DoD STANDARD FOR CERTIFICATION OF CONTRACTING OFFICER'S REPRESENTATIVES FOR SERVICES ACQUISITIONS

NATURE OF TYPE A WORK/REQUIREMENT	REQUIRED COMPETENCY TOPICS	REQUIRED COMPETENCIES	EXPERIENCE/TRAINING REQUIREMENTS
Fixed-price requirements without incentives, low performance risk. Attributes of such requirements might include: lack of technical or administrative complexity, no identifiable risk factors; limited requirement for technical expertise; low likelihood of modification; effort is a follow-on to an existing contract. COR duties/responsibilities are generally limited to minimal technical and/or administrative monitoring of the contract.	**General:** ➢ Attention to Detail ➢ Decision Making ➢ Flexibility ➢ Oral and Written Communication ➢ Problem Solving/Reasoning ➢ Self-management/Initiative ➢ Teamwork **Technical:** ➢ Business Ethics ➢ Effective Communication of Contract Requirements ➢ Effective Contract Performance Management ➢ Effective COR Performance	Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type A work/requirements: 1. Assist in acquisition planning. 2. Assist in contract award process. 3. Establish/maintain COR file with all required documentation. 4. Identify/prevent unethical conduct and instances of fraud/waste/abuse. 5. Perform technical/administrative monitoring and reporting duties in accordance with letter of delegation and surveillance plan. 6. Recommend/monitor proposed changes. 7. Monitor contract expenditures/payments 8. Monitor contract schedule compliance. 9. Perform liaison duties between the Contracting Officer, the Requiring Activity, and the contractor for management of the contract. 10. Inspect, accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions. 11. Monitor the control/disposition of Government furnished assets. 12. Perform surveillance in a contingency environment, when applicable.	**Experience:** ➢ Agency experience: minimum of 6 months (may be waived) ➢ Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment ➢ General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment. **Training:** ➢ DAU CLC 106, Contracting Officer's Representative (Basic) ➢ DAU COR XXX (to be determined), COR in the Contingency Environment, when applicable (competency 12) ➢ Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually. ➢ Additional training mandated by the contracting activity (e.g., WAFW). **Refresher Training:** ➢ Minimum of 8 hours COR specific training: ➢ Every 3 years, OR ➢ Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months. ➢ Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually. ➢ Any additional training mandated by the Activity.

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NATURE OF TYPE B WORK/REQUIREMENT	REQUIRED COMPETENCY TOPICS	REQUIRED COMPETENCIES	EXPERIENCE/TRAINING REQUIREMENTS
Fixed-price requirements without incentives, other than low performance risk. Attributes of such requirements might include: the nature of the work is more complex; effort will be performed in multiple regions/remote geographic locations, contract contains incentive arrangements or cost sharing provisions, contract is cost-type of T&M/LH type, or FP LOE. COR duties/responsibilities are of increased complexity.	**General:** ➢ Attention to Detail ➢ Decision Making ➢ Flexibility ➢ Influencing/Persuasive interpersonal skills ➢ Oral and Written Communication ➢ Planning and Evaluating ➢ Problem Solving ➢ Reasoning ➢ Self-management/Initiative ➢ Teamwork **Technical:** ➢ Business Ethics ➢ Defining Government requirements ➢ Understanding and knowledge of contract type ➢ Effective analytic skills ➢ Effective Communication of Contract Requirements ➢ Effective Contract Performance Management ➢ Effective COR Performance ➢ Project Management ➢ Strategic Planning ➢ Understanding the Marketplace	Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type B work/requirements: 1. Assist in acquisition planning. 2. Assist in contract award process. 3. Establish/maintain COR file with all required documentation. 4. Identify/prevent unethical conduct and instances of fraud/waste/abuse. 5. Review technical submittals/ensure compliance with Statement of Work/Statement of Objectives (e.g., perform technical monitoring and reporting in accordance with a Quality Surveillance Plan) 6. Perform administrative monitoring and reporting duties (e.g., handle security issues, attend meetings, etc.) 7. Recommend/monitor proposed changes. 8. Monitor contract expenditures/payments. 9. Monitor contract schedule compliance. 10. Perform liaison duties between the Contracting Officer and the contractor for management of the contract. 11. Inspect, accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions. 12. Review and validate that contractor payment requests are commensurate with performance. 13. Monitor control/disposition of Government furnished assets. 14. Perform surveillance in a contingency environment, when applicable	**Experience:** ➢ Agency experience: minimum of 12 months (may be waived by the requiring activity. Waiver to be addressed in nomination package) ➢ Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment ➢ General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment. **Training:** ➢ DAU COR 222 or ALMC-CL or equivalent course ➢ DAU COR XXX (to be determined), COR in a Contingency Environment, when applicable (competency 14) ➢ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually. ➢ Additional training mandated by the Contracting activity (e.g., WAWF). **Refresher Training:** ➢ Minimum of 16 hours COR specific training: • Every 3 years, OR • Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months ➢ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually ➢ Any additional training mandated by the Activity

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NATURE OF TYPE C WORK/REQUIREMENT	REQUIRED COMPETENCY TOPICS	REQUIRED COMPETENCIES	EXPERIENCE/TRAINING REQUIREMENTS
Unique contract requirements that necessitate a professional license, higher education or specialized training beyond the Type B requirements. Such requirements might include, for example, environmental remediation; major weapons systems; medical/dental/ veterinarian services, etc. COR duties/responsibilities are of increased complexity.	**General:** ➢ Attention to Detail ➢ Decision Making ➢ Flexibility ➢ Influencing/Persuasive interpersonal skills ➢ Oral and Written Communication ➢ Planning and Evaluating ➢ Problem Solving ➢ Reasoning ➢ Self-management/Initiative ➢ Teamwork **Technical:** ➢ Business Ethics ➢ Defining Government requirements ➢ Understanding and knowledge of contract type ➢ Effective analytic skills ➢ Effective Communication of Contract Requirements ➢ Effective Contract Performance Management ➢ Effective COR Performance ➢ Project Management ➢ Strategic Planning ➢ Understanding the Marketplace	Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type C work/requirements: 1. 1.Assist in acquisition planning. 2. Assist in contract award process. 3. Establish/maintain COR file with all required documentation. 4. Identify/prevent unethical conduct and instances of fraud/waste/abuse. 5. Review technical submittals/ensure compliance with Statement of Work/Statement of Objectives (e.g., perform technical monitoring and reporting in accordance with a Quality Surveillance Plan) 6. Perform administrative monitoring and reporting duties (e.g., handle security issues, attend meetings, etc.) 7. Recommend/monitor proposed changes. 8. Monitor contract expenditures. 9. Monitor contract schedule compliance. 10. Perform liaison duties between the Contracting Officer and the contractor for management of the contract. 11. Inspect, accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions. 12. Review and validate that contractor payment requests are commensurate with performance. 13. Monitor control/disposition of Government furnished assets. 14. Perform surveillance in a contingency environment, when applicable. 15. Other specific functions consistent with the objectives of the Activity's mandatory specialized/technical training.	**Experience:** ➢ Agency experience: minimum of 12 months (may be waived by the requiring activity. Waiver to be addressed in nomination package) ➢ Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment ➢ General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment. **Training:** ➢ DAU COR 222 or ALMC-CL or equivalent course ➢ DAU COR XXX (to be determined), COR in the Contingency Environment, when applicable (competency 14) ➢ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually. ➢ Additional training mandated by the contracting activity (e.g., WAWF). **Refresher Training:** ➢ Minimum of 16 hours COR specific training: • Every 3 years, OR • Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months. ➢ Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually ➢ Any additional training mandated by the Activity. ➢ Any necessary for maintenance of license/certification/etc.