



Department of Energy
Washington, DC 20585

MEMORANDUM FOR SITE ACQUISITION CAREER MANAGER

FROM:

SUBJECT: Application for FAC-COR —

In accordance with [DOE Order 361.1B](#), paragraph 4.B, the following application for Federal Acquisition Certification for Contracting Officer’s Representatives (FAC-COR) is submitted, based on completion of the required training and experience and my existing and/or pending COR appointment, as documented below.

E-mail address: _____ Program Office: _____

Phone: _____ Duty Station (city/state): _____

I am _____ COR to Solicitation/Contract No. _____,

Task/Delivery Order No. (if applicable): _____

Previous certification (attached): _____ Date last issued or renewed: _____

Experience: I understand I must attach a [COR Summary of Experience form](#) to this application if this is my first time applying for Level II or III certification.

Training: I _____ registered in [FAITAS](#). I completed qualifying training/activities as listed below for the subject FAC-COR Level.

FAC-COR Training Standards In Continuous Learning Points (CLPs)		
Level	Initial	Renewal
I	8	8
II	40	40
III	60	40

For a list of acceptable training courses, see:

<http://www.fai.gov/pdfs/COR%20Training%20options%20FINAL%20Rev%201.pdf>

Level II & III renewals, skip to the next section; all others complete the following:

Course Title	Date(s)	CLPs	Documentation
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Level II & III renewals, complete the following:

See attached [FAC-COR Continuous Learning Worksheet](#).

Supervisor/Program Manager Approval:

By my signature below, I certify that the applicant completed the above activities and/or experience for certification and recommend approval of this application.

_____	_____
	Date

Site Acquisition Career Manager (SACM):

I have reviewed this application and its attachments. Approval _____ recommended.

This certification will be in effect for the 2-year period _____.

A request for renewal/recertification must be received by the ending date above to avoid a lapse in certification.

_____	_____
	Date

Site Acquisition Career Manager

Attachments