***ACOR Nomination Letter, Training and Appointment Letter Process:***

The potential Requesting Agency's (RA) ACOR completes the [**nomination letter**](https://dodiac.dtic.mil/wp-content/uploads/2018/09/IAC-MAC-Task-Order-ACOR-Nomination-Letter-Template-and-Guidance.docx) and sends the nomination letter with all of the required training certificates to the Contracting Officer and copies the appropriate Contracting Officer’s Representative. The required training is:

**1.** [**DAU COR Training**](http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1731) CLC 222 “Contracting Officers Representative (COR)” or equivalent.

**2.** [**DAU Ethics Training**](https://icatalog.dau.edu/onlinecatalog/courses.aspx?crs_id=12650)ACQ0030 “DAU Overview of Acquisition Ethics course” or equivalent.

**3.** [**Combat Trafficking in Persons (CTIP) Training**](http://ctip.defense.gov/Training/Contracting-Acquisition/) -- CTIP training requirement for the COR/ACOR can be found at:

* [**Joint Knowledge Online (JKO)**](https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf) - course number J3TA-US1328
* [**Defense Acquisition University (DAU)**](http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=2028) - course number DOD 002

Click this instruction to view the full memo [**(Department of Defense Instruction  5000.72, DoD  Standard for Contracting Officer’s Representative (COR) Certification**](http://iac.dtic.mil/support_docs/acor_memo_500072p.pdf)) in pdf form.

The Contracting Officer records and processes this information and at contract award sends the ACOR an appointment letter.  The ACOR signs the appointment letter and sends it back to the Contracting Officer.  A modification is then issued to add the appointment of the ACOR to the contract.

***ACOR Roles and Responsibilities:***

* Participate in the Task Order pre-award reviews.  Assist in responding to pre-award technical/program questions from industry, as directed by the Contracting Officer.
* Manage awarded Task Order and oversee contractor performance of performance work statement (PWS) and Task Order-specific deliverable requirements.  Perform inspection and acceptance on all Task Order services and deliverables.  Serve as liaison between contractor, COR and Contracting Officer on Task Order-specific technical/program matters as described in the ACOR appointment letter.  This includes but is not limited to the following:
	+ Review and approve contractor invoices in Wide Area Workflow (WAWF) (for DoD RAs) or other Task Order payment office systems (for non DoD RAs).
	+ Ensure contractor is not performing work that is out of scope, personal services, or inherently governmental.
	+ Provide input to the COR for the annual contractor performance assessment report (CPARS) evaluations.
	+ Track the obligation and expenditure/disbursement of all funds obligated on the Task Order, regardless of source.   Ensure funding levels are sufficient to permit contractor to perform without a lapse in funds.  Forward timely, properly prepared incremental funding documents to DTIC Financial, as needed to avoid Anti-Deficiency Act violations.
	+ Coordinate with other agencies/partners that wish to use/fund the RA’s Task Order.  Receive funding commitments from other sources, reviews them for adherence to DTIC-R and IAC PMO funding requirements, and forwards them to DTIC-Financial.  Ensure services/deliverables performed for partners are in accordance with PWS requirements and do not depart from or expand on Task Order scope.
	+ Bring any Task Order legal or contractual matters to the attention of the Contracting Officer and COR.
	+ Submit de-obligation requests to DTIC Financial.
	+ Assist Contracting Officer in responding to inquiries from legal, IG, GAO, FOIA, etc. on technical/RA program matters.
	+ Assist with TASK ORDER closeout.

***RA Roles and Responsibilities:***

* Initiate and plan requirements for the performance work statement (PWS) of the Task Order Order..  Prepare timely, complete and compliant Task Order pre-award package based on customer support cell (CSC), COR and contracting office guidance.  Obtain all RA approvals needed in accordance with information analysis center (IAC) program management office (PMO), legal, security, regulatory and RA’s agency-specific policy requirements.  Make updates to Task Order package requirements as requested.
* Identify the technical proposal evaluation team responsible for the creation of technical evaluation documentation; participating in exchanges with offerors as directed by the Contracting Officer; and providing input/recommendations to the Contracting Officer on the source selection/award decision.
* Ensure timely funding commitment document (such as a MIPR) is provided through DTIC before award and that funding cited is appropriate and available as to purpose, time and amount.
* Nominate qualified ACOR before award with evidence of completion of required ACOR training.  Maintain ACOR qualifications throughout duration of Task Order performance.  Maintain official ACOR files in accordance with ACOR appointment letter.  Notify COR and nominates replacement ACOR if original ACOR cannot continue.
* Participate in debriefings of unsuccessful offerors (if requested by the Contracting Officer).
* Participate in Task Order Post-Award Brief.

**Joint Knowledge Online (JKO)**

<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

**Defense Acquisition University (DAU)**

<http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=2028>

Source: <http://iac.dtic.mil/acor_process.html>.