable facsimiles; and, the original, hard copy formats, will be preserved in accordance with the Command's policy."

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HQ USACE  
441 G. Street N.W.  
Washington, D.C.  
061000JUN2012

**OPERATION ORDER 2012-53 Virtual Contracting Enterprise (VCE)  
Contracting Officer's Representative Module (CORM)**

**References:**

- a. Under Secretary of Defense for Acquisition, Technology, and Logistics (AT&L) Memorandum, Subject: Deployment of the Department of Defense (DoD) Contracting Officer's Representative Tracking Tool (CORT Tool), dated 21 March 2011
- b. Deputy Assistant Secretary of the Army (Procurement) (DASA(P)) Principal Assistant Responsible for Contracting (PARC) Policy Alert # 11-45, Virtual Contracting Enterprise (VCE) Contracting Officer's Representative, dated 15 June 2011
- c. DASA(P) PARC Policy Alert # 12-32, Material Weakness on Service Contract Oversight and Surveillance, dated 20 April 2012

**Time Zone Used Throughout the Order: Romeo.**

1. **Situation.**

a. **Purpose.** To implement the use of the Army Contracting Commands (ACC) Virtual Contracting Enterprise (VCE) Contracting Officer's Representative Module (CORM) within USACE as required by references b and c above.

b. **Background.**

(1) On 21 March 2011 the Under Secretary of Defense for Acquisition, Technology and Logistics issued a memorandum requiring the use of the DoD CORT Tool within DoD (reference a). This capability was initially developed by the U.S. Army Communications and Electronics Command, subsequently adopted by the Army leadership as the Army Contracting Command's (ACC) Virtual Contracting Enterprise (VCE) Contracting Officer's Representative Module (CORM), and then adapted for use by the DoD as the DoD CORT Tool. On 15 June 2011 the DASA(P) issued PARC Policy Alert # 11-45 requiring the Army to use the ACC VCE CORM tool in lieu of using the DoD CORT tool (reference b).

**OPERATION ORDER 2012-53 Virtual Contracting Enterprise (VCE)  
Contracting Officer's Representative Module (CORM)**

(2) The VCE CORM is an online tool for nominating, appointing, tracking and managing COR nominees, existing CORs, and their required documentation. Features of this online tool include:

(a) Common Access Card (CAC)-enabled sign-on and available to all members of the DoD with internet access and an Army or Defense Knowledge Online (AKO/DKO) account.

(b) Nominate, appoint, track, and terminate an individual as a COR against a contract.

(c) Automated process for a prospective Contracting Officer Representative(s) (COR) to create a profile and document their training and experience.

(d) A web-based portal for contracting personnel to review all relevant COR documents, to include the posting of monthly status reports and Annual COR file checklist. The system has controls to limit access to information to only personnel that have a need to know.

2. **Mission.** In order to meet the HQDA requirement of using the ACC VCE CORM tool, USACE MSCs will complete the implementation and begin use of VCE CORM by 1 August 2012.

3. **Execution.**

a. **Commander's Intent.** Implementation of the VCE CORM tool across USACE will ensure:

(1) CORs are properly trained, nominated, appointed, and if necessary terminated.

(2) CORs are properly executing their COR duties and are including appropriate documentation in their COR file.

(3) Contracting Officers are providing proper oversight on their CORs.

b. **Concept of Operations.** This mission will be accomplished as follows:

**OPERATION ORDER 2012-53 Virtual Contracting Enterprise (VCE)  
Contracting Officer's Representative Module (CORM)**

(1) MSCs will identify a Point of Contact (POC) from within their Contracting Offices for VCE CORM. This POC will serve as the subject matter expert for CORM at their location and will have overall responsibility for system administration related issues.

(2) When requested, the VCE CORM POCs will provide the HQUSACE National Contracting Organization (NCO), Program Evaluation Division (PED) with the necessary information for coordination with ACC to have their location set up within the ACC VCE CORM.

(3) Each VCE CORM POC will receive an hour of training conducted by ACC on the use of CORM, using live web conferencing. All VCE CORM POCs will then be responsible for training their users (i.e., Contracting Officers, Contract Specialists, COR Supervisors, and CORs).

**c. Tasks to Subordinate Units.**

**(1) USACE Divisions, Districts, Centers and Field Operating Activities:**

(a) Appoint a VCE CORM POC from within the Contracting Office.

(b) When requested, the VCE CORM POCs will provide the HQ NCO PED with the necessary information for coordination with ACC to have their location set up within the ACC VCE CORM.

(c) Ensure the appointed VCE CORM POC completes the on-line VCE CORM POC training sessions NLT 15 June 2012.

(d) Report completion of VCE CORM POC training to HQ NCO PED at the following SharePoint site:  
<https://cops.usace.army.mil/sites/CT/PED/DC/I/Lists/56/VE%20CORM%20TRAINING.aspx>

(e) Ensure VCE CORM POC conducts initial VCE CORM training with their users (i.e., Contracting Officers, Contract Specialists, COR Supervisors, and CORs) NLT 31 July 2012.

**OPERATION ORDER 2012-53 Virtual Contracting Enterprise (VCE)  
Contracting Officer's Representative Module (CORM)**

- (f) Report completion of initial MSC user training to the HQ NCO PED POC utilizing the SharePoint site to be provided by the HQ NCO PED POC.
  - (g) Begin use of the VCE CORM once site set up and training is complete, but NLT 1 August 2012.
- (2) **HQUSACE / NCO PED (CECT-E)**
- (a) Maintain a list of all MSC VCE CORM POCs.
  - (b) Gather necessary information from the MSC VCE CORM POCs and coordinate with ACC to have each location set up within the ACC VCE CORM. All locations must be set up to allow CORM use to begin NLT 1 August 2012.
  - (c) Coordinate with ACC to schedule training sessions for the VCE CORM POCs to allow completion of the training NLT 15 June 2012. Publish dates / times of training sessions and develop a mechanism for the VCE CORM POCs to sign up for training sessions. Track completion of the training by the VCE CORMS POCs.
  - (d) Track completion of initial MSC user training.
  - (e) Serve as the USACE interface with ACC on the VCE CORM.
  - (f) Provide oversight and guidance on the use of the VCE CORM within USACE.
  - (g) Use CORM as a review tool during Procurement Management Reviews (PMRs).

**d. Coordinating Instructions.**

- (1) Report VCE CORM POC training completion at <https://cops.usace.army.mil/sites/CT/PED/DC/I/Lists/56/VCE%20CORM%20TRAINING.aspx>.
- (2) Report initial MSC user training completion at SharePoint site to be provided by the HQ NCO PED POC.
- (3) Once site set up and training is complete at the MSCs, the use of the VCE CORM will be mandatory until rescinded.

OPERATION ORDER 2012-53 Virtual Contracting Enterprise (VCE)  
Contracting Officer's Representative Module (CORM)

4. Sustainment. N/A
5. Command and Control.
  - a. Command. HQUSACE, Washington, DC.
  - b. Signal. The HQUSACE NCO PED POC for this OPORD is Mr. Lee Tew, [Donnie.L.Tew@usace.army.mil](mailto:Donnie.L.Tew@usace.army.mil), (202) 761-1504.

**ACKNOWLEDGE:**

THOMAS P. BOSTICK  
Lieutenant General, USA  
Commanding

**OFFICIAL:**

SMITH  
COL, G-3

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249<sup>th</sup> Engineer Battalion  
USACE Battle Staff  
ERDC Commander & EOC  
HNC Commander & EOC  
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USACE Logistics Activity  
Readiness Support Center (RSC)