

DFARS Procedures, Guidance, and Information

PGI 201—Federal Acquisition Regulations System

(Revised April 23, 2008)

PGI 201.6—CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES

PGI 201.602 Contracting officers.

PGI 201.602-2 Responsibilities.

(i) A contracting officer's representative (COR) assists in the technical monitoring or administration of a contract.

(A) For contract actions for services awarded by a DoD component or by any other Federal agency on behalf of DoD, contracting officers shall designate a properly trained COR in writing before contract performance begins.

(B) Contracting officers also may designate a properly trained COR for contract actions other than those for services.

(C) The contracting officer shall include a copy of the written designation required by DFARS 201.602-2(2)(v) in the official contract file.

(ii) In addition to the requirements of DFARS 201.602-2(2), a COR must maintain a file for each contract assigned. This file must include, as a minimum—

(A) A copy of the contracting officer's letter of designation and other documentation describing the COR's duties and responsibilities; and

(B) Documentation of actions taken in accordance with the delegation of authority.

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PGI 204—Administrative Matters

(Revised April 23, 2008)

PGI 204.2—CONTRACT DISTRIBUTION

PGI 204.201 Procedures.

(1) The procuring contracting officer (PCO) retains the original signed contract for the official contract file. Administrative contracting officers and termination contracting officers provide the original of each modification to the PCO for retention in the official contract file. Unless otherwise directed by department/agency procedures, the office issuing the orders maintains the original of orders under basic ordering agreements and the original of provisioning orders.

(2) Ensure that distribution of contracts and modifications is consistent with security directives.

(3) Use the following distribution procedures instead of those at FAR 4.201(b) through (f):

(i) After contract execution, provide an electronic copy of the contract and modifications to the following:

(A) The contract administration office, if the contracting officer delegates contract administration to another office (see FAR Subpart 42.2). The contracting officer also should provide the contract administration office with a copy of the contract distribution list, indicating those offices that should receive copies of modifications, and any changes to the list as they occur.

(B) The payment office. Provide any modification that changes the payment office to both the new and the old payment offices.

(C) Each accounting office whose funds are cited in the contract.

(D)(1) The appropriate Defense Contract Audit Agency (DCAA) office, as listed in DCAAP 5100.1, Directory of DCAA Offices, or as obtained through the DCAA cognizant field audit office locator, both available via the Internet at <http://www.dcaa.mil>, if the contract or modification is one of the following types:

(i) Cost-reimbursement.

(ii) Time-and-materials.

(iii) Labor-hour.

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(iv) Fixed-price with provisions for redetermination, cost incentives, economic price adjustment based on cost, or cost allowability.

(v) Any other contract that requires audit service.

(2) If there is a question as to the appropriate DCAA field audit office, request the assistance of the DCAA financial liaison advisor or the nearest DCAA field audit office.

(E) Those organizations required to perform contract administration support functions (e.g., when manufacturing is performed at multiple sites, provide a copy to the contract administration office cognizant of each location).

(F) Each consignee specified in the contract. A transshipping terminal is not a consignee. The Defense Logistics Agency is authorized to prescribe alternate procedures for distribution of contract documents in Defense Logistics Agency Europe.

(G) The military interdepartmental purchase request requiring activity in the case of coordinated acquisition.

(H) The receiving activity, if the contract or modification provides initial or amended shipping instructions under DFARS 204.7004(c)(3)(iii).

(I) The DoD Electronic Document Access system (<http://eda.ogden.disa.mil>).

(ii) Provide an electronic copy of only the contract to—

(A) The cognizant administrative contracting officer when the contract is not assigned for administration but contains a Cost Accounting Standards clause. Indicate that the copy is provided “For Cost Accounting Standards Administration Only” (see FAR 30.601(b)); and

(B) The cognizant Defense Security Service office listed in DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives, when the clause at DFARS 252.223-7007, Safeguarding Sensitive Conventional Arms, Ammunition, and Explosives, is included in the contract. An extract of the pertinent information can be provided instead of the contract.

(iii) If electronic distribution is not available, provide one paper copy to each location identified in paragraphs (3)(i)(A) through (H) and (ii) of this section.

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PGI 234—Major System Acquisition

(Added April 23, 2008)

PGI 234.2—EARNED VALUE MANAGEMENT SYSTEM

PGI 234.201 Policy.

(1)(iii) When the program manager decides to implement earned value management on contracts and subcontracts valued at less than \$20,000,000, a cost-benefit analysis shall be conducted and the results documented in the contract file. Considerations for determining the effectiveness of applying earned value management in these situations and guidance for tailoring reporting can be found in—

(1) The Defense Acquisition Guidebook, Chapter 11, Section 11.3, at <https://akss.dau.mil/dag/DoD5000.asp?view=document>; and

(2) The DoD Earned Value Management Implementation Guide at <https://acc.dau.mil/CommunityBrowser.aspx?id=19557>.

(iv) In extraordinary cases where cost/schedule visibility is required and cannot be obtained using other means, the program manager shall request a waiver for individual contracts from the Milestone Decision Authority. In these cases, the program manager will conduct a business case analysis that includes rationale as to why a cost or fixed-price incentive contract was not an appropriate contracting vehicle. Considerations for determining the effectiveness of applying earned value management in these situations and guidance for tailoring reporting can be found in—

(1) The Defense Acquisition Guidebook, Chapter 11, Section 11.3, at <https://akss.dau.mil/dag/DoD5000.asp?view=document>; and

(2) The DoD Earned Value Management Implementation Guide at <https://acc.dau.mil/CommunityBrowser.aspx?id=19557>.

(2) The procuring contracting officer shall obtain the assistance of the administrative contracting officer in determining the adequacy of an earned value management system (EVMS) plan that an offeror proposes for compliance with ANSI/EIA-748, under the provision at DFARS 252.234-7001, Notice of Earned Value Management System. The Government will review and approve the offeror's EVMS plan before contract award. Instructions for performing EVMS plan reviews can be found at <http://guidebook.dema.mil/39/instructions.htm>.

(4) Additional guidance on earned value management can be found in—

(A) The Guidebook for Earned Value Management System (EVMS) System-Level Surveillance at <http://guidebook.dema.mil/79/instructions.htm>;

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(B) The Guidebook for Earned Value Management System - Program Analysis at http://guidebook.dema.mil/248/guidebook_process.htm; and

(C) The Program Managers' Guide to the Integrated Baseline Review Process (the IBR Guide) at <http://www.acq.osd.mil/pm/currentpolicy/currentpolicy.html>.

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PGI 242—Contract Administration and Audit Services

(Removed April 23, 2008)