

Appendix F – FAC-COR Certification Action and Training Request Form

PART A – APPLICANT IDENTIFICATION

Enter the **required** following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____ Phone _____ Fax _____

Organization Name _____

Organization Address _____

Title, Series, Grade _____

FAC-COR Certification Type:

- Information Technology
- Construction
- Advanced Research and Development
- Other (Please Specify): _____

PART B – CERTIFICATION ACTION TYPE

Indicate the type of certification action requested by checking the appropriate blocks.
(**NOTE:** This form cannot be used to request certification through fulfillment or waiver – use the FAC-COR Certification through Fulfillment Form in Appendix H or the FAC-COR Waiver Request form in Appendix I.)

1. **Initial Certification**
 - FAC-COR Level I – Entry/Apprentice
 - FAC-COR Level II – Mid-level/Journeyman
 - FAC-COR Level III – Senior/Expert

2. **Recertification**
 - FAC-COR Level I – Entry/Apprentice
 - FAC-COR Level II – Mid-level/Journeyman
 - FAC-COR Level III – Senior/Expert

Previously held FAC-COTR , FAC-C , and/or FAC-P/PM certification(s) from another Federal agency (Attach a copy of certification):

- Name of Agency: _____
- Date Certification Issued: _____

PART C – INITIAL CERTIFICATION TRAINING

NOTE: Course title, date(s), and training sponsor are required for each minimum core training area listed below (including professional certification where applicable).

Professional Training Profile for FAC-COR **Level I** ([certification/documentation attached](#)):

Minimum Basic Core Training:

- 16 hours Appropriations Law Training
- 08 hours Contracting Officer’s Representative Training
- StaffDiv/OPDIV specific training (e.g., invoice processing, green procurement)

_____	_____
(Course /Activity name)	(Date completed)
_____	_____
(Course /Activity name)	(Date completed)
_____	_____
(Course /Activity name)	(Date completed)

Professional Training Profile for FAC-COR **Level II** ([certification/documentation attached](#)):

Minimum Intermediate Core Training:

- 40 hours Contracting Officer’s Representative Training
- 16 hours Appropriations Law Training
- 1 Acquisition-Related Elective
- StaffDiv/OPDIV specific training (e.g., invoice processing, green procurement)

_____	_____
(Course /Activity name)	(Date completed)
_____	_____
(Course /Activity name)	(Date completed)
_____	_____
(Course /Activity name)	(Date completed)

Professional Training Profile for FAC-COR **Level III** ([certification/documentation attached](#)):

Minimum Advanced Core Training:

- 40 hours Contracting Officer’s Representative Training
- 16 hours Appropriations Law Training

- 16 hours Introduction to Project/Program Management Training
- 08 hours EVM and Cost Estimating Training
- 08 hours Risk Management Training
- 08 hours IT, Construction, or R&D Acquisition Training

(Course /Activity name) (Date completed)

(Course /Activity name) (Date completed)

(Course /Activity name) (Date completed)

PART D – RECERTIFICATION TRAINING

- Recertification Training for FAC-COR **Level I** (at least 16 hours)
(certification/documentation attached):

Training Requirements

- 1 day Contracting Officer’s Representative Refresher Training
- Appropriations Law Refresher Training
- 1 Acquisition-related elective

(Course /Activity name) (Date completed)

(Course /Activity name) (Date completed)

(Course /Activity name) (Date completed)

- Recertification Training for FAC-COR **Level II** (at least 40 hours)
(certification/documentation attached):

Training Requirements:

- 1 day Contracting Officer’s Representative Refresher Training
- Appropriations Law Refresher Training
- 1 Acquisition-related elective
- 1 Contracting course elective

(Course /Activity name) (Date completed)

(Course /Activity name) (Date completed)

(Course /Activity name) (Date completed)

- Recertification Training for FAC-COR **Level III** (at least 80 hours)
(certification/documentation attached):

Training Requirements:

- 1 day Contracting Officer's Representative Refresher Training
- Appropriations Law Refresher Training
- 1 Acquisition-related elective
- 1 Contracting course elective
- 1 Ethics and Fraud Awareness Course

(Course /Activity name)	(Date completed)
(Course /Activity name)	(Date completed)
(Course /Activity name)	(Date completed)

PART E – INFORMATION SUPPORTING THE CERTIFICATION ACTION

Indicate, by checking the appropriate blocks, the information completed and provided as attachments to support the certification action request:

- Appendix G – Federal Acquisition Certification – Contracting Officer's Representative – Functional Experience Transcript Form, (include copies of certificates, diplomas, transcripts, or other forms of experience and training documentation) (Required for FAC-COR Levels II and III)
- Copy of current FAC-COR certification
- Copy of other types of certifications currently held:
 - FAC-C FAC-P/PM Other (specify): _____

PART F – SIGNATURES

1. Applicant’s certification (Levels I, II, and III):

I certify that the information provided is accurate, current, complete, and fully supports the certification action request.

Applicant’s signature _____ Date _____

2. Immediate supervisor’s concurrence/non-concurrence (Levels I, II, and III):

I have reviewed and discussed with [_____] the certification action request and the information provided in support thereof. Based on pertinent job performance (if any), a critical element in the applicants performance standards, and the information provided, I

concur with the certification action do not concur with the certification action

Rationale for non-concurrence, if applicable:

Typed or printed name _____

Signature _____ Date _____

3. STAFFDIV/OPDIV Acquisition Career Manager concurrence/non-concurrence (Levels I, II, and III):

I have reviewed the certification action request and the information provided in support thereof. Based on the information provided, I

concur with the certification action do not concur with the certification action

Rationale for non-concurrence, if applicable:

Typed or printed name _____

Signature _____ Date _____

**Appendix G – FAC-COR Functional Experience Transcript Form
(Required for FAC-COR Levels II and III)**

PART A – APPLICANT IDENTIFICATION

Enter the **required** following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____ Phone _____ Fax _____

Organization Name _____

Organization Address _____

Title, Series, Grade _____

What type(s) of contract(s)/project(s) are you managing?

Information Technology

Construction

Advanced Research and Development

Other (Please Specify): _____

I am applying for FAC-COR Level II

I am applying for FAC-COR Level III

PART B – EXPERIENCE

Please provide employment dates, agency/firm, position title, years of experience, and accomplishment narratives for each competency listed below. FAC-COR Level II requires at least 1 year of COR experience within the last 4 years. FAC-COR Level III requires at least 2 years of COR experience on federal projects within the last 4 years.

General Business Qualifications

Professional Experience Profile for FAC-COR Qualifications:

FAC-COR Level II: My experience includes at least 1 year of COR experience within the last 4 years. My knowledge and abilities applicable to Level II competencies are described in the narratives below.

FAC-COR Level III: My experience includes at least 2 years of COR experience within the last 4 years on federal projects. My knowledge and abilities applicable to Level II competencies are described in the narratives below.

Competency 1: Attention to detail, decision-making, flexibility, influencing/negotiating, integrity/honesty, interpersonal skills, oral communication, planning and evaluating, problem solving, project management, reasoning, self-management, teamwork, and writing.

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 2: Acquisition Planning

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 3: Market Research

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 4: Defining Government Requirements in Commercial/Non-Commercial Terms

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 5: Effective Pre-Award Communication

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 6: Technical Analysis of Proposals

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 7: Negotiation

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 8: Effective Contract Management

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 9: Performance Management

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

If you are applying for **FAC-COR Level III**, please address the additional competencies below:

Competency 10: Constructing a Work Breakdown Structure

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 11: Preparing Project Analysis Documents

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 12: Tailoring Acquisition Documents

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 13: Analyzing and/or Developing Requirements

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 14: Monitoring Performance

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 15: Assisting with Quality Assurance

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

Competency 16: Budget Development

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to the competency stated above:

PART C – SIGNATURE

I certify that the information provided is accurate, current, complete, and fully supports the certification action request.

Applicant’s signature _____ Date _____

Appendix H – FAC-COR Certification through Fulfillment Form

PART A – APPLICANT IDENTIFICATION

Enter the **required** following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____ Phone _____ Fax _____

Organization Name _____

Organization Address _____

Title, Series, Grade _____

What type(s) of contract(s)/project(s) are you managing?

Information Technology

Construction

Advanced Research and Development

Other (Please Specify): _____

FAC-COR is a competency-based program, requiring those who seek certification to demonstrate satisfactory proficiency in the required competencies. Fulfillment applies only to initial certification. Individuals who have served in the COTR role and participated in COTR training previous to the HHS FAC-COR program may seek recognition for fulfillment of the FAC-COR requirements and demonstrate their proficiency by completing this fulfillment request.

I am applying for FAC-COR Level I Certification through Fulfillment

I am applying for FAC-COR Level II Certification through Fulfillment

I am applying for FAC-COR Level III Certification through Fulfillment

PART B– EXPERIENCE

Complete the tables below, demonstrating your proficiency in each general business competency and each technical contracting competency and aligned skill. You may attach other documents that demonstrate proficiency in the competencies. A detailed explanation of these competencies can be found at (<http://www.fai.gov/acm/cotrcomp.asp>).

Please provide employment dates, agency/firm, position title, years of experience for each competency listed below, and accomplishment narratives (as applicable for General Business Competencies and Technical Contracting Competencies).

General Business Competency Qualifications

GB Competency 1: Attention to Detail

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to your ability to thoroughly perform work and be conscientious about attending to detail.

GB Competency 2: Decision-Making

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to making sound, well informed, and objective decisions; perceiving the impact and implications of decisions; committing to action, even in uncertain situations, to accomplish organizational goals; and managing change.

GB Competency 3: Flexibility

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to being open to change and new information; adapting behavior or work methods in response to new information, changing conditions, or unexpected obstacles; and the ability to effectively deal with ambiguity.

GB Competency 4: Influencing/Negotiating

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to persuading others to accept recommendations, cooperate, or change their behavior; working with others towards an agreement; and negotiating to find mutually acceptable solutions.

GB Competency 5: Integrity/Honesty

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to contributing to the integrity of the organization; displaying high standards of ethical conduct and understanding the impact of violating these standards on an organization, self, and others; and trustworthiness.

GB Competency 6: Interpersonal Skills

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to showing understanding, courtesy, tact, empathy; developing and maintaining relationships; dealing with difficult people; relating well to people from varied backgrounds; and sensitivity to individual differences.

GB Competency 7: Oral Communication

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to expressing information to individuals or groups effectively, taking into account the audience and nature of the information; making clear and convincing presentations; listening to others; and attending to nonverbal cues.

GB Competency 8: Planning and Evaluating

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to organizing work, setting priorities, and determining resource requirements; determining goals and strategies; coordinating with other organizations; monitoring progress; and evaluating outcomes.

GB Competency 9: Problem Solving

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to identifying problems; determining accuracy and relevance of information; using sound judgment to generate and evaluate alternatives; and making recommendations.

GB Competency 10: Project Management

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to developing and maintaining a workable plan and managing resources to accomplish the overall goal of the project; ensuring the smooth flow and timely completion of activities that deliver project results; anticipating obstacles or gaps that would impact project success; and working to continuously improve the agency's capability to achieve success.

GB Competency 11: Reasoning

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to identifying rules, principles, or relationships that explain facts, data or other information; and analyzing information and making correct inferences or accurate conclusions.

GB Competency 12: Self-Management/Initiative

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to setting well-defined and realistic personal goals; displaying a high level of initiative, effort, and commitment towards completing assignments in a timely manner; working with minimal supervision; being motivated to achieve; and demonstrating responsible behavior.

GB Competency 13: Teamwork

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to encouraging and facilitating cooperation, pride, and trust; fostering commitment; and working with others to achieve goals.

GB Competency 14: Writing

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to recognizing and using correct English grammar, punctuation, and spelling; communicating information in a succinct and organized manner; and producing written information that is appropriate for the intended audience.

Technical Contracting Competencies

TC Competency 1: Acquisition Planning

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to: documenting the source; methods of payment; contract financing; unpriced contracts; recurring requirements; pricing arrangements; compliance with FAR requirements; determining need for EVM; task and delivery order contracting; and strategic planning . Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

TC Competency 2: Market Research

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to: understanding the marketplace; and collecting source information. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

TC Competency 3: Defining Government Requirements in Commercial/Non-Commercial Terms

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to: writing statements of work; conducting needs analysis and preparing requirements; and assisting in the development of the acquisition strategy. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

TC Competency 4: Effective Pre-Award Communication

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to: publicizing proposed acquisitions; subcontracting requirements; solicitation preparation; pre-quote, pre-bid, and pre-proposal conferences; and amending/cancelling solicitations. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

TC Competency 5: Technical Analysis of Proposals

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to: evaluating non-price factors; pricing information from offerors; and evaluation documentation. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

TC Competency 6: Negotiation

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to: negotiation strategy; conducting discussion and negotiations; and determining capability. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

TC Competency 7: Effective Contract Management

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to: contract administration planning and orientations; contract modifications and adjustments; order management, and monitoring contractor performance. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

TC Competency 8: Performance Management

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly describe your experience relating to: performance metrics; performance management; financial management; contract reporting; inspection and acceptance; and specialized requirements. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

PART C – SIGNATURES

1. Applicant's certification (Levels I, II, and III):

I certify that the information provided is accurate, current, complete, and fully supports the certification action request.

Applicant's signature _____ Date _____

2. Immediate supervisor's concurrence/non-concurrence (Levels I, II, and III):

I have reviewed and discussed with [_____] the certification through fulfillment request and the information provided in support thereof. Based on pertinent job performance (if any) and the information provided, I

concur with the certification action do not concur with the certification action

Rationale for non-concurrence, if applicable:

Typed or printed name _____

Signature _____ Date _____

3. STAFFDIV/OPDIV Acquisition Career Manager concurrence/non-concurrence (Levels I, II, and III):

I have reviewed the certification action request and the information provided in support thereof. Based on the information provided, I

concur with the certification action do not concur with the certification action

Rationale for non-concurrence, if applicable:

Typed or printed name _____

Signature _____ Date _____

Privacy Act Notice: FAC-COR Certification is required for HHS employees that have been or will be delegated authority, by a Contracting Officer, to serve as a COR. Acquisition Career Managers (ACMs) must collect general as well as prescribed training data for this certification program. The legal authority for this data collection is Section 5 U.S.C. Chapter 41. The data will be included in a Departmental database on an HHS intranet website, which will include the first name, last name, and certification expiration date for FAC-COR certified personnel. HHS' routine uses for the information are provided in System of Records No. 09-90-0018, which is available at <http://hhsstage.cit.nih.gov/foia/privacy/recordsnotices/09900018.html>. Failure to provide the requested information may result in a denial of an individual's request for FAC-COR certification.

Appendix I – FAC-COR Certification Waiver Request Form

PART A – APPLICANT IDENTIFICATION

Enter the **required** following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____ Phone _____ Fax _____

Organization Name _____

Organization Address _____

Title, Series, Grade _____

What type(s) of contract(s)/project(s) will you be managing?

- Information Technology
- Construction
- Advanced Research and Development
- Other (Please Specify): _____

-
-
- I am applying for FAC-COR Level I Waiver
 - I am applying for FAC-COR Level II Waiver
 - I am applying for FAC-COR Level III Waiver

Previously held FAC-COTR , FAC-C , and/or FAC-P/PM certification(s) from another Federal agency (*Attach a copy of certification*):

- Name of Agency: _____
- Date Certification Issued: _____

PART B – WAIVER REQUEST TYPE

Indicate the type of waiver requested by checking the appropriate blocks:

1. Up to 6 months – enter waiver period requested: _____
 Level I Level II Level III

2. Up to 1 year – enter waiver period requested: _____
 Level I Level II Level III

PART C – RATIONALE FOR NOT ACHIEVING CERTIFICATION

Explain fully why you do not meet the certification requirements or why you cannot submit the required application for certification. Please detail what actions you have taken to achieve certification after being assigned to an applicable project or program. Attach additional sheets, if necessary.

PART D – PLAN TO ACHIEVE CERTIFICATION REQUIREMENTS

Provide details of how you plan to meet or document the achievement of certification requirements within the waiver period requested. Indicate the date that you expect to achieve each certification. Attach additional sheets, if necessary.

PART E – SIGNATURES

1. Applicant’s certification:

I certify that the information provided is accurate, current, complete, and fully supports the waiver action requested.

Applicant’s signature _____ Date _____

2. Immediate supervisor’s concurrence/non-concurrence:

I have reviewed and discussed with [applicant’s name] the waiver request and the information provided in support thereof. Based on the information provided, I

- concur with the waiver request do not concur with the waiver request
- Rationale for non-concurrence, if applicable:

Typed or printed name _____
Signature _____ Date _____

3. STAFFDIV/OPDIV Acquisition Career Manager concurrence/non-concurrence:

I have reviewed the waiver request and the information provided in support thereof.
Based on the information provided, I

- concur with the waiver request do not concur with the waiver request
- Rationale for non-concurrence, if applicable:

Typed or printed name _____

Signature _____ Date _____

4. STAFFDIV/OPDIV Executive Officer concurrence/non-concurrence:

I have reviewed the waiver request and the information provided in support thereof.
Based on the information provided, I

- concur with the waiver request do not concur with the waiver request
- Rationale for non-concurrence, if applicable:

Typed or printed name _____

Signature _____ Date _____

5. Departmental Acquisition Career Manager Review & Tracking:

- I have reviewed this waiver request and the information provided in support thereof.

Typed or printed name _____ Judith Button _____

Signature _____ Date _____

6. HHS Senior Procurement Executive (SPE) concurrence/non-concurrence:

- I approve the waiver request I do not approve the waiver request
- Rationale for disapproval, if applicable:

Typed or printed name of SPE: _____ Angela Billups, Ph.D. _____

Signature _____ Date _____