

FAC-COR Level I Recommended Certification Curriculum

Core Modules (9 Hours/CLPs)

The courses below were selected as a recommended curriculum to satisfy FAI's FAC-COR Level I competencies. It is always a good idea to ensure our recommended curriculum and online format aligns with your individual agency's requirements.¹

ALO #	Title	Description	Hours /CLPs	Complete
ALO040	Role of the Contracting Officer's Representative (COR)	This module is a high-level overview of everything today's COR needs to know and understand prior to accepting the attending responsibilities. You will learn about the role and responsibilities of a COR in both pre-award and post-award, including the core competencies outlined by the Office of Federal Procurement Policy (OFPP).	2	
ALO068	CO and COR Responsibilities, Authorities and Limitations	In contracting, the Contracting Officer (CO) and the Contracting Officer's Representative (COR) have a dynamic relationship. Each has their own role in the life of the project and each has a set of responsibilities and duties to perform. In this module, you will learn about the difference between what the CO is responsible for and what the CO depends on the COR to accomplish on their behalf. This will include the pre-award and post-awards activities of the CO and the COR, as well as the limitations set on the COR. You will also get a brief overview of various management duties for the CO and the COR, to include contract close-out or termination.	1	
ALO050	Ethics, Conflict of Interest, and Procurement Integrity	Ethics serve as a moral guidance for government employees to follow as servants to the public. By observing the general principles and specific ethics standards, employees help to ensure that citizens have confidence in the integrity of Government operations and programs. In this module, you will learn about ethical behavior, to include what is and is not acceptable when working with vendors or contractors. You will learn about the regulatory guidance on government ethics and receive some resources that can help you in the future, should you have questions about ethical behavior.	1	
ALO043	Specialized Acquisition Methods: What a COR Should Know	This overview of the Federal Acquisition Regulation Parts 17 and 18 provides CORs with an overview of acquisition processes, such as options, interagency agreements, management and operation contracts, and emergency situations. CORs play a significant role in managing risk and working with the contractor to solve problems as performance continues. In the following module, you will learn about multi-year contracting, the rules for use of options, Interagency Agreements (IAAs), and the basic process of management and operating (M&O) contracts. You will also learn which acquisition processes are in effect during emergencies and how to support those situations.	2	

¹FAI recommends, "Initial training for new CORs must include, at a minimum, a course covering COR roles and responsibilities as well as fundamental contract rules and regulations. In addition, it is strongly recommended that this training be provided in a classroom setting. For other CORs, any combination of classroom or online training that contributes to learning the competencies is acceptable. Required training should be determined by agency policy and the agency's Acquisition Career Manager (ACM). Individual CORs should consult with their supervisor and the Contracting Officer to determine their specific training needs."

ALO #	Title	Description	Hours /CLPs	Complete
ALO041	Contract Management: What a COR Should Know	CORs must utilize all of their competencies to manage the relationship between the Government and the Contractor. Building a good partnership will help ensure open communication channels and a successful outcome. In the following module, you will learn about the COR's role in monitoring and measuring contractor performance, including the range of duties and how crucial communication is to the success of a project or program.	2	
ALO056	Understanding Contract Modifications	In this module, you will learn to distinguish between the types of contract modifications, learn to identify types of contract changes and understand the importance of the "Changes" clause in contracts and the specifics for exercising contract options as a contract modification.	2	