



MAR 12 2009

Office of the
Assistant Secretary
for Administration

ACQUISITION OPERATING PROCEDURE (AOP)

Office of Procurement
and Property
Management

SUBJECT: AOP No. 2: Federal Acquisition Certification for Contracting Officer
Technical Representative

Procurement
Operations Division

FROM: Michael McFarland 
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- ◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to provide supplemental procedures of Federal Acquisition Certification for Contracting Officer Technical Representative (FAC-COTR).
- ◆ **AUTHORITIES:** Agriculture Acquisition Regulation Number 85, Acquisition Workforce Training, Delegation and Tracking System, dated May 9, 2008.
- ◆ **REVISIONS:** Revised in its entirety. This AOP replaces AOP No. 3, dated January 19, 2006.
- ◆ **TRAINING:** An individual must complete a minimum of 40 hours (hrs) of training to obtain the FAC-COTR. The training must be completed as follows:

Classroom

(commercial vendor)

- Basic/Comprehensive COR/COTR, 40 hrs
(curriculum must cover all essential competencies of the FAI online courses)

Online

(www.fai.gov)

- COR with a Mission Focus (CLC106), 8 hrs
- Contracting Overview (CLM024), 8 hrs
- Market Research (CLC004), 3 hrs
- Contract Source Selection (CLC007), 1 hrs
- Ethics Training for Acquisition Technology and Logistics (CLM003) or similar, 2 hrs
- The remaining 18 of the 40 hrs may be courses recommended by the Supervisor, Contracting Officer, or Acquisition Career Manager that relates to managing a particular contract.

The COTR must obtain 40 hrs of maintenance training every two years to retain the FAC-COTR. Maintenance training may be taken via the Internet, televised broadcasts, classroom training, etc. Attachment 2 is a list of courses that generally satisfy the maintenance training requirement.

◆ AGENCY REQUIREMENT:

Some contracts may only need a point of contact instead of a COTR; e.g., a point of contact may receive, accept, and approve an invoice for payment for the delivery of laser printers. COTRs designated to specific contracts should have 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; recommending contract payment, etc. The Contracting Officer (CO) can help individuals with defining the complexities and competencies of the COTR.

1. To Obtain the Federal Acquisition Certification:

- a. Complete the Application of FAC-COTR and attach copies of appropriate training certificates/transcript (attachment 1).
- b. Send the application documents to the Procurement Operations Division (POD) of the Office of Procurement and Property Management by email to Brinder.Billups@usda.gov or by facsimile at (202) 720-7110.

2. To Retain the Federal Acquisition Certification:

A copy of training certificates/transcript reflecting the minimum maintenance hours should be sent to the POD of the Office of Procurement and Property Management by email to Brinder.Billups@usda.gov or by facsimile at (202) 720-7110.

◆ SUPERVISOR RESPONSIBILITY:

Supervisors must ensure that designated individuals with the technical responsibilities and duties for their program areas are fully trained and qualified to help alleviate possible delays in carrying out the contractual requirements. By designating an individual to be a COTR, the supervisor is confirming the qualifications of the individual.

There is no federal standard for COTR experience so Supervisors should designate individuals with adequate technical and management experience to accommodate the complexities or visibility of the contract. Supervisors should assess the COTR's experience as it relates to the type of contract the COTR will be managing to determine if additional training is needed, e.g., performance-based acquisition, earned value management, incentive contracts, green purchasing.

◆ CONTRACTING OFFICER RESPONSIBILITY:

The CO will issue a contract "Delegation Letter" to an individual with the Federal Acquisition Certification to work on a particular contract. The CO will ensure the COTR has the experience and technical competencies to perform the critical technical functions to help manage the contract. If it is determined that the COTR does not have the experience and technical competencies, discussions may be needed with the COTR's supervisor and/or Team Lead/Head to discuss the experience, technical competencies, COTR replacement, training, etc.

Application of Federal Acquisition Certification for COTR

PART A – EMPLOYEE INFORMATION

Name (Last, First, Middle Initial):

Organizational /Address:

Title, Series, Grade:

Phone:

Fax:

Email:

PART B – COTR EXPERIENCE

Name of Agency:

Date:

Describe project and list the contract expiration date(s) that shows experience:

If no prior experience, describe rationale or need for the certification:

PART D – CERTIFICATION ANALYSIS

Training Certificates/Transcript (*attach copies*)

Training documented in ACMIS

I certify that the individual above possesses the core Technical and Professional Business Competencies as listed in AGAR 85, dated May 9, 2008, Appendix N, page N-4, paragraph 6, Competencies for COTRs.

Supervisor's Signature _____ Date: _____

Print Name _____

Title

Phone

Fax application documents to the Procurement Operations Division, at (202) 720-7110.

MAINTENANCE TRAINING COURSES

The list below is not inclusive; however, information about training opportunities and training vendors is available at <http://www.da.usda.gov/procurement/career/index.html>, under "Training Opportunities."

The Federal Acquisition Institute (FAI) at <http://www.fai.gov/> and the Defense Acquisition University (DAU) at <http://www.dau.mil> offer online courses, which are "free of charge."

- Contract Management and Administration
- Writing Performance Work Statements (PWS)
- Managing Performance Based Service Contracts
- Performance-Based Service Acquisition
- Evaluating a Contractor's Performance
- Service Contract Act Overview
- Contract Claims
- Government Contract Law
- Federal Appropriation Law
- Fundamentals of Overhead and Other Indirect Cost Rates
- Incentive Contracts
- Task and Delivery Order Contracting
- Terminating Contracts
- Types of Contracts
- Earned Value Management
- Contract Negotiation Techniques
- Risk Analysis and Management
- Cost Estimating for Technical Personnel
- Cost Analysis
- Cost and Price Analysis
- Project Management
- Source Selection
- Small Business Socioeconomic
- Contracting With Small Business Concerns
- Acquisition of Commercial Items
- Changes Under Government Contracts
- Patent, technical Data and Computer Software
- CON 100: Shaping Smart Business Arrangements
- CON 110: Mission Support Planning
- CON 111: Mission Strategy Execution
- CON 112: Mission Performance Assessment
- CON 214: Business Decisions for Contracting
- CON 216: Legal Considerations in Contracting
- CON 217: Cost Analysis and Negotiation Techniques
- IRM 101: Basic Information Systems Acquisition
- SAM 101: Basic Software Acquisition Management