

Dear Acquisition Community and Program Offices,

Significant changes are coming to the Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COTR) Program – *including a new name*. The term “COTR” will be officially changed to “COR” to align with the Federal Acquisition Regulation (FAR).

Changes were announced with the Sept. 6, 2011, Office of Federal Procurement Policy (OFPP) memorandum, [Revisions to the Federal Acquisition Certification for Contracting Officer's Representatives \(FAC-COR\)](#). The memorandum establishes a risk-based, three-tiered certification program with varying requirements for training, experience, and continuous learning. **The new requirements will be effective January 1, 2012.**

Agencies are directed to develop guidance and determine how to reassign current CORs by the effective date.

Why this is important NOW: OFPP is recommending that current CORs be grandfathered at Level II and new CORs will be certified at Level I unless they have previous COR or acquisition-related experience. Each level of certification is summarized below.

Level I – 8 hours of training and no experience required. This level is generally appropriate for low-risk contract vehicles, such as supply contracts and orders.

Level II – 40 hours of training and one year of previous COR experience required. These CORs may be called upon to perform general project management activities and should be trained accordingly. This level of COR is generally appropriate for contract vehicles of moderate to high complexity, including both supply and service contracts.

Level III – 60 hours of training and two years of previous COR experience required on contracts of moderate to high complexity that require significant acquisition investment. Level III CORs are the most experienced CORs within an agency and should be assigned to the most complex and mission critical contracts within the agency.

Other important points to be aware of now:

- OFPP is recommending that COR responsibilities be added as a critical element in a COR's performance plan.
- The COR level required for a particular acquisition shall be determined by the Contracting Officer during acquisition planning and in consultation with the Program Manager.
- All CORs must be registered in the Federal Acquisition Institute Training Application System (FAITAS) 2.0 no later than 02/15/12. This system facilitates Defense Acquisition University and FAI training registration and will also be used to track the training and certification levels of the acquisition workforce. Please refer to the FAITAS 2.0 [Quick Start Guide](#) or the more comprehensive [User Guide](#) for system navigation guidance.

Please review OFPP's [memo](#) and the [Frequently Asked Questions](#) for additional information on the new program. Click [here](#) for recommended training options for each level of certification for new CORs. All of this information can be found on the Federal Acquisition Institute's website at <http://www.fai.gov/certification/techrep.asp>.