

**DSCA COR Certification Standards**  
**DSCA STANDARD FOR CERTIFICATION OF CONTRACTING OFFICER'S REPRESENTATIVES**  
**AND ALTERNATE CONTRACTING OFFICER'S REPRESENTATIVES**  
**FOR ALL SERVICE AND SUPPLY ACQUISITIONS**

<b>NATURE OF TYPE A WORK/REQUIREMENT</b>	<b>REQUIRED COMPETENCY TOPICS</b>	<b>REQUIRED COMPETENCIES</b>	<b>EXPERIENCE/TRAINING REQUIREMENTS</b>
<p>Fixed-price requirements without incentives, low performance risk. Attributes of such requirements might include: lack of technical or administrative complexity, no identifiable risk factors; limited requirement for technical expertise; low likelihood of modification; effort is a follow-on to an existing contract.</p>	<p>General:</p> <ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Decision Making</li> <li>• Flexibility</li> <li>• Oral and Written Communication</li> <li>• Problem Solving/Reasoning</li> <li>• Self-management/Initiative</li> <li>• Teamwork</li> </ul> <p>Technical:</p> <ul style="list-style-type: none"> <li>• Business Ethics</li> <li>• Effective Communication of Contract Requirements</li> <li>• Effective Contract Performance</li> <li>• Management Effective COR Performance</li> </ul>	<p>Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type A work/requirements:</p> <ol style="list-style-type: none"> <li>1. Assist in acquisition planning.</li> <li>2. Assist in contract award process.</li> <li>3. Establish/maintain COR file with all required documentation.</li> <li>4. Identify/prevent unethical conduct and instances of fraud/waste/abuse.</li> <li>5. Perform technical/administrative monitoring and reporting duties in accordance with letter of delegation and surveillance plan.</li> <li>6. Recommend/monitor proposed changes.</li> <li>7. Monitor contract expenditures/payments.</li> <li>8. Monitor contract schedule compliance.</li> <li>9. Perform liaison duties between the Contracting Officer, the Requiring Activity, and the contractor for management of the contract.</li> <li>10. Inspect, accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions.</li> <li>11. Monitor the control/disposition of Government furnished assets.</li> <li>12. Perform surveillance in a contingency environment, when applicable.</li> </ol>	<p>Experience:</p> <ul style="list-style-type: none"> <li>• Agency experience: minimum of 6 months. (May be waived.)</li> <li>• Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment.</li> <li>• General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment.</li> </ul> <p>Training:</p> <ul style="list-style-type: none"> <li>• DAU CLC 106, Contracting Officer's Representative with a Mission Focus.</li> <li>• DAU COR 206, COR in the Contingency Environment, when applicable for Competency 12.</li> <li>• Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually.</li> <li>• Wide Area Workflow (WAWF), Inspector, Acceptor and Government Property (GFP) Receiver.</li> <li>• Contractor Performance Assessment Report (CPAR) training as specified by the Contracting Officer.</li> <li>• Electronic Document Access (EDA) training as specified by the Contracting Officer.</li> <li>• Minimum of 16 hours of [preferably classroom] training in COR related topics as approved by the Contracting Officer.</li> </ul> <p>Refresher Training:</p> <ul style="list-style-type: none"> <li>• Minimum of 8 hours of COR specific training <ul style="list-style-type: none"> <li>◦ Every 3 years, OR</li> <li>◦ Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months.</li> </ul> </li> <li>• Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually.</li> <li>• Minimum of 16 hours of Continuous Learning</li> </ul>

			training in COR related topics every three years. (Preferably classroom training as approved by the Contracting Officer.)
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<b>NATURE OF TYPE B WORK/REQUIREMENT</b>	<b>REQUIRED COMPETENCY TOPICS</b>	<b>REQUIRED COMPETENCIES</b>	<b>EXPERIENCE/TRAINING REQUIREMENTS</b>
<p>Fixed-price requirements without incentives, other than low performance risk. Attributes of such requirements might include: the nature of the work is more complex; effort will be performed in multiple regions/remote geographic locations; contract contains incentive arrangements or cost sharing provisions, contract is cost-type of T&amp;M/LH type or FP LOE.</p> <p>COR duties/responsibilities are of increased complexity.</p>	<p>General:</p> <ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Decision Making</li> <li>• Flexibility</li> <li>• Influencing/Persuasive</li> <li>• Interpersonal Skills</li> <li>• Oral and Written Communication</li> <li>• Planning and Evaluating</li> <li>• Problem Solving</li> <li>• Reasoning</li> <li>• Self-management/Initiative</li> <li>• Teamwork</li> </ul> <p>Technical:</p> <ul style="list-style-type: none"> <li>• Business Ethics</li> <li>• Defining Government Requirements</li> <li>• Understanding and Knowledge of Contract Type</li> <li>• Effective Analytical Skills</li> <li>• Effective Communication of Contract Requirements</li> <li>• Effective Contract Performance Management</li> <li>• Effective COR Performance Project Management</li> <li>• Strategic Planning</li> <li>• Understanding the Marketplace</li> </ul>	<p>Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type B work/requirements:</p> <ol style="list-style-type: none"> <li>1. Assist in acquisition planning.</li> <li>2. Assist in contract award process.</li> <li>3. Establish/maintain COR file with all required documentation.</li> <li>4. Identify/prevent unethical conduct and instances of fraud/waste/abuse.</li> <li>5. Review technical submissions/ensure compliance with Statement of Work/Statement of Objectives (e.g., perform technical monitoring and reporting in accordance with a Quality Assurance Surveillance Plan)</li> <li>6. Perform administrative monitoring and reporting duties (e.g., handle security issues, attend meetings, etc.).</li> <li>7. Recommend/monitor proposed changes.</li> <li>8. Monitor contract expenditures/payments.</li> <li>9. Monitor contract schedule compliance.</li> <li>10. Perform liaison duties between the Contracting Officer, the Requiring Activity, and the contractor for management of the contract.</li> <li>11. Inspect, accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions.</li> <li>12. Review and validate that contractor payment requests are commensurate with performance.</li> <li>13. Monitor the control/disposition of Government furnished assets.</li> <li>14. Perform surveillance in a contingency environment, when applicable.</li> </ol>	<p>Experience:</p> <ul style="list-style-type: none"> <li>• Agency experience: minimum of 12 months. (May be waived by the requiring activity. Waiver to be addressed in nomination package.)</li> <li>• Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment.</li> <li>• General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment.</li> </ul> <p>Training:</p> <ul style="list-style-type: none"> <li>• DAV COR 222 or CLC 222, Contracting Officer's Representative or ALMC-CL equivalent course.</li> <li>• DAV COR 206, COR in the Contingency Environment, when applicable for Competency 14.</li> <li>• Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually.</li> <li>• Wide Area Workflow (WAWF), Inspector, Receiver and Government Property (GPP) Receiver.</li> <li>• Contractor Performance Assessment Report (CPAR) training as specified by the Contracting Officer.</li> <li>• Electronic Document Access (EDA) training as specified by the Contracting Officer.</li> <li>• Minimum of 24 hours of [preferably classroom] training in COR related topics as approved by the Contracting Officer.</li> </ul> <p>Refresher Training:</p> <ul style="list-style-type: none"> <li>• Minimum of 16 hours of COR specific training <ul style="list-style-type: none"> <li>◦ Every 3 years, OR</li> <li>◦ Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months.</li> </ul> </li> <li>• Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually.</li> <li>• Minimum of 24 hours of Continuous Learning</li> </ul>

			training in COR related topics every three years. (Preferably classroom training as approved by the Contracting Officer.)
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<b>NATURE OF TYPE C WORK/REQUIREMENT</b>	<b>REQUIRED COMPETENCY TOPICS</b>	<b>REQUIRED COMPETENCIES</b>	<b>EXPERIENCE/TRAINING REQUIREMENTS</b>
<p>Unique contract requirements that necessitate a professional license, higher education or specialized training beyond the Type B requirements.</p> <p>Such requirements might include, for example, environmental remediation, major weapons systems, medical/dental/veterinarian services, etc.</p> <p>COR duties/responsibilities are of increased complexity.</p>	<p>General:</p> <ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Decision Making</li> <li>• Flexibility</li> <li>• Influencing/Persuasive Interpersonal Skills</li> <li>• Oral and Written Communication</li> <li>• Planning and Evaluating Problem Solving</li> <li>• Reasoning</li> <li>• Self-management/Initiative</li> <li>• Teamwork</li> </ul> <p>Technical:</p> <ul style="list-style-type: none"> <li>• Business Ethics</li> <li>• Defining Government Requirements</li> <li>• Understanding and Knowledge of Contract Type</li> <li>• Effective Analytical Skills</li> <li>• Effective Communication of Contract Requirements</li> <li>• Effective Contract Performance Management</li> <li>• Effective COR Performance Project Management</li> <li>• Strategic Planning</li> <li>• Understanding the Marketplace</li> </ul>	<p>Upon completion of mandatory training, COR should be able to perform at least the following competencies in a manner consistent with the nature of Type C work/requirements:</p> <ol style="list-style-type: none"> <li>1. Assist in acquisition planning.</li> <li>2. Assist in contract award process.</li> <li>3. Establish/maintain COR file with all required documentation.</li> <li>4. Identify/prevent unethical conduct and instances of fraud/waste/abuse.</li> <li>5. Review technical submittals/ensure compliance with Statement of Work/Statement of Objectives (e.g., perform technical monitoring and reporting in accordance with a Quality Assurance Surveillance Plan)</li> <li>6. Perform administrative monitoring and reporting duties (e.g., handle security issues, attend meetings, etc.).</li> <li>7. Recommend/monitor proposed changes.</li> <li>8. Monitor contract expenditures/payments.</li> <li>9. Monitor contract schedule compliance.</li> <li>10. Perform liaison duties between the Contracting Officer, the Requiring Activity, and the contractor for management of the contract.</li> <li>11. Inspect, accept or reject deliverables during contract performance and at close-out in conformance with contract terms and conditions.</li> <li>12. Review and validate that contractor payment requests are commensurate with performance.</li> <li>13. Monitor the control/disposition of Government furnished assets.</li> <li>14. Perform surveillance in a contingency environment, when applicable.</li> <li>15. Other specific functions consistent with the objectives of the Activity's mandatory specialized/technical training.</li> </ol>	<p>Experience:</p> <ul style="list-style-type: none"> <li>• Agency experience: minimum of 12 months. (May be waived by the requiring activity. Waiver to be addressed in nomination package.)</li> <li>• Relevant technical experience: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment.</li> <li>• General competencies: As determined by the nominating supervisor for the Contracting Officer's consideration and appointment.</li> </ul> <p>Training:</p> <ul style="list-style-type: none"> <li>• DAV COR 222 for CLC 222, Contracting Officer's Representative or ALMC-CL equivalent course.</li> <li>• DAV COR 206, COR in the Contingency Environment, when applicable for Competency 14.</li> <li>• Minimum of 1 hour acquisition ethics training (e.g., CLM 003 or agency provided training) annually.</li> <li>• Wide Area Workflow (WAWF), Inspector, Acceptor and Government Property (GPP) Receiver.</li> <li>• Contractor Performance Assessment Report (CPAR) training as specified by the Contracting Officer.</li> <li>• Electronic Document Access (EDA) training as specified by the Contracting Officer.</li> <li>• Minimum of 24 hours of [preferably classroom training] in COR related topics as approved by the Contracting Officer.</li> <li>• Any specialized training necessary to successfully monitor the types of services being provided.</li> </ul> <p>Refresh Training:</p> <ul style="list-style-type: none"> <li>• Minimum of 16 hours of COR specific training <ul style="list-style-type: none"> <li>◦ Every 3 years, OR</li> <li>◦ Prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months.</li> </ul> </li> <li>• Minimum of 1 hour acquisition ethics training</li> </ul>

			<ul style="list-style-type: none"><li>• (e.g., CLM 003 or agency provided training) annually.</li><li>• Minimum of 32 hours of Continuous Learning training in COR related topics every three years. (Preferably classroom training as approved by the Contracting Officer.)</li><li>• Any necessary for maintenance of license/certification/etc.</li></ul>
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