



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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To: All District Managers

From: Deputy State Director for Management Services

Subject: Guidelines for Certification of Construction Project Inspectors DD: 3-28-08
and Contracting Officer's Representatives

Please reference subject document, Guidelines for Certification of Construction Project Inspectors (PIs) and Contracting Officer's Representatives (CORs), is attached and has been updated to incorporate the two-year training/coursework equivalency and new 40-hour COR/PI training requirements.

With the increase in new employees who are COR/PI certified in Oregon/Washington (OR/WA) Bureau of Land Management, the Oregon/Washington State Office is in the process of updating its official COR/PI Certification Files. As a part of this update, district engineers are responsible for revising all existing files and creating new COR/PI files for their districts. Please update and complete the COR/PI Certification form and Contract Work Experience form for any employee who is currently certified, as well as any employee submitting an application for certification who is not currently certified as a construction COR/PI. Any COR/PI certified prior to June 2000 representing a Civil Engineering Technician (CET) position, regardless of their qualifications, has been approved for CET status in the COR/PI program. Employees hired after June 2000 as a COR/PI without education as a CET must include a completed two-year Education Equivalency Documentation form in their file. Please reference Washington Office Instruction Memorandum (IM) No. 2000-128.

District engineers are required to review, approve, and submit individual document packages representing their COR/PI employees for their districts on an annual basis. Please submit current Contracting Officer's Representative/Contracting Officer's Technical Representative and Occupational and Safety Health Administration achievements including all requests for advancements to higher certification levels of CORs and PIs to be approved. Please submit these documents to the OR/WA COR/PI Program Manager, LeAnna Phillips by March 28, 2008.

The data will be entered into the COR/PI Program Certification List located on the OR/WA Engineering website. This data will provide the OR/WA procurement office with the eligible OR/WA COR/PI staff for the upcoming field season.

District engineers should continue to work with district COR/PI staff to complete individual packets containing contract work experience and training documentation. Submit the completed document packages to the OR/WA COR/PI Program Manager, LeAnna L. Phillips, by September 30, 2008.

Please contact LeAnna Phillips, OR/WA COR/PI Program Manager, at 503-808-6103 or LeAnna_Phillips@blm.gov with questions regarding the Guidelines for Certification for COR/PI or the OR/WA COR/PI Program.

As a reminder, CORs are required to be registered in the Acquisition Career Management Information System (ACMIS) in accordance with IM OR-2007-068. ACMIS is a government-wide registration data base of all acquisition personnel. Eventually the ACMIS system will replace most if not all agency specific COR databases. If you have any questions about ACMIS registration, please contact Stephanie Coleman, Chief, Branch of Procurement Management at 503-808-6216.

Districts with Unions are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Lloyd Gilham
Acting Deputy State Director
Management Services

Authenticated by
Paj Shua Cha
Records Section

1 Attachment

1- [Guidelines for Certification of Construction Project Inspectors and Contracting Officer's Representatives](#) (29 pp)

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