

## Contracting Officer's Technical Representative (COTR)/ Contracting Officer's Representatives (COR)

### 1. BACKGROUND

The AGAR Advisory 85 (AGAR 85) supersedes Departmental Regulation (DR) 5001-1 "Acquisition Workforce Training, Delegation, and Tracking Systems", dated September 30, 2003. COTR and COR will be considered interchangeable terms in this document.

### 2. TRAINING REQUIREMENTS

The following chart indicates the new training requirements for COTRs by certification level. The chart is based on Appendix G in AGAR 85.

Training for COTR/CORs				
Level	Experience	Competencies	Minimum Training Hours	Maintenance Training
Level I	None	Basic COR course that includes the Federal Acquisition Process	40	40 CLPs ** Every two Years
Level II	One year as a Level I COR	As outlined in the FAC-COTR Program Guidance	80 *	40 CLPs ** Every two Years
Level III	One year as a Level II COR	As outlined in the FAC-COTR Program Guidance	120 *	40 CLPs ** Every two Years

\* Increase over DR 5001-1 requirement

\*\* Maintenance training is needed to maintain certification. **NOTE that the maintenance training will NOW be tracked by FISCAL YEAR and not by calendar year.** The time period for maintenance training is still 2 years. The experience needed to progress to the next level remains the same. CLP is Continuous Learning Points.

- Go to [www.fai.gov](http://www.fai.gov) for COTR competency updates.

### 3. FAC-COTR CERTIFICATION PROCEDURES

There are several steps common to all potential and existing COTRs to obtain FAC-COTR certification. The procedure will be presented with the general steps first, followed by specific requirements based on the following scenarios:

1. A previously certified individual who is seeking FAC-COTR certification AND is NOT assigned to a current project as COTR;
2. A previously certified individual who is seeking FAC-COTR certification AND IS assigned to a project as COTR;

3. A new individual not previously certified AND who is NOT assigned to a current project as COTR; and
4. A new individual not previously certified AND who IS assigned to a current project as COTR.

### 3.1 GENERAL

1. Compare previously received training with new training requirements.
  - i. A request for certification MUST be accompanied by proof (training completion certificates) from any activity claimed as training.
  - ii. Verify that proof of training completion exists for previous training.
  - iii. Use previous maintenance training to supplement the original training in order to meet the new requirements. Count other applicable training, such as ethics training, information technology security training, etc.
2. Take any additional training needed to meet the new requirements, if needed.
  - i. Training can be accomplished online. Look at <http://www.fai.gov/certification/techrep.asp> for training ideas and classes.
  - ii. Another source of online training can be found at <http://www.dau.mil/>.
3. Access the ACMIS system and register.
  - i. The link to ACMIS is [www.acmis.gov](http://www.acmis.gov).
  - ii. Use <http://www.fai.gov/pdfs/acmistrainermanual.pdf> to access the ACMIS Training Manual for Employees and Program Administrators. There will be a few differences concerning registering in ACMIS versus a standard registration. The supervisor for a COTR is not their regular supervisor, but should be the Contracting Officer (CO). Also, check who is listed as administrators. The program should have filled in Linda Persons for USDA and Terry Kirby for NRCS. These changes in reporting structure are needed in order for NRCS to track COTR certifications as an agency.
  - iii. For issues with registration, contact the ACMIS help desk at [acmis\\_help@sra.com](mailto:acmis_help@sra.com).
  - iv. After registration, enter all of the training for which there is documentation into ACMIS.
4. Request FAC-COTR certification.
  - i. The COTR should fill out the COR Qualification Statement (Appendix I of AGAR 85. Also, see attached).
  - ii. A cover letter specifically requesting FAC-COTR certification must be attached to the Qualification Statement. The cover letter should be signed by the CO.
  - iii. Attach copies of all training certificates to the Qualification Statement. Send the package to:  
Realty/Contract Specialist  
Post Office Box 2890  
Washington, D.C. 20013

5. Certification review and approval.
  - i. The NRCS ACMIS administrator reviews and approves the Qualifications Statement. The package is then forwarded to the USDA ACMIS administrator.
  - ii. The USDA ACMIS administrator issues the FAC-COTR certification. A paper certificate will be issued indicating the certification.

***Please remember that May 9, 2009, is the deadline for completing this procedure.***

### 3.2 PREVIOUSLY CERTIFIED COTR WITH NO CURRENT ASSIGNMENT

A previously certified COTR who has not yet been FAC-COTR certified, and is not assigned to an ongoing project, should follow the steps as outlined in Paragraph 3.1 GENERAL above.

### 3.3 PREVIOUSLY CERTIFIED COTR WITH CURRENT ASSIGNMENT

Obtaining FAC-COTR certification for a previously certified COTR who has not yet obtained the FAC-COTR certification, and is assigned to an ongoing project, has additional steps and far greater time limitations.

Follow Step 1 under Paragraph 3.1 GENERAL above. Either the COTR can or cannot meet the new training requirements.

1. New training requirements met
  - a. Follow the steps as outlined in Paragraph 3.1 GENERAL above. The only difference is that the package submittal should be done approximately concurrently with assignment.
2. New training requirements not met yet
  - a. Fill out the COR Qualification Statement (Appendix I of AGAR 85. Also, see attached).
  - b. A cover letter specifically requesting NRCS certification, including the date of assignment to a project and signed by the CO, must be attached to the Qualification Statement.
  - c. Send the cover letter and Qualification Statement to:  
Realty/Contract Specialist  
Post Office Box 2890  
Washington, D.C. 20013
  - d. A NRCS certificate will be issued, stating that the COTR can fulfill the functions of a COTR, and giving a date when the required training must be completed. **A previously certified (but non-FAC-COTR certified) COTR has ONLY 3 months to complete training from the date of assignment to a project.** If training is not completed within this time frame, the CO should replace the COTR with a new COTR or another certified COTR.
  - e. Follow the steps outlined in Paragraph 3.1 GENERAL above starting with Step 2. Remember the 3-month due date for certification.

### 3.4 NEW COTR WITH NO CURRENT ASSIGNMENT

A person seeking COTR certification who is not currently assigned to an ongoing project should follow the steps as outlined in Paragraph 3.1 GENERAL above, starting with Step 2.

### 3.5 NEW COTR WITH CURRENT ASSIGNMENT

Obtaining FAC-COTR certification for a new COTR with less than the required 40 hours of training, and who is assigned to an ongoing project, has additional steps and greater time limitations.

#### 1. Training requirements not yet met

- a. Fill out the COR Qualification Statement (Appendix I of AGAR 85. Also, see attached).
- b. A cover letter specifically requesting NRCS certification, including the date of assignment to a project and signed by the CO, must be attached to the Qualification Statement.
- c. Send the cover letter and Qualification Statement to:  
Realty/Contract Specialist  
Post Office Box 2890  
Washington, D.C. 20013
- d. A NRCS certificate will be issued, stating that the COTR can fulfill the functions of a COTR, and giving a date when the required training must be completed. **A new COTR has 6 months to complete training from the date of assignment to a project.** If training is not completed within this timeframe, the CO should replace the COTR with a new COTR or another certified COTR.
- e. Follow the steps outlined in Paragraph 3.1 GENERAL above starting with Step 2. Remember the 6-month due date for certification.

#### 4. TRAINING

Appendix N of AGAR 85 is the Office of Federal Procurement Policy letter dated November 26, 2007. The letter states that COTRs must have a minimum of 40 hours of training and maintain their skills currency through continuous learning. The training can be obtained through Federal Acquisition Institute (FAI), the Defense Acquisition University (DAU), commercially available sources, colleges or universities, or Agency-specific courses. Twenty-two of the required 40 hours of training hours must cover the following essential COTR competencies:

- Oral Communication;
- Decision Making;
- Teamwork;
- Problem Solving;
- Attention to Detail;
- Reasoning;
- Flexibility;
- Interpersonal Skills;
- Self Management/Initiative;
- Integrity/Honesty;
- Planning and Evaluating;
- Influencing/Negotiating;
- Writing; and
- Project Management.

The letter/Appendix suggests the following classes to address these competencies:

- CLC106 – COR with a Mission Focus (8 CLPs)
- CLM024 – Contracting Overview (8 CLPs)
- CLC004 – Market Research (3 CLPs)
- CLC007 – Contract Source Selection (1 CLP)
- CLM003 – Ethics Training for Acquisition Technology and Logistics (2CLPs).

These courses can be accessed by registering at [www.fai.gov](http://www.fai.gov). Individuals who have completed FAI's 24-hour "COR Mentor" program have satisfied this requirement. The COTR's supervisor and CO can determine other training.

To maintain a FAC-COTR certification, COTRs are required to earn 40 CLPs of skills training every 2 years (on a fiscal year cycle) beginning the first fiscal year. Additional guidance on determining CLPs can be found on Page 6 of Appendix N in AGAR 85. A FAC-COTR certification will expire if the 40 CLPs are not earned every 2 years. The COTR's delegation letter can be revoked or modified if this condition is not met. The CO must notify the COTR in writing, in a timely manner, of any changes to his or her delegations of authority, and notify the contractor as appropriate.

