



DOT ACQUISITION POLICY LETTER

This Acquisition Policy Letter is issued under the authority of the Senior Procurement Executive of the Department of Transportation

Subject: Department of Transportation Contracting Officer's Technical Representative (COTR) Program

References:

TAM 1201.603 DOT Acquisition Career Development Policy

OFPP Memo Nov 26, 2007 The Federal Acquisition Certification for Contracting Officer's Technical Representatives (FAC-COTR)

OFPP Policy Letter 05-01 Developing and Managing the Acquisition Workforce

When is this Acquisition Policy Letter (APL) Effective?

This APL is effective upon issuance.

When Does This APL Expire?

This APL remains in effect until the resulting policy is incorporated into the Transportation Acquisition Manual (TAM).

Who is the Point of Contact?

Contact Cassandra Wells of the Office of the Senior Procurement Executive, (202) 366-4960 or by email at Cassandra.Wells@dot.gov.

Visit our website at <http://www.dot.gov/ost/m60/> for additional information on DOT Acquisition Policy Letters and other policy issues.

What is the Purpose of this Acquisition Policy Letter?

The purpose of this Acquisition Policy Letter (APL) is to provide guidance for the appointment, limitations, responsibilities and oversight of a COTR and to establish a certification program as detailed in the Office of Federal Procurement Policy (OFPP) Memorandum, *Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COTR)*, dated November 26, 2007. The purpose of the certification program is to standardize the competencies and training across operating administrations (OAs) and to improve the overall quality and

effectiveness of the federal acquisition process.

What is the Background?

Contracting Officer's 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. COTRs serve the federal government as business leaders, helping to ensure government-contractor business relationships are mutually beneficial and provide exactly those products and services for which the government has contracted. There are three central facets of a COTR's role: (1) technical information conduit, (2) contracting and regulatory liaison, and (3) business partnership manager. The changing nature of acquisition places significant importance on COTR activities. It is essential that all COTRs understand their responsibilities and are provided with appropriate support, training experiences, and developmental tools to effectively perform these responsibilities.

What is the Guidance?

The attached DOT COTR program policy sets forth minimum acquisition training requirements for all individuals who serve as a COTR under a written delegation of authority from a Contracting Officer (CO). This policy also specifies the roles, responsibilities, and limitations of authorities for the various individuals and offices involved in acquisition. The policy is a supplement to the DOT Acquisition Career Development Policy as prescribed in Chapter 1201.603 of the Transportation Acquisition Manual (TAM).

All COTRs appointed to a contract after November 26, 2007 must be certified no later than six months from their date of appointment and must maintain their skills currency through continuous learning. COTRs who hold delegation letters on active contracts as of November 26, 2007 have generally taken agency-required training. To recognize this earlier training, current COTRs must review their training to ensure that all essential competencies articulated in the attached have been obtained, and be certified no later than December 26, 2008. Any training required to obtain needed competencies can count toward the continuous learning requirement for current COTRs.

COTRs must also enter training information in the Acquisition Career Management Information System (ACMIS) to ensure that DOT acquisition workforce information is complete. ACMIS is the central acquisition workforce information system and the official system of records for all civilian agencies. ACMIS is managed by the Federal Acquisition Institute and contains education, training, experience, and certification information for all acquisition workforce members. ACMIS may be accessed at www.acmis.gov.



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Attachment