



Federal Acquisition Certification – Program Manager Senior/Expert Level

PART A - EMPLOYEE INFORMATION

Name (Last, First, Middle Initial) _____
 Email Address _____
 Phone _____
 Agency Address _____
 Title, Series, Grade _____

PART B – CERTIFICATION REQUIREMENTS

- Experience:** At least four years of program and project management experience on federal projects and/or programs, including managing and evaluating agency acquisition investment performance, developing and managing a program budget, building and presenting a successful business case, reporting program results, strategic planning, and high-level communication with internal and external stakeholders. (Submit resume detailing experience requirements)
- Training requirements:** Send all certificates or proof of training completion for applicable training below to the Acquisition Career Manager.

A3 Advanced Acquisition Management III

A minimum of 24 hours of learning in advanced acquisition management that enables the individual to:

- Manage a departmental/agency effort;
- Direct the development of concepts, requirements, and project documents related to the program;
- Manage the preparation of a program's acquisition strategy;
- Use performance-based acquisition principles effectively;
- Manage team activities in appropriate market research and acquisition of commercial items in accordance with FAR Parts 10 and 12;
- Direct requirements base-lining, change processes, and resourcing.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.

B3 Project Management III

A minimum of 24 hours of instruction in advanced program management that enables the individual to:

- Coordinate an integrated master plan for life-cycle management and support ;
- Interpret and oversee application of department/agency financial policies and directives as it relates to program and resource management;
- Direct and monitor risk management processes and make adjustments as necessary;
- Oversee a comprehensive test and evaluation program;
- Examine and implement innovative, alternative logistics support practices;
- Ensure adequate staffing and resources across the program lifecycle.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.



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C3 Leadership and Interpersonal Skills III

A minimum of 16 hours of coursework in employing correct and effective leadership and interpersonal skills that enables the individual to:

- Deliver effective presentations to senior level audiences
- Build and direct high-powered teams;
- Create a culture of development and accountability;
- Communicate a compelling vision that generates excitement, enthusiasm, and commitment among team members.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.

D3 Government Specific III

A minimum of 24 hours of coursework that is government-specific and enables the individual to:

- Work with a warranted contracting officer and develop the overall strategy for managing the acquisition;
- Participate in pre-award actions required by acquisition planning (FAR Part 7.1)
- Apply appropriate principles of OMB Circular A-123, *Management's Responsibility for Internal Control*;
- Direct completion of successful Capital Asset Plan (OMB exhibit 300);
- Employ strategic planning and resource management in the federal environment (budget cycle, paperwork, and congressional considerations);
- Apply principles of contract and fiscal laws and regulations (anti-deficiency, procurement integrity, and specific purpose statues) as they pertain to development of program funding, contracts, and strategies;
- Manage program in accordance with the agency's and OMB's planning, programming, and budgeting process, as appropriate.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.

E3 Earned Value Management and Cost Estimates III

A minimum of 24 hours in EVM and cost estimates that enables the individual to:

- Direct and manage EVM implementation across the program spectrum;
- Use advance project management skills with extensive EVM capabilities.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.

PART C – SIGNATURES

Applicant's Signature _____ Date _____

Supervisor's Endorsement:

I recommend the above individual for certification at Level III.

Name _____ Signature _____ Date _____

Acquisition Career Manager's Concurrence:

I concur with the supervisor's endorsement of the above individual for certification at Level III.

Name _____ Signature _____ Date _____

BPC or CIO's Approval:

I approve the above individual for certification at Level III.

Name _____ Signature _____ Date _____



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Comments/Concerns: