





in effect when they begin

- New requirements for non-1102 or 1105 personnel with CO warrant established
- New requirements for certification as COR, with corresponding training
- New guidelines for continuous learning and business-related coursework provided.





**LIST OF ATTACHMENTS (CONTINUED)**

<b>ATTACHMENT I .....</b>	<b>45</b>
<b>GUIDANCE ON MEETING CONTINUOUS LEARNING POINTS REQUIREMENTS OF CHAPTER VIII</b>	
<b>ATTACHMENT J .....</b>	<b>48</b>
<b>GUIDANCE ON MEETING THE BUSINESS COURSE REQUIREMENTS FOR THE CONTRACT SPECIALIST (GS-1102) QUALIFICATION STANDARD OF CHAPTER VIII</b>	





















	project manager or other equivalent experience	covering Government Construction Contracting	
Real property	At least 6 years of creditable experience in the Federal real estate field at least 1 year of which is at the journeymen level (GS-11 or above) in four distinct areas of specialty: acquisition by other than lease, leasing except for leases executed under the delegation of lease acquisition authority from GSA, leasing under delegation from GSA, and land management and disposal	Certified under the DOE Real Estate Certification Program	As required by the DOE Real Estate Certification Program
COR, non-management and operating/non-management and integration (non-M&O/non-M&I)		Certified as a COR	40 hours every 2 years consisting of the FAI Refresher Training Course; Project Management and Property Management
COR, M&O/M&I		Certified as a COR, and completion of 8 hours covering contracting officer representative responsibilities for M&O/M&I contracts	40 hours every 2 years consisting of the FAI Refresher Training Course; Project Management and Property Management
COR, Capital Projects and Operating Projects		Certified as a COR and completion of Earned Value Management Systems and Project Reporting, given by the PMCDP	40 hours every 2 years consisting of the FAI Refresher Training Course; Project Management and Property Management



## **APPLICATION PROCESS**

An individual meeting the COR Certification requirements shall request certification through their immediate supervisor. The individual is responsible for producing certificates and records that provide evidence that he or she satisfies the requirements for the program. The supervisor should take this opportunity to assess the skills and competencies of the applicant and develop a plan for enhancing or adding to the employee's competencies, if appropriate. CORs requesting certification shall use the Request for Contracting Officer Representative Certification, Attachment H.

The certification will be issued by the ACM, who is responsible for maintaining certification applications at the agency for audit purposes.















**Director Approval:**

I approve the above individual for certification at Level I.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





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**PART C – SIGNATURES**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor's Endorsement:**

I recommend the above individual for certification at Level II.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director Approval:**

I approve the above individual for certification at Level II.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





**Director Approval:**

I approve the above individual for certification at Level III.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_













**Director Approval:**

I approve the above individual for certification at Level II.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_







**Supervisor's Endorsement:**

I recommend the above individual for certification as a COR.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director Approval:**

I approve the above individual for certification as a COR.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_











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***BUSINESS/MANAGEMENT  
DISCIPLINE***

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***AMERICAN COUNCIL ON  
EDUCATION SUBJECT AREA***

Materiel Management  
Methods of Adult Education  
Organizational Behavior  
Personnel Administration  
Principles of Management  
Quality and Reliability Assurance  
Research and Development Management  
Strategic Management  
Survey of Program Operations

Purchasing

Basic Purchasing

Quantitative Methods

Business Statistics  
Computer Science  
Decision Risk Analysis  
Operations Research  
Probability Statistics  
Quantitative Analysis  
Statistics