



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 12450.1A
2.0
12 Nov 14

SPAWAR INSTRUCTION 12450.1A

From: Commander, Space and Naval Warfare Systems Command

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND CONTRACTING
OFFICER'S REPRESENTATIVE OF THE QUARTER PROGRAM

Encl: (1) Sample COR of the Quarter Nomination Format
(2) Sample Flag Letter of Commendation
(3) COR of the Quarter Board Grading Sheet

1. Purpose. To establish the Space and Naval Warfare Systems Command (SPAWARSYSCOM) Contracting Officer's Representative (COR) of the Quarter (COTQ) Program, provide eligibility criteria, nomination procedures, and organizational responsibilities for SPAWARSYSCOM commands.

2. Cancellation. SPAWARINST 12450.1

3. Background. CORs shall be recognized for periods of exceptional performance in contract surveillance and contract management. Recognizing employees as COTQ ensures that outstanding role models are identified and acknowledged. Distinction as a COTQ is an effective means of enhancing morale and serves as a highly visible example of personal accomplishment. In order to recognize a larger group of deserving CORs, one COTQ awardee will be recognized by each SPAWAR Command.

4. Scope. This instruction applies to SPAWAR claimancy, including affiliated Program Executive Offices (PEOs), Space and Naval Warfare Systems Center Atlantic (SSC LANT), Space and Naval Warfare Systems Center Pacific (SSC PAC).

5. Objective. The COTQ program is designed to recognize our best civilian and military members appointed and performing in the capacity of a COR. Exceptional performance, duty, leadership, and professionalism are key factors for selection. COTQ selection boards should strongly consider and document COR performance above and beyond that expected of an individual in executing their assigned COR responsibilities.

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6. Eligibility. Individuals nominated shall meet the following minimum requirements:

a. SPAWARSYSCOM candidates for the COTQ must have, at a minimum, 12 months as a current designated COR as of the last day of the quarter for which nominated, either as a collateral duty or full-time COR on at least one active contract/Task Order (TO)/Delivery Order (DO). For example, a COR nominated for COTQ for the first quarter of fiscal year 2015 at a minimum must have been an active COR from 31 December 2013, thru 31 December 2014. The COR Designation Letter(s) must be signed by a SPAWAR HQ 2.0 PCO. SSC PAC and SSC LANT will establish their respective COTQ minimum experience requirements.

b. Candidates must be current with all COR training requirements and annual OGE 450 Confidential Financial Disclosure Report submissions.

7. Responsibility

a. SSC LANT and SSC PAC shall execute their internal COTQ selection processes, and email enclosures (1) and (2) along with commanding officer's endorsement to the SPAWAR HQ COR manager at spawarhq.cor@navy.mil per the submission deadlines delineated in Table 1 below.

b. SPAWARSYSCOM and affiliated Program Executive Offices (PEOs) shall email enclosures (1) and (2) for their COTQ selections to the SPAWAR HQ COR manager at spawarhq.cor@navy.mil per the submission deadlines delineated in Table 1 below.

c. The SPAWAR HQ COR Manager shall convene and chair a selection board comprised of a combination of PCOs, program office program managers, or other designated representatives to select the SPAWAR HQ COTQ. Selection board representatives shall not be in the chain-of-command of any of the COTQ nominees. COTQ nomination packages will be evaluated using enclosure (3). Board results will be submitted to SPAWAR 2.0/2.0A for approval. The COTQ awards package, comprised of three draft COTQ Flag Letters of Commendation (i.e., SPAWARSYSCOM, SSC LANT, and SSC PAC) will be submitted to the COMSPAWARSYSCOM Executive Assistant via SPAWARSYSCOM 2.0/2.0A and 8.1.1.

Table 1:

Competition/Period	Submission Deadline
1st Quarter 1 October - 31 December	15 January
2nd Quarter 1 January - 31 March	15 April
3rd Quarter 1 April - 30 June	15 July
4th Quarter 1 July - 30 September	15 October

8. Types of Recognition. Each Command shall recognize their COTQ selectee with a Letter of Commendation and recognition at All Hands meetings. COMSPAWARSYSCOM will present Flag Letters of Commendation to SPAWARSYSCOM, SSC LANT and SSC PAC COTQs as part of regularly scheduled SPAWARSYSCOM Awards Ceremonies.

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



DAVID H. LEWIS

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**SAMPLE CONTRACTING OFFICER'S REPRESENTATIVE
OF THE QUARTER NOMINATION FORMAT**

From: *(Nominating Office)*
To: Command COR of the Quarter Selection Board

Subj: NOMINATING COMMAND CONTRACTING OFFICER'S REPRESENTATIVE
OF THE QUARTER (COTQ) IN THE CASE OF _____

Ref: (a) SPAWARINST 12450.1A

Encl: (1) Supervisor Endorsement
(2) Appointing PCO Endorsement

1. Per reference (a), _____ is nominated as Space and Naval Warfare Systems Command/Activity Contracting Officer's Representative (COR) of the Quarter. Enclosures (1) and (2) are provided as supporting information.

2. The following information is provided:

a. Full name and Code of present organization, complete address with telephone number, and facsimile number of nominating organization:

b. Name of nominee (Last, First MI):

c. If military: Rate/Rank

d. E-mail:

e. Phone:

3. Brief synopsis of COR-related achievements:

a. Contract Management and Surveillance

- Program(s)/Project(s) supported
- Number and estimated dollar value of contracts/orders assigned
- Types of contracts/orders assigned: (e.g., CPFF, CPAF, FFP)
- COR-related assignments (e.g., Trusted Agent, Contractor SAAR coordinator, Contract NDA coordinator)
- Invoice Reviews
- Tripwire analysis and reporting
- Contractor submitted Status Report reviews

Enclosure (1)

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- CDRL Reviews/acceptance to determine if the Government is getting what it paid for

b. PCO and Management Awareness: Communication of contract status with Management, PCO and Contractor.

c. Actions taken by the COR to identify, eliminate/prevent Contract/DO/TO related issues and concerns.

d. Other COR Highlights not previously addressed. "Above and Beyond" Performance.

SIGNATURE BLOCK

Attachment (1) Supervisor's Endorsement Remarks:

Signature

Attachment (2) PCO's Endorsement Remarks:

Signature

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SAMPLE FLAG LETTER OF COMMENDATION

From: Commander, Space and Naval Warfare Systems Command

To: Mr./Mrs./Ms. First Name MI Last Name

Subj: CONTRACTING OFFICER'S REPRESENTATIVE OF THE QUARTER AWARD

1. I commend you on your selection as the (insert command name) Contracting Officer's Representative (COR) of the Quarter for the xx quarter of fiscal year 201X. You have proven yourself to be exceedingly knowledgeable on all aspects of COR-related functions and demonstrated a clear understanding of the responsibility and accountability to the Government that your duties entail.

%

2. Citations shall be prepared in upper and lower case type, without the use of acronyms. The font used shall be Courier New, Size 12, Justified. The body of the Letter of Commendation is limited to 29 type written lines with margins of one inch.

%

3. In addition,...

%

Your consummate professionalism and unbounded dedication to duty is directly responsible for... Well done and keep up the good work!

SIGNATURE BLOCK

**CONTRACTING OFFICER'S REPRESENTATIVE OF THE QUARTER
 EVALUATION SHEET**

BOARD MEMBER'S NAME (Printed):	Board Member's Signature:
COR's NAME:	Command
Categories	Evaluation
<p>A. PRIMARY COR RESPONSIBILITIES</p> <ul style="list-style-type: none"> - Active COR for minimum of 12 months? - Training Status Current? - Designated COR on Contracts/DO/TO: - Estimated total value of contract(s)/order(s): - Contract type(s): - COR related assignments. Examples: Trusted Agent for CAC's issued to contractors, Contractor SAAR coordinator, Contract NDA coordinator 	
<p>B. JOB PERFORMANCE</p> <ul style="list-style-type: none"> - Review and analysis of Contractor submitted Monthly Status Reports - Review and analysis of Contractor submitted Invoices and Tripwire reporting - If assigned as CPARS Assessing Official, any delinquent CPARS evaluations? - Keeps Management, PCO and Contractor informed on contract related status and issues 	
<p>C. Actions taken by the COR to identify, eliminate/prevent Contract/DO/TO related issues and concerns</p>	
<p>D. Other COR Highlights not previously addressed. "Above and Beyond" Performance:</p>	