



CONTRACTING OFFICER REPRESENTATIVE TRAINING



DAU TRAINED

Hosted by
The Human Resources Office and the USPFO-P&C

Contracting Officer Representative (COR) Training to provide non-contracting personnel with knowledge of the federal acquisition process and the knowledge and skills to execute responsibilities as a representative of the Contracting Officer.

ATTENDEES: Technician and AGR personnel assigned as Program or Resource Managers, Contracting Officers or personnel assigned with Contracting Officer Representative (COR) duties.

WHERE & WHEN: Selfridge Air National Guard Base, Building 128, Birch Street, Selfridge ANGB. The training will be conducted on 26-30 March 2012.

COURSE TIMES: Course will begin promptly at 0830 each day. Sign-in will begin at 0800 each day.

ATTENDEE REGISTRATION: This course is limited to 30 seats; registration is on a first come, first serve basis.

1. **TECHNICIAN:** All technicians will complete a **SF 182 (Authorization, Agreement and Certification of Training)**. The SF 182 must be signed by the requesting technician's supervisor and emailed to the HRD Section, attention patricia.weir@us.army.mil for budget approval no later than **19 March 2012**.
2. **AGR:** All AGR will send an e-mail to the HRD Section, attention patricia.weir@us.army.mil no later than **19 March 2012**.
3. See course MOI for Lodging and Travel/Per Diem instructions.



DEPARTMENT OF THE ARMY AND THE AIR FORCE
MICHIGAN NATIONAL GUARD JOINT FORCE HEADQUARTERS
3423 North Martin Luther King Boulevard
Lansing, MI 48906

NGMI-HRO

21 February 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Officer Representative (COR) Training, 26-30 March 2012

1. The Michigan National Guard State Contracting Office and Human Resources Office Human Resource Development (HRD) Branch will be hosting Contracting Officer Representative (COR) Training at Selfridge Air National Guard Base, Building 128, Birch Street, Selfridge MI 48045. The training will be conducted on 26-30 March 2012, and will provide non-contracting personnel with knowledge of the federal acquisition process and the knowledge and skills to execute responsibilities as a representative of the Contracting Officer.
2. UNIFORM: Duty uniform for dual status employees and business casual for non-dual status civilian employees.
3. ATTENDEES: Technician and AGR personnel assigned as Program or Resource Managers, Contracting Officers or assigned Contracting Officer Representative (COR) duties.
4. REGISTRATION:
 - a. TECHNICIAN: Class Reservations will be accomplished by completing a SF 182 (Authorization, Agreement and Certification of Training). The SF 182 must be signed by the requesting technician's supervisor and emailed to the HRD Section, attention patricia.weir@us.army.mil for budget approval, no later than **19 March 2012**.
 - b. AGR: Class Reservations will be accomplished by e-mail to the HRD Section, attention patricia.weir@us.army.mil no later than **19 March 2012**.
 - c. LODGING: A block of rooms have been reserved at the Hampton Inns and Suites, 45725 Marketplace Boulevard, Chesterfield, MI 48051, under **group code CHXCOR**. You must call the hotel and make your own reservations for lodging. The hotel's number is (586) 948-2300 and you must mention you are attending the Michigan National Guard COR Training.

NGMI-HRO

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d. Course material will be provided at the start of the course. Registration/Sign-in will take place 26 March 2012, 0800-0830 for all attendees. The course will begin promptly at 0830.

5. TRAVEL & PER DIEM

a. ARMY: AGR's and Technicians will utilize DTS for all orders and travel voucher submission. Chargeable Quarters are not available at Selfridge ANGB therefore individuals traveling more than 50 miles may elect to stay at the lodging listed above or make your own accommodations. Use of GSA vehicles is highly desired where available. Individuals electing to commute daily through use of privately owned vehicle (POV) or GSA will not be entitled to payment for meals. Additionally, those commuting daily by POV will only be authorized one round trip for the duration of the course through submission of a local voucher.

b. AIR: Each Air Guard unit will publish orders for attendees. Travel & duty status for Air Guard attendees is in accordance with the local commander's guidance.

c. This Memorandum of Instruction (MOI) and a copy of your signed SF 182 must be uploaded when entering your DTS request as supporting documentation for this event. DTS requests with no approval in Section E of SF 182 will be returned without action.

d. Authorized TDY dates are 26-30 March 2012. Travel days are Sunday 25 March and Friday 30 March 2012.

6. Point of contact for this event is Mrs. Patricia Weir at (517) 481-7689.

FOR THE HUMAN RESOURCE OFFICER:



WILLIAM J. ARCHER
CPT, AG, MIARNG
Supervisory HR Specialist

DISTRIBUTION:
All Federal Technicians
All AGRs