On-Line COTR Training Opportunities

For information on COR (Contracting Officer Representative) or COTR (Contracting Officer Technical Representative) training:

1. Go to the NOAA Acquisitions & Grants web site for COTR training requirements:
   http://www.ago.noaa.gov/ago/quicklinks/cor_links.cfm
   Under "Policy - Regulations and Guidance", click on "COR Training Requirements".

2. COTR-specific on-line courses are available on the Defense Acquisition University (DAU):
   http://www.dau.mil

   The following is the link to the alphabetized list of courses:

   • The classes under the tabs CLC (Continuous Learning - Contracts), and CLM (Continuous Learning - Acquisitions and Management) contain the courses that are most appropriate.

   Note: The DAU courses that have the prefix CLC mean “Continuous Learning - Contracts”. This should NOT be confused with the Commerce Learning Center (CLC)!

   • To register for the course, click on the course name and then follow the instructions on the screen to register.

   • In order for the DAU course to appear in your Commerce Learning Center Transcripts, contact your Learning Coordinator to input your completed course in the CLC.

3. Additional on-line training courses are available on the Commerce Learning Center @NOAA and @NWS.

   Project Management (one of the COTR training requirements) on-line courses, developed by SkillSoft, can be found by using the search function and typing in Project Management. (See the following article for information on searching).
Using the Search Function in the Commerce Learning Center

If you need to find specific on-line courses or Instructor Led Training, use the Commerce Learning Center’s Search feature:

1. Log into the Commerce Learning Center @NOAA or @NWS.

2. In the upper right corner, click SEARCH:

3. Type in the information, being as specific as possible, and then select the Search Type of “Exact Phrase” and then click Go.

NEW! Supervisor On-Line Course: Addressing Unacceptable Performance

A new on-line, self-paced course is available for NOAA supervisors on the Commerce Learning Center @NOAA and @NWS. The course, “Addressing Unacceptable Performance”, is designed to provide NOAA supervisors with the knowledge and skills to deal with employee performance issues that are unacceptable. The course includes:

- Writing effective Performance Plans.
- Properly identifying unacceptable performance.
- Addressing unacceptable performance prior to implementing a Performance Improvement Plan (PIP).
- Implementing an effective PIP, if necessary.

To access the course from the CLC@NOAA:

1. Login into the CLC@NOAA.
2. Click the Program Areas button.
3. Click “Employee Relations/Labor Relations” program link.
4. Under the course column, click “Addressing Unacceptable Performance” to take the course.

To access the course from the CLC@NWS:

1. Login into the CLC@NWS.
2. Use the Search feature (as described previously) to search for the course by title or look under the “New NWS Training! ”page; the course is listed under the April 2009 heading.
2009 NOAA Safety and Environmental Compliance Training:

All NOAA employees are required to complete the training by June 30, 2009. The 2009 Safety and Environmental Compliance training helps all NOAA employees and contractors be safe and environmentally compliant at work and at home. The on-line course provides a basic overview of safety and environmental compliance requirements.

To access the NOAA Safety and Environmental Training course:
- From the CLC@NOAA: under “Popular Training” or “Required Training”.
- From the CLC@NWS: on the front page.

Please contact your line office safety and environmental compliance officer for your specific training requirements. If unsure, please call NOAA’s Safety and Environmental Compliance Office (SECO) at 301-713-2870.

Instructor-Led Training

The Workforce Management Office/Learning Resources Division provides career-oriented courses ranging from communications and technical skills to leadership and pre-retirement planning. The Learning Resources Division is also available to develop programs and provide resources to meet specific organizational needs.

For more information, log into the CLC. Click on the Instructor-Led section to display a calendar of live training events. For additional information, please contact:
- Ivy Washington (Ivy.M.Washington@noaa.gov) or
- Janice Morgan (Janice.Morgan@noaa.gov).

Live Support 24/7

Password resets are available 24/7 from Live Support, on the CLC login screen. Your username is your email address ending in @noaa.gov.

For NOAA Employees: https://doc.learn.com/noaa

For NWS Employees: https://doc.learn.com/noaa/nws

Live Support 24/7 is a “chat room”. When you enter, you will be asked for your email address; your password will be reset within 24 hours and then emailed to you. To avoid duplicate requests, please enter the chat room only once with your request.
Need Additional CLC Help?

For NOAA Employees, contact:
CLC.NOAAHelp@noaa.gov

For NWS Employees, contact:
lms.nws@noaa.gov

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