



DEPARTMENT OF THE ARMY
ARMY CONTRACTING COMMAND
NATIONAL CAPITAL REGION CONTRACTING CENTER
2461 EISENHOWER AVE
ALEXANDRIA, VA 22331

July 30, 2010

REPLY TO
ATTENTION OF: CCNC

MEMORANDUM FOR Army Contracting Command National Capital Region Contracting Center (NCRCC) Contracting Personnel

SUBJECT: NCRCC Policy Implementation Memorandum PIM 10-004: Contracting Officer Representative (COR) Policy Guide and Virtual Contracting Environment (VCE) – COR Management System Tool

1. References:

- a. Federal Acquisition Regulation (FAR)
- b. Defense Federal Acquisition Regulation Supplement (DFARS)
- c. DoD Standard for Certification of Contracting Officer's Representative (COR) for Service Acquisitions Memorandum, dated March 29, 2010
- d. Army Federal Acquisition Regulation Supplement (AFARS)
- e. Army Contracting Command Policy Pamphlet 70-1, enclosed
- f. VCE Acquisition Resource Center (ARC) COR Management Module User Guide, enclosed

2. This PIM establishes NCRCC internal policies and procedures for implementing ACC Pamphlet 70-1 Contracting Officer's Representative Policy Guide. Contracting Officers are responsible for:

- a. Appointing properly trained CORs prior to contract award.
- b. Ensuring that potential CORs utilize the online COR Management System Tool for the nomination, tracking, and management of CORs.
- c. Maintaining records within the Tool for each COR appointed.
- d. Providing performance input to the COR's supervisor.
- e. Performing annual COR file reviews using the ACC Checklist.
- f. Monitoring Contractor Performance.

3. Beginning July 1, 2010, the NCRCC eBusiness Office will monitor the appointment and management of CORs for service contracts and provide periodic reports to management.

4. Effective Period: This guidance remains in effect until updated or otherwise rescinded.

5. The point of contact for this action is Liz Cloutier, Chief, Acquisition Support - eBusiness at (703) 428-9087, or via email: Elizabeth.cloutier@us.army.mil.

George A. Sears
Principal Assistant Responsible for Contracting

2 Enclosures