

# COR LEVEL 1 TRAINING

## SYNOPSIS

The course provides contracting professionals with the basic knowledge required to perform the tasks required of a FAC-COR Level 1. Level 1 COR skills are generally appropriate for low-risk contract vehicles, such as supply contracts and orders.

Accordingly, this course covers general roles and responsibilities of the COR and CO throughout the acquisition process. Areas include, teaming, ethics and integrity, authorities, contract classification, contract types, proper file documentation, performance assessment methods, and contract management.

## LEARN

- Summarize the acquisition process
- Explain the role of ethics and proper conduct in the acquisition process
- Explain the authority of a COR and define types of contracts
- Identify the important procedures and elements of acquisition planning
- Identify the important event of source selection
- Describe the basic of performance assessment
- Define contract administration essentials

*This course uses digital materials.*

## TOPICS

### PROCESS OVERVIEW

- Identify the Three Phases of the Acquisition Process
- Describe an Effective Acquisition Team

### ETHICS AND INTEGRITY ARE ESSENTIAL

- Recognize Regulatory Limitations on the Conduct of Procurement Personnel
- Recognize Your Ethical Responsibilities

### AUTHORITIES

- Recognize Legal Concepts, Statutory and Procedural Regulations Applicable to Federal Government
- Identify the Classification of Contracts
- Identify the Difference Between Real and Apparent Authority
- Recognize the Conditions That Must be Met Before Becoming a COR

### CONTRACT ADMINISTRATION ESSENTIALS

- Identify Proper Invoice Requirements
- Identify Requirements for Timely Processing of Contractor Invoices
- Distinguish Between a "Change" and a "Constructive Change"
- Identify the COR Responsibilities Regarding Government Furnished Property

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