

Chemical Corps Procurement Instruction 40-109  
Functions and Duties of a Contract Project Officer

a. The primary function of the Contract Project Officer is to represent the Contracting Officer in technical phases of the contract. The Contract Project Officer will furnish or arrange to furnish to the contractor all requisite technical information and, through the Property Administrator, all necessary materials authorized under the terms of the contract. Throughout the performance of a contract, the Contract Project Officer will assume the following duties (subject to such limitations as may be imposed by the Contracting Officer):

(1) Maintain close contact with the contractor and with the progress of the work, and immediately notify the Contracting Officer when technical difficulties arise which may impede scheduled completion of the contract.

(2) Submit progress reports to the Contracting Officer at specified intervals, effective from date contract is consummated. Such reports will include any preliminary design drawings as applicable and the probability of the contractor completing the work in time stipulated in the contract.

(3) Accomplish certificate on vouchers to the Contracting Officer that the work or services covered by the vouchers has been satisfactorily performed, if such is the case.

(4) Assist the contractor in interpreting technical phases of the contract and any applicable specification, subject to the limitations of the Project Officer's written authority. Differences of opinion will be referred to the Contracting Officer for resolution.

(5) Assist the contractor in obtaining such technical data as may be necessary and appropriate and which may be available to the Chemical Corps.

(6) Arrange for access, by the contractor, to Government facilities when examination of these facilities will materially benefit the performance of the contract. Applicable regulations will be observed in arranging clearances for the contractor.

(7) Arrange to furnish a block of drawing numbers if preparation of drawings is required by contract.

(8) Observe and comply with CCPI 9-106 and 9-109.

b. Prior to completion of the contract, the Contract Project Officer will perform the following duties:

(1) Check or arrange with the Contracting Officer to have all drawings submitted by the contractor checked for accuracy and completeness

2852/14

and for compliance with the contract requirements and indicate their acceptability by letter or other means satisfactory to the Contracting Officer.

(2) Review the reports submitted by the contractor in accordance with the contract terms.

(3) Notify the Contracting Officer when the contractor has met the terms of the contract, and make appropriate recommendations as to acceptance.

(4) Assist the Contracting Officer in the recovery of and accounting for all classified documents and material furnished to the contractor in connection with the contract.

(5) Provide recommendations for disposition of all property generated under the contract as requested by the Contracting Officer.

c. Upon satisfactory completion of the performance of the technical phases of the contract, the Contract Project Officer will advise the Contracting Officer of this fact in writing.