



## DEFENSE ACQUISITION UNIVERSITY EMPLOYEE SELF-ASSESSMENT

### COR 222 - Contracting Officer's Representative Course

Note:

- Provide a justification(s) package referencing the numbered outcomes as appropriate on separate paper.
- Only the numbered outcomes (bold font) need to be addressed.
- The enablers (indented if specified) are provided to ensure the outcome is sufficiently addressed.
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- Attach this guide with the justification to the DD form 2518 for a complete package.

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<b>Outcomes and Enablers</b>		<b>Achieved?</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	<b>Recognize the duties, limitations and authority of the COR.</b>		
	Given a contract for which you are the COR, identify the documents required by regulation and policy to be maintained in the COR file		
	Describe the duties of the COR as outlined in the delegation letter		
	Recognize the basic information (period of performance, SOW, contract value) found in a contract to include the uniform contract format		
<b>2</b>	<b>Identify key laws and regulations that address fraud, waste and abuse and ethical considerations in federal contracting</b>		
	Identify how potential organizational conflicts of interest can effect contract management		
	Identify how a COR reports suspected incidents of fraud, waste and abuse and unethical conduct		
<b>3</b>	<b>Recognize COR responsibilities in acquisition mission support planning</b>		
	Identify market research actions of the COR		
	Identify the process for developing an independent Government cost estimate.		
	List the requirements for preparing a statement of work or statement of objectives.		
	Recognize the role of the COR in the overall strategic planning of an acquisition		
	Recognize the various types of funds and fiscal controls applied to contracts		
	Identify the elements of a Purchase Request		
<b>4</b>	<b>Recognize the COR responsibilities in the contract award process</b>		
	Identify the COR responsibilities in the source selection evaluation		
	List the COR responsibilities related to site surveys and pre-award surveys		
	Identify appropriate evaluation factors/criteria		
	List the considerations in determining incentive/award plans		
	Recognize how contract types impacts COR responsibilities		
	Identify the various methods of contracting for a supply or service		
<b>5</b>	<b>Given a contract action, identify the delegated technical functions for which the COR is responsible.</b>		
	Verify that the government obligations in the contract are completed.		
	Recognize the requirement to safeguard data with restrictive markings		
	List the contents of a Quality Assurance Surveillance Plan (QASP)/ Performance Assessment Plan (PAP)		
	Identify factors to be assessed when documenting a contractor's performance		
	In performance based contracts, identify techniques for verifying performance of work IAW the Government's QASP		
	Explain the award fee process and the role the COR plays in providing input to the Award Fee Review Board		
<b>6</b>	<b>Describe the administrative duties of the COR as outlined in the delegation letter.</b>		
	Distinguish between personal and non-personal services, acting accordingly when working with contractor personnel.		
	Identify the communications necessary among all interested parties to the contract as frequently as needed to ensure the services provided meet the established standards.		
	Define the role and authority of CORs regarding past performance		
	Account for safety, security, labor, Service Contract Labor Standards (formerly Service Contract Act), environmental law, and regulatory requirements the contractor must comply with		
<b>7</b>	<b>Identify when proposed changes under the contract are needed; so that the best interests of the government are protected</b>		



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	Identify COR responsibilities supporting the planning and submission of contract changes documents needed to negotiate a modification		
	Determine if a change is within the scope of the contract.		
	Recognize how the COR's responsibility for providing cost estimates assist KOs in negotiating proposed changes in scope of work under the contract.		
	Identify the common causes of constructive change		
<b>8</b>	<b>Recognize the COR's role in tracking contract expenditures</b>		
	Identify methods of tracking contract obligations using ACRNS and CLINs in a contract		
	Identify the contracting expenditures, funding issues, overruns, requests for travel and overtime that will be discussed with the KO		
<b>9</b>	<b>Recognize the COR's role in tracking the contract schedule</b>		
	Analyze contract schedule compliance, to include all SOW requirements and CDRL deliverables		
	Discuss when and why schedule compliance must be brought to the attention of the KO		
<b>10</b>	<b>Recognize the importance of the COR as a representative of the Contracting Officer during performance of the contract</b>		
	Define the COR's role in the resolution of issues under the contract and his/her role in monitoring corrective actions		
	Identify the duty to provide technical clarification to the Contractor without creating an unauthorized obligation or constructive change to the contract		
	Distinguish between formal and informal communication and its affect on giving technical direction		
	Identify the communications necessary among all parties to ensure the services provided meet the terms and conditions in the contract		
<b>11</b>	<b>Describe a COR's responsibilities in inspecting and accepting goods and services</b>		
	Compare the inspection clauses for fixed type and cost reimbursement contracts for supplies, services and construction.		
	Explain the primary purpose of government inspection.		
	Identify documentation requirements when performing inspection and acceptance.		
	Explain the COR role in documenting acceptance via the DD Form 250 in Wide Area Workflow.		
	List the exceptions to final acceptance.		
<b>12</b>	<b>Identify the CORs participation in contract closeout</b>		
	Given a scenario, list actions that must be taken to close out a contract.		
<b>13</b>	<b>Identify major requirements for timely invoice review and payments</b>		
	Discuss the invoice policy of FAR Part 32.9.		
	Identify invoice payment requirements associated with appropriate contract invoice clause		
	Determine steps to verify the accuracy and validity of the contractor's interim invoices under cost/T&M/LH contracts		
	Recognize procedures for reporting invoice issues.		
	Recognize invoice requirements for fixed-price deliverables.		
	List payment process activities under Prompt Payment Act.		
<b>14</b>	<b>Identify control and disposition requirements for government furnished or leased assets</b>		
	Describe the reporting requirements for lost, damaged or destroyed Government assets.		
	Discuss the contractor's requirements to inventory equipment.		
<b>15</b>	<b>Identify the unique characteristics of a construction contract</b>		
	Compare the inspection clauses for fixed type and cost reimbursement contracts for construction		
<b>16</b>	<b>Identify the unique characteristics of contracts in major systems and R&amp;D acquisitions</b>		
	Define EVM and cost performance reporting		
	Define the major actions required to evaluate the contractor's engineering efforts and management systems.		



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	List what you can and cannot discuss with the contractor concerning drawings, specifications and performance parameters		
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