

Instructions for COR File Format Checklist

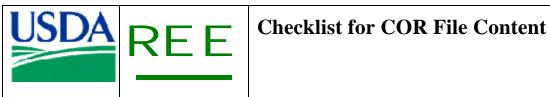


As a Contracting Officer's Representative (COR) you are required to maintain adequate records to sufficiently document the performance of your duties as COR during the life of a contract, and forward such records to the Contracting Officer at the completion of the contract. To assist you in this effort, the following File Format Checklist was developed to assist you in your record keeping. The intent of this checklist is to facilitate the processing of all COR actions, assure file requirements are not inadvertently overlooked; present a professional work format; and effectuate a more expeditious review of COR files.

The checklist may be used in folders, notebooks, or other resources that consolidate the required information. Some contracts are larger and may require additional folders. Additional folders, if required, should be numbered (i.e., 1 of 3).

At a minimum all COR files should contain a copy of the following:

- a. The COR appointment letter.
- b. Names and telephone numbers of all technical and administrative personnel points of contact.
- c. The executed contract and all modifications. If applicable, copies of any Delivery/Task Orders and all modifications.
- d. All correspondence between you, the Contractor, and the Contracting Officer.
- e. Records of COR inspections and receiving/acceptance documents.
- f. Invoices and Monthly Progress Reports.



CONTRACT NO		CONTRACTING OFFICER	CONTRACTING OFFICER	
AMOUNT		CONTRACTING OFFICER TELEPHONE NO.	CONTRACTING OFFICER TELEPHONE NO.	
CONTRACTOR		COR	COR	
CONTRACTOR CONTACT		COR TELEPHONE NO.	COR TELEPHONE NO.	
CONTACT TELEPHONE NO.		PURCHASE REQUEST INITIATOR/TELEPHONE NO		
	Place document in file. If document is required, place a	n "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.		
TAB	1 moo document in 1100 11 document is required, pince a	DOCUMENTATION	IN FILE	
1.	COR appointment letter			
2.	Points of contact			
3.	Contact			
4.	Den very rush orders and modifications			
5.	The state of the s			
6.	5			
7.	C of t inspections			
8.	recording acceptance decements			
9.	111 / 51445			
10.	Monthly Progress Reports			
11.	Any other pertinent documentation not listed above			
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			+	
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