



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 4280.1A
N5
23 Jan 2013

CNIC INSTRUCTION 4280.1A

From: Commander, Navy Installations Command

Subj: CONTRACTS ACQUISITION AND MANAGEMENT OFFICE PROCESS

Ref: (a) SECDEF Memo 10852-08, Monitoring Service Contractor Performance, 22 Aug 2008
(b) NAVSUPINST 4205.3C, Contracting Officer's Representative (COR)
(c) DFAR Clause 252.201-7000 Contracting Officer's Representative
(d) FAR Subpart 7.1 and 7.5 Acquisition Plans and Inherently Governmental Functions
(e) DASN(ACQ) w/DON(RDA) memo, Management and Oversight Process for the Acquisition of Services (Revised) (MOPAS 2), 1 Dec 2006
(f) CNICINST 4240.1A, Contracting Officer's Representative and Contract Oversight
(g) DoD Financial Management Regulations Volume 5 Disbursing Policy
(h) CNICINST 7043.1, Procurement Policy for CNIC Nonappropriated Fund Activities
(i) OPNAVINST 3440.17, Navy Installation Emergency Management Program
(j) CNICINST 2000.4, Enterprise Governance for Information Technology
(k) CNIC Manual for Information Technology Procurement Request (ITPR) Process Review
(l) CNICINST 4280.2, Contracts Subject Matter Expert and Technical Proposal Evaluator Training Standards
(m) ASN RD&A memo, Reducing Reliance on Bridge Contracts, 1 Oct 2012
(n) SECNAV M-5210.1, Records Management Manual

Encl: (1) Required Contract Advisory Board (CAB) Actions
(2) Required Contracts Acquisition Management Office (CAMO) Actions
(3) Required N-Code/Special Assistant Director Actions
(4) Required N-Code/Special Assistant Approver Actions
(5) Required N-Code/Special Assistant Contracting Officer Representative (COR) and Alternate COR

(ACOR) Actions

- (6) Required N-Code/Special Assistant Requestor Actions
- (7) Required Financial Management Directorate (N8) Actions

1. Purpose. To establish Commander, Navy Installations Command (CNIC) enterprise Contracts Acquisition and Management Office (CAMO) process, roles and responsibilities.

2. Background. The CAMO process provides oversight and coordination, across the CNIC enterprise, of contract acquisition management strategies to include review of all direct contract actions to identify opportunities for strategic sourcing and other efficiencies.

3. Cancellation. CNIC Instruction 4280.1 dated 6 May 2009.

4. Policy

a. Navy Shore Leaders at all echelons need to know what, why, and how all of their materials and services are being procured. They need to know that each of their contract actions is being executed properly and that Contracting Officer Representatives (CORs) and Contract Subject Matter Experts (KSMEs) are exercising proper oversight and are held accountable.

b. This instruction applies to CNIC Headquarters (HQ), Regions, and Installations.

c. As set forth in references (a) through (m), this instruction shall apply to all requests for contracted services. This includes any action which is funded by a Military Inter/Intra-departmental Purchase Request (MIPR), Request for Contractual Procurement (RCP), or Project Order (PO), and will inevitably result in a contract action. Enclosures (1) through (7) shall be utilized in executing and managing these services.

5. Responsibilities

a. CAMO is responsible for:

(1) Processing all CAMO packages received from N-Codes and Special Assistants (SA).

(2) Maintaining overall accountability for the enforcement of the CAMO process, as delineated in reference (h).

(3) Reviewing and approving all CNIC contracting action requests for which Contract Advisory Board (CAB) approval authority has been delegated from the CAB.

(4) Identifying training resources and providing oversight for the N-Code/SA representatives' performance and execution of their CAMO duties; reporting any discrepancies or recommended actions to the cognizant N-Code/SA Director.

(5) Serving as Subject Matter Expert (SME) on the CAMO process.

(6) Determining N-Code/SA Approver and Lead COR oversight responsibilities on contracts that span multiple N-Codes/SAs.

(7) Maintaining overall responsibility for the operation and maintenance of the CAMO database and providing reports, as needed, to the CAB Chair.

(8) Managing the cadre of CORs/Assistant CORs (ACOR) within CNIC and ensuring that COR/ACOR responsibilities are prescribed in the individual's performance standards.

b. Contract Advisory Board (CAB) is responsible for:

(1) Approving all CNIC contracting action requests. These requests include option years on base contracts, as well as any action which is funded by a MIPR, RCP, or PO, and will inevitably result in a contract or contracted services to ensure compliance with references (a) through (m), and establish policy and best business practices. In particular, the following applies:

(a) All contracting actions greater than \$500,000 in cumulative value or sole source shall be approved by the HQ Deputy Commander (DCOM) or Regional Commander (REGCOM).

(b) All contracting actions less than the following specified amounts shall be approved by the CAB:

1. CNIC HQ \$500,000
2. Region \$250,000
3. Installation \$100,000

(c) All requests of any value outside of an approved CNIC strategic sourcing contract shall require CAB approval.

(d) Increases to previously approved CAMO packages require re-approval by the CAB if the cumulative change in value either:

1. Meets or exceeds the existing CAMO approval thresholds noted in para 5b(1)(b) (e.g. if a HQ \$440,000 package added \$60,000 and is now more than \$500,000) or

2. Meets or exceeds 20 percent of the initial CAB-approved value (e.g. if a \$100,000 package added \$20,000 - or- \$15,000 and later \$5,000).

(2) Reviewing and approving all contracting actions that have been "flagged" by the CAB, to include:

(a) Requests to pursue a sole source action entered into with the incumbent contractor in order to maintain support when competitive procurement cannot be processed in time to meet the required award date (also known as a "bridge").

(b) Requests involving a "Best Value source selection" where the cost/price dollar premium is greater than 10 percent over the lowest acceptable offeror's Total Evaluated Cost/Price.

(c) Requests involving Other Direct Costs (ODCs) that are, prior to award, estimated greater than 10 percent of the total labor value or exceed \$1 million (whichever is lower) for any given contract year.

c. N-Code/SA Directors are responsible for:

(1) Ensuring that locally-executed, CNIC-related, Operation & Maintenance, Navy/Navy Reserve (OMN/OMNR) dollars associated with any contract action are effectively expended.

(2) Ensuring that contract requests are in accordance with Program Objective Memorandum (POM) requirements validation, and funding processes.

(3) Ensuring that all requirements that will inevitably result in contracted materials or services must be requested and approved via CNIC's CAMO process in a formally submitted CAMO package.

(4) Ensuring that approval from the CAB is obtained for the following types of requests, with the exception of those CAMO packages pertaining to Encroachment (real estate purchases of lands adjacent to, or in close proximity with military installations) and Special Interest Code (SIC) Collateral Equipment (FQ), or unless otherwise exempted by the CAB Chair:

(a) Any procurement request that falls within the scope of any approved CNIC strategic-sourcing vehicle, for which the N-Code/SA is proposing use of a different contract vehicle. If a requirement does not fall within one of the approved CNIC strategic sourcing vehicles as partnered with CNIC Head Contracting Authorities (HCAs), then, and only then, should Full & Open Competition (or sole/limited source, if appropriate) be considered.

(b) New contract requests that utilize a vendor, procurement source, or procurement type that conflict with current policy or past practice.

(c) Any procurement requests for contracts, Task Orders (TO), or Delivery Orders (DO) exceeding a cumulative value of \$500,000.

(d) Any sole or limited source procurement request.

(e) Any action which is funded by a MIPR, RCP, or PO, and will inevitably result in a contract or contracted services.

(5) Ensuring that required documents are submitted for all packages requiring CAB approval.

(6) Ensuring that all requirements exceeding one year in duration ("enduring"), unless otherwise approved by the CAB, have a formal and comprehensive exit-strategy, approved by the Office of General Counsel (OGC), and provided in the associated CAMO package, unless otherwise waived by the CAB.

(7) Ensuring that all CAMO packages, at a minimum, are submitted to CAMO no later than the published NAVSUP acquisition Procurement Administrative Lead Time (PALT), plus 30 days for CAMO processing, in advance of the expiration of the Contract, Task Order (TO), or Delivery Order (DO) Period of Performance (PoP) or intended date to receive materials or commence services. These dates are in addition to Information Technology Procurement Request (ITPR) and other applicable vetting process times.

(8) Ensuring that N-Code/SA Approver and COR responsibilities are adequately documented in an individual's performance objectives.

(9) Ensuring that all N-Code/SA Approvers adhere to all CAMO requests, guidance, and directives.

(10) Ensuring that a COR and ACOR are designated within the N-code/SA for each applicable N-code/SA contract/TO/DO in accordance with reference (f).

(11) Ensuring that no N-Code/SA role involved in the CAMO process is occupied by contractor (KTR) personnel. Note: The CAMO process involves "inherently governmental" duties as defined in reference (e) and therefore, none of its roles can be filled with contracted personnel.

(12) Ensuring that any procurement request that falls within the scope of an approved CNIC strategic-sourcing vehicle, for which the N-Code/SA is proposing use of a different contract vehicle, has an Executive Summary (EXSUM) justifying why such a request is being made and is included in the CAMO package.

(13) Ensuring that all required ancillary documents which require signatures are vetted and signed (or concurrence obtained) prior to final submission of the CAMO package to the Contracting Agency. These documents include, but are not limited to, Justification and Approval (J&A), Management and Oversight Process for the Acquisition of Services (MOPAS), Determination and Finding (D&F), and Interagency Agreement (IA) for non-DoD Contracting Agencies.

(14) Ensuring that MOPASs (all of which require DCOM or REGCOM signature) are approved by the Office of General Counsel (OGC) and submitted for Executive approval via the Navy Taskers System. CAMO packages shall not proceed within the CAMO process past CAMO approval until the associated MOPAS has been approved.

(15) Ensuring that all sole source actions (which are exceptions to the "Competition in Contracting Act") have a written J&A included in the CAMO package.

(16) Ensuring that all non-competitive "bridge" contracts contain proper support documentation per reference (m).

(a) J&As for all bridge contracting actions, regardless of value, will be flagged for CAB/DCOM/REGCOM review, and will include the N-Code/SA Director's signature under "Requirements Cognizance" in addition to the HQ Program Director's signature as "Technical Cognizance."

(b) Bridge J&As will include a schedule for award of follow-on competition within the section in the J&A addressing "Actions to Remove Barriers to Competition."

(c) Bridge J&As shall be approved by the Office of General Counsel (OGC) prior to submission to CAB/DCOM/REGCOM.

(d) Bridge contract requests must include a "Request for Authorization to Award a Bridge Contract."

(17) Ensuring that requests involving a "Best Value source selection" where the cost/price dollar premium is greater than 10 percent over the lowest acceptable offeror's Total Evaluated Cost/Price, are justified to, and approved by, the CAB. In Best Value competition, the Government may be willing to pay a cost/price premium in order to obtain a higher rated level of support; however, the premium still must represent a good business decision for the Government. Best Value is a function of technical quality and cost trade-offs among competing proposals. As technical proposals approach equality, cost becomes a more significant factor. Payment of this premium is permissible, but only after written justification to, and approval by, the CAB.

(18) Ensuring that requests involving "Other Direct Costs (ODCs)" that are, prior to award, estimated greater than 10 percent of the total labor value or exceed \$1 million (whichever is lower) for any given contract year are justified and approved by the CAB. The N-Code/SA Director shall document the rationale for the ODC requirements and provide the rationale to the CAMO. If KSME requests that ODCs be increased more than 10 percent of original ODC total (cumulative per contract or task order), then the rationale shall be documented in a Memorandum signed by the N-Code/SA Director, and provided to CAB/DCOM/REGCOM (via CAMO) for review and approval.

(19) Ensuring that each KSME and Technical Proposal Evaluator (TPE) completes all required training requirements in accordance with reference (1).

(20) Ensuring that:

(a) Each CAMO package includes a Statement of Work (SOW), Independent Government Estimate (IGE), an Encumbrance Document, and as applicable, a Quad-chart, EXSUM, exit-strategy, and other documents as applicable to the acquisition type.

(b) All data elements in the CAMO database are complete and up-to-date.

(c) All award documentation in the CAMO database is updated (including upload of a soft-copy of actual contract) within five (5) work-days after contract/contract modification/delivery order award.

(d) New/revised CAMO packages are submitted in the following instances:

1. Changes to the intended scope of the SOW.
2. Increases to the estimated amount prior to initiating contract action.
3. Negotiated amount exceeds the previously approved CAMO package amount.

d. N-Code/SA Requestor shall act as approval authority on behalf of their N-Code/SA Director for all of their specific N-Code/SA contract requirements forwarded to the CAB.

e. Fleet & Family Readiness Directorate (N9) is responsible for the definitization, letting, and tracking of all Non-Appropriated Fund (NAF) contract actions in accordance with reference (i).

6. Action

a. The CAB shall:

(1) Maintain as membership on the CAB, the following permanent members:

- (a) CNIC DCOM/REGCOM - Chair
Note: may be delegated to the Deputy DPP,
Region Executive Director or Chief of Staff
- (b) Director, Strategy and Future Shore Integrated Requirements (CNIC N5)

(c) CNIC CAMO

(d) Comptroller (CNIC N8) - Advisory

(e) CNIC OGC - Advisory

(2) Take for action all functional items listed in enclosure (1).

b. CAMO shall take for action all functional items listed in enclosure (2).

c. N-Code/SA Directors shall take for action all functional items listed in enclosure (3).

d. N9 will follow enclosure (2), paragraphs (7) and (8), when establishing the contracting vehicles to be utilized in NAF procurements.

e. N-Code/SA Approver shall take for action all functional items listed in enclosure (4).

f. N-Code/SA COR and ACOR shall take for action all functional items listed in enclosure (5).

g. N-Code/SA Requestor shall take for action all functional items listed in enclosure (6).

h. N-Code/SA KSME shall:

(1) Validate KTR Monthly Summary/Status Reports (MSRs), and report validation to the specific contract COR and CAMO.

(2) Validate monthly KTR invoices, and report validation to the specific contract COR and CAMO.

(3) Function as invoice "acceptor" in the Wide-Area Work Flow (WAWF) System for those contracts not under Prompt Payment Procedures.

i. CNIC Information Technology Services (N6) shall:

(1) Adjudicate any CAMO package that requires IT procurement review prior to submission to CAMO. CNIC Manual for Information Technology Procurement Request (ITPR) Process Review Guidance stipulated in reference (k) is designed to ensure effective and efficient expenditure of funding to acquire IT capabilities (material classified as hardware, software, or

services); prevent duplicative investments; provide visibility on all Navy IT related expenditures; and ultimately achieve strategic sourcing on IT procurement.

(2) CAMO packages that require, but have not received, N6 approval, shall be immediately rejected by CAMO and forwarded to N6 for adjudication prior to processing.

j. Financial Management Directorate (N8) shall take for action all functional items listed in enclosure (7).


k. Office of General Counsel (OGC) shall:

(1) Conduct full review of CAMO packages (including the J&A, MOPAS, D&F, Sole Source Justification, "enduring" contract requirement exit-strategy, and IA for non-DoD Contracting Agencies, prior to submittal to CAMO) for legal sufficiency as requested by CAMO.

(2) Provide legal advice to the CAMO, N-Code/SA Approvers, and CORs, as requested.

6. Forms and Reports. Office of Government Ethics (OGE) Form 450, Confidential Financial Disclosure, can be found on the U.S. Office of Government and Ethics site at: <http://www.oge.gov/Forms-Library/OGE-Form-450--Confidential-Financial-Disclosure-Report/>. The completed form should be submitted to the applicable Force or Staff Judge Advocate office annually or as required, and verification provided to the CAMO on an annual basis.

7. Records Management. Records created as a result of this notice, regardless of medium and format, shall be managed in accordance with reference (n).


W. D. FRENCH
Vice Admiral, U.S. Navy

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REQUIRED CONTRACT ADVISORY BOARD (CAB) ACTIONS

The CAB shall:

(1) Maintain as membership the following permanent members:

- (a) CNIC DCOM/REGCOM - Chair
Note: may be delegated to the HQ Deputy DPP, Region
Executive Director or Chief of Staff
- (b) Director, Strategy and Future Shore Integrated
Requirements (CNIC N5)
- (c) CNIC CAMO
- (d) Comptroller (CNIC N8) - Advisory
- (e) CNIC OGC - Advisory

(2) Review for approval/disapproval:

(a) Any procurement request that falls within the scope of an approved CNIC strategic-sourcing vehicle, for which the N-Code/Special Assistant (SA) is proposing use of a different contract vehicle.

(b) New contract requests that utilize a vendor, procurement source, or procurement type that conflict with current policy or past practice.

(c) Any procurement requests for contracts, Task Orders (TO), or Delivery Orders (DO) exceeding a cumulative value of:

- 1. CNIC HQ \$500K
- 2. Region \$250K
- 3. Installation \$100K

(d) Any sole or limited source procurement request.

(e) Any action which is funded by a Military Inter/Intra-departmental Purchase Request (MIPR), Request for Contractual Procurement (RCP), or Project Order (PO), and will inevitably result in a contract or contracted services.

(3) Delegate CAB approval authority for all CAMO package requests which do not require CAB approval.

(4) Designate in writing, if needed, any permanent member's in absentia representative, or one designated to act in his/her behalf.

(5) Obtain consensus to approve any actions brought before the CAB. The CAB chair will notify CAMO of CAB decisions via the CAMO database, for record purposes and for reporting back to N-Code/SA CAMOs.

(6) Review all actions virtually via the CAMO database electronic workflow tool (<https://camo.insight.cnlic.navy.mil>), or in person as determined appropriate by the CAB Chair or CAMO.

(7) Obtain additional executive level approval for new contract requests that conflict with current policy or past practice as determined by the CAMO, requests for new or non-recurring contracts, TOs, or DOs exceeding a cumulative value of \$15M, and all requests requiring leadership signature on contractual documents, as identified in reference (e).

(8) Upon nomination and annually thereafter throughout the duration of their appointment, the CAB member will be required to file an Office of Government Ethics (OGE) Form 450, Confidential Financial Disclosure, and provide verification to the CAMO. In addition, this employee understands, and is not in violation of, the Procurement Integrity Act (41 U.S.C. §423) and FAR 3.104.

REQUIRED CONTRACT ACQUISITION MANAGEMENT OFFICE (CAMO) ACTIONS

The HQ and Region Contract Acquisition Management Office (CAMO) shall:

- (1) Serve only as CAB approver on actions that require the Contract Advisory Board (CAMO) process and fall within the requisite approval parameters.
- (2) Conduct meetings with each N-Code/Special Assistant (SA) Approver/Requester, as required, to address any process or performance issues and discuss anticipated actions.
- (3) Conduct routine formal and surprise audits of the N-Code/SA Approver/Requester and Contracts Subject Matter Expert (KSME) records to ensure compliance with established policy and contractual regulations; provide audit results to CAB Chair for review and action as necessary.
- (4) Return disapproved for re-submittal any N-Code/SA requests for which any information required or requested by CAMO are outstanding, or if any CAMO database fields have not been populated. Ensuring that all CAMO packages, at a minimum, are submitted to CAMO no later than the published NAVSUP acquisition Procurement Administrative Lead Time (PALT) 90 days, plus 30 days for CAMO processing, in advance of the expiration of the Contract, Task Order (TO), or Delivery Order (DO) Period of Performance (PoP) or intended date to receive materials or commence services. These dates are in addition to CNIC N6 published Information Technology Procurement Request (ITPR) and other applicable process times.
- (5) Alter no data input into the CAMO database for any N-Code/SA Approver/Requester.
- (6) Complete all required training requirements to obtain and maintain Contracting Officer Representative (COR) certification in accordance with reference (f).
- (7) Seek out strategic sourcing vehicles whenever possible, utilizing the following process:
 - (a) Work with strategic-partner Contracting Officers (KO) to utilize a formalized strategic sourcing vehicle from which to procure services; if none available, then

(b) Verify with NAVSUP Strategic Sourcing Office as to the availability of a formalized strategic sourcing vehicle; if none available, then

(c) Direct N-Code/SA KSME [formerly referred to as the Technical Point of Contact (TPOC)] to provide three (minimum) possible sources from which to procure [conduct of customer market research in accordance with reference (d)]; if no sources are available, then;

(d) Pursue Full & Open Competition with the KO.

(8) When no strategic sourcing vehicle exists, drive to establish, whenever possible, a CNIC Enterprise Indefinite Delivery Indefinite Quantity (IDIQ) contract.

(9) Upon nomination and annually thereafter throughout the duration of their appointment, the CAMO member will be required to file an Office of Government Ethics (OGE) Form 450, Confidential Financial Disclosure, and provide verification to the CAMO. In addition, this employee understands, and is not in violation of, the Procurement Integrity Act (41 U.S.C. §423) and FAR 3.104.

REQUIRED N-CODE/SPECIAL ASSISTANT DIRECTOR ACTIONS

N-Code/Special Assistant (SA) Directors shall:

(1) Assign a primary and alternate N-Code/SA Contract Approver to act as N-Code/SA approval authority on all N-Code/SA requirements forwarded to the CAMO. This POC is responsible to CAMO on all N-Code/SA specific contractual issues.

(2) Assign, in writing via the Contracting Officer (KO), Contracting Officer Representatives (COR) and Alternate CORs (ACOR) within their N-codes/SAs to comprehensively oversee contractor (KTR) performance within each N-Code/SA and perform the duties as delineated in references (a), (b), (c), and (f). The N-Code/SA may assign additional CORs/ACORs to individual contracts actions, as required to thoroughly manage every contract within the N-Code/SA.

(3) Ensure that, for any procurement request that falls within the scope of any CNIC strategic-sourcing vehicle and which the N-Code/SA is proposing use of a different contract vehicle, an Executive Summary (EXSUM) justifying why such a request is being made, is included in the associated CAMO package.

(4) Ensure that the following are loaded into the CAMO database for senior leadership visibility. As acquisitions made via CNIC's strategic partnerships, these are exclusions to CAB approval, and therefore, CAMO packages that meet the following criteria require no additional approval beyond the CAMO:

(a) Approved Sustainment, Restoration, Modernization (SRM) projects which have been assigned to NAVFAC (as CNIC's Execution Agent for SRM requirements) for execution.

(b) Military Construction (MILCON) Collateral Equipment (CEQ) funded/executed from SIC "FQ" (S1/SR) and OPN PE 0208535N.

(c) Emergency Management (EM) research, development, test, evaluation, and systems engineering projects assigned to Systems Commands (SYSCOM) and/or In-Service Engineering Agents (ISEA) in accordance with reference (i), who serve as CNIC's execution agent for EM, Chemical, Biological, Radiological, and Nuclear (CBRN), and Navy Emergency Preparedness Liaison Officer (NEPLO) technical requirements in accordance with reference (j).

(5) Ensure that the N-Code/SA Contracts Subject Matter Expert (KSME) conducts thorough research to provide a minimum of three

possible sources/vendors from which to procure in accordance with reference (d).

(6) Submit, for any CAB package that is within 90 days of the start of the PoP, a formal request from the N-Code Director emailed to the CAMO (and the N5 Director) to expedite said CAMO package, with a comprehensive explanation as to why said CAMO package was not submitted prior to the minimum 90-day submittal lead time.

(7) When no strategic sourcing vehicle exists, drive to establish, whenever possible, a CNIC Enterprise Indefinite Delivery Indefinite Quantity (IDIQ) contract.

(8) Upon nomination and annually thereafter throughout the duration of their appointment, the N-Code/SA Director will be required to file an Office of Government Ethics (OGE) Form 450, Confidential Financial Disclosure, and provide verification to the CAMO. In addition, this employee understands, and is not in violation of, the Procurement Integrity Act (41 U.S.C. §423) and FAR 3.104.

REQUIRED N-CODE/SPECIAL ASSISTANT APPROVER ACTIONS

The HQ and Region N-Code/Special Assistant (SA) Approver shall:

- (1) Retain overall accountability and responsibility of contract management and performance for all contracts assigned to the respective N-Codes/SAs.
- (2) Manage and track all contract requests associated with the respective N-Code/SA to effectively oversee contractor (KTR) performance and perform the duties identified in reference (a).
- (3) Complete all required training requirements to obtain and maintain Contracting Officer Representative (COR) certification in accordance with reference (f).
- (4) Maintain all COR certification and designation letters for the N-Code/SA on file.
- (5) Maintain current listing of all assigned CORs and Alternate CORs (ACOR) and associated contracts. Provide CAMO with an accurate, up-to-date listing of all assigned CORs and ACORs on demand, when changes occur, or quarterly, whichever is sooner.
- (6) Ensure KTRs working within, or in support of the N-Code/SA have received proper indoctrination/administrative check-in via the CNIC Command & Staff Directorate, including completion of CNIC's Non-Disclosure Agreement (NDA) and training on roles and responsibilities between Government and KTR personnel.
- (7) Serve as a requestor on no CAMO action requiring them to be subsequent approving official.
- (8) Ensure all requestors understand the CAMO process and provide training to them as necessary.
- (9) Validate, and act as N-Code/SA approval authority, on all acquisition requests submitted by the respective N-Code/SA in the CAMO database. This includes the SOW, IGE, Encumbrance Document, as well as any other associated contractual documentation, and all associated data elements in the CAMO database.
- (10) Return for re-submittal any N-Code/SA CAMO package requests for which any information required or requested by CAMO are outstanding, or if any CAMO database fields have not been populated.

(11) Pursue appropriate acquisition strategy for all N-Code/SA requests (new contract, contract option or other contract modification, delivery order).

(12) Conduct quarterly and routine surprise audits of the N-Code/SA COR inspection records to ensure compliance with established policy and contractual regulations, providing audit results to CAMO. The Sample CAMO Audit Checklist and Request for Authorization of Bridge Contract should be used as the minimum documentation. The Sample CAMO Audit Checklist and Request for Authorization of Bridge Contract are available on the N51 CAMO teamsite at:
<https://g2.cnic.navy.mil/tscnichq/N5/N51/Documents/Forms/AllItems.aspx>.

(13) Consider CAMO packages to be approved only after being sent to HQ/Region N8 for action. Package approval provides authorization to the N-Code/SA COR to pursue the requested action up to the approved funding amount.

(14) Upon nomination and annually thereafter throughout the duration of their appointment, the N-Code/SA Approver will be required to file an Office of Government Ethics (OGE) Form 450, Confidential Financial Disclosure, and provide verification to the CAMO. In addition, this employee understands, and is not in violation of, the Procurement Integrity Act (41 U.S.C. §423) and FAR 3.104.

**REQUIRED N-CODE/SPECIAL ASSISTANT CONTRACTING OFFICER
REPRESENTATIVE (COR) AND ALTERNATE COR (ACOR) ACTIONS**

N-Code/Special Assistant (SA) Contracting Officer Representative (COR) and Alternate COR (ACOR) shall:

- (1) Act in the capacity as the N-Code/SA COR/ACOR on specifically designated contracts with the duties and responsibilities as identified in references (a), (b), (c), and (f).
- (2) Complete all required training requirements to obtain and maintain COR certification in accordance with reference (f).
- (3) When applicable, be co-located with the assigned contracting agency for specified contract actions. In this instance, specific COR oversight and duty assignment will be the responsibility of the contracting agency.
- (4) Be responsible to the N-Code/SA Approver on all issues related to their specific contracts.
- (5) Be authorized to enter into discussions with the contractor (KTR) and Contracting Officer (KO) on new requests associated with their specific contract designations.
- (6) Ensure full and complete coordination, cooperation and communication among KTR, KO, and all Government personnel appropriately assigned to monitor contract performance, anticipate and resolve difficulties, and ensure satisfactory completion of all contracts.
- (7) Carefully read and understand the terms and conditions of the contract (including all modifications and delivery orders). Direct any questions as to content or interpretation to the KO. Maintain current the COR contract work file as identified in reference (b).
- (8) Perform periodic inspections and carefully monitor and keep the KO and N-Code/SA CAMO informed of KTR performance of the technical requirements of the contract.
- (9) Ensure timely progress of the performance of the contract and that performance is within the scope of the work. In no event will the COR permit the KTR to furnish materials or services in addition to, less than, or different from, those required by the contract, or will the COR permit the KTR to perform after funding has run out.

(10) Ensure that all invoices on assigned contracts are processed, validated, and authorized in a timely manner.

(11) Utilize available Government employee Subject Matter Experts (SME) to validate all invoices for their respective areas on all assigned contracts where not assigned as primary COR (e.g., contracts that span multiple N-Codes/SAs).

(12) Notify the N-Code/SA Approver of final award amounts that are in excess of, or decrement to, the approved CAMO package amount.

(13) Complete DD 577, Appointment/Termination Record, and submit to CNIC N8 within 30 days of assuming role, in accordance with reference (g).

(14) Complete Wide Area Workflow (WAWF) training (<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>) and establish active User Account access at <https://wawf.eb.mil/> to establish WAWF invoice oversight for assigned contracts, Task Orders (TO), and Delivery Orders (DO).

(15) Upon nomination and annually thereafter throughout the duration of their appointment, the N-Code/SA COR/ACOR will be required to file an Office of Government Ethics (OGE) Form 450, Confidential Financial Disclosure, and provide verification to the CAMO. In addition, this employee understands, and is not in violation of, the Procurement Integrity Act (41 U.S.C. §423) and FAR 3.104.

REQUIRED N-CODE/SPECIAL ASSISTANT REQUESTOR ACTIONS

HQ, Region, or Installation N-Code/Special Assistant (SA) Requestors shall:

- (1) Not communicate directly with prospective contractors (KTR) or individuals being considered for employment as stated in reference (c). This includes, but is not restricted to, interviewing.
- (2) Validate requested requirement with respective N-Code/SA leadership, or as designated by leadership, as required, prior to submitting the request in the CAMO database.
- (3) Discuss all requirement requests with the appropriate N-Code/SA Approver.
- (4) Create the Contract Advisory Management Office (CAMO) package and input all required request information.
- (5) Ensure the accuracy of the Statement of Work (SOW), Independent Government Estimate (IGE), and Encumbrance document.
- (6) Identify to the N-Code/SA Approver any requests that are modifications to existing task orders or contracts.
- (7) Serve as assigned COR for requested action unless an alternate COR is identified by the N-Code/SA leadership.
- (8) Coordinate, with assigned COR, contracting agency (as required), CAMO, and CNIC N8 to obtain services once CAMO package approval is obtained.
- (9) Have all required ancillary documents which require signatures vetted and signed (or concurrence obtained) prior to submitting the CAMO package in the CAMO database. These documents include a Justification and Approval (J&A), a Management and Oversight Process for the Acquisition of Services (MOPAS), Determination and Finding (D&F), and Interagency Agreement (IA) for non-DOD Contracting Agencies.
- (10) Upload all award documentation and data in the CAMO database (including upload of a soft-copy of actual contract) within five (5) work-days after contract/contract modification/delivery order award.

REQUIRED FINANCIAL MANAGEMENT DIRECTORATE (N8) ACTIONS

HQ and Region Financial Management Directorate (N8) shall:

(1) Only after CAB approval, process/provide funding authorization for CNIC contract actions, including those which are funded by a Military Inter/Intra-departmental Purchase Request (MIPR), Request for Contractual Procurement (RCP), or Project Order (PO), that will inevitably result in a contract or contracted services.

(2) Validate accuracy of encumbrance documentation requests (e.g., Job Order Number (JON), the Requestor, Program Approval, Receiving Command/Activity, Financial and Technical Points of Contact, Document Type, Description of Work, Previous Document Number, and if applicable, Special Interest Code (SIC), Cost Account Code, Contract Number, and Period of Performance, etc).

(3) Coordinate directly with N-Code/Special Assistant (SA) Requestor/Contracting Officer Representative (COR) on any funding-specific issues, to include management of incremental funding.

(4) Ensure requested action adheres to established appropriation laws and guidance, including requirements associated with non-Department of Defense (Non-DoD) agency requests.

(5) Upload all funding documents and update corresponding data fields in the CAMO database and notify the Contract Acquisition Management Office (CAMO) when a contract funding document has been released.

(6) Understand and comply with the Procurement Integrity Act (41 U.S.C. §423) and FAR 3.104.