

Attachment	Title
I	Individual Training Waiver of FAC-C Training Requirements (Recruitment)
II	Education Waiver of OPM Qualification Standards for Education (Recruitment)
III	Individual Education Waiver of OPM Qualification Standards for Education (Recruitment)
IV	Waiver of FAC-C Education/Training Requirements for Issuance of Interim Warrant (GS-13 and above)
V	Waiver of FAC-C Education/Training Requirements for Issuance of Interim Warrant (GS-12 and below)
VI	Waiver Of Federal Acquisition Certification In Contracting (FAC-C) Training Standards For Promotion (GS-13 and above)
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VIII	Employee Commitment Letter
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ATTACHMENT I

INDIVIDUAL TRAINING WAIVER OF FAC-C TRAINING REQUIREMENTS
(This format shall be used by the BPC (or designee) when requesting an Individual Training Waiver - Recruitment)

From: BPC (or designee) of Component
To: DOJ Senior Procurement Executive
Subject: Request Approval of Individual Training Waiver

I have identified [\(insert name here\)](#) as the best qualified applicant for [\(position, title, grade, Component, and announcement number\)](#) announced with a training waiver dated [\(xx/xx/19xx\)](#).

I recognize the importance of training in achieving the Federal Acquisition Certification in Contracting (FAC-C) and support employee development. I will ensure the selected individual obtains the required training at the earliest opportunity, and within three (3) months of [\(insert name here\)](#) reporting on board, I will provide a training plan outlining how and when the training requirement will be met.

Enclosed with this request are: (1) An original memo for your signature of approval; and (2) A signed copy of the employee's commitment letter. If there are any questions or additional information is required, please contact [\(name, phone number\)](#) at [\(Component\)](#)

BPC (or designee) Signature

Date

ATTACHMENT II

**POSITION EDUCATION WAIVER
OF
OPM QUALIFICATION STANDARDS FOR EDUCATION**
(This format shall be used by the BPC (or designee) when requesting a Position Education Waiver)

From: BPC (or designee) of Component
To: DOJ Senior Procurement Executive
Subject: Request Approval of Position Education Waiver

I am recruiting for a senior level contracting position and request a waiver to the OPM GS-1102 Qualification Standards for Education in order to proceed with the vacancy announcement. The waiver is requested for the senior level position of (position, grade, Component.) This position has been vacant for (insert time here.) I have previously recruited for this position using (list how vacancies announced, any human resource options used, population targeted) and our recruitment efforts resulted in no qualified applicants. Additionally, (list any special considerations here such as geographic isolation, etc.) has impacted our ability to locate qualified applicants.

I am requesting a Position Education Waiver to proceed with the job announcement. In accordance with Department Policy, the announcement shall stipulate that the position education waiver is effective for a specified period (list approximate time frame selected applicant will be given to fulfill education requirements). The individual selected must agree to pursue/continue education requirements and complete the training within the allotted time frame. If the education requirements are not fulfilled within the allotted timeframe, the selected applicant may be subject to removal from position and returned to a position not less than previously held grade and position.

If there are any questions or additional information is required, please contact (name, phone number at Component.)

BPC (or designee) Signature

Date

ATTACHMENT III

**INDIVIDUAL EDUCATION WAIVER
OF
OPM QUALIFICATION STANDARDS FOR EDUCATION**

(After obtaining a Position Education Waiver, if a candidate is identified who does not meet the education requirements, an Individual Waiver must be obtained prior to extending an employment offer. The format shall be used by the HCA (or designee) when requesting an Individual Education Waiver.)

From: BPC (or designee) of Component
To: DOJ Senior Procurement Executive
Subject: Request Approval of Individual Education Waiver

After carefully reviewing previous job history and experience, I have identified (applicant's name) as the best qualified applicant for (position title, grade, and announcement number) announced with an education waiver (insert date). (Applicant's name) potential for this level of responsibility and authority is demonstrated by a work history that includes contracting positions of an increasingly sophisticated nature, as well as analytical and decision making skills evidenced by a review of the work history and the interview process. However, the applicant we feel is best suited for this position lacks the required (24-hours of business or Baccalaureate degree from accredited university with 24 semester hours of business-related courses).

I am requesting an Individual Education Waiver for (applicant's name) to proceed with the extension of an offer of employment. In accordance with Department Policy, the waiver is effective (list begin and end dates), as the individual selected meets all of the established waiver requirements and has agreed to pursue/continue and complete education requirements within 24-months after SPE signatory approval. If the education requirements are not fulfilled within the allotted timeframe, the selected applicant is aware of the possibility of removal from the position to a position not less than previously held grade and position.

Enclosed with this letter are: (1) A signed copy of the employee's commitment letter with supporting documentation/attachments, and (2) An original memo for your signature of approval.

If there are any questions or additional information is required, please contact (name, phone number at Component).

BPC (or designee) Signature

Date

Attachment IV

**WAIVER
OF
FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C)
EDUCATION or TRAINING REQUIREMENTS
FOR
ISSUANCE OF INTERIM WARRANT**

From: Procurement Executive of Component Name and Signature

To: DOJ Senior Procurement Executive

Subject: Employee Name
Waiver Request of FAC-C Education/Training Standards for Issuance of Interim Warrant (GS-13 and above)

In accordance with the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, Office of Management and Budget (OMB) memo dated January 1, 2006, and Departmental policy, all members of the workforce issued new Contracting Officer's (CO) warrants after January 1, 2007 must be certified at an appropriate level to support their warrant obligations. Additionally, the Senior Procurement Executive "may waive the education and training requirements for FAC-C candidates based on the person's demonstrated analytical and decision making capabilities, job performance, and qualifying experience".

I request a waiver of FAC-C training or education requirements for issuance of an interim warrant to (insert name here) in the amount of (indicate dollar value). He/She meets the meets all of the established waiver requirements and agrees to meet the required education/training requirements within 24-months of the signing of the Commitment Letter and waiver approval. The candidate understands that if he/she fails to complete (24 semester hours in a business discipline – or - obtain a four year degree with 24 hours of business related subjects – or - complete necessary DAU/FAI training) according to policy, the warrant will expire and the employee may revert back to previous series and/or grade, if applicable.

This office recognizes the importance of completing the training and education standards of FAC-C and supports employee development. As such, we will ensure that employee name meets the waived requirements within the allotted twenty-four (24) months after issuance of the waiver. Additionally, I will provide a training plan to the DOJ ACM outlining how and when the training requirement will be met within three (3) months after waiver issuance.

Enclosed with this letter are: (1) A signed copy of the employee's commitment letter, and (2) An original memo for your approval. If there are any questions or additional information is required, please contact (name, phone number) at (Component).

ATTACHMENT V

**WAIVER OF
FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C)
EDUCATION OR TRAINING REQUIREMENTS
FOR
ISSUANCE OF INTERIM WARRANT**

From: Procurement Executive of Component Name and Signature

To: DOJ Senior Procurement Executive

Subject: Employee Name
Request Waiver Approval of FAC-C Training or Education Requirements
For issuance of Interim Warrant (GS-1102-12 & below)

In accordance with the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, Office of Management and Budget (OMB) memo dated January 1, 2006 and Departmental policy, all members of the workforce issued new Contracting Officer's (CO) warrants after January 1, 2007 must be certified at an appropriate level to support their warrant obligations. Additionally, the Senior Procurement Executive "may waive the education and training requirements for FAC-C candidates based on the person's demonstrated analytical and decision making capabilities, job performance, and qualifying experience."

I request a waiver of FAC-C training requirements for issuance of an interim warrant for (insert name here) in the amount of (indicate dollar value). He/She has completed at least 24 semester hours in any business discipline, has a minimum of 6-months procurement experience, and is currently pursuing FAC-C level I certification. Additionally, the employee agrees to meet the remaining training requirements within 24-months of the signing of the Commitment Letter and waiver approval. The candidate understands that if he/she fails to complete the necessary DAU/FAI training according to policy, the warrant will expire and/or the employee may revert back to previous series and/or grade, if applicable.

This office recognizes the importance of completing the training standards of FAC-C and supports employee development. As such, we will ensure that employee name meets the waived requirements within the allotted twenty-four (24) months after issuance of the waiver. Additionally, I will provide a training plan to the DOJ ACM outlining how and when the remaining training requirements will be fulfilled within three (3) months after waiver issuance.

Enclosed with this letter are: (1) Copies of employees training certificates, education transcript and resume to support this request; (2) A signed copy of the employee's commitment letter, and (3) An original memo for your approval. If there are any questions or additional information is required, please contact (name, phone number) at (Component.)

Attachment VI

**WAIVER
OF
FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C)
TRAINING STANDARDS
FOR
PROMOTION**

From: Procurement Executive of Component Name and Signature

To: DOJ Senior Procurement Executive

Subject: Employee Name
Request Waiver Approval of FAC-C Training Requirements
For Promotion (GS-1102-13 and above)

In accordance with the Office of Personnel Management and Departmental policy, members of the acquisition workforce must have completed a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; completed at least 4-years of experience in a contracting or related position, 1 year of which was directly related experience equivalent to the employee's next lower level of his/her position; and completed all of the following mandatory training requirements for progression to a senior level (i.e., GS-13 or higher level) contracting position within the Federal government as outlined in OFPP memorandum on Federal Acquisition Certification in Contracting dated January 6, 2006:

- Shaping Smart Business Arrangements (CON 100 or equivalent);
 - Mission Support Planning (CON 110 or equivalent)
 - Mission Strategy Execution (CON 111 or equivalent)
 - Mission Performance Assessment (CON 112 or equivalent)
 - Mission Focused Contracting (CON 120 or equivalent)
 - Intermediate Contracting (CON 202 or equivalent);
 - Intermediate Contract Pricing (CON 204 or equivalent);
 - Government Contract Law (CON 210 or equivalent);
 - Advanced Business Solutions for Mission Support (CON 353 or equivalent);
- Five Targeted Electives - each should be a minimum of 16 hours of assignment or individual specific learning identified as developmentally beneficial for the individual for career progression and completed within the previous five years. Electives can include formal training or education, seminars, conferences, special projects, or other developmental activities in the procurement field. Day-to-day work experience may not be used to fulfill elective requirements.

Additionally, the Senior Procurement Executive "may waive the education and training requirements for FAC-C candidates based on the person's demonstrated analytical and decision making capabilities, job performance, and qualifying experience."

I request a waiver of FAC-C training requirements for **(insert name here)** to receive a promotion to GS-1102-**(insert grade)**. **He/She** has completed a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any business discipline, has a minimum of 4-years of contracting experience and has completed the following procurement training to date (list completed CON courses or equivalent). Additionally, the employee agrees to meet FAC-C Level III training requirements within 24-months of the signing of the Commitment Letter and waiver approval. The candidate understands that if **he/she** fails to complete the necessary DAU/FAI training according to policy, the warrant will expire and/or the employee may revert back to his/her previous series and/or grade, if applicable.

This office recognizes the importance of completing the training standards of FAC-C and supports employee development. As such, we will ensure that **employee name** meets the waived requirements within the allotted twenty-four (24) months after issuance of the waiver. Additionally, I will provide a training plan to the DOJ ACM outlining how and when the remaining training requirements will be fulfilled within three (3) months after waiver issuance.

Enclosed with this letter are: (1) Copies of employees training certificates, education transcript and resume to support this request; (2) A signed copy of the employee's commitment letter, and (3) An original memo for your approval. If there are any questions or additional information is required, please contact **(name, phone number)** at **(Component)**.

Procurement Executive Signature

Date

Attachment VII

WAIVER OF OPM EDUCATION STANDARDS FOR PROMOTION

From: Procurement Executive of Component Name and Signature
To: DOJ Senior Procurement Executive
Subject: Employee Name
Request Waiver Approval of Education Requirements for Promotion to GS-1102-13

In accordance with the Office of Personnel Management qualification standards, Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, Office of Management and Budget (OMB) memo dated January 1, 2006, and Departmental policy, Employees GS-13 and above must have completed a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, unless an exception applies. Additionally, the Senior Procurement Executive "may waive the education and training requirements for FAC-C candidates based on the person's demonstrated analytical and decision making capabilities, job performance, and qualifying experience."

I request a waiver of OPM education requirements for ([insert name here](#)) to receive a promotion to GS-1102-13. [He/She](#) currently has a minimum of 24 hours of business education and is currently pursuing a 4-year degree at ([name of institution](#)), has at least 4-years of Federal Government contracting experience; has met the training requirements of FAC-C Level II and is currently pursuing Level III training requirements. Additionally, the candidate agrees to meet the remaining education requirements within 24-months of the signing of the Commitment Letter and waiver approval. The candidate understands that if ([he/she](#)) fails to obtain a four year degree supplemented with 24 hours of business related subjects during the allotted timeframe ([he/she](#)) may revert back to their previous series and/or grade, if applicable.

This office recognizes the importance of completing the required education standards and supports employee development. As such, we will ensure that [employee name](#) meets the waived requirements within the allotted twenty-four (24) months after issuance of the waiver. Additionally, I will provide a training plan to the DOJ ACM outlining how and when the training requirement will be met within three (3) months after waiver issuance.

Enclosed with this letter are: (1) A signed copy of the employee's commitment letter, and (2) Employee's resume detailing experience, training, and existing education; (3) Copy of Academic Plan to complete remaining education requirements; (4) All supporting documentation; and (5) An original memo for your approval. If there are any questions or additional information is required, please contact ([name, phone number](#)) at ([Component](#))

Procurement Executive Signature _____

Date _____

Attachment VIII

Employee Commitment Letter
Request for FAC-C Education/Training Waiver

As provided in Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, Office of Management and Budget (OMB) memo dated January 1, 2006, and Departmental policy, the Senior Procurement Executive “may waive the education and training requirements for FAC-C applicants based on the person’s demonstrated analytical and decision making capabilities, job performance, and qualifying experience.” In order to be eligible for this waiver, I, employee name, agree to meet the following requirements:

I will meet the education/training requirements within 24-months of the signing of this Commitment Letter. I understand that if I do not complete the applicable training requirements; or complete 24 hours of business related courses; or a four year degree with 24 hours of business related subjects (circle applicable situation) according to the OFPP Policy Letter 05-01, another waiver will need to be requested or my salary/grade may revert back to the original grade prior to the waiver, with appropriate step increases that would normally have occurred over the time period in the new grade. During the 24-months it will take me to meet the aforementioned requirements, I agree to meet with my supervisor at the end of each semester to discuss my progress, and provide documentation of satisfactory course completion.

Signature of Requesting Employee

Date

Supervisor

Date

Procurement Executive, Agency name

Date

Attachment IX

**SPE APPROVAL
WAIVER OF FAC-C
EDUCATION/TRAINING
REQUIREMENTS**

After reviewing the information provided in your request for waiver of FAC-C education/training requirements for the GS 1102- (grade), _____ position, and in accordance with the Office of Personnel Management qualification standards, Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, Office of Management and Budget (OMB) memo dated January 1, 2006, and Departmental policy, I, with the endorsement of your Component's Procurement Executive, hereby certify that you, employee name, possess significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

You have a responsibility to meet the requirements set forth in the submitted Request for Waiver of FAC-C Education/Training Requirements within the timeframe allotted. If those requirements are not met, another waiver must be requested or you may revert back to your former grade as stated in your Commitment Letter.

Waiver Approved:

Michael H. Allen
Senior Procurement Executive

Date

**U.S. Department of Justice (DOJ)
Federal Acquisition Certification for Program/Project Managers (FAC-P/PM)
Certification Deadline Waiver Request/Waiver Extension Form**

Instructions

OMB policy allows P/PMs one-year from the date of assignment to a major acquisition or investment, or one year from the date of April 25, 2007 (date of OMB policy) to obtain certification or a waiver must be obtained. Additionally, Department policy mandates that all employees identified in Procurement Guidance Document (PGD) 06-1, "Designation of Program Managers, Deputy Program Managers, and Post-Employment Instructions" must be mid-level certified one-year from date of DOJ policy implementation or designation as Program Manager. A waiver grants the program/project manager a time extension to the deadline to achieve the appropriate certification level. Program and Project managers that have not obtained certification by July 31, 2008, must request a waiver to extend this deadline. The waiver may be granted for up to one year. If the P/PM has not met the requirements by July 31, 2009, a waiver extension must be requested.

IT P/PMs receive approval for initial waivers from the Component CIO. Subsequent requests for extensions (waiver extensions) beyond the initial one-year waiver or July 31, 2009 require concurrence from the SPE. Non-IT P/PMs must obtain SPE approval on both the initial waiver and waiver extension. Waivers are not automatic and thus proper documentation for approval is required.

Non-IT Program and Project Managers

The following procedures shall be used when requesting a waiver or waiver extension.

1. Complete employee information, indicating if this request is for an initial waiver or waiver extension.
2. Indicate reasons for and conditions of the waiver. Include date you expect to attain competencies.
3. Obtain supervisor's endorsement of waiver request.
4. Supervisor forwards to Bureau Procurement Chief for Concurrence;
5. Bureau Procurement Chief forwards to Department ACM to obtain SPE final signature approval;

IT Program and Project Managers

The following procedures shall be used when requesting a waiver or waiver extension:

1. Complete employee information, indicating if this request is for an initial waiver or waiver extension.
2. Indicate reasons for and conditions of the waiver. Include the date you expect to attain competencies.
3. Obtain supervisor's endorsement for waiver request.
4. Supervisor forwards to Component Chief Information Officer for approval. A copy of the approved waiver shall be forwarded to the Department's ACM for record keeping purposes.
5. ***Waiver Request Extension*** - After obtaining supervisor and CIO signatures, form is forwarded to Department ACM to obtain SPE concurrence.

All waiver requests must include the reasons for and conditions of the waiver. Include attachments as necessary.

**U.S. Department of Justice (DOJ)
Federal Acquisition Certification for Program/Project Managers (FAC-P/PM)
Certification Deadline Waiver Request/Waiver Extension Form**

EMPLOYEE INFORMATION

Name *(Last, First, Middle Initial)* _____
Component/Bureau Name _____ Email Address _____
Phone _____ Fax _____
Agency Address _____
Title, Series, Grade _____
 Initial Waiver Request Date: _____
 Waiver Extension Date: _____

REASON FOR REQUEST *(Please be specific as to why you do not meet the competency requirements.)*

Provide details of how you plan to meet the FAC-P/PM requirements. Indicate the date that you expect to achieve each competency. The completion date for all competencies must be within 1 year from date of waiver approval.

SIGNATURES

Applicant Certification:

I certify that the information provided is accurate and valid. I agree to obtain the required FAC-P/PM competencies within 12-months from waiver approval. I understand that if I fail to meet this obligation, a waiver extension must be requested or I face risk of being removed from the major acquisition/investment.

Signature: _____

Date: _____

Supervisor's Endorsement:

I have reviewed and discussed the above information with the applicant and request a waiver to meet the FAC P/PM competencies. An approved training plan is attached for achieving the required level by _____, 2009.

Name: _____ Signature: _____

Date: _____

Bureau Procurement Chief or Component Chief Information Officer (or designee) Concurrence or Approval:

I concur/approve with the Supervisor's endorsement for the above individual and recommend waiver.

Name: _____ Signature: _____

Date: _____

Senior Procurement Executive Approval or Concurrence

I approve/concur with the BPC/CIO's concurrence/approval for the above individual and recommend a waiver/waiver extension. You have a responsibility to meet the requirements set forth in the submitted Request for Waiver of FAC-P/PM Competency Requirements within the timeframe allotted. If those requirements are not met, you risk removal from the acquisition or investment.

Name: _____ Signature: _____

Date: _____

**U.S. Department of Justice (DOJ)
Federal Acquisition Certification for Program/Project Managers (FAC-P/PM)
Certification Deadline Waiver Request/Waiver Extension Form**

Conditions/Comments: