

Summary Report for Individual Task  
551-88U-3350  
Perform Duties as a Contracting Officer's Representative  
Status: Approved

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

**Destruction Notice:** None

**Foreign Disclosure: FD6** - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

**Condition:** As a prime Railway Specialist in a tactical or nontactical environment, given an Operations Order/Operations Plan, contractor, contract documentation, written standards, DA Form 3953 (Purchase Request and Commitment) and DFARS 201.602-2, day or night, in all weather conditions, in an operational environment scenario.

**NOTES:**

1. This task should only be performed by qualified personnel who have been trained and certified in Basic Contract Officer Representative (COR) operations.
2. CORs who have direct or indirect financial interests that would place them in a position where there is a conflict of interest between themselves and the government will advise their supervisor and contract officer so that appropriate action may be taken. CORs must avoid such conflict to maintain public confidence in the conduct of Army business with the private sector.
3. Accurate written records must be kept on all correspondence between you, the contracting officer, and contractors.
4. You are not authorized to provide any government- owned or -leased equipment, supplies, or space to a contractor. Some iterations of this task should be performed in MOPP 4.

**Standard:** Conduct COR operations by serving as a technical subject matter expert, ensuring that government and contractor business relationships are mutually beneficial, keeping an arms-length relationship with the contractor while protecting government interests, treating the contractor with respect and impartiality, and ensuring that the contractor complies with the terms and conditions of the contract.

**Special Condition:** None

**Safety Risk:** Medium

**MOPP 4:** Sometimes

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|------------------------|
| <b>Task Statements</b> |
|------------------------|

**Cue:** Given an Operations Order/Operations Plan to perform duties as a COR.

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| <b>DANGER</b> |
| None          |

|                |
|----------------|
| <b>WARNING</b> |
| None           |

|                |
|----------------|
| <b>CAUTION</b> |
| None           |

**Remarks:** None

**Notes:** None

## Performance Steps

1. Identify the fundamentals of the Award and Post Award Planning Process.
  - a. Identify the COR authorities and limitations.
  - b. Identify ethics as it relates to the COR.
2. Identify the basics of Government Contracting.
  - a. Identify Contracting Systems.
  - b. Review contract authority.
  - c. Identify the funding sources for Government contracts.
3. Identify competition & acquisition planning.
  - a. Identify three levels of competition.
  - b. Identify the Competition in Contracting Act (CICA).
  - c. Identify performance based acquisitions.
  - d. Identify publication requirements.
4. Identify the types of contracts.
  - a. Identify the various contract types and association with government and contractor risk.
  - b. Determine how requirement contracts operate and when they are most beneficial to the government.
  - c. Determine the elements of a personal service contract, and how to avoid entering into one with a contractor.
5. Determine contracting methods.
  - a. Determine when an acquisition would be best suited to a sealed bid process.
  - b. Determine when, and what type of acquisition is best suited to a negotiated procurement.
  - c. Determine those goods and services that could be acquired using simplified acquisition procedures.
6. Identify COR appointment, file, and post award orientation.
  - a. Identify the contents of a COR appointment memo.
  - b. Identify the documents in a COR file.
  - c. Identify the COR Work Plan.
7. Identify administration, changes, and delays.

- a. Identify administrative, unilateral, and mutual contract modifications.
  - b. Identify the procedure for modifying a government contract.
8. Identify performance management.
- a. Identify the various COR management tools.
  - b. Complete a Quality Assurance Surveillance Plan using a Performance Requirements Summary (PRS), a Performance Work Statement (PWS), and the contractor's Quality Control Plan (QCP).
9. Identify inspection and acceptance.
- a. Identify the various inspection methods available to a COR.
  - b. Recognize what conditions must be present to reject goods or services from a contractor.
10. Organize past performance in contracting.
- a. Identify the role and authority of CORs regarding past performance.
  - b. Identify the elements of a performance assessment report.
  - c. Identify the assessment elements utilized to rate a contractor's performance.
11. Identify contract terminations.
- a. Recognize the aspects of termination for convenience.
  - b. Recognize Termination for Default.
  - c. Recognize Suspension and Debarment.
12. Identify contract disputes.
- a. Identify the difference between a bid protest and contract dispute.
  - b. Identify the appeals process.
  - c. Identify COR Role in the Claims Process.
13. Identify Socioeconomic Policies.
- a. Identify policies and procedures in Support of Small Business.
  - b. Identify the purpose of the Small Business Administration (SBA) and how it impacts government acquisitions.
  - c. Identify other statutes that impact construction contracts.
14. Conduct acquisition ethics training.

- a. Identify financial conflicts of interest.
- b. Identify the aspects of the Procurement Integrity Act (PIA) as changed by the Clinger-Cohen Act.
- c. Identify the rules for dealing with Contractors.
- d. Identify the limitations on release of acquisition information.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed. Score the Soldier NO-GO if any performance measure is failed. If any performance measure is failed, tell the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** Ensure that all information, references and equipment required to perform the task are available. Tell the Soldier what is required IAW the task condition and standard.

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

**Supporting Reference(s):**

| Step Number | Reference ID    | Reference Name                  | Required | Primary |
|-------------|-----------------|---------------------------------|----------|---------|
|             | DA FORM 3953    | PURCHASE REQUEST AND COMMITMENT | Yes      | No      |
|             | DFARS 201.602-2 | Responsibilities.               | 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.

It is the responsibility of all Soldiers and DA civilians to protect the environment from damage. AR 200-1 delineates TRADOC responsibilities to integrate environmental requirements across Doctrine, Organization, Training, Material, Leadership and Education, Personnel and Facilities (DOTMLPF) and ensure all training procedures; materials and doctrine include sound environmental practices and considerations. The Army's environmental vision is to be a national leader in environmental and natural resource stewardship for present and future generations as an integral part of all Army missions. This Training Support Package meets this standard.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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. Working around live tracks is always dangerous. Follow all safety procedures outlined in the GCOR. Install portable derail or flag protection IAW GCOR.

All operations will be performed to protect and preserve Army personnel and property against accidental loss. Procedures will provide for public safety incidental to Army operations and activities and safe and healthful workplaces, procedures, and equipment. Observe all safety and/or environment precautions regarding electricity, cable, and lines. Provide ventilation for exhaust fumes during equipment operation and use hearing protection when required IAW AR 385-10, the Clean Air Act (CAA) and the CAA amendments, and the OSHA Hazard Communication standard.

Accidents are an unacceptable impediment to Army missions, readiness, morale, and resources. Decision makers at every level will employ risk management approaches to effectively preclude unacceptable risk to the safety of personnel and property affiliated with this task.

- (a) Take personal responsibility.
- (b) Practice safe operations.
- (c) Recognize unsafe acts and conditions.
- (d) Take action to prevent accidents.
- (e) Report unsafe acts and conditions.
- (f) Work as a team.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

| <b>Task Number</b> | <b>Title</b>                                            | <b>Proponent</b>                 | <b>Status</b> |
|--------------------|---------------------------------------------------------|----------------------------------|---------------|
| 55-6-0008          | Provide Mode Feasibility Study                          | 55 - Transportation (Collective) | Approved      |
| 55-6-0006          | Advise on employment of theater rail capabilities       | 55 - Transportation (Collective) | Approved      |
| 55-6-0003          | Perform Rail Planning                                   | 55 - Transportation (Collective) | Approved      |
| 55-6-0004          | Coordinate Use of Host Nation or Contracted Rail Assets | 55 - Transportation (Collective) | Approved      |