



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

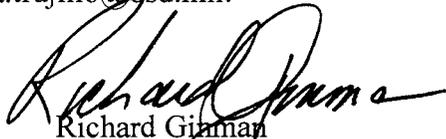
MEMORANDUM FOR COMMANDER, U.S. SPECIAL OPERATIONS COMMAND
(ATTN: ACQUISITION EXECUTIVE)
COMMANDER, U.S. TRANSPORTATION COMMAND
(ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Contracting Officer's Representative On-line Training

This memorandum provides guidance to Contracting Officers when designating a Contracting Officer's Representative (COR) who requires Defense Acquisition University (DAU) on-line COR training. On July 19, 2011, due to unforeseen external events, DAU restricted access to their on-line acquisition courses in order to institute security measures. To mitigate the impact to COR training, DAU has implemented an interim access to training materials for the on-line COR courses, as outlined in the attached COR Training Notice. Contracting activities should communicate this notice with their respective requiring activities as soon as possible. Please note the priority for COR training will be for CORs supporting contingency operations.

Information and updates regarding the COR on-line training and COR related assessment opportunities are located at: <http://www.dau.mil/default.aspx>, "DAU Ticker" and DAU Spotlight, "COR Training", <http://www.dau.mil/Lists/spotlights/Spotlights.aspx?ItemID=159>. For all other DAU on-line training, please refer to DAU Spotlight "DAU Online Learning System" at <http://www.dau.mil/Lists/spotlights/Spotlights.aspx?ItemID=151>.

This guidance ensures that CORs will have access to the training required to be fully qualified to support vital, global defense missions. My staff point of contact for this subject is Ms. Barbara Trujillo, 571-256-7010, barbara.trujillo@osd.mil.


Richard Gimman
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

Cc:
Joint Staff (J4)

IMPORTANT NOTICE - COR TRAINING – IMPORTANT NOTICE

The training materials for mandatory Contracting Officer's Representative (COR) Training are/have been available at the following link:

<http://www.dau.mil/Lists/spotlights/Spotlights.aspx?ItemID=159>

https://myclass.dau.mil/bbcswebdav/xid-668319_4

(Please note there is an underscore (_) between the 9 and the 4 at the end of the URL).

The following DAU Learning Assets are available for review:

- CLC 106** - Contracting Officer's Representative with a Mission Focus
- CLC 206** - Contracting Officer's Representative in a Contingency Environment
- CLC 222** - Contracting Officer's Representative Course
- CLM 003** – Overview of Acquisition Ethics

Nominated CORs are highly encouraged to review and study the material for the courses they need to be certified.

DAU has implemented procedures to accomplish student assessment, evaluation and issuance of course completion certificates for nominated CORs who complete review of these training materials. These temporary procedures will be in effect until DAU's interim Learning Management System (LMS) for DoD personnel is operational, anticipated to be mid September 2011. DAU's new LMS, for all government and industry personnel should be operational in December 2011.

For CENTCOM AOR and Contingency Operations: DAU recognizes the urgency of having fully qualified CORs in theater as our top priority. Organizations are authorized to identify individuals to act as "Trusted Agents" for the purposes of proctoring exams, in-person, for the courses above. Organizations must forward the name, e-mail, rank, duty title, DEROS, location (if not classified), and phone number of their nominated trusted agents. Additionally, the trusted agent should be identified as a "one-time" or "recurring" proctor. Trusted agents will be required to sign an Acknowledgement of Materials letter prior to having access to testing materials.

For Non Contingency Operations: DAU Regions are prepared to proctor examinations for organizations that have an immediate need for multiple CORs to be certified. This information has been provided to Defense Acquisition Career Managers (DACM) and DoD Acquisition leadership.

In addition, DAU will evaluate, on a case-by-case basis, the ability for organization "Trusted Agents" to proctor exams, in-person, for the courses above. There is no one-size-fits-all criteria or policy for this method of assessment. It is dependent on the number of CORs requiring assessment / evaluation and course completion certificates, as well as the ability and maturity of organizational training capabilities to ensure academic integrity and security of assessment / evaluation materials.

POC: Information on trusted agents must be sent, e-mail preferred, to Harold McAlduff at DAU:

Hal McAlduff
Performance Learning Director
Defense Acquisition University
703-805-2262
DSN: 655-2262
Harold.McAlduff@dau.mil

DAU remains committed to finding a solution to ensure nominated CORs have access to the training and assessments they need to become certified CORs.