



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRINST 4330.4A
N41
10 Feb 2009

CNATRA INSTRUCTION 4330.4A

Subj: CONTRACT ADMINISTRATION SERVICES IN SUPPORT OF THE NAVAL
AIR TRAINING COMMAND

Ref: (a) NAVAIRINST 4205.2H
(b) Federal Acquisition Regulation (FAR)
(c) Defense Federal Acquisition Regulation Supplement
(DFARS)
(d) Defense Logistics Agency Manual (DLAM)
(e) DODINST 5500.7R
(f) DODINST 5500.07
(g) STANDARD OF CONDUCT 5.C.F.R. PART 3601
(h) DODINST 5010.40
(i) OPNAVINST 5000.52B

1. Purpose. To set forth the organization, policy, and general guidelines for the performance of Contract Administration Services (CAS) in support of the Naval Air Training Command (NATRACOM).

2. Cancellation. CNATRINST 4330.4

3. General. The principal objectives of CAS is to ensure only material and services of the required quality and quantity are provided to the NATRACOM on time and at a reasonable cost to the Navy, and to achieve uniformity in dealing with commercial contractors in the administration of contracts. The contract is the primary source of reference for all matters relating to contractor performance. Therefore, each contract must be thoroughly examined to determine what is required for complete performance. Appropriate contract modifications and amendments to solicitations must be concluded in writing through the contract chain when contract modifications are required. Conversely, it is through this process that positive feedback is generated to improve the contract writing system.

4. Policy

a. Under the provisions of the Administrative Contracting Officer (ACO) Warrant, issued by the Commander, Naval Air

Systems Command (COMNAVAIRSYSCOM), the Chief of Naval Air Training (CNATRA) has Class VI authority as defined in reference (a) for limited repair, overhaul, and maintenance contracts and simulator instructor contracts issued by COMNAVAIRSYSCOM and performed on-site. CNATRA will review the efficiency and effectiveness of planning, programming, budgeting, and execution for the NATRACOM contracts program.

b. CNATRA N4 will provide oversight control for the technical contract administration, cost and procurement analysis for the NATRACOM Aviation Maintenance Contracts. Per references (a) through (i), Federal, State, and local regulations, CNATRA will issue appropriate directives and guidance for CNATRA and assigned detachments in the execution of the delegated CAS authority. With the delegated ACO authority issued to the CNATRA Contracting Officers, CNATRA serves as the principal element within NATRACOM for CAS and is responsible for receipt and redistribution of new contracts and modifications within the NATRACOM.

c. Officer-in-Charge, CNATRA Detachment (OIC CNATRA DET) is responsible for executing on-site CAS functions as directed by CNATRA ACOs under their delegated contracting authority. The OIC CNATRA DET reports additional duty (ADDU) to the local Training Air Wing Commander in support of aviation maintenance functions.

d. The contractor will perform assigned tasks as specified in the contract and approved contract modifications.

5. Command Evaluation/Management Control. Per references (h) and (i), CNATRA will establish an active command Local Audit Function and Command Evaluation Program, and Management Control Program to ensure the integrity and accountability of maintenance contract administration within the NATRACOM. Each NATRACOM activity associated with the contract administration effort will also ensure that their command evaluation and management control programs appropriately address contract administration. All contractual documents, written or oral notices to contractors, and other legally significant contractual issues such as performance, damage to government property, funding, and contract interpretation will be forwarded to CNATRA Counsel (00D) for legal review.

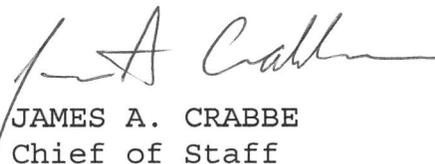
6. Standards of Conduct and Government Ethics. In the conduct of CAS, there are specific standards of conduct and government ethics that apply to all Department of the Navy (DON) personnel regardless of assignment. References (e) through (g) provide the basic standards used within the DON.

a. Reference (e) addresses correspondence and oral communications with contractors concerning DON contractual matters. All contractual commitments are to be made only by designated Contracting Officers. No other personnel are to make statements or take actions which can be construed by any contractor as authority to alter the terms of existing contract or perform any work not under an existing contract or approved contract modification.

b. Reference (f) provides guidance on proper use of contractor personnel. Specifically it discusses the limitations on the use of such services, the difference between personal and non-personal services, and the factors arising during contract administration which may render otherwise proper contracts illegal.

c. Reference (g) establishes procedures for reporting and enforcing post government service employment restrictions, government ethics, and related matters. The CNATRA legal office provides oversight responsibility for administration and reporting requirements for this program. However, responsibility for ensuring compliance and accountability rests with the supervisors, Commanding Officers and their superiors in the chain of command.

7. Scope. The guidelines contained herein apply to all NATRACOM activities and personnel involved in or associated with the administration of contracts within the NATRACOM.



JAMES A. CRABBE
Chief of Staff

Distribution:
CNATRAINST 5215.1S (List I)

Copy to: COMNAVAIRSYSCOM