

Contracting Officer's Representative Training at the Engineer School

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More engineer officers, warrant officers, and non-commissioned officers (NCOs) are being assigned additional duties as a contracting officer's representative (COR). With an increasing reliance on private industry to perform services for the United States Army, the COR is an important part of the acquisition team.

A COR is authorized to be appointed by a contracting officer (KO) by authority of the Defense Federal Acquisitions Regulation Supplement to assist in the technical monitoring or administration of a contract. There is no certification as a COR until the KO designates a COR in a written letter that specifies the extent of the COR's authority to act on behalf of the KO. To prepare Soldiers for COR duties, the Army requires Defense Acquisition University (DAU) or equivalent courses as prerequisite training. The responsibilities of the COR vary with the type of contracting and normally include the following:

- Monitor the contractor's progress and performance, including the completion of required reports or other documentation.
- Verify that the contractor has performed the technical and management requirements of the contracting according to the contracting terms, conditions, and specifications.
- Accept for the government the supplies and services received, to include certifying receipt of the supplies and services.
- Maintain liaison and direct communications with the contractor and the KO.
- Recommend contracting modifications to the KO.
- Assist in meeting the government's contractual obligations to the contractor. This includes, but is not limited to, arranging to supply government-furnished equipment, facilities, and services called for in the contract.
- Provide technical interpretation of the contracting requirements.
- Maintain files and correspondence relating to the contracting performance.

The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

Contracting officers' technical representatives (COTRs) differ from CORs in that they have specialized technical knowledge, such as engineers and Soldiers with certain technical military occupational specialties, in overseeing a contract. Both CORs and COTRs require a KO's appointment in writing.

As of 17 November 2008, COR training with DAU must be completed before attending the Engineer Captain's Career Course (ECCC). This 20-hour block of instruction via web-based distributed learning was established in response to comments and suggestions from deployed units. The training program will require students to register and complete the following DAU online training:

- CLC 011—Contracting for the Rest of Us
- CLC 106—Contracting Officer Representative with a Mission Focus
- CLM 003—Ethics Training for the Acquisition Technology and Logistics Workforce
- CLM 024—Contracting Overview

These modules are not meant to be all-inclusive since KOs normally need further training, specific to the type and scope of the contract.

DAU COR training is available at <http://www.atrrs.army.mil/channels/aitas>. CORs must complete the DAU online course every three years. After successful completion, DAU provides the participant an online COR course completion certificate. As a result of finishing this activity before attending ECCC, students will now be able to complete further advanced training on contracting, acquisition, project management, joint engineering, and an appropriate language (Farsi, Pashto, Arabic, or Mandarin) during the course.

DAU COR training will be included in the Basic Officer Leader Course (BOLC) and NCO courses in the near future. The point of contact is Major Justin B. Putnam at justin.b.putnam@us.army.mil.



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