

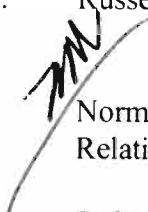


U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF ADMINISTRATION

July 24, 2008

MEMORANDUM FOR: Russell Varnado, President, National Council of HUD Locals 222

FROM:  Norman Mesewicz, Deputy Director, Labor and Employee Relations Division, ARHL

SUBJECT: Federal Acquisition Certification for Contracting Officer Technical Representative (FAC-COTR)

In accordance with Article 5, Section 5.04 of the HUD/AFGE Agreement, this memorandum serves as notification to the union that the Office of the Chief Procurement Officer (OCPO) intends to implement the Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COTR). Contracting Officer Technical Representatives (COTRs) perform critical acquisition and technical functions and Contracting Officers rely on them to ensure that contracts are managed properly to meet mission needs. Within HUD, Government Technical Representatives (GTRs) and Government Technical Monitors (GTMs) perform COTR functions and are covered by this program. They have job functions that include managing and measuring contract performance and providing technical direction. Contracting Officers appoint GTRs and GTMs in writing and prescribe specific contract-related administrative and/or technical responsibilities.

The Services Acquisition Reform Act of 2003 (SARA, P.L. 108-136) expanded the definition of acquisition to include requirements definition, measurement of contract performance, and technical and management direction. Pursuant to SARA, the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, defined the acquisition workforce to include personnel who perform these functions. The Letter specifically covers “[a]ll Contracting Officer’s Representatives (CORs) and Contracting Officer’s Technical Representatives (COTRs), or equivalent positions.” It also required the Federal Acquisition Institute (FAI) to develop and the Chief Acquisition Officers Council (CAOC) to approve better standards for training and managing COTRs. An interagency working group chartered to develop the program and project management certification also recommended a separate certification for COTRs.

The Office of the Chief Procurement Officer led an intra-agency working group to develop the attached draft HUD FAC-COTR policy. The draft policy is based upon the OFPP memorandum dated November 26, 2007, entitled *Federal Acquisition Certification for*

Contracting Officer Technical Representatives (copy attached). The draft HUD FAC-COTR policy establishes general training and experience requirements and focuses on essential competencies needed for GTRs and GTMs in HUD's acquisition workforce. The implementation of this certification program does not change the job responsibilities of GTRs or GTMs.

The FAC-COTR certification program has training requirements as set forth in the subsequent pages. FAI has mapped the COTR competencies to learning objectives that were used to develop a new training program to meet the FAC-COTR requirements. The certification is mandatory all GTRs and GTMs who are actively managing contracts. In accordance with OFPP's memorandum, each active GTR and GTM must be certified by November 25, 2008, or seek a waiver from the Senior Procurement Executive. Our policy calls for GTRs and GTMs to submit applications for certifications by August 31, 2008 to allow time for review and processing.

In addition, the policy calls for every GTR and GTM to enter his or her training record into the Acquisition Career Management Information System (ACMIS) by August 31, 2008. ACMIS is a government-wide, web-based tracking system that collects standardized training and education information on the civilian acquisition workforce.

FAI is required to collect and analyze acquisition workforce data. ACMIS is the government-wide system developed under the oversight of FAI to fulfill this responsibility while also making available information useful to agency managers. The specific data being collected was determined by an FAI-led interagency working group during fiscal years 1999 and 2000. The information collected will be useful for managers in making informed budgeting, staffing, and training decisions; it will enable managers to monitor the availability of staff warrants and specific skill sets; and, it will assist agencies in responding to information requests of the administration, Congress, and other parties. OFPP Policy Letter 05-01, dated April 15, 2005, requires agencies to populate ACMIS. The positions to be entered into ACMIS include those performing COTR functions, i.e., GTRs and GTMs.

OFPP Policy Letter 05-01 required information on COTRs to be entered no later than April 1, 2007 (extended to July 1, 2007). The proposed policy will bring HUD into compliance with this mandate and provide a tool for managing the certification program.

Please submit any bargaining proposals that you may have related to the proposed change within ten (10) calendar days after the date of my memorandum. If you have any questions regarding this matter, please contact Deborah Swann at (202) 402-2856

cc:

Edward Eitches, Chairperson, Headquarters
Perry Casper, Portland Oregon
Videssa Woods, Atlanta Georgia
Marinella Murillo, San Antonio
'Lisa Lowery, Knoxville, Tennessee
Patricia Petry, Fargo, North Dakota

Attachment

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The Office of the Chief Procurement Officer

Federal Acquisition Certification

Requirements for
Government Technical Representatives (GTRs)
and
Government Technical Monitors (GTMs)



FEDERAL ACQUISITION CERTIFICATION REQUIREMENTS FOR
GOVERNMENT TECHNICAL REPRESENTATIVES AND
GOVERNMENT TECHNICAL MONITORS

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**FEDERAL ACQUISITION CERTIFICATION REQUIREMENTS FOR
GOVERNMENT TECHNICAL REPRESENTATIVES AND
GOVERNMENT TECHNICAL MONITORS**

**CHAPTER 1. IMPLEMENTATION OF FAC-COTR
PROGRAM IN HUD**

1.1 PURPOSE

- A. This guide implements the requirements set forth in the Office of Federal Procurement Policy (OFPP) Memorandum, "Federal Acquisition Certification for Contracting Officers Technical Representatives (FAC-COTR)," dated November 26, 2007, by establishing HUD's certification program for individuals serving as Government Technical Representatives and Government Technical Monitors. This certification program will promote the development of standardized competencies that reflect recommendations from an interagency working group led by the Federal Acquisition Institute (FAI) and apply to all executive agencies, except those subject to the Defense Acquisition Workforce Improvement Act (DAWIA).
- B. The FAC-COTR program sets forth minimum acquisition training requirements for all individuals who serve as a COTR under a written delegation of authority from a Contracting Officer on active contracts. This policy also specifies the roles, responsibilities, and limitations of authorities for various individuals and offices involved with this FAC-COTR program. Within HUD, Government Technical Representatives (GTRs) and Government Technical Monitors (GTMs) perform COTR functions and are covered by this program.

1.2 AUTHORITIES.

The following statutes, regulations, and policies provide authority for the FAC-COTR program:

- A. OFPP Act, as amended (41 U.S.C. § 433)
- B. OFPP Policy Letter No. 05-01 April 15, 2005
- C. OFPP Memorandum dated November 26, 2007
- D. Federal Acquisition Regulation (FAR) Subpart 7.5
- E. HUD Handbook 2210.3, Procurement Policies and Procedures, Chapter 11

1.3 DEFINITIONS

- A. Chief Acquisition Officer (CAO) - The HUD official designated under Section 1421 of the Services Acquisition Reform Act of 2003 to (1) have acquisition management as that official's primary duty; and (2) advise and assist the Secretary and other agency officials to ensure that the mission of the executive agency is achieved through the management of the agency's acquisition activities. The Secretary has

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responsibility for implementing and managing HUD's procurement workforce programs to the Chief Procurement Officer (see <http://hudatwork.hud.gov/po/arc/delegations/deleg8.cfm>)

- B. Acquisition Career Management Information System (ACMIS) – A Government-wide information system managed by the Federal Acquisition Institute that contains education, training and experience information for all acquisition workforce members. ACMIS provides detailed reports to assist managers in short and long term workforce planning.
- C. Acquisition Career Manager (ACM) – An OCPO employee designated by the Chief Procurement Officer, responsible for administering the Department's certification programs to ensure that the Department's acquisition workforce meets the requirements of OFPP Policy Letter 05-01.
- D. Chief Procurement Officer (CPO) - The HUD official with delegated authority for all of the Department's procurement activities.
- E. Continuous Learning Points (CLPs) - Points awarded for successful completion of continuous learning activities. One CLP responds generally to one classroom hour and varies for other learning activities, as described in Appendix A of the OFPP memorandum dated November 26, 2007, entitled "*The Federal Acquisition Certification for Contracting Officer Technical Representatives.*"
- F. Contracting Officer - A HUD employee expressly authorized to enter into, administer and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer (e.g., Contract Specialist) acting within the limits of their authority as delegated by the Contracting Officer. Within HUD, Contracting Officer authority is delegated from the Secretary through the Senior Procurement Executive (Chief Procurement Officer). All delegations must be in writing.
- G. Contracting Officer's Technical Representative (COTR) - A HUD employee appointed in writing, and delegated limited responsibilities by a Contracting Officer to perform prescribed contract management duties related to technical oversight and administration of a specific contract. For the purposes of this guide, HUD's terms Government Technical Representative (GTR) and Government Technical Monitor (GTM) shall be considered synonymous with COTR. (Note: The use of GTR and GTM is unique to HUD. However, most Federal agencies, including the Office of Federal Procurement Policy, use COTR or Contracting Officer's Representative.)
- H. FAC-COTR Program Manager – An OCPO employee designated to serve as the principal liaison for FAC-COTR administration. The FAC-COTR Program Manger's responsibilities include: reviewing FAC-COTR applications and making recommendations to the ACM; coordinating the provision of training; assuring that

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recommendations to the ACM; coordinating the provision of training; assuring that the training meets FAC-COTR program requirements; communicating training drivers to various customer bases/program offices; and communication federal mandates as they relate to FAC-COTR certification.

- I. Senior Procurement Executive (SPE) – Subject to the authority, direction, and control of the Department’s Secretary, the SPE is responsible for developing and maintaining the Department’s Acquisition Career Management Program to ensure the development of a competent professional workforce to support the accomplishment of the Department’s mission. The SPE has authority to designate the Department’s Acquisition Career Manager (ACM).

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CHAPTER 2. FAC-COTR PROGRAM REQUIREMENTS

2.1 FAC-COTR CERTIFICATION REQUIREMENTS

- A. Any individual appointed to serve as a GTR or GTM must have a FAC-COTR certification.
- B. Certification is obtained through competency-based core training and assignment-specific training. Ongoing continuous learning is then required to maintain active certification.
- C. As of the effective date of this policy, all active GTRs and GTMs who were certified under the predecessor HUD GTR certification program must review their training to ensure they have obtained essential competencies sufficient to meet the FAC-COTR requirements. A GTR or GTM who completed basic certification training within 24 months prior to the effective date of this policy will have generally met HUD GTR training standards. However, he/she must submit the necessary documents to support attainment of all essential competencies and obtain certification not later than August 31, 2008. The documents must be submitted with the FAC-COTR application available at <http://hudatwork.hud.gov/po/arc/index.cfm>.
- D. Individuals who have served in a COTR capacity at another agency, and participated in another federal agency's COTR training previous to the FAC-COTR program, may seek recognition for fulfillment of the FAC-COTR requirements and demonstrate their proficiency by completing a fulfillment request form (see Appendix 2) and submitting it to the FAC-COTR Program Manager.
- E. Individuals who hold a Federal Acquisition Certification in Contracting (FAC-C) Level I or Federal Acquisition Certification for Program/Project Managers (FAC-P/PM) Level II are considered to have met the FAC-COTR requirements. However, they must still submit the necessary documents to obtain certification.

- 2.2 **KEY COMPETENCIES.** The following table lists the core competencies and skills required for certification. These were published by the Federal Acquisition Institute (FAI) in 2003. A definition of each competency is provided at www.fai.gov.

General Business Competencies	Technical Competencies
Oral Communication	* Understanding COTR duties, responsibilities, and obligations
Decision-Making	Effective Communication of Contract Requirements
Teamwork	Effective Performance Management
Problem Solving	Strategic Planning
Attention to Detail	Detailed Evaluation Skills
Reasoning	Defining Business Relationships
Flexibility	Understanding the Marketplace
Interpersonal Skills	Effective Communication
Self-Mgmt./Initiative	Defining Government Requirements in Commercial/Non -Commercial Terms
Integrity/Honesty	Effective Negotiation Skills and Effective Analytical Skills
Planning and Evaluating	
Influencing/Negotiating	
Writing	
Project Management	

*These duties are articulated in FAI's 2003 report. GTRs and GTMs are reminded that their authority comes from the Contracting Officer's memorandum of appointment. A GTR's/GTM's duties, responsibilities, and obligations are defined by and limited to those articulated in their appointment memoranda and must be exercised in accordance with agency policies.

2.3 INITIAL CERTIFICATION REQUIREMENTS

- A. **Training.** To qualify for FAC-COTR certification, a GTR or GTM is required to have a minimum of 40-hours of training. The training can be obtained from the FAI, the Defense Acquisition University (DAU), commercially-available training sources, and/or colleges or universities. Twenty-two of the required 40-hours of training must cover the essential COTR competencies listed in 2.2. The remaining 18-hours target areas essential to HUD contract management. The training is comprehensive and specific to COTR duties.
- B. **Curriculum Guidance.** The courses listed in this section meet the requirements for initial FAC-COTR certification. An in-depth review of the coursework has been conducted and it has been determined that the below courses meet the professional business and technical competencies set-forth by FAI for COTRs. The courses can be accessed by registering at www.fai.gov.

SOURCE	COURSE	CLPs / HOURS
On-Line via FAI (www.fai.gov)	Required Courses – Essential COTR Competencies	
	CLC 106 – COR with a Mission Focus	8
	CLC 004 – Market Research	3
	CLC 007 – Contract Source Selection	1
	CLM 003 – Ethics Training for Acquisition Technology and Logistics (or similar)	2
	CLM 024 – Contracting Overview	8
	TOTAL	22
	Required HUD-Specific Courses	
	CLM 031 – Improved Statement of Work	4
	CLC 013 – Performance Based Services	6
	CLM 016 – Cost Estimating	8
	TOTAL	18

C. Equivalencies. Below are training providers that offer courses that have been determined equivalent to the FAI suggested training curriculum. These cover all essential competencies for COTR certification as well as the HUD-specific ones. The following matrix provides the vendor sources, course name, and the number of CLPs offered for each course.

If a GTR or GTM candidate proposes to take other training, OCPO strongly recommends that he or she obtain the ACM’s concurrence in advance of course registration. This will help assure that the training will meet FAC-COTR requirements and will be acceptable for certification.

SOURCE	COURSE	CLPs /HOURS
MCI (www.managementconcepts.com)	Contracting Officer’s Representative Course	40
ESI (www.esi-intl.com)	The COTR Training Program	40
USDA Graduate University (www.grad.usda.gov)	Comprehensive COTR Workshop	40
Treasury Acquisition Institute (TAI) (http://www.irs.gov/opportunities/procurement/article_0,,id-125419,00.html)	Contracting Officer’s Representative Course	40

D. Fulfillment Procedures.

1. Fulfillment. The process by which an employee can demonstrate attainment of the required competencies for certification through alternative training, experience, education, certification by another recognized organization or other

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developmental activities is referred to as fulfillment. Any employee wishing to demonstrate fulfillment of competencies, etc. shall submit to his or her supervisor evidence of having met the required competencies for a particular certification level. Use the template provided by FAI at www.fai.gov. Fulfillment applies only to initial certification, not recertification or completion of CLPs.

2. Alternative Training. If an applicant for fulfillment obtained competencies through courses other than those set forth in paragraphs 2.3.B or 2.3.C, he or she must provide for each competency the dates of training, course descriptions, provider names, grades (if applicable), competencies achieved, and certificate of completion.
3. Experience. If the applicant is using job experience, he or she must list the agency, dates, location, title of the position, title and brief description of related contract actions, and the duties performed that provided the relevant competencies.
4. Education. If an applicant obtained competencies through academic courses provided at an accredited institution, he or she must provide the dates of each class, course descriptions, provider names, grades (if applicable), and competencies achieved. A copy of the transcript must accompany the application.
5. Certification by a Recognized Organization. HUD, as well as other civilian agencies, shall follow the determinations made by FAI as to which certifications by organizations outside the federal government are eligible for full or partial consideration under the FAC-COTR. A copy of the certification must accompany the application.

2.4. REQUIREMENTS FOR MAINTAINING CERTIFICATION (RECERTIFICATION)

- A. To maintain a FAC-COTR, GTRs and GTMs are required to earn 40 continuous learning points (CLPs) of acquisition related training every year two years. Forty CLPs must be earned after the initial certification and before the expiration of the initial certification, and during each two-year period thereafter.
 1. A FAC-COTR will expire if 40-CLPs are not earned within 2-years of certification (or recertification). If this occurs, the COTR certification will be revoked. OCPO will issue a letter of revocation to the GTR/GTM, his/her manager, and the contracting office.
 2. Each GTR and GTM is responsible for inputting his/her training certificates into ACMIS, monitoring and managing their acquisition training needs, and notifying their immediate supervisor and Contracting Officer of the ongoing training requirements needed for maintenance of their certification.

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- B. Required Recertification Training. For recertification, GTRs and GTMs have the option of completing any 8-hour (minimum) COTR refresher course as long as the course content maps to the required competencies as previously discussed.
- C. Required Performance-Based Acquisition (PBSA) CLPs. In addition to the 8-hour Refresher Course, GTRs and GTMs are also required to develop and maintain skills in PBSA. In the first recertification period, a GTR/GTM must earn a minimum of 16-CLPs in PBSA.
- D. The remaining CLPs required for recertification should cover competencies related to the GTR's/GTM's specific contract assignments. Examples may include contracting for services, earned value management, time and materials contracts, green purchasing, socioeconomic issues, etc. Up to 8 CLPs may be earned in job-related technical skill development.
- E. Other CLP Guidance. Continuous learning points can be achieved by training, professional activities, or education. Appendix 2 provides a sample guideline for determining the number of CLPs that may be granted for each activity.
 - 1. Training
 - a. Continuous Awareness Training. Periodically, agencies conduct briefing sessions to acquaint the workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required.
 - b. Completing Learning Modules and Training Courses. These may be formal or informal offerings from a recognized training organization, including in-house training courses/sessions, which include some form of testing/assessment for knowledge gained.
 - c. Performing Self-Directed Study. An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.
 - d. Teaching. Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules.
 - e. Mentoring. GTRs and GTMs may achieve CLPs for helping others to learn and become more productive workers or managers benefit the agency and the individuals involved.
 - 2. Professional Activities
 - a. Participating in Professional Organization Management. Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that one is permitted to join under

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current ethics law and regulation. The employee and supervisor must first ensure that participating in the management of an organization is allowed by the agency.

- b. Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences. Employees can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.
 - c. Publishing. Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.
 - d. Participating in Workshops. Points should be awarded for workshops with planned learning outcomes.
3. Other Formal Education
- a. Formal Training. Supervisors should use Continuous Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10-CLP points per CEU.
 - b. Formal Academic Programs. For formal academic programs offered by educational institutions, each semester hour is equal to 1-CEU. A 3-hour credit course would be worth 3-CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

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CHAPTER 3. FAC-COTR CERTIFICATION MANAGEMENT

- 3.1 ACQUISITION CAREER MANAGEMENT INFORMATION SYSTEM (ACMIS) REQUIREMENTS
- A. ACMIS is the central acquisition workforce information system for all civilian agencies and will support the FAC-COTR program. Agencies and individuals are responsible for maintaining certification documentation for quality assurance purposes. The FAI is responsible for managing ACMIS and will issue guidance, as necessary, to support ACMIS implementation. More information can be found at www.fai.gov.
 - B. In accordance with OFPP Policy Letter 05-01, GTRs and GTMs **must** enter their training data into ACMIS. GTRs and GTMs must update their existing ACMIS records in a timely manner and keep these records current to reflect their certification status and continuous learning points. OFPP, the FAI and agencies use ACMIS information to make strategic acquisition workforce decisions. Because of this, agencies and individuals must ensure that this information is accurate.
 - C. GTRs and GTMs who have an active certification under the predecessor HUD GTR certification program as of the effective date of this policy must enter their training data into ACMIS not later than August 31, 2008. GTRs and GTMs, who receive their first certification under this program, must enter their training data into ACMIS within 10 workdays of certification.
- 3.2. PERFORMANCE ACCOUNTABILITY. Sound contract management depends on the effective execution of GTR and GTM responsibilities. GTRs and GTMs protect the Department interests by ensuring that the government receives services and items that meet contract requirements for quality and quantity, that contractor performance is timely, and that payments to contractors are appropriate. At least one critical element in his/her performance standard relating to specific contract management or GTR and GTM duties described in the Contracting Officer's memorandum of appointment.
- 3.3 FAC-COTR APPLICATION PROCESS. An individual who meets the requirements for certification shall request certification by completing the FAC-COTR application form (see Appendix 1). This application is used both for initial certification and for recertification. Training certificates and/or documentation of CLPs achieved from training, professional activities, and/or education must accompany the application.
- Step 1. Complete the FAC-COTR application located in Appendix 1.
 - Step 2. Attach all training certificates, transcripts, resumes, or other records that provide evidence of how the competencies and training requirements (or, for recertification, CLPs) were attained.

Step 3. Submit application package to immediate supervisor for first level approval. The immediate supervisor must review and validate each application for certification prior to submission to the ACM. The supervisor should take this opportunity to assess the skills and competencies of the employee and develop a plan for enhancing or adding to the employee's competencies, if appropriate.

Step 4. Submit application package for second level review, if necessary.

A second level review is required if the first level approval is unable to validate the evidence submitted or make a determination that the individual has met the required competencies for certification. Note: All certification applications should be submitted through the official in the applicant's Program Office responsible for procurement planning, who will then send it to the ACM.

Step 5. Forward the application package to the ACM for review and approval. The ACM will coordinate review by the FAC-COTR Program Manager.

Step 6. OCPO will issue a certificate indicating achievement of government-wide COTR standards.

3.4 DOCUMENTING AND TRACKING CONTINUOUS LEARNING POINTS:

- A. To document completion of CLPs, each GTR and GTM must:
 - 1. Record CLP activities in ACMIS.
 - 2. Retain a copy of a completion certificate or other official documentation of having earned CLPs for a given activity.
 - 3. Submit a recertification application to the ACM at least 30-days prior to expiration.
- B. OCPO will use ACMIS records to track the status of FAC-COTR certifications and identify any that expire.

3.5 PROGRAM ASSISTANCE

The FAC-COTR Program Manager serves as the principal liaison for and advisor to GTRs and GTMs on all matters regarding FAC-COTR. GTRs and GTMs may contact the FAC-COTR Program Manager for guidance on program requirements, the application process, available training, and entering data into ACMIS. The FAC-COTR Program Manager may also provide preliminary advice on alternative training and continuous learning activities.

APPENDIX 1

APPLICATION FOR FAC-COTR CERTIFICATION OR RECERTIFICATION

PART A - EMPLOYEE INFORMATION

Name (Last, First, Middle Initial) _____

Email Address _____ Phone _____

Agency: Department of Housing and Urban Development

Agency Address _____

Title, Series, Grade _____

This is a request for (check one):

New Certification -- Complete Parts B and D

Recertification -- Complete Parts C and D

PART B – NEW CERTIFICATION REQUIREMENTS

1. **Training requirements:** Send all certificates for applicable courses below to the ACM.
2. **Method of Completion** (Check appropriate space and complete applicable information).

Required Courses – Essential COTR Competencies (22 hours):

CLC 106 COR With a Mission Focus

Actual course _____ or Equivalent course* _____
(Date completed or Date Fulfillment Approved) (Course name, Date completed)

CLM 024 Contracting Overview

Actual course _____ or Equivalent course* _____
(Date completed or Date Fulfillment Approved) (Course name, Date completed)

CLC 004 Market Research

Actual course _____ or Equivalent course* _____
(Date completed or Date Fulfillment Approved) (Course name, Date completed)

CLC 007 Contract Source Selection

Actual course _____ or Equivalent course* _____
(Date completed or Date Fulfillment Approved) (Course name, Date completed)

CLM 003 Ethics Training for Acquisition Technology and Logistics (or similar)

Actual course _____ or Equivalent course* _____
(Date completed or Date Fulfillment Approved) (Course name, Date completed)

Required HUD-Specific Courses (18 hours):

CLM 031 – Improved Statement of Work

___ Actual course _____ or ___ Equivalent course* _____
(Date completed or Date Fulfillment Approved) (Course name, Date completed)

CLC 013 Performance Based Services

___ Actual course _____ or ___ Equivalent course* _____
(Date completed or Date Fulfillment Approved) (Course name, Date completed)

CLM 016 Cost Estimating

___ Actual course _____ or ___ Equivalent course* _____
(Date completed or Date Fulfillment Approved) (Course name, Date completed)

Previously held certification from another Federal agency (*Attach a copy of certification*)

- **Name of Agency:** _____
- **Date Certification Issued:** _____

PART C – RECERTIFICATION TRAINING / ACTIVITIES (40-Hours)

(Course name) (Date completed)

(Course name) (Date completed)

(Course name) (Date completed)

(Course name) (Date completed)

(Course name) (Date completed)

(Course name) (Date completed)

(Course name) (Date completed)

(Course name) (Date completed)

PART D – SIGNATURES

Applicant's Signature _____ Date _____

Supervisor's Endorsement:

I recommend the above individual for COTR certification.

Typed or Printed Name _____

Signature _____ Date _____

FAC-COTR Program Manager Recommendation:

- I recommend certification
- I do not recommend certification

Typed or Printed Name _____

Signature _____ Date _____

Acquisition Career Manager Approval:

I approve the above individual for COTR certification.

Typed or Printed Name _____

Signature _____ Date _____

APPENDIX 2

GUIDANCE ON MEETING THE REQUIREMENTS FOR CONTINUOUS LEARNING POINTS (CLP)

The training, professional activities, education and experience used to meet the CLP requirements must be both job-related and related to the FAC-COTR competencies. Activities may earn points only in the year accomplished, awarded or published.

SAMPLE ACTIVITIES	RECOMMENDED NUMBER OF HOURS
Active Association Membership (in relevant subject area or program/project management association)	5 hours for an active membership year OR 1 hour for each 60 minutes of activity attended during the year
Publication of P/PM/acquisition-related articles, technical papers, etc.	20 hours for articles 25 for technical paper
Formal rotational assignments	40 hours per assignment
Conference presentations, training or seminar delivery	2 hours for 60 minutes of first-time presentation (1 for presentation, 1 for preparation, .5 credit for repeat delivery of same material)
Team leadership activities, participation on project teams for new products/activities	1 hour for every 60 minutes of participation
Formal education	1 hour for each hour of instruction up to 36 hours for a 3 credit course or American Council on Education (ACE) recommendation
Professional examination, license, or certification	40 hours in the year obtained
1 Continuing Education Unit (CEU)	10 hours
1 Continuous Learning Point (CLP), Professional Development Unit (PDU), or Professional Development Hour (PDH)	1 hour
1 credit hour (college course or ACE recommendation)	12 hours
Conference attendance	1 hour for each 50 minute presentation attended

Experience

Experience includes on-the-job experiential assignments and intra- or inter-organizational rotational career-broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table below.

The presumption is that longer assignments are more beneficial than shorter assignments. In determining the points for a rotational/developmental assignment, consider both the long-term benefit to the agency and the immediate benefit to the organization and the individual. For example, a second rotational assignment of the same sort may be less valuable than a different type of rotational assignment.

When experience or other activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

Integrated Product Team (IPT)/ Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year
Assignment Length (Rotational Assignments or Training with Industry):	Recommended Points:
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5