



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, DC 20240



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Memorandum

To: Assistant Secretaries
Heads of Bureaus and Offices

From: R. Thomas Weimer *R. Thomas Weimer*
Assistant Secretary

Subject: Contracting Officer's Representative Program Manual

In a memorandum dated June 8, 2006, I outlined the Department's plans to strengthen its acquisition workforce. The Office of Acquisition and Property Management (PAM), in close collaboration with the Acquisition Managers' Partnership, has prepared the attached manual to implement a new Contracting Officer's Representative (COR) Program for the Department. The new policy combines standards established by the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01 with good management principles and other Office of Management and Budget guidance.

Effective October 1, 2006, this manual replaces the Department-wide policy dated December 15, 1993, entitled "Certification Program for Contracting Officer's Representatives." Current CORs must be recertified under the new program.

All CORs must complete 40 hours of COR training in order to meet certification requirements. After April 1, 2007, no individual will be eligible for certification as a COR without having completed 40 hours of training at some time since April 1, 2005. Training must be specifically related to COR duties. A single block of classroom training is preferred so that CORs can interact with experienced instructors and other CORs. To maintain an appropriate skill level, refresher training consisting of 40 continuous learning points is required every two years.

A government-wide web-based system, Acquisition Career Management Information System (ACMIS), has been established to track the skills and competencies of the Acquisition Workforce. CORs will be required to enter their training information into ACMIS. PAM and bureau staff will be contacting CORs shortly with instructions and guidance on implementing ACMIS.

We appreciate your continued support in strengthening acquisition. If you have any questions concerning this memorandum, please contact Debra Sonderman at (202) 208-6352 or Melodee Stith at (202) 208-5830.

Attachment

cc: Deputy Secretary
Chief of Staff