

NAVSUP CONTRACTING OFFICER'S
REPRESENTATIVE (COR) STANDARDS

TYPE A WORK/REQUIREMENT	REQUIRED COMPETENCY TOPICS	REQUIRED COMPETENCIES	EXPERIENCE AND TRAINING REQUIREMENTS
<p>Fixed-price contracts without incentives and low performance risk.</p> <p>Attributes of such requirements might include:</p> <ul style="list-style-type: none"> • 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 <p>COR responsibilities are generally limited to minimal technical and administrative contract surveillance.</p>	<p><u>General:</u></p> <ul style="list-style-type: none"> • Attention to detail • Decision making • Flexibility • Oral and written communication • Problem solving and reasoning • Self-management and initiative • Teamwork <p><u>Technical:</u></p> <ul style="list-style-type: none"> • Business ethics • Effective communication of contract requirements • Effective contract performance management • Effective COR performance 	<p>On completion of mandatory training, the COR should be able to perform at least these competencies in a manner consistent with the nature of Type A work/requirements:</p> <ol style="list-style-type: none"> 1. Assist in acquisition planning. 2. Assist in contract award process. 3. Establish and maintain COR file with all required documentation. 4. Identify and prevent unethical conduct and instances of fraud, waste and abuse. 5. Perform technical and administrative contract surveillance and reporting duties in accordance with letter of designation and Quality Assurance Surveillance Plan (QASP). 6. Recommend contract changes when necessary and monitor contract performance as modified. 7. Monitor contract expenditures and 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 and accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions. 11. Monitor the control and disposition of Government furnished assets. 12. Perform surveillance in a contingency environment, when applicable. 13. Assist in contract closeout. 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Agency experience: Minimum of 6 months unless waived. The waiver must be addressed in the nomination package. • Relevant technical experience: As determined by the requiring activity and COR management for the contracting officer's consideration. • General competencies: As determined by the nominating supervisor for the contracting officer's consideration. <p><u>Training:</u></p> <ul style="list-style-type: none"> • DAU course, CLC 106, "Contracting Officer's Representative with a Mission Focus" (online). • DAU course, CLC 206, "COR in a Contingency Environment," when applicable (classroom or online). • WAWF training (online). • DoD Component provided ethics (designated OGE Form 450 filers only) & CTIP training. • Additional training mandated by the contracting activity or agency, e.g., security, etc. <p><u>Refresher Training:</u></p> <ul style="list-style-type: none"> • Minimum of 8 hours COR specific training: <ul style="list-style-type: none"> ➢ Every 3 years, OR ➢ Before assuming COR responsibilities, if the individual has not served as a COR within the previous 24 months. • Annual • DOD Component provided ethics (designated OGE Form 450 filers only) & CTIP training. • Any additional training mandated by the contracting activity or agency.

The mandatory training per NAVSUPINST 4205.3F for Type A (ONLY) contracts is as follows:

- DAU CLC 106 - Apply at eDACM, course available at DAU

<https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>

- WAWF Training – Training required prior to WAWF and CORT registration

<https://wawftraining.eb.mil/wbt/>

- DoD Ethics Training - Available in TWMS (TWMS - 611102)

<https://twms.navy.mil/login.asp>

- DAU Combating Human Trafficking for DoD Acquisition Professionals - Apply at eDACM, course available at DAU

<https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>

- Any additional training required by your Command (Example: Some Commands require their CORs to complete CLC 222, which would not require you to take CLC 106).

Prior to completion of contract performance period, and completion of Contractor Performance Assessment Reporting System (CPARS) the following annual training must be completed:

- CPARS Overview Training

https://www.cpars.gov/webtrain_auto.htm

- Quality and Narrative Writing Training

https://www.cpars.gov/webtrain_auto.htm

Procedures for DOD 002 - Combating Human Trafficking for DoD Acquisition Professionals

Go to: <https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>

Privacy and Security Notice – Select “I Agree”

Log In with your CAC

- 1) Manage Career (Drop Down)
 - a. Training
 - i. Search for DAU Training
 1. Select DAU Continuous Learning Moduels
 - a. Order by Course Number
 - i. Select – **DOD 002 - Combating Human Trafficking for DOD Acq Prof**
 - ii. Select – “Continue”
 - iii. Confirm the information in the DAU Training Request and select “Submit”
- 2) Online classes do not require your Supervisors approval but it may take up to 48 hours to receive the course information from Defense Acquisition University (DAU). Upon receipt of the e-mail from DAU follow the steps to begin taking the course.
- 3) Upon completion of the course, save the certification. This will need to be uploaded into CORT.

NOTE: FOLLOW SAME PROCEDURES FOR CLC 106. SEE BELOW.

Procedures for CLC 106 – COR with a Mission Focus

Go to: <https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>

Privacy and Security Notice – Select “I Agree”

Log In with your CAC

- 1) Manage Career (Drop D)
 - a. Training
 - i. Search for DAU Training
 1. Select DAU Continuous Learning Modules
 - a. Order by Course Number
 - i. Select – **CLC 106 – COR with a Mission Focus**
 - ii. Select – “Continue”
 - iii. Confirm the information in the DAU Training Request and select “Submit”

- 2) Online classes do not require your Supervisors approval but it may take up to 48 hours to receive the course information from Defense Acquisition University (DAU). Upon receipt of the e-mail from DAU follow the steps to begin taking the course.
- 3) Upon completion of the course, save the certification. This will need to be uploaded into CORT.