



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

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MEMORANDUM FOR DISTRIBUTION

Subj : MONITORING OF CONTRACTING OFFICER'S TECHNICAL
REPRESENTATIVES (COTRS)

- Ref: (a) DoDIG Audit Report 91-030, Justification for Use of
Time-and-Materials Contracts, 8 Jan 1991
- (b) SECNAVINST 4205.5, Contracting Officer's Technical
Representative (COTR), 18 APR 1988

One finding of the reference (a) audit report was that contracting officers did not effectively oversee actions taken by technical personnel assigned to monitor contract performance. This finding is a matter of special interest to the OASN(RDA) Procurement Management Review (PMR) team.

Based on the findings of recent OASN(RDA) PMRs it is clear that Navy Department contracting officers need to be reminded of their oversight responsibilities. Please remind your contracting officers that paragraph 5(d) of reference (b) requires them to perform an annual review of the files and performance of one-third of their COTRS.

It is requested this issue be made a command special interest item and be reviewed as part of command PMRs until further notice.

Please ensure that this guidance is provided to appropriate contracting personnel within your contracting and contract administration offices.


E.G. CAMMACK
Director
Procurement Policy

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