



IN REPLY
REFER TO DESC-CPB

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NOV 30 1999

CONTRACTING INSTRUCTION (CI): 99-24
MEMORANDUM FOR CI Distribution

SUBJECT: Contracting Officer Review Program

This CI is issued to incorporate revised Defense Energy Procurement Instruction (DEPI) coverage for the Contracting Officer Review Program.

The changes to the Contracting Officer Review Program include the following:

- a. The DESC Center Senior Procurement Official (CSPO) will be a member of the Contracting Officer Review Board and will serve as the Chairperson. This is a permanent position.
- b. The Chief of the Procurement Planning and Oversight Office will be a member of the Contracting Officer Review Board. This is a permanent position.
- c. There will be one rotating position on the Contracting Officer Review Board that will be filled by a GM-14 Division Chief from a CBU certified at DAWIA Level III in Contracting. This position will have a one year term and will be appointed by the DESC-CSPO.

A copy of the revised DEPI coverage is attached. This CI expires upon inclusion in the DEPI. The point of contact is Mr. Dennis S. Stanley, DESC-CPB, at 767-7632.


SHARON L. MURPHY
DESC Center Senior Procurement Official

Attachment



Contracting Officer Review Program DEPI

1.603-91 Contracting officer review program.

(a) DESC-CPB (Procurement Oversight Branch) is the focal point for the Contracting Officer Review Program.

(1) Annual assessment.

Every CBU will conduct an annual assessment of the organizational need for contracting officer appointments. These assessments will be forwarded through the CBU director to the CSPO prior to October 1 every year. The issues to be examined are those set forth in paragraph 1.603-3(101)(d).

(2) The DESC Contracting Officer Review Board.

(i) The DESC Contracting Officer Review Board will be composed of:

(A) The CSPO will serve as the Chairperson. This is a permanent position.

(B) The Chief of the Procurement Planning and Oversight Office. This is a permanent position.

(C) One GM-14 Division Chief from a CBU. This is a rotating position and the appointment will be for a term of one year. This position will be filled by a person in the 1101 or 1102 career field, and will be DAWIA Level III certified in the contracting field.

(ii) Appointments to the DESC Contracting Officer Review Board will be made by the CSPO. The appointment will be in writing. The board will be responsible for the following:

(A) Reviewing and approving initial contracting officer appointment procedures as prescribed in DEPI 1.603. Recommendations of the Contracting Officer Review Board shall be forwarded for approval by the CSPO.

(B) Conducting reviews of each contracting officer every three years. These reviews will include the evaluations as required by DLAR 1.603-91(a)(2). The Procurement Oversight Branch, DESC-CPB is responsible for maintaining the contracting officer appointment files.

(iii) The Contracting Officer Review Board will make any recommendations necessary to ensure that DESC's contracting officers are well trained, well utilized, and demonstrate professional competence. These recommendations will be made by the CSPO.

(iv) If the contracting officer disagrees with the findings of the Contracting Officer Review Board, he/she will forward a memorandum explaining the basis of the disagreement through the CBU director to the Chairman of the Contracting Officer Review Board. If the disagreement cannot be resolved after discussions with the Contracting Officer Review Board, the matter will be decided by the CSPO.