



Department of Energy

Washington, DC 20585

COR SUMMARY OF EXPERIENCE

Effective January 1, 2012, the Office of Federal Procurement Policy (OFPP) added a requirement for past COR experience to qualify for FAC-COR Level II (journeyman level) and III (senior/expert level). At least 1 year of COR experience is required to qualify for Level II; 2 years for Level III. OFPP strongly advises that applicants for Level III have prior experience at Level II.

Applicants with no prior experience as an appointed COR must demonstrate proficiency in the specific competencies listed below for the same time period, validated by a cognizant Contracting Officer or Contract Specialist by signature below or an accompanying e-mail.

Submit this form to your [Site Acquisition Career Manager](#) (SACM) as part of your application for COR Level II or III certification. This form does not apply to requests to renew/re-certify.

Name:

Title, Series:

Site/Organization:

Email:

I am applying for FAC-COR _____ certification.

I have had at least 1 year of previous COR experience within the last 4 years, supported by the attached copy of my COR appointment letter.

I have had at least 2 years of previous COR experience within the last 4 years, supported by the attached copy of my COR appointment letter. In addition:

I have been previously certified FAC-COR Level II.

I have not been previously certified FAC-COR Level II.

I have no previous experience as an appointed COR. However, within the past 4 years, I have spent at least 1 or 2 years, as applicable, performing each of the competencies required by OFPP, as documented below.

Competency 1: Performing Market Research

Dates performed:

Agency:

Contract Number:

Contractor:

Contracting Officer:

Competency 2: Writing specifications, Statements of Work or Statements of Objectives

Dates performed:

Agency:

Contract Number:

Contractor:

Contracting Officer:

Competency 3: Developing a Quality Assurance Surveillance Plan (QASP)

Dates performed:

Agency:

Contract Number:

Contractor:

Contracting Officer:

Competency 4: Assisting the CO or COR as a Subject Matter Expert

Dates performed:

Agency:

Contract Number:

Contractor:

Contracting Officer:

Competency 5: Participating on a Technical Evaluation Team

Dates performed:

Agency:

Contract Number:

Contractor:

Contracting Officer: