



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS CENTER PACIFIC
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SSCPACINST 4240.1

23100

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SSC PACIFIC INSTRUCTION 4240.1

From: Commanding Officer, Space and Naval Warfare Systems
Center Pacific

Subj: CONTRACTING OFFICER'S REPRESENTATIVE

Ref: (a) Space and Naval Warfare Systems Center Pacific
Contracting Officer's Representative (COR) Manual

1. Purpose. Provide policy, guidance, and procedures for the nomination, designation, and termination of Space and Naval Warfare Systems Center Pacific (SSC Pacific) Contracting Officer's Representatives (CORs) and associated roles and responsibilities in accordance with reference (a). The term COR used throughout this instruction applies to, and includes any individual responsible for contract surveillance discussed herein regardless of the term used to describe the position, or assignment (e.g., COR, Delivery Order COR (DOCOR), Task Order COR (TOCOR), Alternate COR (ACOR), COR Support Manager (CSM), Technical Assistant (TA), etc.).

2. Applicability and Scope. This instruction applies to all SSC Pacific Competencies with contractual requirements where SSC Pacific contracting officers designate CORs to monitor contractor performance in contracts or orders.

3. Background. SSC Pacific utilizes contractor support services to support execution of various aspects of its mission. Because of the reliance on contractor support services and the large expenditures involved, contract surveillance is critical to ensure that contractors meet performance requirements of contracts and orders in terms of cost, quality, quantity and schedule.

Surveillance is not a one-step process. It begins with technically qualified, properly trained personnel assigned responsibility for surveillance throughout the performance period of a contract, or an order under a contract. As a practical matter, the contracting officer does not typically have the technical expertise necessary to ensure

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successful contract completion. Therefore, the contracting officer may delegate specific duties and responsibilities to a qualified individual to act as the "eyes and ears" of the contracting officer and to be the technical liaison between the Government and the contractor. Surveillance and contract administration also involve accomplishing functions, including, but not limited to creating and maintaining an official record documenting the contractor's performance, monitoring contract capacity, monitoring the control and disposition of Government assets, managing access to classified material, and reviewing contractor invoices.

4. Individual Exception Waiver Authority. In the event extraordinary circumstances are believed to justify a one-time deviation, request for individual exception/waiver may be requested through the respective department head (not delegable) to the contracts department head.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV Manual 5210.1.

6. Directive Responsibility. Policy (Code 23100) is responsible for keeping this instruction current. The Competency for this instruction is 2.3.1.



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