ACQUISITION OPERATING PROCEDURE (AOP)

FROM: Richard R. Jiron
Head of Contracting Activity Designee

SUBJECT: AOP No. 2: Federal Acquisition Certification for Contracting Officer Representative (FAC-COR)

02/20/2015

◆ PURPOSE: The purpose of this Acquisition Operating Procedure (AOP) is to provide guidance for the request of the Federal Acquisition Certification for Contracting Officer Representative (FAC-COR) in the Federal Acquisition Institute Training and Application System (FAITAS). FAC-COR Certification is an assurance that the individual has the experience, education, training and personal factors such as business acumen, judgment, character, reputation, and ethics to perform selected COR duties.

◆ EFFECTIVE DATE: This AOP is effective on February 20, 2015.

◆ REVISIONS: The AOP is revised in its entirety.

This AOP replaces AOP No. 2, dated September 27, 2012.


◆ CONTRACT RISK RELATED FAC-COR LEVEL

The CO will consider the risk factors (e.g. complexity, contract type) to help determine the appropriate COR level for a specific contract during the acquisition planning. The CO may use the COR Appointment Criteria Matrix (Attachment 1).

<table>
<thead>
<tr>
<th>COR Experience</th>
<th>Contract Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>0 year</td>
</tr>
<tr>
<td>Level II</td>
<td>1 year</td>
</tr>
<tr>
<td>Level III</td>
<td>2 years</td>
</tr>
</tbody>
</table>

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1 Office of Federal Procurement Policy (OFPP) memo, Revisions to the FAC-COR, dated September 6, 2011.
◆ TRAINING:

1) In addition to the required COR training listed on the www.fai.gov website:

   a. A new COR must complete the CPARS Overview, and CPARS Quality and Narrative courses.

   b. Individuals holding a current FAC-COR certification must complete the CPARS Overview, and CPARS Quality and Narrative courses within their current Certification 2-year continuous learning period, if the courses were not previously completed.

2) The CPARS courses are available at www.cpars.gov, under the Training tab.

3) The same or similar continuous learning should not be repeated within a 4-year period, and will not be applied to retain the FAC-COR certification. Continuous learning relevant to the work to be performed as a COR under the contract should be completed.

4) Attachment 2 is a list of recommended continuous learning.

◆ EXPERIENCE:

The COR Delegation memorandum issued, in writing by the Contracting Officer is the appropriate document that lists the roles and responsibilities, and the delegation performance period for the years of experience that the individual served as COR under the specified contract. AOP No. 13, Delegation of COR provides the guidance for the delegation and is available at http://www.dm.usda.gov/oppm/pod/awc.htm.

◆ PROCESS TO REQUEST FAC-COR:

1. View the FAC-COR certification requirements, training, continuous learning, etc. at www.fai.gov, under the Certification tab.

2. Register and request the FAC-COR Certification at www.fai.gov, under the FAITAS tab, and then Manage Career tab. The User Guides are found under the Help tab in FAITAS.

3. In FAITAS, attach the documents indicated below to the Supporting Documentation link:

   a) Education: A college/university degree and/or 24-semester hour in business courses is not required. Training certificates should not be attached in this field.

   b) Experience: Attach the COR Delegation memorandum in this field. If needed, contact the appropriate Contracting Officer to obtain a copy for your file.

   c) Training: Courses completed in FAITAS are shown under the Training History tab and do not need to be manually uploaded with the request in FAITAS. Attach copies of training certificates for courses completed outside of FAITAS.
◆ SUPERVISOR OF THE COR:

a. Supervisors must ensure that designated individuals with the technical responsibilities and duties for their program areas are fully trained and qualified to help alleviate possible delays in carrying out the contractual requirements. By designating an individual to be a COR, the supervisor is confirming the qualifications of the individual.

b. Supervisors should designate individuals with adequate technical and management experience to accommodate the complexities or visibility of the contract. Supervisors should assess the COR’s experience as it relates to the type of contract the COR will be managing to determine if additional training is needed, e.g., performance-based acquisition, earned value management, incentive contracts, green purchasing.

◆ EXPIRATION DATE: This AOP will remain in effect until canceled.
<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Little or no risk associated with project</th>
<th>Significant or high risk associated with project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sensitivity or Complexity of What is Being Procured</td>
<td>Oversight confined to basic inspection and acceptance (e.g., COTS or standard supplies)</td>
<td>Highly complex requirements; professional and technical services closely associated with inherently governmental functions; critical function; continuous oversight or technical direction required (e.g., developmental; new or emerging technologies; poor or no performance history)</td>
</tr>
<tr>
<td>2 Number and Location of Performance Sites</td>
<td>Non-complex shipping/delivery at a single domestic delivery site</td>
<td>Highly complex shipping/packaging/delivery (e.g., requiring export; staging of shipments; multiple customers with competing requirements; multiple deliverables or sites; foreign performance site(s)) (span of control)</td>
</tr>
<tr>
<td>3 Impact of Delay</td>
<td>If project is delayed, no serious impact to mission that cannot be easily alleviated</td>
<td>Serious impact on mission; high degree of impact on follow-on or interdependent projects; time is critical due to urgency, weather, or long lead time items in critical path (e.g., contingency contract)</td>
</tr>
<tr>
<td>4 Visibility</td>
<td>Little or no internal or external interest anticipated</td>
<td>High degree of internal or external interest anticipated (e.g., GAO oversight; congressional engagement; other special interests)</td>
</tr>
<tr>
<td>5 Contract Type / Structure</td>
<td>Firm fixed price contracts with basic provisions</td>
<td>Contracts other than firm fixed price (e.g., letter contract; cost-type contract; contract financing provisions required; hybrid contract; incentives; time and materials contract)</td>
</tr>
<tr>
<td>6 Special Considerations</td>
<td>No rights in data or government property required; No Personally Identifiable Information (PII) or security concerns</td>
<td>High level of oversight required to assure government/contractor rights in data or government property; Significant security concerns relating to contract classification or PII data</td>
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</tbody>
</table>
RECOMMENDED CONTINUOUS LEARNING COURSES

The Federal Acquisition Institute webpage at www.fai.gov offers online, webinar and classroom courses “free of charge” in the Federal Acquisition Institute Training Application System (FAITAS). The site lists the courses required to obtain the certification. The list below (titles may be same/similar) is not all-inclusive, but courses offered by commercial vendors, colleges/universities, etc., that can be completed to obtain additional instructions pertinent to the duties of the COR during the acquisition process of the requirement.

- Market Research for Technical Personnel
- Writing Performance Work Statements
- Writing Statement of Work
- Developing Independent Government Cost Estimates
- Work Breakdown Structure
- Cost Estimating for Technical Personnel
- Software Cost Estimating
- Federal Appropriation Law
- Anti-deficiency Act
- Ethics in Federal Contracting
- Contracting Organizational Conflict of Interest
- Contracting for the Rest of Us
- COR with a Mission Focus
- COR Courses I, II, III
- COR Workshops & Refresher
- Bio-Preferred Requirements
- Green Purchasing
- Small Business Program Contracting
- CPARS Overview
- CPARS Quality and Narrative Writing
- Changes under Government Contracts
- Fundamental of System Acquisition Management
- Contract Administration
- Managing IT Projects
- Patent, Technical Data and Computer Software
- Customer Service Skills and Techniques
- Best Value Source Section Using Tradeoffs
- Scheduling
- Risk Analysis and Management
- Earned Value Management
- Value Engineering
- Performance-Based Payment Overview
- Prompt Payment Act and Voucher Examination
- Progress Payments
- Contract Claims
- Construction Claims