

Instructions for Completing QAE/COTR Nomination/Termination Form

To assist the Contracting Officer Representative (COR) in verifying the Commercial Travel Office (CTO) contractor performs the technical requirements of the contract in accordance with the contract terms, conditions and specifications, an appointment of a local Quality Assurance Evaluator (QAE) or Contract Officer Technical Evaluator (COTR) is required.

To begin the appointment process, please complete the attached QAE/COTR Nomination Form, sign it, and return it to COR. Complete all sections of the nomination form as follows and make sure to SAVE AS – PDF to maintain completed information in form:

1. Nomination/Termination - Check the Appropriate Box indicating if this is a request for a QAE/COTR Nomination or Termination
2. Name –Enter the Last Name, First Name, Grade/Rank of the Nominee
3. Designation – Select the appropriate designation from the drop/down box. Select either QAE/LQAE/COTR/LCOTR
4. Service/Agency – Enter the name of your Service or Agency
5. Organization/Unit – Enter the name of your Organization or Unit
6. Name of Base/Location – Enter the name of the nominee's base/military installation
7. Commercial Travel Office – Enter the name of the CTO Contractor
8. Contract No – Enter the CTO contract Number
9. Nominee's Mailing Address – Enter the Nominee's mailing address
10. Nominee's Telephone Number – Enter the nominee's telephone number
11. Nominee's E-mail Address – Enter the nominee's e-mail address
12. Comments – provide any additional comments
13. Nominator's Signature – Digitally sign and date the form

Return the completed form, along with the nominee's certificate for the Contracting Officer Representative with a Mission Focus Course – CLC 106. The training certifications are valid for a period of three years. If the nominee's certification has expired, the Contracting Officer Representative with a Mission Focus course - CLC 106 is offered on-line at www.DAU.mil

Instructions for enrolling in the Defense Acquisition University (DAU) Continuous Learning Module - CLC 106 - Contracting Officer Representative (COR) With a Mission Focus:

1. Access the DAU website at: <http://www.dau.mil/Training/default.aspx>
2. Select "Apply for A Course" from the "Student" menu on the left hand side.
3. Log in selecting your category and with your CAC, AKO User ID, or SSN and DOB.
4. NOTE: If this is your first time logging in for training, the system will prompt you to complete/update your student profile at this time.
5. Upon entering your information, click "Update Profile" and proceed with the steps below.
6. Select "Apply for Training" from the left hand side of the screen.
7. Step 1: Select "Continuous Learning Modules" as the Training Category
8. Step 2: Select the course from the course drop down list.
9. Step 3: Select the SEARCH button for course CLC 106.
10. You will be directed to review your application and update if necessary.

*Please verify that your email address is correct.

Once you make any other necessary corrections/updates, please submit the application by clicking the red "Submit Application" button at the Bottom of the page.

Your application will be forwarded to DAU for enrollment in the Virtual Campus. If you do not already have an account on the DAU Virtual Campus, one will be created for you. If you do not receive Instructions within 48 hours please contact the DAU Virtual Campus at dauhhelp@dau.mil or call 1-866-568-6924 (toll free) or 703-805-3459 (commercial).

Note: There is a 30-day time limit to complete all DAU CL Modules.

If you need assistance filling out the Profile Page please contact the ATRRS Help Desk at:

ATRRS Help Desk:

COM (703) 695-2353 / 2060

DSN 225-2353 / 2060

Hours of Operation: 0730 - 1730 Eastern Standard Time

ATRRS.HelpDesk@us.army.mil <<mailto:ATRRS.HelpDesk@us.army.mil>>