Commerce Acquisition Manual
CAM Notice 12-1

1. Title or Purpose: Contracting Officer's Representative Certification Program

2. File in: Commerce Acquisition Manual (CAM) Part 1, Subpart 6 1301.670

3. Effective: January 31, 2012

4. Applicability: The Department of Commerce (DOC) acquisition workforce including contracting personnel and all individuals nominated for assignment as Contracting Officer Representatives (CORs), individuals currently serving as CORs, Task Managers, Alternate and Assistant CORs and any individual delegated contract management responsibilities by a DOC contracting officer on contracts for DOC programs.

5. Supersedes: CAM, Part 1, Subpart 6 - 1301.670 dated June 3, 2011

6. Summary: All acquisition personnel should read and understand the attached CAM 1301.670, *Contracting Officer Representative Certification Program.* Revisions to this chapter incorporates guidance as set forth in the Office of Federal Procurement Policy memorandum dated September 6, 2011, *Revisions to the Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR),* to reflect the following significant changes:

- Replaces the term "COTR" (Contracting Officer Technical Representative) with "COR" (Contracting Officer Representative);
- Decreases DOC's certification levels from four to three to convert the FAC-COTR – Point of Contact/Order Contact certification level to FAC-COR Level I certification;
- Changes dollar thresholds for the three FAC-COR certification levels to: Level I (up to $150K); Level II ($150K to $10M); and Level III (above $10M);
- Incorporates an experience requirement of one year for Level II CORs and three years for Level III CORs;

- Mandates that all CORs register into the Federal Acquisition Institute Training Application System (FAITAS) no later than **February 15, 2012**;
- Defines the role of the Bureau Career Manager;
- Requires an experience summary to accompany continuous learning currency that demonstrates experience performing COR-related activities that meet core competencies;
- Revises training requirements to reflect prescribed courses for Level I and additional courses for Levels II and III; and
- Revises the FAC-COR applications and continuous learning recertifications to include new training and experience requirements.

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