

Acquisition Policy
DOT DASH
2009-03

Date: June 17, 2009
To: Chief of the Contracting Office (COCO)
From: Office of the Senior Procurement Executive
Subject: FAC-COTR REQUIREMENTS

SUMMARY: The Office of Federal Procurement Policy (OFPP) Memorandum (FAC-COTR), dated November 26, 2007, requires a certification program to standardize the competencies and training across agencies and to improve the overall quality and effectiveness of the federal acquisition process.

The purpose of this DOT DASH is to ensure that you are aware that beginning **October 1, 2009**, all current Contracting Officer Technical Representative (COTRs) must meet the FAC-COTR training requirements to achieve certification. The FAC-COTR training requirement include a minimum of 40 hours of training: 22 hours of training on essential COTR competencies as listed at www.fai.gov and 18 hours of agency specific/elective training and/or those identified by the COTR's supervisor in consultation with the Contracting Officer. COTRs may use the previous DOT mandatory COTR training requirements as a method to meet the FAC-COTR training requirements only until September 30, 2009.

Attached please find a copy of the FAC-COTR Requirements.

For additional information please contact Tanya Newland at (202) 493-6089 or via email at tanya.newland@dot.gov with any questions or concerns.



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Office of the Senior Procurement Executive

Attachment

FAC-COTR REQUIREMENTS

OPTION 1 (Part C, Section I on FAC-COTR Application)

All current COTRs officially appointed by a Contracting Officer on an active contract as of 11-26-2007 may be FAC-COTR certified without meeting any additional training requirements if the individual—

1. Met the requirements of the DOT mandatory COTR training requirements and is able to provide evidence (training certs, etc.) of completion;
 - a. 24 hours of training on required topics
 - b. Annual refresher training in accordance with OA policy
- or**
2. Submits a fulfillment request and is approved; and
3. ACMIS record is current and complete

This option for certification is available until September 30, 2009. Beginning October 1, 2009, all individuals must meet the requirements detailed in Option 2.

OPTION 2 (Part C, Section II on FAC-COTR Application)

All current COTRs officially appointed by a Contracting Officer on an active contract **after** 11-26-2007 may be FAC-COTR certified if the individual—

1. Completes 40 hours of training and provides evidence of completion (training certs)
 - a. 22 hours of essential COTR competencies
 - i. May submit fulfillment request
 - b. 18 hours of DOT specific/OA training/electives.
 - i. Performance Based Acquisition (6 hours)
 - or
 - ii. Earned Value Management (6 hours)
2. ACMIS record is current and complete

Current Continuous Learning Period: 10/1/2007 – 9/30/2009

- ACMIS is tracking points earned

Next Continuous Learning Period: 10/1/2009 – 9/30/2011

- Must earn 40 continuous learning points