

*USAREUR Regulation 715-3

Procurement

Selecting, Training, Qualifying, Nominating, and Appointing Contracting Officer's Representatives

17 May 2001

***This regulation supersedes USAREUR Regulation 715-3, 30 November 2000.**

For the Commander:

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Summary. This regulation prescribes responsibilities for selecting, training, qualifying, nominating, and appointing contracting officer's representatives (CORs).

Summary of Change. This revision--

- Adds parts and supplement numbers to the references.
- Includes minor corrections to appendix E.
- Prescribes a new requirement to maintain COR surveillance files (para 5d(5)).

Applicability. This regulation applies to personnel involved in the COR designation process.

Supplementation. Commanders will not supplement this regulation without the CG, USAREUR/7A (AEAPR-PA), approval.

Forms. USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System (UPUBS).

Suggested Improvements. The proponent of this regulation is the Office of the Principal Assistant Responsible for Contracting, HQ USAREUR/7A (AEAPR-PA, 375-3242). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEAPR-PD, Unit 29351, APO AE 09266.

Distribution. C (UPUBS). This regulation is available only in electronic format.

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Glossary

1. PURPOSE

This regulation provides procedures for selecting, training, qualifying, nominating, and appointing contracting officer's representatives (CORs) and describes their responsibilities.

2. REFERENCES

- a. Federal Acquisition Regulation parts 52.236-5, 52.246-12, 52.249-8, and 52.249-10.
- b. Defense Federal Acquisition Regulation Supplement 201.603 and 252.217-7009.
- c. Department of Defense Regulation 5500.7-R, Joint Ethics Regulation.
- d. Army Federal Acquisition Regulation Supplement 53.9001.
- e. UR 715-2, USAREUR Acquisition Regulation and Acquisition Instruction (UAI).
- f. UR 715-6, USAREUR Acquisition Management Staff Officers.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. The Office of the Principal Assistant Responsible for Contracting (OPARC), HQ USAREUR/7A, provides policy and procedures for selecting, training, qualifying, nominating, and appointing CORs for contracts awarded and administered by the United States Army Contracting Command, Europe (USACCE).

b. Acquisition management staff officers (AMSOs) will--

(1) Maintain the COR database (app A) for area support groups (ASGs), base support battalions, and requiring organizations.

(2) Provide supplemental training for CORs in accordance with this regulation and UR 715-6.

c. Contracting officers will--

(1) Appoint CORs in accordance with the Defense Federal Acquisition Regulation Supplement 201.603.

(2) Provide training to CORs on specific contract requirements and special provisions.

d. COR's will--

- (1) Be the authorized representative of the contracting officer.
- (2) Assist in the technical monitoring and administration of contracts.

5. THE CONTRACTING OFFICER'S REPRESENTATIVE PROCESS

The following steps must be completed before a fully-trained and qualified COR is appointed to a contract:

a. Selecting CORs. The requiring organization will select a COR candidate. Only individuals who are technically skilled in their fields should be selected. The AMSO will enter the candidate's information into the COR database.

b. Training and Qualifying CORs.

(1) COR candidates must successfully complete one of the following formal courses (acceptance of other courses to fulfill this requirement will be determined on a case-by-case basis):

- (a) Army Logistics Management College COR Resident Course.
- (b) USACCE COR Course.

(2) Selected COR candidates who are members of the Army Acquisition Workforce are not required to attend the formal courses, but are encouraged to attend.

(3) Requiring organizations will register personnel for formal courses through their servicing AMSO.

(4) COR candidates must successfully complete local supplemental training every 2 years. This training consists of a 6- to 8-hour course, followed by a test developed by the OPARC. Supporting regional contracting offices (RCOs) or ASG AMSOs will provide local supplemental training to meet USACCE requirements.

(5) RCOs and ASGs may supplement local supplemental training developed by the OPARC.

(6) COR candidates are considered fully qualified on completion of a formal course. The requiring organization will provide course-completion information to the ASG AMSO, who will enter this information into the database.

(7) The ASG AMSO or the RCO will prepare DA Form 87 (Certificate of Training) for signature by the instructor when local supplemental training is completed. The DA Form 87 is valid for 2 years from the date the local supplemental training is completed.

- (a) CORs will prominently display the certificate in their workplace.
- (b) ASG AMSOs will keep a copy of the certificate on file.

(8) Requiring organizations should keep COR candidates trained and qualified. The USAREUR objective is to have trained and technically qualified individuals always available who may be assigned to contracts. ASG AMSOs are responsible for monitoring the expiration date of COR certification. The ASG AMSO will--

- (a) Notify requiring activities when a COR training certificate is about to expire.
- (b) Schedule CORs for local supplemental training.

c. Nominating CORs.

(1) COR candidates will be nominated for all service and construction contracts valued at \$100,000 or more.

(2) Organizations will nominate only personnel who are qualified under the provisions of this regulation and whose names are in the COR database. COR nominations should be submitted to the contracting officer along with a procurement package.

(3) Organizations will prepare a memorandum using the format in appendix B and send it through the ASG AMSO to the contracting office. The memorandum may be submitted directly to the contracting office, with a copy furnished to the ASG AMSO, if this procedure is agreed to in advance.

d. Appointing CORs.

(1) Contracting officers will appoint CORs by letter. This letter will include the name, telephone number, and e-mail address of the contracting officer or contract administrator. The Army Federal Acquisition Regulation Supplement 53.9001 shows a sample COR appointment letter.

(2) The contracting officer will schedule the COR for an orientation on the contract and its provisions as soon as possible after the COR is appointed. Contracting officers may delegate this responsibility to the contract administrator. The following guidance applies to orientations:

(a) The contracting officer or administrator will prepare a memorandum that lists the topics to cover during the orientation. The contracting officer must approve this memorandum before it can be used. A copy of this memorandum will be placed in the contract files.

(b) If the requirements in 1 through 3 below apply to the contract, the memorandum ((a) above) may be issued without conducting a follow-on orientation.

1. The contract must be for a continuing service that occurs every year.

2. The provisions of the contract must be the same every year.

3. The COR must be the same every year.

(3) CORs should help develop contract specifications or statements of work to--

(a) Become familiar with the service or construction needs of the requiring organization.

(b) Apply information learned from previous experience.

(c) Provide guidance on effective monitoring methods.

(4) Appendix C lists some COR “do’s and don’ts” that apply when monitoring contracts. CORs will help to evaluate the contractor’s performance after the contract is completed.

(5) Contracting offices will maintain centralized COR files that contain contract schedules and performance results. Contracting officers or specialists will inspect COR files annually for contracts of \$500,000 or more (total estimated value) and at least 1 year in duration. Contracting officers may elect to conduct an annual sampling of the files of full-time (or near full-time) CORs. COR files on high-visibility or high-risk contracts may be inspected more frequently, regardless of the dollar value.

6. QUALIFYING COR CANDIDATES WHEN FORMAL TRAINING IS UNAVAILABLE

a. When a COR candidate cannot attend a formal course before being nominated to a contract because of either of the following, organizations may request a temporary training certificate:

(1) Shortage in course allocations.

(2) The candidate is enrolled in a formal course, but will not complete it by the time the contract is awarded.

b. Organizations will send requests for a temporary certificates to the ASG AMSO. A temporary certificate may be issued after the nominee completes interim COR training conducted by the AMSO or by the contracting office. In these cases, the ASG AMSO will prepare and sign the temporary DA Form 87. The temporary certificate will--

(1) Be issued to the COR candidate when the interim training is completed.

(2) Be valid until completion of the formal course.

(3) Not exceed 1 year.

7. COR POSITION DESCRIPTIONS AND PERFORMANCE OBJECTIVES

Appendix F provides information about COR position descriptions and performance objectives. Supervisors will ensure that the following is done within 30 days after a COR is appointed:

a. COR duties are added to the incumbent's position description. The position description must list COR responsibilities as a major duty requiring at least 25 percent of the incumbent's total duty time.

b. COR performance objectives are added to the incumbent's support form.

8. COR PERFORMANCE EVALUATIONS

Contracting officers will give written performance evaluations to the COR's rater each year on the date the contract was awarded (for service contracts), or the date of notice to proceed (for construction contracts), and when the contract is completed. A copy of the evaluation will be placed in the contract file. Contracting officers must submit an evaluation for each COR they have appointed.

**APPENDIX A
CONTRACTING OFFICER'S REPRESENTATIVE CANDIDATE DATABASE INFORMATION**

The acquisition management staff officer will enter the following information into the COR database. This information is required for all CORs:

A-1. COR CANDIDATE

- a. Name.
- b. Rank or grade.
- c. Social security number or equivalent.
- d. COR appointment date.
- e. Job title.
- f. Organization (use full address including building and room numbers).
- g. Area of expertise.
- h. Telephone and fax numbers.
- i. E-mail address.

A-2. COR RATER

- a. Name.
- b. Rank or grade.
- c. Job title.
- d. Telephone number.

A-3. TRAINING

- a. COR course title and completion date.
- b. Supplemental course title and completion date.

A-4. CONTRACTS ASSIGNED TO THE COR

- a. Contract number.
- b. Description.
- c. Dollar value.
- d. Period of performance.

APPENDIX B
MEMORANDUM FORMAT FOR NOMINATING A CONTRACTING OFFICER'S REPRESENTATIVE

OFFICE SYMBOL

MEMORANDUM THRU Acquisition Management Staff Officer

FOR Servicing Contracting Office

SUBJECT: Nomination for Appointment of a Contracting Officer's Representative (COR)

1. The individual in a below is nominated as the COR for service/construction contract: # _____ .

a. Name:

(1) Rank or grade:

(2) Social security number or equivalent:

(3) Job title:

(4) Unit or organization:

(5) Area of expertise:

(6) Telephone number:

b. Nominee's Rater.

(1) Name:

(2) Job title:

(3) Telephone number:

c. Acquisition Training.

(1) Course title and completion date:

(2) Supplemental course title and completion date:

d. Contracts Currently Appointed to Nominee as the COR.

(1) Contract numbers:

(2) Description:

(3) Dollar value:

(4) Period of performance:

2. This memorandum verifies that the individual nominated will have sufficient time to perform COR duties, is technically proficient, and has completed all required training.
3. Within 30 days after the COR has been nominated, the COR duties will be added to the incumbent's position description, and the COR objectives will be added to the incumbent's support form.

(Signature of authorized
requiring activity authority)

***Figure B-1. Format for Memorandum Nominating a Contracting Officer's Representative**

***This format will be used only as a guide and will not be printed, reproduced, or stocked.**

APPENDIX C

CONTRACTING OFFICER'S REPRESENTATIVE DO'S AND DON'TS

The following do's and don'ts, though not all-inclusive, are intended to assist in the performance of contracting officer's representative (COR) duties.

1. DO have a copy of the contract and all changes and modifications readily available. Familiarize yourself with the terms and conditions of the contract.
2. DO keep a copy of your letter of appointment as COR.
3. DO understand the limits of your authority.
4. DO establish and maintain a separate file for each contract. Send the file to contracting officer when contract is completed.
5. DO be aware of your relationship with the contractor's personnel and be knowledgeable of the requirements and prohibitions contained in Department of Defense Directive 5500.7-R, Joint Ethics Regulation.
6. DO assist the contractor, within your authority, when he or she needs assistance to get the job done. Do not do the contractor's job.
7. DO attend scheduled meetings with the contracting officer and the contractor. Discuss any items you intend to bring up with the contracting officer before meetings.
8. DO check the work performed by the contractor to ensure that it is satisfactory.
9. DO check with the customer to see if the contractor is performing successfully.
10. DO complete progress reports accurately and promptly; send them to the contracting officer. (Establish progress charts to assist you.)
11. DO report differences of opinion between you and the contractor to the contracting officer for resolution.
12. DO check to see that contractor personnel on the job are fully employed. DO NOT direct personnel to work.
13. DO give prompt attention to correspondence from the contractor that requires a response.
14. DO understand how to complete any required performance report so that the contracting officer can fairly evaluate the contractor. Reports should be sent to the contracting officer within 5 workdays after the end of the reporting period.
15. DO make sure that all Government furnished property (GFP) is being used properly and that satisfactory measures are taken to protect and safeguard it. The contractor is required by the contract to have a written procedure on use, maintenance, preservation, and protection of GFP. Report all discrepancies to the contracting officer.
16. DO assure that vehicles and equipment are properly maintained. The contract provides that the contractor must make all GFP reasonably accessible to the Government for inspection or inventory. This also applies to the contractor's accountability and maintenance records.
17. DO make sure that required logbooks and maintenance records are maintained. The contracting officer or property administrator will give you guidance on which records are required.
18. DO require the contractor to respond to correspondence in a timely manner. Notify the contracting officer when a contractor does not respond in a reasonable time.
19. DO be aware of and gain an understanding of the contractor's problems and work schedules. Ensure that priorities assigned by the contractor are compatible with the contract requirements, military needs, and command policy.
20. DO ensure that the contractor is not short of personnel or critical skills. Report personnel deficiencies to the contractor site supervisor and to the contracting officer.

21. DO confirm the need for overtime when requested by the contractor. Be knowledgeable of the contract provisions for overtime. Know the limits of your authority. Verify the need for the overtime and get approval from the contracting officer.
22. DO observe the manner and degree of supervision that the contractor exercises over subcontractors. This is the contractor's responsibility. If control and supervision is not adequate, report it to the contracting officer.
23. DO follow through on corrective actions recommended by the inspection team.
24. DO see that emergencies are attended to immediately. Coordinate with the contracting officer and follow up.
25. DO inform the contractor immediately of any unsatisfactory performance.
26. DO keep the contracting officer informed of any major problems connected with the contractor's performance. (DO NOT wait for the next scheduled report.)
27. DO report to the contracting officer any disputes or problems that have a potential for impairing the contractor's ability to perform.
28. DO give task assignments or instructions to the contractor in writing. Failure to do so may create problems for you and your replacement.
29. DO document all actions and decisions. DO date all documents.
30. DO ensure that your replacement is briefed on important issues.
31. DO report major offenses to the contracting officer.

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1. DON'T tell the contractor how to run his or her operation. This is the contractor's responsibility and he or she is being paid for this management.
2. DON'T tell the contractor to fire an individual. Identify poor performers and report them to the contractor site supervisor. Personnel actions, reprimands, and terminations of employment are the contractor's responsibility.
3. DON'T threaten the contractor or the contractor's employees.
4. DON'T let personalities influence your discussions with the contractor.
5. DON'T request the contractor to do any work not in the contract. Know the contract and administer it in good faith.
6. DON'T permit the contractor to do work not in the contract. It may be in the contractor's interests to exceed contractual limitations with the intention of claiming additional pay for the effort. If the contractor begins work on anything not in the contract, notify the contracting officer immediately.
7. DON'T commit the equipment, supplies, or personnel of the contractor. The contractor and the contracting officer control this.
8. DON'T delay paperwork, correspondence, or reports that require immediate action.
9. DON'T recommend that the contracting officer approve a request for an increase in personnel merely because the contractor requests additional personnel. Study the request, familiarize yourself with the circumstances, and assure yourself that additional personnel are actually necessary.

## **APPENDIX D CONTRACTING OFFICER'S REPRESENTATIVE ADMINISTRATIVE FILES**

### **D-1. ESTABLISHMENT AND CONTENT**

Contracting officer's representatives (CORs) must establish a file for each assigned contract. As a minimum, COR files will contain the following documents:

- a. A copy of the COR appointment letter.
- b. A copy of the contract and any modifications.
- c. Delivery orders.
- d. All correspondence related to the COR. (There must be an English translation of foreign-language correspondence.)
- e. Names of persons assigned as technical and administrative assistants.
- f. Inspection reports as required by Federal Acquisition Regulation 52.246-12, Inspection of Construction.
- g. A copy of the quality-assurance-surveillance plan.
- h. Memorandums for record and minutes of performance conferences.
- i. Laboratory test results.
- j. Records of contractor's quality-control plan.
- k. A record of weather conditions that may have affected the contractor's performance under Federal Acquisition Regulation 52.249-8, Federal Acquisition Regulation 52.249-10, or Defense Federal Acquisition Regulation Supplement, 252.217-7009.
- l. Samples, photographs, witness statements, and other pertinent data.
- m. Copies of any approvals by the contracting officer under Federal Acquisition Regulation 52.236-5.
- n. Copies of progress schedules approved by the contracting officer.
- o. Copies of processed invoices and receipt documents.
- p. Warranties.
- q. Government-furnished-property administration records.

### **D-2. UPKEEP AND DISPOSITION**

COR files will be maintained as directed by the contracting officer. The COR will send files to the contracting officer for retention in the official contract file within 30 days after the contract is completed.

### **D-3. PREPARING CORRESPONDENCE**

CORs will sign correspondence, reports, findings, recommendations, and other documents using their name and job title followed by the words, "Contracting Officer's Representative." CORs will communicate directly with the contractor, contracting officer, disbursing officer, and others involved with contract performance. Contract numbers will be referenced in all correspondence.

### **D-4. CORRESPONDING WITH CONTRACTORS**

CORs will send the contracting officer copies of all correspondence sent to the contractor. CORs may give correspondence to the contracting officer for initial preparation. CORs will also send the original correspondence from the contractor, with an English translation (if applicable), to the contracting officer.

**APPENDIX E  
CONTRACTING OFFICE CHECKLIST**

CONTRACTING OFFICER'S REPRESENTATIVE (COR) \_\_\_\_\_ Tel # \_\_\_\_\_

Date of Appointment \_\_\_\_\_ Unit or Office \_\_\_\_\_

Alternate COR \_\_\_\_\_ Rank \_\_\_\_\_ Tel # \_\_\_\_\_

Date of Appointment \_\_\_\_\_ Unit or Office \_\_\_\_\_

Contract # \_\_\_\_\_ Contracting Officer \_\_\_\_\_

Today's Date: \_\_\_\_\_ Name and Title of Reviewer \_\_\_\_\_

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ITEM	Yes	No	N/A
1. Did the principal and alternate CORs have a copy of their appointment memorandums on file?	_____	_____	_____
2. Was UR 715-3 on file?	_____	_____	_____
3. Was Department of Defense Regulation 5500.7-R, Joint Ethics Regulation, on hand and reviewed semiannually? Was the review documented?	_____	_____	_____
4. Were all technical publications referenced in the contract on hand?	_____	_____	_____
5. Is there documentation showing that the contractor was briefed on the following before the contract started?			
a. The authority and responsibilities of the COR.	_____	_____	_____
b. Technical and administrative assistants and their responsibilities.	_____	_____	_____
c. Security requirements.	_____	_____	_____
d. Inspection, acceptance, and invoice procedures.	_____	_____	_____
e. Applicable value-engineering provisions.	_____	_____	_____
6. Were there any documents, contracts, or contract modifications awarded, agreed to, or signed by the COR that obligated the Government in any way?	_____	_____	_____
7. Was a pre-performance conference held before the start of contract performance?	_____	_____	_____
8. Were materials or services furnished different from those required by the contract?	_____	_____	_____
9. Was there an adequate inspection system maintained by the contractor? Were the inspection records available to the CORs?	_____	_____	_____
10. Was a suspense system established to advise the contracting officer if the contractor failed to complete work performance or delivery of contracted supplies according to scheduled dates?	_____	_____	_____
11. Was the contracting officer promptly informed of the following:			
a. The date the contractor began contract work?	_____	_____	_____
b. Any unsatisfactory contractor performance?	_____	_____	_____
c. Delays in the contractor's progress caused by the Government?	_____	_____	_____
d. Potential or actual failure of the contractor to complete the contracted work on time?	_____	_____	_____
e. Maintenance of adequate documentation to support failure?	_____	_____	_____
12. Was the contract satisfactorily completed?	_____	_____	_____

- 13. Was the contractor's performance under the contract evaluated objectively? _____
- 14. Did any dispute with the contractor interfere with the timely performance of the contract? _____
- 15. Did the contractor continue work pending resolution of disputes? _____
- 16. Was the COR advised of the contractor's appeal or contracting officer's decisions? _____
- 17. Was there a file established for the administered contract? _____
- 18. Was the file maintained properly? _____
- 19. Was the file sent to the contracting officer within 30 days after completion of the contract? _____
- 20. Were copies of all correspondence with the contractor sent to the contracting officer? _____
- 21. Was all correspondence in a foreign language translated into English? _____

For construction contracts only:

- 22. Was a progress schedule and quality-control plan submitted by the contractor? _____
- 23. Were accurate and timely progress reports furnished to the contracting officer regularly until the contract was completed? _____
- 24. Were materials or work that did not conform to the contract requirements replaced at no additional cost to the Government? _____
- 25. Were progress payments made to the contractor? If so, was a breakdown of the total contract price given to the COR before contract work began? _____
- 26. Did all invoices show progress payments? _____
- 27. Were the invoices processed promptly for payment? _____
- 28. Were there detailed records of contractor performance to substantiate payment? _____
- 29. Were the invoices verified and sent to the contracting officer for approval before being sent to the finance office for payment? _____

For services contracts only:

- 30. Was the contractor requested to correct deficiencies? _____
- 31. Was a quality-assurance-surveillance plan prepared to monitor the contractor's performance? _____
- 32. Were receipts and acceptance documents processed promptly for payment? _____

COMMENTS:

**APPENDIX F
POSITION DESCRIPTIONS AND PERFORMANCE OBJECTIVES**

F-1. GENERAL

a. The duties and objectives of the contracting officer's representative (COR) in this appendix have been approved by the Office of the Deputy Chief of Staff, Personnel and Installation Management (ODCSPIM), HQ USAREUR/7A, and will not be altered or supplemented without approval of the ODCSPIM and the Office of the Principal Assistant Responsible for Contracting, HQ USAREUR/7A.

b. Supervisors of U.S. and local national civilian employees will contact their servicing civilian personnel advisory center (CPAC) for assistance in amending the COR duty position descriptions to include COR duties. CPAC personnel will also provide assistance on performance-appraisal procedures.

F-2. POSITION-DESCRIPTION DUTIES

After an employee is appointed to serve as a COR, the employee's position description must be amended to include the following duties:

- a. Providing technical assistance to the contracting officer.
- b. Ensuring compliance with the technical requirements of contracts.
- c. Ensuring receipt of all deliveries.
- d. Inspecting and accepting services or construction work required under the contract.
- e. Maintaining detailed records of contractor performance.
- f. Certifying invoices and receiving reports.
- g. Referring contractor disagreements or deficiencies (in writing) to the contracting officer for resolution.

F-3. PERFORMANCE OBJECTIVES

The COR will--

- a. Inform the contracting officer of contractor performance by the scheduled contract-completion date.
- b. Inform the contracting officer of uncorrected deficiencies or contractor-delinquent performance 2 workdays after the COR notifies the contractor.
- c. Take corrective action in cases of delinquency or deficient performance.
- d. Make sure contract deliveries are received on schedule.
- e. Certify invoices and send them to the appropriate finance and accounting office for payment within 5 workdays after receiving them. For construction contracts, send the invoices to the contracting officer for approval first.
- f. Return incorrect invoices to the contractor for correction by close-of-business the day after receiving an incorrect invoice.
- g. Send any claim or disputed invoice to the contracting officer by close-of-business the day after receiving the claim or invoice.

GLOSSARY

Section I

ABREVIATIONS

AE	Army Europe
AMSO	acquisition management staff officer
APO	Army post office
ASG	area support group
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
COR	contracting officer's representative
CPAC	civilian personnel advisory center
DA	Department of the Army
DOD	Department of Defense
GFP	Government-furnished property
HQ USAREUR/7A	Headquarters United States Army Europe, and Seventh Army
ODCSPIM	Office of the Deputy Chief of Staff, Personnel and Installation Management, Headquarters United States Army, Europe, and Seventh Army
OPARC	Office of the Principal Assistant Responsible for Contracting, Headquarters United States Army Europe, and Seventh Army
RCO	regional contracting office
UAI	USAREUR Acquisition Instruction
UP	USAREUR pamphlet
UR	USAREUR regulation
U.S.	United States
USACCE	United States Army Contracting Command, Europe
USAREUR	United States Army, Europe

Section II

TERMS

acquisition management staff officer

An individual who provides contracting expertise to his or her organization and maintains the contracting officer's representative database.

contracting officer's representative

An individual designated and authorized in writing by the contracting officer to perform specific technical or administrative functions in order to monitor progress on a specific contract. A contracting officer's representative may be an active duty soldier, a DA civilian, or a local national employee.

requiring organization

A unit, activity, or USAREUR staff office that submits contract requirements to a United States Army Contracting Command, Europe contracting office.