

U.S. Department of Energy - Oak Ridge Office
Training and Development Group
Training Course Bulletin

Course Name: **CONTRACT ADMINISTRATION FOR TECHNICAL REPRESENTATIVES**

Course Number: **000058**

Session Number: **0189**

Description: This course is required for Level 1 certification in the Project Management Career Development Program (PMCDP) and the Energy Acquisition Career Management Program (EACMP). It is designed for employees who have valuable technical or functional expertise but little formal training in procurement, who need to know what to do when tasked to be Contracting Officer's Representative (COR) on a DOE non-M&O prime contract. Topics include: the Federal acquisition process as it pertains to the COR function; DOE's approach to contract administration; the role of the COR, particularly in relation to the contracting officer and the contractor; the duties of the COR and how to effectively complete assigned responsibilities; and the ethical standards of conduct to which CORs must adhere.

Audience: Personnel tasked to be a COR

Vendor: Colleague Consulting LLC

Instructor: Anthony Peguese

Location: Comfort Inn, 433 S. Rutgers Ave, Oak Ridge, Secret City Room

Date: November 13-15, 2012

Time: 8:30 - 4:30

Slots: 30

Cost: Funded by TDG

To register, access TDG homepage and forward a completed electronic Training Request Form <http://www.ornl.gov/tdd/tddreq.htm>.

For additional information, call (865) 576-1082.

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