



United States
Department of
Agriculture

Office of the
Assistant Secretary
for Administration

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Office of Procurement
and Property
Management

ACQUISITION OPERATING PROCEDURE (AOP)

Procurement
Operations Division

SUBJECT: AOP No. 2: Certificate of Appointment for a Contracting Officer's Representative/Contracting Officer's Technical Representative

Reporters Building
300 7th Street, SW
Suite 377
Washington, DC
20024

FROM: Michael McFarland
Chief, Procurement Operations Division

- ◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to provide procedures to request the Certificate of Appointment for an individual designated to serve as a Contracting Officer's Representative/Contracting Officer's Technical Representative (COR/COTR). The individual must meet the education, training, and experience requirements that would ensure that they can administer the contract at the certification level requested. The certification level desired should be determined by defining the complexity of planned projects/requirements, competencies that apply to the projects and the skill level necessary to perform the duties.
- ◆ **AUTHORITIES:** The regulation covering this matter is found in Departmental Regulation (DR) 5001-1, "Acquisition Workforce Training, Delegation and Tracking System."
- ◆ **AGENCY REQUIREMENT:** The Certificate of Appointment is issued to individuals with contract requirements with the responsibility for monitoring the contractor's performance; performing inspections to assure compliance with the contract terms, conditions, and specifications; performing acceptance; making technical changes to the contract requirement; and recommending contract payment. Some contract requirements may need a point of contact instead of a COR/COTR; e.g., a point of contact may receive, accept and approve an invoice for payment for the delivery of laser printers. The Procurement Operations Division Staff and the Contracting Officer can help individuals with defining the complexities, competencies and skill levels of the person to be designated as COR/COTR.

First time CORs/COTRs are required to complete the formal (classroom) Basic COR/COTR course to obtain the minimum required hours as specified in DR 5001-1. The COR/COTR must obtain maintenance training to retain the Certificate of Appointment. Maintenance training can be taken via the Internet, televised broadcasts, classroom training, etc. Attachment 1 is a list of courses that generally satisfy the maintenance training requirement. This list is not inclusive of all the related courses.

◆ **REQUEST THE CERTIFICATE OF APPOINTMENT:** The information below must be sent to the Procurement Operations Division, 300 7th Street S.W., Mail Stop 9307, Washington, DC, 20024 or by facsimile to Brinder Billups, Procurement Analyst at (202) 720-7110.

1. *To Obtain the Certificate of Appointment:*

- a. The Request a Certificate of Appointment - COR/COTR form (Attachment).
- b. A copy of training certificate(s) that reflects the minimum hours of formal classroom training as specified in DR 5001-1.

2. *To Retain the Certificate of Appointment:*

A copy of training certificates/transcripts that reflect the minimum hours needed to retain the Certificate of Appointment as specified in DR 5001-1.

◆ **SUPERVISOR RESPONSIBILITY:** Supervisors must ensure that all designated individuals with the technical responsibilities and duties for their program areas are fully trained and qualified as a COR/COTR to help alleviate possible delays in carrying out the program's contractual requirements. By assigning an individual to be a COR/COTR, the supervisor is confirming the qualifications of the individual.

MAINTENANCE TRAINING COURSES

Initial Course Required (classroom):

Basics for COR/COTR or COR/COTR Contract Course

Additional Courses (May be taken via the Internet, televised broadcasts, classroom, etc.):

Procurement/Acquisition Planning
Developing an Independent Government Estimate
Cost Estimating for Technical Personnel
Writing Statements of Work
Performance-Based Statement of Work
Federal Contracting Basic
Market Research
COR/COTR Refresher
Introduction to Government Contracting
Introduction to Information Technology Contracting
Types of Contracts
Contract Administration
Technical Evaluation of Proposal
Task Order/Delivery Order Contracting
Termination of Government Contracts
Ethics in Federal Contracting
Evaluating Contractors Performance

Intermediate/Advanced Courses:

Acquisition Planning (Intermediate)
Contract Administration (Advanced/Intermediate)
Principles of Federal Appropriations Law

Training Opportunities from Potential Vendors:

A list of vendors offering acquisition related courses are listed at <http://www.usda.gov/procurement/career/index.html>.

The Defense Acquisition University (DAU) and Federal Acquisition Institute do offer some online courses that are "Free of Charge."

Request the Certificate of Appointment – COR/COTR

Name of the Individual: _____

Position Title: _____ Series: _____ Grade: _____

Office Division/Branch: _____

Office Address: _____

Phone: _____ Fax: _____ Email: _____

Procurement Office: _____

(Insert the name of the procurement office to award the contract, ex: "Procurement Operations Division")

Describe the project/requirement and/or list the contract number(s) with the contract expiration date(s) for each contract applicable to this appointment: _____

Briefly describe any prior contractual projects/requirements contract numbers, contract types, period of performance that required you to be designated as a COR/COTR: _____

Indicate the COR Level being requested: [] Level I [] Level II [] Level III

Indicate the competencies achieved for the COR Level II or Level III as prescribed in DR 5001-1: _____

Signature of Contracting Officer
(Required only to certify that individual meets the COR Level II or Level III competencies)

Date

Signature of Supervisor

Phone

Date

Fax this form along with training certificates/transcripts to the Procurement Operations Division, at (202) 720-7110.