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COMMERCE ACQUISITION MANUAL
1301.670

DEPARTMENT OF COMMERCE
CONTRACTING OFFICER REPRESENTATIVE
CERTIFICATION PROGRAM

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Contracting Officer Representative Certification Program

Section 1 – Overview

1.1   Background
The quality and effectiveness of the federal acquisition process depend on the development of a capable and competent workforce. The Services Acquisition Reform Act of 2003, P. L. 108-136, expanded the definition of acquisition to include functions performed by Contracting Officer Representatives, such as managing and measuring contract performance and providing technical direction. The Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, dated April 15, 2005, built upon this broader definition of acquisition workforce and required the Federal Acquisition Institute (FAI) to develop better standards for training and managing Contracting Officer Representatives.

On November 26, 2007, OFPP issued a memorandum entitled "The Federal Acquisition Certification for Contracting Officer Technical Representatives" establishing a structured training program for Contracting Officer Representatives that standardized competencies and training across civilian agencies. On September 6, 2011, OFPP issued a memorandum to revise requirements for the Federal Acquisition Certification for Contracting Officer Representatives to establish a three-tiered certification program to include the following factors:

- Level of risk and complexity present;

- Competency-based core training and assignment-specific training to achieve certification; and

- Experience requirements for Level II and III certifications.

1.2   Purpose
The purpose of the Department of Commerce (DOC) Contracting Officer Representative Certification Program is to provide the framework and establish procedures for implementation of the Federal Acquisition Certification for Contracting Officer Representatives. The certification program is designed to create a results-oriented acquisition workforce focused on partnering, performance, quality, and accountability that ensure Departmental resources are used and managed effectively throughout all phases of the acquisition life cycle.

1.3   Applicability
The Federal Acquisition Certification for Contracting Officer Representatives (FAC-COR) Program is applicable to all individuals with delegated contracting officer representative (COR) responsibilities for Department of Commerce contracts, including those designated as Assistant/Alternate Contracting Officer Representative or Task Managers. CORs who currently hold Certificates of Eligibility under the preceding certification program are grandfathered into the revised FAC-COR program at the same appointment level held as of December 31, 2011, with the exception of those certified at the Point of Contact/Order Contact (P/OC) level. **Individuals appointed a FAC- COTR – P/OC certification will be converted to FAC-COR Level I**. New COR candidates and existing CORs seeking recertification shall meet the requirements of this policy.

1.4   Program Objectives
The Contracting Officer Representative Certification program is designed to ensure that technical and program requirements of Department of Commerce acquisitions are effectively met. Successful implementation of the program will result in a qualified COR workforce with the requisite knowledge, skills, tools and techniques to perform delegated contract management duties thereby achieving program, business and mission goals and objectives.

1.5　Core Competencies

Contracting Officer Representatives play an important role in the acquisition process and require a substantial range of knowledge, skills and abilities to be applied towards achieving successful project outcomes.

The Federal Acquisition Institute (FAI), charged with promoting the development of a professional federal acquisition workforce, has identified and validated a set of professional business and technical core competencies necessary for Contracting Officer Representatives to develop the required basic skills.

Competencies combine knowledge, skills and abilities with behavior and other characteristics needed to successfully accomplish assignments in a Contracting Officer Representative environment. The essential COR professional business and technical competencies are summarized in Figures 1-1 and 1-2 respectively. A description of each competency is provided under Appendix B and also available on FAI's website at: www.fai.gov under the Certification tab.

Figure 1-1 Professional Business Competencies

Professional Business Competencies	
▪ Attention to Detail	▪ Interpersonal Skills
▪ Oral Communication	▪ Self Management/Initiative
▪ Decision – Making	▪ Integrity/Honesty
▪ Teamwork	▪ Planning and Evaluation
▪ Problem Solving	▪ Influencing/Negotiating
▪ Reasoning	▪ Written Communication
▪ Flexibility	▪ Project Management

Figure 1-2 Technical Competencies

Technical Competencies	
▪ Understanding COR duties, responsibilities and obligations	▪ Defining Business Relationships
▪ Effective Performance Management	▪ Understanding the Marketplace
▪ Strategic Planning	▪ Effective Communication
▪ Detailed Evaluation Skills	▪ Defining Government Requirements in Commercial/Non-Commercial Terms
	▪ Effective Negotiation Skills and Effective Analytical Skills

1.6　Certification Levels

The Department of Commerce has identified three levels for Contracting Officer Representative certification which are designed to facilitate the development of the necessary competencies needed to progress to management of contracts with higher complexity and higher contract management risk.

1.6.1　Contracting Officer Representative - Level 1

Level 1 standards target Contracting Officer Representatives responsible for contracts with relatively low complexity, low contract management risk, and estimated contract values up to $250,000. Competencies at this level are designed for management of fixed-price type contracts or cost-type contracts using simple performance metrics.

1.6.2   Contracting Officer Representative - Level 2

Level 2 standards target CORs responsible for contracts with moderate to high complexity, moderate to high contract management risk, and estimated contract values greater than $250,000 up to $10,000,000. Competencies at this level are designed for management of all types of contracts that have complex contract performance controls to develop, monitor and administer, such as award fees and incentive fees.

1.6.3   Contracting Officer Representative - Level 3

Level 3 standards target CORs responsible for contracts with moderate to high complexity, moderate to high contract management risk, and estimated contract values over $10,000,000. Competencies at this level are designed for management of acquisitions that require special attention due to the importance to mission or program function.

1.7   Roles and Responsibilities

1.7.1   Contracting Officer Representative

The functions and responsibilities of CORs are performed by individuals with various assigned titles as defined below in hierarchical order. Contracting Officer Representatives shall be appointed in writing by the Contracting Officer and this appointment cannot be re-delegated.

1.7.1.1   Contracting Officer Representative

The COR is responsible for providing overall management oversight and technical direction and other contract management duties assigned in writing by the Contracting Officer including contract closeout; furnishing technical direction; monitoring contract performance; maintaining an arms-length relationship with the contractor; communicating with the assigned Program/Project Manager; and entering his/her training and certification information in the Federal Acquisition Institute Training Application System.

1.7.1.2   Assistant or Alternate Contracting Officer Representative (ACOR)

An Assistant or Alternate COR is responsible for functioning as the technical representative of the Contracting Officer in the absence of the COR and/or assisting the COR in performing contract management duties.

1.7.1.3   Task Manager (TM)

A Task Manager is responsible for functioning as the technical representative of the Contracting Officer for tasks awarded against a master contract, including surveillance personnel responsible for monitoring contractor performance, supply schedule or other ordering agreement; and abiding by guidance and requirements provided by the COR for the underlying contractual vehicle.

1.7.2   Chief Acquisition Officer (CAO)

The Chief Acquisition Officer is responsible for developing workforce policies that apply the Contracting Officer Representative requirements to ensure CORs have essential competencies.

1.7.3   Senior Procurement Executive (SPE)

The Senior Procurement Executive is responsible for implementing the COR Certification program department-wide; developing the COR workforce; issuing certifications; and granting waivers.

1.7.4   Acquisition Career Manager (ACM)

The Acquisition Career Manager is responsible for reviewing and recommending approval of certification applications; providing oversight for program compliance; and developing and monitoring workforce policies which apply to COR certification requirements.

1.7.5   Senior Bureau Procurement Official (BPO)
The Senior Bureau Procurement Official is responsible for ensuring bureau compliance with the COR Certification program; reviewing applications for certification; reviewing waiver requests; assessing the appropriateness of continuous learning points (CLPs); submitting certification and waiver packages to the SPE for approval.

1.7.6   Head of Contracting Office (HCO)
The Head of Contracting Office is responsible for submitting requests for certification to his/her BPO; and issuing final decisions with regard to cancellation of COR appointments.

1.7.7   Bureau Career Manager (BCM)
The Bureau Career Manager is responsible for serving as the designated bureau-level point of contact for the FAC-COR program; reviewing and analyzing certification applications for his/her Bureau procurement office; assisting FAC-COR candidates with identifying certification requirements; and ensuring communication regarding the FAC-COR program is disseminated to his/her Bureau's COR community.

1.7.8   Contracting Officer (CO)
Contracting Officers are responsible for determining whether an individual contract action requires appointment of a COR; issuing COR appointments; canceling COR appointments; prescribing additional training requirements when deemed necessary; participating in the identification of appropriate continuing learning opportunities; and documenting COR performance.

1.7.9   Program Official
Program officials are responsible for monitoring compliance with Federal Acquisition Institute Training Application System reporting requirements.

Program officials are responsible for establishing policies for maintaining complete training, certification, and continuous learning records for members of their COR workforce and ensuring information is entered in the career management system; and nominating CORs that have sufficient knowledge in the appropriate field.

1.7.10 COR Supervisor
The Contracting Officer Representative's supervisor is responsible for nominating competent individuals as COR candidates; funding training necessary to meet COR certification requirements; incorporating contract management in COR performance plans when required; obtaining input from Contracting Officers on COR's performance; and participating in the identification of appropriate continuous learning opportunities.

1.8   Management Information System:
Section 37(d) of the OFPP Act, as amended (41U.S.C. 433(d)) requires each executive agency to collect, maintain and utilize information to ensure effective management of the acquisition workforce. The Federal Acquisition Institute maintains a Government-wide acquisition career management information system that is used to track COR training and certification information. Program officials are responsible for establishing policies for maintaining complete training, certification, and continuous learning records for members of their Contracting Officer Representative workforce and ensuring information is entered in the career management system.

Contracting Officer Representatives must properly enter information into the Federal Acquisition Institute Training Application System (FAITAS) to reflect training, certification, experience, and continuous learning points; and update training information as necessary. Use of FAITAS is a

mandatory requirement of the FAC programs and all CORs must be registered in FAITAS no later than **February 15, 2012**. To access FAITAS, go to:
https://faitas.army.mil/Faitas/External/Login/?ReturnUrl=%2fFaitas%2f

END OF SECTION 1

Section 2 – Certification Requirements

2.1   Background
The Department of Commerce Contracting Officer Representative certification program is a competency and experience-based program that integrates project management competencies into the technical and acquisition training curriculum. Applying a project-oriented approach to the COR certification program aligns the appropriate project management tools and techniques with the skills needed to successfully acquire goods and services and to initiate, manage, and closeout contractual vehicles.

2.2   Competency Model
The COR competency model represents the areas of knowledge needed to effectively and efficiently perform delegated contract management duties. Increased competence in the required areas will develop as an individual advances and accepts more challenging projects thereby gaining valuable experience in each area.

2.2.1   Business/Program/Industry Knowledge and Performance
Knowledge of laws, regulations, and terminology, for a particular field, sufficient to work with, understand, and evaluate technical information and provide advice on technical issues related to a particular field.

Program officials are required to nominate individuals that have sufficient knowledge in the appropriate field related to the acquisition. Supervisors should nominate individuals that have gained knowledge in this competency area through formal training and on-the-job experience. This policy does not prescribe training in this competency area.

2.2.2   Core COR Competencies Knowledge and Performance
Sufficient professional business and technical skills, such as: problem solving, teambuilding, strategic planning and communications, to manage the business partner relationship with the Contracting Officer and the contractor. Core competencies required to perform as a COR should be acquired through both on-the-job experience and coursework. The Federal Acquisition Institute offers online courses, at no cost, to meet COR core competencies.

2.2.3   Project Management Knowledge and Performance
Knowledge and skillful application of principles, techniques, methods or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs and contractor performance. The Commerce Learning Center (CLC) offers many online training courses in project management that will meet this competency area.

2.2.4   Acquisition Management Knowledge and Performance
Knowledge and application of various types of acquisition techniques, contracting methods, contract negotiation strategies, and contract administration procedures. Appendix I contains a matrix of courses available through FAI that will meet the acquisition management competency area requirements.

2.3   Training Requirements
The Department of Commerce's implementation of the Federal Acquisition Certification for Contracting Officer Representatives defines the requirements for training based on three levels of expertise. Achievement of FAC-COR is based on the requirements as outlined below and summarized in Figure 2-1, *FAC-COR Certification Requirements.*

For new CORs, training completed within the last five years can be applied towards meeting training requirements. For individuals who transfer to Commerce with existing FAC-COR certifications must complete the DOC specific requirements before they can be appointed to a contract.

Figure 2-1, FAC-COR Certification Requirements

	Level I Certification	Level II Certification	Level III Certification
Dollar Threshold	Up to $250K	$250K up to $10M	$10M and above
Contract Responsibilities	Provide technical oversight and direction for low risk contracts, simplified acquisitions or moderately complex contracts under the direct leadership of a more experienced COR	Provide technical oversight and direction for moderate risk contracts with little or no supervision and oversight for more highly risk and complex contracts under direct leadership of a more experienced COR	Provide technical leadership, oversight, and direction of high-risk, complex contracts; mentor, develop, and lead less experienced CORs
Experience	None required	A minimum of one year spent performing Level I COR duties	A minimum of three years of COR experience, of which two were performed at Level II
[1]**Training**	40 hours of training (of which at least 8 hours of classroom instruction is encouraged) consisting of the following: • FCR110 - Contracting Officer's Representative (COR) Level 1 (8 CLPs) • CLC004 - Market Research (3 CLPs) • FAC018 – Green Purchasing for Civilian acquisition (2 CLPs) • CLM003 – Ethics Training for Acquisition (1 CLP) • FAC031 – Small Business Programs (2.5 CLP) • 12 CLPs in Acquisition Management • 12 CLPs in Project Management	Level I Certification, plus additional training in the following: • Performance- Based Services Acquisition or Services Acquisition • Source Selection • 1 Elective (min. 3 CLPs) Suggestive list to choose from: o CLC108 – Strategic Sourcing o CLC013 – Services Acquisitions o CLC027 – Buy American Act o CLM031 – Improved Statements of Work o CLC028 – Past Performance Information o FAC034 – Interagency Acquisitions o CLM006 – Independent Government Cost Estimate (IGCE) for Services Acquisition	Level I & II Certifications, plus the following three additional courses: • Advanced COR Workshop, COR Refresher, COR222, or CLC222 (18 CLPs) • 2 Electives (min. 16 CLPs) May choose any combination from Level II elective list and/or suggestive list below: o FAR Overview o IT Acquisitions o Administration of Cost Reimbursement Contracts o Task and Delivery Order Contracting o Incentive Contracts o Construction Contract Management o Emergency Contracting

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[1] Please note, course numbers and minimum CLPs are based on DAU offerings. However, courses obtained from other providers and commercial vendors containing course content comparable to DAU and FAI's curricula will also meet the requirement.

Continuous Learning Requirements	40 hours of training every two years, including any combination of hours of:
	• Technical competency training specific to the industry the COR oversees (i.e.,IT, construction), and/or
	• Professional business competency training (i.e. acquisition, COR refresher)
	Experience Summary – CORs must also provide a summary that demonstrates experience actively serving as a COR conducting contract management activities and how the COR competencies found on the FAI web site at: https://www.fai.gov/ have been achieved, including a detailed description of the program/contract(s) involved and specific actions performed to attain the required skills.

2.4   Continuous Learning

To maintain FAC-COR certification, Contracting Officer Representatives are required to earn 40 continuous learning points (CLPs) of skills currency training every two years, and demonstrate experience performing as a COR or conducting COR-related activities. Continuous learning points begin to accumulate on the date of certification. *Failure to comply with CLP requirements nullifies the certification and its transferability to other agencies.* Appendix C provides guidance on earning continuous learning points and assigning points to various developmental activities. Continuous learning point requests must be submitted in FAITAS per instructions provided in Appendix J.

Continuous learning activities may include, but are not limited to the following:

- Training activities, such as teaching, self-directed study, and mentoring;
- Courses completed to achieve certification at the next higher level;
- Professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing, and attending workshops;
- Educational activities, such as formal training, and formal academic programs; and
- Experience serving as a COR on a contract.

Effective January 1, 2012, all CORs regardless of level, must demonstrate as part of continuous learning skill currency that they have actively served in the role of a COR performing contract management duties. Contract management experience includes tasks such as: validating invoices (i.e. comparing contractor's hours work to hours billed); monitoring and documenting contractor's performance as authorized by the Contracting Officer; reporting any problems with contractor's performance, delivery requirements or noncompliance with the contract's terms and conditions to the CO; conducting technical analysis; performing inspection and acceptance actions; documenting a contractor's performance in the past performance file; conducting and properly documenting market research; assisting the CO as a technical advisor; and other general COR-relevant tasks as identified by the CO and appropriate to the level certified.

2.5   Contracting Professionals and COR Training Requirements

Contracting professionals certified as Federal Acquisition Certification in Contracting (FAC-C) Level I or II are considered to have met the FAC-COR – Level II requirements and individuals certified as FAC-C Level III are considered to have met the FAC-COR requirements for FAC-COR Level III. However, a FAC-COR application must be submitted to obtain a FAC-COR certification. Individuals with FAC-COR certification do not necessarily meet the requirements for FAC-C.

2.6   Program and Project Managers and COR Training Requirements

Program and Project Managers certified as Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) Mid/Journeyman Level are considered to have met the FAC-COR – Level II requirements and those with FAC-P/PM Senior/Expert certification are considered to have met the FAC-COR requirements for Level III. However, an application ~~package~~ must be submitted to obtain a FAC-COR certification. Individuals with FAC- COR certification do not necessarily meet the requirements for FAC-P/PM.

2.7   Additional Training Requirements

In addition to the training required for FAC-COR certification, Contracting Officers may require CORs to complete additional training applicable to a specific acquisition. Additional training may include topics such as: Construction Contracts, Task Order Contracting, Earned Value Management, or Homeland Security Presidential Directive 12 (HSPD-12) training.

2.8   Training Providers
2.8.1   Federal Acquisition Institute Sponsored Training

The Federal Acquisition Institute manages the Acquisition Workforce Training Fund to ensure that equitable training opportunities are available for all civilian agencies. FAI uses the training fund to offer Defense Acquisition University (DAU) equivalent training courses to civilian agency employees at **no charge**. Employees can view the current FAI course schedule and register for courses at: https://www.fai.gov/.

All courses outlined in the core COR competency training requirements are available online through FAI. In addition, many courses that meet the project management and acquisition management competencies are available through FAI. As the Department of Commerce has a limited number of quotas for FAI sponsored classroom courses, the Acquisition Career Manager will review each registration to ensure quotas are effectively managed.

2.8.2   Defense Acquisition University Training

The Defense Acquisition University training courses are available to civilian agency employees at **no charge**. Employees can view the current course schedule and register for DAU training courses at: https://identity.dau.edu/EmpowerIDWebIdPForms/Login/VirtualCampus. All courses outlined in the core COR competency training requirements are available online through DAU.

2.8.3   Commerce Learning Center

The Commerce Learning Center (CLC) has a variety of online courses available including project management courses that meet these competency requirements at: https://doc.csod.com.

2.8.4   Other Training Providers

Other courses or combination of courses covering the required competencies may be acceptable. Course content material shall be compared to the required competency areas to ensure compliance.

2.9   Experience Requirements

Each COR, in due course of his/her training and progressive work responsibilities, is expected to build, strengthen and apply core capabilities acquired. The revised FAC-COR guidance includes implementing an experience-based certification tiered program, which considers level of risks and complexity present and various degrees of responsibility. To this end, CORs must demonstrate competency development of COR knowledge, skills and abilities by documenting experience working on a contract(s) as a COR that details how the COR competencies as provided

under Appendix B and found on the FAI web site have been achieved.

2.9.1 Requirements for Level I FAC-COR Certification

There is no experience required for a Level I FAC-COR certification.

2.9.2 Requirements for Level II FAC-COR Certification

A Level II FAC-COR certification requires a **minimum of one year experience** performing Level I COR duties within the last three years. Level II CORs may demonstrate experience in both pre- and post-award functions that include, but not limited to: developing requirements documents (i.e. Statements of Work/Objectives, cost estimates); collecting and analyzing market research data to establish technical requirements; identifying performance objectives, criteria, and measurements for evaluating proposals; participating in evaluations; providing CO with contract termination or close-out assistance; and other general or unique COR-relevant tasks.

2.9.3 Requirements for Level III FAC-COR Certification

A Level III FAC-COR certification requires a **minimum of three years experience** within the last seven years, of which two were performed as a COR Level II. As a senior COR, experience for a level III may be gained by performing acquisition-related activities in a leadership position such as the Program Manager; Integrated Product Team Lead or Project lead performing specific duties such as, leading technical evaluation team, being recognized as the subject matter expert for the project or chairing the Source Selection Evaluation Board.

2.10 Certification Application Process

Program officials shall nominate competent candidates for Contracting Officer Representative certification. Nominees must initiate and prepare their applications for FAC-COR certification and submit the application to their supervisor for approval using FAITAS. Nominees are responsible for producing certificates, transcripts, and records that provide evidence that they satisfy the requirements of the program. The FAC-COR application must be completed in FAITAS per instructions provided in (Appendix D), accompanied with documentation to support completion of required training (i.e., certificates or transcript).

2.11 Certification Waivers

The Senior Procurement Executive may waive the requirement for obtaining a certification, on a case-by-case basis, if granting a waiver is in the best interest of the Department. Waivers for FAC-COR certification may not exceed 12 months.

The Senior Bureau Procurement Official shall submit all requests for waivers to the Senior Procurement Executive with the following documentation:

- Written justification that includes reasons for and conditions of the waiver;
- Documentation and justification of the employee's background and experience in the required competencies, and documentation to support plan for completion of the required competencies; and
- Outline of actions that will be taken if the conditions of the waiver are not met.

END OF SECTION 2

Section 3 – Nomination, Appointment and Cancellation Procedures

3.1   Nomination
Program officials shall nominate COR candidates who are technically competent in the field related to the specific acquisition and who have received FAC-COR certification at the appropriate level to support the contract action. ***Program officials shall consider the amount of time the nominee is able to dedicate to performing delegated contract management duties***. In order to involve the COR in the end-to-end acquisition process, formal nomination shall be made at the onset of the acquisition planning process. A sample nomination letter is included in Appendix H. A copy of the nomination letter shall be provided to the Contracting Officer.

3.1.1   Nomination Requirements
Contract management duties for projects over $10M require the nomination and appointment of a Level 3 COR who can devote the necessary time to successfully perform all delegated activities. Supervisors of CORs, with the assistance of the bureau servicing human resources office, shall include contract management in performance plans of all Level 3 CORs. COR performance plans shall incorporate contract management as a separate critical element or include contract management language into an existing element. Sample contract management performance element language is provided in Appendix E, 5-Level Performance Rating System, and Appendix F, 2-Level Performance Rating System.

COR supervisors shall consider input from the cognizant Contracting Officer when preparing the performance rating of the COR employee. A sample COR Performance Evaluation is included in Appendix G.

3.2   Appointment
A COR appointment letter is required for every contract action where the Contracting Officer delegates contract management responsibilities to a COR. The Contracting Officer shall consider the complexity and dollar value of the acquisition, the candidate's technical knowledge, experience, training, judgment, character, and reputation when appointing a COR. The COR candidate shall meet certification requirements, as evidenced by a FAC-COR. Assistant and Alternate CORs, Task Managers, including surveillance personnel, shall be appointed in accordance with the same requirements applicable to CORs.

Before making an appointment, the Contracting Officer shall consider the amount of time the candidate is able to dedicate to performing delegated contract management duties. The Contracting Officer may deem a COR candidate ineligible for a particular appointment if the candidate is unable to perform the delegated contract management duties successfully, given other demands on his/her time. For all Level 3 CORs, the Contracting Officer shall also ensure that contract management is included in the COR's performance plan prior to appointment.

3.2.1   Delegation and Appointment Memorandum
The Contracting Officer shall issue a delegation and appointment memorandum upon determination that the nominee has received FAC-COR certification at the appropriate level to support the contract action and the nominee can dedicate the necessary amount of time for successful contract management.

The delegation and appointment memorandum shall at a minimum: identify the contract; state the roles and responsibilities of the COR; list the delegated contract management duties; and note the Contracting Officer's authority to appoint a successor COR and/or withdraw COR appointments if it is

deemed necessary. The COR shall countersign the delegation and appointment memorandum to indicate he/she has read and accept the duties, responsibilities, and limitations of the appointment. As determined by the Contracting Officer, the delegation and appointment memorandum may also be signed by the COR's supervisor to indicate he/she recognizes and accepts the demands on the COR's time and performance. The Contracting Officer shall maintain a copy of the delegation and appointment memorandum and acknowledgement in the contract file. A copy of the delegation and appointment memorandum may be provided to the contractor. Sample delegation and appointment memoranda are provided in Appendix H.

If the COR candidate is performing pre-award tasks such as requirements development and proposal evaluation, it is recommended that (s)he be issued a COR appointment memorandum at that time that addresses both pre- and post-award responsibilities.

In addition to the delegation and appointment memorandum, Contracting Officers shall notify prospective CORs of their obligation to disclose any direct or indirect financial interest that would conflict with the COR's public duties, in accordance with Department Administrative Order (DAO) 202-735-A Employee Responsibilities and Conduct. found at:
https://www.commerce.gov/cr/policies/department-commerce-organizational-orders-and-administrative-orders.

3.3   Cancellation of Appointment

Contracting Officers have the authority to cancel COR appointments of individuals who are not satisfactorily fulfilling their contract management duties or staying within the limits of their COR authority. Cancellation actions shall be undertaken only in serious circumstances and only after the Contracting Officer has attempted to have the COR correct the problem. The Contracting Officer shall take this action only after consideration of the impact on the individual concerned, balanced with the obligation to manage contracts in a manner that safeguards the interest of the Department and the taxpayer.

The Contracting Officer shall document the basis for the decision and notify the COR in writing of the cancellation, providing five (5) work days for appeal to the HCO, or one level above the HCO if the HCO is the Contracting Officer. The appeal official shall render a decision within five (5) working days of the appeal. The appeal decision is final.

In urgent situations, the appeal period may be waived and an earlier decision issued. Upon written request by the COR, the appeal official may extend the appeal period.

END OF SECTION 3
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APPENDICES

APPENDIX A – DEFINITIONS

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APPENDIX H – SAMPLE NOMINATION, DELEGATION AND APPOINTMENT MEMOS

APPENDIX I – CONTRACTING MATRIX

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            INSTRUCTIONS

APPENDIX A – DEFINITIONS

Acquisition - The acquiring of supplies or services (including construction) with appropriated funds by contract for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.

Acquisition Career Manager – The Individual appointed pursuant to OFPP Policy Letter 05-01 to lead the Department's acquisition career management program. The Director of Commerce Acquisition Workforce and Policy Development Division has been designed as the Acquisition Career Manager.

Acquisition Workforce - Employees performing acquisition-related work. The acquisition workforce includes permanent civilian employees who occupy acquisition positions.

Assistant or Alternate Contracting Officers Representative – An individual who functions as the technical representative of the Contracting Officer in the absence of the COR and/or assists the COR in performing contract management duties. ACORs require the same level of training as CORs.

Chief Acquisition Officer – The Department's Executive-level non-career employee designated pursuant to the Services Acquisition Reform Act (SARA) to advise and assist the head of the agency and other agency officials to ensure the mission of the agency is achieved through the management of the agency's acquisition activities.

Competencies – Observable, measurable patterns of skills, knowledge, abilities, behaviors, and other characteristics than an individual needs to perform in occupational functions.

Competency-Based Training – Development activities specifically designed to achieve a high level of proficiency for a particular competency.

Continuous Learning Points - Continuing education or training opportunities such as agency-sponsored training and management/executive seminars, special job and/or professional association related projects and/or participation in seminars/workshops, or other appropriate developmental activities to remain current in the acquisition field.

Contract – A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of funds.

Contract Management Duties – Specific activities performed by the acquisition workforce related to the administration of a contract from contract award through contract closeout.

Contracting Officer **–** Individuals designated authority to enter into, administer, and/or terminate contracts and to make related determinations and findings.

Contracting Officer Representative – A Federal employee delegated limited authority by a Contracting Officer to monitor and perform specific, enumerated contract management duties related to contract planning, contract administration, technical oversight, and closeout to ensure that contractor's performance meets the standards set forth in the contract. Contracting Officer Representatives may be designated as Assistant/Alternate Contracting Officer Representative (ACOR) or Task Manager (TM).

Core Training - A course of study that meets FAC-COR competencies requirements for a certification level.

Critical Skills – Business and technical skills that are needed by a member of the acquisition workforce to sufficiently perform his/her duties.

Defense Acquisition University – A consortium of Department of Defense education and training institutions and organizations providing mandatory acquisition courses for certification.

Earned Value Management – A project management tool that effectively integrates the project scope of work with cost, schedule and performance elements for optimum project planning and control.

Federal Acquisition Certification for Contracting Officers Representative **–** A certification program establishing core training requirements for Contracting Officer Representatives in civilian agencies.

Head of Contracting Office **-** Individual's designated to head the contracting offices within each operating unit that has designated contracting authority to award and administer contracts to the full limit of the Department's contracting authority.

Individual Development Plan **-** Document used to plan an employee's education, training, experience and other developmental activities for progression in the procurement career field. Developing the plan is a joint effort of the employee, supervisor, and possibly other knowledgeable persons in the training and/or acquisition fields.

Program – A group of related work efforts, including projects, managed in a coordinated way. Programs usually include elements of ongoing work.

Program/Project Manager – An individual who directs a group of related activities performed within a specified time period to meet a specific set of objectives.

Program Official – An operating unit head or Office of the Secretary manager who is responsible for carrying out specified substantive functions (i.e., programs) necessary for the performance of the Department's mission.

Project – A specific investment having defined goals, objectives, requirements, life cycle costs, a beginning and end, and delivers a specific product, service or result.

Senior Bureau Procurement Official **–** The senior career procurement official, within each operating unit that has been delegated contracting authority.

Senior Procurement Executive **-** The official appointed pursuant to Executive Order 12931 and the Services Acquisition Reform Act (SARA) to carry out the responsibilities identified in both the Executive Order and SARA.

Skills Currency **–** Federal Acquisition Certification for Contracting Officer Representatives requires at least 40 hours of continuous education or training every two years to maintain certification.

Waiver -- A provision that permits the Department of Commerce SPE to waive all or part of the FAC-COR requirements for an assigned program or project manager, if granting the waiver is in the best interest of the agency.

APPENDIX B – COR CORE COMPETENCIES

PROFESSIONAL BUSINESS COMPETENCIES

- **Attention to Detail**
  Is thorough when performing work and conscientious about attending to detail.

- **Decision-Making**
  Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

- **Flexibility**
  Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacle; effectively deals with ambiguity.

- **Influencing/Negotiating**
  Persuades others to accept recommendations, cooperate, or change their behavior; work with others towards an agreement; negotiates to find mutually acceptable solutions.

- **Integrity/Honesty**
  Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

- **Interpersonal Skills**
  Shows understanding, courtesy, tact, empathy; develops and maintains relationships; deals with difficult people; relates well to people from varied backgrounds; is sensitive to individual differences.

- **Oral Communication**
  Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing presentations, listens to others; attends to nonverbal cues.

- **Planning and Evaluating**
  Organizes work, sets priorities, determines resource requirements, determines goals and strategies; coordinates with other organizations, monitors progress; evaluates outcomes.

- **Problem Solving**
  Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives and make recommendations.

- **Project Management**
  Develops and maintains a workable plan and manages resources to accomplish the overall goal of the project; plans, manages and follows through to ensure the smooth flow and timely completion of activities that deliver project results; anticipates obstacles or gaps that would impact project success and works to continuously improve the agency's capability to achieve success.

- **Reasoning**
  Identifies rules, principles, or relationships that explain facts, data or other information; analyzes information and makes correct inferences or accurate conclusions.

- **Self-Management/Initiative**
  Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

- **Teamwork**
  Encourages and facilitates cooperation, pride, trust; fosters commitment; works with others to achieve goals.

- **Writing**
  Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information that is appropriate for the intended audience.

TECHNICAL COMPETENCIES

- **Strategic Planning**
  Ability to advise customers on their acquisition-related roles and in the development and implementation of strategies needed to assure that supplies and services are available when needed to meet mission requirements.

- **Market Research (Understanding the Marketplace)**
  Ability to collect and analyze relevant market information and identify possible sources for the acquisition through effective market analysis and industry knowledge.

- **Defining Government Requirements in Commercial/Non-Commercial Terms**
  Ability to determine or develop offer evaluation factors that will discriminate between offerors and what tie back to the technical requirements included in the solicitation. Ability to determine the most appropriate method of acquisition for each procurement request.

- **Defining Contractual/Business Relationships**
  Ability to identify and select the most appropriate contractual terms and arrangements; for example, in pricing, financing, and payment methods.

- **Effective Communication/Solicitation of Offers**
  Ability to manage the solicitation process and adhere to procedures, including writing and publicizing the procurement, conducting discussions and conferences, and amending or canceling the solicitation when appropriate.

- **Detailed Bid Evaluation Skills**
  Ability to receive, handle, and evaluate bids adhering to proper procedures.

- **Proposal Analysis and Evaluation (Analytical Skills)**
  Ability to receive, handle, and evaluate quotations/proposals adhering to proper procedures. Ability to obtain proper disclosure of accounting practices and to determine if the firm's accounting practices comply with Government cost accounting standards.

- **Negotiation Skills**
  Ability to plan negotiation positions and prepare negotiation strategies. Ability to conduct a negotiation session and document the elements of the negotiated agreement.

- **Requirements Management (Effective Communication of Contract Requirements)**
  Ability to administer contract requirements and manage vendor relationships for effective delivery of goods and services.

- **Performance Management**
  Ability to monitor contract performance and take any necessary action and apply remedies to protect the rights of the Government. Ability to use performance metrics to evaluate actual performance against goals.

APPENDIX C – GUIDANCE ON MEETING CONTINUOUS LEARNING POINTS

These guidelines reflect best-in-practice recommendations for continuous learning. Agencies retain flexibility and supervisors remain responsible for working with program and project managers to identify those activities and opportunities of greatest benefit to the professional development of an individual. The training, professional activities, education and experience that are used to meet the Continuous Learning Points (CLPs) requirements must be job related. NOTE: *One training day is equal to six (6) hours unless the training certificate identifies Continuing Education Units (CEUs) or CLPs.*

A. Training

1) **Awareness Training.** Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required.

2) **Learning Modules and Training Courses.** These may be formal or informal offerings from a recognized training organization, including in-house training courses/sessions, which include some form of testing/assessment for knowledge gained.

3) **Self-Directed Study.** An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

4) **Teaching.** Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules.

5) **Mentoring.** Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved.

B. Professional Activities

1) **Participating in Organization Management.** Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that one is permitted to join under current ethics law and regulation. The employee and supervisor must first ensure that participating in the management of an organization is allowed by the agency.

2) **Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences.** Employees can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.

3) **Publishing.** Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.

4) **Participating in Workshops.** Points should be awarded for workshops with planned learning outcomes.

C. Education

1) **Formal Training.** Supervisors should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10 CLP points per CEU.

2) **Formal academic Programs**. For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

SAMPLE ACTIVITIES	RECOMMENDED NUMBER OF HOURS
Active Association Membership (in relevant subject area or program/project management association)	5 hours for an active membership year OR 1 hour for each 60 minutes of activity attended during the year
Publication of P/PM/acquisition-related articles, technical papers, etc.	20 hours for articles 25 for technical paper
Formal rotational assignments	40 hours per assignment
Conference presentations, training or seminar delivery	2 hours for 60 minutes of first-time presentation (1 for presentation, 1 for preparation, .5 credit for repeat delivery of same material)
Team leadership activities, participation on project teams for new products/activities	1 hour for every 60 minutes of participation
Formal education	1 hour for each hour of instruction up to 36 hours for a 3 credit course or American Council on Education (ACE) recommendation
Professional examination, license, or certification	40 hours in the year obtained
1 Continuing Education Unit (CEU)	10 hours
1 Continuous Learning Point (CLP), Professional Development Unit (PDU), or Professional Development Hour (PDH)	1 hour
1 credit hour (college course or ACE recommendation)	12 hours
Conference attendance	1 hour for each 50 minute presentation attended

Note - All activities may earn points only in the year accomplished, awarded or published.

D. Experience

Experience includes on-the-job experiential assignments and intra- or inter-organizational rotational career-broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table below.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to the agency and the immediate benefit to the supervisor's organization and the individual. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

CREDITABLE ACTIVITIES	POINT CREDIT
Experience:	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Integrated product Team (ITP)/ Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year
Assignment Length (Rotational Assignments or Training with Industry):	Recommended Points:
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

APPENDIX D – FEDERAL ACQUISITION CERTIFICATION FOR CONTRACTING OFFICER REPRESENTATIVE FAITAS APPLICATION INSTRUCTIONS

➢ **Employee Activity #1: Submit a Certification Request**

The general workflow is Employee → Supervisor → Bureau Certification Manager (BCM) → Agency Certification Manager (ACM). The Bureau Career Manager for your operating unit serves as the Bureau Certification Manager and the Department's Acquisition Career Manager serves as the Agency Certification Manager.

Employees submit certification requests that should support documentation. Support documentation is anything that supports your certification request such as certificates, transcripts, letter of completion, etc.

General Access Instructions

1. Enter the URL: https://faitas.army.mil/Faitas/External/Login/?ReturnUrl=%2fFaitas%2f to display the **U.S. Government Information System** message screen.
2. Read the message and click the **I Agree** button.
3. In the FAITAS login screen, enter your email address and password to display the Dashboard.

Activity Instructions

1. From the main navigation bar, go to **Manage Career | Certification and click My Certification Requests**. The **Certification Requests for [Employee Name]** screen opens.

Figure 1: My Certification Requests

2. Click the Add Certification Requests >> link located above the Certification Requests section. The **New Certification Request** screen opens.
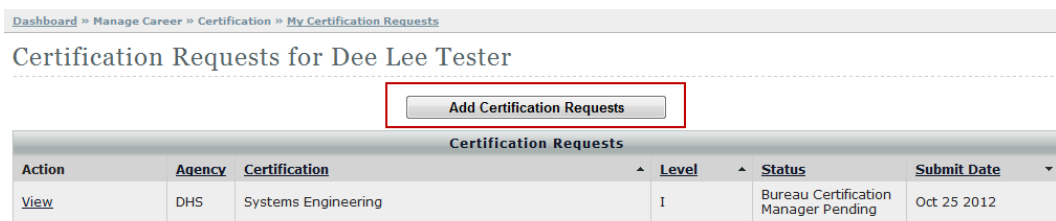
Figure 2: Add Certification Requests Link

3. In the Certification Selection area, select a **Certification** and a **Level** from the drop-down lists, then click the **Next** button. The **New Certification Request** screen refreshes with an expanded **Requirements** section.

4. On the **New Certification Request** screen, there are three Requirement sections: Education, Experience, and Training. Supporting documentation may be required in all or some of these areas.

Figure 3: New Certification Request

5. To upload documentation, click the **Attach Supporting Documentation** link. The **Upload Document** pop-up window opens. Click the **Browse** button, select a file, click the **Open** button and enter a **File Description** so that the approval manager knows the file contents, then click the **Submit** button to upload the selected file. The file size limitation for each uploaded file is 4 Mb. The file name appears in the **Attach File** field and the file name of supporting documentation displays in the appropriate section.

6. Repeat the upload steps to add additional supporting documentation.

7. After you finish uploading any supporting documentation, click each of the checkboxes in front of **Education**, **Experience**, and **Training.** Checkmarks appear in each box. **IMPORTANT:** Check all boxes even if supporting documentation was not uploaded, otherwise, an error message will display when you try to submit the certification request.

8. [*Optional*] Add a comment in the **Remark** textbox. Comments are an option if you want to provide the approval authorities with additional information.

9. Read the **Employee Statement**. If the statement is true, enter a checkmark. If you do not enter a checkmark, the **Submit Request** button does not activate.

Figure 4: Employee Statement

10. Click the **Submit Request** button. The **Certification Request** screen opens along with a green text message that confirms the request was submitted successfully.

11. Click the **Close** button. The **Certification Requests for [Employee]** window opens to show the updated **Certification Request** table. Notice that the **Status** refreshes to say "Supervisor Pending".

Figure 5: Status Updates

> - **EMPLOYEE ACTIVITY #2: Verify the Final Decision Regarding Certification Request**

Employees should check the status of their Certification requests until a final processing decision (**Approved** or **Disapproved**) is evident.

Activity Instructions

1. From the main navigation bar, go to **Manage Career** | **Certification** and click **My Certification Requests.**

2. **The Certification Requests for [Employee Name]** screen opens.

3. In the **Processed Certification Requests** section, notice that the Status updates as "Approved" or "Disapproved".

Figure 1: Processed Certification Requests

4. In the case of a disapproved certification request, click the **View** link in the **Action** column to display the Certification Request.

5. Scroll to the bottom to see the reason the request was disapproved.

> - **EMPLOYEE ACTIVITY #3: View Certifications**

Employees can view or print Certifications.

Activity Instructions

1. From the main navigation bar, go to **Manage Career** | **Certification** and click **My Certification Requests.**

2. The **Certification Requests for [Employee Name]** screen opens.

3. In the **Processed Certification Requests** section, click any Certification listed with a status of "Approved."

Figure 1: Certifications

4. A small File Download pop-up window opens

5. Click the **Open** button. A PDF certificate window displays the Certificate.

6. Click the "X" to close PDF screen. The **Certification Requests for [Employee Name]** screen opens again.

➢ **EMPLOYEE ACTIVITY #4: Respond to a "Return to Employee" Decision**
Approval authorities, (i.e. Supervisors, Bureau Certification Managers, and Agency Certification Managers) can return a certification request for more information. When a request is returned, Employees can add supporting documentation or enter a comment in the **Remark** textbox. Other fields cannot be edited.

Activity Instructions

1. From the main navigation bar, go to **Manage Career | Certification** and click **My Certification Requests.** The **Certification Requests for [Employee Name]** screen opens.

2. Click the **Edit** link in the **Action** column for the Certification that has been returned. The **Certification Request** screen opens.

3. Scroll down to review the message the approval authority wrote and enter the additional supporting documentation as requested. You must enter a remark in the textbox before re-submitting the request.

Figure 2: Respond to "Return to Employee" Decision

4. Verify the **Employee Statement** and click the **Resubmit Request** button. A green text message confirms that your request has been submitted successfully.
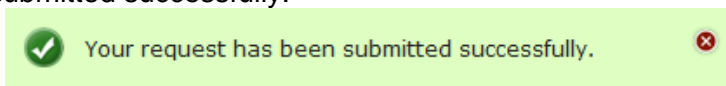

Figure 3: Successful Resubmission Text

FAC-COR FAITAS CERTIFICATION MODULE (SUPERVISOR) INSTRUCTIONS

➢ **SUPERVISOR ACTIVITY #1: Supervisor "Recommends Approval" of Employee Certification Request**

The general workflow is Employee → Supervisor → Bureau Certification Manager (BCM) → Agency Certification Manager (ACM). The Bureau Career Manager for your operating unit serves as the Bureau Certification Manager and the Department's Acquisition Career Manager serves as the Agency Certification Manager.

Employees submit certification requests. Supervisors can Recommend Approval, Recommend Disapproval, or Return Requests to the Employee for more information.

General Access Instructions

1. Enter the URL: https://faitas.army.mil/Faitas/External/Login/?ReturnUrl=%2fFaitas%2f to display the **U.S. Government Information System** message screen.
2. Read the message and click the **I Agree** button.
3. In the FAITAS login screen, enter your email address and password to display the Dashboard.

Activity Instructions

1. In your Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certifications** link. NOTE: You can also click the name of individual Employees but up to five (5) pending certification requests are listed. To see the complete list, it's recommended to click the **Manage Certifications** link. The **Certification Request** screen opens.

Certification Requests Pending Your Review		
Name	**Date Submitted**	**Certification**
Dee L Tester	Sep 11 2012	Federal Acquisition Certification in Contracting
Dee L Tester	Oct 25 2012	Acquisition Program Manager
Dee L Tester	Oct 22 2012	Cost Estimating
Manage Certification Requests		

Figure 1: Manage Certification Requests

2. Within the Certification Request, click the **View** link to see any supporting documentation that the Employee uploaded.

Requirements

☑ **Education**

- Baccalaureate degree (any field of study)
  OR
- at least 24 semester hours among these disciplines: Accounting, Law, Business, Finance, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organization and Management

Supporting Documents: (*required*)

File Name	**Description**	**Document Type**	**File Date**	**Action**
8_13_2012_Define and Update a Metric.docx	Supporting documentation for Education	Letter	Sep 11 2012	View

☑ **Experience**

- 2 Years

Supporting Documents: (*required*)

File Name	**Description**	**Document Type**	**File Date**	**Action**
8_13_2012_Define Measurement Strategy.docx	Evidence of completion for verification of experience	Letter	Sep 11 2012	View

Figure 2: Action Column Contains View Link

3. After viewing the documentation, scroll to the bottom of the Certification Request and click the **Recommend Approval** button. A green message confirms that the request has been forwarded to the next approval authority.

Figure 3: Confirmation Text Message

➢ **SUPERVISOR ACTIVITY #2: Supervisor "Recommends Disapproval" for an Employee Certification Request**

Employees submit certification requests. Supervisors can also Recommend Disapproval.

Activity Instructions

1. In your Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certifications** link. The **Certification Request** screen opens.

2. Review the certification request and supporting documentation (if available).

3. If you will recommend disapproval of the certification request, you MUST enter an explanatory remark in the **Remarks** textbox.
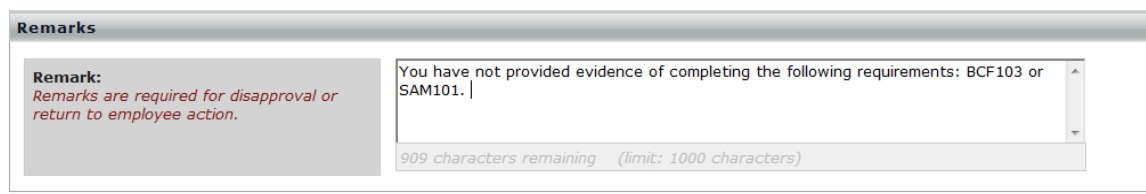

Figure 1: Remark Textbox

4. Scroll to the bottom of the Certification Request and click the **Recommend Disapproval** button. A green text message confirms that the request has been forwarded to the next approval authority.
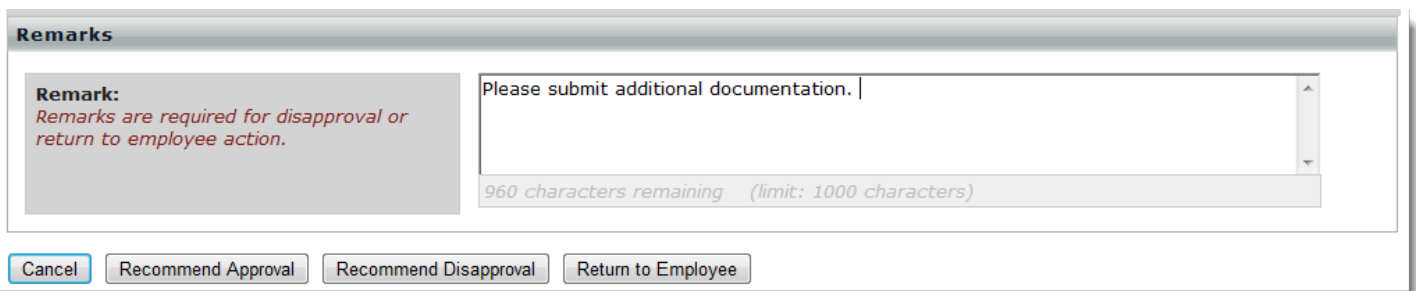

Figure 2: Confirmation Text Message

➢ **SUPERVISOR ACTIVITY #3: Supervisor Selects "Return to Employee" Option**

Employees submit certification requests. Supervisors can Return Requests to the Employee for more information.

Activity Instructions

1. In your Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certifications** link.

2. The **Certification Request** screen opens.

3. Review the certification request and supporting documentation (if available).

4. You decide to ask the Employee for more documentation and enter a comment in the **Remark** textbox. Remember that you must include remarks for any **Recommend Disapproval** or **Return to Employee** decisions.

Figure 1: Remark Textbox

5. Select the **Return to Employee** button. A green text message indicates that the request has been returned to the Employee.

APPENDIX E – 5-LEVEL PERFORMANCE RATING SYSTEM

5-Level Performance Rating System
Sample COR Performance Element & Standards

Element	Description	General Measures	Specific Measures	Standards		Feedback Source for Monitoring
Contract Mgmt _X_ Critical ___Non Critical	Ensures the technical requirements of assigned contracts are met. Monitors the technical effort being performed under the contract. Communicates with the Contractor as necessary to ensure the contractor is making satisfactory progress in performance of the contract. Directs the flow of technical matters between the Government and the Contractor.	Quality Timeliness	Regularly communicates with Contracting Officer. Resolves technical issues in a timely manner. Contract deliverables are on time. Submissions to the Contracting Officer accurate and complete.	*1. Outstanding* Element objectives are achieved with maximum impact on organizational mission through exemplary work that demonstrates exceptional originality, versatility, and creativity. Activities and related tasks are carried out with the utmost effectiveness and reliability, rarely leaving room for improvement. Potential sources of unproductive conflict are anticipated and managed through creative alternatives. Cooperation and responsiveness are actively promoted. Written and oral communications related to the performance element activities are exceptionally convincing and typically result in new cooperative relationships. *3. Fully Successful* Element objectives, activities and related tasks are completed with adequate quality and quantity of work. Procedures are consistently and correctly followed and problems are dealt with satisfactorily. Work methods demonstrate an acceptable degree of cooperation with others. Written and oral communication related to the performance of element activities are readily understandable. *5. Unsatisfactory* Element objectives and activities are typically not successfully completed due to failures in quality, quantity, completeness, or timeliness of work. Products or services are deficient or unacceptably late due to untimely, inefficient, incorrect, or technically deficient guidance, direction and oversight. Problems that arise during the performance of element activities are not satisfactorily resolved, or must be resolved by the supervisors or co-workers. The oral and written expression the employee uses in accomplishing the work of this element lacks the necessary clarity for successful completion of required tasks. Communication failures interfere with completion of work.	*2. Commendable* Element objectives are accomplished effectively and efficiently with consistently high levels of quality and quantity of work. Activities and related tasks are carried out in an efficient, orderly sequence that achieves thorough, timely, correct, and cost-effective results. Accepted procedures are carried out in a highly proficient and constructive manner, and problems are dealt with skillfully and resourcefully. Cooperative efforts are typically positive and productive. Written and oral communications related to the performance of element activities are unambiguous and convincing. *4. Marginal* Element objectives, activities and related tasks are completed with only a minimal quality and quantity of work. Procedures are minimally correct and problems are handled satisfactorily only after either intervention by the supervisor or coworkers or repetitive attempts. Work methods demonstrate a marginal degree of cooperation with others. The employee's written communication usually considers the nature and complexity of the subject and intended audience. They convey the central points of information important to accomplishing the work. However, too often the communication is not focused, contains too much or too little information, and/or is conveyed in a tone that hinders achievement of the purpose of the communication. In communication to coworkers, the listener must question the employee at times to secure complete information or avoid misunderstandings.	Supervisory Observation; Contracting Officer Input

APPENDIX F – 2-LEVEL PERFORMACE RATING SYSTEM
2-Level Rating System
Sample COR Performance Element/Result/Objective & Indicators

Critical Element/ Result/ Objective	Description	General Measures	Specific Measures	Sample COR Performance Element/Result/Objective & Indicators		Feedback Source for Monitoring
Contract Management	Ensures the technical requirements of assigned contracts are met. Monitors the technical effort being performed under the contract. Communicates with the Contractor as necessary to ensure the contractor is making satisfactory progress in performance of the contract. Directs the flow of technical matters between the Government and the Contractor.	Quality Timeliness	Regularly communicates with Contracting Officer. Resolves technical issues in a timely manner. Contract deliverables are on time. Submissions to the Contracting Officer accurate and complete.	*1. Meets or Exceeds Expectations* Element objectives, activities and related tasks are achieved with a level of performance, which can range in quality and quantity from adequate to outstanding. Procedures are consistently and correctly followed and problems are dealt with satisfactorily. Work methods demonstrate an acceptable degree of cooperation with others. Written and oral communication related to the performance of element activities are readily understandable. At a maximum activities and related tasks are carried out with the utmost effectiveness and reliability, rarely leaving room for improvement. Potential sources of unproductive conflict are anticipated and managed through creative alternatives. Cooperation and responsiveness are actively promoted. Written and oral communications related to the performance element activities are exceptionally convincing and typically result in new cooperative relationships.	*2. Does Not Meet Expectations* Element objectives and activities are not successfully completed due to failures in quality, quantity, completeness, or timeliness of work. Products or services are deficient or unacceptably late due to untimely, inefficient, incorrect, or technically deficient guidance, direction and oversight. Problems that arise during the performance of element activities are not satisfactorily resolved.	Supervisory Observation; Contracting Officer Input

APPENDIX G – SAMPLE COR EVALUATION FORM

Contracting Officer Representative: _____

Contracting Officer:_____ Date: _____

Contract Number(s): _____

Rating Descriptions:

1 = Poor   2 = Fair   3 = Adequate   4 = Very Good   5 = Superior   NAA=Not Able to Assess

Please circle the appropriate answer:

1. Timeliness of Documents Submitted to Contracting Office   **1   2   3   4   5   NAA**
Comments:
_____
_____

2. Management of Business Partner Relationship   **1   2   3   4   5   NAA**
(includes monitoring technical performance and/or labor hours, resolving technical issues, promoting communication, providing customer service, making timely requests, and managing resources)
Comments:
_____
_____

3. Scope Management   **1   2   3   4   5   NAA**

Comments:
_____
_____
_____

4. Performance of Delegated Contract Management Duties   **1   2   3   4   5   NAA**
(includes staying with the limits of appointment, invoice processing and other tasked described in COR delegation and appointment memorandum)

Comments:
_____
_____
_____

5. Overall Performance   **1   2   3   4   5**
Comments:
_____
_____
_____

Contracting Officer Comments/Suggestions:
_____
_____
_____

Suggested Area(s) for Improvement:
_____
_____

APPENDIX H – SAMPLE NOMINATION, DELEGATION AND APPOINTMENT MEMORANDUM

SAMPLE COR NOMINATION MEMORANDUM

MEMORANDUM FOR:　　　　　　_____

FROM:　　　　　　　　　　　_____
　　　　　　　　　　　　　　　COR's Supervisor

SUBJECT:　　　　　　　　　　Nomination Memorandum: Instructions to the Contracting Officer's
　　　　　　　　　　　　　　　Representative

You are hereby nominated as [COR] for the [Title of Project]. The estimated life cycle cost for the acquisition is [$0000]. The effective management of this program/project is essential in order to protect the resources and interests of the Department. Your involvement in each phase of the acquisition process from advanced acquisition planning through contract close-out is essential to the effectiveness of this process.

This nomination is predicated on your qualifications as a certified COR in the Department of Commerce. You are responsible for maintaining your credential throughout the performance of your duties under this assignment. You are further responsible for applying best practices in acquisition management to all aspects of this effort.

You are responsible for complying with all requirements that the contracting officer sets forth during the acquisition process.

If at any time during the performance of your roles and responsibilities as COR you identify potential direct or indirect financial interests which would place you in a position where there is a conflict between your private interests and the public interests, in accordance with Department Administrative Order (DAO 202-735) Employee Responsibilities and Conduct which covers employee responsibilities and conduct for U.S. Department of Commerce personnel, you shall immediately advise me and the contracting officer of the potential conflict so that appropriate action can be taken.

This nomination is effective through contract award and your formal appointment as [COR] by the contracting officer.

SAMPLE COR APPOINTMENT AND DELEGATION MEMORANDUM

MEMORANDUM FOR: _____

FROM: _____
Contracting Officer

SUBJECT: Delegation & Appointment Memorandum: Instructions to the
Contracting Officer's Representative

You are hereby appointed the Contracting Officer's Representative (COR) for
Contract No._____. You and your immediate supervisor are requested
to sign the last page of this memorandum and return it to this office within 7 calendar days to
acknowledge your appointment as COR and your receipt of this memorandum.

The Contracting Officer (CO) is the exclusive agent of the Government with authority to enter
into, and administer contracts. Thus, the CO has the responsibility to see that all requirements
of law and regulation are followed. However, as the CO's representative you are delegated the
authority to monitor the technical effort being performed under the contract. You should
familiarize yourself with the requirements of the contract, and communicate with the contractor
as necessary to ensure the contractor is making satisfactory progress in performance of the
contract. Other than the CO, you are the only Government employee who may direct the flow of
technical matters between the Government and the Contractor.

A contract is a legally enforceable agreement that contains the rights and remedies of the
parties. If the Contractor deviates from the terms of the contract, it is a matter between the
Government (represented by the CO) and the contractor. You must keep the CO fully informed
so that legally effective solutions can be applied to problems as they develop.

Your suggestions to the Contractor may be construed as instructions and lead to claims for
additional compensation or to a release of the contractor from its obligations under the contract.
Suggestions sometime work out, but often lead to misunderstandings. Therefore, while you can
and must make technical decisions, do not take any contract administration actions unless they
are clearly authorized by this delegation and appointment memorandum.

Your delegated responsibilities as the COR are to:

1. Advise on or determine a need for a product or service.

2. Collect and analyze market research data to establish technical requirements or identify
    potential contractors.

3. Develop the independent government cost estimate.

4. Establish requirements, prepare requirements documents, and write statements of work.

5. Define performance objectives, criteria, and measurements for evaluating proposals.

6. Establish technical terms and conditions of the solicitation.

7. Participate in contract negotiations.

8. Perform evaluations of bids and proposals.

9. Maintain an arms-length relationship with the contractor in the interest of procurement integrity as well as sound contract management.

10. Keep the CO fully informed of any technical or contractual difficulties encountered during performance. You should also advise the CO of any potential problem areas under the contract.

11. Assure the CO that the Contractor is performing the technical requirements of the contract in accordance with the contract terms, conditions, and specifications.

12. Inform the Contractor of failures to comply with the technical requirements of this contract, and inform the CO of any failures to do so, particularly if the Contractor does not make corrections.

13. Coordinate site entry for Contractor personnel, if applicable, complying with requirements of HSPD-12 in your role as a Sponsor.

14. Ensure that Government furnished property, if any, is available when required, and report any accountable property to the appropriate property personnel.

15. Ensure that all required items, documentation, data, and/or reports are submitted to you as required by the contract. If additional time is required by the Contractor, the Contractor should submit a formal request for a time extension to the CO through you. You should indicate your concurrence or state the reasons why you do not concur, and forward the request to the CO for finalization.

16. Evaluate proposals for and participate in negotiation of changes, modifications and claims at the request of the CO.

17. Review vouchers for cost-reimbursement type work and recommend approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure.

18. Review and approve invoices for fixed-price deliverables to ensure receipt of the goods and services.

19. Process all invoices and vouchers in a timely manner in accordance with the Prompt Payment Act.

20. Document actions taken and decisions that you have made as the COR, and maintain adequate records to sufficiently describe the performance of your duties as COR during the life of this contract. At a minimum, the COR file should contain copies of the following:

    a. COR delegation and appointment memorandum and acknowledgement.

    b. Contract and any modifications.

    c. All contract correspondence.

    d. Records of COR inspections.

    e. Records of conversations with the contractor.

    f. Invoices/vouchers.

21. Provide the CO with a copy of any correspondence you send to the Contractor.

22. If the contract is for construction or services and you visit the site where work is being performed, check to see that the Department of Labor and Equal Employment Opportunity posters and applicable wage determination rates are posted in full view of employees.

23. Perform final inspection and acceptance of all work required under the contract, including the review and approval of reports and assist the CO with contract closeout activities as requested. See Commerce Acquisition Manual Part 4, Chapter 3, on Contract Closeout for specific procedures.

24. Submit reports on contractor performance, such as the SF-1421 for A&E work.

25. Evaluate contractor performance in accordance with Federal Acquisition Regulations (FAR) Part 42.15 and acquisition office procedures.

In your capacity as COR you DO NOT have the authority to:

- Award, agree to, or sign any contract, delivery order or task order. All contractual agreements, commitments, or modifications shall be made only by the CO.

- Make any commitments or otherwise obligate the Government, or to make any changes to the contract.

- Grant deviations from or waive any of the terms and conditions of the contract.

- Impose or place a demand upon the Contractor to perform any task or permit any substitution not specifically provided for in the contract.

- Increase the dollar limit of the contract, or authorize work beyond the dollar limit of the contract, or authorize the expenditure of funds.

- Give direction to the Contractor or to the employees of the Contractor except as provided for in the contract.

- Change the period of performance.

- Authorize the purchase of equipment, except as required under the contract.

- Authorize the furnishing of Government property, except as required under the contract.

- Authorize subcontracting or the use of consultants.

- Approve shifts of funding between line items of the budget.

- Approve travel and relocation expense over and above that provided for in the contract.

- Authorize the use of overtime.

Your appointment as COR shall remain in effect through the life of the contract unless sooner revoked by the CO, and any such revocation of the appointment shall be in writing. If your appointment is revoked for any reason before completion of this contract, turn your records over to the successor COR or obtain disposition instructions from the CO. If you are reassigned or separated from service, request termination and relief from your duties from the CO sufficiently in advance of your reassignment or separation to permit timely selection and appointment of a successor COR.

If you have or may have direct or indirect financial interests, which would place you in a position where there is a conflict between your private interests and the public interests of the United States, you shall immediately advise your supervisor and the CO of the conflict so that appropriate action may be taken. You shall avoid the appearance of such conflict to maintain public confidence in the Government's conduct of business with the private sector. Note Department Administrative Orders 202-735 and 202-735A which cover employee responsibilities and conduct for U. S. Department of Commerce personnel.

[AS AN INDICATION THAT YOU HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH YOUR COR ROLE AND RESPONSIBILITIES, PLEASE COMPLETE THE NEXT PAGE OF THIS MEMORANDUM AND RETURN IT TO THE CONTRACTING OFFICER WITHIN 7 CALENDAR DAYS OF THE DATE OF THIS APPOINTMENT.]

MEMORANDUM FOR: (Contracting Officer)

The undersigned acknowledges the COR appointment on Contract No._____and accepts the duties, responsibilities and limitations described in the delegation and appointment memorandum.

I understand and accept that you, as the Contracting Officer, reserve the authority to cancel this COR appointment in accordance with conditions set forth in the Department of Commerce COR Certification Program, set forth in Commerce Acquisition Manual 1301.670.

As such:

I agree to satisfy and perform the contract management duties assigned to me in accordance with the ethical standards of conduct for procurements and for federal employees.

I agree to diligently monitor the technical performance of the contractor to ensure that technical requirements under the contract are met by the delivery date or within the period of performance set forth in the contract.

I agree to partner with the CO by keeping him/her informed of any technical difficulties arising under the contract.

I agree to promote fair and open competition whenever possible.

I agree not to make any commitments or otherwise obligate the Government to make any changes to the contract.

I agree not to make any commitments or obligations that would otherwise go beyond the limits of my COR delegation.

_____   _____
COR (Typed name and signature)   Date

Supervisor Acknowledgment:

_____   _____
Supervisor (Typed name and signature)   Date

APPENDIX I – CONTRACTING MATRIX

Acquisition Management Training Guide	Type of Assignment								
Training ("R" indicates Resident instruction)	Operational Contracting	System Acquisition	Construction/A/E	Contingency Contracting	Research/Labs	Contract Admin	Cost/Price/Analyst	Small Bus Specialist	Other
BCF 101 *Fundamentals of Cost Analysis* (R)	X	X			X		X		
BCF 102 *Fundamentals of Earned Value Management*		X				X			
BCF 203 *Intermediate Earned Value Management* (R)		X				X			
CON 232 *Overhead Management of Defense Contracts* (R)		X			X	X	X		
CON 234 *Contingency Contracting* (R)				X					
CON 235 *Advanced Contract Pricing* (R)		X					X		X
CON 237 *Simplified Acquisition Procedures*	X	X	X	X	X	X		X	X
CON 243 *Architect-Engineer Contracting* (R)			X						
CON 244 *Construction Contracting* (R)			X						
CON 250 *Fundamentals of Cost Accounting Standards, Part I* (R)		X			X	X	X		
CON 251 *Fundamentals of Cost Accounting Standards, Part II* (R)		X			X	X	X		
CON 260A *The Small Business Program, Part A* (R)							X		
CON 260B *The Small Business Program, Part B* (R)							X		
FAC 007 *Certificate of Competency*							X		
GRT 201 *Grants and Agreements Management* (R)					X	X			
IND 100 *Contract Property Administration and Disposition Fundamentals* (R)		X			X	X			
CLB 007 *Cost Analysis*	X	X	X	X	X	X	X		X
CLB 011 *Budget Policy*		X							
CLB 016 *Introduction to Earned Value Management*		X				X			
CLC 003 *Sealed Bidding*	X		X						
CLC 004 *Market Research*	X	X	X	X	X	X	X	X	X
CLC 005 *Simplified Acquisition Procedures*	X	X	X	X	X	X		X	X
CLC 006 *Contract Terminations*	X	X	X	X	X	X			X
CLC 007 *Contract Source Selection*	X	X	X	X	X	X	X	X	X
CLC 008 *Indirect Costs*		X			X	X	X		X
CLC 009 *Service-Disabled Veteran-Owned Small Business Program*	X	X	X	X	X	X		X	X
CLC 013 *Performance Based Services Acquisition*	X	X	X	X	X	X	X		X
CLC 015 *Commercial Acquisition*	X	X	X	X	X	X	X	X	X
CLC 016 *Implementing Price-Based Acquisition*	X	X	X	X	X	X	X		X
CLC 018 *Contractual Incentives*	X	X	X	X	X	X	X	X	X
CLC 020 *Commercial Item Determination*	X	X	X	X	X	X	X	X	X
CLC 022 *Profit Policy Revisions*	X	X	X	X	X	X	X	X	X
CLC 023 *Commercial Item Determination – Executive Overview*	X	X	X	X	X	X	X	X	X
CLC 026 *Performance Based Payments Overview*	X	X	X	X	X	X	X	X	X
CLC 027 *Buy American Act*	X	X	X	X	X	X	X	X	X
CLC 031 *Reverse Auctioning*	X								
CLC 034 *Provisional Award Fee*	X	X			X	X			
CLC 037 *A-76 Competitive Sourcing Overview*	X								X
CLC 060 *Time and Materials Contracts*	X	X	X	X	X	X	X	X	X
CLC 102 *Administration of Other Transactions*		X			X	X			
CLC 103 *Facilities Capital Cost of Money*	X	X	X	X	X	X	X		X

CLC 104 *Analyzing Profit or Fee*	X	X	X	X	X	X	X		X
CLC 108 *Strategic Sourcing Overview*	X	X	X	X	X	X	X	X	X
CLC 110 *Spend Analysis Strategies*	X	X	X	X	X	X	X	X	X
CLC 112 *Contractors Accompanying the Farce*	X	X	X	X	X	X			X
CLC 114 *Contingency Contracting Officer Refresher*				X					
CLC 131 *Commercial Item Pricing*	X	X			X	X	X		X
CLM 013 *Work Breakdown Structure*		X				X	X		
CLM 023 *Javits-Wagner O'Day (JWOD)*	X	X	X	X	X	X		X	X
CLM 031 *Improved Statement of Work*	X	X	X	X	X				
CLM 032 *Evolutionary Acquisition*		X				X			
CLM 038 *Corrosion Prevention and Control Overview*	X	X	X	X	X	X			X

APPENDIX J – CONTINUOUS LEARNING POINT FAITAS SUBMISSION INSTRUCTIONS

➢ **EMPLOYEE ACTIVITY#1: Submit a Continuous Learning Point Request**

In the Continuous Learning Point (CLP) module, Employees submit CLP requests. The general workflow is Employee → Supervisor → Bureau CL Manager. The Bureau Career Manager for your operating unit is the assigned Bureau CL Manager and the person with approval authority.

General Access Instructions:

4. Enter the URL: https://faitas.army.mil/Faitas/External/Login/?ReturnUrl=%2fFaitas%2f to display the **U.S. Government Information System** message screen.
5. Read the message and click the **I Agree** button.
6. In the FAITAS v.2 login screen, enter your email address and password to display the Dashboard.

Activity Instructions:

1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Point Requests**.
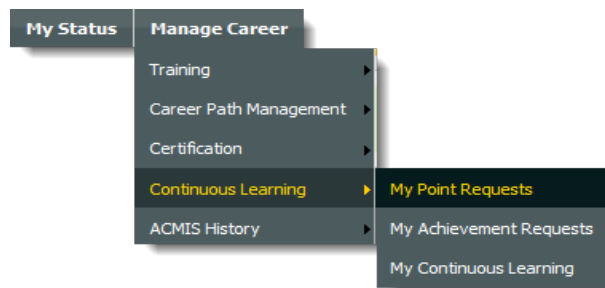
Figure 1: My Point Requests

2. The **Continuous Learning Point Requests for [Employee Name]** screen opens.

3. Click the **Add CLP Requests** link located in the middle of the screen above the **Pending/Processed Learning Point Requests** section.
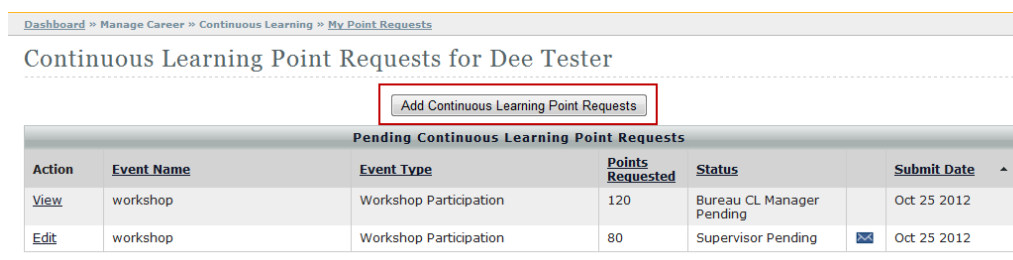
Figure 2: Add Continuous Learning Point Requests Link

4. The **Continuous Learning Point Request** screen opens.

5. In the **Event Information** area, enter information for the required fields. Required fields are identified by **red**, **bold** text with asterisks (*). Your Supervisor and other approval authorities will be able to adjust the number of points you request. Click the **Attach Supporting Documentation** link to upload documentation. There is a maximum of 4 Mb for each file upload.

Figure 3: Event Information

6. Click the **Submit Request** button**.** A green message confirms the CLP request was submitted successfully. Notice that the **Status** refreshes to say "Supervisor Pending" for the CL request just submitted.

Figure 4: Status Updates

➢ **EMPLOYEE ACTIVITY #2: Check Status of a Continuous Learning Point Request**
Employees should regularly check the status of their CLP requests. Requests can be Approved or Disapproved by any approval authority in the workflow.

Activity Instructions:

1. From the main navigation bar, go to **Manage Career** | **Continuous Learning** and click **My Point Requests.**

2. The **CLP Requests for [Employee Name]** opens confirming that the CLP Requests were Approved or Disapprove under the Processed Continuous Learning Point Requests section.

	Processed Continuous Learning Point Requests				
Action	**Event**	**Event Type**	**Points**	**Status**	**Action Date**
View	Workshop	Workshop Participation	90	Approved	Oct 25 2012
View	Workshop	Workshop Participation	80	Approved	Oct 25 2012
View	AHQ Auditor Exam	Equivalency Exam	80	Approved	Oct 22 2012
View	silliness	Training (classroom or online)	100	Approved	Oct 22 2012
View	house building	Equivalency Exam	120	Disapproved	Oct 22 2012
View	Space Diving	Conference or Seminar Attendance	80	Approved	Oct 22 2012
View	Mobile Technology Workshop	Conference or Seminar Presenter	12	Approved	Oct 17 2012
View	Mobile Technology Workshop	Conference or Seminar Presenter	12	Disapproved	Jun 12 2012
View	Mobile Technology Workshop	Conference or Seminar Presenter	12	Disapproved	Jun 12 2012
View	Mobile Technology Workshop	Conference or Seminar Presenter	12	Approved	Jun 12 2012

Figure 5: Status Updates

➢ <u>**EMPLOYEE ACTIVITY #3: Respond to a "Return to Employee" Decision**</u>

Supervisors and/or Bureau Continuous Learning Managers can return a CL Point request for more information. When a request is returned, Employees can add supporting documentation or enter a comment into the **Remark** textbox. Other fields cannot be edited.

Activity Instructions:

1. From the main navigation bar, go to **Manage Career** | **Continuous Learning** and click **My Point Requests**.

2. The **Continuous Learning Point Requests for [Employee Name]** screen displays with the updated status of the CLP Request: "Returned by XXX"

Pending Continuous Learning Point Requests							
Action	**Event Name**	**Event Type**	**Points Requested**	**Status**		**Submit Date**	▲
Edit	workshop	Workshop Participation	150	Supervisor Pending	✉	Oct 25 2012	
View	workshop	Workshop Participation	120	Bureau CL Manager Pending		Oct 25 2012	
Edit	workshop	Workshop Participation	80	Returned by Supervisor		Oct 25 2012	

Figure 1: CLP Request Returned by Supervisor

3. Click the **Edit** link under the **Action** column next to the CL Point Request that was returned. Your **Continuous Learning Point Request** screen opens. Scroll to the bottom to read your Supervisor's comment.

Remarks	
User Name/Remark Date	**Remark**
Dee Lee Tester Oct 25 2012 (Supervisor)	Additional documentation is needed.
Remark: *Remarks are required for resubmission.*	

Cancel   Resubmit Request

Figure 2: Supervisor's Remark

4. After reading the comment, click the **Attach Supporting Documentation** link.

Supporting Documentation *(allow file size under 4 MB)*
Attach Document: Attach Supporting Documentation

Figure 3: Attach Supporting Documentation Link

5. The **Upload Document** pop-up window opens. In the **Attach File** field, click the **Browse** button, select a file, click the **Open** button, select the **Document Type** from the drop-down list, and enter a **File Description** so that the approval authority knows the file contents, and then click the **Submit** button to upload the selected file.
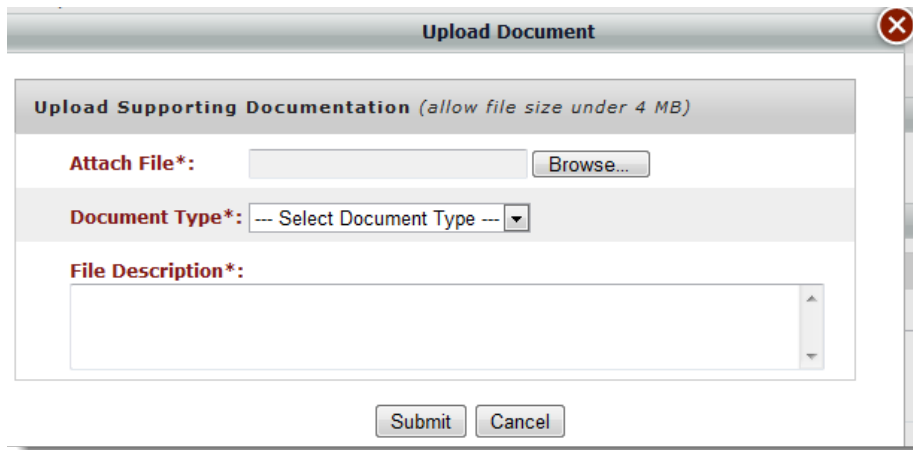
Figure 4: Upload Document Pop-Up Window

6. The file name appears in the **Attach Document** field and the file name of your supporting documentation displays in the appropriate section.

7. Enter a message such as: "Have uploaded supporting documentation" in the required **Remark** textbox.
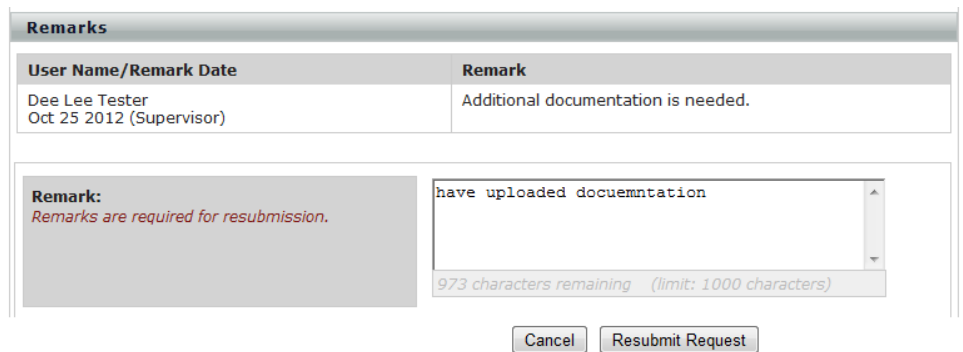

Figure 5: Remark Entered by Employee

8. Click the **Resubmit Request** button. The **Continuous Learning Point Requests for [Employee Name]** opens with a green text message that confirms the request has been resubmitted and an updated **Status**.
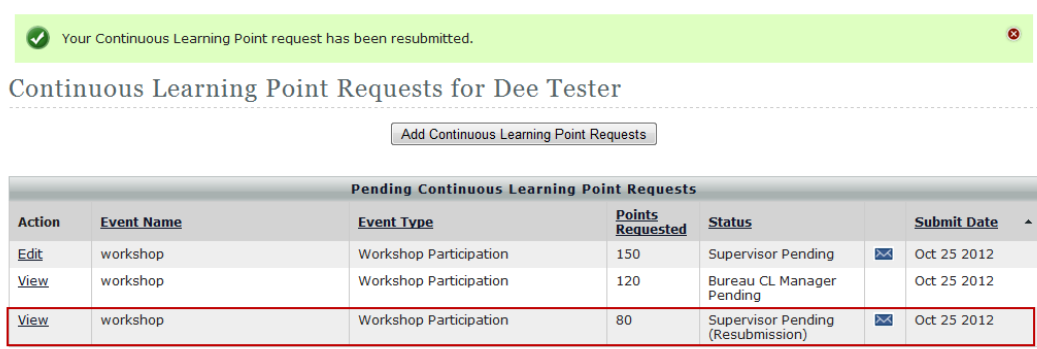
Figure 6: Updated Resubmission Status

➢ **EMPLOYEE ACTIVITY #4: Initiate Achievement Request**

After an Employee completes requirements, FAITAS v.2 automatically generates an email message. The Employee then submits the Achievement request.

Activity Instructions:

1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Achievement Requests**.
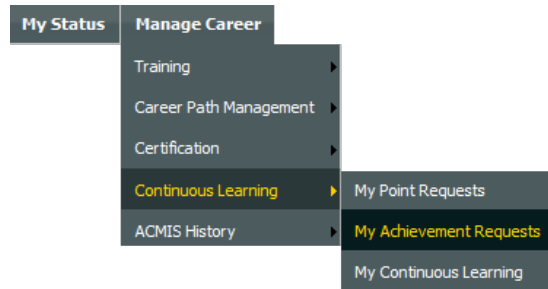
Figure 1: My Achievement Requests

2. The **Achievement Requests for [Employee Name]** window opens.

Figure 2: Achievement Requests Link

3. Under the Continuous Learning Periods section, click the **Achievement Request** button that is located in the **Action** column to initiate the achievement request process.

4. Review the information contained in the **Continuous Learning Achievement Request**.

5. Click the **Submit Achievement Request** button if the information is correct.

6. A text message displays confirming that your request has been submitted.

Figure 3: CL Achievement Request Confirmation

➢ **EMPLOYEE ACTIVITY #5: View Achievement Level Request Decision**

Supervisors or Bureau Continuous Learning Managers can approve or disapprove Achievement Level Requests. Employees should check the status of their requests on a regular basis.

Activity Instructions:
1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Continuous Learning**.

Figure 1: My Continuous Learning

2. The **Continuous Learning Periods for [Employee Name]** window opens with the updated **Achievement Status** noted.

Continuous Learning Periods for Dee Tester

Current Continuous Learning Periods						
Certification	**Level**	**Period Begin Date**	**Period End Date**	**Points Awarded**	**Points Needed**	**Achievement Status**
⊞ Federal Acquisition Certification in Contracting	III	Oct 28 2011	Oct 27 2013	1314	0	*Approved*
⊞ Contracting Officer's Representative	III	Jan 25 2012	Jan 24 2014	1314	0	*Approved*
⊞ Program Financial Management	III	Jan 27 2012	Jan 26 2014	1314	0	Bureau CL Manager Pending
⊞ Ordering Official Certification	I	Apr 10 2012	Apr 9 2014	594	0	*Approved*
⊞ Life Cycle Logistics Manager	II	Apr 10 2012	Apr 9 2014	594	0	*Approved*
⊞ Cost Estimating	II	Jun 6 2012	Jun 5 2014	442	0	*Approved*
⊞ Federal Acquisition Certification in Contracting	III	Jun 6 2012	Jun 5 2014	442	0	Supervisor Pending

Figure 2: Achievement Status Updates

3. Click the **Approved** link to view/print the Certification.

CONTINUOUS LEARNING MODULE (SUPERVISOR) INSTRUCTIONS

➢ **SUPERVISOR ACTIVITY #1: Supervisor Approves CL Point Request.**

Supervisors can Approve or Disapprove CL Point requests. Supervisors can also return a CL Point request to an Employee. Employees can provide additional supporting documentation or enter a comment in the **Remark** textbox. Other fields cannot be edited.

General Access Instructions:

1. Enter the URL: https://faitas.army.mil/Faitas/External/Login/?ReturnUrl=%2fFaitas%2f to display the **U.S. Government Information System** message screen.
2. Read the message and click the **I Agree** button.
3. In the FAITAS v.2 login screen, enter your email address and password to display the Dashboard.

Activity Instructions:

1. In your Dashboard, locate the **Continuous Learning Point Requests Pending Supervisor Review** widget, click **Manage Point Requests**.
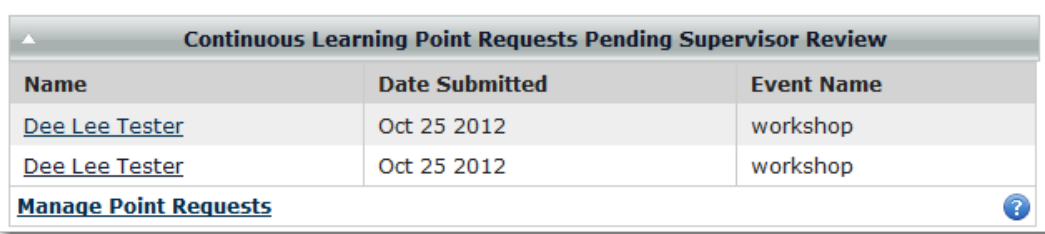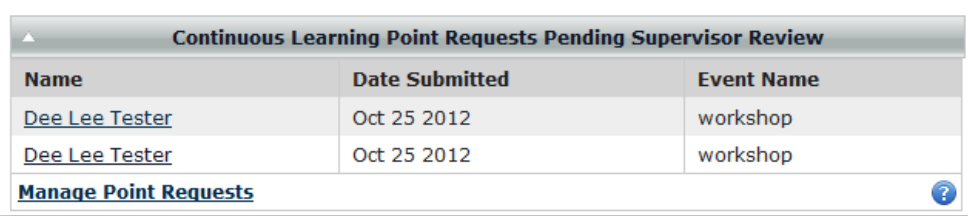

Figure 1: Manage Point Requests

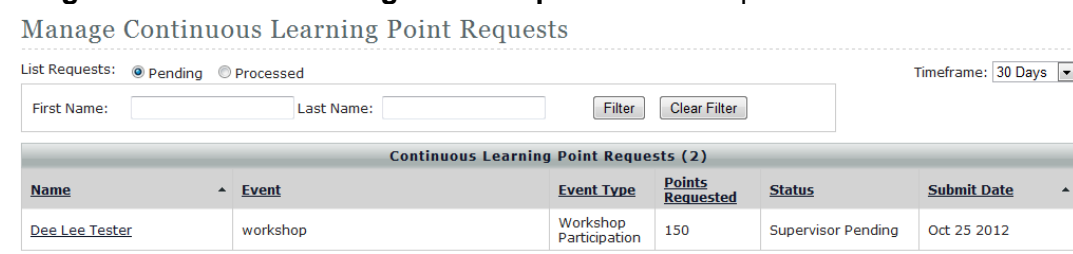2. The **Manage Continuous Learning Point Requests** screen opens.
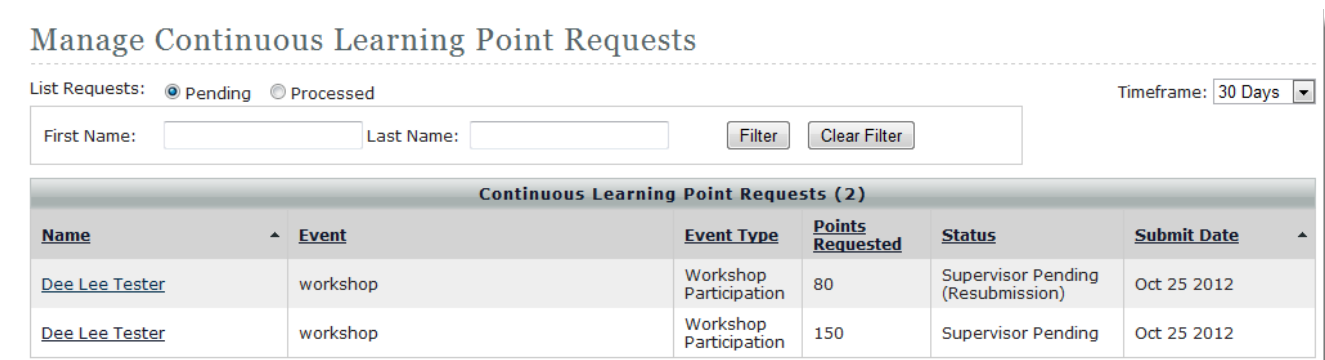
Figure 2: Manage CL Point Requests

3. Click the name of the Employee whose request you will process. The **Continuous Learning Point Request** screen opens.

4. After you review the information, click the radio button next to **Approve** and enter the Points Awarded.

Figure 3: Points Awarded

5. Click the **Process Request** button. The **Manage Continuous Learning Point Requests** window opens with a green text message confirming that the CL Point Request has been approved.

6. The processed CL Point Request list updates to include the newly processed request.
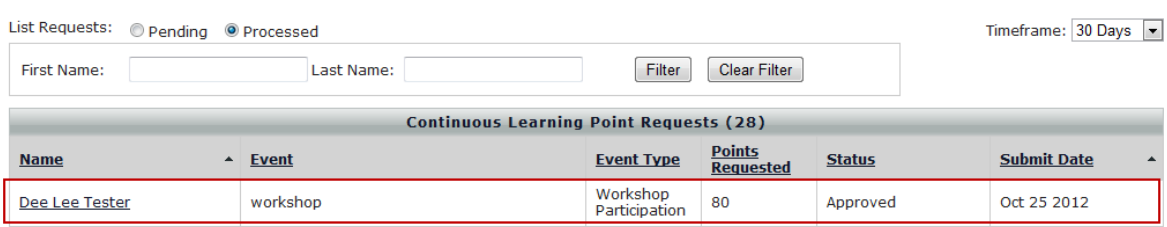
Figure 4: Processed CLP Requests

➢ **SUPERVISOR ACTIVITY #2: Supervisor Disapproves CL Point Request.**

Supervisors can Disapprove CL Point requests.

Activity Instructions:

1. Under the **CLP Requests Pending Supervisor Review** tab, click **Manage Point Requests**.

Figure 1: Manage Point Requests

2. The **Manage Continuous Learning Point Requests** screen opens.

Figure 2: Manage CL Point Requests

3. Click the name of the Employee whose request you will process. The **Continuous Learning Point Request** screen opens.

4. After you review the information, click **Disapprove** under the **Approval Information** section. Enter a required explanation in the **Remarks** textbox.

Figure 3: Remark Textbox

5. Click the **Process Request** button. The **Manage Continuous Learning Point Requests** window opens with a green text message confirming that the CL Point Request has been disapproved.
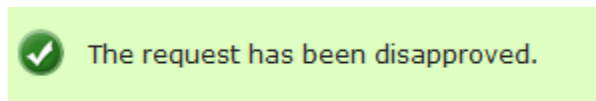
Figure 4: Confirmation Text Message

➢ **SUPERVISOR ACTIVITY #3: Supervisor Responds to Employee's Achievement Request**

Supervisors can Recommend Approval or Disapprove Employee's Achievement requests.

Activity Instructions:

1. From the main navigation bar, go to **Manage Employees** | **Continuous Learning** and click **Manage Achievement Requests.**

Figure 1: Manage Achievement Requests

2. The **Manage Continuous Learning Achievement Requests** window opens.

Figure 2: Manage CL Achievement Requests

3. Click the name of the Employee whose CL Achievement Request you will review. The **Continuous Learning Point Request window** opens.

Figure 3: CL Point Request

4. Review the CL Point Request and click the **Recommend Approval** button. The Continuous Learning Achievement Approval Confirmation screen updates with a green text message that confirms the request was forwarded to the next approval authority.
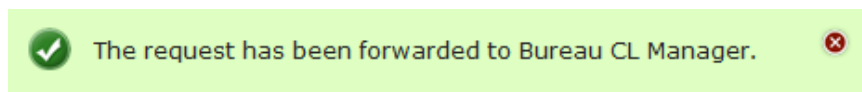

Figure 4: Confirmation Text Message

5. Click the **Close** button. The **Manage Continuous Learning Achievement Requests** screen opens. Notice that the **Status** updates to "Bureau CL Manager Pending"