

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: 0180

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: Federal Office Building, Room G059
Date: October 4-6, 2011
Time: 8:30 - 4:30
Slots: 30
Cost: No cost

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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