



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 4200.17C  
Ser 02/029  
20 Jan 2006

### NAVSEA INSTRUCTION 4200.17C

From: Commander, Naval Sea Systems Command

Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR)

Ref: (a) DFARS Subpart 201.602-2, Responsibilities  
(b) FAR/DFARS Part 37, Service Contracting  
(c) NMCARS 5203.101-1 General

Encl: (1) COR Nomination Letter  
(2) COR Appointment Letter  
(3) Contract Administration Data  
(4) Buildings 197 and 201 Access and Visitor Control

1. Purpose. To provide updated guidance to Naval Sea Systems Command (NAVSEA) Headquarters and its field activities personnel on the use of the COR, his/her duties, responsibilities, limitations, and relationship to the Contracting Officer.

2. Cancellation. This instruction cancels and supersedes NAVSEAINST 4200.17B of 11 September 1996.

3. Background. Reference (a) allows contracting officers to designate qualified personnel as their authorized representatives to assist in the technical monitoring or administration of a contract. NAVSEA Contracting Officers should review their CORs' files as often as necessary to ensure compliance with acquisition regulations and instructions.

4. Scope. This instruction provides procedures for the official designation of a COR. The provisions of this instruction apply to all contracts in which a COR is designated by the PCO.

#### 5. Definitions

a. Contracting Officer's Representative (COR) is a technically qualified, properly trained individual nominated by the requiring activity and appointed in writing by the Procuring Contracting Officer (PCO) to serve as liaison between the Government and a contractor for the technical aspects of a specific contract or order. The COR monitors the contractor's performance, serves as the focal point for the resolution of technical issues, and provides technical and administrative support to the Contracting Officer.

JAN 20 2006

b. Technical Instructions (TIs) are written guidance or specific task directions to the contractor within the scope of the contract statement of work. As used in this instruction, they include earlier terminology references such as Task Assignments (TAs), Task Assignment Records (TARs), or Task Directives/Technical Directions.

c. Field Procurement Office (FPO) is a field purchasing office that awards or executes a contract for supplies or services and/or performs postaward functions not assigned to a Contract Administration Office.

d. Service Contract is a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a non-personal or personal contract. It can also cover services performed by either professional or nonprofessional personnel, whether on an individual or organizational basis. Reference (b) provides policy and procedures that are specific to the acquisition and management of services and lists some of the areas in which service contracts are found.

## 6. Action

### a. Requiring Activity:

(1) Officials who approve Procurement Requests (PRs) or requirements are responsible for nominating a qualified individual to serve as COR for the resulting contract. A COR Nomination Letter, enclosure (1), shall be submitted to the cognizant PCO as part of the PR package. In some cases where a multi-task contract is required to provide support for several technical codes, the COR may use technical personnel to assist with the administrative functions associated with each of the various efforts involved.

(2) The cognizant requiring activity will be responsible for monitoring the COR and providing technical guidelines within which the COR is to operate. When the COR function is centralized in support of numerous requiring activities or organizational elements, the COR shall report to, and receive technical guidelines from, a senior manager in the parent organization.

(3) A COR's performance must be considered when rating an individual assigned COR responsibilities during their annual performance appraisal. This rating should include input from the PCO to the COR's supervisor. Performance appraisals shall include a separate critical performance element for evaluation of COR duties if COR functions constitute a substantial portion of the employee's total duties.

(4) The PCO must be advised in writing prior to a COR assignment change. Recommendation for a new COR will be made by the requiring activity in the same manner as prescribed in paragraph 6.a.(1) above. A contract modification and COR appointment letter will be issued to reflect the change.

b. PCO:

(1) To ensure adequate surveillance of contractor performance under service contracts or hardware contracts containing engineering or technical services, the PCO may designate a COR, in writing. If a COR is not designated or available, the PCO shall assume COR responsibilities on an interim basis until an available, qualified COR can be appointed.

(2) The PCO shall verify the training and experience status of the nominated COR through reference to the database maintained by SEA 021 (see paragraph 8 below). If the PCO disagrees with the nomination, the PCO will resolve these differences with the nominating official. If a COR is required for the contract, but has not been nominated prior to contract award, at the discretion of the PCO, award may be delayed at the discretion of the PCO or the PCO may assume COR responsibilities on an interim basis in accordance with paragraph (1) above.

(3) The PCO will forward to the COR the COR Appointment Letter, enclosure (2), which specifies the COR's duties. The COR shall acknowledge this appointment by signing the letter and returning it to the PCO for signature and inclusion in the contract file.

(4) The PCO will forward a copy of the signed COR Appointment Letter to the cognizant Administrative Contracting Officer (ACO), the Contractor, and SEA 021 (if at NAVSEA Headquarters) or the cognizant FPO (if at a field activity).

(5) Only the PCO may redelegate or alter COR assignments, and then only in writing to individuals with the required training and qualifications.

JAN 20 2006

(6) The PCO will notify SEA 021 when an assigned COR is no longer performing COR duties due to expired certification, reassignment, new employment, or retirement.

(7) The PCO will review the files and performance of active CORs as often as necessary to ensure compliance with delegated authority and provide the results to COR supervisors and program management offices for action with a copy to SEA 021.

c. COR:

(1) The primary duties of the COR include:

(a) monitoring the contractor's technical compliance and progress and identifying promptly to the PCO all observed substantive deficiencies not in compliance with contract/delivery order terms and conditions;

(b) ensuring that all Technical Instructions (TIs) issued to the contractor do not individually or collectively constitute an action or actions more properly subject to the "Changes" clause of the contract, are otherwise within the scope of the contract statement of work and available funds, and are in writing;

(c) acting as coordinator, maintaining records of and ensuring the acceptability of all specified contract deliverables;

(d) maintaining records of and reviewing invoices to ensure the general appropriateness of types and quantities of labor and material to the task being performed;

(e) monitoring financial status and period of performance of the contract and ensuring procurement requests are submitted in adequate time to avoid lapses in contractual coverage. It is incumbent upon each COR to inform the PCO if administrative and/or financial conditions exist that may result in a lapse in essential coverage;

(f) maintaining running tallies of expended man-hours and dollars compared to awards for each TI along with cumulative tallies for each contract for which the COR is assigned COR responsibilities;

JAN 20 2006

(g) within 60 working days of contract completion preparing a performance report and forwarding it to the PCO.

(2) Reference (c) states that DoN contracting activities, purchasing offices and contract administration offices (CAO)s are responsible for ensuring that a single individual performs only one of the following functions: (a) initiation of the requirement; (b) award of contract or placement of orders; or (c) receipt, inspection, and acceptance of supplies or services. Only PCOs and Administrative Contracting Officers (ACOs) with delegated authority from the PCO may place orders. The COR is often the project engineer assigned to a particular program. The project engineer's signature on a PR initiates a requirement. Therefore, project engineers appointed to the position of COR are precluded from receiving, inspecting, or accepting supplies or services unless circumstances absolutely dictate that another individual cannot reasonably be made available to perform these functions. Such circumstances shall be documented and previously approved by both the PM and the PCO.

(3) COR approval is required for NAVSEA access badges issued to contractor personnel who are assigned workspace at NAVSEA or who are not assigned workspace but require recurring access to NAVSEA spaces. CORs are responsible for informing contractors of NAVSEA access and visitor control requirements as set forth in enclosure (4).

(4) CORs must obtain refresher training every three years and must provide proof of training (e.g., attendance rosters or certificate of course completion) to SEA 021.

(5) CORs will notify the PCO and SEA 021 when no longer performing COR duties due to expired certification, reassignment, new employment, or retirement.

d. SEA 021:

(1) SEA 021 shall maintain the NAVSEA Headquarters database for currently qualified CORs assigned to N00024 contracts and will notify CORs who are in need of refresher training and provide their names to the PCOs, as appropriate.

(2) Using attendance rosters or course completion certificates, SEA 021 will update the list of CORs after each COR basic or refresher training.

**JAN 20 2006**

(3) SEA 021 and the FPOs will coordinate their reviews of COR performance in accordance with the COR checklist, which is enclosure (1) to enclosure (2) of this instruction. The FPOs shall provide to SEA 021 the results of their reviews.

## 7. Procedures

a. The COR's name, code, and telephone number shall be included in the contract under Section G, "Contract Administration Data." Also in Section G, a statement must be included to require that copies of all progress payment request vouchers or invoices be forwarded to the COR (see enclosure (3)).

b. In the case of multiple CORs, the contract and appointment letter will identify the individual Contract Line Item Numbers (CLINS) or Sub Line Item Numbers (SLINS) for which the respective CORs are responsible. Only those CORs specified in Section G are authorized to issue TIs.

c. TIs may not be used to: (1) assign work not covered by the scope of the contract; (2) direct a change as defined in the clause entitled "Changes" or similar clause; (3) increase or decrease the estimated contract cost, the fixed or award fee, the fixed price, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions, or specifications of the contract. Copies of TIs must be retained by the program office's assigned project engineer for record purposes, subject to the retention requirements for the contract (see FAR Subpart 4.805), and physically provided to the contractor in written or electronic form. If transmitted electronically, sufficient safeguards shall exist to prevent release of any business sensitive or contractor proprietary information as well as unauthorized issuance of tasks by individuals other than the COR.

d. In an urgent situation, the contractor may be given oral direction, but any oral direction must be formalized in writing within 5 working days.

## 8. COR Training

### a. Headquarters:

(1) Prior to appointment as a COR, the proposed appointee shall successfully complete the NAVSEA basic COR course. This course provides the appointee an understanding of

JAN 20 2006


his or her duties, responsibilities and limitations in providing technical assistance in the administration of the contract to which appointed. Some areas of training are: the Anti-Deficiency Act, constructive changes, personal versus nonpersonal services, unauthorized commitments, and contract types.

(2) CORs are required to take a COR refresher course at least once every three years following the date of their initial COR training. Failure to complete the required training may result in PCO termination of COR appointment or restriction of COR duties.

(3) COR training is provided continuously and should be scheduled at Register-Now! for Continuous Learning, <https://www.atrrs.army.mil/channels/clm/>, the Department of the Navy's website for acquisition training applications.

b. FPOs: Field activities may establish and conduct their own COR training programs. The chiefs of the contracting offices (CCOs) at these activities shall be responsible for ensuring that local training conforms in length, content, and frequency to the standards cited in paragraph (a) above. CCOs also shall be responsible for ensuring that local COR training instructors are qualified and that appropriate training records are maintained.

9. COR Database. The NAVSEA Contracts Directorate (SEA 021 for Headquarters), and each FPO will maintain a database list of all active CORs. The COR database shall contain, as a minimum, the following information: (1) COR's name: last, first, middle initial; (2) COR's e-mail address; (3) COR Number; (4) COR Organizational Code; (5) telephone number; (6) 3-day basic training date; (7) latest 1-day refresher training date; (8) contract numbers and (9) last COR Review Year.



R. F. Sweeney  
CAPT, SC, U.S. Navy  
Deputy Commander for Contracts

NAVSEAINST 4200.17C

**JAN 20 2006**

Distribution:

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JAN 20 2006

From:  
To: Contracting Officer  
Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR)  
NOMINATION LETTER

**PART I - NOMINEE DATA**

NAME: LAST FIRST MI.

ACTIVITY/ORGANIZATION TITLE

ORGANIZATION CODE PHONE NUMBER

**PART II - QUALIFICATION/EXPERIENCE AS COR**

A. Brief description of technical duties to be performed as COR for proposed contract:

B. Brief description of present/past duties as COR. Include, where available, contract number, PCOs, quantity, complexity, dollar amount of task orders/work assignments:

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NAVSEAINST 4200.17C

**JAN 20 2006**

C. Number of years of experience as technical representative or as COR:

<u>DATE</u>	<u>POSITION</u>	<u>DUTIES</u>
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D. Number of years or other directly pertinent experience:

<u>DATE</u>	<u>POSITION</u>	<u>DUTIES</u>
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**PART III - TRAINING**

A. LIST ANY CONTRACTING/COR RELATED COURSES:

<u>SCHOOL/COURSE TITLE</u>	<u>HOURS</u>	<u>DATE COMPLETED</u>
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B. Successful Completion of COR Basic Training: YES \_\_\_ NO

If Yes (attach copy of certificate):

Date of Course    Place

C. Completion of COR Refresher Training: YES \_\_\_ NO

If Yes (attach copy of certificate):

If Yes: Date of Course    Place

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Type/Print Name of Nominee	Signature	Code	Date
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Type/Print Name of Recommending Official	Signature	Code	Date
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(Must be PR or requirements approving official.)

JAN 20 2006

From: Contracting Officer  
To:

Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) APPOINTMENT LETTER

Ref: (a) NAVSEAINST 4200.17C Contracting Officer's Representative  
(b) FAR/DFARS Part 37, Service Contracting  
(c) FAR Subpart 7.5, Inherently Governmental Functions

Encl: (1) COR Checklist

1. You are herewith appointed as the Contracting Officer's Representative (COR) under the following contract(s):

<u>Contract Number</u>	<u>Contractor</u>
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2. In accordance with reference (a), specific duties, which you are expected to perform include:

a. Review and, upon concurrence, sign all Technical Instructions (TIs) to the contractor to assure all tasks performed are within the scope of the contract, and ensure that copies are forwarded to the Administrative Contracting Officer (ACO). The "scope of the contract" is defined as the description, specifications, and work statement contained in Section C of the contract for the particular Contract Line Item Number (CLIN) under which a TI is issued. You are **NOT** authorized to issue any TI or other direction to the contractor, which would alter the scope of the contract, the price, the delivery schedule, or any other terms and conditions of the contract. Review the contract requirements entitled "TECHNICAL INSTRUCTIONS" (NAVSEA 5252.242-9115) AND "CONTRACTING OFFICER'S REPRESENTATIVE" (DFARS 252.201-7000).

b. Prior to issuance of any TI, including oral direction, ensure that adequate funding has been obligated to the contract to cover the estimated amount of each TI. When TIs are issued electronically, ensure sufficient safeguards exist to prevent release of any business sensitive or contractor proprietary information as well as unauthorized issuance of tasks by individuals other than the COR.

Enclosure (2)

JAN 20 2006

c. Receive and review copies of all correspondence with the contractor concerning TIs to assure that the scope of the work is not altered.

d. When a situation warrants the use of TIs, ensure that all such TIs or understandings reached with regard to the specifications or statement of work (SOW) are defined in writing. When the TI effort requires interpretation as to a possible contract change, increase in contract scope, question regarding exact language required for conversion of a level-of-effort (LOE) task to completion type task, or tasking for a specific color of money, CORs should always obtain the concurrence of the Procuring Contracting Officer (PCO) prior to the contractor's commencing work on the task. SEA 01P shall be contacted as necessary on color of money/financial issues. In urgent situations, the contractor may be given oral technical instructions; however, these oral instructions shall be followed up in writing within 5 working days.

e. Ensure that technical direction given the contractor does not entail personal services or explicitly or implicitly require actions that change price, quantity, delivery schedule or other contract terms and conditions. Personal service occurs when contractor personnel are used as though they were government employees or were interchangeable with government employees. Reference (b) provides detailed guidance on the proper use of contractor personnel. Reference (c) lists basic Government management functions, which contractors may **not** perform.

f. Avoid any action, either direct or implied, that could result in a change in the pricing, quantity, delivery schedule, or any other terms or conditions of the contract, or any action that dictates a level of performance to continue beyond the delivery date or period of performance listed in the contract.

g. Bring to the PCO's attention, via the Program Manager or the NAVSEA functional code for which the work is being performed, any inefficient or wasteful methods being used by the contractor. Make recommendations for corrective or preventive measures as appropriate.

h. Be aware that the contract(s) will require copies of all invoices to be submitted to the COR, by code and name; however, your approval is not required for payment. Invoices should be

JAN 20 2006

reviewed for cost reasonableness and to ensure that they are submitted in accordance with contract requirements and that the Progress Reports accurately reflect that work specified in the contract has actually been performed. Discrepancies should be submitted in writing to the PCO and ACO.

i. If you will be issuing TIs under a cost reimbursement level of effort contract, make yourself aware of the contract requirement entitled "LEVEL OF EFFORT" (NAVSEA 5252.216-9122) and monitor contractor performance to include the submission of the required "end of performance" report.

j. Maintain a file for each contract, in written or electronic form, which shall include: a copy of the contract and modifications, a copy of the signed COR Appointment Letter, all TIs issued, a cumulative tally of expended labor-hours and dollars for each TI issued, a copy of all invoices received, and a record of all deliverables and/or contractor progress reports received which cites their disposition.

k. Support the program manager in collecting contractor past performance information for inclusion in the Contractor performance Assessment Reporting system (CPARS); guidance may be found at <http://cpars.navy.mil> and NAVSEAINST 4355.8, subj: Naval Sea Systems Command Contractor Performance Assessment Reporting System (CPARS). Support the program manager in retrieving contractor past performance information for source selections via the Past performance Information Retrieval systems (PPIRS); guidance may be found at <http://www.ppirs.gov>.

l. Provide prompt written notification to the PCO with a copy to SEA 021 if, for any reason, your tenure as COR is recommended for termination or terminated.

m. Enclosure (1) is forwarded to assist you in managing your COR duties and responsibilities.

3. The duties and responsibilities set forth herein are not intended to be all-inclusive. Specific individual situations that: (a) have not been covered, (b) have created a question, or (c) are considered to be beyond your scope as COR should be brought to the attention of the PCO in order to obtain advice on proceeding in the best interest of the Government.

NAVSEAINST 4200.17C

**JAN 20 2006**

4. A signed copy of this letter must be returned to the PCO to signify acceptance to this appointment (PCO will forward a copy to SEA 021). In addition, you must comply with references (a) through (c).

5. Unless sooner terminated, this appointment is effective as long as the contract(s) listed in paragraph 1. above remains a primary responsibility and duty of the appointee. The COR may **NOT** delegate these duties to another individual and may be personally held liable for unauthorized acts. In the absence of the COR(s) identified in the contract, TIs may only be signed by the PCO.

Acceptance:

Contracting Officer's  
Representative

Contracting Officer

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Copy to:

SEA 021  
Cognizant Contractor  
Cognizant ACO

## COR APPOINTMENT &amp; FOLLOW-UP CHECKLIST

JAN 20 2006

1. TRAINING:

- a. Have you completed COR basic training?
- b. Have you had COR refresher training if you completed COR basic training more than 3 years ago?

2. SEPARATION OF FUNCTIONS:

- a. Did you initiate the requirement?
- b. If you initiated the requirement, did you perform the receipt, inspection and acceptance function without obtaining prior written authorization by the PM and PCO?

3. CONTRACT FILE:

- a. Have you established a COR File?
- b. Do you have your COR Nomination Letter in your COR file?
- c. Do you have your COR Appointment Letter in your COR file?
- d. Do you have immediate access to the contract(s) and modification(s) for which you are assigned COR responsibilities?
- e. Do you have copies of all the executed TIs retained in your COR file?
- f. Do you have running tallies of expended man-hours and dollars compared to awards for each TI along with cumulative tallies for each contract for which you are assigned COR responsibilities?
- g. Do you have a record of all deliverables and/or contractor progress reports received which cite their disposition?
- h. Do you have a copy of and/or record of all communication between you and the contractor, e.g., formal correspondence, memos to file on telephone conversations, etc. in your COR file?

4. TYPE OF CONTRACT AND FUNDING:

- a. Is this a consulting service type contract? If so, do you have the proper funding documentation?

Enclosure (1) to Encl (2)

JAN 20 2000

5. TECHNICAL INSTRUCTIONS (TIs):

a. Have oral instructions (oral TIs) been issued only for urgent work?

b. If oral TIs were issued, were they followed up with written TIs within 5 working days?

c. Could any technical directions given to the contractor be interpreted to include personal services?

d. Are all issued TIs considered to be within the scope of the contract's SOW? Could any of the issued TIs potentially change the price, quantity, delivery schedule, or any other terms or conditions of the contract?

6. INVOICES:

a. Did the contractor provide the COR with copies of all invoices?

b. Were the invoices reviewed by the COR for cost reasonableness?

c. Do the invoices reflect accurately work which has been specified in the contract and verification that work has been satisfactorily completed?

d. Have you reviewed the invoices to ensure the general appropriateness of types and quantities of labor and material?

7. REPORTS:

a. After completion of contract, have you prepared a performance report and forwarded it to the PCO within 60 working days?

b. For a multi-year contract, have you submitted annual report?

DEFINITIONS

1. Contracting Officer Representative (COR) is a technically qualified, properly trained individual nominated by the requiring activity and appointed in writing by the PCO to serve as liaison between the Government and a contractor for the technical aspects of a specific contract or order. The COR monitors the



JAN 20 2006

contractor's performance, serves as the focal point for the resolution of technical issues, and provides technical and administrative support to the contracting officer.

2. Technical Instructions (TIs) are written guidance or specific task directions to the contractor within the scope of the contract statement of work. As used in this instruction, they include earlier terminology references such as Task Assignments (TAs), Task Assignment Records (TARs), or Task Directives/Technical Directions.

3. Service Contract is a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task, rather than to furnish an end item of supply. A service contract may be either a personal or non-personal contract. It can also cover services performed by either professional or nonprofessional personnel, whether on an individual or organizational basis.

NAVSEAINST 4200.17C

JAN 20 1998

SECTION G - CONTRACT ADMINISTRATION DATA

Contracting Office's Representative:

COMMANDER or PEO or DRPM

ATTN:

NAVAL SEA SYSTEMS COMMAND

1333 Isaac Hull Avenue SE

Washington Navy Yard, DC 20376

TELEPHONE NO. (202)781-\_\_\_\_\_

Email Address: \_\_\_\_\_@navy.mil

Or

As specified for a FPO appointed COR.

The Contractor shall forward a copy of all progress payment request vouchers or invoices to the Contracting Officer's Representative.

Enclosure (3)

JAN 20 2006

Access to our NAVSEA/PEO Headquarters facilities is a privilege authorized by the Commander, Naval Sea Systems Command. NAVSEA issues badges to facilitate access to NAVSEA spaces.

Contractor personnel are issued on-site NAVSEA badges when they are assigned workspace at NAVSEA. For those not assigned to NAVSEA, who require recurring access to NAVSEA spaces, NAVSEA will issue a badge to enable their access. These access badges require approval from the Contracting Officer's Representative (COR) and/or Sponsor. NAVSEA also provides access badges to government personnel (such as sponsors; secretariat people, field activity people) once NAVSEA/PEO sponsors have approved such access.

The Security Office has not set a specific number of times an individual needs to access the NAVSEA spaces in order to maintain their badge. NAVSEA's automated access control system is reviewed from time to time. If it is noted that an individual is not using their badge, the sponsor will be notified. If the sponsor requests that the individual keep the badge, the Security Office will honor that request. Our Office of Security and Law Enforcement may refuse to renew any badge where the sponsor fails to adequately justify the need, or the supporting documentation is lacking. Contractors are noted for coming to the NAVSEA spaces just to swipe their badge to prevent its loss. This action is not necessary - access to NAVSEA HQ is predicated on sponsorship and not frequency of visits. Please correct this costly misconception in your organizations and support contractors.

The Security Office strives to facilitate access to NAVSEA spaces while at the same time maintaining adequate security. The following forms of identification will be recognized for unescorted access to NAVSEA buildings 197 and 201. Access requirements to Bldg 104 and 176 remain unchanged.

- NAVSEA issued government employee/on-site contractor badge (24 hrs/7 day a week). This is how it works today - no changes.
- Other NAVSEA contractor issued badges (business hours only). This is how it works today - no changes.
- NAVSEA government employee field activity badges (business hours only). This is how it works today - no changes.
- DoD White Government Badges (business hours only) - This is how it works today - no changes.

Enclosure (4)

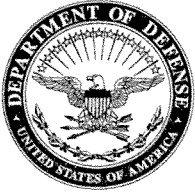
NAVSEAINST 4200.17C

**JAN 20 2006**

- CAC ID Card for active duty Flag Officers in uniform (business hours only) - This is how it works today - no changes.
- Government WNY West Yard personnel may enter building 197 using their command ID cards to use the cafeteria/ATM, during cafeteria hours of operation. This is how it works today - no changes.

This approach helps to ensure that the visitors with proper credentials are afforded easier access to NAVSEA. Make sure visitors return these access badges when they leave for the day. Please note however, that NAVSEA sponsors are responsible for ensuring that individuals given access to classified or sensitive unclassified information have the appropriate need-to-know and clearance. Possession of a badge that permits access to NAVSEA HQ does NOT affirm need-to-know or clearance.

Questions should be directed to Russ Tomaselli's attention of in the NAVSEA HQ Physical Security Division (SEA 10).



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

Ser 02/031  
20 JAN 2006

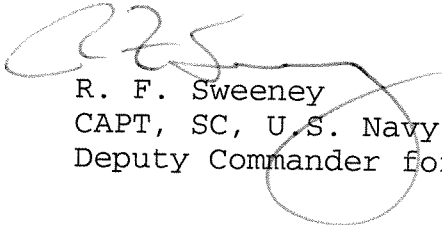
From: Commander, Naval Sea Systems Command (SEA 02)

Subj: SYNOPSIS OF CHANGES TO NAVSEA INSTRUCTION 4200.17C -  
CONTRACTING OFFICER'S REPRESENTATIVE (COR)

1. The purpose of this memorandum is to highlight the major changes incorporated into NAVSEAINST 4200.17C. The most significant revisions include:

- formalizing the process by which the PCO provides results of COR compliance reviews to supervisory and/or program office leadership
- delineating COR responsibility for tracking expended dollars and hours under technical instructions
- providing guidance on separation of responsibilities of ordering supplies or services from receiving, inspecting or accepting services
- providing guidance for access badge issuance and control
- collecting past performance data for inclusion in Contractor Past Performance Assessment Reporting System.

2. There are numerous other changes to the subject instruction, but these are the most significant. Questions should be directed to Mr. Mick Dodd at 202-781-2848.

  
R. F. Sweeney  
CAPT, SC, U.S. Navy  
Deputy Commander for Contracts

Distribution:

NAVSEA SPECIAL LIST Y1  
NAVSEA SPECIAL LIST Y2  
NAVSEA SPECIAL LIST Y3  
SNDL FKP COMNAVSEASYS COM SHORE ACTIVITIES (less FKP6B & FKP24)  
NAVSURFWARCENDIV CRANE (Code 116P)  
NAVSURFWARCENDIV Indian Head (Code 114P, Code 114C)  
NAVSURFWARCENDIV Carderock (Code 3321)  
NAVSURFWARCENDIV Dahlgren (Code SD05, Code SP)  
NAVSURFWARCENDIV Port Hueneme (Code 5F20)  
NAVUNDSEAWARCENDIV Newport (Code 593)  
NAVUNDSEAWARCENDIV Keyport (Code 182)  
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