

U.S. Army Corps of Engineers (USACE)  
**ORDERING OFFICER ANNUAL FILE SURVEILLANCE CHECKLIST**

See AFARS 5101.602-2-92(c)(2); the proponent agency is CECT-P.

Resident Office	Ordering Office	Date of Surveillance
Contract Number	Solicitation Number	Estimated Value of Acquisition

Project Description

	YES	NO	N/A	Comments
--	-----	----	-----	----------

Where regulatory and policy non-compliance is found, provide a description in the Comments.

**CONTRACT FILE**

1.	Signed and acknowledged copy of Ordering Officer appointment? (AFARS 5101.602-2-92)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Signed copy of Basic Contract & all Modifications? How many Modifications were issued? [Note: annotate Comments section]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Signed copy of each Task Order & all Modifications? How many Task Orders were issued? [Note: annotate Comments section] How many Modifications were issued? [Note: annotate Comments section] [Note: Include/Attach a list of task orders and modifications reviewed]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Copy of all Payment records with supporting documents (e.g. certified funding, necessary approvals, invoices, receipts, etc.) as per appointment letter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ORDERING OFFICER'S PERFORMANCE**

5.	Does the Ordering Officer operate within the scope and limitations of authority delegated in his/her appointment letter and FAR subpart 3.1? (AFARS 5101.602-2-92(c)(1)(i), 5101.602-2-92(c)(2)(i)(A))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Does the Ordering Officer maintain the standards of conduct prescribed in DoD 5500.7-R? (AFARS 5101.602-2-92(c)(2)(i)(B))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Does the Ordering Officer engage in improper practices, including but not limited to splitting purchase transactions to avoid monetary limitations or unauthorized purchases? (AFARS 5101.602-2-92(c)(2)(i)(C))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Did the Ordering Officer delegate his/her authority to others? (AFARS 5101.602-2-92(a), 5101.602-2-92(c)(2)(i)(C))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9.	Did the Ordering Officer submit to the appointing authority correct and timely information for reporting purposes as per appointment letter? (AFARS 5101.602-2-92(c)(2)(i)(D), 5101.603-3-90)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Did the Ordering Officer retain copies of inspection and review findings for one year in his/her file? (AFARS 5101.602-2-92(c)(2)(ii))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Does the Ordering Officer have any uncorrected deficiencies from the previous year's inspection? (AFARS 5101.602-2-92(c)(2)(iii))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Is the Ordering Officer properly performing assigned duties? If not, what are the deficiencies? (Note: List them in the final remarks section below) (AFARS 5101.602-2-92(c)(2)(iii))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**SUMMARY / FINAL REMARKS**

Reviewer's Name	Date	Reviewer's Signature
-----------------	------	----------------------