

UNCLASSIFIED

DEFENSE LOGISTICS AGENCY

Established 1961



COR TRAINING WWEC 2026

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THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

UNCLASSIFIED

WARFIGHTER ALWAYS

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS

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Purpose:

Provide overview of key responsibilities for a DLA Energy Bulk Supply Chain Services Contracting Officer's Representative (COR)

Agenda:

- Introduction: Bulk Petroleum Supply Chain Services
- COR Appointment and Termination Process
- Authority
- Surveillance/Monitoring
- Invoices
- MPAS
- Key Resources
- Questions

Briefing Type:

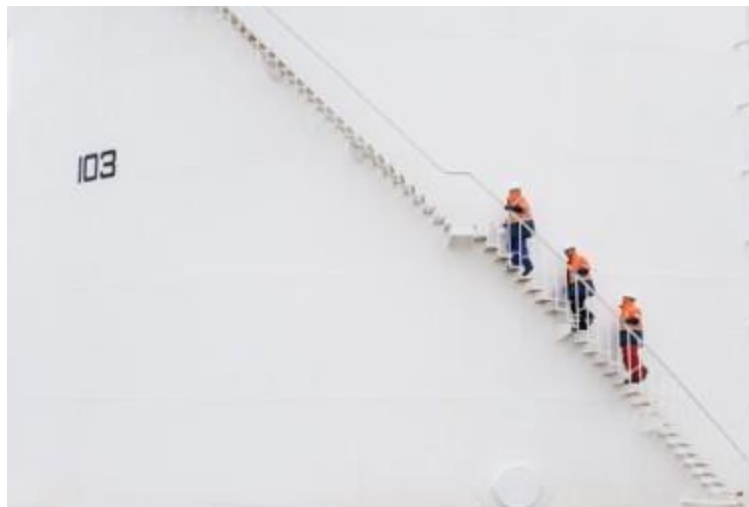
- Information
- Guidance



Introduction: Bulk Petroleum Supply Chain Services

Class III Services, Petroleum, Oil, Lubricants (POL)

DLA Energy Bulk Supply Chain Services (FES) provides contract support for the bulk petroleum supply chain, including worldwide acquisition of fuel-related services such as government-owned, contractor-operated (GOCO) defense fuel support points (DFSP), contractor-owned and operated (COCO) defense fuel support points, alongside aircraft fuel contracted delivery, lab testing and environmental compliance, assessment and remediation. Bulk Petroleum Supply Chain Services is also the single source for drafting, negotiating, concluding and amending international fuel agreements with foreign governments supporting worldwide Department of War (DOW) operations.



COR APPOINTMENT / TERMINATION PROCESS



APPOINTMENT

- Appointment done in Joint Appointment Module (JAM) in Procurement Integrated Enterprise Environment (PIEE)
- Two-step process in JAM
 - Nomination (COR self-nominates, routes to COR Supervisor for signature, then CO)
 - Appointment (CO initiates appointment letter, routes to COR and COR supervisor for acceptance)
- Nomination
 - COR may self-nominate in JAM, or
 - Contracting Officer (CO) may nominate
 - Nomination process may be initiated pre-award using solicitation number
- Appointment
 - COR must be appointed no later than 3 business days after contract award or prior to COR departure/termination
 - Must take into account time zone differences – appointment is based on Fort Belvoir time zone
 - Appointment cannot be initiated until contract award is made.

It is highly recommended that an alternate COR is also appointed to ensure COR duties are covered during COR absences for leave or training



COR APPOINTMENT / TERMINATION PROCESS



APPOINTMENT (continued)

- Training Requirements
 - Performance Based Services Acquisition
 - COR with a Mission Focus
 - DoD Sustainable Procurement Program
 - COR in a Contingency Environment
 - COR Online Training
 - CTIP for Acquisition & Contracting
 - Overview of Acquisition Ethics
 - Procurement Fraud Indicators
 - Management of Subcontracting Compliance
 - Security in DLA Contracts (link provided by Contracting Office prior to COR nomination)
 - See <https://www.dau.edu/cor/training-center> for training details and links to most training
- Refresher Training
 - DLA requires its CORs to have refresher training. A minimum of 16 hours of COR specific training every 3 years from the date of designation, or prior to assuming COR responsibilities, if the individual has not served as a COR within the last 2 years (the coursework may include a refresher course on Procurement Fraud Indicators); Overview of Acquisition Ethics, annually; and any additional training either mandated by DLA, such as Combating Trafficking in Persons, and/or requested by the designating Contracting Officer.
- OGE 450 required annually



COR APPOINTMENT / TERMINATION PROCESS



COR TERMINATION

- COR must notify Contracting Office as soon as COR has plans to depart COR role
 - Provide Contracting Office with name of COR replacement and contact information as well as supervisor information
 - *It is critical to have continuous performance of COR duties and a seamless transition from departing COR to new COR*
- Contracting Office prepares and routes termination letter in JAM to the COR and COR supervisor for signature



Authority/Relationships



- Contracting Officer is the only person who can authorize or make changes to the contract
 - COR will coordinate with Contract Specialist assigned to contract on routine contract actions
 - For actions that may require a change to the contract, the Contracting Officer must be informed/involved



- COR must maintain professional working relationship with Contractor
 - COR represents the Government and specifically the Contracting Officer
 - COR must remain objective



INVOICES

- COR duties include inspecting invoices submitted in Wide Area Workflow (WAWF) in PIEE
 - COR must inspect invoices within 3 days of invoice receipt in WAWF
 - Contracting Officer accepts invoice in WAWF after inspection
 - Invoices must be inspected and accepted within 7 calendar days of receipt
 - Timely invoice inspection (COR) and acceptance (CO) ensures compliance with Prompt Payment Act and avoids late interest payment accrual on invoice.
 - *Delays cost the Government money*





- SURVEILLANCE AND MONITORING
 - Quality Assurance Surveillance Plan (QASP)
 - Provides framework for surveillance based on requirements in Performance Work Statement (PWS), Statement of Work (SOW), or Statement of Objectives (SOO)
 - COR Reports
 - Submitted in SPM
 - Include CAC Logs
 - Contractor Performance Assessment Reporting System (CPARS)
 - COR provides input to CO for annual CPARS assessment
 - Should align with information in COR Reports
 - Contract Discrepancy Report (CDR)
 - DD Form 2772
 - Documents concern when contractor is repeatedly non-compliant in performance requirements.
 - Requires CO review and the contractor to take corrective action



Contractor CAC Approval Process



COR may be appointed as Mission Partner Affiliation Sponsor (MPAS) – formerly Trusted Agent (TA) - to facilitate Contractor personnel clearance to obtain a Common Access Card (CAC).

- MPAS must enter contractor personnel data in two separate systems
 - Mission Partner Identity, Credential & Access Management (MP ICAM)
 - Replaces former Trusted Associate Sponsorship System (TASS)
 - Enterprise Workflow Security Capability (EWSC)
 - Contractor completes DLA Form 1728 and provides to MPAS via encrypted email
 - DLA Energy COR who will be appointed MPAS requires AMPS role **EWSC_DI_COR_ENERGY**
 - Non-DLA Energy COR who will be appointed MPAS requires AMPS role **EWSC_DI_COR_EXTERNAL_ENERGY**
 - If contractor requires access to DLA or DOW systems such as FMD or EPOS for contract performance, the COR must request the Supervisor Role in AMPS and complete AMPS application form. Contact the Mission Partner Affiliation Sponsor Manager (MPASM) for assistance
- DLA Energy MPASM is Pamela King Fones, email: pamela.k.fones@dla.mil





DOD COR GUIDEBOOK

DOD INSTRUCTION 5000.72

DEFENSE CONTINGENCY COR HANDBOOK

The following link provides the above resources:

<https://www.dau.edu/cor/policy-and-guidance>







