



United States Department of the Interior
National Business Center
300 E. Mallard Drive, Ste. 200
Boise, ID 83706-3991



In reply refer to:

February 9, 2007

Contracting Officer Representatives (COR)

This office sent a COR policy letter to each of you on January 19, 2006 regarding anticipated changes to DOI COR training and certification requirements. Those anticipated changes were released in late 2005 during the re-write of the Departmental COR Handbook followed with a scheduled implementation date of 10/01/06. It was our goal to share information that was available at that time that would provide you the maximum time to meet the new stringent requirements.

The draft COR Handbook offered the 'Alternate COR' designation as the only available delegation at locations where the COR is off-site. We recognized that it was not a good fit for our aviation contracts, but there appeared to be no other alternative, in spite of our objections.

The COR Handbook has been finalized and approved by the Department. After examination of the handbook we find that most of the changes were consistent with the draft document, with one notable exception. We found that the '**Project Inspector (PI)**' designation, which had been removed in the draft, was once again available for our use. The PI designation provides flexibility to the Bureaus' when making contract administrator selections. While it is our desire to have every administrator trained to the maximum extent practicable, we recognize that conflicting priorities will continue into the future.

Please see the attached, February 9, 2007 COR Training and Certification policy document. This policy document is consistent with the new COR manual and is relevant to NBC Aviation Management contract administrators only. If you administer contracts for other organizations, their direction is to be followed.

The attached policy document contains a list of various training sources as well as information on how to access the COR manual and associated documents on-line. For your convenience, a list of frequently asked questions (provided by the Department) is attached to this memo.

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

/s/ Harlan F. Johnson

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FAQs: Contracting Officer's Representative (COR) Program

1. *Are Contracting Officer's Representatives (CORs) members of the Acquisition Workforce?*

Yes. The acquisition workforce includes employees who perform various acquisition-related functions to support the accomplishment of an agency's mission, as described in the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, paragraph 5. In addition to contracting, functions such as requirements definition, measurement of contract performance, and technical and management direction are also included. Membership in the acquisition workforce may be on a full-time, part-time, or occasional basis.

2. *What is the difference between a Contracting Officer's Representative (COR) and a Contracting Officer's Technical Representative (COTR)?*

The terms COR and COTR are interchangeable. However, the new manual only uses the term COR.

3. *What is in the new COR Program?*

The COR Program establishes a certification process that validates completion of training requirements. Once certified eligible, an individual can be appointed as a COR under a written delegation of authority from a Contracting Officer (CO). This Program also specifies the roles, responsibilities, and limitations of authorities for the various individuals and offices involved with the COR Program.

4. *What are the training requirements to become certified under the new program?*

The candidate must complete 40 hours of basic COR training not more than two years prior to an initial appointment as a COR. Although classroom training is preferred, on-line training through the Defense Acquisition University (DAU) is acceptable. The training must be comprehensive, COR-specific training. It does not need to be a single 40-hour class, but may be a combination of shorted classes.

5. *What are the COR maintenance requirements?*

To maintain certification, an individual must complete a minimum of 40 continuous learning points (CLPs) every two years in acquisition or COR-related training.

6. *What does "acquisition related training" mean? How will I know if the training counts toward the requirement?*

Training should cover concepts that will assist you in the duties you perform as an acquisition workforce member. For the COR Program, the training should be in COR or acquisition-related courses. If you have specific questions, your Bureau's COR

Program Coordinator should be of assistance:

BIA	Peter Markey	703 390 6479
BLM	Linda Johnson	602 906 5662
BOR	Karla Smiley	303 445 2450
FWS	Neil Ray	703 358 2285
NBC	Vickie Mebus	703 964 8439
NPS	Heidi Ernst	303 987 6714
OSM	Jackie Harris	202 208 2839
USGS	Lorri Bogart	703 648 7344

Partial credit may be given for seminars conferences that cover a variety of topics, only some of which pertain to your acquisition workforce duties. It would be best to consult with the coordinator prior to investing in the training.

7. *How is the hour or point value of the training determined?*

The training provider usually supplies the value. Contact your Bureau COR Program Coordinator for further information.

8. *What are CEUs and CLPs? How many hours are they worth?*

Continuing Education Units (CEUs) and Continuous Learning Points (CLPs) are forms of measurement for training. CEUs are usually given for college courses or in-depth, long-term training. Each academic quarter or semester hour equals one CEU. One CEU equals ten CLPs. CLPs are usually given for less formal training or conferences.

9. *May I take on-line training that will count toward my maintenance requirement?*

Yes. On-line training is a great, often free way to meet some of your training requirements. Defense Acquisition University (www.dau.mil) offers many on-line acquisition related courses.

10. *Where can I find more information on all of the acceptable ways to meet my training/maintenance requirement?*

Please review the COR Program Manual or contact your Bureau COR Program Coordinator.

11. *What are the designated time periods for the two-year continuous learning requirement?*

Certification is subject to renewal every two years. To maintain certification, a COR must complete a minimum of 40 additional CLPs during the two years between certification and the renewal anniversary.

12. My office has little or no budget to send CORs to extra training. How will we meet this new requirement?

Offices should provide for training for the acquisition workforce in their budgets, as well as in the Individual Development Plans (IDPs). Contact your Bureau COR Program Coordinator or Bureau Acquisition Training Coordinator (BATC) for a list of resources for low or no cost training.

13. Do I have to spread the training out equally over two years? Can I obtain it all in one year?

The requirement is flexible. You have two years to obtain the 40 continuous learning points.

14. What will happen if I haven't met the maintenance requirement at the end of the two-year cycle?

Failure to earn the required continuous learning points will result in termination of your certification. Reinstatement of the certification would require completion of another 40 hours of basic COR training and submission of a new application for certification.

15. How do I apply for COR certification?

Individuals are required to submit their completed training certificate(s) and any other bureau-required information to the designated Bureau COR Program Coordinator.