ACQUISITION OPERATING PROCEDURE

FROM: Richard R. Jiron
Mission Area Senior Contracting Officer

SUBJECT: AOP No. 13: Designation of Contracting Officer’s Representative

◆ PURPOSE: This Acquisition Operating Procedure (AOP) will provide efficiency and consistency with issuing the designation memorandum (memo) to individuals serving as Contracting Officer’s Representatives (CORs) and Alternate CORs on contracts.

◆ EFFECTIVE DATE: This AOP is effective on 8/26/2021.

◆ REVISIONS: Revised the language in the paragraphs under the Subject, Authorities, Applicability, Contracting Officer Responsibility, COR Responsibility, Termination of Designation of COR Memo, Supervisor of the COR and Attachment 1.

This AOP replaces AOP No. 13, dated July 21, 2017.

◆ AUTHORITIES: Federal Acquisition Regulation Subparts 1.602-2, Responsibilities and 42.15, Contractor Performance Information; Office of Federal Procurement Policy memo, Revisions to the FAC-COR, dated September 6, 2011; and USDA Contracting Desk Book, Subparts 401.6 Career Development, Contracting Authority, and Responsibilities and 442, Contractor Performance Information.

◆ APPLICABILITY: The COR designation is applicable for all contracts and orders, except those that are firm-fixed-price, and for firm-fixed-price contracts and orders, and simplified acquisitions, as the Contracting Officer deems appropriate. The COR designation will cover the contract period (base and option years, if exercised)
◆ CONTRACTING OFFICER (CO) RESPONSIBILITY

1. Unless the CO retains the COR responsibilities for a contract, the CO shall issue, in writing, the “Designation of COR” memo to the individual that will serve as the COR on the contract(s). The “Designation of COR” memo authorizes the individual to serve as the COR to work on a particular contract. It outlines the roles and responsibilities of the COR to monitor the contractor’s performance; contract surveillance; perform inspections to ensure compliance with the contract terms, conditions, and specifications; perform acceptance; make technical changes to the contract requirement, however the changes must be formalized by the contracting office by issuing a modification to the contract; recommend contract payment, etc.

2. Issue the “Designation of COR” memo to those individuals with a current Federal Acquisition Certification-COR (FAC-COR) in the Federal Acquisition Institute Cornerstone OnDemand (FAI CSOD) at the appropriate level of the FAC-COR requirements who will perform COR duties on an active contract. The FAC-COR certification is an assurance that the individual has the experience and training plus personal factors, such as business acumen, judgment, character, reputation, and ethics to perform selected COR duties.

3. If the individual is not shown as a certified COR in the COR pick-list field in the IAS contract module, contact the Mission Area Acquisition Career Manager Designee (ACMD) to verify the COR certification of the individual.

4. Alternate COR. Issue a “Designation of Alternate COR” memo to an individual to serve as an alternate COR.

   a. The primary COR will provide to the contracting officer the responsibilities that the contracting officer will delegate to an alternate COR.

   b. The alternate COR must comply with the experience and/or training of the appropriate level of the FAC-COR requirements. Depending on the specific task(s) performed, an Alternate COR may only need the FAC-COR Level I certification to fulfill the responsibilities related the designation, which the contracting officer will confirm.
c. An Alternative Designation may be issued to:

i. An individual to serve as an alternate COR in the absence of the primary COR or to serve as an alternate for very a specific task (e.g., on-site performance monitoring, inspection/acceptance) to support the responsibilities of the primary COR.

ii. The alternate serving in the absence of the primary COR may have the same responsibilities as the primary COR and/or additional limitations.

5. Use the “Designation of COR” memo shown in attachment 1.

a. The memo may be modified to cover the specific the responsibilities required in the contract.

b. The subject line of the designation memo will read as follows:

   **SUBJECT:** Designation of Contracting Officer’s Representative or Designation of Alternate Contracting Officer’s Representative
   (List the applicable contract(s) and project title)
   Contract Designation Period: (mm/dd/yyyy) to (mm/dd/yyyy)

6. Send a copy of the signed Designation of COR memo to the contractor and COR, and place the signed copy of the Designation of COR and Acknowledgment of COR Memo, and email confirmation in the contract file.

7. May request replacement of, or request additional training for the designated COR; if after issuing the designation, the contracting officer determined that the COR does not have the experience or technical competencies to perform the critical technical functions to help manage the contract. Discussions to resolve any issues may be held with the appropriate Contracting Branch Chief and the COR’s supervisor.
◆ COR RESPONSIBILITY:

1. Read and enforce the contract and comply with the responsibilities stated in the “Designation of COR” memo.

2. Ensure continuous learning is completed to retain a current FAC-COR certification through the life of the contract.

3. Complete the necessary requirements to be reinstated as COR, if the certification is not current.

◆ TERMINATION OF THE DESIGNATION OF COR MEMO:

The contracting officer may terminate the “Designation of COR,” in writing, on a case-by-case basis and assign a replacement COR.

◆ SUPERVISOR OF THE COR

1. Ensure designated individuals have the technical responsibilities and duties for their program areas are fully trained and qualified per the FAC-COR certification to help alleviate possible delays in carrying out the contractual requirements. By designating an individual to be a COR, the supervisor is confirming the qualifications of the individual.

2. Designate individuals with adequate technical and management experience to accommodate the complexities or visibility of the contract.

3. Assess the COR experience as it relates to the type of contract the COR will be managing to determine if additional training is needed, e.g., performance-based acquisition, earned value management, incentive contracts, information technology, agile contracting and green purchasing.

◆ EXPIRATION DATE: This AOP will remain in effect until canceled.

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