



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2013-10

Issuing Office: CECW-CE

Issued: 9 Apr 2013

Expires: 9 Apr 2015

Subject: Administrative Contracting Officer and Contracting Officer Representative Requirement Update

Applicability: Directive

1. References:

- a. Procurement Instruction Letter (PIL) 2012-06-R1, U.S. Army Corps of Engineers (USACE) Policy for Certification and Training of Contracting Officer's Representatives, dated 25 July 2012
- b. Procurement Instruction Letter (PIL) 2012-09, U.S. Army Corps of Engineers (USACE) Contracting Officer Warranting Program, dated 23 May 2012
- c. Operation Order (OPORD) 2012-41 USACE Acquisition and Contracting Enterprise (ACE) Initiative, dated 16 May 2012
- d. Operation Order (OPORD) 2012-53 Virtual Contracting Enterprise (VCE) Contracting Officer's Representative Module (CORM), dated 6 Jun 2012
- e. Operation Order (OPORD) 2012-54 USACE Acquisition Compliance Process Initiatives, dated 6 Jun 2012
- f. Operation Order 2012-66 Virtual Contracting Enterprise (VCE) Paperless Contract File (PCF) Initiative, dated 29 Nov 2012
- g. CECT-ZA Memorandum, dated 20 Sep 2012 for U.S. Army Corps of Engineers, Procuring Contracting Officers, subject: Standardized Total Army Performance Evaluation System performance Objectives for Administrative Contracting Officers (ACOs) and Contracting Officer Representatives (CORs) (enclosure 1)
- h. USACE Acquisition Instruction, dated 18 Mar 2013

2. The USACE Directorate of Contracting (HQ DOC) directives (referenced above) impact our ACOs and Contracting Officer Representatives CORs. This Engineering and Construction Bulletin (ECB) clarifies and articulates compliance expectations for the Engineering and Construction (E&C) communities of practice.

3. A key issue found in the various PILs, OPORDs, Department of Army Inspector General reviews and internal Project Management Reviews is the quality of communication between the staff directly administering contracts and the Contracting Officer. On a routine basis, each ACO

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(for construction contracts) or COR (for service contracts) is expected to discuss the overall status of their contracts with the respective Procuring Contracting Officers, emphasizing contracts that are behind schedule; exhibiting poor performance; have significant potential claims; or have a significant number of unpriced change orders. On a monthly basis, each COR administering construction, AE or service contracts shall provide a status report for their assigned contracts to the Contracting Officer using the Army Contracting Officer Representative Module (CORM) that is now mandated for use (see reference d). The Resident Management System (RMS) "Project Status Report" is the standard construction report that shall be uploaded into CORM system for construction contracts. For AE and other service contracts administered by E&C CORs, a similar report may be locally developed, in collaboration with the Contracting Officer, and shall be input on a monthly basis to the CORM module.

4. Effective April 2013, all ACOs and CORs shall include performance of their ACO and COR duties as a performance objective on their annual Senior System Civilian Evaluation Report Support Form, DA Form 7222-1. The local Directorate of Contracting will be providing written input to supervisors and managers of all CORs and ACOs for consideration in performance evaluations. The below performance standards or similar statements shall be used for all ACOs and CORs performance objectives:

- a. Execute ACO and/or COR authorities in accordance with appointment letters, the FAR and established policies and procedures.
- b. Execute effective contract administration and quality assurance oversight utilizing standard business processes and systems, and by maintaining and strengthening technical competencies.
- c. Provide quality products and services in a timely manner, in conformance with corporate expectations and with a focus on customer satisfaction.

5. This ECB has been fully coordinated with the HQ DOC. The point of contact for this ECB is [Rick Calloway](#), CECW-CE, 202-761-7500.

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SEP 20 2012

CECT-ZA

MEMORANDUM FOR U.S. ARMY CORPS OF ENGINEERS, PROCURING
CONTRACTING OFFICERS

SUBJECT: Standardized Total Army Performance Evaluation System Performance Objectives
for Administrative Contracting Officers and Contracting Officers Representatives

1. Purpose. The purpose of this memorandum is to publish standardized Total Army Performance Evaluation System (TAPES) performance objectives for Administrative Contracting Officers (ACOs) and Contracting Officers Representatives (CORs).
2. References.
 - a. OPERATION ORDER (OPORD) 2012-41 USACE Acquisition and Contracting Enterprise Initiative.
 - b. OPORD 2012-54 USACE Acquisition Compliance Process Initiatives.
3. Background. In May and June, USACE issued the following two OPORDs:
 - a. OPORD 2012-41 USACE Acquisition and Contracting Enterprise Initiative which focused on implementing quality standards and oversight procedures to ensure contracting and acquisition processes are executed in full compliance with all applicable policy and regulations.
 - b. OPORD 2012-54 USACE Acquisition Compliance Process Initiative which identified the need for USACE NCO to publish TAPES performance objectives for the contracting workforce addressing contract quality and contract compliance.

In Annex A (Key Tasks) of OPORD 2012-41 under (3) HQ USACE Level, it states that ACOs, as well as CORs, will be assessed annually by the Procuring Contracting Officer (PCO) with input provided to the ACOs' and CORs' supervisors for performance ratings. The purpose of a PCO's assessment is designed to improve Total Army performance by establishing individual expectations for performance that reflect organizational goals and priorities. A PCO's written input will provide supervisors and managers with tools for a sound and continuing basis for effective supervisor-subordinate partnerships in pursuit of common goals.

CECT-ZA

SUBJECT: Contracting Series, GS-1102 Standardized Total Army Performance Evaluation
System Performance Objectives

4. Applicability. PCOs will provide annual performance input on their respective ACOs and CORs based on the following performance objective:

Fully Execute the Mission:

- Execute ACO/COR authorities in accordance with appointment letters, the Federal Acquisition Regulation hierarchy and established policies and procedures.
- Execute contract administration and quality assurance oversight utilizing standard business processes by maintaining and strengthening technical competencies.
- Provide timely, quality products and services in conformance with corporate expectations while focusing on customer satisfaction.

In addition, PCOs are provided with the attached enclosure which provides expanded checklist tables, detailing specifically what the PCOs are to observe when providing input into the ACO and COR performance ratings.

5. The point of contact for this action is Ms. Paige Brosch, Workforce Development Division, commercial (202) 761-4242, or email Paige.H.Brosch@usace.army.mil.

Encl



STUART A. HAZLETT
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Procuring Contracting Officer Input Guidance on ACO/COR Performance

Guidance:

Procuring Contracting Officers (PCOs) are provided with the below, expanded checklist tables, detailing specifically what the PCOs are to observe when providing input into the ACO and COR performance ratings. These questions will aid the PCOs in preparing their remarks, explanations, and annotations.

Recommended ACO Objective:

Fully Execute the Mission:

- **Execute ACO authorities in accordance with appointment letters, the Federal Acquisition Regulation hierarchy and established policies and procedures.**

Yes	No	Administrative Contracting Officer (ACO) Bullet Particulars / Details / Fine Points	Comments / Observations
		Did the ACO act under the USACE CT warrant authority and letter of delegation by the Contracting Officer?	
		Did the ACO perform contract administration functions as detailed in FAR Part 42.302 and FAR Part 36 as applicable?	
		Did the ACO execute quality contract actions and documentation within the terms and conditions stated in the contract, metrics, laws and regulations?	
		Did the ACO perform physical and financial closeouts in accordance with established procedures?	

Procuring Contracting Officer Input Guidance on ACO/COR Performance

- **Execute contract administration and quality assurance oversight utilizing standard business processes by maintaining and strengthening technical competencies.**

Yes	No	Administrative Contracting Officer (ACO) Bullet Particulars/Details/Fine Points	Comments/Observations
		Did the ACO obtain training required for DAWIA certification?	
		(a) Obtaining 40 continuous learning points annually?	
		(b) Establishing and routinely updating the Individual Development Plan?	
		(c) Routinely updating ACRB in CAPPMS?	

- **Provide timely, quality products and services in conformance with corporate expectations while focusing on customer satisfaction.**

Yes	No	Administrative Contracting Officer (ACO) Bullet Particulars/Details/Fine Points	Comments/Observations
		Did the ACO collaborate throughout the post award process, using the USACE prescribed Project Management Business Process to ensure all discrepancies and/or deficiencies are resolved correctly and timely?	
		Did the ACO maintain contract files IAW Federal Acquisition Regulations during contract performance for inspection?	
		Did the ACO enter data into RMS at the time action was executed to ensure timely and accurate data was available in PD2, CEFMS, and the Paperless Contract File?	
		Did the ACO execute all reporting and data call requirements timely and accurately?	

Procuring Contracting Officer Input Guidance on ACO/COR Performance

Recommended COR Objective:

Fully Execute the Mission:

- **Execute COR authorities in accordance with appointment letters, the Federal Acquisition Regulation hierarchy and established policies and procedures.**

Yes	No	Contracting Officer Representative (COR) Bullet Particulars / Details / Fine Points	Comments / Observations
		Did the COR consistently maintain complete and accurate contract files (e.g. all order(s), contract modification(s), Contract Data Requirements List(s), SOW, etc.)?	
		Did the COR ensure that quality assurance principles were followed and take corrective actions as necessary such as implementing a corrective action plan?	
		Did the COR assure the conformance of deliverables to contract requirements, payment processing, and the validation of contract options?	

- **Execute contract administration and quality assurance oversight utilizing standard business processes by maintaining and strengthening technical competencies.**

Yes	No	Contracting Officer Representative (COR) Bullet Particulars / Details / Fine Points	Comments / Observations
		Did the COR function as the eyes and ears of the Contracting Officer?	
		Did the COR act as a liaison between the Government and contractor when executing surveillance responsibilities?	
		Did the COR verify that the contractor performed the technical requirements of the contract in accordance with the contract terms, conditions and specifications. Specific emphasis should	

Procuring Contracting Officer Input Guidance on ACO/COR Performance

		have been placed on the quality provisions, for both adherences to the contract provisions and to the contractor's own quality control program.	
		Did the COR possess the right skills and proper training to review monthly contractor invoices with close scrutiny to validate expenses to ensure contractor provided services are used in an economical and efficient manner?	

- **Provide timely, quality products and services in conformance with corporate expectations while focusing on customer satisfaction.**

Yes	No	Contracting Officer Representative (COR) Bullet Particulars / Details / Fine Points	Comments / Observations
		Did the COR provide contract quality surveillance, technical and administrative oversight, to ensure contractors are providing quality services and supplies in a timely manner and conforming to the quality and performance requirements of the contract?	
		During the pre-award phase, did the COR assist in requirements development, in developing the Performance Work Statement/Statement of Work (SOW)/Statement of Objectives, in preparing the Quality Assurance Surveillance Plan for the contract effort assigned as early in the requirements planning stage as possible?	
		Did the COR maintain memos for record and all correspondence to the contractor and received from the contractor, a summary of all telephone conversations and emails with the contractor, invoices and DD Form 250 (Material Inspection and Receiving Reports); and monthly status reports, deficiency reports, test reports, on-site inspection reports, and any additional information or reports to maintain an official COR contract file?	