



United States Department of the Interior
National Business Center
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Boise, ID 83706-3991



In reply refer to:

February 9, 2007

Subject: Contracting Officer Representative (COR) Delegation and Training

Purpose: Implementation of the Department of Interior COR Program Manual

Effective Date: October 11, 2006. Supersedes Memo dated January 19, 2006

Applicability: All individuals who are to serve in the capacity of a COR, Alternate COR, or Project Inspector (see below for definitions) on contracts awarded by NBC, Aviation Management (AM).

1. Definitions:

A. COR: Appointed by the CO. May perform duties on-site or remotely. May temporarily reassign COR responsibilities to a designated Alternate COR, through written notification to the CO and Contractor. May delegate, in writing, Project Inspectors to perform daily administration of the contract. Required to maintain minimum COR training requirements.

B. Alternate COR: Nominated by the COR and appointed by the CO. Performs COR duties, as directed in writing by the COR, to cover periods (greater than 7 continuous day) if the COR is unavailable to effectively perform his/her duties. Required to maintain minimum COR training requirements.

C. Project Inspector: Designated in writing by the COR. Duties include the inspection of contractor furnished equipment or services to determine conformance to contract requirements and preparation of correspondence, reports and maintaining communication with the COR/Alternate COR. Completion of COR training is recommended but is not a requirement. **Note:** The designation of a PI does not re-delegate the COR's authority to represent the government under the assigned contract. The COR remains the delegated Government representative directly responsible to the Contracting Officer.

2. Training Requirements for COR Certification:

Initial Training. All individuals who are to serve in the capacity of a COR or Alternate COR must complete an initial 40 hours of basic COR training not more than two years prior to their initial appointment as a COR. Classroom training is preferred, however on-line training is acceptable. Training does not need to be a single 40-hour class, but may be a combination of shorter classes, such as the on-line DAU training (see attached list of training).

Although the COR training specified in the COR manual is not a requirement for Project Inspectors, it is recommended that they take contract administration training found in COR training, ACE A-206 and A-306, or readily available on-line COR computer based training.

Maintenance Training Requirements: COR certification is subject to renewal every two years. In order to maintain currency, a COR must complete a minimum of 40 additional Continuous Learning Points (CLPs) every 2 years thereafter to maintain eligibility for appointment as a COR or Alternate COR. A COR cannot repeat the

same course until a minimum of four years has elapsed. Any acquisition-related bureau, federal, or commercial COR training course for which a certificate of training is issued is acceptable.

CLPs are defined as points awarded for successful completion of continuous learning activities. One CLP corresponds generally to one classroom hour of training (example, one 8 hour COR refresher training class will equate to 8 CLPs). More information on CLPs can be found in Office of Federal Procurement Policy (OFPP) memo dated January 20, 2006, Appendix B (see paragraph 4 below for a web link to this document or contact this office at the phone number listed below for a copy of the document).

Training Sources: A list of known training courses is attached. This may be used for initial training as well as for maintenance training. This is not an all-inclusive listing, but provides options ranging from internet based training, to formal classroom training. Aviation related COR training is available and is preferred over basic COR training. This training is currently being sponsored by individual bureaus through the Northwest Procurement Institute (NPI), Inc. (NPI is the only known source at this time; however, there may be other sources available that provide aviation related COR training).

Note: ACE training will not qualify towards the new, initial COR training requirements identified above; however, the ACE A-206 and A-306 courses do qualify as a portion of the COR maintenance training requirements. AM will continue to provide these COR Practical Exercises Workshops at future ACE sessions. The purpose of these workshops will be to share common aviation contract problems, issues and guidance in the administration of aviation contracts. CORs will still be required to meet the training requirements identified in Appendix 1 of the DOI AM Operational Procedures Memorandum (OPM) 06-04 as part of their aviation training in addition to the 40 hours COR training covered in this memorandum.

3. Training Certificate Submission: All COR and Alternate COR candidates will be required to submit a copy of their training certificate(s), (initial 40 hours of training as well as maintenance CLPs every two years) to the Aviation Management, Boise Acquisition Branch Office in order to be eligible for COR appointment. Once a COR or Alternate COR is established under these new requirements, this office will maintain a list of each COR/Alternate COR and their training and provide a 6-month advance reminder to each individual as their refresher training becomes due.

Copies of training certificates may be mailed to the address appearing on this memorandum, or may be sent via e-mail to COR@OAS.GOV, or by fax 208-433-5030 to the attention of AM COR Program Manager.

4. COR Program Manual. The COR Program Manual and associated documents are available on-line at the following URLs. Please review these documents for additional directions and information.

COR Program Memo from DOI <http://www.doi.gov/pam/CORprogram.pdf>
COR Program Manual <http://www.doi.gov/pam/CORManual.doc>.
COR Program FAQs <http://www.doi.gov/pam/FAQCOR.doc>
CLPs (OFPP memo dated January 20, 2006, Appendix B)
http://www.whitehouse.gov/omb/procurement/acq_wk/fac_contracting_program.pdf

Questions regarding this memorandum may be directed to Edie Stansbury at (208) 433-5028 or by email to edie_stansbury@nbc.gov.

Harlan F. Johnson
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Current as of February 1, 2007

COR/COTR Training Providers and Courses
(This list is not all inclusive)

Please visit the individual websites to obtain additional information about the courses

Vendor	Available Courses
Management Concepts Inc. http://www.mgmtconcepts.com/scripts/mcibrowse.asp?Catalog=AC	COR Course (40 hours) (Course #1070)
NW Procurement Institute – NPI www.npi-training.com	COR/COTR Certification Course (40 hours)
DOI University http://www.doiu.nbc.gov/matrix.cfm?type=c&id=C	COR/COTRs Basic Certification (40 hours)
DOI LEARN (see BLM National Training Center below) for available classes through DOI Learn	
BLM National Training Center (NTC) – DOI LEARN www.ntc.blm.gov see link below for COR available classes	See link below for specific COR courses available at the BLM NTC.
DAU On-Line Training http://clc.dau.mil/	See attached for instructions

Defense Acquisition University (DAU) On-Line COR/COTR Training Registration instructions and Listing of online courses.

Registration:

To take Department of Defense Acquisition University (DAU) Continuous Learning for the first time you must first register. (Note browsing a course will not give you credit for it.) :

1. Go to the Continuous Learning Center at <http://clc.dau.mil/>
2. Click on the link under “register” in the box in the middle of the screen.
3. Next screen, you will be asked to select your organization. Note: DOI employees fall under “Non DoD Federal Agencies.”
4. Next screen, From the left side drop down menu under "Student Functions," click on "Apply for Training."
5. Next screen, under “Please Sign In Below,” from the pull down menu select Department of Interior, then click on the button marked “SSN and DOB.”
6. Next screen, follow the registration instructions. Once you have completed the registration process, DAU will send you an e-mail with your user name and password to use to start taking a class.

DAU On Line Training Courses:

To complete the requirements for 40 hours of COR certification training you must complete a combination of the courses below to equal 40 or more hours. Note: CLC 106 “COR With a Mission” is a requirement and must be completed as part of the 40 Continuous Learning Points (CLPs).

Instructions for finding and registering for courses.

1. Go to the Continuous Learning Center at <http://clc.dau.mil/>
2. If already registered. Click on the link under “browse” in the box in the middle of the screen.
3. Click on “Prefix” to get a numerical listing of classes. Scroll down until you find the course you are looking for and click on the course number. Follow instructions to complete courses.

Listing of Courses (applicant must take a minimum of 40 hours. CLC 106 must be taken as part of the 40 hours.)

<u>Course No.</u>	<u>Course Name</u>	<u>CLPs</u>
CLE 003	Technical Review	3
CLC 004	Market Research	3
CLC 006	Contract Termination	2
CLC 007	Contract Source Selection	1
CLC 011	Contracting for the Rest of Us	2
CLC 013	Performance-Based Services	6
CLC 018	Contractual Incentives	3
*CLC 106	COR With a Mission	8
CLM 012	Scheduling	12
CLM 013	Work Breakdown Structure	6
CLM 014	IPT Management and Leadership	8
CLM 024	Contracting Overview	8

*Required