



DEPARTMENT OF THE TREASURY
WASHINGTON, DC 22202

**Acquisition Procedures
Update (APU)
No. 2012-05
September 13, 2012**

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Thomas A. Sharpe, Jr.
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SUBJECT: Revisions to the Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR) Program

1. **Purpose:** The purpose of this Acquisition Procedure Update (APU) is to communicate an update to the DTAP regarding Contracting Officer's Representative (COR) training requirements based on revisions to the Federal Acquisition for Contracting Officer's Representative (FAC-COR) program.

2. **Effective Date:** Immediately upon issuance.

3. **Expiration Date:** When cancelled or superseded.

4. **Background:** The Office of Management and Budget (OMB) established the Federal Acquisition Certification for Contracting Officer's Technical Representatives (FAC-COTR) program in a November 26, 2007 memorandum (<http://www.whitehouse.gov/sites/default/files/omb/procurement/memo/fac-cotr.pdf>). This memorandum established a structured training program for COTRs and other individuals performing these functions. On September 6, 2011, OMB issued a memorandum entitled "[Revisions to the Federal Acquisition Certification for Contracting Officer's Representative \(FAC-COR\)](#)," replacing the original guidance issued in November 2007. The revised program implemented a three-tiered certification program and changed the term COTR to Contracting Officer's Representative (COR) to align with the Federal Acquisition Regulation (FAR), which now incorporates a definition for "Contracting Officer's Representative" and includes the designation of a COR as part of a Contracting Officer's responsibilities (See FAR Part 1.602-2 (Responsibilities) and FAR Part 2.101 (Definitions)). The new FAC-COR requirements are effective January 1, 2012. Treasury's implementation of the revised FAC-COR program will include three different levels of certification based on core competencies, training, and experience required for managing different types of acquisitions.

This update sets forth training requirements policy for CORs.

5. **Supplemental Information:** The Department of the Treasury Acquisition Career Management Program Handbook has been updated to implement the revisions to the FAC-COR program. See the revised Chapter 6 of the Handbook for details.

6. DTAP Update:

DTAP 1001.670-2 is replaced with the following:

“(a) The September 26, 2011 Office of Federal Procurement Policy (OFPP) memorandum [Revisions to the Federal Acquisition Certification for Contracting Officer’s Representative \(FAC-COR\)](#) establishes training, experience and continuous learning requirements for CORs.

(b) [Chapter 6 of the Treasury Acquisition Career Management Handbook](#) contains Treasury-wide COR training, experience and continuous learning requirements, general procedures for application and achievement of certification, as well as the requirement that Bureaus establish and manage Bureau-level FAC-COR programs.

(c) CORs should be developed and trained as follows:

Level I - 8 hours of training and no experience required, with 8 CLPs of continuous learning every 2 years

Level II – 40 hours of training and one (1) year of previous COR experience required, with 40 CLPs of continuous learning every 2 years

Level III – 60 hours of training and two (2) years of previous COR experience required, with 40 CLPS of continuous learning every 2 years

Questions about this APU may be directed to Michele Sharpe at Michele.Sharpe@treasury.gov or telephone (202) 622-0248.

Attachments:

Acquisition Career Management Program Handbook, updated September 2012

Addendum A – Continuous Learning Training Requirements for FAC-C and FAC-COR