



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
Program Executive Office
Simulation, Training and Instrumentation
12350 Research Parkway
Orlando, Florida 32826-3276

SFAE-STRI-FIELD-OPS

18 April 2008

MEMORANDUM FOR

SUBJECT: Technical Oversight Representative (TOR), Contract W900KK-07-D-0001, Warfighter FOCUS Life Cycle Contractor Support (LCCS) Program and All Subsequent Modifications.

1. The individual identified above is hereby appointed as the TOR for the Contracting Officer's Representative (COR) on the subject contract with RAYTHEON TECHNICAL SERVICES (RTSC) COMPANY LLC, 2603 CHALLENGER CT STE150, ORLANDO FL 32826-2718. RTSC and its subcontractors are collectively known as the Warrior Training Alliance (WTA). You are responsible for oversight of the training equipment applicable to your location as identified in the Statement of Work (SOW) of subject contract.

2. As TOR, your duties include functioning as the technical representative for the COR in the administration of the subject contract, providing technical information to the COR, as necessary, with respect to the SOW, and monitoring the performance of work under this contract. The TOR will perform these duties in accordance with the instructions provided herein or which may be provided in writing at a later date. Specific duties are as follows:

a. Monitor the contractor's performance as related to the requirements of this contract. Review on-site logs maintained by the contractor. Serve as the technical contact through which the contractor can relay questions and problems of a technical nature to the COR. The TOR shall also be responsible for all on-site Government technical interfaces concerning the contract requirements.

b. Maintain liaison with the contractor representative (site manager) serving as the point of contact between your particular installation and the contractor. Serve as the coordinator for site scheduling and interface with both the installation and the contractor to develop training and visitor schedules.

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c. In accordance with Section H.2 of the above subject contract, report Full Mission Capable (FMC) and Partial Mission Capable (PMC) percentages per device on the Field Service Report (FSR). Review the FSR to ensure the FMC and PMC percentages per device and reasons for PMC are accurately reflected.

d. Authorize training in a degraded mode when it is the TOR's opinion that the training mission be accomplished without a 100% operational system. Refer to Section H.2 of the above subject contract for the PMC information.

e. Review the reports, memorandums and other data prepared by the contractor pursuant to the terms of the contract.

f. Check with the Life Cycle Contractor (LCC) personnel, at the beginning of each month, regarding the Preventive Maintenance Checks and Services (PMCS) for that month. No later than the second working day of each month, check the logbook to assure the previous month PMCS have been recorded. If PMCS is shown as late or not performed, reaffirm logbook contents with contractor personnel and forward your documented findings to the COR at the address shown in Paragraph 3b no later than the fifth working day of the month. Perform a Technical Inspection (TI) of equipment to determine if a complete PMCS has been done as required.

g. A password for the WTA MIS will be emailed to you prior to 1 May 08. Once you are granted access to the WTA MIS, you will reaffirm MIS content against actual site performance on a monthly basis. If it is ascertained that actual performance is different from stated performance, assure this is so annotated on the monthly report. Coordinate unscheduled maintenance of training devices/simulators with the COR.

h. Ensure any software discrepancies noted by the Instructor/Operator (I/O) are submitted to the WTA technician who will submit a Software Trouble Report (STR) to the COR.

i. OCONUS TORs will ensure those facilities and privileges specified in Special Contract Requirements, Section H, are available to contractor personnel or notify the Contracting Officer of those support privileges that are unavailable.

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- j. Coordinate for contractor overtime with the COR.

 - k. In the event of contractor delay or failure to perform, determine the cause, and make recommendation(s) for appropriate corrective and/or preventive measures to the Site Manager.

 - l. Support the COR in coordinating new equipment fieldings to the site with Property Accountability Officers, installations, and the inventory of Training Aids Devices Simulators and Simulations (TADSS) and support equipment.
3. The exercise of authority granted you as TOR must be evidenced in writing and personally signed by you using the title designation "Technical Oversight Representative". A signed copy of this letter shall be provided to the Contracting Officer as evidence of your acceptance as TOR. This designation does not empower you to issue any instructions to the contractor, either oral or written, which may involve an alteration or change in the scope or provisions of the contract. The TOR is not authorized by this letter to take any action, either directly or indirectly, that could result in a change in the pricing, quantity, place or performance, delivery schedule, or any other terms and/or conditions of the contract, or to direct the accomplishment of efforts which would exceed the scope of the basic contract. Whenever there is a potential that discussions between the TOR and contractor may impact areas such as those described above, the TOR will contact the COR for guidance.
4. The Contracting Officer will make all findings and determinations concerning the terms of the contract on behalf of the Government. Changes in the scope of the contract will be made by properly executed modifications. Recommendations that would constitute expansion of the scope of work shall be forwarded through the COR to the Contracting Officer for appropriate action.
5. In accomplishing these duties the TOR is cautioned to ensure that the contract does not become a personal services contract through his actions or at the actions of other Government personnel who may assist the TOR in the performance of these duties.

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6. In exercising this authority, you are responsible for:
 - a. Performing the specific duties assigned herein.
 - b. Maintaining compliance with the contract and contractual terms.
 - c. Knowing the scope and limitation of your authority.
 - d. Submitting prescribed reports to the Contracting Officer.
 - e. Protecting privileged and sensitive procurement information in accordance with Army Regulation (AR) 25.55.
 - f. Bringing to the attention of the COR any significant deficiencies with respect to the contractor's performance or other actions which might jeopardize contract performance.
7. The appointment as TOR shall remain in effect for the life of the contract unless revoked by either the undersigned or the Contracting Officer. Such termination of this designation shall be in writing. You are also responsible for providing prompt notification to the COR if, for any reason, it becomes necessary to terminate your appointment as TOR.
8. You are further required to maintain adequate records to sufficiently describe the performance of your duties as a TOR, and to distribute such records as applicable. If your designation is changed for any reason before completion of the contract, your records shall be turned over to the successor representative or forwarded to the COR.
9. TOR training will provide the TOR with more insight of the legalities involved in contractually dealing with your support contractor. In order that you understand the legal relationship and be better informed to perform your legal duties, you are required to attend TOR training. You are required to acknowledge receipt of this appointment in the space provided on the original copy and return it to the COR. Your office may retain a duplicate copy.

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10. All correspondence, documents, etc., to be forwarded to the COR shall be addressed to U. S. Army PEO STRI, ATTN: PM Field OPS, WFF COR (Richard McGovern), 12350 Research Parkway, Orlando, FL 32826-3276.

11. Any question pertaining to the performance of the TOR's duties, contact the COR or undersigned.

Richard McGovern
WFF COR
(407) 384-3790

Technical Oversight Representative (TOR) Acknowledgement:

I have reviewed and understand my appointment.

Printed Name _____ Office Symbol _____ Date _____

Signature _____

E-Mail Address: _____

Telephone: DSN _____ Comm. _____ FAX _____

Mailing Address: _____
