

Acquisition Policy
DOT DASH
2010-13

Date: July 21, 2010

To: Chief of the Contracting Office (COCO)
Acquisition Personnel

From: Office of the Senior Procurement Executive

Subject: FAC-COTR REQUIREMENTS

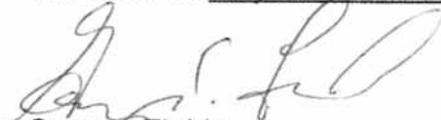
Summary: The Office of Federal Procurement Policy (OFPP) memorandum (FAC-COTR), dated November 26, 2007, requires a certification program to standardize the competencies and training across agencies and to improve the overall quality and effectiveness of the federal acquisition process.

The purpose of the DOT DASH is to reiterate that all current Contracting Officer Technical Representatives (COTRs) must meet the FAC-COTR training requirements to achieve certification. Beginning **October 1, 2010** COTRs must complete 40 hours of initial COTR training, including two hours of procurement ethics and maintain competencies through continuous learning annually and biennially. Twenty-Two (22) hours of the 40-hour requirement must cover essential COTR technical competencies; sixteen (16) hours must cover business competencies, and two (2) hours of procurement ethics. Training may be obtained through accredited DOT sources: classroom setting or online. Accredited training providers for the initial COTR training curriculum are: Management Concepts, Inc., ESI, DHS and Graduate School USDA. Program Offices are responsible for the costs of training obtained by a training provider. Free online training is available at www.dau.mil or www.fai.gov .

Attached please find the FAC-COTR Requirements.

This DASH and its attachment are available online at the following website:
<http://www.dot.gov/ost/m60>, under Breaking News or Quick Picks, Policy DASHES.

Questions concerning this policy DASH should be directed to Tanya Newland at (202) 493-6089 or tanya.newland@dot.gov.



George Fields
Acting Senior Procurement Executive, M-61

Attachment

FAC-COTR REQUIREMENTS

All current COTRs officially appointed by a Contracting Officer on an active contract must complete the required courses listed below to obtain certification.

1. Complete 40 hours of training and provides evidence of completion (training cert)
*(A **minimum** of 6 hours of the required 16 hours must include training on performance based acquisition (PBA) or earned value management (EVM))*

a.

Initial COTR Certification- Mandatory		
<u>Technical Competencies</u> =22 (hrs)	<u>Business Competencies</u> = 16 (hrs)	Ethics = 2 (hrs) Total = 40 (hrs)
CLC 106: COR with a Mission Focus (8 CLPs)	CLM 013: Work Breakdown Structure (6 CLPs)	CLM 003: Ethics Training for Acquisition, Technology and Logistics (2 CLPs)
CLM 024: Contracting Overview (8 CLPs)	CLC 013: Performance Based Acquisition (6 CLPs) or BCF 102 Earned Value Management (minimum 6 CLPs)	
CLC 004: Market Research (3 CLPs)	CLC 046: Green Procurement (2 CLPs)	
CLC 007: Contract Source Selection (3 CLPs)	Specific/Elective (2 CLPs)	

b. May submit fulfillment request for 22 hours of essential COTR competencies

2. ACMIS record is current and complete

Current Continuous Learning Period: 10/01/2009 - 09/30/2011

- ACMIS is tracking points earned

Next Continuous Learning Period: 10/01/2011 – 09/30/2013

- Must earn 40 continuous learning points



Application for Federal Acquisition Certification Contracting Officer's Technical Representative (FAC-COTR)



CERTIFICATION REQUIREMENTS. COTRs must have a minimum of 40 hours of training to achieve certification. Twenty-two (22) of the required 40 hours of training must cover the essential COTR competencies listed at www.fai.gov; sixteen (16) hours must cover business competencies (including two hours of DOT-wide OA specific training/elective) and two (2) hours of procurement ethics. The training must be comprehensive and specific to COTR duties. *(A **minimum of 6 hours of the required 16 hours must include training on performance based acquisition (PBA) or earned value management (EVM)**)*

PART A - EMPLOYEE INFORMATION

Name (Last, First, Middle Initial) _____

Email Address _____

Phone _____ Agency Name _____

Agency Address _____

Title, Series, Grade _____

PART B - COTR APPOINTMENT INFORMATION

I am a current COTR on an active contract and I have been officially appointed (in writing) by a Contracting Officer.

Date of official appointment letter _____

Active contract# _____

Period of Performance _____

PART C - CERTIFICATION INFORMATION Select the appropriate section and method used to meet the FAC- COTR certification requirements.

If you are a current COTR on an active contract and were officially appointed indicate how you meet the FAC-COTR requirements.

I. Met the 22 hours of required training on essential COTR competencies through (select one of the following methods – (a) actual completion of DAU training, (b) completion of commercial training, or (c) fulfillment of FAC-COTR essential competencies):

(a) **Actual Completion of DAU Training:** The training courses are based on Defense Acquisition University (DAU) curriculum and will meet the FAC-COTR essential competencies for certification. You must indicate in the chart below the actual course completion date and submit all course certificates with this application to the Acquisition Career Manager (ACM) via your OA Chief of the Contracting Office.

DOT Contracting Officer's Technical Representative Program

DAU TRAINING CURRICULUM	Date Actual DAU Course Completed
CLC 106 - COR With a MISSION FOCUS	
CLM 024 - CONTRACTING OVERVIEW	
CLC 004 - MARKET RESEARCH	
CLC 007 - CONTRACT SOURCE SELECTION	

(b) Completion of Commercial Training: Some commercial training providers offer courses that cover most of the *essential* COTR competencies. It is the responsibility of the COTR and their supervisors to ensure that the curriculum of the selected commercial provider will cover the required essential competencies. Individuals must indicate in the chart below the name of the training provider, course name and date course completed. *(COTRs who have completed a 40 Hours Basic COTR Training course must completed a minimum of 6 hours on performance based acquisition (PBA) or earned value management (EVM))*

Name of Commercial Training Course	Name of Training Provider	Date Course Completed

(c) Fulfillment of all FAC-COTR essential competencies: My fulfillment request was approved; therefore I meet all FAC-COTR essential competencies. (You may request approval by the ACM for fulfillment of the FAC-COTR essential competencies if you served in the COTR role and completed the mandatory DOT or other agency-requirement COTR training previous to the FAC-COTR program. The fulfillment process is outlined in the current DOT COTR Program policy available at <http://www.dot.gov/ost/m60/workforce>.) You must indicate in the chart below the date of fulfillment approval and submit supporting documentation with this application.

Date Fulfillment Request Approved by ACM: _____

II. Met the 16 hours of required training on business competencies. The 16 hours of the required 40 hours of training must consist of business competencies including two hours of DOT-wide and /or OA specific courses, elective and/or those identified by the COTR's supervisor in consultation with the Contracting Officer. The training must be comprehensive and specific to COTR duties. *(A minimum of 6 hours of the required 16 hours must include training on performance based acquisition (PBA) or earned value management (EVM))*

List all completed training courses in the below chart (you must submit evidence of completion e.g. certificate or other official record):

TRAINING COURSE/ELECTIVE	Name of Training Provider	Date of Completion	Course Hours
CLM 013 – WORK BREAKDOWN			
CLC 013 – PERFORMANCE BASED ACQUISITION OR BCF 102 - EARNED VALUE MANAGEMENT (minimum 6 hours)			
CLC 046 – GREEN PROCUREMENT			
SPECIFIC/ELECTIVE (2 CLPs)			

DOT Contracting Officer's Technical Representative Program

III. Met the 2 hours of procurement ethic. The training course is based on Defense Acquisition University (DAU) curriculum and will meet the FAC-COTR business competencies for certification. You must indicate in the chart the actual course completion date and submit course certificate with this application to the Acquisition Career Manager (ACM) via your OA Chief of the Contracting Office.

DAU TRAINING CURRICULUM	Date Actual DAU Course Completed
CLM 003 – ETHICS TRAINING FOR ACQUISITION TECHNOLOGY AND LOGISTICS	

PART D – SIGNATURES

Applicant's Signature _____ Date _____

Supervisor's Endorsement: I have reviewed and verified all supporting documentation and recommend the above employee for FAC-COTR certification. I have also verified that the employee has entered all required data into ACMIS and all data is current and accurate.

Name _____ Signature _____ Date _____

OA COCO (or designee) Approval: I concur with the supervisor's endorsement and approve the above individual for FAC-COTR certification.

Name _____ Signature _____ Date _____

PART E – OSPE CERTIFYING OFFICIAL DECISION: Approved Disapproved Date _____

Name _____ Title _____

Signature _____

INSTRUCTIONS FOR APPLYING FOR FEDERAL ACQUISITION CERTIFICATION – Fill in Application Sheet As Follows:

PART A – EMPLOYEE INFORMATION Applicant fills in completely.

PART B – CERTIFICATION REQUIREMENTS

Training: Attach evidence of successful completion of the required 40 hours of training to include 22 hours of training on the essential COTR competencies and 16 hours of business competencies (including two hours DOT-wide and/OA specific training/elective) and 2 hours of procurement ethics. Methods to satisfy completion are actual completion of suggested DAU training courses, approved fulfillment of essential competencies, or by completing equivalent training courses offered by commercial training providers. Acceptable documentation includes: copies of course completion certificates, SF 182s showing completion, or Defense Acquisition University transcript. If satisfying training through fulfillment, attach a copy of the approved fulfillment form with the application.

PART C – SIGNATURES: The applicant, immediate supervisor, and the OA Chief Acquisition Officer (OCAO) (or designee) are required to sign and date the application.

PART D – OSPE CERTIFYING OFFICIAL DECISION: The final approval (certification decision) will be made by the SPE or designee.