



# United States Department of the Interior

OFFICE OF THE SECRETARY  
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## **Department of the Interior Acquisition Policy Release (DIAPR) 2010-11**

**Subject:** Federal Acquisition Certification in Contracting Program Manual

**References:** Office of Federal Procurement Policy (OFPP) Act, Section 6(a), as amended (41 U.S.C. § 405(a)); OFPP Act, Section 6(c)(5), as amended (41 U.S.C. § 405(d)(5)); OFPP Act, Sections 37(b)(3) and (g), as amended (41 U.S.C. § 433(b)(3) and (g)); OFPP Policy Letter 05-01, *Developing and Managing the Acquisition Workforce*, dated April 15, 2005; OMB Memorandum, *The Federal Acquisition Certification in Contracting Program* dated January 20, 2006; and The Privacy Act of 1974, *Employee Training and Career Development Records - Interior*, Notice # DOI-76

### **1. Purpose:**

This DIAPR releases Revision 4 to the Federal Acquisition Certification in Contracting (FAC-C) Program Manual and supersedes DIAPR 2009-01. The new FAC-C Program Manual replaces the version released on October 23, 2008.

**2. Effective Date:** Upon signature.

**3. Expiration Date:** No expiration unless superseded or canceled.

### **4. Background and Explanation:**

The Department of the Interior's (DOI) FAC-C Program Manual delineates the criteria for certifying the contracting segment of the acquisition workforce. It is DOI's policy that its acquisition workforce be trained and developed following the skill-based acquisition curriculum established by the Federal Acquisition Institute (FAI). The FAC-C Program Manual has been updated with the following changes:

- Part 1.d.2 - The qualifications of Procurement/Policy Analysts were expanded.
- Part 2 – Definitions: The definition of the Bureau Procurement Chief was expanded.
- Part 3.a.4 - The FAI website was added as a point of reference for required FAC-C classes.

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- Part 3.a.5.B - The Internet addresses for the listing of FAC-C predecessor classes and the listing of equivalent classes published by the Defense Acquisition University were added.
- Part 3.b - The elimination of the DOI education exception was emphasized.
- Part 3.e.1 – Provision added to exclude DOI mandatory training as acceptable skills currency courses.
- Part 3.f - The acceptance procedure for DAWIA certificates was modified to maintain parity with the acceptance procedure for FAC-C certificates from other agencies.
- Part 4.a.1 - Additional requirements for the compilation of the application package were added.
- Part 4.a.4 - The responsibility of the BPC regarding FAC-C renewal applications was modified.
- Part 4.a.5 - The responsibility of the SPE regarding new and re-instatement FAC-C renewal applications was clarified.
- Part 4.d - Information regarding waivers was corrected and expanded.
- Appendix 1 - The Application Form and the Instructions for Completion of Application for FAC-C Certification were modified.
- Appendix 2 - The Training Summary Form was replaced with the optional FAC-C Certification Record.
- Appendix 5 - A Sample FAC-C Waiver Request Memo was added.

**6. Additional Information:** Questions regarding bureau-specific FAC-C Program guidance should be referred to the Bureau Acquisition Career Coordinator. Questions regarding this FAC-C Program Manual should be referred to Armenda Daye, Acquisition Career Manager, at (202) 208-3798 or at [Armenda\\_Daye@ios.doi.gov](mailto:Armenda_Daye@ios.doi.gov).



Debra E. Sonderman, Director  
Office of Acquisition and Property Management

Attachment

# Federal Acquisition Certification in Contracting (FAC-C) Program Manual



March 2010

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## **PART 1: INTRODUCTION**

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a. *Purpose.* This manual provides guidance for Department of the Interior (DOI) implementation of the Federal Acquisition Certification in Contracting (FAC-C) Program.

b. *Authority.* This program is instituted pursuant to:

- Section 6(a) of the Office of Federal Procurement Policy (OFPP) Act, as amended (41 U.S.C. § 405(a));
- Section 6(c)(5) of the OFPP Act, as amended (41 U.S.C. § 405(d)(5));
- Sections 37(b)(3) and (g) of the OFPP Act, as amended (41 U.S.C. § 433(b)(3) and (g));
- OFPP Policy Letter 05-01, *Developing and Managing the Acquisition Workforce*, dated April 15, 2005;
- OMB Memorandum, *The Federal Acquisition Certification in Contracting Program* dated January 20, 2006; and
- The Privacy Act of 1974, *Employee Training and Career Development Records - Interior*, Notice # DOI – 76, which provides authority to maintain records related to FAC-C certification, including use of the Acquisition Career Management Information System.

c. *Background.* OFPP Policy Letter 05-01 established a requirement for a Federal acquisition certification program. Specifically, Section 8(b) of this letter required the Federal Acquisition Institute (FAI) to develop, and the Chief Acquisition Officers Council (CAOC) to approve, a FAC-C Program. The CAOC approved the FAC-C Program in December 2005, and OFPP issued the corresponding guidance in January 2006.

The FAC-C Program establishes graduated education, experience, and training standards for contracting professionals in civilian agencies. FAC-C certifications are mutually accepted among all civilian agencies as documentation of accomplishment of these standards. The Defense Acquisition Workforce Improvement Act (DAWIA) established a very similar, but not identical, program for the Department of Defense (DoD). Civilian agencies may accept DAWIA certification as equivalent to FAC-C certification, but DoD is not required to reciprocate.

d. *Applicability.* The FAC-C certification program is open to all members of the Federal acquisition workforce, and all GS-1102s are particularly encouraged to pursue certification. Certification is mandatory in two circumstances:

1. Except as provided in the Contracting Officer Appointment Manual, Contracting Officers (COs), regardless of series or organizational placement, must be certified at a level commensurate with their appointment level. However, senior level

officials may delegate procurement authority in accordance with the Departmental Manual without being certified.

2. Persons performing Procurement/Policy Analyst functions as a significant portion of their duties, regardless of job series, must be certified at Level III if they occupy positions at grade GS-13 or higher, unless granted a waiver by the SPE. The Bureau Procurement Chief must request a waiver from the SPE and describe the Procurement/Policy Analyst's demonstrated analytical capabilities, job performance, operational acquisition management experience, and commitment to complete the required FAC-C training and/or education within a specified period of time. A copy of the prospective or current Procurement/Policy Analyst's resume, college transcript, ACMIS training history, performance appraisal, and IDP must accompany the waiver request memo.

## **PART 2: DEFINITIONS**

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**Acquisition Career Management Information System (ACMIS):** ACMIS is a Government-wide information system managed by the Federal Acquisition Institute that contains education, training and experience information for all acquisition workforce members. ACMIS provides detailed reports to assist managers in short and long term workforce planning.

**Acquisition Career Manager (ACM):** The ACM is appointed by the SPE and is responsible for ensuring that the DOI acquisition workforce meets the requirements of OFPP Policy Letter 05-01 and any subsequent guidance. The ACM shall also serve on the Interagency Acquisition Career Management Council (IACMC) to ensure that workforce development policies and opportunities meet the needs of the Government's and DOI's acquisition workforce.

**Acquisition Workforce:** The acquisition workforce includes employees who perform various acquisition-related functions to support the accomplishment of an agency's mission, as described in OFPP Policy Letter 05-01, paragraph 5. In addition to contracting, functions such as program management, requirements definition, measurement of contract performance, and technical and management direction are also included.

**Bureau Acquisition Career Coordinator (BACC):** The BACC, appointed by the BPC, is the individual who coordinates with the ACM and facilitates implementation of the certification program at his/her bureau.

**Bureau Procurement Chief (BPC):** The BPC is defined in DIAR 1402.101 as the senior GS-1102 official in a bureau or office. His/her authority may be delegated, unless specified otherwise, to the CCO. If the BPC is also the CO for an action requiring approval of the BPC, then approval shall be at the Head of Contracting Activity level. In exceptional cases, upon the grant of a waiver by the SPE, the BPC may be someone in an occupational series other than the GS-1102 series. The waiver shall be based on the individual's demonstrated analytical and decision making capabilities, job performance, and qualifying acquisition management experience.

**Certificate of Appointment (COA):** A Standard Form (SF) 1402 that documents the appointment of a Contracting Officer. The SF-1402 states any limitations on the scope of authority to be exercised, other than limitations contained in applicable law or regulations. The COA certificate shall be prominently displayed in the contracting officer's work area.

**Chief of the Contracting Office (CCO):** A CCO is the senior GS-1102 within a contracting office, as defined in DIAR 1402.101.

**Continuing Education Unit (CEU):** For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. For example, a three credit-hour course would be worth three CEUs and/or 30 CLPs.

**Continuous Learning Point (CLP):** CLPs are points awarded for successful completion of continuous learning activities. One CLP corresponds generally to one classroom hour and varies for other learning activities, as described in Appendix 3 of this manual.

**Contracting Officer (CO):** A Federal employee delegated authority pursuant to FAR 1.6 and the DOI Contracting Officer Appointment Program to award, administer, and terminate contracts, purchase orders, delivery orders, task orders and modifications; obligate Government funds; and make determinations and findings, all subject to the limitations of his or her Certificate of Appointment.

**Defense Acquisition University (DAU):** DAU is the Department of Defense (DoD) corporate university for the DoD Acquisition, Technology, and Logistics (AT&L) workforce.

**Defense Acquisition Workforce Improvement Act (DAWIA):** Public Law 101-510 was signed in 1990 to improve the effectiveness of the personnel who manage and implement defense acquisition programs. DAWIA, as amended, is codified at 10 U.S.C. §§ 1701-1764.

**Federal Acquisition Institute (FAI):** FAI was established under the Office of Federal Procurement Policy Act and works to foster and promote the development of a professional acquisition workforce into effective business leaders.

**Fulfillment Process:** The fulfillment process allows a candidate to document that he/she has acquired, through experience, education, and/or alternative training, the competency that would have been achieved through a required training course.

**Individual Development Plan (IDP):** An IDP is developed by an employee and his/her supervisor to plan the work and formal training assignments that will enable the employee to progress toward career goals. The plan is reviewed and updated annually.

**Office of Federal Procurement Policy (OFPP):** OFPP is the statutory office within the Office of Management and Budget that is responsible for providing overall direction by means of Government-wide procurement policies, regulations, and procedures.

**Procurement/Policy Analyst:** Procurement/Policy Analysts include Federal employees in any series who are responsible for measuring acquisition program performance, and developing acquisition policy and guidance. It does not include positions such as Cost/Price Analyst or Contract Specialist.

**Senior Procurement Executive (SPE):** FAR 2.101 defines the SPE as the individual appointed pursuant to section 16(3) of the Office of Federal Procurement Policy Act (41 U.S.C. 414(3)) who is responsible for management and direction of the acquisition system of an executive agency, including the implementation of the unique acquisition policies, regulations, and standards of the executive agency. The DOI SPE is the Director, Office of Acquisition and Property Management.

### **PART 3: CERTIFICATION REQUIREMENTS**

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*a. General parameters applicable at all levels*

1. Certification may be granted to qualified Federal employees in any job series.
2. Re-certification is not required when an employee transfers between DOI organizational units.

3. Education requirements

A. DOI's acquisition workforce must be educated in accordance with the requirements established by FAI.

- i. Level I and II: Bachelor's degree with a major in any field OR a minimum of 24 semester hours in any combination of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- ii. Level III: Bachelor's degree with a major in any field AND a minimum of 24 semester hours in any combination of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

B. An exception may be allowed and is specified in sections b, c and d below. The previous DOI exception for non-1102 series with COA authority at Level 1 expired on January 1, 2009. This exception applies only in the context of FAC-C certification, and does not imply that the employee qualifies for promotion within or entry into the 1102 series. Questions regarding job qualification should be referred to Human Resources.

C. The American Council on Education (ACE) evaluates education and training courses provided by non-accredited organizations such as DoD, civilian agencies, and commercial schools. ACE itself does not grant academic credit; it merely recommends the amount of credit that a course is worthy of being granted by an accredited institution. ACE credit recommendations alone may NOT be used to meet the 24 semester credit hour requirement. Credit recommendations that have been accepted by and appear on an official transcript (or comparable document) from an accredited institution of higher education are acceptable.

D. The Defense Activity for Non-Traditional Education Support (DANTES) sponsors the College Level Examination Program and the DANTES Subject Standardized Tests through the College Board and the Educational Testing Service. Each passing score on a DANTES examination in an appropriate subject can be credited as three semester hours toward satisfying the 24 semester credit hours. The test results do not have to be listed on a college transcript in order to be credited.

4. DOI's acquisition workforce must be trained in accordance with the core curriculum and elective(s) established by FAI that correspond to the applicant's level of certification. The list of required classes changes from time to time and is identified on the FAI website at [www.fai.gov](http://www.fai.gov). If the requirements established by FAI differ from those cited in this manual, the curriculum published by FAI at the time of application will be controlling. DOI does not require any supplemental training beyond that required by FAI in order to qualify for FAC-C certification, and none may be imposed at the bureau level. However, supplemental training may be required for specific types of contracting warrants (e.g., emergency contracting).

5. Mandatory core training may be completed in one of the following ways:

A. Taking the required class from a Federal or private source.

B. Taking a predecessor class: Predecessor classes were formerly offered by DoD and contain essentially the same content as subsequent, renamed and renumbered, classes. A listing of predecessor classes is published on the Internet by DAU at [www.dau.mil/learning/appg](http://www.dau.mil/learning/appg) as part of its catalog of course offerings. For predecessor information on classes no longer offered by DAU, refer to a catalog from the years the class was offered. These are creditable toward certification regardless of when the predecessor class was taken. When a predecessor class covers only a portion of a multi-week course, the applicant must have completed all the corresponding classes to be creditable toward certification.

C. Taking an equivalent class: Equivalent classes are offerings by colleges, private sector companies, or non-DoD Federal sources that have been determined to be equivalent to the required classes. A listing of equivalent classes is published on the Internet by DAU at [www.dau.mil/learning/appg](http://www.dau.mil/learning/appg) as part of its catalog of course offerings. FAI also maintains a list of equivalent classes that can be found on the Internet at [www.fai.gov](http://www.fai.gov). In both places, classes are listed by source and specify the dates for which the classes are creditable toward certification. When an equivalent class covers only a portion of a multi-

week course, the applicant must have completed all the corresponding classes to be considered equivalent to the DAU course.

- D. Fulfillment: The fulfillment process may be used to credit competencies that have been gained through other means. The relevant procedures are described in Part 4c below.

6. Sometimes, two or three predecessor or equivalent classes from the same source must be combined in order to equate to a currently required class. In this case, the applicant must have completed all the component classes to receive credit toward certification.

7. As agreed to by the employee and supervisor, electives may be any class related to the employee's regular duties or a special assignment, necessary for career development, adds to the employee's knowledge base, or enhances existing skill. However, elective classes should be in subjects related to acquisition management such as appropriation law, performance-based acquisition, construction contracting, architecture and engineering, or project management. They may overlap the subject matter of core training. Grants or other financial assistance training and COR/COTR training are not creditable as an elective for Level 1, but may be used for one of the two electives required at Levels 2 and 3. Electives should be increasingly more complex throughout an employee's career.

8. Electives may be classroom training, distance learning, or training via attendance at a conference. An elective class must be at least 16 hours of training to be creditable toward certification. A single 80-hour class may be credited as two electives.

9. A single class *may not* be counted as both an elective for a lower level and credited toward qualification at a higher level. However, a single class *may* be counted as both maintenance for a lower level and credited toward qualification at a higher level.

10. Generally, the FAC-C program anticipates that experience will be gained through full-time Federal employment. If an employee is employed part-time, or is employed full time but engaged in contracting duties only part-time (e.g., an administrative officer with collateral purchasing duties), documentation of experience becomes problematic. Credit can be given in partial-year increments (two years with 50% contracting work could equal one year experience, for example), but must be well documented by the employee's supervisor.

b. Level I requirements

<p>Education</p>	<p>Bachelor's degree with a major in any field</p> <p style="text-align: center;"><b>-or-</b></p> <p>A minimum of 24 semester hours in any combination of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.</p> <p><i>Exception:</i> Employees in the GS-1102 series without the required education will be considered to have met the education standard if they occupied an 1102 position on January 1, 2000, and continuously since then.</p> <p><b>NOTE:</b> Employees in series other than 1102 without the required education were formerly considered to have met the education standard if they held warrant or COA authority at any Federal agency as of January 1, 2000, and continuously since then with no break longer than 90 calendar days. Suspension of a warrant or COA authority does not constitute a "break" (as long as corrective action is taken during the suspension period); but termination of a warrant or COA authority does. <b>This exception is no longer available for applications dated after January 1, 2009.</b></p>
<p>Training</p>	<p>Completion of the following core classes*:</p> <ul style="list-style-type: none"> <li>CON 100: Shaping Smart Business Arrangements</li> <li>CON 110: Mission Support Planning</li> <li>CON 111: Mission Strategy Execution</li> <li>CON 112: Mission Performance Assessment</li> <li>CON 120: Mission Focused Contracting</li> <li>One elective</li> </ul> <p>Certified Federal Contracts Manager (CFCM) designation from the National Contract Management Association may be substituted for CON 110 and CON 112.</p> <p>* CON 100 is only required for those newly entering the acquisition workforce or those new to the Federal Government. Employees who begin Level I certification training after October 1, 2006, must take CON 100. The class is waived for employees who had already taken any other mandatory class (or a predecessor or equivalent) as of that date.</p>

<p>Work Experience</p>	<p>One year of contracting experience. The individual should meet the general business and technical competencies for Level 1 certification as identified by the Federal Acquisition Institute at <a href="http://www.fai.gov">www.fai.gov</a>.</p> <p>Work experience should consist of hands-on experience conducting simplified acquisitions above the micro-purchase threshold of commercial and non-commercial items using the procedures in FAR Part 13. Experience should include progressively more complex assignments, including solicitation and evaluation of competitive open market quotations, as well as evaluation and award under Multiple-Award Federal Supply Schedules. Experience gained as either GS-1102 or 1105 may be considered to meet this requirement. Experience performing micro-purchases or as a Contracting Officer's Representative will generally not be sufficient to qualify for certification.</p> <p>Development at this level lays the foundation for career progression and is designed to prepare employees for positions of increasing responsibility. At this level, individuals should be exposed to the functions of acquisition and the roles of its various specializations. Employee work assignments should typically enable them to learn about Federal and agency source programs, basics of market research and acquisition planning, small business preference programs, awards and administration of simplified acquisitions and/or commercial item acquisition procedures, ordering under established vehicles, and related determinations, approvals and other file documentation. As employees progress, work may involve additional complexity, including acquisitions under FAR Parts 14 and 15, and more complex pricing arrangements and negotiations.</p>
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c. Level II requirements

<p>Education</p>	<p>Bachelor's degree with a major in any field</p> <p style="text-align: center;"><b>-or-</b></p> <p>A minimum of 24 semester hours in any combination of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.</p> <p><i>Exception:</i> Employees in the GS-1102 series without the required education will be considered to have met the education standard if they occupied an 1102 position on January 1, 2000, and</p>
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	continuously since then.
Training	<p>Completion of all the classes required for Level I plus the following:</p> <p>CON 214: Business Decisions for Contracting</p> <p>CON 215: Intermediate Contracting for Missions Support</p> <p>CON 216: Legal Considerations in Contracting</p> <p>CON 217: Cost Analysis and Negotiation Techniques</p> <p>CON 218: Advanced Contracting for Mission Support</p> <p>Two electives</p>
Work Experience	<p>Two years contracting experience.</p> <p>Applicant should have hands-on experience conducting progressively more complex acquisitions under FAR procedures and/or administration of contracts sufficient to have a full comprehension of required contracting duties.</p> <p>At this level, the employee should be exposed to acquisitions of increased complexity, utilizing different contract types and more complex cost or price analysis, and/or more complex issues in contract administration such as analysis and resolution of claims and disputes or contract termination settlements. This phase often includes obtaining specialized experience in particular commodities (such as construction, information technology, or architect-engineer services) or as an acquisition specialist (contract administrator, price analyst, small business utilization specialist, etc.). Use of rotational or collateral assignments in a specialty is encouraged.</p> <p>As development continues, the employee should broaden his/her background toward a more general expertise in the contracting career field. Development of the generalist normally involves establishing a good foundation of experience in all phases of acquisition followed by experience in an acquisition specialty.</p>

*d. Level III requirements*

Education	<p>Bachelor's degree with a major in any field</p> <p><b>-and-</b></p> <p>A minimum of 24 semester hours in any combination of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.</p>
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	Exception: Employees in the 1102 series without the required education will be considered to have met the education standard if they occupied an 1102 position on January 1, 2000, and continuously since then.
Training	Completion of all the classes required for Level I and Level II plus the following: CON 353: Advanced Business Solutions for Mission Support Two electives
Work Experience	Four years contracting experience.  Applicant should have extensive experience on complex acquisitions under FAR procedures and/or administration of contracts sufficient to have full comprehension of required contracting duties.  At this level, advanced acquisition education and training are essential to complete the development of the business leader. The employee begins to define a career direction or specialization, lead major acquisition teams, or become expert in a specialty area (i.e., procurement analyst, small business utilization specialist, price analyst).

*e. Maintenance requirements*

1. Certification must be renewed every two years after the issuance date on the FAC-C certificate. To maintain a FAC-C, acquisition professionals are required to earn 80 CLPs of skills currency training every two years. Appendix 3 provides guidance on obtaining and accounting for CLPs. Training that is mandated each year for every DOI employee (e.g. "Privacy Act," "Records Management," "IT Security," "Discrimination and Whistleblowing in the Workplace," etc.) does not qualify as skills currency training.

2. Certification will automatically lapse if the continuous learning requirement is not met. Any COA based on a lapsed certification will be automatically suspended. Lapsed certifications may be reinstated when the employee demonstrates accumulation of sufficient CLPs to total 80 CLPs every full two-year period since the original certification.

*f. Certifications from other agencies*

1. DOI will automatically recognize FAC-C certification issued by another civilian agency or a DAWIA certificate issued by a Defense Department agency, provided it has not lapsed. In the rare circumstance where the Bureau has definitive proof that another agency's certification was defective (e.g., they credited training classes that are not authorized by DAU), DOI will not accept it and the employee must obtain a new DOI-issued FAC-C certification. COA appointment may be based on current certification from another civilian agency. A lapsed certification (FAC-C in which the employee has not completed the required CLPs during the specified maintenance period(s)) may be reinstated when the employee demonstrates accumulation of 80 CLPs every two years since their original certification. The BPC will issue a letter acknowledging acceptance of the FAC-C certificate issued by another agency. The letter will state when the two year maintenance period expires. A copy of the letter and FAC-C will be provided to the ACM.

2. Evaluation of a DAWIA certification to determine currency will be based on FAC-C standards--not DAWIA requirements. For example, 80 CLPs for every full two-year period since issuance are needed to maintain a certification. Issuance of a FAC-C certificate is required prior to COA appointment unless the applicant is granted a waiver by the SPE. Applicants with lapsed DAWIA certifications may still qualify for FAC-C certification if they otherwise meet the FAC-C education, training, and experience requirements. If not, they may either accumulate sufficient CLPs for conversion to FAC-C certification, or satisfy the applicable deficiency in order to qualify for FAC-C certification independently of the prior DAWIA certification.

*g. Work experience in other agencies*

To determine whether an employee was in the GS-1102 series on January 1, 2000, for purposes of applying the education exception, Federal experience in the Legislative or Judicial Branches may be used. However, supporting documentation must unequivocally show that the employee was in an occupational series equivalent to an 1102 series, and that the designation had the same meaning and qualification requirements as it did in the Executive Branch.

## **PART 4: FAC-C PROGRAM ADMINISTRATION**

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### *a. Application process*

1. An applicant is responsible for preparing an application package for submission to his or her supervisor. The application package must be compiled in a folder (sturdy and tabulated with contents securely affixed) and include the application form, AC MIS record, and supporting documentation, as specified in Appendix 1.

2. The supervisor is responsible for verifying the accuracy and completeness of application packages, endorsing or disapproving them, and submitting packages through customary correspondence channels to the BACC.

3. The BACC is responsible for:

- A. providing guidance on preparation of applications;
- B. recommending disposition of applications to the BPC;
- C. acting as liaison with the ACM; and
- D. keeping records related to FAC-C certification, including renewal and maintenance thereof.

4. The BPC has the authority to, and is responsible for, reviewing new and re-instatement applications, endorsing or disapproving them, and submitting approved packages in the prescribed format (see Appendix 1) to the SPE. The BPC's review includes an examination of the applicant's education, experience, and training documentation.

5. The SPE is responsible for approving or disapproving new and re-instatement applications, keeping records related to FAC-C certification, establishing policy and implementation procedures, internal controls, and conducting reviews of the FAC-C program.

### *b. Renewal and reinstatement process*

Applications for renewal (every two years) or reinstatement of lapsed certifications are submitted using the application form, following the instructions in Appendix 1.

### *c. Fulfillment process*

1. Employees entering the acquisition workforce after October 1, 2006, must take the core classes and may not use the fulfillment process.

2. An applicant is responsible for identifying the DAU class he or she is seeking to satisfy through the fulfillment process, documenting how the relevant competencies were gained, and submitting the request to his/her supervisor. A separate approval request should be prepared for each class in accordance with the instructions in Appendix 4. Requests for fulfillment approval may be sent simultaneously with FAC-C certification applications.

3. The supervisor is responsible for verifying the accuracy and completeness of application packages, endorsing or disapproving them, and submitting packages to the CCO or BACC in accordance with bureau procedures.

4. CCO review and approval is optional, but may be required at the bureau level.

5. The BACC is responsible for:

- A. providing guidance on preparation of fulfillment statements;
- B. recommending disposition of applications to the BPC; and
- C. acting as liaison with the ACM.

6. The BPC is responsible for reviewing applications, endorsing or disapproving them, and submitting packages to the ACM. All applications submitted to the SPE for certification must be signed by the BPC. Any application not endorsed by the BPC should not be referred to the SPE.

7. The ACM is responsible for reviewing applications and recommending approval by the SPE.

#### *d. Waivers*

The SPE may waive the education requirement for obtaining a certification for warranting purposes in writing, on a case-by-case basis, if granting a waiver is in the best interest of DOI. This authority may not be delegated and the use of this authority must be adequately documented. This waiver is not transferable to another Federal agency. It is important to note that a certification waiver does not negate the responsibility of management and the employee to continue to pursue certification. The purpose of the waiver is to allow an individual to obtain a contracting warrant without a FAC-C - not to grant an individual a FAC-C without the required education. A FAC-C will not be issued until the employee completes all FAC-C requirements. A sample FAC-C Waiver Request Memo is included in Attachment 5.

#### *e. ACMIS*

Section 37(d) of the OFPP Act, as amended (41 U.S.C. 433(d)), states that each executive agency must collect, maintain and utilize information to ensure effective management of the acquisition workforce. FAI's ACMIS will be utilized to track acquisition personnel education, training and other career information. Bureaus are required to have complete, current records in ACMIS for all certified personnel and other identified acquisition workforce personnel.

APPENDIX 1

**Application Instructions**

- A. Application Form**
- B. Application Form Instructions**

## Application for Federal Acquisition Certification - Contracting

### PART A - EMPLOYEE INFORMATION

Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

Title, Series & Grade \_\_\_\_\_

Current Certification Level    I    II    III    None    DAWIA    FAC-C

Application for    Level I    Level II    Level III    Renewal    Reinstatement

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### PART B – CERTIFICATION REQUIREMENTS

#### EDUCATION

Requirement:	Statement of Qualification
<p><b>Levels I &amp; II:</b></p> <p>Degree – or – 24 Business Credits - or-</p> <p>OPM Education Exception (Been continuously employed in the 1102 series since January 1, 2000—<i>Use this exception only if applicant lacks the applicable education qualifications</i>)</p> <p><b>Level III</b></p> <p>Degree <u>and</u> 24 Business Credits - or-</p> <p>OPM Education Exception</p>	<p><b>I have:</b></p> <p><input type="checkbox"/> Earned Bachelor's degree</p> <p><input type="checkbox"/> Earned 24 semester hours in business-related disciplines</p> <p><input type="checkbox"/> OPM Education Exception</p> <p><input type="checkbox"/> Earned Bachelor's degree -AND-</p> <p><input type="checkbox"/> Earned 24 semester hours in business-related disciplines</p> <p><input type="checkbox"/> OPM Education Exception</p>

#### EXPERIENCE

<b>Requirement:</b>	<b>Statement of Qualification</b>
<b>Level I:</b> One year <b>Level II:</b> Two years <b>Level III:</b> Four years	<b>I have completed</b>  <input type="checkbox"/> Years /months of contracting experience.

**TRAINING**

<b>Level I - Core</b>													
<b>Completion of Mandatory Training</b>	<b>Completion of Equivalent/Predecessor Training (see <a href="http://www.dau.mil/learning/appg">www.dau.mil/learning/appg</a> and <a href="http://www.fai.gov">www.fai.gov</a>) or Fulfillment</b>												
<table border="1"> <thead> <tr> <th><b>Course</b></th> <th><b>Date Completed:</b></th> </tr> </thead> <tbody> <tr> <td>CON100 Shaping Smart Business Arrangements (if required)</td> <td></td> </tr> <tr> <td>CON110 Mission Support Planning</td> <td></td> </tr> <tr> <td>CON111 Mission Strategy Execution</td> <td></td> </tr> <tr> <td>CON112 Mission Performance Assessment</td> <td></td> </tr> <tr> <td>CON120 Mission Focused Contracting</td> <td></td> </tr> </tbody> </table>	<b>Course</b>	<b>Date Completed:</b>	CON100 Shaping Smart Business Arrangements (if required)		CON110 Mission Support Planning		CON111 Mission Strategy Execution		CON112 Mission Performance Assessment		CON120 Mission Focused Contracting		
<b>Course</b>	<b>Date Completed:</b>												
CON100 Shaping Smart Business Arrangements (if required)													
CON110 Mission Support Planning													
CON111 Mission Strategy Execution													
CON112 Mission Performance Assessment													
CON120 Mission Focused Contracting													

<b>Level II - Core</b>									
<b>Completion of Mandatory Training</b>	<b>Completion of Equivalent/Predecessor Training (see <a href="http://www.dau.mil/learning/appg">www.dau.mil/learning/appg</a> and <a href="http://www.fai.gov">www.fai.gov</a>) or Fulfillment</b>								
<table border="1"> <thead> <tr> <th><b>Course</b></th> <th><b>Date Completed:</b></th> </tr> </thead> <tbody> <tr> <td>CON214 Business Decisions for Contracting</td> <td></td> </tr> <tr> <td>CON215 Intermediate Contracting for Mission Support</td> <td></td> </tr> <tr> <td>CON216 Legal Considerations in Contracting</td> <td></td> </tr> </tbody> </table>	<b>Course</b>	<b>Date Completed:</b>	CON214 Business Decisions for Contracting		CON215 Intermediate Contracting for Mission Support		CON216 Legal Considerations in Contracting		
<b>Course</b>	<b>Date Completed:</b>								
CON214 Business Decisions for Contracting									
CON215 Intermediate Contracting for Mission Support									
CON216 Legal Considerations in Contracting									

CON217	Cost Analysis and Negotiation Techniques	
CON218	Advanced Contracting for Mission Support	

Level III - Core					
Completion of Mandatory Training	Completion of Equivalent/Predecessor Training (see <a href="http://www.dau.mil/learning/appg">www.dau.mil/learning/appg</a> and <a href="http://www.fai.gov">www.fai.gov</a> ) or Fulfillment				
<table border="0"> <tr> <td style="width: 150px;"><b>Course</b></td> <td><b>Date Completed:</b></td> </tr> <tr> <td>CON353    Advanced Business Solutions for Mission Support</td> <td></td> </tr> </table>	<b>Course</b>	<b>Date Completed:</b>	CON353    Advanced Business Solutions for Mission Support		
<b>Course</b>	<b>Date Completed:</b>				
CON353    Advanced Business Solutions for Mission Support					

Electives/ Maintenance Training		
<u>Course Name / Activity Description</u>	<u>CLPs</u>	<u>Date completed</u>

**PART C – SIGNATURES**

The statements and supporting information in this application are true to the best of my knowledge.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor's Endorsement**

I endorse the above individual's application for FAC-Certification.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

BPC Initial FAC-C Recommendation /  BPC Maintenance/Renewal Approval/  BPC Disapproval

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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**COMMENTS**

## Instructions for Completion of Application for FAC-C Certification

All application packages will be submitted in a folder (sturdy and tabulated with contents securely affixed) and contain the following information:

New and Re-instatement FAC-C application packages

- Application form
- current certification (FAC-C or DAWIA)
- college transcript (with the applicant's name)
- resume
- training certificates (arranged by Level) and fulfillment applications (as necessary)
- ACMIS record

FAC-C renewal application package (reviewed by bureau, except for BPC renewals or employees of the PAM Office).

- Application form
- Maintenance training certificates
- ACMIS record
- The original approved renewal application package sent to the PAM Office, a copy to the individual, and one copy kept for the bureau records

**NOTE:** To the extent possible, delete or render illegible personal information such as Social Security Numbers on the documentation submitted with the application.

### PART A - APPLICANT INFORMATION

*Name:* Name by which the applicant is known professionally (this is the name that will be used to prepare the FAC-C certificate). Explain in the Comments section of the application form any other names by which the applicant has been known.

*Email Address:* Email address at work.

*Phone:* Phone number at work.

*Business Address:* Mailing address at work.

*Title, Series & Grade:* For position held at the time the application is completed.

*Current Certification:* Check the level and type of contracting certification currently held by the applicant. Unless the answer is None, attach a copy of the current FAC-C or DAWIA certification (not the contracting officer certificate of appointment or warrant).

*Application for:* Check the level of certification for which approval is sought. If applying for a renewal or reinstatement, leave the education and experience sections blank; in the training section, only the "Electives/ Maintenance Training" box needs to be completed.

**PART B - CERTIFICATION REQUIREMENTS**

**Education.** The applicant should indicate whether the applicable standard has been satisfied. If the applicant has a bachelor's degree and/or 24 semester hours, attach a copy of the college transcript from an accredited college or university and/or DANTES test score(s), and identify which courses are being used to meet the 24 hours of business.

Candidates in the GS-1102 series who lack the required college education may satisfy the FAC-C education requirement by documenting with a Standard Form (SF) 50, *Notification of Personnel Action*. One SF-50 for each year is required to document continuous service in the GS-1102 series since January 1, 2000.

**Experience.** The applicant must indicate their years of experience as documented and attached in a current resume.

**Core Training.** The applicant must indicate whether the applicable training has been completed. Training requirements may be satisfied in one of three ways:

If the candidate:	Attach as documentation:
Completed the required class	Indicate the completion date. Attach a copy of the training certificate issued by the training source. If the candidate is applying for Level 2 or 3 certification, training at the lower level(s) may be documented by the lower certification(s). In that case, only the training certificates applicable to the application level need be attached.
Completed an equivalent or predecessor class	Enter the class name and completion date. Attach a copy of the training certificate issued by the training source. Equivalent classes are offerings by colleges, private sector companies, or non-DoD Federal sources that have been determined by DoD or FAI to be equivalent to the required classes. Predecessor classes were formerly offered by DoD and contain essentially the same content as subsequent, renamed and renumbered, classes.
Gained the required competencies in some other way	Complete the fulfillment process, as outlined in Part 4.c and Appendix 4 of the manual. The fulfillment process allows an individual to document that competencies have been acquired through experience, education, and/or alternative training, thereby achieving fulfillment of a required training course.

**Elective/Maintenance Training.** The applicant must indicate the training that has been completed.

If the applicant:	Then:
Is making his/her initial FAC-C application	<p>Applicants for Level 1 are required to complete one elective class.</p> <p>Applicants for Level 2 are required to complete three elective classes (one for Level 1 and two for Level 2). Applicants for Level 3 are required to complete five elective classes (one for Level 1, two for Level 2, and two for Level 3). Classes must be related to core competencies and provide at least 16 hours of instruction. Fulfillment is not applicable to electives. Enter the name of the training class, the number of CLPs earned, and the date on which they were earned. A continuation sheet may be used.</p>
Has a FAC-C or DAWIA certification and is applying for a higher certification	<p>Applicants are required to earn 80 CLPs every two years from the date of issuance of the FAC-C certificate. Candidates are not eligible for a higher certification if the lower level certification has not been maintained. Enter a description of the maintenance CLPs that were earned (classes or professional activities), the number of CLPs earned, and the date on which they were earned. Then enter the elective training applicable to the higher certification. A continuation sheet may be used.</p>
Has any DAWIA certification	<p>Applicants who attained DAWIA certification at any time during their careers are eligible for FAC-C certification at the same level so long as the DAWIA certification is current. To be considered current, maintenance training at the rate of 80 CLPs every two years since issuance of the DAWIA certification must be documented. Enter a description of the CLPs that were earned (classes or professional activities), the number of CLPs earned, and the date on which they were earned. A continuation sheet may be used.</p>
Is applying for renewal or reinstatement of a FAC-C certification	<p>Certifications must be renewed every two years in order to verify that 80 CLPs have been earned. Enter a description of the maintenance CLPs that were earned (classes or professional activities), the number of CLPs earned, and the date on which they were earned.</p>

Attach training certificates or other appropriate documentation in accordance with Appendix 4 of the FAC-C Manual. A single class *may* be counted as both maintenance for a lower level and credited toward qualification at a higher level. However, a single class *may not* be counted as both an elective for a lower certification and credit toward qualification at a higher level.

### **PART C – SIGNATURES**

New FAC-C application: FAC-C application must be signed by the applicant, the supervisor, and the BPC. BPC approval cannot be redelegated. Failure to submit an application without all required signatures will result in return of the application to the bureau.

Renewal FAC-C application: Renewal FAC-C applications must be signed by the applicant and the supervisor, and must be approved by the BPC. The absence of a BPC signature confers non-endorsement. BPC approval cannot be redelegated.

### **COMMENTS**

This area may be used to add explanatory notes. Bureaus may use this area for their own purposes as well. For example, the supervisor or BPC may document the rationale for disapproved applications here. Offices may note the address to which an approved certification is to be sent. If the applicant has undergone a legal name change, it can be noted here.

### **NOTES**

1. Submit completed applications to the DOI Office of Acquisition and Property Management, Acquisition Career Manager.
2. A cover transmittal memo is not necessary.

## Appendix 2 FAC-C Certification Record

This form is intended to be used to systematize personal records.  
Inclusion with an application is optional.

### FAC-C Certification Record

PART A – CANDIDATE INFORMATION			
Name:		Organization:	
Application For:		Date of Application:	
<input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement			
Part B: Application Analysis			
Category	Applicable Standard	Candidate's Qualification	
Previous Certification	None	Current?	
	DAWIA Level	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
	FAC-C Level		
Education	Bachelor's degree <input type="checkbox"/> or <input type="checkbox"/> and 24 semester hours	Bachelor's degree	
	OPM Exception applies	24 semester hours	
		OPM Exception	
Experience	1 year contracting experience	Meets the standard? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	2 years contracting experience		
	4 years contracting experience		
Training	CON 100	Class	Fulfillment
	CON 110	Class	Fulfillment
	CON 111	Class	Fulfillment
	CON 112	Class	Fulfillment
	CON 120	Class	Fulfillment
	CON 214	Class	Fulfillment
	CON 215	Class	Fulfillment
	CON 216	Class	Fulfillment
	CON 217	Class	Fulfillment
	CON 218	Class	Fulfillment
	CON 353	Class	Fulfillment
	Electives	Class	
ACMIS Record	Yes	*No	*Explanation: Attached

### Appendix 3 Continuous Learning Points Guidance

This appendix provides guidance on how to use training, professional, educational activities, and experience to meet certification maintenance requirements described in Part 3.e. All activities must be job-related.

#### a. Training activities

1. *Completing awareness training:* Periodically, agencies conduct briefing sessions to acquaint the workforce with new or revised policy. Generally, no testing or assessment of knowledge gained is required.
2. *Completing learning modules and training courses:* These may be formal or informal offerings from a recognized training organization, including in-house training courses/sessions or personnel demonstration projects, which include some form of testing/assessment for knowledge gained.
3. *Performing Self-Directed Study:* An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.
4. *Teaching:* Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules. Teaching is also a part of the Professional Activities category.
5. *Mentoring:* Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved. Mentoring is also a part of the Experience category.

#### b. Professional activities

1. *Participating in Organization Management:* Membership alone in a professional organization will not be considered fulfillment of continuous learning requirements; however, continuous learning requirements can be fulfilled by serving in a leadership role within an organization. This includes holding allowable elected/appointed positions, committee leadership roles, or managing an activity for an organization that you are permitted to join under current ethics law and regulations.
2. *Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences:* Employees can receive points for attending, speaking or making presentations at professional seminars or conferences that are job related. However, the supervisor must determine that the individual learned something meaningful from the experience.

Due to the level of effort involved, making a presentation should qualify for full credit for each hour involved in the preparation and delivery.

3. *Publishing:* Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.

4. *Participating in Workshops:* Points should be awarded for workshops with planned learning outcomes.

c. *Educational activities*

1. *Formal training:* Supervisors should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10 CLP points per CEU.

2. *Formal academic programs:* For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to improving performance or increasing professional knowledge.

The following is a summary chart of recommended points for training, professional, and educational activities.

CREDITABLE ACTIVITIES	CLP CREDIT
<b>Academic Courses</b>	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
<b>Training Courses/Modules</b>	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
Awareness Briefing/Training – no testing/assessment associated	.5 point per hour of instruction
Continuous Learning Modules -	

testing/assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
<b>Professional Activities</b>	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 4 points per day and 20 points per year
Symposia/Conference Attendance	0.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

*d. Experiential activities*

Experience includes on-the-job experiential assignments, and intra/inter-organizational rotational career broadening, and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less credit than the values shown in the table below. In determining the point value for an assignment, the supervisor should consider both long-term benefit to DOI, and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization should be highly encouraged.

The following is a summary of recommended points for experiential activities:

<b>CREDITABLE ACTIVITES</b>	<b>CLP CREDIT</b>
<b>Experience</b>	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments	Maximum of 40 points per year
Training with Industry	Maximum of 40 points per year
Integrated Project Team (IPT)/ Special Project Leader	Maximum of 15 points per year
Integrated Project Team (IPT)/ Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year
<b>Assignment Length (Rotational assignments or Training with Industry)</b>	<b>Recommended Points</b>
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

## **Appendix 4 Fulfillment Documentation**

### **a. Guidelines for Preparation of Fulfillment Documentation**

1. If approval of alternate training or education is proposed, the course name, training provider and completion date should be entered in the column entitled "Work Description/Justification." Training certificates or transcripts must be attached. In addition, a summary of the relevant content of the course, such as a catalog description or syllabus, must also be attached to document that the competency was covered in the training.
2. Listing a training class that has not been recognized as an equivalent or predecessor class (see 3.a.5) is not sufficient by itself. It must be supplemented by at least one other class and/or work experience to complete documentation of the competency.
3. The only equivalency tests that are acceptable are those administered by the Defense Activity for Non-Traditional Education Support (DANTES) and by accredited colleges or universities. Tests administered by schools must be recorded on an official transcript. A summary of the relevant content covered by the test must also be attached to document that the competency was covered by the testing.
4. If approval of experience is proposed, enter duties that relate to each competency in the column entitled "Word Description / Justification." Be as specific as possible. Do not summarize the principles and regulations applicable to the competency. Rather, describe concrete experiences that demonstrate that the applicant has gained the competency through knowledge, skills, and ability.
5. A mixture of training, education and experience is acceptable.
6. Each proposed fulfillment must have a separate cover form (Fulfillment of FAC-C Mandatory Training Requirement form), complete with appropriate signatures.

### **b. Fulfillment Forms**

1. Fulfillment of FAC-C Mandatory Training Requirement Form
2. CON 101 - Basics of Contracting Fulfillment Documentation
3. CON 104 - Principles of Contract Pricing Fulfillment Documentation
4. CON 110 - Mission Support Planning Fulfillment Documentation
5. CON 111 - Mission Strategy Execution Fulfillment Documentation
6. CON 112 - Mission Performance Assessment Fulfillment Documentation
7. CON 120 - Contracting for Mission Support Fulfillment Documentation
8. CON 202 - Intermediate Contracting Fulfillment Documentation
9. CON 204 - Intermediate Contract Pricing Fulfillment Documentation
10. CON 210 - Government Contract Law Fulfillment Documentation

11. CON 214 - Business Decisions for Contracting Fulfillment Documentation
12. CON 215 - Intermediate Contracting for Mission Support Fulfillment Documentation
13. CON 216 - Legal Considerations in Contracting Fulfillment Documentation
14. CON 217 - Cost Analysis and Negotiation Techniques Fulfillment Documentation
15. CON 218 - Advanced Contracting for Mission Support Fulfillment Documentation
16. CON 353 - Advanced Solutions for Mission Support Fulfillment Documentation

**ATTACHMENT 5 – Sample FAC-C Waiver Request Memo**

**Memorandum**

TO: Senior Procurement Executive

FROM: Bureau Procurement Chief

SUBJECT: Request for Waiver of GS-1102 Qualification Standard

***(To be filled out by the employee)***

1) Name of employee submitting the request for waiver, Title, Series, Grade, FAC-C Certification Level:

---

2) Employee's work location (organization, division, city, state):

---

3) Employee's phone number, fax number, e-mail address:

---

I have  have not completed a 4-year course of study leading to a bachelor's degree with a major in any field.

I have  have not completed the 24 semester hours in a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organizational management. *(Please attach a copy of your resume)*

4) Waiver of the FAC-C Education Standard

"I am currently enrolled in the following degree \_\_\_\_\_ *(name of program)* at the following accredited college/university \_\_\_\_\_ *(name of college/university)*. My planned date of graduation/completion of education requirements is \_\_\_\_\_ *(give date)*. I have been enrolled in this college/university since \_\_\_\_\_ *(give date)*. I acknowledge that, if granted an educational waiver, failure to submit a completed bachelor's degree and/or educational transcript of completion of specified course/credits on an annual basis to the Department's Acquisition Career Manger may result in: (a) return to warrant authority previously held (if applicable) or (b) loss of warrant authority prior to grant of waiver."

---

(Signature of Employee and Date)

**(To be filled out by the Bureau Procurement Chief)**

5) Request for waiver of the FAC-C Education Standard

- This request is to waive the 24 semester hours of business-related courses, or
- Four years of college leading to a college degree for the above employee.

*[Please provide justification for requesting the waiver. For example, explain that a unique staffing situation exists, such as a difficult to fill position or duty location where it is difficult to attract qualified candidates that meet all of the standard requirements; a description of why the individual was selected in place of a candidate who meets the qualification standard (if applicable); and the impact of the waiver disapproval on the organization; a description of the position, location, grade and anticipated warrant level; and the candidate's efforts to meet the standard and the estimated time frame for completion of the standard. Also include a description of recruiting efforts and results of those efforts and a copy of the previously approved vacancy announcement (if applicable)]. Also, include in the justification the following statement:*

"I certify that \_\_\_\_\_ (insert employee's name) has significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience and background to the requirements of the position to be filled."

(Include copies of documentation such as employee's resume and/or application. Include a statement that the employee intends to complete the education requirements by a specified timeframe and specify the number of credits and courses)."

Bureau Procurement Chief Endorsement:

"I hereby endorse this request for a waiver."

\_\_\_\_\_  
(Signature and Date)

**(To be filled out by the Senior Procurement Executive)**

6) Senior Procurement Executive Decision:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved

\_\_\_\_\_  
(Signature and Date)

Attachments: (list documents)