



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

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Department of the Interior Acquisition Policy Release (DIAPR) 2008 - 3

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

1. **Purpose.** This DIAPR releases Revision 2 to the FAC-C Program Manual. The new manual replaces the version released on March 27, 2007.

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

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 **Expiration Date.** No expiration unless canceled or superseded.

4. **Background and Explanation.**

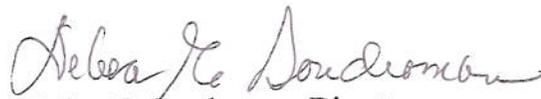
Interior's FAC-C program establishes the criteria for certifying the contracting segment of the acquisition workforce. It is Interior's policy that its acquisition workforce be trained and developed following the skill-based acquisition curriculum established by the Federal Acquisition Institute (FAI). As a result, the Department has adopted the education, training, and experience requirements of the government-wide FAC-C Program. The program manual has been updated to incorporate new Level 2 training requirements, some refinements to the application process, and clarification of qualifications and documentation. Highlights include:

- New fulfillment forms for CON 110, 111, 112, 214, 215, 216, 217, 218, and 353 were added.
- The fulfillment process may now be used for CON 353.
- A creditable elective may be 16 hours of training, rather than 24.
- Financial assistance and Contracting Officer's Representative training are not creditable as electives for Level 1. Financial assistance and COR training may be credited for one of the two required electives at Levels 2 and 3.
- A single 80-hour elective class is creditable as two electives.
- CFCM certification from NCMA may be substituted for CON 110 and 112.
- Use of the fulfillment process has been limited to the legacy workforce, i.e., those who entered the acquisition workforce before October 1, 2006.
- Bureau Acquisition Career Coordinators may sign applications for certification renewal in lieu of the Bureau Procurement Chief, at the Bureau's discretion.

The following conversion chart is provided for employees who partially completed Level 2 training before the new "teen" series of classes was available. Additional information is available at the Federal Acquisition Institute's website: <http://www.fai.gov>. The U.S. Geological Survey also has a useful website containing information about Interior's fulfillment process: <http://www.usgs.gov/contracts/FAC-C/fulfill.html>.

If You Have Taken:	You are Required to Take:	FAI Recommends that You Take:
202	216, 217 & 218	214
204	214, 215, 216 & 218	217
210	214, 215, 217 & 218	
202 & 204	216 & 218	214 & 217
202 & 210	217 & 218	214
204 & 210	214, 215 & 218	217

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.



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

Attachment