

Summary Report for Individual Task  
551-88N-3134  
Administer Duties as Contracting Officer's Representative (COR)  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the Fort Lee, VA foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** In an operational environment, given contracts in your area of responsibility, applicable resources and references.

**Standard:** Administer COR duties in area of operations IAW general contracting policies and guidelines without any error.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Apply the fundamentals of the award and post award planning process.
2. Provide the basics of Government Contracting.
3. Manage competition and acquisition planning.
4. Provide the types of contracts.
5. Apply contracting methods.
6. Provide COR appointment, file, and post award orientation.
7. Provide administration, changes, and delays
8. Provide performance management
9. Conduct inspection and acceptance.
10. Manage past performance in contracting.
11. Manage contract terminations.
12. Manage contract disputes.
13. Manage Socioeconomic Policies.
14. Conduct acquisition ethics training.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance steps are passed. Score the Soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the Soldier on the deficiency, retrain the Soldier to perform the step correctly, and reevaluate the task.

**Evaluation Preparation:** None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Applied the fundamentals of the award and post award planning process.			
2. Provided the basics of Government Contracting			
3. Managed competition & acquisition planning			
4. Provided the types of contracts.			
5. Applied contracting methods.			
6. Provided COR appointment, file, and post award orientation			
7. Provided administration, changes, and delays.			
8. Provided performance management.			
9. Conducted inspection and acceptance.			
10. Managed past performance in contracting.			
11. Managed contract terminations.			
12. Managed contract disputes.			
13. Managed Socioeconomic Policies.			
14. Conducted acquisition ethics training.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	FM 100-10-2	Contracting Support on the Battlefield	Yes	No
	FM 4-92	Contracting Support Brigade	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. In a contemporary operational environment, it is the responsibility of Soldiers and DA civilians to protect the environment from damage. All operations must conform to the Army Environmental Program, TC 3-34.489 (The Soldier and the Environment), FM 3-100.4 (Environmental Consideration in Military Operations), and local, state, and federal environmental policies, the Clean Air Act (CAA), CAA amendments, National Ambient Air-Quality Standards (NAAQS), as well as Occupational Safety and Health Administration (OSHA), Hazard Communication Standard for Industry, 29 CFR, part 1910.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Do not place electronic equipment directly on wet ground, snow, or ice for operation. Electrocutation can result if the equipment is operated without proper grounding. Before connecting the equipment to a power source, verify that all power switches are in the off position. Equipment uses power line sources voltage. Observe all safety precautions when connecting power cables or performing maintenance.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
55-5-0014	Monitor Contracting Services	55 - Transportation (Collective)	Approved

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
STRUCTURED SELF DEVELOPMENT COURSE (SSD IV) ICTL	Enlisted	MOS: 000, Skill Level: SL4, SQI: 2
Transportation Management Coordinator 88N MOS ICTL	Enlisted	MOS: 88N
MOS 88N - Transportation Management Coordinator SL3	Enlisted	MOS: 88N, Skill Level: SL3
MOS 88N - Transportation Management Coordinator SL 4	Enlisted	MOS: 88N, Skill Level: SL4