

AGAR ADVISORY

#85

Acquisition Workforce
Training, Delegation and
Management System

PURPOSE

- The purpose of the Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COTR) is to establish general training requirements for COTRs in civilian agencies. This certification program will promote development of essential, standard acquisition competencies across civilian agencies for COTRs. Under this program, COTRs are required to achieve certain competencies for certification and maintain their certification through continuous learning opportunities.

AUTHORITY

- Office of Federal Procurement Policy (OFPP) Policy Letter 05-01 established a requirement for federal acquisition certification programs. The FAC-COTR is issued pursuant to 41 U.S.C. 403, et seq and OFPP Policy Letter 05-01, paragraph 9.

BACKGROUND

- The quality and effectiveness of the federal acquisition process depend on the development of a capable and competent workforce. The Services Acquisition Reform Act of 2003, P.L. 108-136, expanded the definition of acquisition to include functions performed by COTRs, such as managing and measuring contract performance and providing technical direction.

- FAI published a report in 2003 on the competencies necessary for the COTR job function and the U.S. Merit Systems Protection Board published a report in 2005. Examples of their findings and recommendations are as follows:
 - COTRs should be formally delegated authority to work on particular contracts.
 - COTRs should receive adequate training in **contracting, their technical area**, and general competencies at the right time and in the right way
 - COTR workforce should be strategically managed by identifying COTRs and tracking competencies and skills currency.

APPLICABILITY

- The FAC-COTR program applies to all executive agencies, except those subject to the Defense Acquisition Workforce Improvement Act (DAWIA, 10 U.S.C. §§ 1741-46). The certification shall be accepted by, at a minimum, all civilian agencies as evidence that an employee meets core training requirements to perform COTR functions, though authorization to perform COTR functions must be in accordance with agency policy. All COTRs appointed to a contract after the effective date of this policy must be certified no later than six months from their date of appointment and must maintain their skills currency through continuous learning.

COTR COMPETENCIES

- The skills and competencies outlined in the table below are based on the COTR competencies report published by FAI in 2003 and are the core competencies on which the certification is built.

PROFESSIONAL/BUSINESS

Oral Communication

Decision-Making

Teamwork

Problem Solving

Attention to Detail

Reasoning

Flexibility

Interpersonal Skills

Self-Mgmt./Initiative

Integrity/Honesty

Planning and Evaluating

Influencing/Negotiating

Writing

Project Management

TECHNICAL

Understanding COTR duties,
responsibilities and obligations

Effective Communication of Contract
Requirements

Effective Performance Management

Strategic Planning

Detailed Evaluation Skills

Defining Business Relationships

Understanding the Marketplace

Effective Communication

Defining Government Requirements
in Commercial/Non-Commercial
Terms

Effective Negotiation Skills and

Effective Analytical Skills

TRAINING

- COTRs must have a minimum of 40 hours of training obtained through:
 - FAI
 - Defense Acquisition University
 - Commercially Available Courses
 - Colleges/Universities
 - Agency Specific Courses

CONTINUOUS LEARNING

- To maintain a FAC-COTR, COTRs are required to earn 40 continuous learning points (CLPs) of skills currency training every two years.
- CLPs shall not be granted for taking the same or similar course within a four-year period.

Appendix G-COTR Levels

LEVEL	EXPERIENCE	COMPETENCIES	MINIMUM TRAINING HOURS	CLPS
1	None	Basic COR/COTR course that includes the Federal Acquisition Process	40	40 every 2 years
2	1 year as a level 1 COTR	As outlined in the FAC-COTR Program Guidance	80	40 every 2 years
3	1 year as a level II COTR	As outlined in the FAC-COTR Program Guidance	120	40 every 2 years

ACMIS

- Acquisition Career Management Information System (ACMIS) is the central acquisition workforce information system for all civilian agencies and will support the FAC-COTR program.
- COTRs must enter their training data into ACMIS. Contact your local Contracting Office for access into ACMIS.