



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SC-COS

1 March 2010

POLICY MEMORANDUM 10-10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Southern Command Policy Letter (Contracting Officer Representative (COR))

1. This policy applies to the acquisition of services exceeding \$2,500.00.
2. Understanding and complying with the acquisition regulations and policies governing the qualifications, designations and responsibilities of the COR is instrumental in our ability to perform adequate contract surveillance. COR's shall complete the following training:
 - a. COR With a Mission Focus (CLC 106 www.DAU.mil) — Annual
 - b. Ethics Training for AT&L (CLM 003 www.DAU.mil) -Annual
 - c. Wide Area Work Flow (WAWF) web-based training course at www.wawftraining.com (if required by WAWF clause in contract) –Annual
3. If the contract is executed by the 410th Contracting Support Brigade and exceeds 90 days, additional COR training is provided by the 410th CSB and is valid for 3 years.
4. Supervisors will ensure CORs are afforded adequate time and resources to perform the designated functions of the COR and raters shall address as appropriate in the performance reviews. They are encouraged to solicit input on performance of COR duties from the contracting officer.
5. Point of contact for this action is the Contracting Center of Excellence (CCE) at ombcce@us.southcom.mil or 305-437-3679.

DAVID C. GARZA
Brigadier General, U.S. Marine Corps
Chief of Staff

Encl
Deputy Undersecretary of Defense Memo

Distribution: D