



United States Department of the Interior

OFFICE OF THE SECRETARY
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Department of the Interior Acquisition Policy Release (DIAPR) 2007- 4

SUBJECT: Federal Acquisition Certification in Contracting (FAC-C) Program Manual Revision

1. **Purpose.** This DIAPR releases Revision 1 to the FAC-C Program Manual. The new manual replaces the version released on October 2, 2006.
2. **Effective Date.** Upon signature.
3. **Expiration Date.** No expiration unless canceled or superseded.
4. **Background and Explanation.**

Interior's FAC-C program implements the governmentwide program for certifying the education, experience, and training of the contracting segment of the acquisition workforce. The FAC-C Program Manual establishes DOI-specific policy and procedures for obtaining and issuing certifications. The first issuance of the Manual introduced FAC-C to Interior's workforce, and provided general guidelines on the application process. Since that time, we have gained some experience with the program, and find that refinement is necessary. Thus, the manual has been revised to improve clarity and increase specificity. Highlights of the changes include:

- Clearer guidance regarding the ways in which core training may be completed
- Additional guidance on electives
- Clarifying that the non-1102 education exception is available only to Level 1 applicants
- Clearer statement of when CON100 is required
- Addition of a complete fulfillment process
- Addition of guidance regarding certifications from other agencies
- A redesigned, single application form for all certification levels, renewal and reinstatement, as well as instructions for completion of the form

Questions should be referred to the Bureau Acquisition Career Coordinator. Matters that cannot be resolved at the Bureau level may be referred to Dee Emmerich on (202) 208 3348 or at delia_emmerich@os.doi.gov.

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