

UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)

**CONTRACT ADMINISTRATION
HTC711-10-C-S002**

**AIR TERMINAL & GROUND HANDLING SERVICES
AL MUBARAK AIR BASE KUWAIT**

**Released under USTRANSCOM FOIA 10-99
Full Release**



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND

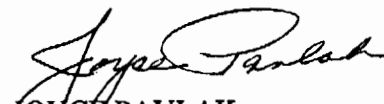
4 MAY 2006

MEMORANDUM FOR OL-R
AMCAOS/A3KS
Contract Airlift Division
Unit 3305
APO AE 09094-3305

FROM: HQ AMC/A3KSA
402 Scott Dr Unit 3A1
Scott AFB IL 62225-5302

SUBJECT: Delegation Of Contract Administration, FA4428-06-C0005

1. Pursuant to Federal Acquisition Regulation (FAR) Subpart 42.3, the functions of FAR 42.302(a) (1) through (69), and FAR Subpart 42.302 (b), as applicable, are assigned to your office for administration of Air Terminal and Ground Handling Services, Contract FA4428-06-C0005 located at Kuwait City IAP, Kuwait. Any additional contract administration functions not listed in 42.302(a) and (b), or not otherwise delegated, remain the responsibility of the contracting office.
2. Request you furnish this office with a copy of all modifications to subject contract.


JOYCE PAVLAK
Contracting Officer

Attachment:
FAR Subpart 42.3, Contract Administration Office Functions

SUBPART 42.3--CONTRACT ADMINISTRATION OFFICE FUNCTIONS

42.301 General.

When a contract is assigned for administration under Subpart 42.2, the contract administration office (CAO) shall perform contract administration functions in accordance with this regulation, the contract terms, and, unless otherwise agreed upon in formal cross-servicing arrangements (see 42.101(a)), the applicable regulations of the servicing agency.

42.302 Contract administration functions.

(a) The following are the normal contract administration functions to be performed by the cognizant CAO, to the extent they apply, as prescribed in 42.202:

- (1) Review the contractor's compensation structure.
- (2) Review the contractor's insurance plans.
- (3) Conduct post-award orientation conferences.
- (4) Review and evaluate contractors' proposals under Subpart 15.8 and, when negotiation will be accomplished by the contracting officer, furnish comments and recommendations to that officer.
- (5) Negotiate forward pricing rate agreements (see 15.809).
- (6) Negotiate advance agreements applicable to treatment of costs under contracts currently assigned for administration (see 31.109).
- (7) Determine the allowability of costs suspended or disapproved as required (see Subpart 42.8), direct the suspension or disapproval of costs when there is reason to believe they should be suspended or disapproved, and approve final vouchers.
- (8) Issue Notices of Intent to Disallow or not Recognize Costs (see Subpart 42.8).
- (9) Establish final indirect cost rates and billing rates for those contractors meeting the criteria for contracting officer determination in Subpart 42.7.
- (10) Attempt to resolve issues in controversy, using ADR procedures when appropriate (see Subpart 33.2); prepare findings of fact and issue decisions under the Disputes clause on matters in which the administrative contracting officer (ACO) has the authority to take definitive action.
- (11) In connection with Cost Accounting Standards (see Part 30 and 48 CFR Chapter 99

(16) Monitor the contractor's financial condition and advise the contracting officer when it jeopardizes contract performance.

(17) Analyze quarterly limitation on payments statements and recover overpayments from the contractor.

(18) Issue tax exemption certificates.

(19) Ensure processing and execution of duty-free entry certificates.

(20) For classified contracts, administer those portions of the applicable industrial security program designated as ACO responsibilities (see Subpart 4.4).

(21) Issue work requests under maintenance, overhaul, and modification contracts.

(22) Negotiate prices and execute supplemental agreements for spare parts and other items selected through provisioning procedures when prescribed by agency acquisition regulations.

(23) Negotiate and execute contractual documents for settlement of partial and complete contract terminations for convenience, except as otherwise prescribed by Part 49.

(24) Negotiate and execute contractual documents settling cancellation charges under multiyear contracts.

(25) Process and execute novation and change of name agreements under Subpart 42.12.

(26) Perform property administration (see Part 45).

(27) Approve contractor acquisition or fabrication of special test equipment under the clause at 52.245-18, Special Test Equipment.

(28) Perform necessary screening, redistribution, and disposal of contractor inventory.

(29) Issue contract modifications requiring the contractor to provide packing, crating, and handling services on excess Government property. When the ACO determines it to be in the Government's interests, the services may be secured from a contractor other than the contractor in possession of the property.

(30) In facilities contracts--

(i) Evaluate the contractor's requests for facilities and for changes to existing facilities and provide appropriate recommendations to the contracting officer;

(ii) Ensure required screening of facility items before acquisition by the contractor;

(iii) Approve use of facilities on a noninterference basis in accordance with the clause at 52.245-9, Use and Charges;

(iv) Ensure payment by the contractor of any rental due; and

(v) Ensure reporting of items no longer needed for Government production.

(31) Perform production support, surveillance, and status reporting, including timely reporting of potential and actual slippages in contract delivery schedules.

(32) Perform pre-award surveys (see Subpart 9.1).

(33) Advise and assist contractors regarding their priorities and allocations responsibilities and assist contracting offices in processing requests for special assistance and for priority ratings for privately owned capital equipment.

(34) Monitor contractor industrial labor relations matters under the contract; apprise the contracting officer and, if designated by the agency, the cognizant labor relations advisor, of actual or potential labor disputes; and coordinate the removal of urgently required material from the strikebound contractor's plant upon instruction from, and authorization of, the contracting officer.

(35) Perform traffic management services, including issuance and control of Government bills of lading and other transportation documents.

(36) Review the adequacy of the contractor's traffic operations.

(37) Review and evaluate preservation, packaging, and packing.

(38) Ensure contractor compliance with contractual quality assurance requirements (see Part 46).

(39) Ensure contractor compliance with contractual safety requirements.

(40) Perform engineering surveillance to assess compliance with contractual terms for schedule, cost, and technical performance in the areas of design, development, and production.

(41) Evaluate for adequacy and perform surveillance of contractor engineering efforts and management systems that relate to design, development, production, engineering changes, subcontractors, tests, management of engineering resources, reliability and maintainability, data control systems, configuration management, and independent research and development.

(42) Review and evaluate for technical adequacy the contractor's logistics support, maintenance, and modification programs.

(43) Report to the contracting office any inadequacies noted in specifications.

(44) Perform engineering analyses of contractor cost proposals.

(45) Review and analyze contractor-proposed engineering and design studies and submit comments and recommendations to the contracting office, as required.

(46) Review engineering change proposals for proper classification, and when required, for need, technical adequacy of design, producibility, and impact on quality, reliability, schedule, and cost; submit comments to the contracting office.

(47) Assist in evaluating and make recommendations for acceptance or rejection of waivers and deviations.

(48) Evaluate and monitor the contractor's procedures for complying with procedures regarding restrictive markings on data.

(49) Monitor the contractor's value engineering program.

(50) Review, approve or disapprove, and maintain surveillance of the contractor's purchasing system (see Part 44).

(51) Consent to the placement of subcontracts.

(52) Review, evaluate, and approve plant or division-wide small, small disadvantaged and women-owned small business master subcontracting plans.

(53) Obtain the contractor's currently approved company- or division-wide plans for small, small disadvantaged and women-owned small business subcontracting for its commercial products, or, if there is no currently approved plan, assist the contracting officer in evaluating the plans for those products.

(54) Assist the contracting officer, upon request, in evaluating an offeror's proposed small, small disadvantaged and women-owned small business subcontracting plans, including documentation of compliance with similar plans under prior contracts.

(55) By periodic surveillance, ensure the contractor's compliance with small, small disadvantaged and women-owned small business subcontracting plans and any labor surplus area contractual requirements; maintain documentation of the contractor's performance under and compliance with these plans and requirements; and provide advice and assistance to the firms involved, as appropriate.

(56) Maintain surveillance of flight operations.

(57) Assign and perform supporting contract administration.

(58) Ensure timely submission of required reports.

(59) Issue administrative changes, correcting errors or omissions in typing, contractor address, facility or activity code, remittance address, computations which do not require additional contract funds, and other such changes (see 43.101).

(60) Cause release of shipments from contractor's plants according to the shipping instructions. When applicable, the order of assigned priority shall be followed; shipments within the same priority shall be determined by date of the instruction.

(61) Obtain contractor proposals for any contract price adjustments resulting from amended shipping instructions. ACO's shall review all amended shipping instructions on a periodic, consolidated basis to assure that adjustments are timely made. Except when the ACO has settlement authority, the ACO shall forward the proposal to the contracting officer for contract modification. The ACO shall not delay shipments pending completion and formalization of negotiations of revised shipping instructions.

(62) Negotiate and/or execute supplemental agreements, as required, making changes in packaging subcontractors or contract shipping points.

(63) Cancel unilateral purchase orders when notified of nonacceptance by the contractor. The ACO shall notify the contracting officer when the purchase order is canceled.

(64) Negotiate and execute one-time supplemental agreements providing for the extension of contract delivery schedules up to 90 days on contracts with an assigned Criticality Designator of C (see 42.1105). Notification that the contract delivery schedule is being extended shall be provided to the contracting office. Subsequent extensions on any individual contract shall be authorized only upon concurrence of the contracting office.

(65) Accomplish administrative closeout procedures (see 4.804-5).

(66) Determine that the contractor has a drug-free workplace program and drug-free awareness program (see Subpart 23.5).

(67) Support the program, product, and project offices regarding program reviews, program status, program performance and actual or anticipated program problems.

(68) Monitor the contractor's compliance with the requirements of environmental laws including the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6901, et seq.) and other environmental requirements as specified in the contract (see Part 23). Responsibilities of the contracting officer shall include--

(i) Verification of contractor compliance with specifications requiring the use of environmentally preferable and energy-efficient materials and the use of materials or delivery of end items with the specified recovered material content. This shall occur as part of the quality assurance procedures set forth in Part 46.

(ii) As required in the contract, ensuring that the contractor complies with the reporting requirements relating to recovered material content utilized in contract performance.

(69) Administer commercial financing provisions and monitor contractor security to ensure its continued adequacy to cover outstanding payments, when on-site review is required.

(b) The CAO shall perform the following functions only when and to the extent specifically authorized by the contracting office:

(1) Negotiate or negotiate and execute supplemental agreements incorporating contractor proposals resulting from change orders issued under the Changes clause. Before completing negotiations, coordinate any delivery schedule change with the contracting office.

(2) Negotiate prices and execute priced exhibits for unpriced orders issued by the contracting officer under basic ordering agreements.

(3) Negotiate or negotiate and execute supplemental agreements changing contract delivery schedules.

(4) Negotiate or negotiate and execute supplemental agreements providing for the deobligation of unexpended dollar balances considered excess to known contract requirements.

(5) Issue amended shipping instructions and, when necessary, negotiate and execute supplemental agreements incorporating contractor proposals resulting from these instructions.

(6) Negotiate changes to interim billing prices.

(7) Negotiate and definitize adjustments to contract prices resulting from exercise of an economic price adjustment clause (see Subpart 16.2).

(8) Issue change orders and negotiate and execute resulting supplemental agreements under contracts for ship construction, conversion, and repair.

(9) Execute supplemental agreements on firm-fixed-price supply contracts to reduce required contract line item quantities and deobligate excess funds when notified by the contractor of an inconsequential delivery shortage, and it is determined that such action is in the best interests of the Government, notwithstanding the default provisions of the contract. Such action will be taken only upon the written request of the contractor and, in no event, shall the total downward contract price adjustment resulting from an inconsequential delivery shortage exceed \$250.00 or 5 percent of the contract price, whichever is less.

(10) Execute supplemental agreements to permit a change in place of inspection at origin specified in firm-fixed-price supply contracts awarded to nonmanufacturers, as deemed necessary to protect the Government's interests.

(11) Prepare evaluations of contractor performance IAW Subpart 42.15.

(c) Any additional contract administration functions not listed in 42.302(a) and (b), or not otherwise delegated, remain the responsibility of the contracting office.



UNITED STATES TRANSPORTATION COMMAND
508 SCOTT DRIVE
SCOTT AIR FORCE BASE IL 62225-5357

12 May 09

MEMORANDUM FOR SSGT RONNELL RAMSAY

FROM: OL-R AMC AOS/A3K

SUBJECT: Contracting Officer Representative (COR) Duties and Responsibilities for Contract No. FA4428-06-C-0005, Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

1. Pursuant to Defense Federal Acquisition Regulation Supplement 201.602-2, you are hereby appointed as Contracting Officer's Representative (COR) for:

Contract Number: FA4428-06-C-0005

For: Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

Contractor: CAV International, Inc.

Contract Period: 01 Aug 06 through 30 Sep 2010

2. As COR you are responsible for monitoring contractor performance and inspecting and accepting services for the government. Your duties are varied and numerous and, as COR, you may be personally liable for unauthorized acts. Therefore, it is essential that you familiarize yourself with the constraints of the contract to ensure all government actions are timely and in accordance with the contract. Close coordination with the Contracting Officer is a must. COR responsibilities take precedence over all other duties and are not re-delegable.

3. In addition to your required duties and applicable limitations set forth in the contract, the following guidance is furnished to assist you throughout the contract period. The COR:

a. Is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery or any other term or condition of the contract or provide instructions to the contractor which might be construed as changes to the contract. Recommendations (with supporting documentation) may be made to the CO, who will evaluate the proposed alteration and conduct all negotiations with the contractor, if deemed advisable.

b. Will furnish technical assistance to the CO and ensure the contractor's compliance with the technical requirements of the contract. Disagreements between the COR and the contractor must be referred to the CO, in writing, with an information copy to the Functional Director.

c. Is responsible for inspection and acceptance of services. The COR will evaluate and document the contractor's performance in accordance with the Quality Assurance Surveillance Plan and maintain detailed records to substantiate services received or not received.

d. Is responsible for reviewing and accepting services. The COR will complete monthly receiving reports by using Wide Area Work Flow- Receipt and Acceptance (WAWF-RA)

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electronic forms. An informational e-mail indicating the completion of the receiving report must be sent to the contract specialist.

e. Will not interpret, clarify, make or infer legal interpretations on the scope or intent of the contract; refer the contractor to the Contracting Officer.

f. Will notify the Contracting Officer of any significant performance deficiencies.

g. Will not give direction to the contractor or to employees of the contractor.

h. Will not authorize expenditure of funds.

i. Will not levy or impose upon the contractor any task or permit any substitution not specifically provided for in the contract.

j. Will not offer advice to the contractor which may adversely affect contract performance, compromise the rights of the government, provide the basis of a claim for constructive change, or impact any pending or future Contracting Officer determination as to fault or negligence.

k. Will attend the post-award conference and any other meetings where instructions are given to the contractor.

l. Will maintain a file of reports, correspondence, memoranda, and other pertinent documentation provided to the COR for each contract on which he or she is assigned.

m. Will recommend improvements to the Quality Assurance Surveillance Plan (QASP) and Performance Work Statement to the Contracting Officer.

n. Will be the Assessing Official Representative for the Contractor Performance Assessment Reporting System (CPARS).

4. This designation as a COR shall remain in effect through the life of the contract, unless sooner terminated in writing by the Contracting Officer. As COR each year you shall complete annual Ethics training. A copy of the training certificate will be sent to the Contracting Officer and a copy retained in the official COR file. In the event personnel changes are necessary during the contract period, and you are to be reassigned or separated from Government service, please notify the Contracting Officer sufficiently in advance to permit timely selection of a successor COR.

5. The duties and responsibilities set forth above are not all inclusive. Specific situations that are not covered or that have created a question should be brought to the attention of the Contracting Officer.

6. The Contract Office Chief responsible for administration of this contract is Capt John Alfred-Ockiya (DSN 314-479-4215). Please be advised that only the Contracting Officer has the authority to change or amend the terms of the contract through formal modification. Any other person attempting to change or deviate from the terms of the contract is without authority to do so and the Contracting Officer is without authority to ratify such unauthorized actions.

7. You are required to acknowledge receipt of this appointment and return it to the undersigned for retention in the contract file. A copy must be retained in your files.



TAMARA SCHUETTE
Contracting Officer

~~~~~COR Acknowledgement~~~~~

I hereby acknowledge my appointment as the Contracting Officer's Representative (COR) for contract FA4428-06-C-0005 with C.A.V. International and fully understand my responsibilities and limitations.

\_\_\_\_\_  
NAME (Print/Type)

\_\_\_\_\_  
RANK/GRADE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**SUPERVISOR'S ACKNOWLEDGEMENT:**

I have read the above COR appointment and fully understand, support and approve my employee's responsibilities and limitations as COR under the above referenced contract. I agree that "other" duties of the COR must not conflict with COR responsibilities and that the above COR's contributions in assisting in the monitoring of the contract is addressed, as appropriate, in the annual performance review of this individual. I agree to meet with the COR at least bi-annually to discuss work-load and COR specific duties. A record of this meeting will be provided to the COR for retention in the COR file.

\_\_\_\_\_  
NAME (Print/Type)

\_\_\_\_\_  
SIGNATURE



UNITED STATES TRANSPORTATION COMMAND  
508 SCOTT DRIVE  
SCOTT AIR FORCE BASE IL 62225-5357

25 September 09

MEMORANDUM FOR TSgt Denis Bryant

FROM: OL-R AMC AOS/A3K

SUBJECT: Contracting Officer Representative (COR) Duties and Responsibilities for Contract No. FA4428-06-C-0005, Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

1. Pursuant to Defense Federal Acquisition Regulation Supplement 201.602-2, you are hereby appointed as Contracting Officer's Representative (COR) for:

Contract Number: FA4428-06-C-0005

For: Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

Contractor: CAV International, Inc.

Contract Period: 01 Aug 06 through 30 Sep 2010

2. As COR you are responsible for monitoring contractor performance and inspecting and accepting services for the government. Your duties are varied and numerous and, as COR, you may be personally liable for unauthorized acts. Therefore, it is essential that you familiarize yourself with the constraints of the contract to ensure all government actions are timely and in accordance with the contract. Close coordination with the Contracting Officer is a must. COR responsibilities take precedence over all other duties and are not re-delegable.

3. In addition to your required duties and applicable limitations set forth in the contract, the following guidance is furnished to assist you throughout the contract period. The COR:

a. Is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery or any other term or condition of the contract or provide instructions to the contractor which might be construed as changes to the contract. Recommendations (with supporting documentation) may be made to the CO, who will evaluate the proposed alteration and conduct all negotiations with the contractor, if deemed advisable.

b. Will furnish technical assistance to the CO and ensure the contractor's compliance with the technical requirements of the contract. Disagreements between the COR and the contractor must be referred to the CO, in writing, with an information copy to the Functional Director.

c. Is responsible for inspection and acceptance of services. The COR will evaluate and document the contractor's performance in accordance with the Quality Assurance Surveillance Plan and maintain detailed records to substantiate services received or not received.

d. Is responsible for reviewing and accepting services. The COR will complete monthly receiving reports by using Wide Area Work Flow- Receipt and Acceptance (WAWF-RA)

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electronic forms. An informational e-mail indicating the completion of the receiving report must be sent to the contract specialist.

e. Will not interpret, clarify, make or infer legal interpretations on the scope or intent of the contract; refer the contractor to the Contracting Officer.

f. Will notify the Contracting Officer of any significant performance deficiencies.

g. Will not give direction to the contractor or to employees of the contractor.

h. Will not authorize expenditure of funds.

i. Will not levy or impose upon the contractor any task or permit any substitution not specifically provided for in the contract.

j. Will not offer advice to the contractor which may adversely affect contract performance, compromise the rights of the government, provide the basis of a claim for constructive change, or impact any pending or future Contracting Officer determination as to fault or negligence.

k. Will attend the post-award conference and any other meetings where instructions are given to the contractor.

l. Will maintain a file of reports, correspondence, memoranda, and other pertinent documentation provided to the COR for each contract on which he or she is assigned.

m. Will recommend improvements to the Quality Assurance Surveillance Plan (QASP) and Performance Work Statement to the Contracting Officer.

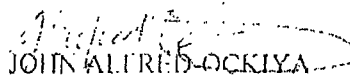
n. Will be the Assessing Official Representative for the Contractor Performance Assessment Reporting System (CPARS).

4. This designation as a COR shall remain in effect through the life of the contract, unless sooner terminated in writing by the Contracting Officer. As COR each year you shall complete annual Ethics training. A copy of the training certificate will be sent to the Contracting Officer and a copy retained in the official COR file. In the event personnel changes are necessary during the contract period, and you are to be reassigned or separated from Government service, please notify the Contracting Officer sufficiently in advance to permit timely selection of a successor COR.

5. The duties and responsibilities set forth above are not all inclusive. Specific situations that are not covered or that have created a question should be brought to the attention of the Contracting Officer.

6. The Contract Office Chief responsible for administration of this contract is Capt John Alfred-Oekiya (DSN 314-479-4215). Please be advised that only the Contracting Officer has the authority to change or amend the terms of the contract through formal modification. Any other person attempting to change or deviate from the terms of the contract is without authority to do so and the Contracting Officer is without authority to ratify such unauthorized actions.

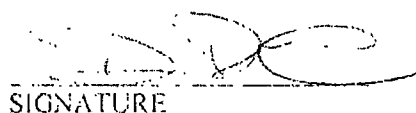
7. You are required to acknowledge receipt of this appointment and return it to the undersigned for retention in the contract file. A copy must be retained in your files.

  
JOHN ALFRED-OCKLYA  
Contracting Officer

~~~~~COR Acknowledgement~~~~~

I hereby acknowledge my appointment as the Contracting Officer's Representative (COR) for contract FA4428-06-C-0005 with C.A.V. International and fully understand my responsibilities and limitations.

Joseph, Denis A. Jr.
NAME (Print/Type) RANK/GRADE


SIGNATURE

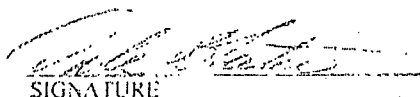
Contracting Officer Representative
TITLE

12 Oct 09
DATE

SUPERVISOR'S ACKNOWLEDGEMENT:

I have read the above COR appointment and fully understand, support and approve my employee's responsibilities and limitations as COR under the above referenced contract. I agree that "other" duties of the COR must not conflict with COR responsibilities and that the above COR's contributions in assisting in the monitoring of the contract is addressed, as appropriate, in the annual performance review of this individual. I agree to meet with the COR at least bi-annually to discuss work-load and COR specific duties. A record of this meeting will be provided to the COR for retention in the COR file.

Dale B. Teeter
NAME (Print/Type)


SIGNATURE



UNITED STATES TRANSPORTATION COMMAND
508 SCOTT DRIVE
SCOTT AIR FORCE BASE IL 62225-5357

2 November 2009

MEMORANDUM FOR SSGT LYDIA HARVEY

FROM: OL-R USTRANSCOM

SUBJECT: Contracting Officer Representative (COR) Duties and Responsibilities for Contract No. FA4428-06-C-0005, Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

1. Pursuant to Defense Federal Acquisition Regulation Supplement 201.602-2, you are hereby appointed as Contracting Officer's Representative (COR) for:

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For: Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

Contractor: CAV International, Inc.

Contract Period: 01 Aug 06 through 30 Sep 2010

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3. In addition to your required duties and applicable limitations set forth in the contract, the following guidance is furnished to assist you throughout the contract period. The COR:

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c. Is responsible for inspection and acceptance of services. The COR will evaluate and document the contractor's performance in accordance with the Quality Assurance Surveillance Plan and maintain detailed records to substantiate services received or not received.

d. Is responsible for reviewing and accepting services. The COR will complete monthly receiving reports by using Wide Area Work Flow- Receipt and Acceptance (WAWF-RA)

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electronic forms. An informational e-mail indicating the completion of the receiving report must be sent to the contract specialist.

e. Will not interpret, clarify, make or infer legal interpretations on the scope or intent of the contract; refer the contractor to the Contracting Officer.

f. Will notify the Contracting Officer of any significant performance deficiencies.

g. Will not give direction to the contractor or to employees of the contractor.

h. Will not authorize expenditure of funds.

i. Will not levy or impose upon the contractor any task or permit any substitution not specifically provided for in the contract.

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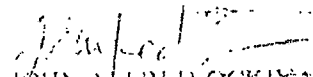
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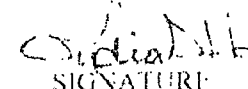
6. The Contract Office Chief responsible for administration of this contract is Capt John Alfred Ockiya (DSN 314-470-4215). Please be advised that only the Contracting Officer has the authority to change or amend the terms of the contract through formal modification. Any other person attempting to change or deviate from the terms of the contract is without authority to do so and the Contracting Officer is without authority to ratify such unauthorized actions.

7. You are required to acknowledge receipt of this appointment and return it to the undersigned for retention in the contract file. A copy must be retained in your files.


JOHN ALFRED OCKIVA
Contracting Officer

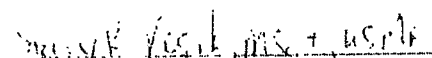
-----COR Acknowledgement-----

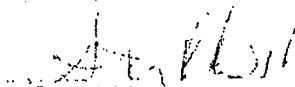
I hereby acknowledge my appointment as the Contracting Officer's Representative (COR) for contract FA4428-06-C-0005 with C.A.V. International and fully understand my responsibilities and limitations

Ludina A. Harvey SSgt/E-5 
NAME (Print/Type) RANK/GRADE SIGNATURE
Contracting Officer Representative 16 Nov 09
TITLE DATE

SUPERVISOR'S ACKNOWLEDGEMENT:

I have read the above COR appointment and fully understand, support and approve my employee's responsibilities and limitations as COR under the above referenced contract. I agree that "other" duties of the COR must not conflict with COR responsibilities and that the above COR's contributions in assisting in the monitoring of the contract is addressed, as appropriate, in the annual performance review of this individual. I agree to meet with the COR at least bi-annually to discuss workload and COR specific duties. A record of this meeting will be provided to the COR for retention in the COR file.


NAME (Print/Type)


SIGNATURE



UNITED STATES TRANSPORTATION COMMAND
508 SCOTT DRIVE
SCOTT AIR FORCE BASE IL 62225-5357

20 November 2009

MEMORANDUM FOR MSGT TIMOTHY OWEN

FROM: OL-R USTRANSCOM

SUBJECT: Contracting Officer Representative (COR) Duties and Responsibilities for Contract No. FA4428-06-C-0005, Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

1. Pursuant to Defense Federal Acquisition Regulation Supplement 201.602-2, you are hereby appointed as Contracting Officer's Representative (COR) for:

Contract Number: FA4428-06-C-0005

For: Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

Contractor: CAV International, Inc.

Contract Period: 01 Aug 06 through 30 Sep 2010

2. As COR you are responsible for monitoring contractor performance and inspecting and accepting services for the government. Your duties are varied and numerous and, as COR, you may be personally liable for unauthorized acts. Therefore, it is essential that you familiarize yourself with the constraints of the contract to ensure all government actions are timely and in accordance with the contract. Close coordination with the Contracting Officer is a must. COR responsibilities take precedence over all other duties and are not re-delegable.

3. In addition to your required duties and applicable limitations set forth in the contract, the following guidance is furnished to assist you throughout the contract period. The COR:

a. Is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery or any other term or condition of the contract or provide instructions to the contractor which might be construed as changes to the contract. Recommendations (with supporting documentation) may be made to the CO, who will evaluate the proposed alteration and conduct all negotiations with the contractor, if deemed advisable.

b. Will furnish technical assistance to the CO and ensure the contractor's compliance with the technical requirements of the contract. Disagreements between the COR and the contractor must be referred to the CO, in writing, with an information copy to the Functional Director.

c. Is responsible for inspection and acceptance of services. The COR will evaluate and document the contractor's performance in accordance with the Quality Assurance Surveillance Plan and maintain detailed records to substantiate services received or not received.

d. Is responsible for reviewing and accepting services. The COR will complete monthly receiving reports by using Wide Area Work Flow- Receipt and Acceptance (WAWF-RA)

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electronic forms. An informational e-mail indicating the completion of the receiving report must be sent to the contract specialist.

e. Will not interpret, clarify, make or infer legal interpretations on the scope or intent of the contract; refer the contractor to the Contracting Officer.

f. Will notify the Contracting Officer of any significant performance deficiencies.

g. Will not give direction to the contractor or to employees of the contractor.

h. Will not authorize expenditure of funds.

i. Will not levy or impose upon the contractor any task or permit any substitution not specifically provided for in the contract.

j. Will not offer advice to the contractor which may adversely affect contract performance, compromise the rights of the government, provide the basis of a claim for constructive change, or impact any pending or future Contracting Officer determination as to fault or negligence.

k. Will attend the post-award conference and any other meetings where instructions are given to the contractor.

l. Will maintain a file of reports, correspondence, memoranda, and other pertinent documentation provided to the COR for each contract on which he or she is assigned.

m. Will recommend improvements to the Quality Assurance Surveillance Plan (QASP) and Performance Work Statement to the Contracting Officer.


n. Will be the Assessing Official Representative for the Contractor Performance Assessment Reporting System (CPARS).

4. This designation as a COR shall remain in effect through the life of the contract, unless sooner terminated in writing by the Contracting Officer. As COR each year you shall complete annual Ethics training. A copy of the training certificate will be sent to the Contracting Officer and a copy retained in the official COR file. In the event personnel changes are necessary during the contract period, and you are to be reassigned or separated from Government service, please notify the Contracting Officer sufficiently in advance to permit timely selection of a successor COR.

5. The duties and responsibilities set forth above are not all inclusive. Specific situations that are not covered or that have created a question should be brought to the attention of the Contracting Officer.

6. The Contract Office Chief responsible for administration of this contract is Capt John Alfred-Ockiya (DSN 314-479-4215). Please be advised that only the Contracting Officer has the authority to change or amend the terms of the contract through formal modification. Any other person attempting to change or deviate from the terms of the contract is without authority to do so and the Contracting Officer is without authority to ratify such unauthorized actions.

7. You are required to acknowledge receipt of this appointment and return it to the undersigned for retention in the contract file. A copy must be retained in your files.


JOHN ALFRED-OCKIYA
Contracting Officer

COR Acknowledgement

I hereby acknowledge my appointment as the Contracting Officer's Representative (COR) for contract FA4428-06-C-0005 with C.A.V. International and fully understand my responsibilities and limitations.

Timothy C. Owen
NAME (Print/Type)

MSA/E-7
RANK/GRADE


SIGNATURE

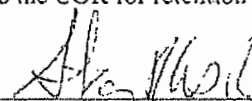
Contracting Officer Representative
TITLE

20 Nov 09
DATE

SUPERVISOR'S ACKNOWLEDGEMENT:

I have read the above COR appointment and fully understand, support and approve my employee's responsibilities and limitations as COR under the above referenced contract. I agree that "other" duties of the COR must not conflict with COR responsibilities and that the above COR's contributions in assisting in the monitoring of the contract is addressed, as appropriate, in the annual performance review of this individual. I agree to meet with the COR at least bi-annually to discuss work-load and COR specific duties. A record of this meeting will be provided to the COR for retention in the COR file.

Stacy R. Kersik, MSgt, USAF
NAME (Print/Type)


SIGNATURE



UNITED STATES TRANSPORTATION COMMAND
508 SCOTT DRIVE
SCOTT AIR FORCE BASE IL 62225-5357

7 April 2010

MEMORANDUM FOR SSGT CANDICE VERBEEK

FROM: OL-R USTRANSCOM

SUBJECT: Contracting Officer Representative (COR) Duties and Responsibilities for Contract No. FA4428-06-C-0005, Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

1. Pursuant to Defense Federal Acquisition Regulation Supplement 201.602-2, you are hereby appointed as Contracting Officer's Representative (COR) for:

Contract Number: FA4428-06-C-0005

For: Air Terminal Ground Handling Services, Al Mubarak Air Base, Kuwait.

Contractor: CAV International, Inc.

Contract Period: 01 Aug 06 through 30 Sep 2010

2. As COR you are responsible for monitoring contractor performance and inspecting and accepting services for the government. Your duties are varied and numerous and, as COR, you may be personally liable for unauthorized acts. Therefore, it is essential that you familiarize yourself with the constraints of the contract to ensure all government actions are timely and in accordance with the contract. Close coordination with the Contracting Officer is a must. COR responsibilities take precedence over all other duties and are not re-delegable.

3. In addition to your required duties and applicable limitations set forth in the contract, the following guidance is furnished to assist you throughout the contract period. The COR:

a. Is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery or any other term or condition of the contract or provide instructions to the contractor which might be construed as changes to the contract. Recommendations (with supporting documentation) may be made to the CO, who will evaluate the proposed alteration and conduct all negotiations with the contractor, if deemed advisable.

b. Will furnish technical assistance to the CO and ensure the contractor's compliance with the technical requirements of the contract. Disagreements between the COR and the contractor must be referred to the CO, in writing, with an information copy to the Functional Director.

c. Is responsible for inspection and acceptance of services. The COR will evaluate and document the contractor's performance in accordance with the Quality Assurance Surveillance Plan and maintain detailed records to substantiate services received or not received.

d. Is responsible for reviewing and accepting services. The COR will complete monthly receiving reports by using Wide Area Work Flow- Receipt and Acceptance (WAWF-RA)

electronic forms. An informational e-mail indicating the completion of the receiving report must be sent to the contract specialist.

e. Will not interpret, clarify, make or infer legal interpretations on the scope or intent of the contract; refer the contractor to the Contracting Officer.

f. Will notify the Contracting Officer of any significant performance deficiencies.

g. Will not give direction to the contractor or to employees of the contractor.

h. Will not authorize expenditure of funds.

i. Will not levy or impose upon the contractor any task or permit any substitution not specifically provided for in the contract.

j. Will not offer advice to the contractor which may adversely affect contract performance, compromise the rights of the government, provide the basis of a claim for constructive change, or impact any pending or future Contracting Officer determination as to fault or negligence.

k. Will attend the post-award conference and any other meetings where instructions are given to the contractor.

l. Will maintain a file of reports, correspondence, memoranda, and other pertinent documentation provided to the COR for each contract on which he or she is assigned.

m. Will recommend improvements to the Quality Assurance Surveillance Plan (QASP) and Performance Work Statement to the Contracting Officer.

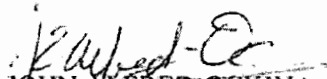
n. Will be the Assessing Official Representative for the Contractor Performance Assessment Reporting System (CPARS).

4. This designation as a COR shall remain in effect through the life of the contract, unless sooner terminated in writing by the Contracting Officer. As COR each year you shall complete annual Ethics training. A copy of the training certificate will be sent to the Contracting Officer and a copy retained in the official COR file. In the event personnel changes are necessary during the contract period, and you are to be reassigned or separated from Government service, please notify the Contracting Officer sufficiently in advance to permit timely selection of a successor COR.

5. The duties and responsibilities set forth above are not all inclusive. Specific situations that are not covered or that have created a question should be brought to the attention of the Contracting Officer.

6. The Contract Office Chief responsible for administration of this contract is Capt John Alfred-Ockiya (DSN 314-479-4215). Please be advised that only the Contracting Officer has the authority to change or amend the terms of the contract through formal modification. Any other person attempting to change or deviate from the terms of the contract is without authority to do so and the Contracting Officer is without authority to ratify such unauthorized actions.

7. You are required to acknowledge receipt of this appointment and return it to the undersigned for retention in the contract file. A copy must be retained in your files.


JOHN ALFRED-OCKIYA
Contracting Officer

~~~~~COR Acknowledgement~~~~~

I hereby acknowledge my appointment as the Contracting Officer's Representative (COR) for contract FA4428-06-C-0005 with C.A.V. International and fully understand my responsibilities and limitations.

Candice Verbeek  
NAME (Print/Type)

SSgt/O-5  
RANK/GRADE

  
SIGNATURE

Contracting Officer Representative  
TITLE

7 April 2010  
DATE

**SUPERVISOR'S ACKNOWLEDGEMENT:**

I have read the above COR appointment and fully understand, support and approve my employee's responsibilities and limitations as COR under the above referenced contract. I agree that "other" duties of the COR must not conflict with COR responsibilities and that the above COR's contributions in assisting in the monitoring of the contract is addressed, as appropriate, in the annual performance review of this individual. I agree to meet with the COR at least bi-annually to discuss work-load and COR specific duties. A record of this meeting will be provided to the COR for retention in the COR file.

Timothy C. Owen  
NAME (Print/Type)

  
SIGNATURE



UNITED STATES TRANSPORTATION COMMAND  
508 SCOTT DR  
SCOTT AIR FORCE BASE IL 62225-5357

20 April 2010

MEMORANDUM FOR CAV INTERNATIONAL

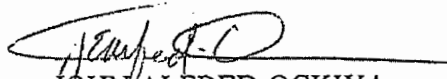
FROM: OL-R USTRANSCOM  
Unit 3307  
APO AE 09094-3307

SUBJECT: Contracting Officer's Representative Duties and Responsibilities, Contract No. FA4428-06-C-0005, Air Terminal and Ground Handling Services at Al Mubarak Air Base, Kuwait.

1. MSgt Timothy Owen, TSgt Denis Bryant, SSgt Ronnell Ramsay, SSgt Lydia Harvey and SSgt Candice Verbeek have been appointed as the Contracting Officer's Representatives (COR) for this contract.
2. The COR is responsible for the overall inspection of services specified in your contract. They HAVE authority to:
  - a. Provide technical assistance to the contracting officer (CO) and ensure the contractor's compliance with the technical requirements of the contract.
  - b. Certify acceptance of services that have been satisfactorily performed by the contractor.
  - c. Document the contractor's performance in accordance with the Quality Assurance Surveillance Plan and maintain detailed records to substantiate services received or not received.
  - d. Attend the post-award conference and any other meetings where instructions are given to the contractor.
3. The COR's DO NOT have the authority to:
  - a. Make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract or provide instructions to the contractor which might be construed as changes to the contract. Recommendations (with supporting documentation) may be made to the CO, who will evaluate the proposed alteration and conduct all negotiations with the contractor, if deemed advisable.

# 3

- b. Clarify, make, or infer legal interpretations to the scope or intent of the contract.
  - c. Approve contractor's procedures.
  - d. Authorize the expenditure of funds.
  - e. Levy or impose tasks not specifically stated in the contract.
  - f. Issue instructions that could be construed as changes to contract terms and conditions.
  - g. Enter into contractual agreements with a contractor.
  - h. Issue directives to the contractor or employees of the contractor.
  - i. Offer advice or recommendations to the contractor that could directly or indirectly affect pending Contracting Officer determinations as to fault or negligence of any contractual party.
4. Capt John Alfred-Ockiya is designated as the Administrative Contracting Officer (ACO) and can be contacted for any questions you have regarding the referenced contract.

  
JOHN ALFRED-OCKIYA  
Contracting Officer