

HQ, USF-I
CAMP VICTORY, IRAQ
150900CMAR10
ROUTINE [GREEN]

(U) **TAB E TO APPENDIX 13 TO ANNEX C (OPERATIONS)** TO USF-I OPERATIONS ORDER
10-01

(U) CONTRACTING OFFICER REPRESENTATIVE'S (COR) ROLE IN MANAGEMENT AND
OVERSIGHT OF PRIVATE SECURITY CONTRACTOR SERVICES.

(U) **REFERENCES.** SEE TAB A.

1. (U) **SITUATION.**

1.A. (U) THIS TAB ADDRESSES THE CONTRACTING OFFICER REPRESENTATIVE'S (COR'S)
CRITICAL ROLE IN OPERATIONAL CONTRACT SUPPORT AND INCLUDES ENHANCED COMMAND
INVOLVEMENT AND KNOWLEDGE MANAGEMENT PROCEDURES FOR USF-I ELEMENTS REQUIRING
CONTRACT SECURITY SERVICES. IT PROVIDES THE NECESSARY INFORMATION TO PROPERLY
DESIGNATE, TRAIN, AND SUPPORT THE COR IN THE GOVERNMENT OVERSIGHT AND
ADMINISTRATION OF SECURITY CONTRACTS.

1.B. (U) JCC-I/A AWARDS AND/OR GRANTS THEATER BUSINESS CLEARANCE FOR ALL
SECURITY CONTRACTS IN THE IRAQI JOINT OPERATIONS AREA (IJOA) TO SUPPORT A
VARIETY OF IMPORTANT SECURITY FUNCTIONS. THIS INCLUDES THE PROTECTION OF
FIXED FACILITIES, MOBILE CONVOYS, ASSETS, AND PERSONNEL. THE STRATEGIC
IMPORTANCE OF EFFECTIVE AND DISCIPLINED CONTRACTOR SECURITY ALONG WITH THE
CENTRALIZATION OF THEATER CONTRACTING AND THE NEED FOR COMMANDER AWARENESS
AND CONTROL OF PRIVATE SECURITY COMPANY (PSC) SERVICES, MAGNIFY THE CRITICAL
ROLE OF THE *ON-SITE* CONTRACTING OFFICER REPRESENTATIVE IN PROVIDING WELL-
PLANNED AND DELIBERATE MILITARY OVERSIGHT OF CONTRACTOR PERSONNEL.

2. (U) **MISSION.**

2.A. (U) OPERATIONAL CONTRACT SUPPORT IS NOT A 'FIRE AND FORGET' PROCESS.
SECURITY SERVICES CONTRACTS IN THE IJOA ARE THE RESPONSIBILITY OF THE
REQUIRING ACTIVITY COMMANDER (RAC) WITH SUPPORT FROM CONTRACT MANAGEMENT
TEAMS CONSISTING OF SOME OR ALL OF THE FOLLOWING: CONTRACTING OFFICER (KO),
QUALITY ASSURANCE REPRESENTATIVES (QAR), THE CONTRACTING OFFICER
REPRESENTATIVE (COR), AND THE CONTRACTOR'S SITE MANAGER.

2.B. (U) THE RAC SUPPORTED BY CONTRACTED SECURITY SERVICES MUST ESTABLISH THE
FOUNDATION FOR EFFECTIVE OVERSIGHT AND CONTRACT MANAGEMENT BY NOMINATING ONE
OR MORE OF HIS WELL-QUALIFIED UNIT PERSONNEL TO SERVE AS COR, TO BE APPOINTED
BY THE COGNIZANT KO. THE KO IS RESPONSIBLE FOR TRAINING AND FORMALLY
APPOINTING THE PROSPECTIVE COR. THE COR ACTS AS THE EYES AND EARS OF THE
COMMANDER AND THE KO BY MONITORING THE CONTRACTOR'S PERFORMANCE AND
COMPLIANCE WITH CONTRACTUAL REQUIREMENTS, INCLUDING COMPLIANCE WITH ALL
APPLICABLE LAWS, REGULATIONS, ORDERS, AND DIRECTIVES.

2.C. (U) THE COR IS THE CRITICAL LINK BETWEEN DOD CONTRACTING EXPERTISE AND
THE RESPONSIBLE MILITARY COMMANDER WHO IS RELYING ON A CONTRACTOR TO
ACCOMPLISH THE COMMANDER'S MISSION. THE COR MUST ENSURE HIS/HER COMMANDER AND
THE KO IS FULLY AWARE OF THE CONTRACTOR'S PERFORMANCE AND ANY INCIDENTS OF
CONTRACTOR NON-COMPLIANCE WITH SPECIFIC CONTRACT PROVISIONS OR APPLICABLE
LAWS, REGULATIONS, ORDERS, AND DIRECTIVES, INCLUDING ANY NON-COMPLIANCE WITH
THE PROVISIONS OF THIS TAB. THE COR MUST ENSURE THE COMMANDER IS AWARE OF

HIS/HER RESPONSIBILITIES UNDER THIS TAB. THE COR IS RESPONSIBLE FOR OBTAINING HELP FROM THE KO AS NECESSARY TO ADVISE AND ASSIST THE COMMANDER IN FULFILLING HIS/HER RESPONSIBILITIES UNDER THIS TAB.

2.D.(U) THE REQUIRING ACTIVITY (RA) SUPPORTED BY CONTRACTED SECURITY SERVICES SHALL ENSURE A COR IS NOMINATED TO PERFORM CONTRACT OVERSIGHT. THE APPOINTED COR SHALL HOLD A GRADE COMMENSURATE WITH THE CONTRACT'S UNIQUE OVERSIGHT RESPONSIBILITIES AND HAVE THE CONTRACT OVERSIGHT FUNCTION AS THEIR PRIMARY DUTY. THE COR'S PERFORMANCE OF THIS STRATEGICALLY IMPORTANT PRIMARY DUTY SHOULD BE APPROPRIATELY REFLECTED IN HIS/HER PERSONNEL EVALUATION REPORTS. FACTORS TO BE CONSIDERED IN ASSIGNING CORS TO INDIVIDUAL CONTRACTS INCLUDE: CONTRACT TYPE, SCOPE, COMPLEXITY, LOCATION, AND NUMBER OF CONTRACTS ASSIGNED TO THE COR. THE COR SHOULD BE AT A LOCATION THAT ALLOWS SUFFICIENT DIRECT OVERSIGHT OF CONTRACTOR OPERATIONS. THEATER-WIDE CONTRACTS MAY REQUIRE THE APPOINTMENT OF MULTIPLE CORS AT LOCATIONS THROUGHOUT THE IJOA. THE COMMANDER AND HIS/HER COR(S) ARE ACCOUNTABLE FOR PROVIDING COMPLETE AND EFFECTIVE GOVERNMENT OVERSIGHT OF CONTRACTOR PERFORMANCE.

2.E.(U) THE COR ENSURES THAT THE CONTRACTOR IS ADHERING TO ALL CONTRACTUAL OBLIGATIONS TO INCLUDE, BUT NOT LIMITED TO, ARMING REQUIREMENTS, PERSONNEL REPORTING SYSTEMS, SERIOUS INCIDENT REPORTING SYSTEMS, PROPERTY ACCOUNTABILITY, BADGING, AND COMPLIANCE WITH THE REQUIREMENTS AND DIRECTIVES OF THIS TAB. CORS WILL CONDUCT OR FACILITATE INSPECTIONS OF ASSIGNED CONTRACTOR ARMS ROOMS TO ENSURE ONLY AUTHORIZED WEAPONS ARE STORED IN THE FACILITY. ADDITIONALLY CORS WILL INSPECT FACILITIES TO ENSURE THEY MEET PHYSICAL SECURITY REQUIREMENTS FOR ARMS, AMMUNITION AND EQUIPMENT. JASG-C WILL CONDUCT INSPECTIONS OF ALL ARMS ROOMS INSIDE THE INTERNATIONAL ZONE. CORS MAY BE INVOLVED IN FACILITATING THE CONTRACTOR'S USE OF AUTHORIZED LIFE SUPPORT SERVICES. ADDITIONALLY, THE COR MAY BE INVOLVED IN PERFORMING INTER-AGENCY AND MULTI-ECHELON STAFF WORK, ENSURING COMPLIANCE WITH THE PERFORMANCE WORK STATEMENT, AND ENSURING CONTRACTORS ARE ADHERING TO CONTRACTUAL CHANGES AS A RESULT OF HIGHER HEADQUARTERS GUIDANCE REGARDING PSCS. FINALLY, SECURITY CORS PARTICIPATE IN A JCC-I/A-SPONSORED COR ADVISORY PROGRAM.

3.(U) **PROCEDURES / RESPONSIBILITIES.**

3.A.(U) **JCC-I/A.**

3.A.1.(U) LEAD AGENCY FOR USF-I SUPPORT, PARTICIPATION AND OVERALL COORDINATION OF A SECURITY COR ADVISORY PROGRAM.

3.A.2.(U) JCC-I/A, IN COORDINATION WITH OTHER CONTRACTING AGENCIES, MAKES COR TRAINING MATERIALS AVAILABLE TO CORS, KOS, COMMANDERS, AND OTHER AGENCIES INVOLVED IN SECURITY CONTRACTOR OVERSIGHT.

3.A.3.(U) JCC-I/A INCLUDES PARTICIPATION IN COR ADVISORY PROGRAM AS AN ASSIGNED COR RESPONSIBILITY.

3.A.4.(U) ALL COR'S MAY USE THE JCC-I/A ESTABLISHED KNOWLEDGE PORTAL ON USF-I NIPR PORTAL WHICH REFLECTS CURRENT STANDARDS OF TRAINING AND PERFORMANCE FOR COR SUPPORT AND GUIDANCE FOUND AT: WWW.JCCI-TRAINING.NET

3.A.5.(U) JCC-I/A APPOINTS ALL CORS TO MONITOR SECURITY CONTRACTS IN IJOA, AND COMMUNICATES TRAINING REQUIREMENTS, DUTIES AND RESPONSIBILITIES, AND STANDARDS OF PERFORMANCE VIA A THEATER-WIDE COR ADVISORY KNOWLEDGE PORTAL.

3.B.(U) **ALL MSCS.**

3.B.1.(U) ENSURE THAT RACS SUPPORTED BY CONTRACTED SECURITY SERVICES ASSIGN QUALIFIED CORS, WITH A GRADE COMMENSURATE TO THE CONTRACT'S UNIQUE OVERSIGHT RESPONSIBILITIES AND HOLD THE CONTRACT OVERSIGHT FUNCTION AS THEIR PRIMARY DUTY, PRIOR TO CONTRACT AWARD, OR PRIOR TO TRANSFER OF AUTHORITY (TOA).

3.B.2.(U) UTILIZE THE COR ADVISOR KNOWLEDGE PORTAL TO COMMUNICATE GUIDANCE AND OVERSIGHT RESPONSIBILITIES DIRECTLY TO THE SECURITY COR COMMUNITY AND SUPPORT COR PERFORMANCE OF DESIGNATED OVERSIGHT FUNCTIONS.

3.B.3. (U) ENSURE THAT CORS CONDUCT MONTHLY INSPECTIONS OF ASSIGNED SECURITY CONTRACTORS AND SUBMIT ALL REQUIRED MONTHLY AND QUARTERLY REPORTS TO JCC-I/A AND COPY ACOB.

5.(U) COMMAND AND SIGNAL:

5.A.(U) **POCS.**

5.A.1. (U) USF-I J34 PROTECTION ACOB, POC EMAIL: MNF-I-J3.ACOB@IRAQ.CENTCOM.MIL VOIP: 485-5703, SVOIP: 241-8898.

5.A.2. (U) JCC-I/A POC IS LTC WILLIAM CANALEY, JCC-I/A EMAIL: WILLIAM.CANALEY@IRAQ.CENTCOM.MIL , DSN, 318-485-4095.

5.A.3. (U) DCMA (DEFENSE CONTRACT MANAGEMENT AGENCY). POC IS LTC JOHNNY BROUGHTON, JOHNNY.BROUGHTON@IRAQ.CENTCOM.MIL, DSN: 318-485-3903

ACKNOWLEDGE

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