




U.S. Department of Justice
Justice Management Division
Management and Planning Staff

June 29, 2007

Washington, D.C. 20530

MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS

FROM: Michael H. Allen 
Senior Procurement Executive

SUBJECT: DOJ Procurement Guidance Document (PGD) 07-08
Developing, Certifying and Managing the DOJ Acquisition Workforce

PURPOSE:

This Procurement Guidance Document establishes policies and procedures to assure the effective management of the Department's acquisition workforce. It supplants the guidance contained in the Justice Acquisition Regulations 2801.603 through 2801.70 which will be revised to reflect the policies and procedures herein. The Department's requirements for Developing, Certifying and Managing the DOJ Acquisition Workforce will be contained in the DOJ Acquisition Workforce Program Manual (AWPM) which will be maintained by the DOJ Acquisition Career Manager on behalf of the DOJ Senior Procurement Executive.

BACKGROUND:

The development and professionalism of the federal acquisition workforce, highlighted by the requirements of the Clinger-Cohen Act of 1996 (40 U.S.C. §1401), is a priority for the Office of Federal Procurement Policy (OFPP) and all executive agencies. In April 2005, OFPP issued Policy Letter 05-01, *Developing and Managing the Acquisition Workforce*, which restated agency roles and responsibilities in this regard. It also charged the Federal Acquisition Institute (FAI), with the participation and input of the Chief Acquisition Officers Council (CAOC), with the responsibility to develop a certification program for contracting professionals in civilian agencies that reflects common standards across the federal government. By memorandum dated January 20, 2006, the Office of Management and Budget (OMB) prescribed the Federal Acquisition Certification in Contracting (FAC-C) program for the civilian acquisition workforce as approved by the CAOC. The FAC-C program replicates the requirements set forth under the Defense Acquisition Workforce Improvement Act (DAWIA) for the Department of Defense Acquisition workforce.

In accordance with Section 37(d) of the OFPP Act, as amended, (41 U.S.C. §433(d)) each executive agency must collect, maintain, and utilize information to ensure effective management

of the acquisition workforce. As a result FAI developed and implemented the web-accessible Acquisition Career Management Information System (ACMIS). This is a government-wide system used as the official system of records for the FAC-C program and supports the Clinger-Cohen requirement to maintain records of the Acquisition workforce. OFPP has mandated the use of ACMIS in its Policy Letter 05-01.

POLICY:

Complete policy and procedures for management and development of the acquisition workforce are contained in the attached DOJ Acquisition Workforce Program Manual. The key elements of the program are briefly described below:

- **FAC-C:** The Department has adopted the training, education and experience requirements of the FAC-C program. Achieving FAC-C is not mandatory for all persons in the GS-1102 series; however, members of the workforce issued new Contracting Officer (CO) warrants (issued for the first time by DOJ Components) on or after January 1, 2007, are required to be certified at an appropriate level to support their warrant. In furtherance of this requirement, each Component shall appoint an Acquisition Career Manager (ACM) to work co-laterally with the DOJ ACM to ensure compliance with FAC-C requirements.
- **Cumulative Requirements:** Acquisition Professionals are required to complete cumulative training, education and experience requirements to obtain certification.
- **Continuous Learning Points:** To maintain certification, GS-1102s, GS-1105s, and other Contracting Officers warranted above the micro-purchase threshold, unless exempted, are required to earn 80 continuing learning points (CLPs) of skills currency training every two years.
- **DOJ Specific Exemptions and Waivers to FAC-C:**

The following individuals are exempt from FAC-C requirements:

- Non-1102, field division employees with limited warrants \$25k or less;
- Non-1102 employees in the OBDs requiring warrants as a co-lateral duty;

Interim Contracting Officer Appointments: Waivers for the issuance of an interim warrant will be issued to new employees who have not completed the required training classes or do not meet the education requirement but need a warrant to fulfill job commitments. The interim warrant will be for no longer than two years and is based on a signed commitment letter from the employee agreeing to complete the required training classes or education courses within the allotted time frame.

- **Contracting Officer Representatives (CORs) and Contracting Officer Technical Representatives (COTRs):** Individuals in these positions are not required to hold FAC-C. Previous DOJ policy regarding training is unchanged. BPCs are encouraged to provide these individuals with continuous learning commensurate with the complexity and duration of their COR/COTR duties.

- Acquisition Career Management Information System (ACMIS): All employees identified as members of the acquisition workforce in OFPP Policy Letter 05-01, or by the Department, must register in ACMIS.
- Reports: Bureau Procurement Chiefs are required to submit annual and quarterly reports to the Senior Procurement Executive regarding the acquisition workforce. This will include information on the composition of the workforce, warrants, FAC-C certifications and continuous learning.

This final document represents the joint efforts of the DOJ and Component ACMs over many months. To the maximum extent possible policy was crafted in a way to allow flexibility for the unique needs of each component while maintaining adherence to a unified set of DOJ-wide requirements that comply with applicable statute and guidance from OFPP. Thank you and your staffs for your cooperation on this very important project. Your leadership now is essential to make this program successful. Please make your personnel aware of these new policies and encourage them complete the FAC-C process. We will continue to meet regularly with your ACMs as this program is implemented to assure a smooth transition as well as to identify and correct problems that may arise..

If you have any questions, please contact the DOJ Acquisition Career Manager, Dana Munson, on 202/616-3759.

ATTACHMENT:
DOJ Acquisition Workforce Program Manual