



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL RESEARCH AND DEVELOPMENT COMMAND
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FORT DETRICK, MARYLAND 21702-5000

FCMR-AAP-A

15 December 2019

MEMORANDUM FOR U.S. Army Medical Research and Development Command
Employees

SUBJECT: Procurement Advisory Notice 20-03* Nomination, Appointing and Tracking
Contracting Officer's Representatives and Monitoring Contractor Performance.

1. PURPOSE: The purpose of this Procurement Advisory Notice (PAN) is to communicate the procedures for utilizing the Department of Defense (DoD) Procurement Integrated Enterprise Environment (PIEE) Joint Appointment Module (JAM) and Surveillance and Performance Monitoring Module (SPM) for Contracting Officer Representatives (CORs) and their supervisors.

2. REFERENCES:

a. DoD Instruction(DoDI) 5000.72 Change 1, DoD Standard for Contracting Officer's Representative (COR) Certification, dated August 31, 2018 located at <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500072p.pdf>

b. DoD COR Handbook, dated March 12, 2012, located at https://www.acq.osd.mil/dpap/cpic/cp/docs/USA001390-12_DoD_COR_Handbook_Signed.pdf

c. Defense Federal Acquisition Regulation Supplement (DFARS) 201.602 and DFARS Procedures, Guidance, and Information (PGI) 201.602-2, Responsibilities regarding Contracting Officer Representative (COR) Appointments.

d. Army Federal Acquisition Regulation Supplement (AFARS) 5101.602-2-91, Contracting Officer Representative Appointments.

3. BACKGROUND:

a. Inadequate oversight of service contracts continues to be one of the top issues identified in Procurement Management Reviews, U.S. Army Audit Agency (AAA) audits, DoD Inspector General audits, and Government Accountability Office reports. In order to more closely monitor service contracts and correct this material weakness, the DoD Contracting Officer Representative Tracking (CORT) Tool was developed for Army and

FCMR-AAP-A

SUBJECT: Procurement Advisory Notice (PAN) 20-03* Nomination, Appointing and Tracking Contracting Officer's Representatives and Monitoring Contractor Performance

non-Army DoD contracts. CORT was a web-accessible application deployed across DoD in 2012 and designed to perform two primary functions:

- (1) Conduct the nomination, designation, and revocation of the CORs; and
- (2) Provide visibility into the COR contract monitoring and surveillance process.

b. Based upon user feedback and the lack of advanced reporting/query capability within CORT, the Defense Pricing and Contracting initiated a redesign of the CORT Tool to separate its capabilities into two modules within the PIEE.

c. PIEE is the primary enterprise procure-to-pay application for the DoD and its supporting agencies. PIEE comprises several modules including the JAM and SPM Modules, which are the COR appointment and surveillance modules.

4. PURPOSE:

a. JAM centralizes all procurement related "appointment" requirements (e.g., COR, Government Purchase Card, Warrants), into a single tool, JAM. JAM must also be used to identify contracts that the Contracting Officer (KO) has determined exempt from the COR requirement or when the KO retains COR duties as described in DFARS PGI 201.602-2(d)(v)(A).

b. Contractor performance surveillance and contract monitoring are key to ensuring contractors perform in accordance with the terms and conditions of the contract. Contractor performance surveillance and contract monitoring are documented through SPM. SPM is specifically designed to:

(1) Share key data on contractor surveillance with other key PIEE modules (e.g., Electronic Document Access (EDA), Data Lake, Wide Area Workflow, and the Management Reporting System;

(2) Provide the ability to view overall surveillance information; and

(3) Provide enhanced data query capabilities.

5. APPLICABILITY:

a. This PAN does not apply to the appointment of Grant Officer's Representatives or Agreement Officer's Representatives under assistance agreements and other transaction agreements.

FCMR-AAP-A

SUBJECT: Procurement Advisory Notice (PAN) 20-03* Nomination, Appointing and Tracking Contracting Officer's Representatives and Monitoring Contractor Performance

b. In accordance with DFARS PGI 201.602-2(d)(v)(A), KOs shall designate a COR for all service contracts, including both firm-fixed-price and other than firm-fixed-price contracts, awarded by a DoD component or by any other Federal agency on behalf of DoD.

6. PROCEDURES:

a. Government personnel requiring access to JAM/SPM must first register for PIEE access at <https://wawf.eb.mil/piee-landing/> and then request JAM and SPM roles separately. Your request for access is routed to your supervisor for action and then to the designated Government Administrator (GAM) for approval. You can find the GAM responsible for your organization by scrolling to the bottom of the home page and clicking on the "Lookup Tables" link under Support. Follow the "Who's my organization's GAM/CAM?" link and enter the organization's six-digit Department of Defense Activity Address Code in the Location Code field. You can also access the link here: <https://wawf.eb.mil/xhtml/unauth/help/helpWhosMyGAM.xhtml>

b. The COR is responsible for updating and maintaining his/her COR information within JAM. At a minimum, this includes:

- (1) Office of Government Ethics Form 450 (Confidential Financial Disclosure Report) Filer Status
- (2) Identification as a Certified Acquisition Official
- (3) Agency Experience
- (4) Technical Experience
- (5) COR Competency (complexity level of the contracts the COR is capable of monitoring)
- (6) Training Waiver Requested
- (7) Supervisor Information
- (8) Training Information (pulled from the JAM My Training Page)

c. In accordance with AFARS 5101.602-2-91(b), within 45 calendar days after submission of the procurement request/requirements package, the COR must be

FCMR-AAP-A

SUBJECT: Procurement Advisory Notice (PAN) 20-03* Nomination, Appointing and Tracking Contracting Officer's Representatives and Monitoring Contractor Performance

nominated within JAM and satisfy all COR requirements for COR appointment. COR requirements and certification standards are identified in the DoDI 5000.72 Change 1.

d. COR Supervisors are responsible for approving all COR nominations and appointments. Supervisors do not need to have PIEE access or an active role as a Supervisor in JAM/SPM. The COR Supervisor's name is pulled from the COR's PIEE User Profile. The identified supervisor will be sent emails containing a web link that allow him/her to certify and approve the COR nomination/appointment without accessing PIEE. Upon receipt of the email, copy and paste the link in the internet browser and follow the prompts to approve/sign the nomination or appointment.

e. Prior to executing the COR appointment in JAM, the COR nomination must be updated with the awarded contract number by the KO or Contract Specialist. Only awarded contracts transmitted to the EDA system are available for selection as a valid contract number. As a result, KOs shall execute the COR designation letter in JAM no later than one business day after receipt of the contract in EDA has been confirmed as stated in AFARS 5101.602-2-91(a).

f. KOs must utilize JAM to identify contracts that have been determined exempt from the COR requirement or when the COR duties have been retained by the KO as detailed in DFARS PGI 201.602-2(v).

g. SPM replaces the COR working file and is the COR online file. All COR records should be maintained in SPM. COR records include, but are not limited to:

(1) COR Status/Progress Reports documenting the monthly surveillance monitoring

(2) Records of correspondence with the contractor

(3) Meeting minutes

(4) Progress updates

(5) The COR's validation of the Contractor's manpower reporting into the Enterprise Contractor Manpower Reporting Application.

h. Surveillance monitoring shall be performed in accordance with the contract's Quality Assurance Surveillance Plan (QASP). The QASP is uploaded during the appointment process in JAM and is subsequently available for updating/editing through

FCMR-AAP-A

SUBJECT: Procurement Advisory Notice (PAN) 20-03* Nomination, Appointing and Tracking Contracting Officer's Representatives and Monitoring Contractor Performance

SPM. The COR's assessment of how well the contractor is performing is captured in the Contractor Performance Assessment Reporting System.

i. The KO is responsible for approving the COR Status/Progress reports and documenting periodic status meetings with the COR.

j. The KO must document the annual review of the COR file in accordance with DFARS PGI 201-602-2(d)(vii) and AFARS 5101.602-2-91(c) using the Annual COR File Inspection Checklist available in SPM.

k. The COR and the COR supervisor shall be notified of any missing or inadequate COR records within three calendar days of the KO's annual review. FAR 17.207(c)(6) & (7) and AFARS 5117.207(c)(i) thru (iv) requires an assessment of contractor performance prior to exercising any option period. In order to ensure timely exercise of option periods, it is imperative that SPM contains adequate COR records regarding contractor performance. The COR's supervisor must ensure the COR has the appropriate training and experience to properly perform COR duties. Supervisors will ensure the tasks included in the COR designation letter are included in the COR's performance objectives and the performance of these tasks is included in the COR's performance rating. Supervisors will ensure the COR gives priority to their duties and is allotted the appropriate time for these tasks to be completed.

l. COR terminations must be prepared in JAM in accordance with DoD PGI 201.602-2(d)(iv). The COR is also required to sign the termination letter; thus, the COR must notify the KO prior to relinquishing COR duties or departing his/her organization. It is the COR and the COR supervisor's responsibility to ensure that a new COR is identified and nominated in JAM. The KO will promptly appoint the new COR to ensure continuous contract performance oversight. All historical documents on a contract can be seen in SPM by going to "COR Surveillance File" and searching on the contract number.

7. TRAINING: Training for JAM/SPM and all other PIEE modules is available through PIEE by accessing the Capabilities or Help menu, scroll to Resources, and then Documentation. You can also access the training link here:
<https://wawftraining.eb.mil/wbt/>

8. CUSTOMER SUPPORT:

a. For questions on how to use the applications in PIEE refer to the Web Based Training for the specific application by clicking the Help Training button on the PIEE Homepage.

FCMR-AAP-A

SUBJECT: Procurement Advisory Notice (PAN) 20-03* Nomination, Appointing and Tracking Contracting Officer's Representatives and Monitoring Contractor Performance

b. For questions or concerns with the information on your contract or the current status of an existing COR nomination or appointment, please contact your KO.

c. For technical support contact the Army PIEE helpdesk at dfas.dscj.jac.mbx.army-wawf-helpdesk@mail.mil or the Ogden help desk via email at disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil, or by telephone at 866-618-5988, 801-605-7095.

9. PROPONENT: The proponent for this PAN is the U.S. Army Medical Research Acquisition Activity Contract Execution Oversight (CEO) Branch. Please submit any comments, concerns, and suggestions to the CEO Branch e-mail address at usarmy.detrick.medcom-usamraa.mbx.policy@mail.mil.

//ORIGINAL SIGNED//
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