

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
<http://www.mt.blm.gov/>

In Reply To:

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August 15, 2003

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Information Bulletin No. MT-2003-066

To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: Nominations for Contracting Officer's Representative (COR) – Level II
Services and COR Refresher Training

DD: 10/03/2003

In accordance with the Department of the Interior Contracting Officer's Warrant System, any person performing the duties of Contracting Officer's Representative on contracts is required to be certified and to maintain that certification. Twenty-four hours of initial COR training is required before any employee can be certified as a COR. After an employee is certified as a COR, 8 hours of maintenance training is required every 3 years. The COR-Level II Services course will provide you with a complete look at the acquisition process including the regulations, the importance of adequate specifications or requirements document preparation, methods of acquisition, and contract administration. The class will also provide an opportunity for discussion of day-to-day contract administration and examines contract administration responsibilities.

Target audience for the COR Refresher course is: all certified CORs for service and supply contracts who have not had maintenance training in 3 years and need to be recertified as a COR for service and supply contracts.

Name of Course: COR Refresher

Dates and Times: October 27, 2003, from 8:30 a.m. to 4:00 p.m.

Location: Hampton Inn, 5110 Southgate Drive, Billings, MT 59101

Price: \$119 each, based on a guarantee of at least 15 attendees

Target audience for the COR-Level II Services course is: new and experienced CORs, inspectors, and procurement people working on service and supply contracts. Purchase Orders/contracts for temporary help are considered service contracts and will require that the COR be certified. This course meets certification requirements. Following is information for this course:

Name of Course: Level II – COR Training

Dates and Times: October 28-30, 2003, from 8:30 a.m. to 3:30 p.m. each day, with departure by 1:30 p.m. on the final day.

Location: Hampton Inn, 5110 Southgate Drive, Billings, MT 59101

Price: \$239 each, based on a guarantee of at least 15 attendees

Students attending these classes must register directly with the vendor, Northwest Procurement, Inc. (NPI), by calling (425) 776-0414. Make your payment directly to NPI. Northwest Procurement, Inc., will take the government credit card. Please make your registration **no later than October 3, 2003.**

The Hampton Inn also has sleeping rooms at government rate if you wish to stay at this hotel. Please call 406-248-4949 to make your reservations. The price is \$55.00 plus tax for a single room.

Tuition and travel costs are the responsibility of your office. If you have any questions, please contact Mary Clark at (406) 896-5205.

Signed by: Diane M. Friez, Acting

Authenticated by: Aleta Zahorodny (MT-930)

Distribution

Assistant Field Manager, Glasgow Field Station
Assistant Field Manager, Havre Field Station