

CONTRACTING OFFICER'S REPRESENTATIVE (COR) FUNCTIONAL ADVISORY BOARD CHARTER

I. PURPOSE AND BACKGROUND

The Contracting Officer's Representative (COR) Functional Advisory Board (COR FAB) is the collaborative, federal-wide working group charged with shaping the management policies and practices of the Federal Acquisition Certification for COR (FAC-COR), as chartered by the Office of Federal Procurement Policy. The FAB solves existing and emerging challenges to ensure the future success of the Federal acquisition workforce.

This charter establishes the COR FAB to perform continuous review, evaluation, and update of the COR certification within Federal civilian agencies. The COR FAB will address gaps, overlaps, risks and conflicts in authorities and guidance as they impact the key areas of human capital planning, hiring, identification, certification and training of FAC-COR. Additionally, the FAB will establish, oversee, and maintain the COR's: (1) education, training, and experience requirements; (2) workforce competencies; and (3) the FAC-COR's policy standards.

The Board will communicate and report issues as charged by this charter to the CAOC Human Capital Working Group and the Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP).

II. GOALS AND RESPONSIBILITIES

Specific goals and responsibilities of the COR FAB are to:

- Provide the FAB Functional Advisor and the FAI Acquisition Program Executive for COR with requisite information, perspectives, and recommendations to guide decisions related to the COR acquisition workforce including, but not necessarily limited to:
 - Competency management, including annual evaluation
 - Career development/workforce management strategies
 - FAC- COR policy requirements, including annual evaluation
 - Training and development requirements
 - Continuous Learning management
 - Other areas as deemed appropriate
- Serve as a forum and clearing house for examining cross-agency acquisition initiatives, lessons learned, and issues of mutual interest and concern.
- Provide a means for information and best practice sharing across the acquisition community regarding education, training, and certification requirements to resolve common challenges and address issues.
- Establish subgroups to address specific topic areas, identify and prioritize areas for improvement or resolution, establish deliverables, and ensure delivery in a thorough, effective, and timely manner.

III. MEMBERSHIP

Members of the Board shall be recognized leaders in the COR community within their respective organizations. Expertise in the functional area of project and program management, systems engineering or the specific responsibilities for management of complex contracts is highly desired, as well as experience with human capital development and workforce management. The Chief Acquisition Officers (CAOs) of each of the 24 CFO Act Agencies were invited to nominate a representative from their agency to participate as a voting member of the COR FAB. A member was also invited from the Small Agency Council. Membership selection and changes to membership will be determined by the FAB Chair to ensure appropriate, equitable representation among all agency types.

The COR FAB structure and membership will consist of the following positions:

- COR Functional Advisory Board Chair
- FAI Acquisition Program Executive serving as Executive Secretary and Acting Chair in the absence of the FAB Chair
- CORs; senior professionals, high performers, and other leaders who are recognized as experts in their field
- Acquisition Career Managers or their empowered representatives with a strong knowledge of COR issues
- External subject matter experts; as required

IV. CONCEPT OF OPERATIONS

- Meetings will be held on a recurring basis as determined by the FAB membership.
- A standing meeting location will be established, but other locations may be selected as agreed to by the FAB membership.
- FAB administration will be provided by FAI.
- Agendas will be provided to the membership at least five working days prior to each meeting.
- Minutes and attendance list will be provided to the membership within ten working days following each meeting.
- FAI will maintain a website as a Community of Practice on the existing FAI infrastructure for FAB meeting minutes, briefing charts and other related documents.
- The Chair will seek to resolve or mitigate any concerns and objections before final decisions are made. Whenever possible, the Chair will reach consensus on all decisions before providing recommendations to stakeholders or other decision forums.
- The FAB will establish and adopt a process for voting. The voting process may include a delayed voting strategy, via electronic means, to give Board members time to consider their positions within their agencies before casting their votes.
- In the absence of consensus, final decisions will be made by the FAB Chair or the Acting Chair if so delegated.
- Each Board member may designate an individual to serve as an alternate in case of the primary's absence. However, since Board meetings will be regularly scheduled, the need for alternates should be minimal. If an alternate attends the Board, they will act with the

full authority of the principal member. If neither the principal member nor an alternate can attend, the Board member forgoes their opportunity to provide input at a Board meeting.

- Appointed representatives are expected to be empowered by their Agency to act on their behalf and provide timely feedback to appropriate leadership within their organizations of issues discussed and decision made at FAB meetings.
- As required, the Chair or Acting Chair can establish subgroups and/or assign representatives to work on specific projects.

V. ROLES AND RESPONSIBILITIES

- **COR FAB Chair**
 - Maintains and ensures appropriate representation in the FAB, and approves changes in membership.
 - Provides overarching strategic direction and guidance.
 - Serves as final approval authority for this FAB Charter and any future revisions.
 - Represents the COR community and the FAB at interagency meetings and councils, as appropriate.
 - Certifies, ratifies, or approves decisions related to competencies, certification standards, and training requirements.
- **FAI Acquisition Program Executive**
 - Serves as the senior FAI representative and Executive Secretary for the FAB.
 - Serves as Acting Chair at the request of the FAB Chair.
 - Establishes meeting agendas, assigns action items, and prepares meeting minutes.
 - Represents the COR community and the FAB at interagency meetings and councils, as appropriate.
- **COR FAB Members**
 - Actively participate in scheduled FAB meetings.
 - Submit agenda items via the Executive Secretary.
 - Share with the FAB organizational or Agency initiatives, projects, practices, lessons learned or processes related to human capital strategic planning and workforce professional development and retention.
 - Provide input to FAI training programs, revision, and future requirements.
 - Provide or identify subject matter expert support for FAI programs, including but not limited to training content development, Community of Practice inputs and queries, classroom guest speaker requests, and related requirements.
 - Be empowered to speak for their agency
 - Convey issues, taskings, and decisions discussed at FAB meetings to their appropriate Agency/organization acquisition leadership.
- **FAI Support**
 - Provides the FAB with the following tools and resources:
 - Executive Secretary and administrative support, including coordinating meetings, managing FAB communications, recording meeting minutes, and circulating documents and files.

- Training to FAB members on their role and the functioning of the FAB.
- Community of Practice website to post and share information.
- Additional Subject Matter Expertise (SME's) as required at FAB meetings.
- Meeting space as necessary.
- Acts as the clearinghouse across the Federal agencies for COR workforce development and management through the actions of the FAB.
- Communicates any OFPP policy that affects the acquisition community.

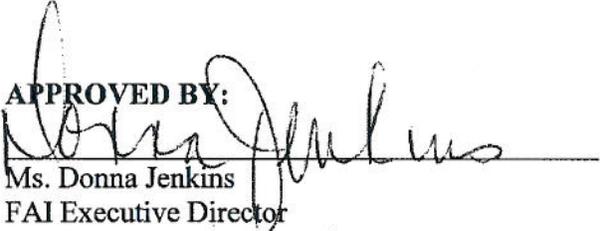
VI. REFERENCES

- Revisions to the Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR), September 6, 2011: http://www.fai.gov/pdfs/Federal-Acquisition-Certification-for-Contracting-Officer_2011-09-06.pdf
- FAC-COTR Competency Model <http://www.fai.gov/pdfs/FAC-COTR%20Competency%20Modelv2.pdf> (Will be updated)
- FAI Home Page <http://www.fai.gov/>
- FAI Training Catalog <http://www.fai.gov/training/index.asp>
- OFPP Policy Letter 05-01, "Developing and Managing the Acquisition Workforce," 15 Apr 2005 http://www.whitehouse.gov/omb/procurement_policy_letter_05-01

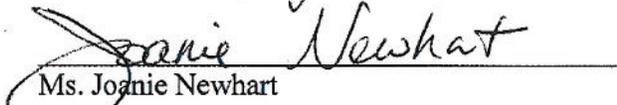
VII. REVIEW CYCLE

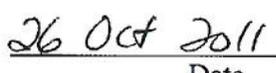
This charter will be reviewed as directed by the COR FAB Chair and FAI Acquisition Program Executive, or every year, whichever occurs soonest.

APPROVED BY:


 Ms. Donna Jenkins
 FAI Executive Director


 Date


 Ms. Joanie Newhart
 Associate Administrator for Acquisition Workforce Programs
 Office of Federal Procurement Policy


 Date