



# 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](http://www.fai.gov). The remaining 18 hours of the required 40 hours of training, will consist of DOT-wide and/or OA specific courses or electives. The training must be comprehensive and specific to COTR duties. *A **minimum** of 6 hours of the required 18 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.

**Section I. – Use this section if you are a current COTR on an active contract and were officially appointed before November 26, 2007 to indicate how you meet the FAC-COTR requirements.**

I met previous DOT mandatory COTR training requirements **and** I meet all FAC-COTR essential competencies. (The previous DOT COTR training requirements included *24 hours of basic COTR training and annual refresher training*. In order to use this method, you must submit evidence of completed training (certificate or other official record. If evidence of training cannot be produced, you must submit request for fulfillment of competencies).

Use the following table to list your initial 24-hour COTR training and annual COTR refresher training.

DOT Contracting Officer's Technical Representative Program

Name of Training Course	Name of Training Provider	Training Course Hrs	Date Course Completed

I fulfilled all FAC-COTR essential competencies: I met previous DOT mandatory COTR training requirements or other agency-required training. 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:** \_\_\_\_\_

**Section II. – Use this section if you are a current COTR on an active contract and were officially appointed after November 26, 2007 to indicate how you meet the FAC-COTR requirements.**

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

**Actual Completion of Suggested DAU Training:** The below suggested 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.

SUGGESTED 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	
CLM 003 - ETHICS TRAINING FOR ACQUISITION TECHNOLOGY AND LOGISTICS (or similar)	

**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.

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

**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-B. Met the 18 hours specific/elective training.** The remaining 18 hours of the required 40 hours of training will consist of DOT-wide and/or OA specific courses, electives, 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 18 hours must include training on performance-based acquisition (PBA) or earned value management (EVM). Examples of additional training topics include services, time and materials, contracts, green purchasing, socioeconomic issues, etc.

**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

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**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 18 hours of DOT-wide and/or OA specific training/electives. 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.