

U.S. DEPARTMENT OF TRANSPORTATION



**FEDERAL ACQUISITION CERTIFICATION FOR
PROGRAM AND PROJECT MANAGERS
(FAC-P/PM)**

SEPTEMBER 2008

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Chapter 1. General Information

1. Purpose

The purpose of this policy is to implement the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) as defined by the Office of Federal Procurement Policy (OFPP) Memorandum, *Federal Acquisition Certification for Program and Project Managers*, dated April 25, 2007. The FAC-P/PM establishes general training and experience requirements for program and project managers included in the Department of Transportation's (DOT) acquisition workforce. The FAC-P/PM focuses on [essential competencies](#) needed for program and project managers (the essential competencies are described in the first column of Appendix A). The program does not include functional or technical competencies, such as those for information technology, or agency-specific competencies. The FAC-P/PM is recognized and accepted, at a minimum, by all executive branch agencies, except those subject to the Defense Acquisition Workforce Improvement Act (DAWIA, 10 U.S.C. §§ 1741-46).

2. Authorities

- a. Clinger-Cohen Act of 1996, Pub. L. 104-106, codified in 41 US Code
- b. Services Acquisition Reform Act (SARA) of 2003, P.L. 108-136
- c. Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, *Developing and Managing the Acquisition Workforce* (http://www.whitehouse.gov/omb/procurement/policy_letters/05-01_041505.html)
- d. OMB OFPP Memo, *Federal Acquisition Certification for Program and Project Managers*, dated April 25, 2007 (http://www.whitehouse.gov/omb/procurement/workforce/fed_acq_cert_042507.pdf)

3. Background

- a. The quality and effectiveness of the federal acquisition process depends on the development of a capable and competent workforce. A well-trained acquisition workforce is necessary to ensure that the DOT accomplishes its mission goals effectively and responsibly.
- b. Program and project managers are accountable for the planning, programming, budgeting, and acquisition of major investments and capital assets. Skilled program and project managers are critical in developing accurate government requirements, defining measurable performance standards, and managing contractor activities to ensure that intended outcomes are achieved.
- c. The Services Acquisition Reform Act of 2003 (SARA, P.L. 108-136) expanded the definition of acquisition to include functions performed by program and project managers, such as requirements development, performance management, and technical

direction. The *OFPP Policy Letter 05-01* built upon this broader definition of the acquisition workforce and required the Federal Acquisition Institute (FAI) to make recommendations for a program and project management certification program. DOT partnered with FAI and other federal agencies to recommend the competencies and framework for this program.

4. Applicability

This policy applies to all DOT Operating Administrations (OAs) and establishes a structured competency development program for all program and project managers included in DOT's Acquisition Workforce.

A separate certification program has been established for Contracting Officers (COs) and Contracting Officer's Technical Representatives (COTRs), therefore, this policy does not apply to COs or COTRs.

The Federal Aviation Administration (FAA) is exempt from this program under P.L. 104-50. However, the FAA has aligned its Career Development and Certification Program for Acquisition Program and Project Management Professionals with the DOT FAC-P/PM Program to ensure that their program and project managers meet similar core competency and experience requirements.

Program and Project Managers performing the following functions are included in DOT's acquisition workforce and must be certified under this program:

- a. Individuals responsible for major acquisitions/investments (includes IT and non-IT programs) as defined in Office of Management and Budget (OMB) Circular A-11, Part 7, Exhibit 300;
- b. Individuals with significant program or project management responsibility in one or more phases of the acquisition investment process (initiation, conceptualization/design, development, implementation, modification, maintenance, evaluation, disposal);
- c. Managers with authority and responsibility for overseeing multiple phases of the acquisition investment process;
- d. Individuals with responsibility for leading cross-agency or acquisition investment programs for a major portion or all of the investment lifecycle;
- e. Individuals responsible for leading, coordinating, and/or managing integrated project teams for acquisition investments; and
- f. Individuals participating as a program or project manager on an integrated project team or a phase of the acquisition investment lifecycle.

Program and project managers assigned to information technology (IT) investments must also meet the requirements of the *Federal IT Project Manager Guidance Matrix* found at: <http://www.cio.gov/documents/Federal%20IT%20PM%20Guidance%20matrix2.ppt>

Individuals certified under the FAC-P/PM program can be considered to meet the general competencies and suggested experience standards of the IT PM qualification guidance for purposes of identifying qualified project managers. However, individuals must also meet the specific technical standards to fully satisfy IT PM requirements. In addition, individuals must meet the guidelines established in the *DOT Information Technology Project Management Guidebook of November 2004* to fully satisfy DOT IT project management qualifications. Appendix B provides a comparison between DOT IT PM qualification and FAC-P/PM requirements.

Further information about the DOT Acquisition Workforce is available at

http://www.dot.gov/ost/m60/workforce/awf_career_development.htm

Questions relative to this policy should be directed to the DOT Acquisition Career Manager (ACM) located in the Office of the Senior Procurement Executive.

Chapter 2. Roles and Responsibilities

1. **The DOT Senior Procurement Executive (SPE)** shall carry out all functions of the Chief Acquisition Officer (CAO) and agency head with respect to implementing this program. The SPE is responsible for:

- a. Developing and maintaining an acquisition career management program to ensure DOT has a competent, professional workforce to accomplish its mission;
- b. Ensuring that, to the maximum extent practicable, acquisition workforce policies and procedures established are uniform in their implementation throughout the Department;
- c. Delegating authorities as appropriate to effectively administer acquisition workforce career development programs;
- d. Establishing mandatory training requirements;
- e. Defining the members of the DOT acquisition workforce;
- f. Issuing any changes to this policy as necessary; and
- g. Issuing DOT FAC-P/PM certifications.

2. **The DOT Acquisition Career Manager (ACM)** shall be located in the Office of the Senior Procurement Executive (OSPE). The ACM is responsible for:

- a. Managing the acquisition workforce, including identifying training requirements and other workforce development strategies;
- b. Administering the Department's certification program;
- c. Developing and maintaining Departmental policies and procedures for workforce management consistent with those established by OFPP, as appropriate;
- d. Disseminating acquisition workforce information to acquisition workforce members;
- e. Recommending waivers to the FAC-P/PM requirements to the SPE, as needed and in accordance with the qualification standards; and
- f. Coordinating with OA representatives to ensure accurate and consistent department wide data on those serving in DOT's acquisition workforce is maintained in the Acquisition Career Management Information System (ACMIS).
- g. Ensuring that continuous learning requirements are monitored.

3. **Operating Administration Chief Acquisition Officers (OACAOs)** are responsible for:

- a. Designating members of the acquisition workforce;
- b. Ensuring the acquisition workforce has the necessary competencies, training and certifications;
- c. Identifying a training budget for the acquisition workforce;
- d. Developing and implementing policies and procedures specific to the OA, as necessary;
- e. Disseminating acquisition workforce information to their acquisition workforce members; and
- f. Ensuring the fulfillment of the continuous learning requirements for each employee to whom this policy is applicable.

4. Supervisors of Acquisition Workforce Program/Project Managers are responsible for:

- a. Assessing and approving achievement of competencies under the FAC-P/PM program;
- b. Ensuring the appropriate FAC-P/PM level commensurate with employees assigned to a program or project;
- c. In conjunction with the employee, developing and updating a career development plan (such as an Individual Development Plan (IDP)) which shows completion of mandatory and continuing education requirements and identifies how the requirements of this policy will be met;
- d. Scheduling employees for training in accordance with OA training prioritization policy;
- e. Reviewing and validating data entered into the ACMIS; and
- f. Ensuring the continuous learning requirements are met for their employees.

5. Acquisition Workforce Program/Project Managers are responsible for:

- a. In conjunction with their supervisor, developing and updating a career development plan (such as an IDP) that incorporates core competencies, education, training, experience and continuous learning requirements;
- b. Completing the certification application process to obtain required certifications;
- c. Attaining and remaining current in core competencies, training, experience and continuous learning requirements, as reflected in their career plan, as appropriate; and
- d. Ensuring that training, experience, and skills currency requirements are accurately reflected in ACMIS.

Chapter 3. Policy

1. General

- a. Each OA must comply with the policies and procedures contained herein. OAs may issue guidance that is necessary to implement or supplement the policies and procedures contained herein. OAs may require their workforce to obtain additional competencies to fulfill their organizational mission needs; however, to ensure standard requirements exist across DOT, OA guidance shall not conflict or be inconsistent with the policies and procedures contained herein. In addition, OAs may not develop supplemental certification criteria or alternative certification programs.
- b. Recognizing the importance of mission essential knowledge, skills, and abilities, each OA may issue supplemental guidance or requirements for assignment or selection of program or project managers. The FAC-P/PM certification is not intended to confer qualifications for assignment as a program or project manager, but provides a structured approach to developing program and project managers.
- c. Each OA will accept the FAC-P/PM certification from another DOT OA or any other civilian federal agency.
- d. All program and project managers assigned to major acquisitions as defined in the Office of Management and Budget (OMB) Circular A-11, Part 7, Exhibit 300, must be senior level certified (See Chapter 4 for a description of certification levels).
- e. All program and project managers assigned to non-major acquisitions are strongly encouraged to attain FAC-P/PM certification at the level commensurate with the required responsibilities of the acquisition being managed prior to being selected for or assigned to a program or project.
- f. In the event that the full requirements have not been met prior to selection or assignment, the program or project manager has 12 months (from the date of assignment or implementation of this policy) to complete all requirements.
- g. Failure to attain the required certification may result in reassignment or other action as deemed appropriate by the OACAO or SPE.

2. Waivers and Extensions

- a. Certification requirements may not be waived.
- b. The timeframe to meet certification requirements may be extended on a limited case-by-case basis by the DOT Senior Procurement Executive (SPE).
- c. The SPE will review all written extension requests (see Chapter 5) and determine whether granting the waiver is in the best interest of the Department.
- d. Requests for additional time to complete certification requirements are not necessary for the first year following an assignment to a major acquisition. However, extensions for additional time beyond that year shall be granted for no more than one additional year.

3. Acquisition Career Management Information System (ACMIS)

- a. ACMIS is a web accessible database system. It is the official system of records for the FAC-P/PM program.
- b. ACMIS will include training, certification, and waiver information, as necessary.
- c. OAs are responsible for ensuring all affected employees enter and update training, experience, and other career information records.
- d. OAs and employees are responsible for maintaining supporting documentation for quality assurance purposes.
- e. ACMIS may be accessed at www.acmis.gov. Additional guidance on the use of ACMIS is available at www.fai.gov.

Chapter 4. FAC-P/PM and Continuous Learning Requirements

1. General

Certification under the FAC-P/PM is based on attaining core, minimum competencies that are considered essential for successful program and project management; having a certain number of years of experience associated with each of the three levels and acquiring 80 continuous learning points every two years.

2. Ways to Meet the FAC-P/PM Requirements

Individuals can satisfy the competency requirements through successful completion of (a) suggested training; (b) completion of comparable education or eligible certification programs (see Paragraph 5); and/or (c) demonstration of knowledge, skills, and abilities.

3. Certification Levels

- a. FAC-P/PM includes program and project management within a single certification rather than two separate tracks. The program guidelines are built to reflect both the interdependent nature of program and project management as well as the development needs of a program and project manager.
- b. FAC-P/PM recognizes three levels of certification – entry/apprentice, mid-level/journeyman and senior/expert. The requirements are cumulative across the three levels.
- c. A summary of certification requirements are provided in Appendix C for each certification level (Entry/Apprentice, Mid-Level/Journeyman, and Senior/Expert).

4. Continuous Learning

- a. To maintain a FAC-P/PM, certified professionals must earn 80 continuous learning points (CLPs) of skills currency training every two years.
- b. Upon receiving certification, the individual can begin to accumulate CLPs.
- c. Skills currency activities include training, professional activities, education, and experience and must be both job-related and related to the FAC-P/PM competencies.
- d. Program/Project Managers are responsible for maintaining continuous learning records in ACMIS
- e. For further information on CLPs, refer to Appendix E.

5. Transferability of Certifications

- a. DOT will follow the determinations made by FAI as to which certifications by organizations outside the federal government are eligible for full or partial consideration under the FAC-P/PM. For more information, go to FAI's website at <http://www.fai.gov>.
- b. FAI established a letter of understanding with the Project Management Institute (PMI) to address the application of PMI credentials with the FAC-P/PM training and experience requirements. The chart below summarizes the relationship. The respective PMI credentials will be accepted as satisfying the coursework areas and experience as indicated.

PMI Credential	Satisfies FAC-P/PM Coursework Areas and Experience	
CAPM Certified Associate in Project Management	24 hour course on basic project management	1 yr within last 5 yrs
PMP Project Manager Professional	24 hour course on intermediate project management	2 yrs within last 5 years

Chapter 5. FAC-P/PM Application and Waiver Request Procedures

1. Application Procedures. *Once you are ready to begin the application, it is recommended that you gather details on your experience and descriptions of any programs or projects. You may need to provide details, especially on your experience leading and directing program/project tasks.*

Step 1. Complete the appropriate FAC-P/PM application located in Appendix D.

Enter and/or update all training and experience records in ACMIS.

Step 2. Attach all training certificates, transcripts, resumes, or other records that provide evidence of how the requirements for a particular certification level were attained.

- a. Training or Education: If competencies were attained through successful completion of training or academic courses provided at an accredited institution, identify the provider name, course name and course completion dates with the competencies achieved. Appendix A provides a summary of coursework areas required to meet essential competencies for each certification level.
- b. Knowledge, Skills, and Abilities: If competencies were attained through a demonstration of knowledge, skills, and abilities, evidence must be submitted. If using job experience, provide the agency name, dates, location, position title, and the duties performed that provided the relevant competencies.
- c. Certification by a Recognized Organization: Attach a copy of the certificate.

Step 3. Submit application package to immediate supervisor for first level approval.

- a. The immediate supervisor must review and validate each application for certification and ACMIS record prior to submission to the second approval level or OACAO.
- b. The supervisor should take this opportunity to assess the skills and competencies of the employee and develop a plan for enhancing or adding to the employee's competencies, if appropriate.

Step 4. Submit application package for second level review, if necessary.

A second level review is required if the first level approval is unable to validate the evidence submitted or make a determination that the individual has met the required competencies for a particular certification level.

Step 5. Forward the application package to the OACAO.

Once approved by the immediate supervisor or second level, the FAC-P/PM application shall be forwarded to the OACAO for review and approval.

Step 6. OACAO forwards approved application to OSPE for final approval.

Step 7. OSPE will provide a certificate indicating the achieved level of government-wide standards.

2. Waiver Request Procedures. *If all certification requirements (e.g., experience and/or competencies) have not been met, a waiver request must be submitted.*

Step 1. Complete the appropriate FAC-P/PM Application in accordance with the above application procedures.

Step 2. Complete a FAC-P/PM Waiver Request (see Appendix F).

Step 3. Submit completed FAC-P/PM application and waiver request to immediate supervisor (or second level) for concurrence and approval.

Step 4. Submit approved FAC-P/PM application and waiver request to OACAO for review and approval.

Step 5. OACAO forwards application and approved waiver request to OSPE for final approval/disposition.

Step 6. OSPE will forward a written determination to the OACAO within ten (10) business days after receipt of the FAC-P/PM application and waiver request.

APPENDIX A
SUGGESTED TRAINING COURSEWORK AREAS TO MEET ESSENTIAL
COMPETENCIES FOR EACH CERTIFICATION LEVEL
(E = ENTRY LEVEL, M = MID-LEVEL, S = SENIOR LEVEL)

PROCESSES REQUIRING COMPETENCIES*	COURSEWORK AREAS BY LEVEL														
	Acquisition (24 hrs)			Project Management (24 hrs)			Leadership/ Interpersonal Skill (16 hrs)			Government Specific (24 hrs)			EVM & Cost Estimating (24 hrs)		
	I	II	III	I	II	III	I	II	III	I	II	III	I	II	III
1. Management Processes															
Requirements Process	E		S		M										
Concept Selection Process	E		S		M										
Technology Development Process	E		S		M							S			
Core Management Skills and Processes				E	M	S					M	S		M	S
Total Ownership Cost (OMB Circular A-94)				E	M	S					M	S			
Risk Management				E	M	S					M				
Market Research	E		S		M										
Communications Management							E	M	S						
Working Groups and Teams					M		E		S						S
2. Systems Engineering															
Technical Management Process				E	M	S					M				
Technical Process				E	M	S					M	S			
3. Test and Evaluation (T&E)															
Integration of T&E				E	M	S									
Test and Evaluation Strategy				E	M	S									
Realistic or Operational Test and Evaluation					M	S				E					
4. Life Cycle Logistics (LCL)															
LCL Management, Product Support and Interoperability				E	M						M	S			

APPENDIX A
SUGGESTED TRAINING COURSEWORK AREAS TO MEET ESSENTIAL
COMPETENCIES FOR EACH CERTIFICATION LEVEL
(E = ENTRY LEVEL, M = MID-LEVEL, S = SENIOR LEVEL)

5. Contracting																	
Contract Approach												E	M	S			
Prepare Requirements and Support Documentation			S									E	M				
Prepare and Issue Solicitation	E		S									E	M				
Perform Source Selection												E	M	S			
Administer Contract												E	M	S			
Performance-Based Service Agreements			S			S						E	M	S			S
6. Business, Cost Estimating and Financial Management																	
Business Financial Planning and Management												E	M	S			
Cost Estimating												E				M	S
Earned Value Management (EVM)												E			E	M	S
Financial Reporting and Oversight																M	S
Dept/Agency Programming, Planning and Budget Systems												E				M	S
7. Leadership/Professional																	
Leadership/Professional Skills												E	M	S			

* See www.fai.gov/certification/blueprints.asp for detailed descriptions of competencies and proficiencies for these processes.

This table can be used by the applicant to identify knowledge and skill gaps and point him/her to training to address those gaps. Depending on the identified certification level, proficiency in essential competencies for a process listed in this table can be achieved after completing training in the designated coursework area. In some cases competency training may be duplicated in more than one coursework area and should be taken into consideration when developing a training plan, i.e. coursework in Project Management II and Government Specific II both duplicate the essential competencies needed for Technical Process at the Mid-Level certification.

Appendix B
Federal Acquisition Certification Program/Project Manager (FAC-P/PM)
and DOT Information Technology Project Manager (IT PM)
Qualifications Guidance Comparison Chart

The purpose of this chart is to show a side by side comparison of the FAC-P/PM Policy and the DOT IT PM Qualifications Guidance. In general, the FAC-P/PM satisfies general and government specific program and project management competencies. The IT PM Guidance requires IT competencies in addition to the FAC-P/PM competencies.

Item #	FAC P/PM	DOT IT PM Qualifications Guidance
1	Establish general training & experience requirements	Establish general training & experience requirements
2	Focus on essential competencies, not functional, technical or agency specific competencies	Must meet general PM competencies plus required IT competencies in the Federal IT PM Guidance Matrix and the DOT IT PM Qualifications Guidance
3	At a minimum, program and project managers assigned to programs considered major acquisitions (see A-11, Part 7, E-300 & DOT Budget Guidance) must be senior level certified.	Required for PMs of major IT projects only
4	Date to complete certification is 1 year from assignment to a program or project	Must complete validation of assessment within 180 days of appointment to a major IT project
5	The SPE can waive the timeframe for meeting requirements and must be in writing on a case by case basis with supporting documentation maintained in ACMIS	Must request a waiver in writing for an education or qualification waiver with explanation or qualification extension signed by supervisor or CIO
6	Supporting documentation is maintained in ACMIS	Qualification documentation is maintained by OCIO
7	PMs assigned to IT projects must also meet OMB and OPM PM requirements	Must meet general PM competencies plus required IT competencies in the Federal IT PM Guidance Matrix and the DOT IT PM Qualifications Guidance
8	Generally mirrors program and project management competencies and experience standards found in the OPM Guidance for IT PMs excluding technical competencies	Requires program and project management competencies and experience standards found in the OPM Guidance for IT PMs including technical competencies
9	Applicable to program and project managers identified in the FAC P/PM Policy, Chapter 1, Section 4 a-f	Applicable to project managers of major IT projects
10	FAI administers the program	OMB/OPM administers the program
11	The certification process and assessment of applications is managed	DOT qualification process is managed by OCIO

Appendix B
Federal Acquisition Certification Program/Project Manager (FAC-P/PM)
and DOT Information Technology Project Manager (IT PM)
Qualifications Guidance Comparison Chart

	by the Acquisition Career Manager or designee	
12	Authority - SPE	Authority – CIO
13	80 continuous learning points (CLPs) is required every 2 years to maintain FAC P/PM certification	60 hours of learning is required every 3 years to maintain validation status
14	Requirements can be satisfied by completing required training, education or certification programs approved by FAI or demonstrated knowledge, skills and abilities	Requirements can be satisfied by completing required training, education or certification programs or demonstrated knowledge, skills and abilities
15	Certification levels: Entry, Mid and Senior levels require competencies, experience and training as shown in Appendix E	Qualification levels: only required for project managers of major IT projects
16	FAC P/PM certification is required unless a waiver is granted	Assessment is required unless the PM of a major IT project has a PMI certification or comparable after consultation with OCIO or a waiver is granted
17	ACMIS is the official system of record for maintaining FAC P/PM certification levels and waiver requests	OCIO maintains a notebook of qualified PMs of major IT projects
18	Certificates are maintained by the CAO	Qualification documents are maintained by OCIO.

**APPENDIX C - SUMMARY OF FAC-P/PM CERTIFICATION REQUIREMENTS
EXPERIENCE, TRAINING, KSAs AND CONTINUOUS LEARNING**

<i>Experience</i>		
<p><u>Entry Level</u> – At least one year of project management experience within the last five years. Project management experience includes experience constructing a work breakdown structure; preparing project analysis documents; tailoring acquisition documents to ensure that quality, effective, efficient systems or products are delivered; analyzing and/or developing requirements; monitoring performance; assisting with quality assurance; and budget development.</p>	<p><u>Mid-Level/Journeyman</u> – At least two years of program or project management experience within the last five years that includes experience at the entry level as well as experience performing market research, developing documents for risk and opportunity management, developing and applying technical processes and technical management processes, performing or participating in source selection, preparing acquisition strategies, managing performance based service agreements, developing and managing a project budget, writing a business case, and strategic planning.</p>	<p><u>Senior/Expert Level</u> – 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.</p>
<i>Training</i>		
<p>Training at this level should develop the essential interpersonal and management competencies required of high-performing, successful program and project managers such as effective communication, conflict management, problem solving, and customer service.</p>	<p>Interactive training in these areas should develop the essential interpersonal and management competencies required of high-performing, successful program and project managers such as team building, influencing/negotiating, decisiveness, partnering, and managing a diverse workforce.</p>	<p>Interactive training in these areas should develop the essential interpersonal and management competencies required of high-performing, successful program and project managers such as strategic thinking, vision, and external awareness.</p>

APPENDIX C - SUMMARY OF FAC-P/PM CERTIFICATION REQUIREMENTS EXPERIENCE, TRAINING, KSAs AND CONTINUOUS LEARNING

<i>Knowledge, Skills and Abilities</i>		
<p>At this level, program and project managers should have:</p> <ul style="list-style-type: none"> ▪ Knowledge and skills to perform as a project team member. ▪ Ability to manage low-risk and relatively simple projects or to manage more complex projects under direct supervision of a more experienced manager. ▪ Overall understanding of project management practices including performance-based acquisition. ▪ Recognition of an agency's requirements development processes. ▪ Ability to define and construct various project documents, under supervision. ▪ Understanding of and involvement in the definition, initiation, conceptualization or design of project requirements. 	<p>At this level, program and project managers should have:</p> <ul style="list-style-type: none"> ▪ Knowledge and skills to manage projects or program segments of low to moderate risks with little or no supervision. ▪ Ability to apply management processes, including requirements development processes and performance-based acquisition principles, to support the agency's mission to develop an acquisition program baseline from schedule requirements, plan technology developments and demonstrations and apply agency policy on interoperability. ▪ Ability to identify and track actions to initiate an acquisition program or project using cost/benefit analysis. ▪ Ability to understand and apply the process to prepare information for a baseline review, and can assist in development of Total Ownership Cost (TOC) estimates. ▪ Ability to manage projects as well as program segments and distinguish between program and project work. 	<p>At this level, program and project managers should have:</p> <ul style="list-style-type: none"> ▪ Knowledge and skills to manage moderate to high-risk programs or projects that require significant acquisition investment and agency knowledge and experience. ▪ Ability to manage and evaluate a program and create an environment for program success. ▪ Ability to manage the requirements development process, overseeing junior-level team members in creation, development, and implementation. ▪ Expert ability to use, manage, and evaluate management processes, including performance-based management techniques ▪ Expert ability to manage and evaluate the use of earned value management as it relates to acquisition investments.

APPENDIX C - SUMMARY OF FAC-P/PM CERTIFICATION REQUIREMENTS EXPERIENCE, TRAINING, KSAs AND CONTINUOUS LEARNING

Continuous Learning – To maintain a FAC-P/PM, certified professionals are required to earn 80 continuous learning points (CLPs) of skills currency training every two years. Individuals are responsible for maintaining continuous learning records, and agency ACMs, or their designees, will monitor the continuous learning requirements to ensure certifications remain active.

Continuous learning activities related to program and project management activities include, but are not limited to, the following:

- Training activities, such as teaching, self-directed study, mentoring.
- Courses completed to achieve certification at the next higher level.
- Professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing and attending workshops.
- Educational activities, such as formal training, and formal academic programs.
- Experience such as developmental or rotation assignments.

Certification by a recognized organization – Civilian agencies will follow the determinations made by FAI as to which certifications by organizations outside the federal government are eligible for full or partial consideration under the FAC-P/PM. Information will be available at <http://www.fai.gov>.



APPENDIX D



Federal Acquisition Certification – Project Manager Entry Level

PART A – EMPLOYEE INFORMATION

Name (Last, First, Middle Initial) _____

Agency Name _____ Email Address _____

Phone _____ Fax _____

Agency Address _____

Title, Series, Grade _____

PART B – EXPERIENCE

At least one year of project management experience within the last five years. Project management experience includes experience constructing a work breakdown structure; preparing project analysis documents; tailoring acquisition documents to ensure that quality, effective, efficient systems or products are delivered; analyzing and/or developing requirements; monitoring performance; assisting with quality assurance; and budget development. **Do you meet the experience requirement?** Yes No (If you selected "Yes", a resume must be submitted)

PART C – DEMONSTRATING PROFICIENCY IN ESSENTIAL COMPETENCIES

Competencies 1 to 7 may be met through: (1) training; (2) demonstrating knowledge, skills, and abilities; or (3) eligible certification.

Notes:

1. Select one or more of the three method(s) to demonstrate how you met the competencies.
2. Attach certificates and summary information from training or other eligible certification programs or academic transcripts with this application.
3. See DOT FAC-P/PM Policy, Appendix A for suggested training coursework areas to meet these competencies.

1. Management Processes

Recognition of government-wide and agency-specific investment management requirements, acquisition policies, and program management strategies that support assigned missions and functions; understanding of how to manage risk; understanding of the many factors that influence cost, schedule, and performance; attention to lessons learned; understanding of metrics needed to manage programs and projects that deliver quality, affordable, supportable, and effective systems/products. Specifically includes recognition of:

- Requirements Development Process
- Concept Selection Process
- Technology Development Process
- Core Management Skills and Processes
- Total Ownership Cost (OMB Circular A-94)
- Risk and Opportunity Management
- Market Research (including socio-economic considerations)
- Communications Management
- Working Groups and Teams

	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program
Method(s) competency met by:			

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



Federal Acquisition Certification – Project Manager Entry Level

2. Systems Engineering

Recognition of the scientific, management, engineering, and technical skills used in the performance of systems planning, research and development, with an emphasis on performing and managing a technical process.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:

3. Test and Evaluation (T&E)

Recognition of efficient and cost effective methods for planning, monitoring, conducting, and evaluating tests of prototype, new, or modified systems equipment or materiel, including the need to develop a thorough T&E strategy to validate system performance through measurable methods that relate directly to requirements and to develop metrics that demonstrate system success or failure.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



Federal Acquisition Certification – Project Manager Entry Level

4. Life Cycle Logistics (LCL)

Recognition of performance-based logistic efforts that optimize total system lifecycle availability, supportability, and reliability/maintainability while minimizing cost and logistic footprint, and interoperability.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:

5. Contracting

Recognition of the supervision, leadership and management processes/procedures involving the acquisition of supplies and services, construction, research and development; acquisition planning to include performance-based considerations; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration; termination options and processes for closeout of contracts; legislation, policies, regulations, and methods used in contracting, and business and industry practices, with particular emphasis on:

- Participation in determination of contract approach
- Development of performance-based solutions
- Preparation of requirements and supporting documentation
- Participation in source selection
- Management of contractor performance and contract administration

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



APPENDIX D



Federal Acquisition Certification – Project Manager Entry Level

6. Business, Cost Estimating and Financial Management

Recognition of the forms of cost estimating, cost analysis, reconciliation of cost estimates, financial planning, formulating financial programs and budgets, budget analysis/execution, benefit-cost analysis, Earned Value Management (EVM) in accordance with American National Standards Institute (ANSI) Electronics Industries Alliance (EIA) Standard for EVM Systems #748-A, and other methods of performance measurement.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:

7. Leadership/Professional

These are the skills, knowledge, abilities and traits acquired through experience, training and education within government and the private sector and are cumulative, leading to skilled supervision and seasoned leadership. These competencies may appear in successive levels to emphasize the process of evolving, developing, and maturing leadership skills.

- Oral Communications
- Problem Solving
- Interpersonal Skills
- Accountability
- Written Communication
- Flexibility
- Conflict Management
- Resilience
- Customer Service

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



APPENDIX D



Federal Acquisition Certification – Project Manager Entry Level

PART D – SIGNATURES

Applicant Certification:

Applicant's Signature _____ Date _____

Supervisor's (or designee) Endorsement:

I have discussed and reviewed the above information with the applicant and recommend certification at the Entry Level.

Name _____ Signature _____ Date _____

OACAO Concurrence:

I concur with the Supervisor's endorsement for the above individual and recommend certification at the Entry Level.

Name _____ Signature _____ Date _____

OSPE Approval:

I approve the above individual for certification at the Entry Level.

Name _____ Signature _____ Date _____



APPENDIX D

Federal Acquisition Certification – Project Manager Mid-Level/Journeyman



PART A – EMPLOYEE INFORMATION

Name (Last, First, Middle Initial) _____

Agency Name _____ Email Address _____

Phone _____ Fax _____

Agency Address _____

Title, Series, Grade _____

PART B – EXPERIENCE

At least two years of program or project management experience within the last five years that includes experience at the entry level as well as experience performing market research, developing documents for risk and opportunity management, developing and applying technical processes and technical management processes, performing or participating in source selection, preparing acquisition strategies, managing performance based service agreements, developing and managing a project budget, writing a business case, and strategic planning.

Do you meet the experience requirement? Yes No (If you selected “Yes”, a resume must be submitted. If “No” a resume and waiver request must be submitted.)

PART C – DEMONSTRATING PROFICIENCY IN ESSENTIAL COMPETENCIES

Competencies 1 to 7 may be met through: (1) training; (2) demonstrating knowledge, skills, and abilities; or (3) eligible certification.

Notes:

1. Select one or more of the three method(s) to demonstrate how you met the competencies.
2. Attach certificates and summary information from training or other eligible certification programs or academic transcripts with this application.
3. See DOT FAC-P/PM Policy, Appendix A for suggested training coursework areas to meet these competencies.

1. Management Processes

Individuals at this level should be able to recognize and apply the concepts presented at the entry/apprentice level. Knowledge of and ability to apply government-wide and agency-specific acquisition policies that support assigned missions and functions; understanding of how agency acquisition professionals balance risk; understanding of the many factors that influence cost, schedule, and performance; attention to lessons learned; understanding of metrics needed to manage programs and projects that deliver quality, affordable, supportable, and effective systems/products.

Specifically includes recognition of:

- Requirements Development Process
- Concept Selection Process
- Technology Development Process (Pre-program/Pre-project)
- Core Management Skills and Processes
- Total Ownership Cost (OMB Circular A-94)
- Risk and Opportunity Management
- Market Research (including socio-economic considerations)
- Communications Management
- Working Groups and Teams

	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program
Method(s) competency met by:			

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



APPENDIX D

Federal Acquisition Certification – Project Manager Mid-Level/Journeyman



2. Systems Engineering

Individuals at this level should be able to recognize and apply the concepts presented at the entry/apprentice level. Recognition of the scientific, management, engineering, and technical skills used in the performance of systems planning, research and development, with an emphasis on performing and managing a technical process. Specifically includes recognition of:

- Technical Management Process
- Technical Process

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:

3. Test and Evaluation (T&E)

Individuals at this level should be able to recognize and apply the concepts presented at the entry/apprentice level. Knowledge of and ability to apply efficient and cost effective methods for planning, monitoring, conducting, and evaluating tests of prototype, new, or modified systems equipment or materiel, including the need to develop a thorough T&E strategy to validate system performance through measurable methods that relate directly to requirements and to develop metrics that demonstrate system success or failure.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



APPENDIX D

Federal Acquisition Certification – Project Manager Mid-Level/Journeyman



4. Life Cycle Logistics (LCL)

Individuals at this level should be able to recognize and apply the concepts presented at the entry/apprentice level. Knowledge of and ability to apply performance-based logistic efforts that optimize total system lifecycle availability, supportability, and reliability/maintainability while minimizing cost and logistic footprint, and interoperability.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:

5. Contracting

Individuals at this level should be able to recognize and apply the concepts presented at the entry/apprentice level. Knowledge of and the ability to apply the supervision, leadership and management processes/procedures involving the acquisition of supplies and services, construction, research and development; acquisition planning to include performance-based considerations; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration; termination options and processes for closeout of contracts; legislation, policies, regulations, and methods used in contracting, and business and industry practices, with particular emphasis on:

- Participation in determination of contract approach
- Development of performance-based solutions
- Preparation of requirements and supporting documentation
- Participation in source selection
- Management of contractor performance and contract administration

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program



APPENDIX D

Federal Acquisition Certification – Project Manager Mid-Level/Journeyman



Insert supporting narratives here if you meet this competency by demonstrated KSAs:

6. Business, Cost Estimating and Financial Management

Individuals at this level should be able to recognize and apply the concepts presented at the entry/apprentice level. Knowledge of and the ability to apply the forms of cost estimating, cost analysis, reconciliation of cost estimates, financial planning, formulating financial programs and budgets, budget analysis/execution, benefit-cost analysis, Earned Value Management (EVM), and other methods of performance measurement.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:

7. Leadership/Professional

These competencies, including those listed at entry-level, comprise a foundation for effective mid-level program/project manager-related responsibilities. These competencies may appear in successive levels to emphasize the process of evolving, developing, and maturing leadership skills.

- Influencing/Negotiating
- Team Building/IPT
- Political Savvy
- Decisiveness
- External Awareness
- Entrepreneurship
- Partnering
- Conflict Management
- Strategic Thinking
- Creativity/Innovation
- Developing Others
- Leveraging Diversity
- Oral Communication
- Problem Solving
- Interpersonal Skills
- Accountability
- Written Communication
- Flexibility
- Resilience
- Customer Service

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program



APPENDIX D
Federal Acquisition Certification – Project Manager Mid-Level/Journeyman



Insert supporting narratives here if you meet this competency by demonstrated KSAs:

PART D – SIGNATURES

Applicant Certification:

Applicant's Signature _____ Date _____

Supervisor's (or designee) Endorsement:

I have discussed and reviewed the above information with the applicant and recommend certification at the Mid-Level/Journeyman.

Name _____ Signature _____ Date _____

OACAO Concurrence:

I concur with the Supervisor's endorsement for the above individual and recommend certification at the Mid-Level/Journeyman.

Name _____ Signature _____ Date _____

OSPE Approval:

I approve the above individual for certification at the Mid-Level/Journeyman.

Name _____ Signature _____ Date _____



APPENDIX D

Federal Acquisition Certification – Program/Project Manager Senior/Expert Level



PART A – EMPLOYEE INFORMATION

Name (Last, First, Middle Initial) _____

Agency Name _____ Email Address _____

Phone _____ Fax _____

Agency Address _____

Title, Series, Grade _____

PART B – EXPERIENCE

At least four years of program and project management experience preferably within the last five to ten years 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.

Do you meet the experience requirement? Yes No (If you selected "Yes", a resume must be submitted. If "No" a resume and waiver request must be submitted.)

PART C – DEMONSTRATING PROFICIENCY IN ESSENTIAL COMPETENCIES

Competencies 1 to 7 may be met through: (1) training; (2) demonstrating knowledge, skills, and abilities; or (3) eligible certification.

Notes:

1. Select one or more of the three method(s) to demonstrate how you met the competencies.
2. Attach certificates and summary information from training or other eligible certification programs or academic transcripts with this application.
3. See DOT FAC-P/PM Policy, Appendix A for suggested training coursework areas to meet these competencies.

1. Management Processes

Individuals at this level should be able to recognize, apply, and manage and evaluate the concepts presented at the entry/apprentice level. Recognition of government-wide and agency-specific acquisition policies that support assigned missions and functions; understanding of how agency acquisition professionals balance risk; understanding of the many factors that influence cost, schedule, and performance; attention to lessons learned; understanding of metrics needed to manage programs and projects that deliver quality, affordable, supportable, and effective systems/products. Specifically includes recognition of:

- Requirements Development Process
- Concept Selection Process (Pre-program/Pre-project)
- Technology Development Process (Pre-program/Pre-project)
- Core Management Skills and Processes
- Total Ownership Cost (OMB Circular A-94)
- Risk and Opportunity Management
- Market Research (including socio-economic considerations)
- Communications Management
- Working Groups and Teams

	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program
Method(s) competency met by:			

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



APPENDIX D

Federal Acquisition Certification – Program/Project Manager Senior/Expert Level



2. Systems Engineering

Individuals at this level should be able to recognize, apply, and manage and evaluate the application of the scientific, management, engineering, and technical skills used in the performance of systems planning, research and development.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:

3. Test and Evaluation (T&E)

Individuals at this level should be able to recognize, apply, and manage and evaluate the concepts presented at the entry/apprentice level. Recognition of efficient and cost effective methods for planning, monitoring, conducting, and evaluating tests of prototype, new, or modified systems equipment or materiel, including the need to develop a thorough T&E strategy to validate system performance through measurable methods that relate directly to requirements and to develop metrics that demonstrate system success or failure.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



APPENDIX D

Federal Acquisition Certification – Program/Project Manager Senior/Expert Level



4. Life Cycle Logistics (LCL)

Individuals at this level should be able to recognize, apply, and manage and evaluate the concepts presented at the entry/apprentice level. . Knowledge of and ability to apply performance-based logistic efforts that optimize total system lifecycle availability, supportability, and reliability/maintainability while minimizing cost and logistic footprint, and interoperability.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:

5. Contracting

Individuals at this level should be able to recognize, apply, and manage and evaluate the concepts presented at the entry/apprentice level. Recognition of the supervision, leadership and management processes/procedures involving the acquisition of supplies and services, construction, research and development; acquisition planning to include performance-based considerations; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration; termination options and processes for closeout of contracts; legislation, policies, regulations, and methods used in contracting, and business and industry practices, with particular emphasis on:

- Participation in determination of contract approach
- Development of performance-based solutions
- Preparation of requirements and supporting documentation
- Participation in source selection
- Management of contractor performance and contract administration

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



APPENDIX D

Federal Acquisition Certification – Program/Project Manager Senior/Expert Level



6. Business, Cost Estimating and Financial Management

Individuals at this level should be able to recognize, apply, and manage and evaluate the concepts presented at the entry/apprentice level. Recognition of the forms of cost estimating, cost analysis, reconciliation of cost estimates, financial planning, formulating financial programs and budgets, budget analysis/execution, benefit-cost analysis, Earned Value Management (EVM), and other methods of performance measurement.

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:

7. Leadership/Professional

These are the skills, knowledge, abilities and traits acquired through experience, training and education within government and the private sector and are cumulative, leading to skilled supervision and seasoned leadership. These competencies may appear in successive levels to emphasize the process of evolving, developing, and maturing leadership skills.

- Influencing/Negotiating
- Team Building/IPT
- Political Savvy
- Decisiveness
- External Awareness
- Entrepreneurship
- Partnering
- Conflict Management
- Strategic Thinking
- Creativity/Innovation
- Developing Others
- Leveraging Diversity
- Oral Communication
- Problem Solving
- Interpersonal Skills
- Accountability
- Written Communication
- Flexibility
- Resilience
- Customer Service
- Vision
- External Awareness
- Entrepreneurship

Method(s) competency met by:	Training	Demonstrated Knowledge, Skills, Abilities	Eligible Certification Program

Insert supporting narratives here if you meet this competency by demonstrated KSAs:



PART D – SIGNATURES

Applicant Certification:

Applicant's Signature _____ Date _____

Supervisor's (or designee) Endorsement:

I have discussed and reviewed the above information with the applicant and recommend certification at the Senior/Expert.

Name _____ Signature _____ Date _____

OACAO Concurrence:

I concur with the Supervisor's endorsement for the above individual and recommend certification at the Senior/Expert.

Name _____ Signature _____ Date _____

OSPE Approval:

I approve the above individual for certification at the Senior/Expert.

Name _____ Signature _____ Date _____

APPENDIX E

Guidance on Meeting the Requirements for Continuous Learning Points (CLP)

The training, professional activities, education and experience used to meet the CLP requirements must be both job-related and related to the FAC-P/PM competencies. Activities may earn points only in the year accomplished, awarded or published.

A. Training

- 1) Completing awareness training. Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed federal policy. Generally, no testing or assessment of knowledge gained is required.
- 2) Completing learning modules and training courses. These may be formal or informal offerings from a recognized training organization, including in-house training courses/sessions, which include some form of testing/assessment for knowledge gained.
- 3) Performing Self-Directed Study. An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.
- 4) Teaching. Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules.
- 5) Mentoring. Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved.

B. Professional Activities

- 1) Participating in Organization Management. Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that one is permitted to join under current ethics law and regulation. (The employee must first ensure that participating in the management of an organization is allowed by the agency.)
- 2) Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences. Employees may receive points for attending professional seminars or conferences that are job related – provided the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.
- 3) Publishing. Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.
- 4) Participating in Workshops. Points should be awarded for workshops with planned learning outcomes.

APPENDIX E

Guidance on Meeting the Requirements for Continuous Learning Points (CLP)

C. Education

1) Formal training. The Continuing Education Units (CEUs) earned through formal training programs can be converted to points at 10 CLP points per CEU.

2) Formal academic programs. For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

SAMPLE ACTIVITIES	RECOMMENDED NUMBER OF HOURS
Active Association Membership (in relevant subject area or program/project management association)	5 hours for an active membership year OR 1 hour for each 60 minutes of activity attended during the year
Publication of P/PM/acquisition-related articles, technical papers, etc.	20 hours for articles 25 for technical paper
Formal rotational assignments	40 hours per assignment
Conference presentations, training or seminar delivery	2 hours for 60 minutes of first-time presentation (1 for presentation, 1 for preparation, .5 credit for repeat delivery of same material)
Team leadership activities, participation on project teams for new products/activities	1 hour for every 60 minutes of participation
Formal education	1 hour for each hour of instruction up to 36 hours for a 3 credit course or American Council on Education (ACE) recommendation
Professional examination, license, or certification	40 hours in the year obtained
1 Continuing Education Unit (CEU)	10 hours
1 Continuous Learning Point (CLP), Professional Development Unit (PDU), or Professional Development Hour (PDH)	1 hour
1 credit hour (college course or ACE recommendation)	12 hours
Conference attendance	1 hour for each 50 minute presentation attended

APPENDIX E

Guidance on Meeting the Requirements for Continuous Learning Points (CLP)

D. Experience

Experience includes on-the-job experiential assignments and intra- or inter-organizational rotational career-broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table below.

The presumption is that longer assignments are more beneficial than shorter assignments. In determining the points for a rotational/developmental assignment, consider both the long-term benefit to the agency and the immediate benefit to the organization and the individual. For example, a second rotational assignment of the same sort may be less valuable than a different type of rotational assignment.

When experience or other activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

Integrated Product Team (IPT)/ Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year
Assignment Length (Rotational Assignments or Training with Industry):	Recommended Points:
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

APPENDIX F

FAC-P/PM Waiver Request

This is the required format to request a FAC-P/PM waiver from the Senior Procurement Executive.

ACTION: Request for FAC-P/PM Waiver

FROM: (OACAO)

TO: (Senior Procurement Executive)

Through: (Acquisition Career Manager)

1. Request waiver of FAC-P/PM requirements for:

Name:

Position Title:

Series/Grade:

2. Provide reasons for waiver request (e.g., do not meet a specific competency requirement, lack the required years of experience); include a statement regarding your ability to perform successfully in the position without meeting the standards.

3. Provide a time-phased plan to meet the FAC-P/PM requirements. Indicate the date that you are expected to meet the certification requirements.

APPENDIX F

FAC-P/PM Waiver Request

SIGNATURES/APPROVALS

Applicant

Signature/Date: _____

Supervisor Approval

Signature/Title/Date: _____

Endorsing Official (OACAO)

Signature/Title/Date: _____

Acquisition Career Manager Action

- Recommend Approval
- Recommend Disapproval

Signature/Date: _____

Senior Procurement Executive Action

- Approved
- Disapproved

Signature/Date: _____

Conditions:

APPENDIX G: DEFINITIONS

Acquisition: The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

Acquisition Career Manager (ACM): The person responsible for administering the DOT Acquisition Career Development and Certification Program for Program/Project Management professionals.

Acquisition Career Management Information System (ACMIS): The web accessible database system used to track training, certification and waiver information of individuals in the FAC-P/PM program.

Acquisition Investment/Life-Cycle Process: The conceptualization, initiation, design, development, test, production, deployment, support, and disposal of systems or capital assets.

Acquisition Workforce Program/Project Manager: Includes the following:

1. Individuals responsible for major acquisitions (includes IT and non-IT programs)
2. Individuals with significant program or project management responsibility in one or more phases of the acquisition investment process (initiation, conceptualization, design, development, implementation, modification, maintenance, evaluation, disposal),
3. Managers with authority and responsibility for overseeing multiple phases of the acquisition investment process,
4. Individuals with responsibility for leading cross-agency or acquisition investment programs for a major portion or all of the investment life-cycle,
5. Individuals responsible for leading, coordinating, managing integrated project teams for acquisition investments, and
6. Individuals participating on an integrated project team or a phase of the investment lifecycle.

Continuous Learning Activity: Skills currency training or a professional development activity providing knowledge and information to enhance professional performance and maintain awareness in a field of practice. Activities can include training (including on-line), education, attendance at conferences, rotational assignments, new and unusual work assignments, internships, presentations, and a host of other opportunities designated as appropriate learning activities by instruction or supervisor endorsement.

APPENDIX G: DEFINITIONS

Continuous Learning Points (CLPs): Points that are assigned to a continuous learning activity. A FAC-P/PM certified professional is required to earn 80 continuous learning points (CLPs) of skills currency training every two years.

Cross-Agency Programs: For the purpose of this policy, cross-agency means inter or intra department programs.

DOT Acquisition Workforce: For the purposes of this policy, DOT's acquisition workforce includes:

1. All positions in the general schedule contracting series (GS-1102)
2. All Contracting Officers (CO) regardless of general schedule series with authority to obligate funds above the micropurchase threshold.
3. All positions in the general schedule purchasing series (GS-1105).
4. Program and project managers as identified by the CAO or designee.
5. All Contracting Officer's Representatives (CORs) and Contracting Officer's Technical Representatives (COTRs) or equivalent positions.
6. Other positions designated by the CAO, or designee, performing significant acquisition-related functions.

Operating Administration Chief Acquisition Officer (OACAO): The designated individual for the OA who is at the Senior Executive Service level and monitors cost, schedule and performance of major acquisition programs; designates members of the OA's acquisition workforce and ensures they possess the necessary competencies, training and certifications; monitors and assesses acquisition activities and programs of the OA; ensures requirements are consistent with government mandates; facilitates collaboration among users, program and contracting officials; implements acquisition strategies such as performance based acquisition, strategic sourcing; assesses compliance with acquisition rules and regulations; advises OA leadership on appropriate business strategies to accomplish mission; and reports as required to the Departmental CAO.

OST Senior Procurement Executive (SPE): The person responsible for the Department of Transportation (DOT) FAC-P/PM program along with the maintenance and oversight of a Department-wide acquisition program.

Major Investments: As defined in Circular A-11, Part 7 (July 2007), major investment means a system or acquisition requiring special management attention because of its importance to the mission or function of the agency, a component of the agency or another organization, is for financial management and obligates more than \$500,000 annually; has significant program or policy implications; has high executive visibility; has high development, operating, or maintenance costs, is funded through other than direct appropriations, or is defined as major by the agency's capital planning and investment control process. OMB may work with the agency to declare other investments as major investments. You should consult with your OMB representative or agency budget officer

APPENDIX G: DEFINITIONS

about what investments to consider as “major.” Systems not considered as “major” are “nonmajor.”

Program: A group of related work efforts, including projects, managed in a coordinated way. Programs usually include elements of ongoing work.

Project: A specific investment having defined goals, objectives, requirements, lifecycle cost, a beginning and an end that delivers a specific product, service or result.

APPENDIX H

Frequently Asked Questions (FAQs)

- 1. If I currently have a FAC/Contracting Officer's Technical Representative (COTR) certification, will I still need to obtain a FAC-P/PM Certification if I am also a Program or Project Manager?**

Response: Yes, you would need both certifications as the competencies required of a COTR are different from that of a Program or Project Manager. However, individuals who hold a FAC-P/PM Mid-Level/Journeyman certification will be considered to have met the Federal COTR certification requirements; individuals who hold a COTR certification will not be considered as having met the Mid-Level/Journeyman FAC-P/PM requirement.

- 2. I am currently serving as a Program/Project Manager, will I need to obtain FAC-P/PM Certification in order to continue serving in this role?**

Response: If the program/project to which you are assigned is considered a major investment as defined in OMB Circular A-11, Part 7, Section/Exhibit 300, you must become certified within one year from the date of the Department's policy on program/project manager certification or one year from the date you are assigned to the program. If additional time is needed to meet the certification requirements, a waiver must be requested. If your program or project is not considered a major investment/acquisition, your Operating Administration Chief Acquisition Officer (OACAO) or designee will have the option to require entry level or mid-level certification for programs other than major investments/acquisitions.

- 3. Who is responsible for determining if someone meets the definition of a program/project manager in DOT's acquisition workforce and must be certified under this program?**

Response: *Each OACAO or designee is responsible for determining who within their Operating Administration meets the definition of a program or project manager in DOT's acquisition workforce based upon the criteria identified in DOT's policy on the Federal Acquisition Certification for Program and Project Managers.*

- 4. If I have a project management certification or degree from the Project Management Institute, an accredited college/university, DAWIA, or similar programs to include meeting established DOT Program Management Guidance, will FAC P/PM certification requirements be considered to have been met?**

Response: The Federal Acquisition Institute (FAI) is continuing to review other project management certifications to determine how they compare to the FAC-P/PM and what, if any, additional training or experience may be necessary. To date, FAI has completed its review of the Project Management Institute's (PMI) certification programs and has determined the following:

- PMI's Certified Associate in Project Management (CAPM) satisfies the FAC-P/PM coursework requirement for 24 hours in basic project management and the experience requirement of 1 year within the last 5 years.

APPENDIX H

Frequently Asked Questions (FAQs)

- PMI's Project Manager Professional (PMP) satisfies the FAC-P/PM coursework requirement for 24 hours in intermediate project management and the experience requirement of 2 years within the last 5 years.

As the FAI completes its review of other certification programs, the results of their assessments may be found on FAI's web site: <http://www.fai.gov>

5. If I have a PM certification from FAA's established certification program do I need a FAC-P/PM certification as well?

Response: The Federal Aviation Administration (FAA) is exempt from this program under P.L. 104-50. However, the FAA has aligned its Career Development and Certification Program for Acquisition Program and Project Management Professionals with the DOT FAC-P/PM Program to ensure that their affected employees meet similar core competencies and experience requirements.

6. I am the PM for multiple projects with budgets ranging from \$200,000 to \$800,000. Which FAC P/PM certification level do I need to obtain?

Response: FAC-P/PM certification levels are not tied directly to project budgets, but rather to mission criticality. FAC-P/PM certification is only required for major investments/acquisitions (as defined in OMB Circular A-11, Part 7, Section/Exhibit 300 and as designated by each OACAO or designee) and that certification must be at the senior level. However, individual OAs may require program/project managers to obtain the entry level or mid-level certification for efforts other than major investments/acquisitions.

7. If I am an IT PM, do I have to be senior level certified under the FAC P/PM certification program?

Response: Yes, if you manage a Level 2 or 3 IT project and it is a major IT acquisition. Individuals certified under the FAC-P/PM program can be considered to meet the general competencies and suggested experience standards of the IT PM qualification guidance for purposes of identifying qualified project managers. However, individuals must also meet the specific technical standards to fully satisfy IT PM requirements. In addition, individuals must meet the guidelines established in the DOT Information Technology Project Management Guidebook of November 2004 to fully satisfy DOT IT project management qualifications.

8. Do the FAC P/PM certification requirements apply to IT projects only?

Response: FAC-P/PM certification is not limited to IT programs. If your program is considered a major investment/acquisition (as defined in OMB Circular A-11, Part 7, Section/Exhibit 300 and as designated by your OACAO or designee), then you will need a senior level FAC-P/PM certification. If it is not a major investment/acquisition, you may still need an entry or mid-level FAC-P/PM certification, if required by your OA.

APPENDIX H

Frequently Asked Questions (FAQs)

9. If the program/project I manage is in a maintenance/steady state phase (ongoing), do I need to get a FAC-P/PM certification?

Response: The requirement for FAC-P/PM certification is not dependent upon the project phase. If the program/project meets the definition of a major investment/acquisition as stated in OMB Circular A-11, Part 7, Section/Exhibit 300, then you will need a senior level FAC-P/PM certification. If it is not a major investment/acquisition, you may still need an entry or mid-level FAC-P/PM certification, if required by your OACAO or designee.

10. I am program/project manager, but I am not in the acquisition/procurement career field, do I still need to obtain FAC-P/M certification.

Response: The definition of the acquisition workforce is broad and may apply to many functions performed by program and project managers, such as requirements definition, performance management, and technical direction. Both OMB and DOT have defined the acquisition workforce as including program and project managers. Further, if you manage a major investment/acquisition as defined by OMB Circular A-11, Part 7, Section/Exhibit 300, you will need to be senior level certified. If your program or project is not a major investment/acquisition, you may still need an entry or mid-level FAC-P/PM certification, if required by your OACAO or designee.

11. How do I know if my program/project is considered a “major acquisition?”

Response: Your *OACAO or designee* will determine if your project meets the definition of a major acquisition/investment as defined in OMB Circular A-11, Part 7, Section/Exhibit 300.

12. Why do I have to enter PM certification-related data in the Acquisition Career Management and Information System (ACMIS)?

Response: The ACMIS is the official system of records for the FAC-P/PM program.

13. Why do I have to enter my PM certification-related data in ACMIS and in eLMS?

Response: There is an initiative known as the Enterprise Human Resources Integration (EHRI) initiative which, once implemented, should eliminate the need for dual entry of training information. Unfortunately, until the interface is completed, program and project managers will have to enter FAC-P/PM data into ACMIS and eLMS. However, once the interface is operational, all data will be entered into eLMS and passed to EHRI for ACMIS to extract. The timeline for completion of this interface has not been determined yet.

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Frequently Asked Questions (FAQs)

14. What series and grades are covered by the policy requiring FAC-P/PM certification?

Response: There are no specific job series or grades associated with the FAC-P/PM certification requirements or policy.

15. I am currently a PM and I plan to retire in less than two years, do I still need to get a FAC-P/PM Certification?

Response: Your retirement eligibility is not a factor in determining the need for FAC-P/PM certification. Your OA will determine if the program/project requires a manager to be certified. If the certification is required, and you are not certified then the options as discussed in the answer to question #2 should be considered.

16. If I have 10-15 years of experience as a PM, but have very little formal training, will I qualify for a FAC P/PM certification?

Response: Individuals can satisfy the competency requirements through successful completion of (a) suggested training; (b) completion of comparable education or eligible certification programs; and/or (c) demonstration of knowledge, skills, and abilities. You will need to review requirements for each level of certification and determine if your experience/training matches the requirements. You will need to submit an application package that provides evidence that you meet requirements.

17. I have just been assigned as a Program/Project Manager, but I don't have the required years of PM experience for the related certification levels, do I need to apply for a waiver of that requirement?

Response: Certification requirements may not be waived. However, the time frame to meet certification requirements may be waived in writing on a limited case-by-case basis by the DOT Senior Procurement Official (SPE). The SPE will review all written waiver requests and determine whether granting the waiver is in the best interest of the Department. The policy and procedures for requesting a waiver are contained in Chapter 5 of DOT's Policy for FAC-P/PM Certification. Projects other than major investments/acquisitions do not currently require FAC-P/PM certification, however, you may still need an entry or mid-level FAC-P/PM certification, if required by your *OACAO or designee*.

18. If I apply for a waiver of one or more of the FAC P/PM requirements and it is approved, will I receive an interim FAC P/PM certification?

Response: No. There is no interim FAC-P/PM certification, and there are no waivers for FAC-P/PM requirements. The waiver process applies only to the time-frame in which certification requirements must be met.

APPENDIX H

Frequently Asked Questions (FAQs)

19. Once I achieve certification, does my certification ever expire?

Response: There is a continuous learning requirement that must be met to maintain certification. To maintain a FAC-P/PM, certified professionals must earn 80 continuous learning points (CLPs) of skills currency training every two years.

20. Will DOT fund the required training for the FAC P/PM certification?

Response: As stated in DOT's policy guidance on FAC P/PM certification, each mode is responsible for budgeting for any required training. However, many of these courses can be completed without cost by utilizing DOT's eLMS, the Federal Acquisition Institute, and the Defense Acquisition University.

21. Is a Senior level/Expert program/project manager required to have at least 4 years of program/project management experience within the last 5 years?

Response: Senior level/Expert program/project managers should have 4 years of experience, preferably within the last 5-10 years.