

All COR nominees are required to setup and use VCE-COR Tracker (CORT) (<https://vce.army.mil/cor/>), all training certificates will need to be uploaded. CORT is CAC enable.

Training by Contract Type

1. Training for Type A Contracts:

- a) CLC 106, Contracting Officer's Representative with a Mission Focus
- b) Minimum of 1 hour acquisition ethics training (i.e., DAU CLM 003 or agency provided training) annually.
- c) Wide Area Work Flow (WAWF) – (electronic invoicing and receiving reports); WAWF training is available at <http://www.wawftraining.eb.mil>.
- d) Combating Trafficking in Persons training, <http://www.combat-trafficking.army.mil/training.htm>
- e) ACC COR Comprehension / Theater Mission Specific Training (under revise)
- f) Experience Requirements:
 - a. Agency experience: Minimum of 6 months (may be waived), If waived must document in the COR nomination letter.
 - b. Relevant technical experience: As determined by nominating supervisor for Contract Officer's consideration and appointment.
 - c. General competencies: As determined by the nominating supervisor for the Contracting Office consideration and appointment.

2. Training for Type B Contracts:

- a) All of Type A requirements except CLC 106
- b) DAU CLC 222 On-line training is required, waived if you have taken one of the following and within three (3) years:
 - a. DAU COR 222 (resident version of CLC 222) or
 - b. USA Logistics Management College's (ALMC-CL) COR Course
- c) Experience Requirements: Same as Type A Training requirements except must have a minimum of 12 months (may be waived), If waived must document in the COR nomination supplemental letter.

3. Training for Type C Contracts:

- a) All Type B Training requirements
- b) License or Certificates as identified by the KO

4. After completion of all training requirements (online & classroom) the nominee will need to contact their respective contracting officer's for a face to face meeting.

5. **COR Appointments:** COR's can be either military or civilian that have demonstrated that they have competency and technical attributes to perform duties as a COR/ACOR.

Pre-Deployment Training: COR Candidates in this category are required to complete the DAU online training prior to attending the briefing.

- a. CLC 106, COR with a Mission Focus
- b. CLM 003, Ethics Training-Overview of Acquisition Ethics
- c. CLC 206 COR in a Contingency Environment

Refresher Training:

Every 3 years, or prior to assuming COR responsibilities if the individual has not served as a COR within the previous 24 months

- a. CLC 106, COR with a Mission Focus for Type A contracts
- b. CLC 222 or DAU approved equivalent Type B or C contracts

Minimum of 1 hour acquisition ethics training (e.g., DAU CLM 003 or agency provided training) annually.
Any additional training mandated by the Contracting Activity
Any necessary for maintenance of license/certification/etc. (Type C only)
Theater / Mission Specific Training will be required every 3 years

Note: When COR Training/Pre-Deployment is conducted the sign in sheet needs to be emailed to USARMY Kaiserslautern 409 Contr Spt Bde List HQ CMO so that it can be consolidated and the total number of trained COR's may be provided to ECC. The sign in sheet needs to be submitted by the end of each month.

Technical Monitors (TM): TMs may be considered the eyes and ears for the COR from a technical stand point. If a COR determines a TM is needed the COR will provide the KO a draft copy of the nomination letter for approval. Once the letter is signed a copy shall be placed in the COR files. TM Training requirements: include a minimum of 1 hour acquisition ethics training (i.e., DAU CLM 003 or agency provided training). It is strongly recommended that TMs take the appropriate courses for the type of contract being monitored.

CPARS Training may be an additional requirement for COR(s) assigned to contracts meeting the applicable dollar threshold.

DAU instruction: The DAU web site is www.dau.mil:
Step by step instructions are listed on our web site: <http://www.409csb.army.mil/>
If you cannot view or download this document,
Email: USARMY.Kaiserslautern.409-Contr-Spt-Bde-List-HQ-CMO

Note: To find this email group you will need to open your address book, select "Address Book", look for/select US Army Kaiserslautern and in the SEARCH by USARMY Kaiserslautern 409 Contr Spt Bde List ??-????.

Brigade Trusted Agent Security Manager (TASM)-Contractor Verification System are:
Primary: David Ramberg, 484-6315,
Alternate: Karl Fischer, 484-6330,
Email: USARMY Kaiserslautern 409 Contr Spt Bde List HQ TASM
COR designation letter or a TA request is required before individuals will be added.