



REPLY TO
ATTENTION OF:

**DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
9301 NW 33RD STREET
DORAL, FL 33172-1202**

August 11, 2017

*SC Regulation 75-3

CONTRACTING OFFICER REPRESENTATIVE

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1. References.

- a. FAR Subpart 1.6 - Career Development, Contracting Authority, and Responsibilities
- b. DFAR Subpart 1.6 - Career Development, Contracting Authority, and Responsibilities
- c. OSD Memorandum, Enterprise-wide Contractor Manpower Reporting Application, 28 Nov 2012
- d. Department of Defense Instruction 5000.72, DOD Standard for Contracting Officer's Representative (COR) Certification, 26 March 2015
- e. Department of Defense COR Handbook, 22 March 2012

2. Applicability: This policy applies to all activities under USSOUTHCOM Directorates, Sub Unified Commands, Direct Reporting Units, USANEC - SOUTHCOM, and the Security Cooperation Offices.

3. Summary. USSOUTHCOM relies on the private sector to carry out aspects of the Command's mission. Because of the critical reliance on contractor support and the large expenditures involve, contract surveillance is vital to ensure contractors are providing quality services in a timely manner.

a. The Department of Defense is committed to improve visibility and accountability of contracted services with the purpose of understanding the composition of man power workforce, including military, civilian, and contractors utilizing the enterprise-wide contractor manpower reporting application (eCMRA) at <https://cmra.army.mil>. The reporting requirement applies to all contracted services. This regulation supersedes Policy Memorandum 10-10 US Southern Command Policy Letter (Contracting Officer Representative (COR)) dated 1 March 2010.

b. Contracting Officer Representative (COR) are the first line of defense to ensure contractor personnel have the necessary access to the USSOUTHCOM network and facilities to successfully execute contract requirements by using the Trusted Associate Sponsorship System (TASM) to process CAC cards and the SOUTHCOM Enterprise Management System (SCEM) for facilities security badges. COR is an individual designated and authorized in writing by the contracting officer to perform specific technical or administrative functions of a contract and does not has the authority to change contract terms nor conditions of the contract that affect price, quality, quantity or delivery.

*Supersedes Policy Memorandum 10-10 US Southern Command Policy Letter (Contracting Officer Representative (COR)) dated 1 March 2010.

4. Policy.

a. Requiring activities shall nominate a certified CORs for each service contract under their supervision and assess their performance with regards to COR responsibilities. CORs will be afforded necessary resources (time, equipment, opportunity) to perform designated responsibilities. CORs shall be an employee, military or civilian, of the US Government.

b. COR shall comply with the acquisition regulations and polices governing the qualifications, training, designations and responsibilities in accordance to above references and contracting agency.

c. CORs shall have access to Wide Area Work Flow network/website.

d. CORs shall have access to SCEM and become Trusted Agents to control contractor access to USSOUTHCOM facilities and information systems.

e. Requiring activities and COR shall ensure that all contracted services procured to support USSOUTHCOM requirements, regardless of acquisition agency, performance work statements shall include language requiring vendors to report yearly contract execution information using the enterprise-wide contractor manpower reporting application (eCMRA). At a minimum, performance work statements shall include the following statement.

"The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for USSOUTHCOM via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>"

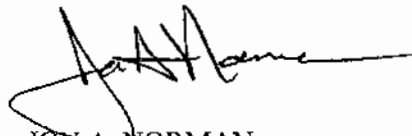
f. CORs shall ensure vendors comply with eCMRA reporting requirements and shall validate eCMRA reports to ensure accuracy of the information reported for contracted services.

5. Records Management. Records created through the implementation of this policy will be maintained in accordance with CJCSM 5760.01, Volume II, and JS & CoCom Records Schedule.

6. Point of Contact. Procurement Operations Cell, SCJ8, online at <https://intranet.hq.southcom.mil/sites/cce/Pages/Home.aspx>, or via email at southcom.miami.scj8.list.scj8-asc@mail.mil.

The proponent agency of this regulation is the US Southern Command. Send comments and suggested improvements to: HQ USSOUTHCOM ATTN: J8, 9301 NW 33rd St., Miami, FL, 33172-1202.

FOR THE COMMANDER:



JON A. NORMAN
Major General, U.S. Air Force
Chief of Staff, U.S. Southern Command

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