

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 22	3. EFFECTIVE DATE 25-Jan-2012	4. REQUISITION/PURCHASE REQ. NO. See Modification	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY Naval Air Warfare Center Aircraft Division (PAX Annex 1) 22299 Exploration Drive, Suite 301 Lexington Park MD 20653-2058 jeffrey.t.smith6@navy.mil 301-737-2757	CODE N00421	7. ADMINISTERED BY (If other than Item 6) DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299	CODE	S2101A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Holmes-Tucker International, Inc. 21789 N. Coral Drive, Suite 1B Lexington Park MD 20653-5518	9A. AMENDMENT OF SOLICITATION NO.	
	9B. DATED (SEE ITEM 11)	
	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4361-M801	
CAGE CODE OMY64	FACILITY CODE	10B. DATED (SEE ITEM 13) 09-Apr-2009

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or  
(c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 43.103(b) and FAR 52.232-22

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mary L Wood, Contracting Officer	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Mary L Wood (Signature of Contracting Officer)	16C. DATE SIGNED 25-Jan-2012

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30 (Rev. 10-83)**

Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is to apply incremental funding in the amount of \$49,402.00 and to replace Barbara Vaughn as COR with Fred Wylie. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The total amount of funds obligated to the task is hereby increased from \$3,290,426.13 by \$49,402.00 to \$3,339,828.13.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
420011	RDT&E	0.00	36,154.00	36,154.00
420012	WCF	0.00	13,248.00	13,248.00

The total value of the order is hereby increased from \$3,875,678.22 by \$0.00 to \$3,875,678.22.

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## SECTION G CONTRACT ADMINISTRATION DATA

### TASK ORDER MANAGER (TOM) APPOINTMENT (APR 2005)

(a) The Task Order Ordering Officer hereby appoints the following individual as the Task Order Manger (TOM) for this task order:

Task Order Manager  
Name: Frederick L. Wylie  
Code: AIR 4.1G  
223477 Cedar Point Rd  
Patuxent River, MD 20670  
Email: [frederick.wylie@navy.mil](mailto:frederick.wylie@navy.mil)  
Phone: 301-342-2192

(b) The TOM is responsible for those specific functions assigned in the Task Order Administration Plan, attached.

(c) Only the Task Order Ordering Officer has the authority to modify the terms of the task order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Task Order Ordering Office in writing. No action shall be taken by the contractor unless the Task Order Ordering Officer, PCO or ACO has issued a formal modification.

5252.232-9504 I SPECIAL PAY INSTRUCTIONS FOR PAYING OFFICE (NAVAIR) (MAY 2006) – ALT I (MAY 2006)

Make the following changes to the basic clause: Add paragraph (a) below and redesignated paragraphs (a), (b), and (c) as (b), (c), and (d) respectively. Add paragraph (e) below.

(a) All payments against informational (numeric) sub-line items (SLINs) shall be processed manually by the paying office.

5252.232-9513 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (MAR 2008)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF

SEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and

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allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

CLINs 1000, 3000, 4100 & 6100, 4200 & 6200

ESTIMATED ITEM(S) (to be provided at the task order level)

ALLOTTED TO COST	ALLOTTED TO FEE	PERIOD OF PERFORMANCE
\$ 3,086,310.27 (Labor)	\$200,610.07	08 Feb 2011 through 07 Feb 2012
\$ 52,907.69 (ODC)		

(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

(c) CLINs/SLINs 1000 & 3000 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable.

(d) The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

#### FUNDING PROFILE

##### **Base Year**

Total CPFF Value: \$1,247,001.66

Funds This Action: \$ (137,153.57)

Total Previous Funds: \$ 1,194,995.93

Funding Used: \$ 1,057,842.36

Unfunded: \$ 189,159.30

##### **Option Year One (CLINs 4100 & 6100)**

Total CPFF Value: \$ 812,521.21

Funds This Action: \$(40,161.98)

Total Previous Funds: \$ 737,920.97

Funding Used: \$697,758.99

Unfunded: \$ 114,762.22

##### **Option Year Two (CLINs 4200 & 6200)**

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Total CPFF Value: \$1,816,155.35

Funds This Action: \$49,402.00

Total Previous Funds: \$1,534,824.78

Funding Used: \$1,584,226.78

Unfunded: \$231,928.57

**Total Contracts CPFF Value Overall (Base Yr. + Opt. Yr. I + Opt. Yr. II) \$3,875,678.22**  
**Total Contract Funding Obligated \$ 3,255,826.13**

Accounting Data

SLINID	PR Number	Amount
-----		
MOD 02		
100001	1300125868-0002	83034.00
LLA :		
AA: 1791319 64PB 253 SASCV 0 068342 2D 205240 422080000010		
CIN: 13012586800006		
100002	1300125868-0002	15865.00
LLA :		
AA 1791319 64PB 253 SASCV 0 068342 2D 205240 422080000010		
CIN 130012586800007		
100003	1300125868-0002	48979.00
LLA :		
AA 1791319 64PB 253 SASCV 0 068342 2D 205240 422080000010		
CIN 130012586800008		
100004	1300125868-0002	47113.00
LLA :		
AA 1791319 64PB 253 SASCV 0 068342 2D 205240 422080000010		
CIN 130012586800009		
100005	1300125868-0002	54963.00
LLA :		
AB 97X4930 NH2A 255 77777 0 050120 2F 000000 A00000180123		
CIN 130012586800001		
100006	1300125868-0002	35535.00
LLA :		
AC 97X4930 NH2A 255 77777 0 050120 2F 000000 A10000180123		
CIN 130012586800003		
100007	1300125868-0002	90705.00
LLA :		
AD 97X4930 NH2A 255 77777 0 050120 2F 000000 A20000180123		
CIN 130012586800004		
300001	1300125868-0002	4110.00
LLA :		
AB 97X4930 NH2A 255 77777 0 050120 2F 000000 A00000180123		
CIN 130012586800002		

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MOD 16 Funding -2050.00  
Cumulative Funding 3022117.34

MOD 17

410006 1300151986 1999.37  
LLA :  
AP 1701319 64PB 253 SASCV 068342 2D 205240 COST CODE 422080000010 CIN 130015198600005

420004 1300210867 65000.00  
LLA :  
AV 97X4930 NH2A 252 77777 0 050120 2F 000000 COST CODE A20000787755  
CIN 130021086700001

Aviation/Ship Integration and CVN-21 Support

420005 1300210867 106000.00  
LLA :  
AW 97X4930 NH2A 252 77777 0 050120 2F 000000 COST CODE A30000787755  
CIN 130021086700002

Aviation /Ship Integration and CVN-21 Support

MOD 17 Funding 172999.37  
Cumulative Funding 3195116.71

MOD 18

100001 1300125868-0002 (540.12)  
LLA :  
AA: 1791319 64PB 253 SASCV 0 068342 2D 205240 422080000010  
CIN: 13012586800006

100002 1300125868-0002 (751.97)  
LLA :  
AA 1791319 64PB 253 SASCV 0 068342 2D 205240 422080000010  
CIN 130012586800007

100003 1300125868-0002 (684.40)  
LLA :  
AA 1791319 64PB 253 SASCV 0 068342 2D 205240 422080000010  
CIN 130012586800008

100004 1300125868-0002 (63.78)  
LLA :  
AA 1791319 64PB 253 SASCV 0 068342 2D 205240 422080000010  
CIN 130012586800009

100005 1300125868-0002 (379.47)  
LLA :  
AB 97X4930 NH2A 255 77777 0 050120 2F 000000 A00000180123  
CIN 130012586800001

100007 1300125868-0002 (15.62)  
LLA :  
AD 97X4930 NH2A 255 77777 0 050120 2F 000000 A20000180123  
CIN 130012586800004

300001 1300125868-0002 (560.18)  
LLA :  
AB 97X4930 NH2A 255 77777 0 050120 2F 000000 A00000180123  
CIN 130012586800002

300002 1300125868-0002 (359.49)  
LLA :  
AD 97X4930 NH2A 255 77777 0 050120 2F 000000 A20000180123  
CIN 130012586800005

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410001 1300144522 (40161.98)  
 LLA :  
 AK 1701319 J657 251 00019 0 050120 2D 000000 A00000359441 130014452200001

420006 1300210867-0001 87985.00  
 LLA :  
 AX 97X4930 NH2A 252 77777 0 050120 2F 000000 COST CODE A40000787755  
 CIN 130021086700003

420007 1300210867-0001 58659.00  
 LLA :  
 AY 97X4930 NH2A 252 77777 0 050120 2F 000000 COST CODE A50000787755  
 CIN 130021086700004

620003 1300210867-0001 3750.00  
 LLA :  
 AX 97X4930 NH2A 252 77777 0 050120 2F 000000 COST CODE A40000787755  
 CIN 130021086700004

620004 1300210867-0001 3750.00  
 LLA :  
 AY 97X4930 NH2A 252 77777 0 050120 2F 000000 COST CODE A50000787755  
 CIN 130021086700005

MOD 18 Funding 110626.99  
 Cumulative Funding 3305743.70

MOD 19

420008 1300195871-0001 47236.00  
 LLA :  
 AU 1711319 J657 251 00019 0 050120 2D 000000 COST CODE A00000687778  
 CIN 130019587100002

MSST/SSAT Requirements/Capabilities Database Support

MOD 19 Funding 47236.00  
 Cumulative Funding 3352979.70

MOD 20

100012 1300143008 (137153.57)  
 LLA :  
 AJ 1701506 UICW 251 00019 0 050120 2D 000000 A00000348545 130014300800001

420009 1300190329-0001 40000.00  
 LLA :  
 AT 1711506 UICW 251 00019 0 050120 2D 000000 COST CODE: A00000649872  
 CIN 130019032900002

MV22 Production Program

MOD 20 Funding -97153.57  
 Cumulative Funding 3255826.13

MOD 21

420010 1300237219 34600.00  
 LLA :  
 AZ 97X4930 NH2A 252 77777 0 050120 2F 000000 Cost Code A00000954775  
 CIN 130023721900001

PMA 274 VXX SE Doors Support

MOD 21 Funding 34600.00  
 Cumulative Funding 3290426.13

MOD 22

420011 1300195871-0002 36154.00  
 LLA :  
 BA 1721319 J657 251 00019 0 050120 2D 000000 COST CODE A00000687778

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CIN 130019587100003  
PMA-208 Requirements Management

420012      1300237219-0001      13248.00

LLA :

AZ 97X4930 NH2A 252 77777 0 050120 2F 000000 Cost Code A00000954775

CIN 130023721900002

PMA-274 V22 SE Doors Support

MOD 22 Funding 49402.00

Cumulative Funding 3339828.13

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## SECTION J LIST OF ATTACHMENTS

Attached is Contract Data Requirements List dated 2 Apr 2009

The offeror shall complete the attached Workforce Qualifications spreadsheet (Attachment P1).

The offeror shall complete the Workforce Hour Matrix (Attachment P2).

The offeror shall submit one set of Corporate Experience Forms (Attachment P3) that depicts the most recent relevant experience elements identify in the SOW/PBSOW.

The offeror shall identify on the Past Performance Matrix Form (Attachment P4) whose performance is within five years of this proposal submission.

Attachment P5: Past Performance Questionnaire Package for Services

Offerors shall submit their cost/price proposal utilizing the Cost Summary Format (Exhibit Q) and CLIN Breakout Spreadsheet (Attachment P6).

Exhibit Q

Wage Determination No. 2005-2103 (Deleted per Mod 08)

Attachment P7: COR Appointment and Nomination Letters

DEPARTMENT OF THE NAVY  
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION

IN REPLY REFER TO

4200  
Ser 12-0025  
18 January 2012

MEMORANDUM

From: Lynn Wood, AIR 2.5.1.3 Contracting Officer  
To: Frederick L. Wylie, AIR 1.3.1 (acting for 4.1G)

Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) APPOINTMENT

Ref: (a) DFARS 201.602-2. Responsibilities  
(b) FAR Part 37, Service Contracting  
(c) NAVAIRINST 4200.51, Contractor Performance Assessment Reporting Systems (CPARS Collection)  
(d) NAVINST 4200.28D, Alternate Contracting Officer's Technical Representative

Encl: (1) List of Specific Assigned Duties/Nomination Memorandum

1. Per reference (a), you are hereby appointed as the Contracting Officer's Representative (COR) for contract number N00178-05-D-4361, M801 - Holmes-Tucker International, Inc. The contractor has designated Dorothy Hammond to be the company's official responsible for technical performance under the contract. She is located at 21789 N, Coral Drive Suite 1B, Lexington Park, MD 20653 and may be reached at 301 866-1701 for technical issues and to discuss any matters under your cognizance. The periods of performance of this contract/order and this COR appointment are from contract award through contract completion. Matters of a contractual nature must be brought to my attention.

2. In accomplishing your duties as COR, you are cautioned to carefully review and comply with reference (b) to ensure that the contract does not become a personal services contract through your actions or the actions of other government personnel. You must notify me of any noted technical deficiencies or deviations not specifically approved by me. I may seek your technical advice from time to time, especially concerning the technical qualifications of contractor key personnel. You may be asked to review qualifications of proposed additions or substitutions of key personnel; this review may require you to provide ratings for education and experience. The contractor will furnish you a copy of the invoices for your review and retention; discrepancies should be brought to my attention promptly. Pay particular attention to the timely review of invoices. I will notify the contractor that you are the COR for this contract. You should have access to a copy of the contract and modifications and be familiar with such things as contract type, cost limitations, deliverables and any special contract requirements. You are required to read reference (c) and understand your role and responsibilities in the Contractor Performance Assessment Reporting System (CPARS) process. I am available to answer any questions regarding this process and your participant in it.

3. You are reminded that you may not issue modifications or act in any manner that may be construed by the contractor to change the labor mix or make any other changes that will affect the contract price, quality, quantity, delivery, or any other term or condition of the contract. If the contractor suggests or indicates this intent, you must promptly advise the contractor to the contrary and notify me immediately. I want to caution you that in accordance with reference (b), you may be personally liable for unauthorized acts.

4. You must notify me when you will be unavailable to perform your COR duties. The COR duties and responsibilities associated with this appointment cannot be delegated by you to any other person.

5. The specific COR duties assigned to you are provided as enclosure (1) to this appointment (the PCO may add, delete, revise, or elaborate on the COR duties contained in the nomination memorandum as necessary.)

6. If the performance of this contract requires contractor personnel access to the Patuxent River Naval Air Station or the Webster Field Annex at St. Inigoes, Maryland, you are responsible for ensuring such personnel adhere to the check-in and out procedures outlined in NASPAXRIVINST 5510.15K. The check-in form is available at <http://www.nawcad.navy.mil/pax/base-access>. You will notify the CST in the event of contractor personnel space movements, telephone changes, or other changes requiring Locator System updates. The NAVAIRWRCENACDIV Locator Update form is available for this purpose at <http://paxlib.nawcad.navy.mil/cstweb/locatorindex.html>. Contact the CST regarding specific contractor personnel check-out procedures.

7. I am required by reference (a) to review your performance as COR. This includes your knowledge of the contract, your tracking system for contract costs and hours expended, and files for documentation such as memos, correspondence, data deliverables, DD250 (Nov 92), Material Inspection and Receiving Reports, and invoice certification.

8. You are entitled to and required to attend refresher training per reference (d). Because of rapid developments arising out of acquisition reform and their impact on your responsibilities, I may require you to attend refresher training at anytime during your appointment.

9. By your signature below, you confirm you are technically qualified and understand the appointed duties and limitations, certify the training/certification information below is correct to the best of your knowledge, and accept this appointment.

**To be completed by Appointee:**

*1 complete COR 222 training*

*taught by DAU*  
(Organization)

*12 August 2010*  
(date)

*Frederick L Wylie*

*AIR 1.3.1 (supporting AIR 4.1G)*

*24 August 2011*

Appointee Signature  
Frederick L. Wylie

Code  
AIR 1.3.1

Date

**PCO's Signature:**



Contracting Officer  
Lynn Wood

Code AIR 2.5.1.3

*19 Jan 2012*  
Date

Copy to:  
Contractor

**DEPARTMENT OF THE NAVY**  
**NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION**

IN REPLY REFER TO

4200  
Ser AIR-2.5.1.3.1.2  
23 August 2011

**MEMORANDUM**

**From:** Michael Persson, AIR 4.1G

**To:** Frederick L. Wylie

**Subj:** CONTRACTING OFFICER'S REPRESENTATIVE (COR) NOMINATION

**Ref:** (a) NAVAIRINST 4200.28D, Contracting Officer's Representative  
(b) 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch  
(c) FAR Part 37, Service Contracting  
(d) NAVAIRINST 4200.51, Contractor Performance Assessment Rating System (CPARS) Collection

1. Per reference (a), you are hereby nominated to be the Contracting Officer's Representative (COR) for contract number N00178-05-D-4361 with Holmes-Tucker International, Inc. You must read reference (a) and keep it in mind during your appointment. As COR, you would be authorized and responsible for furnishing technical information to the contractor and for monitoring contract performance in order to assure compliance with the contract terms and provisions.
2. Make yourself familiar with reference (b). If you become aware of a conflict of interest, notify the Procuring Contracting Officer (PCO) and me immediately.
3. If appointed, your duties will require close surveillance of the contractor; however, you must take extreme care to avoid supervising the contractor's employees. It is important you read and understand reference (c) so your actions do not lead to the contract becoming or appearing to be a vehicle for personal services. You must not interfere with how the contractor assigns work or with the contractor's relationship with organized labor. It is of utmost importance that your relationship with the contractor be entirely above reproach. The PCO will make available to you a copy of the contract to read and will answer any contractual questions you may have.
4. You are reminded not to act in any manner that may be construed by the contractor to represent the issuance of direction contrary to the terms or conditions of the contract. If the contractor suggests or indicates this intent, you must promptly advise the contractor to the contrary and inform the contracting officer of the circumstances. The COR duties you have been nominated to perform cannot be delegated by you to any other person.
5. If appointed, your specific duties will be as follow:
  - a. ensure contractor personnel requiring access to the Patuxent River Naval Air Station and the Webster Field Annex, St. Inigoes, Maryland adhere to the check-in and out procedures outlined in NASPAXRIVINST 5510.15K. The check-in form is available at <http://www.nawcad.navy.mil/pax/base-access>. You will notify the Customer Service Team (CST) in the event of contractor personnel space movements, telephone changes, or other changes requiring Locator System updates. The Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) Locator Update Form is available for this purpose at <http://paxlib.nawcad.navy.mil/cstweb/locatorindex.html>. Contact the CST regarding specific contractor personnel check-out procedures;

SUBJ: CONTRACTING OFFICER'S REPRESENTATIVE (COR) NOMINATION

- b. work cooperatively with members of the acquisition team;
- c. if a classified contract, identify contract requirements and changes as they occur to the COSR;
- d. review, comment, and report on the contractor's progress and ensure the contractor complies with reporting requirements;
- e. read and understand reference (d) and your role and responsibilities in the CPARS process to include maintaining documentation that supports the CPARS assessments;
- f. if a labor hour contract (level of effort) or order, review contractor invoices to ensure that proper labor categories are charged, travel and other items appear consistent with performance, and charges are reasonable for the work performed;
- g. provide an independent government estimate of desired or ordered work;
- h. keep track of funds expended and remaining funds available so as not to overspend on the contract or order;
- i. except for requirements originated by you, accept services and/or deliverables when completed, unless otherwise specified in the contract or order, and certify when all deliverables have been accepted by the government;
- j. pay particular attention to the timely review of invoices;
- k. obtain refresher training as required by reference (a) or as required by the PCO;
- l. promptly notify and provide recommended corrective action to the contracting officer and your superior of any of the following:
  - (1) any violation of or deviation from the technical requirements of the contract or order;
  - (2) inefficient or wasteful methods in use by the contractor, including the contractor exceeding the requirements of the order or contract;
  - (3) any contractor request for changes to the contract;
  - (4) issues that require clarification or resolution;
  - (5) inconsistencies between invoiced charges and performance, including the use of improper labor categories;
  - (6) instances where funds may be insufficient to complete the contract or order;
  - (7) conditions requiring a replacement for you as COR; and
  - (8) improper use of government material, equipment, or property.
- m. ensure the contract does not become a vehicle for personal services as described in reference (c);
- n. review engineering studies, design, or value engineering proposals submitted by the contractor to determine their feasibility; and
- o. when required, review, comment, and report on the annual and final performance reports of the contractor as to compliance with technical instructions, timeliness, and any problems associated with the contract or order.

