



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

'APR 09 2009.



Department of the Interior Acquisition Policy Release (DIAPR) 2009-02

SUBJECT: Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COTR) Program Policy Guide

1. Purpose:

This DIAPR releases Revision 1 to the FAC-COTR Program Policy Guide. The new policy guide replaces the August 2008 version released on September 18, 2008.

2. Effective Date: Upon signature.

3. Expiration Date: No expiration unless superseded or canceled.

4. Background and Explanation:

The Department of the Interior's FAC-COTR program establishes the criteria for certifying the technical segment of the acquisition workforce, formerly known as Contracting Officer Representative.

It is Interior's policy that its acquisition workforce is trained and developed following the competency-based criteria established by the Federal Acquisition Institute (FAI). As a result, the Department has adopted the training recommendations and competency requirements of the Government-wide FAC-COTR Program.

5. Revisions

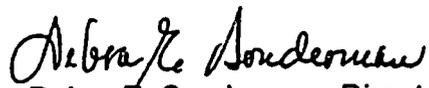
This program policy guide has been updated with the following changes:

- Armenda Daye has been designated as the new Acquisition Career Manager.
- The role of the Bureau Procurement Chief designee was eliminated.
- Part I.C. – The definition of Bureau Procurement Chief was changed to specify approval authority for FAC-COTR application requests. The definition of COTRs/CORs was expanded to include space leasing CORs.
- Part I. D. - A statement was added to affirm the FAC-COTR Program replaced Part II of the DOI COR Certification Program Manual. The target certification date for current COTRs was changed to May 29, 2009.
- Part II.A. 2. – Technical Competencies were revised in accordance with guidance from the Federal Acquisition Institute.

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- Part II.A. 3. – CLC007 is now valued at 2 CLPs.
- Part II.A. 5 – The Fulfillment Process was deleted and accordingly, paragraphs in the section were re-numbered and Appendix 2 revised.
- Part II. A. 7. – The section Maintenance and Recertification Requirements was changed to FAC-COTR Maintenance Requirements. This section and Attachment 4 were revised to clarify the dates for the transition period between the DOI COR Certification Program and the FAC-COTR Program. Additionally, it affirms that COTRs will receive continuous learning points for maintenance training completed during the cited transition period. Section C, was added to reference maintenance verification process.
- Part II. C & D – Procedures have been revised to reflect FAC-COTR approval by the Bureau Procurement Chief, the discontinuation of the issuance of FAC-COTR renewal certifications, and other administrative changes.
- Part II. D. The section, "Maintenance and Recertification Process," was changed to "Maintenance Verification Process."
- The appendix number for *Frequently Asked Questions* has been changed from 5 to 4.
- Appendix 1, Guidance on Meeting the Requirements for Continuous Learning Points (CLPs) has been revised.
- Appendix 2, FAC-COTR Application has been revised.

6. *Additional Information.* Questions should be referred to the Bureau Acquisition Career Coordinator. Matters that cannot be resolved at the Bureau level may be referred to Armenda Daye at (202) 208-3798 or at armenda.daye@ios.doi.gov.



Debra E. Sonderman, Director
Office of Acquisition and Property Management

Attachment