



MILLENNIUM
CHALLENGE CORPORATION

UNITED STATES OF AMERICA

FEDERAL ACQUISITION CERTIFICATION FOR CONTRACTING OFFICER'S REPRESENTATIVES (FAC-COR)



MCC Presentation Flow



Tracking Certification & Communication

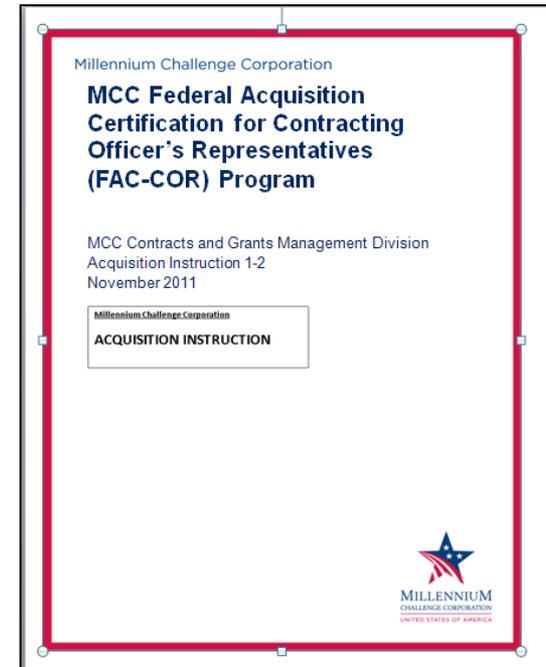
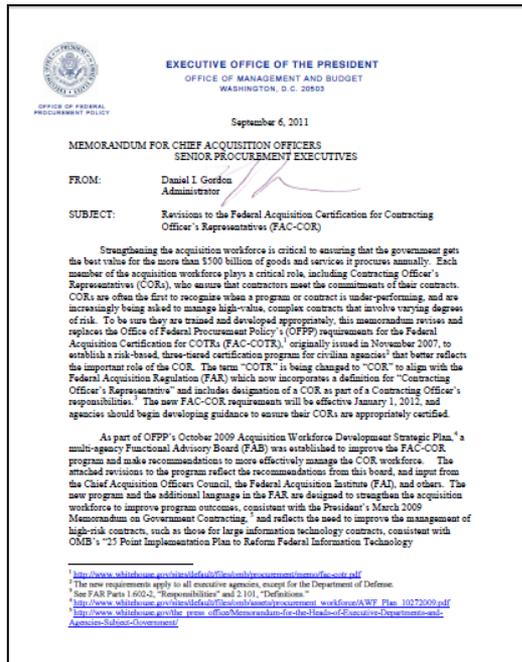
Overview

MCC and Contracts & Grants Management Division for perspective and MCC COTR program before FAC-COR

Implementation

Interpretation and MCC Implementation of New FAC-COR, collaboratively with HR

Tracking conversions and new FAC-COR implementation & establishment and implementation of an Acquisition Career Manager



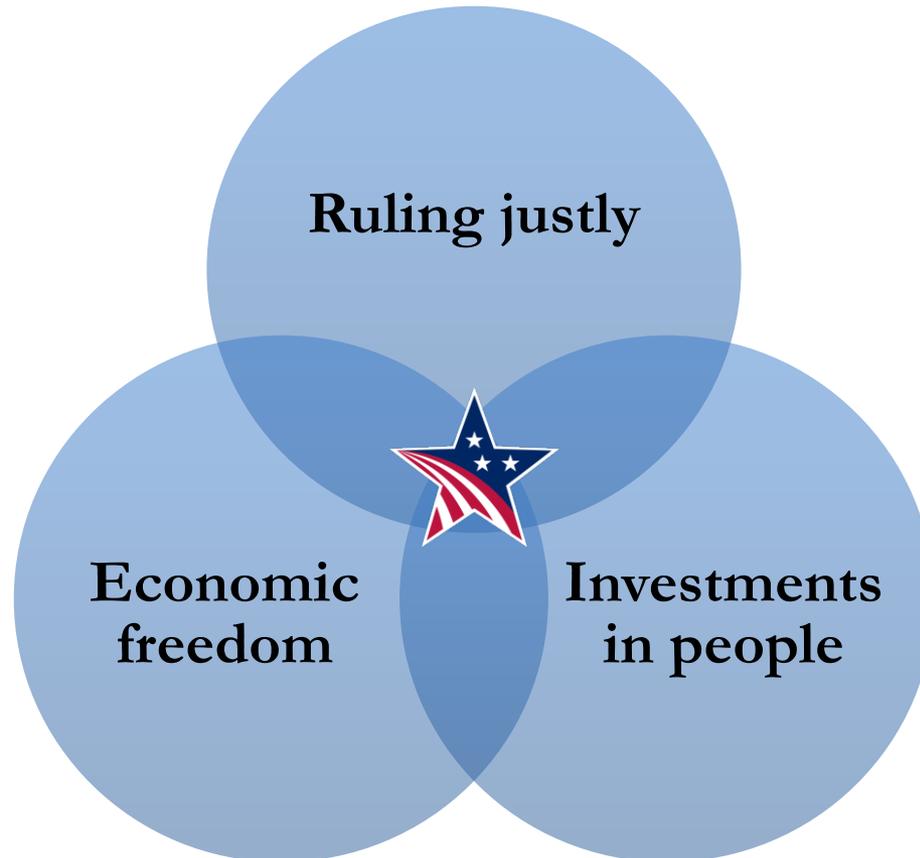
Overview





WHAT IS MCC?

- The Millennium Challenge Corporation is a U.S. Government agency designed to reduce poverty through economic growth in select developing countries.



MCC'S MANDATE: REDUCE **POVERTY** THROUGH ECONOMIC **GROWTH**

- Created with bipartisan support by the U.S. Congress in 2004
- Led by a governing Board of Directors:
 - Secretary of State (Chair)
 - MCC Chief Executive Officer
 - Secretary of the Treasury
 - U.S. Trade Representative
 - USAID Administrator
 - Four members of the private sector





MCC COMPACTS

- 5-year grants
- Large-scale and complex
- Awarded to eligible countries as determined by MCC's eligibility criteria and final vote of the MCC Board of Directors
- \$8.8 billion awarded as compact grants for various projects
- 24 partner countries in Latin America, Africa, Europe, the Middle East, Asia, and the Pacific (16 active compacts)
- Implemented by the partner country government with guidance and oversight from MCC





MCC AND U.S. GOVERNMENT PRIORITIES

- President Obama cited **MCC** as the **building block** upon which the new U.S. Global Development Policy, announced in September 2010, was developed.
- MCC is **sharing** six years' worth of **lessons learned** enacting these principles with its agency **partners**, including USAID, the Department of State, and the Department of Treasury.
- MCC's mandate remains the same: Reducing **poverty** through economic **growth**.



CONTRACTS AND GRANTS MANAGEMENT (CGM) DIVISION



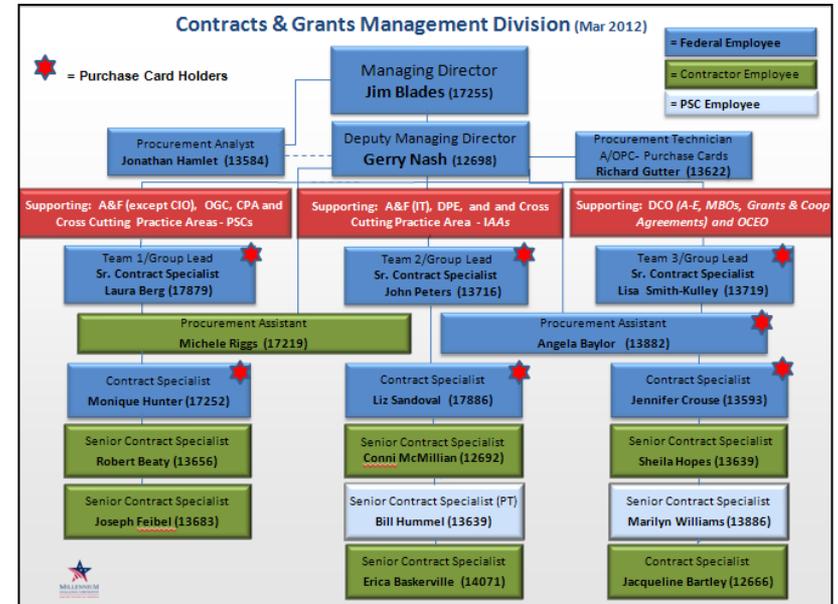
Three main Roles

- Contracts, Assistance Agreements & other types of Agreements
- Charge Card Program
- Acquisition Workforce Development

FY2011 Activity

In support of the MCC Compacts

- 1,144 Actions at roughly \$126M
- Small Business > 54% overall, exceeded all but HubZone
- Competition > 91% of \$\$
- Reduced High Risk Contracting by 13%
- Tracked Negotiated Savings at 12.6%
- Conducted bi-annual De-Obligation exercise(s) to free up \$\$

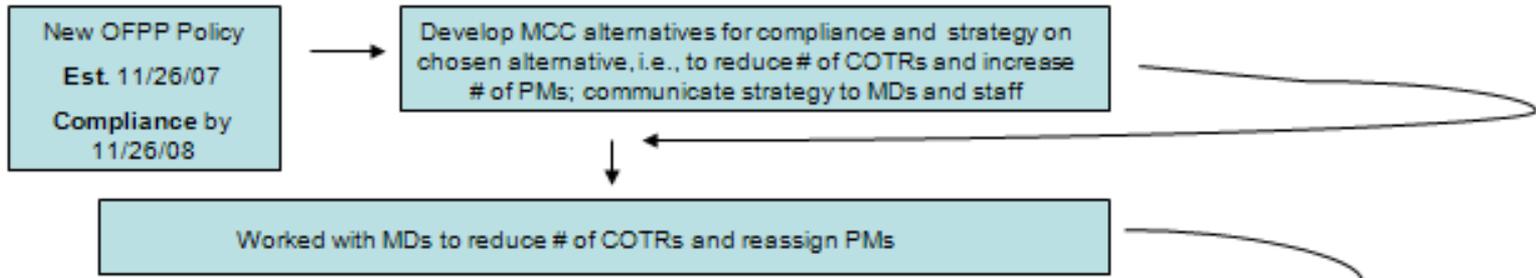


MCC: 2004-2008

- MCC began operations in 2004, basic policies put into effect, all offices had minimal staffing
- Initial process for assigning COTRs was largely ad-hoc as agency did not have administrative structure and policy in place due to limited personnel and structure
- Led to large numbers of COTRs, initially lacking oversight over training
- Basic COTR training program initially established to ensure some level of training and certification – custom-developed 2 day in-house course offered from 3/2007 – 2/2012
- Underwent focus 3rd Quarter 2008 to refocus on reducing overall number of COTRs in agency and developing more structure around training and certification program

MCC COTR PROGRAM COMPLIANCE WITH OFPP POLICY

11/20/08



RESULTS

Change in COTR Coverage

of COTRs Before: **135**

of COTRs Now: **52**

of PMs now: **68**

61% reduction

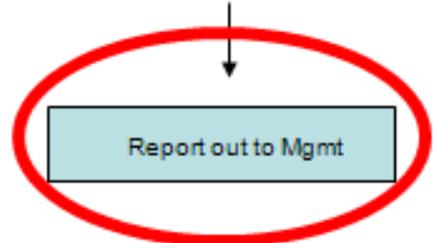
	# of COTRs		
	From	To	
DCI Infrastructure	35	11	(Includes RCDs/DRCDs)
DCI Land & Agric	36	9	
DCD	22	12	
CPA	2	2	
PIR	6	4	
A&F	24	10	(Includes COs)
OGC	11	4	

COMPLIANCE

of COTRs With 40 Hours: **52**

of PMs with 17 Hours: **65**

- Issue new letters to designate new COTRs and PMs; obtain signatures accepting designation
- Notify NBC of changes in COTRs and PMs and Roles
- Notify Contractors of changes in COTRs and PMs and Roles
- Established Access Data Base to tie the Contract Data to COTR data to Training Data
- Re-write Clause(s) for COM to ensure COTR & PMs roles are covered



COR vs. PROJECT MONITOR (PM) DUTIES

- COR manages overall effort and performance under any contract or order
- PM typically are sector or country experts who focus on a particular activity that aligns with this expertise
- COR may get final say over deliverable acceptability and invoice, but PMs are expected to provide crucial input
- PMs can obtain Level I, II or III certification just like specialists and FAC-C certifications, but may only be a PM vice a COR on a contract or order

Implementation

MCC and Contracts &
Grants Management
Division for perspective and
MCC COTR program before
FAC-COR

Interpretation and MCC
Implementation of New
FAC-COR, collaboratively
with HR

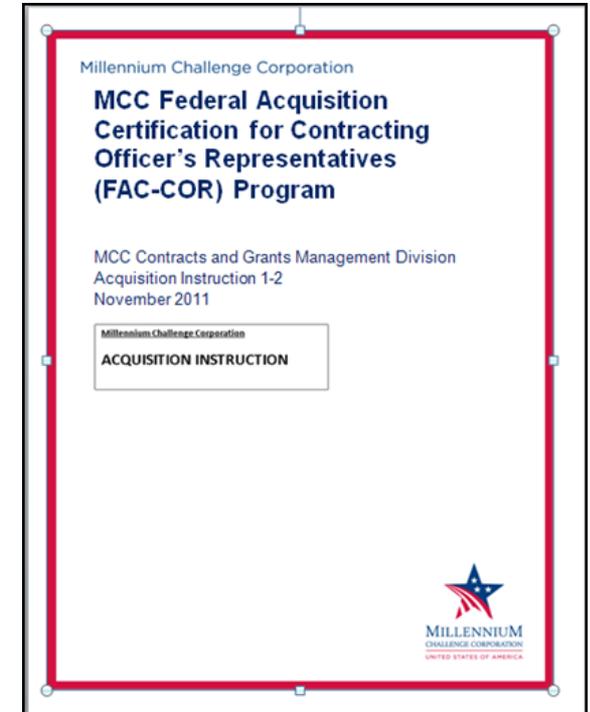
Tracking conversions and
new FAC-COR
implementation &
establishment and
implementation of an
Acquisition Career Manager

FAC-COR

- Published MCC COR Program overview, incorporating FAI recommended options for achieving various levels through combinations of online or classroom training
- Working in tandem with MCC HR to complete IAA with DOIU – first training opportunity available April 2012
- Set up Deputy Director of MCC Contracts as ACM (both Agency Career and Certification Manager), using FAITAS to process all FAC-COR certification requests
- Developed SharePoint resources for tracking and identifying CORs, PMs, and training needs to maintain certifications

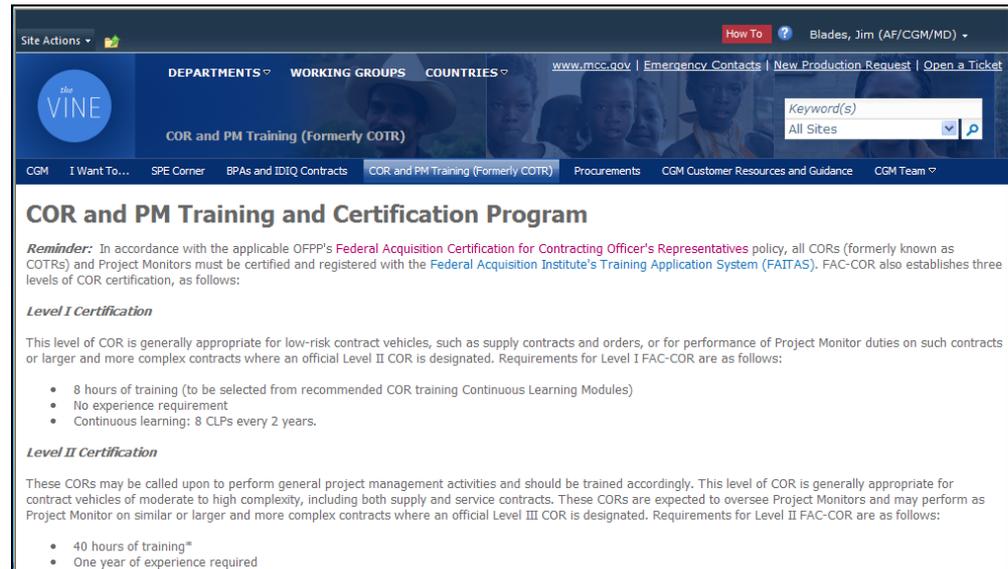


MILLENNIUM
CHALLENGE CORPORATION
UNITED STATES OF AMERICA



Communication strategy

- MCC SPE gave advance notice via email of upcoming changes Sep 2011
- MCC Contracts Division published the revised program guidelines on its internal SharePoint and Agency website via broadcast notification
- MCC ACM/CM communicated via email the application of FAITAS within the agency, providing links & guides to aide staff



The screenshot shows a web browser window displaying the 'COR and PM Training and Certification Program' page. The page header includes navigation links for 'DEPARTMENTS', 'WORKING GROUPS', and 'COUNTRIES'. The main content area features a 'Reminder' section stating that all CORs must be certified and registered with the FAITAS system. Below this, the 'Level I Certification' requirements are listed: 8 hours of training, no experience requirement, and continuous learning of 8 CLPs every 2 years. The 'Level II Certification' requirements are listed as 40 hours of training and one year of experience required.

Site Actions ▾ How To ? Blades, Jim (AF/CGM/MD) ▾

DEPARTMENTS ▾ WORKING GROUPS COUNTRIES ▾ www.mcc.gov | Emergency Contacts | New Production Request | Open a Ticket

the VINE

COR and PM Training (Formerly COTR)

Keyword(s)
All Sites

CGM I Want To... SPE Corner BPAs and IDIQ Contracts COR and PM Training (Formerly COTR) Procurements CGM Customer Resources and Guidance CGM Team ?

COR and PM Training and Certification Program

Reminder: In accordance with the applicable OFPP's [Federal Acquisition Certification for Contracting Officer's Representatives](#) policy, all CORs (formerly known as COTRs) and Project Monitors must be certified and registered with the [Federal Acquisition Institute's Training Application System \(FAITAS\)](#). FAC-COR also establishes three levels of COR certification, as follows:

Level I Certification

This level of COR is generally appropriate for low-risk contract vehicles, such as supply contracts and orders, or for performance of Project Monitor duties on such contracts or larger and more complex contracts where an official Level II COR is designated. Requirements for Level I FAC-COR are as follows:

- 8 hours of training (to be selected from recommended COR training Continuous Learning Modules)
- No experience requirement
- Continuous learning: 8 CLPs every 2 years.

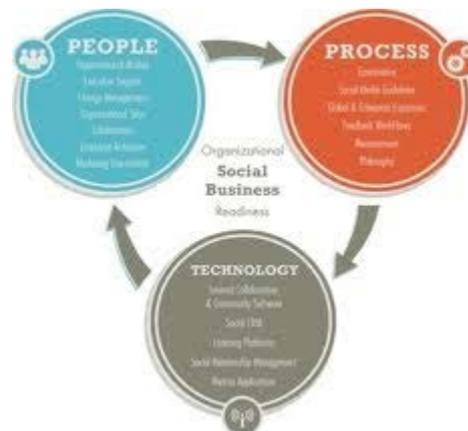
Level II Certification

These CORs may be called upon to perform general project management activities and should be trained accordingly. This level of COR is generally appropriate for contract vehicles of moderate to high complexity, including both supply and service contracts. These CORs are expected to oversee Project Monitors and may perform as Project Monitor on similar or larger and more complex contracts where an official Level III COR is designated. Requirements for Level II FAC-COR are as follows:

- 40 hours of training*
- One year of experience required

SUMMARY

- As MCC has evolved as an organization, its contract management has also evolved, through FAC-COTR to FAC-COR



COR/COTR Available Training Providers and Courses

Please visit the individual websites to obtain additional information about the courses:

Vendor	Available Courses	Method of Training
Federal Acquisition Institute www.faionline.com	COR Mentor Program (designed for CORs) (24 hours)	Online - Internet Training
FREE ONLINE CLASSES		
BLM National Training Center www.blm.gov <small>Note: If website is not available, contact Kim Flinders at 602-906-5628</small>	Contracting Officer's Representative (24 hours)	Provided twice a year at the BLM-NTC, Phoenix, AZ Available via Satellite or video tape
Management Concepts Inc. www.mgmtconcepts.com	COR Course (40 hours)	Classroom - Various Locations Classroom - Various Locations
DOI University www.doi.edu NO TUITION COST	COR/COTR Basic Certification (40 hours)	Classroom - Departmental Learning Centers <ul style="list-style-type: none"> • Albuquerque, NM • Anchorage, AK • Denver, CO • Fairbanks, AK • Golden, CO • Reston, VA • Sacramento, CA • Seattle, WA • Washington, DC
NW Procurement Institute - NPI www.npi-training.com	Aviation Contract Administration (24 or 48 hours) COR/COTR Certification Course (40 hours) Level I - COR/COTR - Inspector Workshop (24 hours) Level II - COR/COTR - Workshop (16 or 24 hours) Level III - COR/COTR - Seminar (16 or 24 hours) COR/COTR Refresher Seminar (8 or 16 hours)	Classroom - Various Locations Classroom - Various Locations Classroom - Various Locations Classroom - Various Locations Classroom - Various Locations <i>- Can also be onsite and tailored to organization</i>
USDA Graduate School www.usda.edu	Contracting Basics for CORs (24 hours) Comprehensive COTR Workshop (40 hours)	Classroom - Various Locations Classroom - Various Locations
Defense Acquisition University www.dau.edu	Variety of acquisition courses provided	See website

Key lessons learned are:

- Identifying FAI requirements and potential uses for FAITAS, engaging FAI and building program around Government-wide, standard modules vs. agency custom content

- Taking actions to maintain manageable COR population
- Engagement and participation of agency Human Resources and IT personnel in process
- Tracking, tracking, tracking!

Certificate Number	Employee	Department	Date of Certification	Recertification Date:
Department : (7)				
Department : Department of Administration and Finance (11)				
Department : Department of Compact Operations (25)				
0040a	Astudillo, Damiana S (DCO/TSD/AD)	Department of Compact Operations	10/8/2010	10/8/2012
0046a	Austin, Dawn (DCO/EAPLA)	Department of Compact Operations	11/12/2010	11/12/2012
0001a	Bauer, Jason (DCO/TSD)	Department of Compact Operations	7/10/2010	7/10/2012

Tracking Certification & Communication

MCC and Contracts & Grants Management Division for perspective and MCC COTR program before FAC-COR

Interpretation and MCC Implementation of New FAC-COR, collaboratively with HR

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MCC's COR VALIDATION PROCESS



Assigned single point of contact (Procurement Technician) to coordinate the COR tracking program:

1. Acquired COR and PM names from MCC databases, remove departed employees, create universe
2. Provided names to HR training division, requesting current training data, and continuous learning points (CLP)
3. Verified training dates and CLP dates for recertification.
4. Sent out notices to COR/ PM on new OFPP requirements, with emphasis on training
5. Updated MCC COR/PM designation letters to reflect new requirements
6. Stored key information in a central location – SharePoint
7. Stored backup detailed data on Contracts shared drive

SHAREPOINT TRACKING



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Site Actions How To ? Nash, Gerard (AF/CGM) ▾

DEPARTMENTS ▾ WORKING GROUPS COUNTRIES ▾ www.mcc.gov | Emergency Contacts | New Production Request | Open a Ticket

the VINE Keyword(s) All Sites

COR Tracking

MCC Training My Training Record My Employees Training Record Course Catalog SF182Instructions **COR Tracking**

Current MCC COR Search

Employee:

Department:

Certificate Number:

OR

Search in all columns for:

Search MCC Non COR Staff

Employee:

Supervisor:

OR

Search in all columns for:

If you searched both Current MCC COR Search and Search MCC Non COR Staff and returned no results in either search, you may need to create a new record in the Training System. Please use the following link to enter personnel into the Training System.

[Click Here To Add Staff To Training System](#)

COR List

Certificate Number	Employee	Department	Date of Certification	Recertification Date:
0042a				
0058				
Assign Number				
0017a				
0064a				
0031a				
0014a				

COTR Tracking_Legacy - 0064a

View

Version History Alert Me

Manage Permissions

Edit Item Delete Item

Manage Actions

Certificate Number 0064a

Employee Nash, Gerard (AF/CGM)

Department Department of Administration

Date of Certification 9/10/2010

Recertification Date: 9/10/2012

Hours Verified Yes

Departed MCC

Attachments 0064a - NashG.pdf

Created at: 4/13/2011 4:36 PM by Borowski, David J (AF/OCIO/Contractor)

Last modified at: 9/12/2011 8:54 AM by Blades, Jim (AF/ICGM/MD)

Federal Acquisition Certificate – Contracting Officer's Technical Representative

Under authority vested in the undersigned and in conformance with 41 U.S.C 433, et seq. and OFPP Policy Letter 05-01, paragraph 9.

Gerard Nash

is hereby certified as

Contracting Officer's Technical Representative

For the

Millennium Challenge Corporation

Subject to the limitations contained in the specific COTR Designation Letter(s).

This certification is valid as long as the above-named person satisfies the Continuous Learning requirements.

Millennium Challenge Corporation
Signature

Administration and Finance
Signature and Title

Jim Blades, Deputy Director Contracts & Grants Management
Signature and Title

10 September 2010 0064a
Date Code

FAC-COR CERTIFICATION COMMUNICATIONS



MILLENNIUM
CHALLENGE CORPORATION
UNITED STATES OF AMERICA

From: Nash, Gerard (AF/CGM)
To: MCC FTE
Cc:
Subject: Federal Certification and Career Development Programs
Signed By: nashg@mcc.gov

Sent: Fri 3/2/2012 9:02 AM

Message QuickStartGuide for Employees.pdf QuickStartGuide_Supervisor.pdf

Federal certification programs are designed to establish consistent competencies and standards for those performing acquisition-related activities that are recognized across agencies but do not guarantee assignment or advancement. The Office of Federal Procurement Policy and the Federal Acquisition Institute (FAI) offer these programs. Each program includes education, training, and experience requirements.

- Contracting (FAC-C) <http://www.fai.gov/drupal/certification/contracting-fac-c>
- Contracting Officer Representative (FAC-COR) <http://www.fai.gov/drupal/certification/fac-cor>
- Program and Project Managers (FAC-P/PM) <http://www.fai.gov/drupal/certification/program-and-project-managers>

The Federal Acquisition Institute Training Application System (FAITAS 2.0) <https://www.atrrs.army.mil/faitas/External/Login/> allows employees to electronically submit training applications. FAITAS 2.0 also monitors and manages workforce certification requirements. To use FAITAS 2.0, navigate your FAITAS 2.0 Dashboard, set up your profile, find courses, register for training, and manage your certification requests. Courses are offered online providing staff the flexibility to complete the courses on their schedule from anywhere there is an internet connection at various locations throughout the Washington, DC area.

Supervisors, who will approve training requests, will find guidance in the attached supervisor guide on how to use the FAITAS system to process requests from your staff.

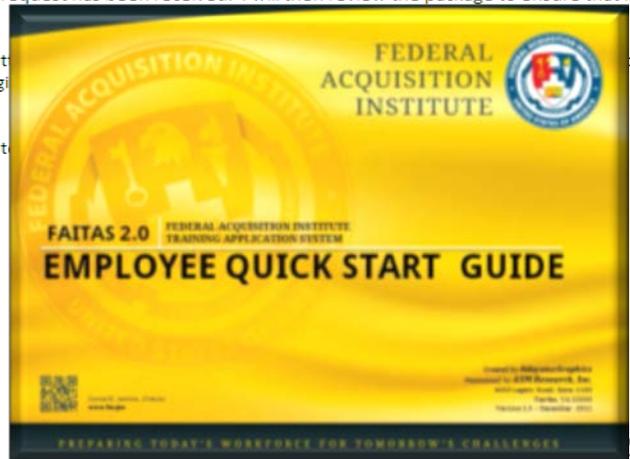
MCC was recently granted authorization by FAI to issue FAI certifications through the FAITAS system. Staff should submit their training applications (including training, resume documenting experience, transcripts documenting required formal education) through FAITAS for supervisor approval. Once a supervisor has requested training or has submitted a certification request, the FAI certification manager has requested training or has submitted a certification request, I am notified, as the MCC Acquisition Career and Certification Manager, that an approved certification request has been received. I will then review the package to ensure that it meets the FAI certification requirements and will issue the certification.

Many staff members in DCO are currently working towards their FAC-COR certifications. Quite a few OCIO members are getting their FAC-COR certifications. Many DCO team members are working on their FAC-C certifications. FAITAS is a great tool for requesting training and managing certification requests, and being able to finally issue the FAI certifications here at MCC.

For further information, visit the Federal Acquisition Institute website at www.fai.gov or contact me with questions encountered.

Gerry

Gerry Nash
Deputy Managing Director, Acquisition Career and Certification Manager
Contracts & Grants Management Division, Department of Administration and Finance
Millennium Challenge Corporation
875 Fifteenth Street, N.W.; Washington, D.C. 20005
202-521-2698 (office); 202-459-3485 (mobile)
How are we doing? Let us know how we can better support you at <mailto:cgmfeedback@mcc.gov>
The content of this E-Mail is covered by Executive Order 12958, and is UNCLASSIFIED.



COR TRAINING

- Continuous learning using MCC developed courses on specific COR related topics
- 5 Day COR course offered twice a year onsite at MCC
- FAI available training continuously pushed in all venues

Quickly Approaching Training Opportunities



MILLENNIUM
CHALLENGE CORPORATION
UNITED STATES OF AMERICA

Title:	COR/COTR Refresher - Invoicing (001)
Location:	City Center 6084B 1401B
Start Time:	3/20/2012 2:00 PM
End Time:	3/20/2012 3:00 PM
Number of Seats Available:	11
Title:	Business Writing Skills (002)
Location:	City Center 1401 A
Start Time:	3/21/2012 8:30 AM
End Time:	3/21/2012 4:30 PM
Number of Seats Available:	10
Title:	COR/COTR Refresher - Source Selection (001)
Location:	City Center 6084B-1401B
Start Time:	4/3/2012 12:30 PM
End Time:	4/3/2012 4:30 PM
Number of Seats Available:	14
Title:	Equal Employment Opportunity Refresher (212)
Location:	City Center 6084B-1401B
Start Time:	4/12/2012 1:00 PM
End Time:	4/12/2012 3:00 PM
Number of Seats Available:	49
Title:	COR/COTR Refresher - Closeout (001)
Location:	City Center 6084B-1401B
Start Time:	4/19/2012 2:00 PM
End Time:	4/19/2012 3:00 PM
Number of Seats Available:	12
Title:	New Hire On Boarding Program (Q212)
Location:	Bowen 2A & 2B
Start Time:	4/26/2012 8:30 AM
End Time:	4/27/2012 3:30 PM
Number of Seats Available:	25
Title:	Supervisory Skills Training Program (002)
Location:	TRG, Inc. 4401 Wilson Blvd, Ste 200, Arl, Va 22203
Start Time:	5/1/2012 8:30 AM
End Time:	5/3/2012 5:00 PM
Number of Seats Available:	18
Title:	Project Management Certification Program (By Departmental Nomination Only) (002)
Location:	City Center 6084A-1401A
Start Time:	5/8/2012 9:00 AM
End Time:	5/31/2012 4:30 PM
Number of Seats Available:	14

EXTERNAL TRAINING VALIDATION TOOL: FAI TRACKS FAC-COR CERTIFICATION REQUEST PROGRESS



Completion Status	Courses
OPTION 1 (SINGLE COURSE):	
?	Contracting Officer's Representative (COR) Training (5 day)
OPTION II: (MULTIPLE MODULES)	
x	COR 100 Contracting Officer's Representative (COR) Training (1 day)
✓	CLM 024 Contracting Overview
✓	CLE 028 Market Research for Technical Personnel
x	CLM 031 Improved Statement of Work
✓	CLC 013 Performance Based Services Acquisition
x	CLC 011 Contracting for the Rest of Us
x	CLM 017 Risk Management
OPTION III (MULTIPLE MODULES)	
✓	CLC 106 Contracting Officer Representative with a Mission Focus
✓	CLM 024 Contracting Overview
✓	CLE 028 Market Research for Technical Personnel
x	CLM 031 Improved Statement of Work
✓	CLC 013 Performance Based Services Acquisition
x	CLC 011 Contracting for the Rest of Us
x	CLM 017 Risk Management
OPTION IV (MULTIPLE MODULES)	
x	CLC 222 Online Training for Contracting Officer's Representative
✓	CLE 028 Market Research for Technical Personnel
x	CLM 031 Improved Statement of Work

FAI TRANSCRIPTS

FEDERAL ACQUISITION INSTITUTE www.fai.gov



FAITAS

FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM v.2

My Status Manage Career Manage Employees Manage Workforce Help Logout Not Gerard Robert Nash?

FAITAS » Manage Career » Training » My Training History

Training History				
Course #	Course Title	Status	Start Date	End Date
ACQ 101	FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT DAU	Graduation	Nov 5 2002	Aug 31 2003
BCF 106	FUNDAMENTALS OF COST ANALYSIS DAU	Graduation	Mar 14 2011	Apr 24 2011
CLC 004	MARKET RESEARCH DAU	Graduation	Jun 24 2008	Jul 2 2008
CLC 006	CONTRACT TERMINATIONS DAU	Graduation	Feb 7 2011	Mar 3 2011
CLC 007	CONTRACT SOURCE SELECTION DAU	Graduation	Jun 24 2008	Jun 24 2008
CLC 013	PERFORMANCE-BASED SERVICES ACQUISITION DAU	Graduation	Sep 13 2008	Sep 13 2008
CLC 027	BUY AMERICAN ACT DAU	Graduation	Jan 31 2011	Feb 3 2011
CLC 047	CONTRACT NEGOTIATION TECHNIQUES DAU	Input	Jul 9 2011	Sep 30 2011
CLC 060	TIME AND MATERIALS CONTRACTS DAU	Graduation	Jan 21 2011	Jan 30 2011
CLC 104	ANALYZING PROFIT OR FEE DAU	Graduation	Feb 3 2011	Feb 5 2011
CLC 106	COR WITH A MISSION FOCUS DAU	Graduation	Aug 28 2008	Sep 2 2008
CLM 003	ETHICS TRAINING FOR AT&L WORKFORCE DAU	Graduation	Aug 28 2008	Aug 28 2008
CLM 012	SCHEDULING DAU	Graduation	Sep 14 2008	Sep 15 2008
CLM 024	CONTRACTING OVERVIEW DAU	Graduation	Sep 12 2008	Sep 14 2008
CON 100	SHAPING SMART BUSINESS ARRANGEMENTS DAU	Graduation	Dec 21 2010	Jan 21 2011
CON 110	MISSION SUPPORT PLANNING DAU	Graduation	May 25 2006	May 26 2006
CON 111	MISSION STRATEGY EXECUTION DAU	Graduation	May 26 2006	Jun 14 2006
CON 112	MISSION PERFORMANCE ASSESSMENT DAU	Graduation	Nov 5 2010	Dec 21 2010
CON 120 (FAI)	MISSION FOCUSED CONTRACTING FAI	Graduation	Apr 4 2011	Apr 15 2011
CON 120 (FAI)	MISSION FOCUSED CONTRACTING FAI	System Cancelled	May 2 2011	May 13 2011
CON 214	BUSINESS DECISIONS FOR CONTRACTING DAU	Graduation	Apr 29 2011	Jun 16 2011
CON 215 (FED)	INTERMEDIATE CONTRACTING FOR MISSION SUPPORT FAI	Reservation	Jan 23 2012	Feb 1 2012
CON 215 (FED)	INTERMEDIATE CONTRACTING FOR MISSION SUPPORT FAI	System Cancelled	Feb 6 2012	Feb 15 2012
CON 215 (FED)	INTERMEDIATE CONTRACTING FOR MISSION SUPPORT FAI	System Cancelled	Feb 22 2012	Mar 2 2012
CON 215 (FED)	INTERMEDIATE CONTRACTING FOR MISSION SUPPORT FAI	System Cancelled	Mar 26 2012	Apr 4 2012
CON 217 (FED)	COST ANALYSIS AND NEGOTIATION TECHNIQUES FAI	Wait	Aug 6 2012	Aug 10 2012
FAC 005	CENTRAL CONTRACTOR REGISTRATION FAI	Input	Dec 2 2011	Sep 30 2012
IRM 101	BASIC INFORMATION SYSTEMS ACQUISITION DAU	Graduation	Oct 1 2002	Oct 7 2003

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[Privacy Statement](#)

- DAU transcript transferred to FAI
- Tracks COR progress towards certifications
- Tracks COR continuous learning points
- Tracks COR training requests

FAITAS CERTIFICATION MODULE

One word – **OUTSTANDING!!!!!!!**

1. Identify Acquisition Career Manager and Certification Manager
2. Be sure IT resolves computer configuration issues within agency
3. Contact John Varghese at FAI
4. Communicate the value of an FAI certification to your Agency staff
5. Help staff register
6. Communicate the value of an FAI certification to your Agency staff
7. Help supervisors register
8. Communicate the value of an FAI certification to your Agency staff

It's a culture shift and will take time and perseverance

Certification Requests for Gerard Robert Nash

- To add new request, click on "Add Certification Requests".
- Depending on the request status, you may edit, withdraw, or delete a pending request by clicking on the available action next to the certification name.
- To view/print a copy of your Certification certificate, click on the certification name in the Processed Certification Requests section. When the certificate is displayed, use the print icon at the top of the screen to print.
- Please contact your **Certification Manager** to discuss any discrepancies in your certification records.

Certification Requests					
Action	Agency	Certification	Level	Status	Submit Date
Edit Delete	MCC	Federal Acquisition Certification in Contracting	II	Unsubmitted	
Edit Delete	MCC	Program and Project Managers	I	Unsubmitted	
Edit Delete	MCC	Contracting Officer's Representative	II	Unsubmitted	
Edit Delete	MCC	Contracting Officer's Representative	III	Unsubmitted	

Processed Certification Requests					
Action	Agency	Certification	Level	Status	Action Date
View	MCC	Contracting Officer's Representative	I	Approved	Mar 1 2012
View	MCC	Federal Acquisition Certification in Contracting	I	Approved	Mar 1 2012

Withdrawn/Systematic Purged Certification Requests					
Action	Agency	Certification	Level	Status	Action Date
No withdrawn requests.					



DOCUMENTS TO BE ELECTRONICALLY TRANSMITTED AFTER THE SAC SESSION



- MCC COR Training and Certification Program – Acquisition Instruction
- MCC Communication to Acquisition Workforce
 - Advance Notice of change in COTR Program
 - Broadcast Message with links to OFPP memo, FAITAS, and MCC Program Document
 - Email message from MCC Acquisition Career & Certification Manager to FTE Staff with QuickStartGuide for Employees & Supervisors

KEY TAKEAWAYS



- **Team Effort** - coordinated effort between program office, IT, human resources (training), contracts, a designated Acquisition Career Manager, and FAI

- **Tools**



MS Access, Share Point, OMB Max, and FAITAS

- **Communication** – collaborative; educate program office(s), obtain support on training approach and tracking from human resources, track internal training and engage in FAITAS, identify an Acquisition Career Manager



Reducing Poverty Through Growth

Communication of Requirements

The screenshot shows a Windows Internet Explorer browser window displaying the MCC website. The page title is "COR and PM Training (Formerly COTR)". The navigation menu includes "DEPARTMENTS", "WORKING GROUPS", and "COUNTRIES". The main content area is titled "COR and PM Training and Certification Program" and includes a "Reminder" section, "Level I Certification", "Level II Certification", and "Level III Certification" sections, each with a list of requirements. The footer contains contact information for Gerry Nash and Jonathan Hamlet.

The cover page features the Millennium Challenge Corporation logo at the top left. The main title is "MCC Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR) Program". Below the title, it states "MCC Contracts and Grants Management Division" and "Acquisition Instruction 1-2 November 2011". A central box contains the text "Millennium Challenge Corporation" and "ACQUISITION INSTRUCTION". At the bottom right is the Millennium Challenge Corporation logo with the text "MILLENNIUM CHALLENGE CORPORATION UNITED STATES OF AMERICA".

TRANSITION TO FAC-COTR

- Centralization of COTR designation letters at Deputy Director, then SPE level (above Contracting Officers)
- Creation of Project Monitor role to support and assist COTRs and reduce overall number of COTRs down to a more manageable, cost-effective pool
- Project Monitors focus on purely technical aspects and are usually by compact country, provides initial deliverable review
- COTR oversees overall effort under the contract, provides final review of deliverables, and approves invoices, with PM as backup on an as needed basis

MCC: 2008 – FAC-COTR

- MCC further defined COTR training program, establishing formal classroom training centered on MCC-specific processes and focusing on smaller pool of COTRs
- Use of custom developed on-site classroom training by contractor (Houseman): 2 day course with list of recommended Continuous Learning Modules at DAU for supplementary training to reach 40 hour FAC-COTR requirement
- Refresher courses/workshops taught by MCC Contracts personnel in key areas
- Engagement with MCC HR Training Manager to track as part of overall employee training