

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Acquisition Workforce Training and Certification Handbook



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**Department of Health and Human Services
Acquisition Workforce Training and Certification Handbook**

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Executive Summary

Policies and legislation were developed during the 1990's that focused on the development of an acquisition workforce with the skills and attributes to effectively manage the acquisition process. These laws and policies require education, training, and experience designed to create a highly skilled acquisition workforce. In FY 2001, the U.S. Department of Health and Human Services (HHS) changed its acquisition training course curricula to one that parallels many of the acquisition courses offered by other civilian agencies, and many of these courses are equivalent to Defense Acquisition University (DAU) courses. In April 2005, the Office of Federal Procurement Policy (OFPP) published Policy Letter 05-01, "Developing and Managing the Acquisition Workforce," which established the Federal Acquisition Certification in Contracting (FAC-C) Program. The goal of the FAC-C Program is to standardize the education, training, and experience requirements for contracting professionals across the Federal Government. On January 20, 2006, OFPP issued further guidelines on the implementation of the FAC-C program.

The purpose of the HHS Acquisition Workforce Training and Certification Handbook is to provide the policy, procedures, and guidance to support the implementation of the Clinger-Cohen Act, the OFPP Policy Letter 05-01, OFPP Policy Memorandum dated January 20, 2006, the Federal Acquisition Regulation (FAR), the Health and Human Services Acquisition Regulation (HHSAR), and other Government-wide guidelines and policies used to foster and promote a professional acquisition workforce. This handbook describes the educational, experience and training requirements for the employment and advancement in contracting positions within HHS by providing information about the HHS Acquisition Workforce Training and Certification Program and HHS' program training requirements.

Chapter 1 of this handbook provides an overview of the HHS Acquisition Workforce Training and Certification Program. Chapter 2 provides the Office of Personnel Management's (OPM) GS-1102 Qualification Standard, the HHS process for waiver to the GS-1102 Qualification Standard, and provides questions and answers concerning the GS-1102 Qualification Standard. Chapter 3 of the handbook, "Procurement Authority (Warrants)," provides information about the warrant levels and describes the selection, appointment, and termination of Contracting Officers. Chapter 4, "Training and Certification Requirements for the HHS Acquisition Workforce," provides details about the HHS Acquisition Certification Program (FAC-C and Simplified Acquisition Certification (SAC) Programs) and certification process and lists the eligibility requirements for certification. Chapter 5 of this handbook provides details about the HHS Program and Project Management Certification Program. Chapter 6 provides

HHS' purchase card training requirements. Chapter 7, "Career Planning," describes the career planning process and development of an Individual Development Plan (IDP). Chapter 8, "Acquisition Career Management Information System," discusses ACMIS implementation.

The HHS Acquisition Workforce Training and Certification Program provides the acquisition workforce with standardized training that will require them to meet the challenges and career changes ahead and become the Government's business leaders. The goal of the program is to facilitate the career development of the HHS acquisition workforce through a comprehensive program built on assessment of employee skills, implementation of individual development plans covering competency based training supplemented by on-the-job training, and adherence to minimum standards of education, training, and experience. HHS views acquisition as critical to mission success. HHS has made progress in ensuring that its acquisition workforce has the skills and competencies necessary to accomplish the agency's mission. Continued efforts in implementing initiatives are needed to ensure that the acquisition workforce has the skills and competencies needed currently and in the future.

Chapter 1

Acquisition Workforce Training and Certification Program Overview

A. Background

During the 1990's, the field of Federal acquisition changed dramatically and continues to evolve. Business process reengineering with an emphasis on customer service and accelerated automation have drastically changed acquisition during this decade. Policies and legislation were drafted during the 1990's that focused on the development of a workforce with the skills and attributes required to effectively manage the acquisition process. These laws and policies require education, training, and experience designed to create a highly skilled acquisition workforce. There is more emphasis on allowing Contracting Officers to use sound business judgment, which is why contracting personnel must be well trained to meet their responsibilities.

In 1990, Congress passed the Defense Acquisition Workforce Improvement Act (DAWIA) (P.L. 101-510 codified in 41 U.S.C. Section 1701 et seq.) which required that education, training and experience requirements be established for entry and advancement in the acquisition field within the Department of Defense (DoD). DAWIA required the establishment of career development programs that require education, training, and experience standards for DoD acquisition positions and prompted DoD to develop a plan to provide a foundation of knowledge necessary to ensure that the acquisition workforce is fully proficient.

Soon after the DoD requirements were in place, the civilian agencies established their own requirements. The Office of Federal Procurement Policy Letter 92-3, dated June 24, 1992, required that everyone in the GS-1102 job series, uniformed personnel in comparable positions, and all personnel who have been appointed as Contracting Officers in accordance with the Federal Acquisition Regulations Subpart 1-6, is to attain an appropriate level of skill in contract management duties. This requirement extended to those engaged in simplified acquisition activities, as well as those designated to serve as Project Officers on Government contracts. The policy letter also established a Government-wide standard and associated policies for competency-based training and related on-the-job training necessary to attain an appropriate level of skill in each task in the Federal Acquisition Institute's (FAI's) "Contract Specialist's Training Blueprints" (formerly called the "Contract Specialist's Workbook." The "Contract Specialist's Training Blueprints" can be accessed at the following website: <http://www.fai.gov/pdfs/CSTrainingBlueprintPartI09-16-04.pdf>. These requirements remain in place and have been supplemented by the new GS-1102 qualification standard set forth under the Clinger-Cohen Act.

President Clinton signed Executive Order 12931, "Federal Procurement Reform," the same day he signed the Federal Acquisition Streamlining Act of 1994. Executive Order 12931 presented the Administration's approach to managing procurement by requiring civilian agencies to establish career education programs for procurement professionals.

Title V, Subtitle B, of the Federal Acquisition Streamlining Act of 1994 required the Deputy Director of the Office of Management and Budget (OMB), in consultation with officials in departments and agencies of the Federal Government, to establish policies and procedures for designating acquisition positions and managing employees in acquisition positions, to include the accession, education, training, and career development of employees.

In 1996, as part of the Federal Acquisition Reform Act (FARA, or Clinger-Cohen Act, P.L. 104-106), Congress amended the OFPP Act (P.L. 93-400 codified in 41 U.S.C. Section 401 et seq) to establish comparable education, training, and experience requirements for civilian agencies. Section 4307 of the Clinger-Cohen Act of 1996 states that the head of each executive agency, after consultation with the Administrator of the OFPP, is responsible for establishing policies and procedures for the effective management of that agency's acquisition workforce. The OFPP Administrator is required to issue policies to promote uniform implementation of acquisition workforce programs and shall establish qualification requirements, including education requirements, that are comparable to those established under DAWIA.

OFPP Policy Letter 97-01, "Procurement System Education, Training, and Experience Requirements for Acquisition Personnel," dated September 12, 1997, implemented Section 37 of the Office of Federal Procurement Policy Act for all executive agencies except those subject to DAWIA. Policy Letter 97-01 stated that agency heads, after consultation with the OFPP Administrator, shall establish department or agency-wide policies and procedures pursuant to the provisions of the Act. Policy Letter 97-01 also required that certain components be included in the definition of the acquisition workforce of an agency. Policy Letter 97-01 established career paths identified in terms of education, training, experience, and assignments necessary for career progression; established requirements for the completion of course work and related on-the-job training in critical acquisition-related duties; identified critical acquisition-related duties and tasks necessary to competently perform at full performance grade levels; established and maintained an acquisition workforce data collection system; and established requirements for skills currency.

On April 15, 2005, OFPP issued Policy Letter 05-01, "Developing and Managing the Acquisition Workforce." OFPP Policy Letter 05-01 rescinded OFPP Policy Letters 92-3 and 97-01, and consolidates OFPP policy on acquisition workforce development.

1. HHS' Acquisition Training and Certification Program

The Department of Health and Human Services has had a successful training program since the early 1970s. In 1977, the HHS Acquisition Certification Program was established and linked to the HHS Acquisition Training Program. Executive Order 12352 on Federal Procurement Reforms, dated March 17, 1982, required each executive department and agency to “establish career management programs, covering the full range of personnel management functions that will result in a highly qualified, well managed professional procurement workforce.” OFPP issued recommendations for establishing agency programs, one of which included establishing a “Procurement Career Development Program.” In 1990, the HHS Acquisition Career Development Program was launched.

HHS uses its training program as one method of determining attainment of competencies. It does not mean that an individual who attains competency in the contract management duties prescribed by OFPP will automatically be eligible for certification and does not guarantee that anyone fulfilling all education, training, and experience requirements for a given certification level will be promoted to the next level.

In FY 2001, HHS changed its existing acquisition training course curricula to one that parallels many of the acquisition courses offered by other civilian agencies, while teaching the competencies contained in the “Contract Specialist’s Training Blueprints.” A listing of acquisition courses equivalent to DoD acquisition courses is located in Appendices C-1, C-2, and D of this handbook and in the DAU 2007 catalog (available at: http://www.dau.mil/catalog/cat2007/DAU_2007_Catalog.pdf). This crosswalk of course equivalencies ensures reciprocity of training between civilian and defense agencies. OFPP’s goal is to ensure that training throughout the Federal Government satisfies a uniform set of required competencies, and is recognized by all agencies.

The acquisition courses have been reviewed by the American Council on Education (ACE) and contain recommendations for college-level credit. However, acceptance of ACE credit recommendations is at the discretion of the institution and may depend on such variables as the specific department or school within the college or the major and minor areas of concentration. A listing of ACE participating colleges and universities can be downloaded at the following website: <http://www.acenet.edu>

B. Career Development for the HHS Acquisition Workforce

This handbook provides the policy, procedures, and guidance to support the implementation of the Clinger-Cohen Act of 1996, OFPP Policy Letter 05-01, OFPP

Policy Memorandum dated January 20, 2006, Federal Acquisition Regulation, the Health and Human Service Acquisition Regulation and other Government-wide guidelines and policies used to foster and promote a professional acquisition workforce. This handbook describes the educational, experience and training requirements for the employment and advancement in contracting positions within HHS and includes the GS-1102 qualification standard mandated by the Office of Personnel Management.

This handbook provides information about the HHS Acquisition Workforce Training and Certification Program (which implements the FAC-C and SAC Programs), Federal Acquisition Certification in Contracting Program, and the HHS Program and Project Management Certification Program. It is intended as a management tool for supervisors in counseling employees in career development in the acquisition field. Employees will find it useful in identifying training needs to enhance their capabilities and in fulfilling certification requirements.

C. Purpose of the HHS Acquisition Workforce Training and Certification Program

The HHS Acquisition Workforce Training and Certification Program is designed to facilitate career planning and development, provide guidance, and outline the overall framework around which the acquisition career field is to be constructed. It offers a uniform and systematic approach toward increasing professionalism, and provides employees the opportunity to develop the knowledge, skills, and abilities necessary to progress in their career. The program closely mirrors the requirements that the DoD has established for its contracting workforce under the Defense Acquisition Workforce Improvement Act. As the business agents of the Government, Contracting Officers provide a critical link between the agencies and contractors. As such, formal and on-the-job training is critical to ensure that HHS personnel are able to effectively perform their acquisition functions.

The primary objectives of the program are to attract, select, develop and retain a highly qualified workforce capable of performing current and future HHS acquisition functions. This training correlates to the FAI's "Contract Specialist Training Blueprints," which offers advice on how to develop the skills and capabilities necessary for effective performance of acquisition roles and follows the acquisition career model established by FAI. Various aspects of the competencies and skills outlined in the "Contract Specialist Training Blueprints" align with the DoD competency model. The acquisition career model established by FAI includes the nine (9) core capabilities: develop, negotiate and manage business deals; communicate effectively; manage and lead change; solve problems in an ambiguous environment; analyze and understand the marketplace; build and manage relationships across functions and organizations;

understand and effectively operate in the customer environment; develop and implement outcome oriented solutions; and execute.

The HHS Acquisition Workforce Training and Certification Program provides the acquisition workforce with standardized training that will prepare them to meet the challenges and career changes ahead and become the Government's business leaders. The goal of the program is to facilitate the career development of the HHS acquisition workforce through a comprehensive program built on assessment of employee skills, implementation of individual development plans covering competency-based training supplemented by on-the-job training, and adherence to minimum standards of education, training, and experience.

D. Who are the Members of HHS' Acquisition Workforce?

HHS follows the general guidance established in OFPP Policy Letter 05-01 for determining who are members of the acquisition workforce. OFPP Policy Letter 05-01 states, "The acquisition workforce includes individuals who perform various acquisition-related functions to support the accomplishment of the agency's mission. The Services Acquisition Reform Act of 2003 (SARA) (P.L. 108-136) defines acquisition to include, among traditional contracting functions, requirements definition, measurement of contract performance, and technical and management direction.

Membership in the acquisition workforce may be on a full-time, part-time, or occasional basis. For example, members of the acquisition workforce may include individuals who:

- Are substantially involved in defining, determining, and managing requirements.
- Are involved in acquisition planning and strategy.
- Participate in the process of establishing the business relationship to obtain needed goods and services, (e.g., contracting process, those involved in the solicitation, evaluation and award of acquisitions).
- Manage the process after business arrangements have been made to ensure that the Government's needs are met (e.g., testing and evaluating, managing and monitoring the manufacturing and production activities, auditing, contract administration, performance management and evaluation, etc.).
- Arrange disposal of any residual items after work is complete, (e.g., property management/disposal).
- Support the business processes of the above listed activities (e.g., General Counsel, finance, or other subject matter experts), and
- Directly manage those involved in any of the above activities.

At a minimum, the acquisition workforce of an agency includes:

1. All positions in the general schedule contracting series (GS-1102) and non-DoD uniformed personnel in comparable positions.
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 and GS-1106).
4. Program and Project Managers, as identified by the agency's Chief Acquisition Officer (CAO), or equivalent.
5. All Contracting Officer's Representatives (CORs) and Contracting Officer's Technical Representatives (COTRs), or equivalent positions.
6. Any significant acquisition-related positions identified by the CAO, or equivalent, using the guidance provided above."

E. Designation and Coding of HHS Acquisition Workforce Positions

HHS acquisition workforce members are responsible for properly identifying and coding their position designation in ACMIS (see Chapter 8 for personnel required to enter a record in ACMIS). Members of the HHS acquisition workforce include part-time, temporary, and full-time Government positions.

Instructions for entering an occupation code in ACMIS are as follows:

1) Once you have created a record in ACMIS, click on the "Education" field, and "Create Education." In the "School" section, enter one or more codes below which most accurately reflects your job duties, and then click "submit."

2) The categories, codes, and subcodes are listed below:

- GS-1102; Code: **1102**
- General Purchasing Series (GS-1105); Code: **GP5**
- General Purchasing Series (GS-1106); Code: **GP6**
- All Contracting Officers regardless of general schedule series with authority to obligate funds above the micropurchase threshold (including SF 1402 warrant holders); Code: **OCO**

- Program Managers who supervise and direct the work of Project Officers (CORs/COTRs) and/or Project Managers engaged in managing and monitoring vendors' performance under contracts.; Code: **PRO**
- Project Managers who manage and monitor vendors' performance under one or more contracts; Code: **PM**
- Project Officers who manage and monitor vendors' performance under one or more contracts. (The duties of the Project Officer may, or may not, be vested in the Project Manager. In many instances, the Project Officer is the Project Manager); Code: **PO**

Subcodes: (add the subcodes after the codes)

Information Technology - **IT**; Research & Development - **RD**; Logistics - **L**; Construction, Architect & Engineering - **CAE**; Other – **O**; Full-time – **FT**; Part-time - **PT**

Examples: An IT Project Manager is coded PMIT; a GS-1102 who manages/monitors IT contracts is coded as CSIT.

F. Acquisition Workforce Training Fund

In accordance with section 37(h)(3)(A) of the OFPP Act (41 U.S.C. § 433(h)(3)(A)), as amended by the Services Acquisition Reform Act of 2003 (P.L. 108-136), the Administrator of General Services shall establish an acquisition workforce training fund (AWTF) to support the training of the acquisition workforce of the executive agencies other than the DoD. Agencies administering contracts specified in section 37(h)(3)(B) of the OFPP Act, as amended (41 U.S.C. § 433(h)(3)(B)), shall credit 5 percent of the fees collected under these contracts to the AWTF at the end of each quarter of the fiscal year and in accordance with the instructions issued by the Administrator of General Services. The fund shall be managed by FAI in accordance with section 37(h)(3)(A) of the OFPP Act, as amended (41 U.S.C. §433(h)(3)(A)). OFPP and the FAI Board of Directors (see paragraph 13(b)) shall provide direction to FAI on the allocation of these resources to ensure equitable training opportunities for all civilian agencies.

The AWTF supplements, but does not replace, existing agency training budgets, and OPDIVs/STAFFDIVs should continue to budget separately for the training and education of their acquisition workforce. In accordance with section 37(h)(1)(A) of the OFPP Act, as amended (41 U.S.C. § 433 (h)(1)(A)), agency heads shall set forth separately the funding levels requested for education and training of the acquisition workforce in the agency's annual budget request to OMB.

Additional information, including AWTF's current course schedule, is listed under "Acquisition Workforce Training Fund (AWTF)" available on the HHS KnowNet

Acquisition Supersite at:

<http://www.knownet.hhs.gov/acquisition/MasterFY07ClassCalendar1012067PM.xls>.

1. How to Register for AWTF Courses

Information on how to register for AWTF courses is available at:

<https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=>. The FAI Electronic Registration Handbook (October 2006) is available at:

http://oamp.od.nih.gov/Division/ACP/AcqTraining/FAITraining_Online.pdf.

Addresses and maps for AWTF courses are available at:

<http://oamp.od.nih.gov/Division/acp/AcqTraining/2006LocationInfo.pdf>. Maps of each Metro station are available at:

http://www.stationmasters.com/System_Map/system_map.html.

G. Roles and Responsibilities

1. According to the Clinger-Cohen Act, the Senior Procurement Executive (SPE) shall establish policies and procedures for effective management of the acquisition workforce of the agency. The SPE is responsible for:

a. Implementing mandatory training and education requirements and overall responsibility for the acquisition workforce training program, including overseeing the FAC-C and SAC Programs and granting FAC-C certifications.

b. Establishing the procedures, policies and requirements that govern the HHS Contracting Officer Warrant Program (COWP).

c. To the maximum extent practicable, ensuring that acquisition workforce policies and procedures are uniform in their implementation throughout the agency.

d. Issuing changes to the policies as necessary.

e. As appropriate, issuing waivers to OPM's GS-1102 qualification standard (see Chapter 2), or waivers to the FAC-C program.

f. As appropriate, delegating authorities to effectively administer the acquisition workforce training and certification programs.

g. Developing the Department's procurement system standards and evaluating the system in accordance with approved criteria and ensuring that the Department's procurement system meets established criteria.

2. The Head of Contracting Activity is responsible for:

- a. Assisting and facilitating in the planning and development of departmental acquisition policies and procedures and assisting in responding to other agencies and organizations concerning policies and procedures affecting the Federal acquisition process.
- b. Developing acquisition procedures specific to the OPDIV; fully implementing the Department's Acquisition Performance Measurement and Improvement System (also known as the Acquisition Balanced Scorecard) at his/her OPDIV; and supporting other key Departmental initiatives such as strategic sourcing, small business participation, Acquisition Integration and Modernization (AIM) and the HHS Acquisition Dashboard.
- c. Supporting the objectives and goals of the acquisition workforce training and certification program by permitting eligible employees to pursue training opportunities and allowing employees to pursue other developmental activities, as mentioned in Chapter 7, "Career Planning," of this handbook.
- d. Appointing and terminating Contracting Officers/Contract Specialists in accordance with FAR 1.603 and HHSAR 301.603. (Signing the Contracting Officer's Certification of Appointment and assuring that Contracting Officers/Contract Specialists properly display the Certification of Appointment).
- e. Ensuring that members of the acquisition workforce who are certified satisfy mandatory continuous learning requirements.
- f. Distributing acquisition workforce information to acquisition workforce members.
- g. Ensuring that the OPDIVs' acquisition workforce receives training and development opportunities that are in alignment with the OPDIVs' specific needs and are consistent with the employee's Individual Development Plan (IDP).
- h. Establishing separate funding lines in the budget for education/training of the acquisition workforce, and, according to the Services Acquisition Reform Act (which became Title XIV of the National Defense Authorization Act for FY 2004), ensuring that appropriated funds for education/training are not used for any other purpose.

- i. Coordinating and submitting all OPDIV requests for waivers to the SPE.
 - j. Overseeing the management of the HHS Contracting Officer Warrant Program within the OPDIV.
 - k. Issuing purchase cards within the OPDIV.
 - l. Ensuring that acquisition workforce members comply with the provisions of the HHS Acquisition Workforce Training and Certification Program.
3. Supervisors of acquisition workforce members are responsible for:
- a. Approving achievement of an employee's competencies listed in FAI's "Competency Standards Guidebook" dated Fiscal Year 2007) at the following website: <http://www.fai.gov/pdfs/cbcdevguide.pdf>. (Include Appendix R-7, "Fulfillment of Mandatory Training Requirement" form). As resources permit, committing to develop the employee's competencies needed to ensure effective employee performance.
 - b. Ensuring that those who are certified in HHS' Acquisition Certification Program and HHS' Program and Project Management Certification Program (PPMC) satisfy mandatory continuous learning requirements.
 - c. In conjunction with the employee, developing and updating an Individual Development Plan (see Appendix F) for the employee that outlines the employee's short and long-term goals and objectives and identifies ways to achieve these goals and objectives, as well as indicating how deficiencies (if any exist) in skills and competencies may be met. Supervisors should review and discuss the IDP with the employee at least once a year. (Completion of Appendix G, "Assessment of General Competencies," is not required but is highly recommended and may be useful in determining gaps in an employee's skills/competencies).
 - d. Ensuring that employees are qualified for their current assignments and are prepared for more responsible assignments. Allowing employees an opportunity to pursue other developmental activities such as taking business or self-development courses and encouraging employees to pursue cross-training and rotational assignments/details as workloads permit and as opportunities arise. (see Chapter 7, "Career Planning," of this handbook).

- e. Ensuring that employees are scheduled for their required training and on-the-job training assignments (as applicable). Supervisors must provide necessary and reasonable opportunities for their employees to fulfill the requirements for certification, including allowing students to take time off during the work day to attend training.
- f. Registering in ACMIS (Acquisition Career Management Information System) and viewing and verifying accuracy of the employee's records in ACMIS. (see Chapter 8 of this handbook for more information on ACMIS).
- g. Recommending employees for Contracting Officer appointment and submitting requests for Contracting Officer appointments to the OPDIV Board/HCA.
- h. Submission of waiver requests and/or deviations to the HHS Contracting Officer Warrant Program to the HCA for SPE approval.
- i. Monitoring the performance of Contracting Officers and Contract Specialists and establishing controls and procedures to ensure that they comply with the laws and regulations.
- j. Ensuring that HHS acquisition workforce personnel comply with the requirements of the HHS Acquisition Certification Program and the HHS PPMC Program.

4. Acquisition workforce members are responsible for:

- a. Completing education, training, and experience requirements reflected in the employee's IDP and, as appropriate, ensuring that applicable competencies are achieved. Making a personal effort to take advantage of training opportunities and developmental opportunities, as authorized by their supervisor(s).
- b. In conjunction with their supervisor, developing, discussing, and updating an Individual Development Plan that outlines the employee's short and long-term goals and objectives and identifies ways to achieve these goals and objectives and indicating how deficiencies (if any exist) in competencies may be met.
- c. Ensuring that completion of education, training, and skills currency requirements is precisely reflected in his/her personnel file and in ACMIS. (The employee's supervisor reviews and ensures accuracy of an employee's data in ACMIS). Employees must keep a copy of all education/training certificates in their personnel file.
- d. Identifying opportunities that may help the employee achieve his or her career goals and pursuing personal career development. Examples of such opportunities may include requesting on-the-job training, other training (including technical, business, and

self-development courses), taking on more challenging assignments, pursuing rotational assignments or details, or becoming involved in a professional association.

e. Entering data in ACMIS. Each member of the acquisition workforce is required to enter specific data and update his/her record in ACMIS. The employee's supervisor is responsible for verifying the accuracy of the employee's data in ACMIS.

f. According to FAR 1.602-2, "Responsibilities," Contracting Officers are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in contractual relationships. Contracting Officers are responsible for: 1) Ensuring that the requirements of 1.602-1(b) have been met, and that sufficient funds are available for obligation; 2) Ensuring that contractors receive impartial, fair, and equitable treatment; and 3) Requesting and considering the advice of specialists in audit, law, engineering, transportation, and other fields, as appropriate.

g. Ensuring that a Contracting Officer complies with the requirements of his/her warrant and meets all requirements for certification, as applicable.

5. HHS FAC-C Certification Board:

The FAC-C Certification Board resides in the ASAM/OAMP and is responsible for: 1) Certifying applicants for FAC-C Level I, II, and III; and 2) In concert with the OPDIV HCA, revoking or modifying an individual's warrant if he/she fails to obtain the required CLPs (skills currency).

6. HHS University:

HHS University is responsible for, at a minimum: 1) Offering acquisition and program/project management training courses; 2) Serving as the point of contact for class registration; and 3) Working with the ASAM/OAMP to develop training strategies in accordance with this handbook for effective management of the HHS acquisition workforce. Additional information about HHS University is available at: (<http://learning.hhs.gov/contact.html>).

7. Assistant Secretary for Administration and Management (ASAM)/Office of Acquisition Management and Policy (OAMP):

ASAM/OAMP is responsible for, at a minimum: 1) Determining the content of the course curricula for the acquisition workforce; 2) Managing the acquisition workforce of the agency; 3) Issuing changes to policy and regulations and notifying OPDIVs of those changes; and 3) Reviewing OPDIV certification files to monitor compliance with established policies.

8. Chief Acquisition Officer (CAO), or equivalent:

The Chief Acquisition Officer is responsible for: 1) Developing and maintaining an acquisition career management program to ensure the development of a competent, professional workforce to support the accomplishment of the agency mission; 2) Identifying the members of the agency's acquisition workforce; 3) Implementing a budget strategy that reflects the workforce's development needs and organization structure of the agency. This strategy may include identifying funding sources, establishing a methodology for prioritizing funding needs, and institutionalizing a process for maximizing the agency's acquisition workforce training budget; 4) Providing to the agency's Chief Human Capital Officer, or equivalent, input to the agency's human capital strategic plan regarding the acquisition workforce. (This may include recruitment needs and hiring strategies, relevant agency workforce statistics, skills assessments, accession plans, workforce development initiatives, and performance incentive plans); and 5) Assessing the current skills inventory of the workforce; identifying short- and long-term agency needs, and establishing plans, including recruitment and retention strategies; and obtaining the acquisition workforce resources and skills to meet future agency mission needs.

9. Acquisition Career Manager (Department-level):

The Acquisition Career Manager (Department-level) shall, at a minimum: 1) Manage the identification and development of the acquisition workforce, including identifying staffing needs, training requirements, and other workforce development strategies; 2) Propose to the CAO an annual budget for the development of the acquisition workforce to fulfill the requirements of OFPP Policy Letter 05-01 (herein referred to as "Letter"); 3) Provide coordinated input to the CAO and Chief Human Capital Officer regarding short- and long-term human capital strategic planning for training, competency fulfillment, career development, accession, recruitment and retention, and other facets of human capital management affecting the acquisition workforce; 4) Ensure that agency policies and procedures for workforce management are consistent with those established by OFPP, as appropriate; 5) Coordinate with agency functional advisors to ensure fulfillment of requirements of this Letter; 6) Recommend to the Senior Procurement Executive waivers to the GS-1102 education and training provisions of this Letter, as needed and in accordance with the qualification standards; 7) Maintain and manage consistent agency-wide data on those serving in the agency's acquisition workforce in the Acquisition Career Management Information System (ACMIS); 8) Manage the Department's Program and Project Management Certification Program;

9) In concert with the HHS FAC-C Certification Board and the HHS Program and Project Management Certification Board, ensure that training and certification records are properly maintained; 10) Establish and maintain agreements and liaisons with public and private sector organizations to provide members rotational assignments and details. Issue announcements of rotational assignments and oversee the process for rotations; 11) Conduct demographic analyses of the acquisition workforce to identify trends and training/developmental requirements; and 12) Periodically assess current and projected workforce skills to ensure that a strategic skills imbalance does not occur; identify any skills gaps, and plan development strategies accordingly.

10. Acquisition Career Manager (OPDIV-level):

OPDIV Acquisition Career Managers are responsible for, at a minimum: 1) Leading the OPDIV's acquisition career management program; 2) Ensuring that the OPDIV's acquisition workforce meets the requirements of OFPP Policy Letter 05-01 and OMB memorandum dated January 20, 2006; 3) Managing the identification and development of the acquisition workforce, including identifying staffing needs, training requirements, and other workforce development strategies; 4) Proposing to the HCA an annual budget for the development of the acquisition workforce to fulfill the requirements of OFPP Policy Letter 05-01 and OMB memorandum dated January 20, 2006 and other agency human capital objectives; 5) Providing coordinated input to the Department's Acquisition Career Manager regarding short- and long-term human capital strategic planning for training, competency fulfillment, career development, accession, recruitment and retention, and other facets of human capital management affecting the acquisition workforce; 6) Ensuring that OPDIV policies and procedures for workforce management are consistent with those established by OFPP, as appropriate; 7) Coordinating with OPDIV functional advisors to ensure fulfillment of requirements of OFPP Policy Letter 05-01 and OMB memorandum dated January 20, 2006; 8) Maintaining and managing consistent OPDIV-wide data on those serving in the acquisition workforce in ACMIS; 9) Serving as the OPDIV's ACMIS point of contact, which includes ensuring that members of the acquisition workforce have a complete, current record in ACMIS and conducting ACMIS training, as needed; 10) Managing the OPDIV's Program and Project Management Certification Program and Acquisition Certification Programs (FAC-C and SAC Programs) and serving as the key advisor for policy coordination, implementation and oversight of these programs; 11) In concert with the OPDIV FAC-C, SAC, and PPMC Certification Boards, ensuring that training and certification records are maintained in the OPDIV; and 11) Reviewing reports on CLP status and providing a 90-day notification to members and their supervisors of pending revocation of certifications when CLP requirements for maintaining certification are not met. If the CLPs are still not met, the OPDIV ACM is responsible for notifying the HHS FAC-C

Certification Board or the HHS Program and Project Management Certification Board of the individual's failure to obtain the required CLPs.

11. Federal Acquisition Institute

The FAI is responsible for: 1) Fostering and promoting the development of a professional acquisition workforce and performing a wide range of activities supporting management of the acquisition workforce as directed by the Administrator for Federal Procurement Policy, pursuant to section 6(d)(5) of the OFPP Act, as amended (41 U.S.C. § 405(d)(5)); 2) Establishing performance measures that agencies may use in assessing their acquisition workforce development programs; 3) In partnership with DAU, identifying and maintaining core acquisition workforce competencies and a core curriculum to develop these competencies Government-wide. Developing curriculum content, if necessary, to support the civilian workforce needs; 4) Establishing career development programs; 5) Establishing and administering the Federal acquisition certification programs; and 6) Managing the AWTF.

12. FAI Board of Directors:

The FAI Board of Directors is responsible for: 1) Providing general direction to FAI to ensure fulfillment of FAI's statutory requirements and the requirements of OFPP Policy Letter 05-01 and OMB memorandum dated January 20, 2006; 2) Making recommendations to OFPP regarding the development and execution of FAI's annual budget; and 3) Providing general direction to FAI on the allocation of AWTF resources, in accordance with the priorities of the acquisition community. The Board's charter can be found on www.fai.gov.

13. HHS Program and Project Management Certification Board:

The HHS Program and Project Management Certification Board resides in the Office of the Secretary. The Board consists of members from, at a minimum, the ASAM/OAMP and the Office of the Chief Information Officer (OCIO)/Assistant Secretary for Resources and Technology (ASRT). The Board is responsible for: 1) Overseeing the certification of Program Managers, Project Managers, and Project Officers within the OPDIV; and 2) In concert with the OPDIV PPMC, monitoring employee's completion of the required CLPs (skills currency).

14. OPDIV FAC-C Certification Board:

The OPDIV FAC-C Certification Board is responsible for: 1) Reviewing FAC-C applications for completeness and, once the application is approved by the HCA, it is then forwarded to the HHS FAC-C Certification Board for final approval and issuance of a FAC-C certification; 2) In concert with the OPDIV ACM,

ensuring that training and certification records are maintained in the OPDIV; and 3) Reviewing, evaluating, and determining the equivalency of external certifications submitted by workforce members.

15. OPDIV SAC Certification Board:

The OPDIV SAC Certification Board is responsible for: 1) Reviewing SAC applications for completeness. Once the application is approved by the HCA, issuing a SAC-A or SAC-B certificate; 2) In concert with the OPDIV ACM, ensuring that training and certification records are maintained in the OPDIV; 3) Reviewing, evaluating, and determining the equivalency of external certifications submitted by workforce members; and 4) Revoking an individual's warrant if he/she fails to obtain the required CLPs.

16. HHS FAC-C Certification Board:

The HHS FAC-C Certification Board is responsible for: 1) Certifying individuals for FAC-C Levels I, II, and III; 2) Revoking an individual's warrant if he/she fails to take the required CLPs; and 3) Reviewing, evaluating, and determining the equivalency of external certifications submitted by workforce members.

17. OPDIV PPMC Board:

In most cases, the OPDIV PPMC Board consists solely of the OPDIV ACM. However, OPDIVs may have up to five individuals on the PPMC Board. The OPDIV PPMC Board is responsible for, at a minimum: 1) Certifying individuals under the HHS PPMC Program; and 2) In concert with the HHS PPMC Board, monitoring employee's completion of the required CLPs (skills currency).

Chapter 2

GS-1102 Qualification Standard

A. Implementation of GS-1102 Qualification Standard

As a result of the Clinger-Cohen Act, P.L. 104-106, the Administrator of the Office of Federal Procurement Policy was given responsibility for establishing GS-1102 employment qualification requirements for acquisition workforce positions in non-Department of Defense agencies. On January 1, 2000, in response to Section 4307(g) of the Federal Acquisition Reform Act (FARA), the Office of Personnel Management issued a new qualification standard for GS-1102 contracting positions in civilian agencies. These new requirements are comparable to those established for the DoD positions in 1990 by the Defense Acquisition Workforce Improvement Act (DAWIA). Employees who occupy GS-1102 positions at grades GS-05 through GS-12 before January 1, 2000 will be considered to meet the basic requirements for other GS-1102 positions up to and including those at the GS-12 level. The original standard included a grandfathering clause that allowed then current employees in the GS-1102 series to be promoted based on specialized experience until January 1, 2000. After January 1, 2000, promotions to the GS-13 and above required all employees to meet the new qualification requirement. GS-1102 employees hired before January 1, 2000 can continue to qualify for other GS-1102 positions up to and including the GS-12 level. This includes positions at other Federal agencies. The "exceptions" language allows GS-1102s at the GS-13 level and above to lateral into positions within their agency or at other Federal agencies at the grade they occupied as of January 1, 2000 without a waiver and without having to meet the basic requirements of the GS-1102 Qualification Standard. However, after January 1, 2000, GS-1102s are required to meet the requirements of the GS-1102 Qualification Standard in order to qualify for a promotion, unless a waiver is granted by the SPE. The educational requirement in the GS-1102 Qualification Standard applies to both warranted and non-warranted GS-1102 personnel.

The following text is the GS-1102 individual qualification standard developed by the Office of Procurement Policy and issued by OPM under the authority of 41 U.S.C. 433. This qualification standard does not apply to Department of Defense positions. The following text is taken verbatim from Section IV-B of the "Operating Manual for Qualification Standards for General Schedule Positions" (p. 166-167). The OPM website that lists the GS-1102 Qualification Standard is:
<http://www.opm.gov/qualifications/sec-iv/b/gs1100/1102.htm>.

Basic Requirements for GS-5 through GS-12:

A. A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

B. 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.

Applicants who meet the criteria for Superior Academic Achievement qualify for positions at the GS-7 level.

Graduate Education. To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Note - For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above.

The following table shows the amounts of education and/or experience required to qualify for positions GS-7 through GS-12 covered by this standard.

C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other Federal agencies and promotions up through grade 12. However, as of January 1, 2000, employees must meet GS-1102 Qualification Standard requirements when seeking a position at a grade level higher than the GS-12 level.

GRADE	EDUCATION	OR	SPECIALIZED EXPERIENCE
GS-7	1 full academic year of graduate education or law school or superior academic achievement	1 year equivalent to at least GS-5	
GS-9	2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.	1 year equivalent to at least GS-7	
GS-11	3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9	
GS-12 and above	(No educational equivalent)	1 year equivalent to at least next lower grade level	
Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.			

Basic Requirements for GS-13 and Above:

- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at

the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

AND

- B. 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.

Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements of the GS-1102 Qualification Standard in order to qualify for promotion to a higher grade, unless granted a waiver.

- C. Waiver: When filling a specific vacant position, the Senior Procurement Executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the Senior Procurement Executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this paragraph, the Senior Procurement Executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

Although the human resource specialist makes initial qualification determinations, subject matter experts may need to determine which courses satisfy the 24 semester credit hours by reviewing transcripts if it is obvious from the course title or number that a course falls in one of the required fields listed as follows: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Students may be eligible to receive college credit through a program sponsored by the American Council on Education (ACE). Credits must be awarded by an accredited college or university to be considered as credit toward the degree requirement or the 24 semester hour requirement. Some of the FAI compliant/DAU equivalent courses are ACE certified. The ACE website is at the following: <http://www.acenet.edu>

B. HHS Process for Waiver to the GS-1102 Qualification Standard

The Department of Health and Human Services' (HHS) educational waiver policy is as follows:

- 1) Waivers are processed in accordance with the OPM GS-1102 Qualification Standard;
- 2) Educational waivers may be granted at HHS when employees can provide evidence that they are currently enrolled in a Bachelor's degree program at an accredited college or university, or plan to enroll for the next available session or semester;
- 3) The SPE at HHS will only approve waivers for GS-13 and above positions when it will take the individual no more than five years to complete a 4-year course of study leading to a Bachelor's degree that included or was supplemented by at least 24 semester hours of business or business-related courses.
- 4) The employee shall complete Appendix M ("Request for Waiver to the GS-1102 Qualification Standard Application Form") of the HHS Acquisition Workforce Training and Certification Handbook. The employee and his or her supervisor must sign an Individual Development Plan (IDP) that specifies: the requirements (number of college credits to be earned and courses scheduled for each year) remaining to satisfy the educational requirement, when and how the requirements will be met, and the consequences if the requirements are not met. The IDP must be approved by the HCA and forwarded to the SPE.
- 5) The decision to approve an educational waiver is based upon the criteria listed above. If a waiver is approved, the waiver and a copy of the employee's IDP must be included in the employee's Official Personnel File and the HCA's educational waiver file.
- 6) Once a waiver is approved, the employee shall complete Appendix M-1 ("Status Update on Compliance with Educational Waiver Requirements") of this Handbook by July 1 of each year and e-mail it, along with his or her college transcript(s), to the Department's Acquisition Career Manager, Linda Stivaletti-Petty, at Linda.Stivaletti@hhs.gov. Further, the employee shall specify the number of credits earned; courses taken; credits/classes scheduled to complete the educational requirements; and exact date he or she expects to complete the educational requirements. Failure to fulfill the condition of employment and to submit Appendix M-1 by July 1 of each year to the Department's Acquisition Career Manager may result in: a) Revocation of the waiver and return to the grade and series held prior to promotion; and b) If appropriate, return to warrant authority held prior to promotion.

Comment [L1]:

If an individual is placed in a position on the basis of a waiver, HHS may later reassign that individual to another position at the same grade within the Department without additional waiver action. Waiver authority cannot be delegated to the OPDIV level.

For Consideration of a Waiver Request in the Hiring Process:

For consideration of a waiver request in the hiring and selection of an employee, the vacancy announcement must state that waivers may be considered and which requirement(s) may be waived. If an OPDIV determines when recruiting for a GS-1102 vacancy for a Grade 13 or higher that it will consider applicants for a waiver, the OPDIV shall work with human resource specialists to ensure that the vacancy announcement incorporates language requesting college transcripts; notifies potential candidates that waivers will be considered; and indicates that selection of a candidate will be contingent on SPE approval of the candidate not meeting educational and/or training requirements. The HCA must approve announcements that include the possibility of a waiver prior to submission to the SPE and must be supported by data that includes the previous attempts to hire in accordance with the qualification standard. If the selecting official considers an applicant who does not meet the qualification standard to be the best candidate for the position, the selecting official will seek a waiver from the SPE for that applicant to the pertinent requirement(s) of the qualification standard. The waiver request to the SPE shall consist of the following:

- Along with a cover memorandum, an explanation that a unique staffing situation exists (such as a difficult to fill position; duty location where it is difficult to attract qualified candidates; or when a high-quality performer fails to meet the basic educational requirements and is considered by the selecting official as the best candidate for the job).
- A justification for the waiver, including a description of why the individual was selected in place of a candidate who fully meets the educational qualification standard.
- The impact of the waiver disapproval on the organization.
- A description of the position, location, grade and anticipated warrant level.
- The candidate's efforts to meet the educational standard and the estimated time frame for completion of the standard
- A description of the recruiting efforts and the results of those efforts, including the sources used for recruiting. (This is not required when considering a within ladder promotion or accretion action).
- A copy of the previously approved vacancy announcement. (This is not required when considering a within ladder promotion or accretion action).

- The selected individual's resume or application. Also include a narrative from the selecting official describing the potential of the applicant for advancement to levels of greater responsibility based on analytical and decision making capabilities, job performance, and qualifying experience.
- A copy of the candidate's college transcripts.
- A copy of the employee's individual development plan (if available). The individual development plan shall be accompanied by a plan, or "conditions of employment" statement, signed by the selecting official and the tentative selectee showing a time line for achieving the educational requirements of Part B.
- A memorandum of concurrence and recommendation of approval of the waiver in writing from the HCA, or designee. (No offer may be extended to a selected candidate until the waiver is approved by the SPE).

A "Request for Waiver to the GS-1102 Qualification Standard Application Form" is in Appendix M of this handbook.

Please mail the waiver request package to:

Mr. Martin J. Brown
Deputy Assistant Secretary for Acquisition Management and Policy
Department of Health and Human Services
200 Independence Avenue, S.W.
Room 336E
Washington, D.C. 20201

An educational waiver to the GS-1102 standard does not satisfy the education requirement for a FAC-C. (The employee must meet the education requirement to be FAC-C certified; if he/she does not, a separate waiver request shall be forwarded to the SPE).

C. Questions and Answers Concerning the Revised GS-1102 Qualification Standard

Questions and answers concerning the revised GS-1102 Qualification Standard are in Appendix E and can be accessed at the following website:

<http://www.opm.gov/qualifications/sec-iv/b/gs1100/1102.htm>

Chapter 3

Procurement Authority (Warrants)

A. Purpose

The purpose of this chapter is to describe standards and procedures that must be met prior to delegation of procurement authority through a warrant. HHS is committed to ensuring that only individuals who are qualified and have a valid organizational need for contracting authority are delegated the authority to obligate the Department in the expenditure of public funds through the acquisition process. The Federal Acquisition Regulation 1.603 describes the requirements for the selection, appointment, and termination of Contracting Officers. Factors include experience in acquisition, education, knowledge of acquisition methods, satisfactory completion of required acquisition training courses, understanding of acquisition laws and regulations, and personal integrity and professional conduct in exercising their acquisition responsibilities. A description of the minimum training and experience requirements for the warrant levels at HHS is found in Chapter 4 of this handbook.

B. Applicability

The HHS Contracting Officer Warrant Program applies to personnel in the GS-1102, GS-1105, and GS-1106 series (as applicable), or other series having signature authority for simplified acquisitions over the micropurchase threshold.

C. Warrant Levels

FAC-C warrant levels I, II, and III are directly correlated with the FAC-C certification levels I, II, and III. A senior level (FAC-C Level III) certification is required for those issued new, unlimited warrants after January 1, 2007. The established warrant levels are not to exceed the threshold established by HHS. OPDIVs may further limit procurement authority, as appropriate.

HHS has established additional certifications for simplified acquisition. They include Simplified Acquisition Certification "A" (SAC – A) and Simplified Acquisition Certification "B" (SAC-B). SAC-C A and SAC-B certifications directly correlate to SAC-A and SAC-B warrants.

Certification at the applicable level is a mandatory prerequisite for delegated acquisition authorities (Contracting Officer's warrant) as follows:

HHS Simplified Acquisition Certificate A (SAC-A) – This certificate is sufficient for delegation of Contracting Officer authority up to and including \$25,000 per transaction on the open market (also includes purchase cardholders and card approving officials for the same levels). This certificate is also sufficient for delegation of Contracting Officer authority to place orders against Federal Supply Schedules, Government-wide Acquisition Contracts (GWACs) and other delivery and task order vehicles up to the contract limit or not to exceed \$500,000 per transaction, whichever is less.

HHS Simplified Acquisition Certificate B (SAC-B) - This certificate is sufficient for delegation of Contracting Officer authority up to and including \$100,000 per transaction on the open market (also includes purchase cardholders and card approving officials for the same levels). This certificate is also sufficient for delegation of Contracting Officer authority to place orders against Federal Supply Schedules, GWACs, and other delivery and task order vehicles up to the contract limit (if any). This certificate is also sufficient for delegation of Contracting Officer authority to execute commercial item acquisitions in accordance with FAR 13.5 – Test Program for Certain Commercial Items up to \$5.5 million.

FAC-C Level I - Required for all personnel in the GS-1102 series to be delegated a warrant up to \$500,000 and commercial purchases up to \$5,000,000 per transaction. This certificate is sufficient for delegation of Contracting Officer authority to place orders against Federal Supply Schedules, GWACs, and other delivery and task order vehicles up to the contract limit (if any).

FAC-C Level II - Required for all personnel in the GS-1102 series to be delegated a warrant up to \$10,000,000. This certificate is sufficient for delegation of Contracting Officer authority to place orders against Federal Supply Schedules, GWACs, and other delivery and task order vehicles up to the contract limit (if any).

FAC-C Level III - Required for all personnel with unlimited purchasing authority.

D. Selection, Appointment, and Termination of Contracting Officers

1. The appointment, selection, and termination of appointment of Contracting Officers shall be made by the Head of Contracting Activity (HCA). This authority is not delegable (HHSAR 301.603-1). The procedures for the selection and appointment of Contracting Officers shall apply to anyone seeking the authority for a Contracting Officer warrant. For those OPDIVs that have Contracting Officers/Contract Specialists with dual signature warrants within some of the offices, the appointment and termination of Contracting Officers/Contract Specialists is done in accordance with OPDIV procedures.

2. The Contracting Officer appointment document for personnel in the GS-1101, GS-1102, and GS-1105 series, as well as personnel in any other series who will obligate the Government to the expenditure of funds in excess of the micropurchase threshold, shall be the Standard Form (SF 1402), "Certificate of Appointment," and shall indicate the Contracting Officer's warrant level and threshold and any other limitations (HHSAR 301.603-1).

Appointing officials shall ensure that individuals delegated warrant authority meet the requirements in Chapter 4 of this handbook (as applicable). Contracting Officer warrants will be issued to Civil Service personnel only. The HCA may determine an alternate appointment document for appointments at or below the micropurchase threshold. Delegation of procurement authority is used to grant procurement authority to Federal employees who use the Government purchase card for the procurement actions that they make. A delegation of procurement authority is also issued to authorize the cardholder to use other ordering mechanisms, such as calls or orders under already awarded contracts or BPA's or other contract vehicles. A delegation of procurement authority describes both the holder's spending limits and authority in a memorandum. Changes to appointments shall be made by issuing a new appointment document. Each appointment document shall be prepared and maintained in accordance with FAR 1.603-1 and shall state the limits of the individual's authority (HHSAR 301.603-3(a)).

3. As of January 1, 2007, an individual must be FAC-C or SAC certified at the appropriate level as a prerequisite to being appointed as a Contracting Officer with authority to obligate funds in excess of the micropurchase threshold. (For additional information, see Chapter 4, Section B, "Applicability," and Section I, "HHS Simplified Acquisition Certification (SAC)," of this handbook). An individual shall be appointed as a Contracting Officer only in instances where a valid organizational need is demonstrated. Factors to be considered in assessing the need for an appointment of a Contracting Officer include volume of actions, complexity of work, and structure of the organization (HHSAR 301.603-1). In addition, all individuals who hold Contracting Officer warrants, irrespective of job series, are required to obtain CLPs consistent with their career field certification requirements.

4. The HCA will determine and require training for individuals appointed as Contracting Officers with delegated authority below the micropurchase threshold, and hours of training may vary. Training requirements for purchase cardholders are listed in Chapter 6.

5. According to HHSAR Section 301.603-70, "Contracting Officer responsibilities which do not involve the obligation or deobligation of funds or result in establishing or modifying contractual provisions may be delegated by the Contracting Officer by means of a written memorandum that clearly delineates the delegation and its limits. Contracting Officers may designate individuals or ordering officials to make purchases or place orders under blanket purchase agreements, indefinite delivery contracts, or other pre-established mechanisms. Ordering officials, including those under NIH's DELPRO, are not Contracting Officers. Ordering officials should receive sufficient instruction from the Contracting Officer to ensure appropriate exercise of the responsibilities and knowledge of their limitations." Contracting Officers cannot delegate warrant authority.

How to Request a Warrant:

6. The request for appointment and other documentation shall be initiated by the employee's supervisor, who then forwards the request to the HCA for approval. The nomination package shall include the following:

- Employee's current resume or Optional Form 612 describing the employee's experience, education, and training relevant to the position, including the information required by FAR 1.603-2.
- Appendix P, "Contracting Officer's Warrant Application Form," in this handbook.
- A copy of the employee's most recent performance appraisal.
- A copy of the previous certification (either FAC-C or HHS) indicating the employee's current certification level, if applicable.
- Evidence of completion of mandatory training and CLPs.

Appointing officials shall maintain a file containing the qualifications of each Contracting Officer. The file should contain copies of the warrant and other items from the nomination package (listed above). Individuals issued warrants must ensure that all contract award documents include their name as it appears on their warrant.

7. The HCA will determine the documentation required, consistent with FAR 1.603-2, when the resulting appointment and authority does not exceed the micropurchase threshold (HHSAR 301.603-2).

8. The appointment of Contracting Officers shall be made at levels commensurate with the employee's certification level listed in Chapter 4 of this handbook. If it is essential to appoint an individual who does not fully meet the certification requirements for the Contracting Officer authority sought, an interim appointment may be granted by the HCA. Interim appointments may not exceed one (1) year in total, and shall not be granted unless the individual can meet the certification requirements within one (1) year from the date of appointment. The HCA may extend interim appointments when he/she

determines it is appropriate by granting additional time to complete the requirements of a permanent appointment. The HCA and Contracting Officer will discuss time frames for extension of an interim appointment to allow completion of the requirements, and the HCA will make the final decision. If the certification requirements are not met by that date, the appointment will automatically terminate.

9. The original copy of the warrant will be mailed or given in person to the individual and a copy of the warrant will be maintained in a file within each OPDIV. Warrants are to be framed and displayed in a visible place near the Contracting Officer's desk. Each warrant shall include the individual's name, period of appointment, and Contracting Officer limitation of authority, warrant number, and other applicable restrictions. The limitation of authority for the warrant will be commensurate with the level of experience and training. Appointments shall be reviewed every two years by the HCA.

10. A permanent appointment is issued to a candidate who meets all requirements for experience, training and education at the time the appointment is made.

Waivers to Warrant Standards:

11. Contracting Officer authority should be delegated only to employees who meet the standards in this handbook. However, there may be an unusual circumstance that requires delegation of a warrant to an employee who does not meet the warrant standards in the HHS Contracting Officer Warrant Program. Any requests for waivers requesting deviations from the requirements and policies of the HHS Contracting Officer Warrant Program shall be sent in writing to the SPE for approval. The SPE will either approve or disapprove in writing the request for a waiver to the warrant standards. The SPE may grant waivers on a case-by-case basis in unique situations only. The request for an appointment waiver shall include the following:

- Justification documents to include: explanation that a unique staffing situation exists and the impact of the waiver disapproval would have on the organization. Also include a narrative that states how the candidate's background and experience are similar to the contract actions(s) in which the warrant is required.
- The individual's resume or Optional Form 612.
- A plan, such as an IDP, agreed upon by the candidate and the HCA, specifying a time frame for achieving the requirements.
- A memorandum of concurrence and recommendation of the waiver from the HCA.

The SPE will forward to the HCA a written approval or disapproval of the waiver request.

Exemptions from the warrant system:

12. The Senior Procurement Executive and the Chief Acquisition Officer shall be considered Contracting Officers at HHS because of their positions. No Certificate of Appointment is required. All newly hired HCAs shall be FAC-C Level III certified (or have attained the highest acquisition certification within HHS or another federal agency). HCAs are not required to have a warrant (warrant authority is at the discretion of the HCA). All other Contracting Officers at HHS shall be selected and appointed under the provisions of the HHSAR 301.603.

13. The following transaction is not covered by the Federal Acquisition Regulation and is, therefore, exempt from the HHS warrant system: The Standard Form 182, "Request for Training Forms." This is for off-the-shelf training (or with minor customization to include HHS examples) up to \$25,000. This does not include substantial changes to course content. The purchase of any classes requiring course development for over \$25,000 must be completed by a warranted Contracting Officer. Classes requiring course development must be purchased by Contracting Officers in accordance with the FAR procedures.

14. Contracting Officers/Contract Specialists (GS-1102s) are prohibited from signing actions that exceed the limitations stated on their warrant. Employees delegated warrant authority are the only individuals legally authorized to bind the Government by executing contracts and signing determinations and findings required by the FAR.

The amount specified on the warrant should cover the estimated contract amount, including option periods. For modifications, the warrant should cover the magnitude of the alteration to the contract. If a warrant is limited to \$500,000 (for example), the warrant holder may sign a modification that adds funds to a contract such that the

modified contract then has a value greater than \$500,000, provided that the amount of the modification itself does not exceed \$500,000.

Termination or Revocation of a Contracting Officer's Appointment:

15. The Head of Contracting Activity may terminate or revoke a Contracting Officer's warrant, irrespective of job series, as a result of any of the following:

- Separation of the individual from the organization (e.g., retirement or resignation).
- Reassignment of the individual to a position not requiring a warrant.
- Failure to maintain a satisfactory performance rating.
- Failure to maintain training standards of the appointment (including attaining continuous learning points/maintenance of skills currency).
- Violation of the Standards of Conduct of the Executive Branch (see C.F.R. Part 2635).
- Failure to comply with the applicable laws, regulation, or policy in the performance of his or her duties.
- Lack of organizational need for the appointment.

Supervisors must provide written notification to the Head of Contracting Activity whenever a Contracting Officer is disciplined for violation of laws, regulations or is incompetent. Written notification must also be provided to the HCA when a Contracting Officer transfers to another office, resigns, retires, is no longer serving as a Contracting Officer, or is terminated. Termination of Contracting Officer appointments shall be accomplished in accordance with FAR 1.603-4. The original SF-1402 shall be returned to the issuing office for placement in the Contracting Officer's appointment file, and shall indicate "Cancelled." A cover memorandum indicating the reason for termination shall also be placed in the Contracting Officer's appointment file.

Chapter 4

Training and Certification Requirements for the HHS Acquisition Workforce

A. The Federal Acquisition Certification in Contracting (FAC-C) Program

1. Introduction

OFPP Policy Letter 05-01, entitled "Developing and Managing the Acquisition Workforce," dated April 15, 2005, established the framework for the FAC-C program. OFPP's vision for the Federal acquisition workforce is the development of common certification programs that generally reflect a Government-wide standard for education, training, and experience leading to the fulfillment of core competencies in a variety of acquisition-related disciplines. The FAC-C program mirrors the requirements that the DoD established for its contracting workforce under the Defense Acquisition Workforce Improvement Act (DAWIA).

To promote the development of core acquisition competencies Government-wide and to facilitate employee mobility, FAI, in consultation with OPM, has developed the FAC-C program, which will be accepted by, at a minimum, all civilian executive agencies. The FAC-C program serves as one means to demonstrate that an employee meets the core education, training, and experience requirements, as appropriate, for that acquisition-related discipline.

B. Applicability

The FAC-C program applies to all executive agencies, except those subject to DAWIA (10 U.S.C. §§ 1701-64). All civilian agencies shall accept the FAC-C as evidence that an employee meets the applicable core education, training, and experience requirements for the general schedule (GS)-1102 series.

FAC-C certification is not mandatory for all GS-1102s; however, members of the workforce issued new contracting officer (CO) warrants on or after January 1, 2007, regardless of GS series, must be certified at an appropriate level to support their warrant obligations, pursuant to agency policy. **New CO warrants are defined in Policy Letter 05-01 as warrants issued to employees for the first time at a department or agency.** This requirement does not apply to:

- Senior level officials responsible for delegating procurement authority;
- Non-1102s whose warrants are generally used to procure emergency goods and services; or

- Non-1102s whose warrants are so limited as to be outside the scope of this program, as determined by the Chief Acquisition Officer.

The SPE may waive the requirement for obtaining a certification for warranting purposes in writing, on a case-by-case basis, if granting a waiver is in the best interest of the agency. This authority may not be delegated, and the use of this authority shall be adequately documented. This waiver is not transferable to another agency.

The certification program is available to all members of the Federal acquisition workforce. Priority for consideration will be as follows:

- All warranted COs in the GS-1102 contracting series and non-DoD uniformed personnel in comparable positions;
- All warranted COs regardless of general schedule series with authority to obligate funds above the micropurchase threshold;
- Other GS-1102s;
- Other eligible individuals.

C. Certification Program Oversight and Administration

The FAI Board of Directors, in consultation with FAI, the Interagency Acquisition Career Management Council (IACMC), and other organizations as appropriate, shall provide general program oversight and shall recommend program changes to the Administrator for Federal Procurement Policy to ensure that the program reflects the needs of all civilian agencies. Changes to the program may be communicated formally through the Chief Acquisition Officer's Council (CAOC) or through other means, depending on the significance of the change. FAI shall maintain the most current version of the FAC-C program on its website, www.fai.gov.

FAI shall administer the program through issuance of guidance, processes, and information dissemination, principally through its website. Additionally, FAI shall periodically review agencies' implementation to ensure that the program remains rigorous and that the standards for certification for education, training, experience, and continuous learning are consistently applied by all civilian agencies.

FAI shall conduct periodic agency audits to validate that the standards for the certification program are being met. Audit checks may include:

- Verifying that the agency maintains FAC-C applications;

- Auditing an individual's records for documentation that they attended the training reported on the FAC-C application;
- Verifying that a rigorous fulfillment process is being followed by the agency and that this process is aligned with the DAWIA fulfillment process; and
- After January 1, 2007, verifying that new warrant holders are appropriately certified in accordance with agency-specific policy.

The certification process, including verification and assessment of applications, will be managed by each agency. Authority for overseeing the agency FAC-C program, resolving disputes, and granting certifications shall be at the SPE level. The SPE has delegated the issuance of FAC-C certifications to the Department-level ACM. Each OPDIV shall designate an Acquisition Career Manager, whose responsibility is to oversee the FAC-C and SAC Programs within the OPDIV. The SPE may not delegate the waiver function as defined in the GS-1102 Qualification Standard, or a waiver to the FAC-C Program.

The Department-level ACM, or designee, appointed by the CAO under Policy Letter 05-01, is responsible for administering the agency certification program, including developing a communications strategy, in accordance with this and any subsequent guidance provided by OFPP or FAI. The ACM shall also serve on the Interagency Acquisition Career Management Committee, which is managed by FAI, to ensure that workforce development policies and opportunities meet the needs of the acquisition workforce.

D. General Information on Core Competencies and the FAC-C Requirements for Education, Training, Experience, and Continuous Learning

1. Competencies - Although DoD and civilian agencies retain responsibility for managing their respective workforces, the establishment of core competencies will ensure that the acquisition community develops common skills. The objective of the FAC-C is to align the core competencies and training requirements across the acquisition workforce. The current competencies¹ for the GS-1102 workforce shall be maintained on the FAI website, www.fai.gov. These core competencies will periodically be updated, expanded, or otherwise modified to meet the current and future acquisition

¹ In October 2003, the FAI issued the [Contract Specialist Training Blueprints](http://www.fai.gov/prodev/contract.htm) (Blueprints) (website address is <http://www.fai.gov/prodev/contract.htm>), which identified duties that GS-1102s and other acquisition workforce members must be competent to perform. The duties identified in the Blueprints are assigned to various courses that have been adopted as the Government-wide core training for acquisition professionals. The courses are mandatory training for GS-1102s and other acquisition workforce members who perform significant acquisition-related duties, whether or not the person is certified as a Contracting Officer.

workforce requirements, and specialized competencies may be developed to support emerging trends in the Government's acquisition practices. OFPP, DoD, and OPM shall establish a competency management process to ensure that the core competencies remain relevant and current and are integrated into the curriculum, as appropriate.

a. What are competencies?

FAI defines competencies as “observable, measurable patterns of skills, knowledge, abilities, behaviors, and other characteristics that an individual needs to perform in occupational functions.” FAI has identified technical and general competencies that are specific to the acquisition workforce. Technical competencies are specific to the job functions of the acquisition workforce. Many of the technical competencies describe specific knowledge, skills, and abilities, and some of these technical competencies may not apply to certain aspects of Contract Specialists' work. FAI also identified and validated professional business (or general) competencies. General competencies apply to many situations that members of the acquisition workforce experience while performing acquisition tasks. Examples of general competencies include effective communication skills, customer service skills, and problem solving skills. For additional information on general competencies, please reference the “Report on General Competencies for the Federal Acquisition Workforce” at the following website: <http://fai.gov/pdfs/CompRpt-General0519.pdf>.

The assessment of an employee's competencies should be used in screening or selecting candidates for positions, assisting the employee and the employee's supervisor in creating an IDP, identifying areas of concern to the employee, and assisting management in workforce management. This assessment will allow the employee and supervisor to come up with a plan to close the gaps in competencies and will help the employee to achieve his/her short and long-term career goals.

2. Education – The FAC-C program does not change the education requirement in the Qualification Standard for Contract Specialist (GS-1102). The civilian (non-DoD) and DoD education requirements for the GS-1102 series differ at grades 5 through 12 (or equivalent). In accordance with the Qualification Standard, available at: <http://www.opm.gov/qualifications/sec-iv/b/gs1100/1102.htm>, persons in civilian GS-1102 positions grades 5 through 12 are required to have from an accredited institution either 24-semester hours of business related education OR a baccalaureate degree. Persons seeking positions subject to DAWIA must have both 24-semester hours of business related education AND a baccalaureate degree at all grade levels. The SPE of a civilian agency may waive the education and training requirements for an applicant for a GS-13 position and above based on that person's demonstrated analytical and decision making capabilities, job performance, and qualifying experience. (For more information on waivers, see Chapter 2).

Civilian agency employees in GS-1102 positions will be considered to have met the standard, including the education requirement, for positions they occupied on January 1, 2000. Appendix B provides guidance on the subject areas and types of classes that meet the education requirement. FAI and DAU will make further guidance available on their respective websites, as needed.

Education waivers granted by an agency, in accordance with the Qualification Standard, are not transferable to other agencies and do not satisfy the education requirement for a FAC-C. An employee must meet the appropriate education requirements to be FAC-C certified, unless granted a waiver by the SPE. This waiver is separate and distinct from a waiver of the GS-1102 Qualification Standard.

3. Training - In accordance with OFPP Policy Letter 05-01, civilian agencies shall follow the training curriculum established by DoD. Core courses must be provided by DAU or be considered DAU-equivalent courses. **Agencies may require agency-specific training as part of the elective requirements or continuous learning requirements, but additional agency-specific training beyond the training specified in Chapter 4 is not required for FAC-C certification.** Electives and other courses do not generally require a course equivalency determination. Business-related academic courses that are recognized by DAU as equivalent to core courses may be used to meet training requirements for this program. Employees are not required to retake classes, but shall follow the DoD training requirements when considering additional core training, if needed, or continuous learning.

When DAU modifies its curriculum, it publishes a list of predecessor classes that allows an individual to associate past training with the new requirements. That list is provided in the DAU catalog (www.dau.mil/catalog), and will assist individuals in determining the DAU courses or DAU-equivalent courses that meet these requirements. FAI will make this information available on its website as well. The FAI has also developed a contracting course "crosswalk" available at: http://www.knownet.hhs.gov/acquisition/Contracting_Courses_Crosswalk.xls.

As agreed to by the employee and supervisor, electives may be any training opportunity related to the employee's job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities. Employees are encouraged to take courses that add to their knowledge base or enhance existing skills. Electives should generally be increasingly more complex throughout an employee's career progression. There are no DAU equivalency requirements for electives.

4. Experience - The requirements for experience are generally based on the Contract Specialist (GS-1102) Qualification Standard. Experience may be time spent on the job in a contracting related job assignment, either in the private or public sector that reflects the accumulation of knowledge, skills, and abilities during years of progressively more responsible work assignments

5. Continuous Learning – OFPP Policy Letter dated January 20, 2006 requires that to maintain a FAC-C Certification, acquisition professionals are required to earn 80 continuous learning points (CLPs) of skills currency training every two years beginning October 1, 2007. HHS will track CLPs beginning January 1, 2008 rather than October 1, 2007. A FAC-C will expire if 80 CLPs are not earned every two years following employees' initial certification or recertification. The HCA may choose to revoke or modify a warrant if this condition is not met. If the HCA revokes or modifies a warrant, he or she must notify the warrant holder in writing when the revocation or modification is effective, providing enough time and sufficient instruction to ensure that no unauthorized obligations are made and direction as to how the employee can correct the situation. The warrant holder must acknowledge this notification in writing. Expired warrants shall be returned to the HCA. For more information on continuous learning, see Appendix A.

E. FAC-C Requirements for Education, Training, Experience, and Continuous Learning

1. General - The FAC-C program is based on the DAWIA requirements for certification at the junior, intermediate, and senior levels to reflect the need for an individual to meet increasingly more rigorous standards for education, training, and experience throughout his or her career. Certification requirements for warrants are determined by each agency. The requirements for certification are cumulative. An individual must meet the requirements for each previous certification level to be certified at the next level. HHS requires a senior level certification for any employee issued an unlimited CO's warrant on or after January 1, 2007. Achievement of the FAC-C is based on three requirements: education, training, and experience, and the requirements are cumulative (i.e., a person must meet the requirements of each previous certification level). Maintenance of a FAC-C is a function of continuous learning, which is addressed in paragraph D (5) above.

The requirements for the FAC-C are shown below.

a. FAC-C Level I –

1) Education (see also paragraph D(2) above) – Baccalaureate degree OR at least 24

semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training –

- CON 100 Shaping Smart Business Arrangements*
- CON 110 Mission Support Planning
- CON 111 Mission Strategy Execution
- CON 112 Mission Performance Assessment
- CON 120 Mission Focused Contracting

(or their equivalents/predecessors) AND

- 1 Elective

3) Experience – 1 year of contracting experience

* CON 100 should be taken by those just entering the acquisition workforce or those new to the Government. Employees who are beginning a level I certification program must take CON 100. Employees pursuing Level II or Level III certifications may consider taking CON 100 as an elective.

b. FAC-C Level II –

1) Education (see also paragraph D(2) above) – Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training –

- CON 202 Intermediate Contracting
- CON 204 Intermediate Contract Pricing
- CON 210 Government Contract Law

(or their equivalents/predecessors) AND

- 2 Electives

3) Experience – 2 years of contracting experience

* DAU is in the process of revising the level II curriculum for FY07. Employees are encouraged to complete CON 202, 204, and 210 training in FY 07, if possible, to facilitate the transition to the new curriculum.

c. FAC-C Level III –

1) Education (see also paragraph D(2) above) - Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training -

- CON 353 Advanced Business Solutions for Mission Support

(or its equivalents/predecessors) AND

- 2 Electives

3) Experience - 4 years of contracting experience

d. FAC-C Electives

OFPP memorandum dated January 20, 2006 states, “Agencies may require agency-specific training as part of the elective requirements or continuous learning requirements. As agreed to by the employee and supervisor, electives may be any training opportunity related to the employee’s job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities. Employees are encouraged to take courses that add to their knowledge base or enhance existing skills; electives should generally be increasingly more complex throughout an employee’s career progression. There are no DAU equivalency requirements for electives.”

The FAC-C application must include information on the training that was completed to satisfy the elective requirements. The employee’s supervisor (and ultimately the OPDIV FAC-C and HHS FAC-C Certification Boards) shall review each elective separately and determine whether it meets FAC-C elective requirements. The completion of an elective requirement shall include the completion of one or more training classes related to the employee’s job requirements and shall total no less than 8 hours of training.

2. Ways to Meet FAC-C Requirements

a. Education and Experience – A candidate must meet the education and

experience requirements established in the Contract Specialist (GS-1102) Qualification Standard. There are no exceptions to these requirements, and candidates must provide evidence of this to the ACM. In accordance with the Qualification Standard, employees in GS-1102 positions will be considered to have met the standard, including the education requirement, for positions they occupied on January 1, 2000. Please see the qualification standard at: <http://www.opm.gov/qualifications/sec-iv/b/gs1100/1102.htm> for specific requirements for the GS-5 through GS-12 level, and for GS-13 and above.

b. Training – A candidate must meet the training requirements by taking DAU training, DAU-equivalent courses, or through fulfillment.

1. DAU Training or DAU-Equivalent courses - A full list of the currently required courses and their predecessor courses is available at: http://www.dau.mil/catalog/cat2007/DAU_2007_Catalog.pdf and <http://www.fai.gov/>, and is available in Appendices C-1, C-2, and D. Candidates must provide evidence of satisfactory completion of these courses.

c. Fulfillment - The fulfillment program for acquisition certification is a program based on accepting courses taken from other Federal agencies, through other training providers, or through institutions of higher learning to satisfy the mandatory training requirements under the FAC-C. The fulfillment program also applies to accepting related work experience obtained through other organizations to satisfy the mandatory training requirements under the FAC-C Program. (The fulfillment program only applies to mandatory training, not required education).

The FAC-C fulfillment process will follow the fulfillment process for DoD agencies so that the DAWIA certification and FAC-C programs are closely aligned. Details regarding tools for using DoD's fulfillment process are available at: <http://www.dau.mil/workforce/pdf/Fulfillment.pdf>. Candidates must submit, and supervisors must review, evidence as to how the required competencies for a particular certification level were attained through alternative training, experience, education, certification by another recognized organization, or other developmental activities. Candidates must complete Appendix R-7, "Fulfillment of Mandatory Training Requirement" form in this Handbook and provide evidence of fulfillment of competencies (see Appendix R-6 and FAI's "Competency Standards Guidebook" dated Fiscal Year 2007 at the following website: <http://www.fai.gov/pdfs/cbcdevguide.pdf>).

- Alternative training: If an applicant obtained competencies through courses that were not DAU or DAU-equivalent courses, he or she must provide for each competency the dates of training, course descriptions, provider names, grades (if applicable), and competencies achieved, to the maximum extent practicable. FAI will approve certain common acquisition training courses that members of the civilian agency workforce

completed in the past to meet their agency's training program. FAI will review course information to determine if the necessary competencies were presented to fulfill all or part of a course requirement, and this information will be available on the FAI website. This process will facilitate fulfillment determinations by establishing common alternative training courses that were taken previously by current members of the acquisition workforce.

- Experience: If the applicant is using job experience, he or she must provide the agency name, dates, location, position title, and the duties performed that provided the relevant competencies.
- Education: If an applicant obtained competencies through academic courses provided at an accredited institution, he or she must provide the dates of each class, course descriptions, provider names, grades (if applicable), and competencies achieved.
- Certification by a recognized organization: Civilian agencies shall follow the determinations made by DoD as to which certifications by organizations outside the Federal Government are eligible for full or partial consideration under the DAWIA and FAC-C programs. These determinations are maintained by DAU as part of DoD's fulfillment program and shall be maintained on the DAU and FAI websites.
- Individuals FAC-C certified at a particular level by another Federal agency retains FAC-C certification at HHS.

d. DAWIA Certification – A valid, current DAWIA certification in contracting is equivalent to a FAC-C at the same certification level provided 80 continuous learning points are achieved in the preceding 24 months. The employee is responsible for providing the necessary documentation of the DAWIA certification and the appropriate continuous learning history to ensure validity and currency of the DAWIA certification.

F. Applying for FAC-C Certification

HHS will not require current warrant holders to be FAC-C certified. Only those issued new Contracting Officer warrants on or after January 1, 2007 are required to be FAC-C certified. Individuals seeking an increase in warrant authority are also required to be FAC-C certified.

The ASAM/OAMP will issue FAC-C certifications. FAC-C certification procedures must include the following:

1. Employees initiate and prepare their applications for certification and submit their application and documentation to their supervisor, and then to the HCA, for approval. Once the HCA approves the application, the application package shall be forwarded to:

ASAM/OAMP, U.S. Department of Health and Human Services, HHH Bldg., Room 336E, Attn: Acquisition Career Manager, 200 Independence Ave., S.W., Washington, D.C. 20201. Applications for certification shall include an OF-612, resume, or equivalent document that specifically details the applicant's acquisition experience, training, and education; a copy of a certificate issued either under DAWIA, FAC-C, or SAC Programs indicating the employee's current certification level; a copy of the applicant's most recent performance appraisal; a completed Appendix N, "FAC-C and SAC Program Application Forms"; documentation on fulfillment (if applicable)(Appendices R-6 and R-7); documentation of the attainment of skills currency/continuous learning points (if applicable); and Appendix O, "Checklists for Acquisition Certification."

Document completion of the FAI/DAU equivalent courses by indicating which class(es) you have taken (please attach documentation, such as training certificates and/or school transcripts). The individual is responsible for producing certificates, transcripts, and records that provide evidence that he or she satisfies the requirements for the program. The course syllabus may be required to determine course equivalency. If a course is not listed in Appendices C-1, C-2, or D, it is likely that the course is not certified as DAU equivalent, and in this case, the employee needs to indicate the name of the course, vendor, and the duration and date of the course. If a course is not listed in this handbook as being equivalent, then course equivalency will be determined on a case-by-case basis by the HHS FAC-C Certification Board (OAMP/ASAM). If the applicant's immediate supervisor needs additional information to make a decision, the applicant's supervisor shall request further documentation. The employee must satisfactorily meet all requirements for certification at a particular level, and the activity shall have successfully been completed and documented to qualify for fulfillment credit. If the HHS FAC-C Certification Board disapproves an applicant's request for fulfillment, rationale for disapproval of the fulfillment request will be furnished to the applicant.

2. Reviewing officials shall forward all requests for FAC-C certification, along with their recommendation, to the HHS FAC-C Certification Board.

3. The ASAM/OAMP will review each application to determine whether the employee satisfies the requirements for the requested certification. In the event the HHS FAC-C Certification Board needs additional information to make a determination, the application will be returned to the employee, through supervisory channels, with a request to furnish supporting data.

4. Whenever the HHS FAC-C Certification Board determines that an applicant does not meet the established criteria for the level of certification requested, the HHS FAC-C Certification Board must furnish the employee, through supervisory channels, a written explanation of the reason(s) why the request was denied.

The applicant's immediate supervisor should develop a strategy that will assist the applicant in obtaining certification by planning the employee's work assignments and training to gain competency in deficient areas, and the strategy shall be documented in the applicant's Individual Development Plan.

5. The HHS FAC-C Certification Board has the final determination of certifying an employee at a particular level. The HHS FAC-C Certification Board will issue the FAC-C certificate.

6. In the case of a waiver to the warrant requirements, if the employee does not achieve certification at the required level within 18 months due to causes beyond his/her control, the employee's supervisor must submit a plan to the FAC-C Certification Board within 30 days of the prescribed date for certification. The plan must detail the specific manner in which the employee will be afforded the opportunity to meet certification.

7. The ASAM/OAMP will retain FAC-C applications in a file for audit purposes.

G. Transition from the HHS Acquisition Certification Program to the FAC-C Program

1. How Does the New DAU Curricula Affect the HHS Acquisition Workforce?

HHS personnel who are in the midst of HHS' Level II or Level III acquisition courses should complete their training in FY 2007. Legacy courses are still being offered by HHS University and through the AWTF, but they may only be offered through FY 2007. FAI is working with DAU to continue to recognize qualified equivalent courses from the prior curricula through FY 2007, but mapping the courses for equivalency will become more difficult as time passes. **New entrants to the GS-1102 field or other personnel starting at Level I training should use the new DAU curricula.** If an individual begins a curriculum for a given level, and the curriculum changes, this individual will be bound by the curriculum in existence when he/she started training. (This applies only for the level the individual is currently working on). The individual is required to meet the new curriculum for the next level.

Those personnel at HHS conducting simplified acquisitions will be required to take the courses specified in section I of this chapter.

H. Curricula Comparison

Below is a crosswalk of course equivalencies to assist HHS acquisition personnel with the transition to the new courses under the FAC-C program. With the redesign of the courses, the FAC-C Levels I and III courses do not have a one-to-one correspondence to the legacy courses. For example, for FAC-C Level I certification, pricing training is embedded throughout CON 110, CON 111, and CON 112. Therefore, you must consider classes as a group to determine equivalency. FAC-C Level II courses have individual equivalencies to the former HHS courses.

FAC-C Level I Courses	AS A GROUP ARE EQUAL TO:	HHS Acquisition Certification Level II Courses
CON 100 (Shaping Smart Business Arrangements), CON 110 (Mission Support Planning), CON 111 (Mission Strategy Execution), CON 112 (Mission Performance), CON 120 (Mission Focused Contracting)		Introduction to Contracting, Acquisition Planning I, Contract Administration I, Price Analysis, Cost Analysis, Federal Contract Negotiation Techniques, Contract Formation I
FAC-C Level II Courses	SEE EQUIVALENCIES BELOW	HHS Acquisition Certification Level III Courses
CON 202 (Intermediate Contracting), CON 204 (Intermediate Contract Pricing), CON 210 (Government Contract Law)	CON 202 = AP II, CF II, and CA II; CON 204 = Intermediate Contract Pricing; CON 210 = Government Contract Law	Acquisition or Procurement Planning II, Contract Formation II, Contract Administration II, Intermediate Contract Pricing, Government Contract Law
FAC-C Level III Course	IS EQUAL TO	

<p>CON 353 (Advanced Business Solutions for Mission Support)</p>		<p>*Executive Acquisition Seminar CON 301, Management for Contracting Supervisors CON 333</p> <p>(*CON 301 and CON 333 were replaced by CON 353 – Advanced Business Solutions for Mission Support, effective October 1, 2003. If CON 333 has been completed by September 30, 2003 but not CON 301, then the FAC-C Level III certification training requirements are satisfied. If CON 301 has been completed by September 30, 2003 but not CON 333, then CON 353 must be completed for certification. CON 301 fulfills the new FAC-C Level III contracting certification training requirement to complete 2 electives. Therefore, CON 353 is required if one has not taken CON 333.) see http://www.dscp.dla.mil/contract/pdf/DAWIA%20NewStds-2003.pdf.</p>

FAI has also established a course equivalency grid available at:
<http://www.knownet.hhs.gov/acquisition/FAIFulfillmentGrid.xls>.

I. HHS Simplified Acquisition Certification (SAC)

1. Training Requirements for those Conducting Simplified Acquisition Procedures

As stated in OFPP Policy Letter 05-01, FAC-C certification is required for members of the acquisition workforce, regardless of GS series, issued new Contracting Officer warrants on or after January 1, 2007. (New CO warrants are defined in Policy Letter 05-01 as warrants issued to employees for the first time at a department or agency). The requirement for FAC-C Certification does not apply to:

- Senior level officials responsible for delegating procurement authority;
- Non-1102s whose warrants are generally used to procure emergency goods and services; or

- Non-1102s whose warrants are so limited as to be outside the scope of this program, as determined by the Chief Acquisition Officer (CAO). (The HHS CAO has determined that warrants below \$100,000 are deemed to be outside the scope of the FAC-C program).
- **Personnel having signature authority for simplified acquisitions below \$100,000.**

Those conducting simplified acquisitions from \$3,000 to \$100,000 will need to be issued an HHS Simplified Acquisition Certificate, which is to be issued at the OPDIV-level.

HHS Simplified Acquisition Certificate A –

1) Training -

- Basic Simplified Acquisition Procedures or DAU's CON 237, "Simplified Acquisition Procedures" (CON 237 – online)
- Advanced Simplified Acquisition Procedures or Appropriations Law.

2) Experience –

Minimum 6 months of hands on experience in simplified acquisition.

3) Satisfactory performance rating.

HHS Simplified Acquisition Certificate B –

1) Training -

- Basic Simplified Acquisition Procedures or DAU's CON 237, "Simplified Acquisition Procedures" (CON 237 – online)
- Advanced Simplified Acquisition Procedures or Appropriations Law
- CON 100 (Shaping Smart Business Arrangements)
- CON 110 (Mission Support Planning)

2) Experience – Minimum one year of experience in simplified acquisition, 6 months of which must be hands on experience in simplified acquisition.

3) Satisfactory performance rating.

2. Mandatory Skills Currency to Maintain an HHS Simplified Acquisition Certification

GS-1105s/GS-1106s and non-1100 series warranted Contracting Officers are required to earn 40 continuous learning points (CLPs) of skills currency training every two years beginning January 1, 2008. A SAC will expire if 40 CLPs are not earned every two years following employees' initial certification or recertification and an associated certification and warrant shall be considered invalid. The HCA shall notify the warrant holder in writing when the revocation or modification of the warrant is effective, providing enough time to ensure that no unauthorized obligations are made, and direction as to how the employee can correct the situation. The warrant holder must acknowledge this notification in writing. Expired warrants shall be returned to the HCA.

3. Applying for SAC-A or SAC-B Certification

The OPDIV SAC Certification Board will issue SAC certifications. SAC certification procedures must include the following:

1. Employees initiate and prepare their applications for certification and submit their application and documentation to their supervisor, and then to the OPDIV SAC Certification Board and HCA for final approval. Applicants shall use Appendix N, "SAC Program Application Form," and Appendix O, "Checklists for HHS Simplified Acquisition Certification."
2. The OPDIV shall retain SAC certification application forms in a file for audit purposes.
3. Whenever the OPDIV SAC Certification Board determines that an applicant does not meet the established criteria for the level of certification requested, the SAC Certification Board must furnish the employee, through supervisory channels, a written explanation of the reason(s) why the request was denied.

The applicant's immediate supervisor should develop a strategy that will assist the applicant in obtaining certification by planning the employee's work assignments and training to gain competency in deficient areas, and the strategy shall be documented in the applicant's Individual Development Plan.

4. The Head of Contracting Activity has the final determination of certifying an employee at a particular level. The SAC Certification Board will issue the SAC certificate.

5. In the case of a waiver to the warrant requirements, if the employee does not achieve certification at the required level within 18 months due to causes beyond his/her control, the employee's supervisor must submit a plan to the SAC Certification Board within 30 days of the prescribed date for certification. The plan must detail the specific manner in which the employee will be afforded the opportunity to meet certification.

J. Additional Training Requirements

HHS-specific training requirements are listed below.

1. Earned Value Training Requirement for Contracting Officers/Contract Specialists Who Administer an IT Contract

All GS-1102s, GS-1105s and GS-1106s who administer an IT contract, regardless of dollar threshold, are required to successfully complete the Department's one-day course entitled "Early Warning Project Management Systems Workshop," or an equivalent Earned Value Management training course. Determination of course equivalency shall be made jointly by the ASAM/Office of Acquisition Management and Policy and the HHS Office of the Chief Information Officer. This course may be taken as a continuous learning requirement, or as a FAC-C elective.

a. Training Policy Exception

In the event there is an urgent requirement for a Contracting Officer/Contract Specialist to award or administer an IT contract, and the Earned Value Management training requirement has not been met, the HCA (not delegable) may waive the training requirement and authorize the individual to perform the job duties, provided that the individual attends the next scheduled "Early Warning Project Management System Workshop" course, or an equivalent Earned Value Management course.

2. Performance-Based Acquisition (PBA)

All GS-1102s and GS-1105s/GS-1106s who administer service contracts are required to successfully complete a Performance-Based Acquisition course. Refresher training in PBA is required every 4 years for those who administer service contracts. This course may be taken as a continuous learning requirement, or as a FAC-C elective. Courses that satisfy this training requirement are listed in Appendix R-5.

3. Green Purchasing Training

Green purchasing training is required every two years for GS-1102s, GS-1105s, GS-1106, purchase cardholders, card approving officials, and A/OPCs. A free, web-based green purchasing course is available at HHS University's web portal at: <http://lms.learning.hhs.gov/MaestroC/>.

4. Project Management

All GS-1102s are required to successfully complete a Project Management course (either DAU's ACQ 101, "Fundamentals of System Acquisition Management," "Intermediate Systems Acquisition," DAU's "Fundamentals of Integrated Product Teams," or DAU's PMT 250, "Program Management Tools"), or equivalent project management courses. This course may be taken as a continuous learning requirement, or as a FAC-C elective. Courses that satisfy this training requirement are listed in Appendix R-5.

K. Documenting Mandatory and Continuing Education

Employees who have completed mandatory and continuing education are responsible for keeping all certificates for their records. The employee is responsible for entering this data in ACMIS (see Chapter 8 of this handbook).

Chapter 5

HHS Program and Project Management Certification Program

A. Introduction

HHS supports a broad spectrum of customers for many nationally-recognized programs and provides essential services to protect and improve public health and the quality of life for individuals and families through innovative policies and effective services. Federal program and Project Managers are accountable for the budgeting, planning, acquisition and management of capital assets and other key program activities. It is necessary to deliver capital assets on schedule and within budget to meet performance goals. It is this rapidly changing environment and the need to meet performance goals that is fueling the requirement for increased training in project management.

B. Purpose

The HHS Program and Project Management Certification Program (PPMC) sets forth minimum training requirements for all individuals who serve as a Project Officer (COR/COTR), Project Manager, or Program Manager responsible for managing and monitoring vendor's performance under one or more contracts. This chapter specifies the roles, responsibilities, and limitations of authorities for the various individuals and offices involved with the HHS Program and Project Management Certification Program.

C. Authorities

- OFPP Act, as amended (41 U.S.C. § 433)
- OFPP Policy Letter No. 05-01, dated April 15, 2005
- Federal Acquisition Regulation (FAR) 1.6 and 7.5
- HHS Acquisition Regulation (HHSAR) 307.170

D. Applicability

The HHS Program and Project Management Certification Program applies to those Federal employees engaged in managing and monitoring vendors' performance under contracts, and those who supervise Project Officers or Project Managers (supervisory Program Managers). The requirements in this chapter do not apply to HHS contractors. The HHS PPMC does not apply to those who monitor and manage grants.

E. Responsibilities

1. The ASAM/OAMP, in concert with the HHS Office of the Chief Information Officer, is responsible for issuing written Department-wide policy and procedures that include internal controls for certifications, initial and continuous learning requirements, approval processes, and other necessary support for OPDIVs to implement this program.
2. OPDIVs are responsible for funding, implementing and administering this program within their organization, including, if necessary, any supplemental written guidance detailing internal approvals and selection of any OPDIV-specific training curriculum. OPDIVs shall establish and maintain accurate, current information relative to the training and appointment of Project Officers in accordance with Departmental policy.
3. Project Officers, Program and Project Managers are responsible for meeting the standards contained in the HHS Program and Project Management Certification Program. All candidates for PPMC must have an Individual Development Plan that addresses planned training and course work, details or rotational assignments (as applicable), and other developmental activities.

Additional responsibilities are listed in Chapter 1(G).

F. Certification and Program Training Requirements

HHS will maintain a program for certifying employees before they may be considered eligible for appointment as a Project Officer ⁵.

The following minimum training requirements are to be met prior to the issuance of a certificate of eligibility.

1. All HHS Program and Project Managers, alternate Program and Project Managers, Project Officers, and alternate Project Officers, and 50% of HHS' program personnel performing the function of technical proposal evaluator on a technical evaluation team or panel for a competitively solicited HHS contract, shall have successfully completed the Department's "Basic Project Officer" course, or an equivalent course, before assuming the duties of their designated role, or take the next available class. This requirement

⁵ The term "Project Officer" is synonymous with the term "COR/COTR" at HHS. The duties of the Project Officer may, or may not be, vested in the Project Manager. In many instances, the Project Officer is the Project Manager).

applies to the initial technical proposal evaluation and any subsequent technical evaluations that may be required. (*Peer and objective reviewers are excluded from these requirements). Course equivalency for the “Basic Project Officer” course will be determined by the HHS Program and Project Management Certification Board. (A listing of BPO course equivalencies is available in Appendix R-5).

The Contracting Officer is responsible for ensuring that the Program Manager, Project Manager, Project Officer, and respective proposal evaluators have successfully completed the required training. Non-information technology (IT) Program Managers, non-IT Project Managers, and non-IT Project Officers who have successfully completed the appropriate “Basic Project Officer” course, or an equivalent course, are highly encouraged to take the Department’s one-day course entitled “Early Warning Project Management System Workshop,” or an equivalent Earned Value Management course.

(*The peer review process pertains specifically to NIH in the peer review of applications for grants and contracts. Applications are evaluated by a peer review group composed of scientists from the extramural research community).

2. HHS Program Managers, Project Managers, and Project Officers and alternate Program Managers, alternate Project Managers, and alternate Project Officers are required to take the Department’s “Writing Statements of Work” or “Performance-Based Statement of Work” courses, or equivalent courses, and for those who monitor one or more Performance-Based contracts, the Performance-Based Acquisition course, or an equivalent course. This course(s) may be taken as a continuous learning requirement. The Writing Statements of Work or Performance-Based Statement of Work course must be taken in the first period that a program/project manager or project officer is subject to the requirement for refresher training. For those who monitor one or more Performance-Based contracts, refresher training in Performance-Based Acquisition is required every 4 years. A listing of courses that satisfy this training requirement is listed in Appendix R-5. Peer and objective reviewers are excluded from these requirements.

3. HHS Program Managers, Project Managers, and Project Officers and alternate Program Managers, alternate Project Managers, and alternate Project Officers are required to successfully complete a Project Management course (either DAU’s ACQ 101, “Fundamentals of System Acquisition Management,” “Intermediate Systems Acquisition,” DAU’s “Fundamentals of Integrated Product Teams,” or DAU’s PMT 250, “Program Management Tools”), or an equivalent project management course (see Appendix R-5). This course may be taken as a continuous learning requirement.

4. Earned value management training requirement for IT Program Managers, IT Project Managers, and IT Project Officers.

Current and proposed IT Program Managers, IT Project Managers, and IT Project Officers and alternate IT Program Managers, IT Project Managers and IT Project

Officers (including those IT projects designated as major or tactical), regardless of dollar threshold, must successfully complete the Department's (offered through HHS University) one-day course entitled "Early Warning Project Management System Workshop," or an equivalent Earned Value Management training course. This course may be taken as a continuous learning requirement. Course equivalency will be determined jointly by the ASAM/OAMP and the HHS Office of the Chief Information Officer.

5. Current and proposed IT Program Managers, IT Project Managers, and IT Project Officers and alternate IT Program Managers, IT Project Managers and IT Project Officers (including those IT projects designated as major or tactical), regardless of dollar threshold, must successfully complete 24 hours (or 2 credit hours) in information technology project management. Courses may be taken as a continuous learning requirement.

6. Program Managers, Project Managers, and Project Officers, and alternate Program Managers, Project Managers, and Project Officers are required to review HHS-specific Project Officer training materials (available at: *website is currently under development*) annually.

7. Required training in HHS' portfolio management tool

Current and proposed IT Program and Project Managers, as well as alternate IT Program and Project Managers, and IT Project Officers (as well as alternate IT Project Officers) (including those IT projects designated as major or tactical), regardless of dollar threshold, must successfully complete training in HHS' portfolio management tool (contact the HHS Office of the Chief Information Officer for additional information).

8. Program Managers, Project Managers, and Project Officers, and alternate Program Managers, Project Managers, and Project Officers who are directly involved in monitoring/managing one or more contracts are required to take a course in "Green Purchasing." This course may be taken as a continuous learning requirement.

G. Certification Transfer

Individuals in the following categories can transfer into the HHS Program and Project Management Certification Program as follows:

- 1) HHS personnel certified as a Program Manager, Project Manager, or Project Officer (COTR/COR) under another Federal agency program under the effective date of this handbook must submit appropriate documentation to the HHS OPDIV Program and Project Management Certification Board.
- 2) HHS personnel previously certified under the DAWIA may obtain HHS Program and

Project Management Certification provided 40 hours (CLPs) can be documented in the preceding 12 months.

3) Individuals certified through the Project Management Institute® as Project Management Professional® may obtain HHS Program and Project Management Certification provided 40 hours (CLPs) can be documented in the preceding 12 months.

H. Waivers

1. In the event there is an urgent requirement for a specific individual to serve as a Program Manager, Project Manager, or Project Officer (or alternate Program or Project Manager and alternate Project Officer) and that individual has not successfully completed the prerequisite training course(s), a waiver may be granted provided that:

a) The individual first meets with the cognizant Contracting Officer after he/she reviews the HHS-specific Project Officer training materials (available at: *website currently under development*) to discuss the important aspects of the contracting-program office relationship as appropriate to the circumstances; and

b) The individual attends the next scheduled “Basic Project Officer” course, or equivalent course. For those current and proposed IT Program and Project Managers and IT Project Officers, as well as alternate IT Program and Project Managers and alternate IT Project Officers assigned to HHS IT projects (including those designated as major or tactical by HHS), the next “Early Warning Project Management System Workshop,” or an equivalent Earned Value Management course.

HHS allows a contract specific waiver when it is in the best interest of the Government, such as in unusual or emergency situations. **Waivers shall rarely be used for certification.** All waivers shall be approved by the OPDIV PPMC Board. A copy of the written waiver, including the rationale for the waiver, must be placed in the contract file and maintained as part of the OPDIV’s PPMC records management system, and a copy shall be maintained by the HHS Program and Project Management Certification Board.

I. Maintenance/Refresher Training for Program Managers, Project Managers, and Project Officers (and alternates)

Program Managers, Project Managers and Project Officers, as well as alternate Program and Project Managers and alternate Project Officers, who monitor one or more contracts, are required to earn 80 CLPs every two years beginning January 1, 2008. HHS’ current Project Officer refresher training requirement is 40 CLPs every two years. An HHS PPMC will expire if 80 CLPs are not earned every two years following employees’ initial certification or recertification.

Individuals may carry over CLPs to the next period (for example, if 60 CLPs were taken

in 2008, only 20 additional CLPs would be required in 2009). Each person will identify and discuss with his or her supervisor the types of continuous learning activities to pursue. Individuals should verify records to ensure accomplishment of continuous learning requirements have been recorded. HHS follows DoD's continuous learning policy specified in http://clc.dau.mil/PDF/CL_Policy.pdf. The training, professional activities, education and experience that are used to meet CLP requirements must be job related. A minimum of 16 hours (CLPs) each year shall be in acquisition or project management related training. Appendix Q provides guidance on meeting the requirements for CLPs.

J. GovWorks COTR Certificate Requirement

GovWorks' policy applies to all program personnel who serve as COTRs under a GovWorks contract/order. GovWorks' policy requires that, prior to COTR appointment, individuals must complete 40 hours of COTR training. This training must have been completed within the past 3 years. GovWorks will certify completion of the required training by issuing a Certificate of Eligibility. This certificate will expire in 3 years. To be recertified, COTRs must complete an 8-hour refresher course prior to the expiration of the initial certification. Additional information on GovWorks' COTR certificate requirement is available under "GovWorks' COTR Certificate Requirement" at: <http://www.knownet.hhs.gov/acquisition/training.htm>. A list of GovWorks available training providers is available at: [http://www.govworks.gov/docs/COTR%20Training%20\(online%20and%20classroom\).pdf](http://www.govworks.gov/docs/COTR%20Training%20(online%20and%20classroom).pdf).

K. Program and Project Management Certification Application Process

1. An individual shall request certification from the HCA or designee via the OPDIV Program and Project Management Certification Board. The individual is responsible for producing certificates and records that provide evidence that he or she satisfies the requirements for the program. The supervisor should assess the skills and competencies of the applicant and develop a plan for enhancing or adding to the employee's competencies, if appropriate. Individuals are required to submit their completed training certificate(s) and applications for certification (Appendix K-6, "HHS Program and Project Management Certification Request") to the OPDIV Program and Project Management Certification Board for approval or disapproval. The issuance of Project Officer certification shall be done by the OPDIV PPMC Board. A copy of the certificate shall be maintained in the applicant's file.
2. Once certified, an individual is eligible for Project Officer appointment. Project Officer certification alone confers no authority, nor does it appoint an individual as a Project Officer.
3. The Contracting Officer shall only appoint a **certified** Project Officer or Project

Manager. Contracting Officers shall remind prospective Project Officers of their obligation to disclose any direct or indirect financial interest that would conflict with the Project Officer's public duties. Once the Project Manager and/or Project Officer is certified, the Contracting Officer shall appoint the Project Officer by memorandum (see Appendix K-2) with the certificate (Appendix K-4) to outline the scope of the Project Officer's authority, including duties, responsibilities, and prohibitions.

The Project Officer shall display this certificate in his/her office or have it available to show visitors. **The Project Officer does not have the authority to re-delegate his or her Project Officer appointment.** When an individual is appointed as a Project Officer on more than one contract, separate delegations shall be used for each contract. A separate Appendix K-2 shall be used to appoint an alternate Project Officer. If for any reason the Project Officer changes, a new appointment memorandum must be completed and the clause in Appendix K-5, "Project Officer's Appointment and Authority," must be updated by the Contracting Officer via a contract modification. Contracting Officers must insert a clause on Project Officer Appointment and Authority in all applicable solicitations and contracts.

The appointment memorandum should reflect the degree of involvement needed for effective contract administration of that particular contract, taking into account factors such as contract type, item or service being procured, and the Project Officer's level of knowledge and experience. The Contracting Officer's authority to bind the Government may not be delegated to a Project Officer. Project Officer appointment memoranda shall be countersigned by the Project Officer to indicate he or she has read and accepts the duties, responsibilities and limitations of the appointment. The appointment memorandum shall also be signed by the Project Officer's supervisor (typically the Program Manager) to indicate that he or she recognizes and accepts the demands on the Project Officer's performance.

4. A Project Officer delegation remains in effect throughout the life of the contract unless cancelled in writing by the cognizant Contracting Officer or at any level above the Contracting Officer. The Contracting Officer may modify the delegation only by issuance of a new delegation canceling and superseding the existing delegation.

5. The Contracting Officer must ensure proper distribution of all contract documents and delegations in accordance with FAR Part 4. The Contracting Officer shall maintain the original signed appointment memorandum and acknowledgment, as well as a copy of the appointment certificate and certification/training certificate(s) in the contract file. Copies of the signed Project Officer appointment memorandum shall be distributed to the Project Officer, the contractor, and each cognizant contract administration office. Acknowledgment and distribution for terminations of Project Officer delegations and Project Officer delegations which revise authority, duties and responsibilities shall follow the same rules.

6. The HHS Program and Project Management Certification Board shall ensure OPDIVs maintain PPMC files for audit purposes. A list of certified Program Managers, Project Managers, and Project Officers shall be maintained by the OPDIV PPMC and the HHS PPMC.

L. Certification Expiration

Failure to earn the required CLPs will result in expiration of a Program Manager's, Project Manager's, and Project Officer's certification. Reinstatement of the certification will require a second completion of the "Basic Project Officer" course, or an equivalent course, and submission of a new application for certification.

M. Appointment Responsibilities

Program Managers and the Project Managers and Project Officers they oversee must ensure that the contracts they monitor and manage provide the products and services negotiated and agreed upon. This duty is fulfilled by adhering to the terms of the contract, the law, and the limits of their delegation of authority from the Contracting Officer. The Project Officer and/or Project Manager work in close partnership with, and as a representative of, the Contracting Officer throughout the performance of the contract.

1. Appointment Responsibilities

A. Contracting Officers shall determine the need to appoint a Project Officer and/or Project Manager to a contract, evaluate the qualifications of an individual to serve in this capacity, and provide a written delegation of the Project Officer's authorities and duties (see Appendix K-2, "Project Officer Appointment Memorandum"). The Contracting Officer determines the duration of the appointment and has the right to unilaterally terminate the delegation at any time.

B. Project Officers, Program Managers, and Project Managers are responsible for completing training and entering a record (including their certification) in ACMIS.

C. Program offices are responsible for proactive planning to ensure qualified individuals are available for Project Officer appointment. Program offices are also responsible for nominating only technically competent and qualified individuals to be Project Officers and/or Project Managers.

C. Project Officers' supervisors (typically Program Managers) are responsible for understanding the limits of the Project Officer's authority and verifying that the training requirements are met.

E. The OPDIV ACM, in concert with the OPDIV Program and Project Management Board, is responsible for providing guidance to the Project Officer and/or to the Contracting Officer regarding the HHS Project and Program Management Certification Program; maintaining accurate and current information relative to the certification of Project Officers, Program Managers, and Project Managers; and notifying the appropriate acquisition community of certification terminations.

N. Appointment Duties

Once appointed, a Project Officer must:

- Know and adhere to the limits of his or her written delegation;
- Perform timely and reasonable monitoring of contract performance;
- Conduct duties in a professional and ethical manner;
- Coordinate inspection and acceptance duties with the Government inspector (if applicable);
- Maintain confidentiality of sensitive information;
- Avoid improper business practices and personal conflicts of interest;
- Provide timely and effective communication with the Contracting Officer on the status of contract administration;
- Ensure timely and proper inspection, rejection or acceptance, and reporting of deliverables;
- Ensure that all official documentation is provided to the Contracting Officer for retention in the contract file;
- Process invoices, and record personal property, if any, in accordance with Department procedures; and
- Adhere to all terms and conditions of the contract.

O. Appointment Termination

The Contracting Officer is responsible for any decision to terminate Project Officer authority.

1. At any time, the Contracting Officer may unilaterally terminate the appointment of the Project Officer for administrative reasons or for cause and appoint a new Project Officer, if necessary. Such terminations must be in writing and state the

effective date of termination. A copy of the termination notice must be forwarded immediately to the contractor after issuance by the Contracting Officer. Termination actions shall be undertaken only in serious circumstances and only after the Contracting Officer has attempted to have the Project Officer correct the problem and enlisted the assistance of the Project Officer's supervisor, if necessary. The Contracting Officer shall take this action only after consideration of the impact on the individual concerned, in balance with the Contracting Officer's obligation to manage HHS' contracts in a manner that safeguards the interest of the Department and the taxpayer. The Contracting Officer shall document the basis for the decision and notify the Project Officer in writing of the cancellation, providing 5 working days for appeal to the head Contracting Officer (HCO) or one level above the HCO if the HCO is the Contracting Officer. The appeal officer shall render a decision within 5 working days of the appeal. The appeal decision is final.

2. The appeal official may waive the 5 day appeal period and issue an earlier decision in urgent situations. The appeal official also may extend the appeal period if requested and justified by the Project Officer. The Project Officer shall be notified of the appeal period at the time a cancellation memorandum is issued by the Contracting Officer.
3. Program offices may request that the Contracting Officer terminate the appointment of a Project Officer, but should be prepared to concurrently offer another candidate if a Project Officer is still necessary for the administration of the contract.
4. Appointment expires when the contract is closed out.
5. The Contracting Officer shall immediately notify the OPDIV Program and Project Management Certification Board of any terminations or Project Officer replacements.

P. Project Officer Performance Evaluations

Supervisors of Project Officers (typically Program Managers) are highly encouraged to include successful contract management in performance criteria for individuals with contract management responsibility. Supervisors shall check with their cognizant human resources office for appropriate procedures. Supervisors are encouraged to seek input from the cognizant Contracting Officer when preparing the performance rating of an employee with Project Officer responsibility. However, a Contracting Officer's authority to appoint or withdraw appointment of a Project Officer is based upon FAR Subpart 1.6. This authority is distinct from the Project Officer's supervisor's management authority exercised through the performance evaluation process. A satisfactory or higher rating of

a Project Officer by a supervisor does not preclude the Contracting Officer's authority to cancel a Project Officer appointment.

Q. Guidelines on Development, Selection, Assignment of Program and Project Managers and Project Officers

Guidelines of the development, selection, assignment, and management of HHS Program Managers, Project Managers, and Project Officers will be incorporated in HHS Program and Project Management Manual (*will be released at a later date*).

R. Government-wide Program Management Certification Program

A cross-agency and cross-functional working group has been formed to assist FAI in developing recommendations for the establishment of certification programs for Program and Project Managers that are guided by the general competencies, experience, and training associated with the DAWIA requirements, accepted industry certification programs, and existing Government requirements, such as the qualification requirements established by the Chief Information Officers Council (CIOC) for information technology project management.

FAI will work with the Chief Acquisition Officers Council, the CIOC, the Chief Financial Officers Council, the Chief Human Capital Officers Council, and other organizations with subject matter expertise, as appropriate, to ensure that these certification programs reflect the needs and priorities of the community and meet the general requirements of the program. Additional details about the Government-wide Program Management Certification Program are available at: <http://www.fai.gov/career/pmcp.htm>. To view meeting minutes, see "Government-wide Program/Project Management Certification Program" at <http://www.knownet.hhs.gov/acquisition/training.htm>.

Chapter 6

Purchase Card Training Requirements

A. Purchase Card Training Requirements

All prospective Agency/Organization Program Coordinators (A/OPCs), Approving Officials (AOs), and cardholders, regardless of job series, must be trained before being appointed to the HHS Purchase Card Program. HHS' purchase card training is based on the guidance in Office of Management and Budget (OMB) Circular A-123, Appendix B ("Training Requirements for Participation in Federal Charge Card Program"). The objective of the training program is to familiarize the A/OPCs, AOs, and cardholders with procurement laws and regulations and with internal departmental policies that impact purchases and payments made with the Government purchase card.

Training must be commensurate with the level of responsibility or DPA. Training for AOs and cardholders must address their respective responsibilities, prohibited purchases, purchase limitations, applicable policies and regulations, and sources of supply. Training for A/OPCs must provide an understanding of AO and cardholder responsibilities, proper card management, and control and oversight tools and techniques. Purchase card training must address policies and procedures for Section 508 of the Rehabilitation Act of 1973 and for "green" purchasing, which is related to the environmental quality of products and services procured with the purchase card. To continue participating in the purchase card program, A/OPCs, AOs, and cardholders must receive refresher training every year.

Table 1 summarizes the HHS purchase card training program required for different levels of authority. Training resources are listed in Appendix I of this handbook.

Table 1 HHS Purchase Card Training Program, by Authority Level

Authority ^a	Program participant	Required training ^b
Up to \$3,000	Prospective/newly appointed purchase cardholders and Approving Officials	Basic purchase card course (HHS University 1-day course) or an equivalent course that has been approved by the HHS Acquisition Training Coordinator prior to appointment. Training will include green-purchasing and Section 508 requirements.
	Purchase cardholders and Approving Officials	Yearly refresher purchase card training, including green-purchasing training and Section 508 training.
\$3,001 to \$25,000	Prospective/newly appointed purchase cardholders and Approving Officials	<ul style="list-style-type: none"> • Basic purchase card course • Basic simplified acquisition procedures/DAU's CON 237 • Advanced Simplified Acquisition Procedures or Appropriations Law
	Purchase cardholders and Approving Officials	Yearly refresher purchase card training, including green-purchasing training and Section 508 training.
\$25,001 to \$100,000	Prospective/newly appointed purchase cardholders and Approving Officials	<ul style="list-style-type: none"> • Basic purchase card course • Basic Simplified Acquisition Procedures/DAU's CON 237 • Advanced Simplified Acquisition Procedures or Appropriations Law • CON 100 (Shaping Smart Business Arrangements) • CON 110 (Mission Support Planning)
	Purchase cardholders and Approving Officials	Yearly refresher purchase card training, including green-purchasing training and Section 508 training.
Not applicable	Prospective/newly appointed Agency/Organization Program Coordinators	Basic purchase card training, Basic Simplified Acquisition Procedures or DAU's CON 237, Advanced Simplified Acquisition Procedures or Appropriations Law, CON 100 (Shaping Smart Business Arrangements), CON 110 (Mission Support Planning).
	Agency/Organization Program Coordinators	Yearly refresher purchase card training, including green-purchasing training and Section 508 training (attendance at GSA's annual training conference satisfies refresher training).

^a Cardholders and Approving Officials with authorized increases in DPA have up to 6 months to complete the training requirements for the new DPA.

^b CON 237, CON 100, and CON 110 are available at the DAU website at <http://www.dau.mil/registrar/enroll.asp>. CON 100 is also offered through HHS University (see website at: <http://learning.hhs.gov>).

After successfully completing the basic purchase card training, each AO and cardholder must sign the standard certification statement certifying that he or she has read, has understood, and agrees to abide by all terms and conditions governing the GSA SmartPay VISA program (The HHS Purchase Card Guide is available at:

<http://www.knownet.hhs.gov/acquisition/Version1.0Final.pdf>). The A/OPC must retain the original statement and provide a copy to the cardholder. A DPA will not be issued without this signed statement on file. See Appendix R-5 for course equivalencies.

B. Training Audit Procedures

OPDIV A/OPCs are responsible for maintaining a list of all AOs and cardholders within their OPDIV and documenting whether they have completed their required training and refresher training (successful completion of purchase card training, refresher purchase card training, green-purchasing training, and other courses as noted above). Failure to take the required training may result in the suspension, revocation, or nonissuance of a purchase card to an employee. The A/OPC must retain a copy of all training documentation while the cardholder or AO account is active and for 3 years after the account is closed.

C. Remedial Training

Remedial training may be used as one of the disciplinary options for A/OPCs, AOs, and cardholders. Remedial training essentially involves retaking the basic purchase card training and other requisite training.

Chapter 7

Career Planning

A. Importance of Career Planning

Thought must be given not only to the recruitment, selection, and retention of appropriately skilled staff but also to career development and planning. Career planning is a process whereby an individual employee chooses and sets his/her career goals and identifies the means to achieve them. The focus is to match the individual's personal preferences and goals with the opportunities that are available. The career plan, or individual development plan, is based on both formal and informal assessment and includes areas in which the employee needs to increase his/her knowledge and skills to reach documented goals.

B. Organizational and Individual Career Planning

Although the individual is primarily responsible for career planning, the organization should take an active interest in an employee's career planning. Career planning involves the employee, supervisor, and (if appropriate) the human resources specialist working together to set attainable career goals for the employee that are identified through training, special assignments, rotational/developmental opportunities, and other career enhancing activities.

Career planning begins with self-awareness and self-understanding. Individuals should recognize and evaluate their own skills, abilities, and interests before they can establish any career goals and plan the activities to achieve those goals. A self-assessment involves gathering information to assist in making a decision about a career, understanding of self, including values, interests, aptitudes, abilities, personal traits and desired life style. One of the best ways to ensure a long and successful career is to learn the strategies and tools of proactive career management.

C. Individual Development Plans for Members of the HHS Acquisition Workforce

A career plan, or individual development plan (IDP), addresses the training, education, development, and job assignments needed by an individual to progress in the field of acquisition, improve business skills, and grow personally and professionally and should be consistent with an employee's capabilities, aspirations, and mission of the agency. Career planning is separate and distinct from the performance appraisal function.

All members of the HHS Acquisition Workforce are required to have an Individual Development Plan. With the support and approval of the supervisor, each employee should develop an IDP that indicates specific training and development needs for both the short - (within the next year) and long-term (3-5 years) career goals and objectives. A blank IDP form is included in Appendix F. The employee's supervisor should use the IDP when planning work assignments and training for employee's career development. The employee's position description(s), training records, performance appraisals, and previous IDP (if available) may be used for developing an IDP. The employee's IDP shall be built upon the FAI's competencies in the "Contract Specialist Training Blueprints" (for acquisition personnel) and shall attempt to bring the employee to an appropriate level of skill in all competencies in the acquisition field.

To attain the necessary skills and competencies for successful job performance, employees may request one or several of the following: a rotational assignment; on-the-job training; increasingly challenging work assignments; a mentor relationship; training/education beyond the Department's mandatory acquisition training curricula; participation in inter-office, inter-agency, or department teams or workgroups; or involvement in a professional association or other job-related activities. (Reference Appendix J in this handbook for examples of developmental opportunities).

D. IDP Process

The ASAM/OAMP recommends that an IDP be developed at the same time as the employee's performance plan and be reviewed with the employee's performance evaluation.

It is highly recommended that each supervisor:

- 1) Draft an IDP with a new employee within 30 days of duty for the new employee. The purpose of the interview is to determine areas in which the employee is currently proficient and where additional training is necessary.
- 2) Work with the employee in the design of the IDP. This should be done early in the process when supervisors identify major areas where development should occur and let the employee propose more specific ways to accomplish this.
- 3) Ensure that there is higher management support for the IDP, including time commitment and use of resources. The IDP should include all mandatory HHS and OPDIV education/training requirements, as applicable.
- 4) Ensure that the employee's IDP is updated each year to reflect the employee's progression and review and discuss progress with the employee at least once a year.

- 5) Identify mandatory scheduled HHS core and desired/elective courses, as well as continuing education/training and other professional development activities.
- 6) Ensure that the supervisor and the employee sign and date the IDP to document mutual agreement with the document and commitment to completing it.
- 7) If desired, establish a reporting system so that supervisors know the employee's progress at any given time allowing the supervisor to make adjustments to the plan as needed.
- 8) Conduct periodic meetings with the employee to monitor progress.

The employee shall keep the original IDP signed by the supervisor. The supervisor shall keep a copy of the employee's IDP.

E. Leadership and Career Development Programs

The programs listed below were established by Federal agencies to promote career development and to establish careers in the Federal Government. The programs listed are a sampling of the many intern and career development programs in the Federal Government, and may be of interest to members of the HHS acquisition workforce. Participation in the Federal Acquisition Council's Acquisition Rotational Program and pursuing rotations/details at HHS requires supervisory approval.

1. The Government-wide Acquisition Management Intern Program

The Government-wide Acquisition Management Intern Program, which is managed by the U.S. Department of the Interior University, is a two-year program designed to recruit, develop, and retain a group of diverse and motivated individuals interested in careers in the Federal Government's acquisition management field. Individuals are recruited as GS-1102 contract specialists in the GS-5, 7, or 9 level, with full potential to the GS-12 level. The program consists of four, six-month rotational assignments that take place at sponsoring Federal agencies. Information on the Government-wide Acquisition Management Intern Program can be accessed at the following website: <http://www.doiu.nbc.gov> (go to "intern programs").

2. HHS Emerging Leaders Program

Another way for an employee to develop his/her career is through the HHS Emerging Leaders Program (ELP). The HHS Emerging Leaders Program is a 24-month program that provides training in various program areas based on your chosen path. Emerging leaders will be given multiple 60-90 day rotational assignments. Applicants will select

one of the following career paths: 1) Scientific; 2) Public Health; 3) Social Sciences; 4) Information Technology; or 5) Administrative. Individuals wishing to enter a career in acquisition should select the administrative field. Information about the ELP program is available at the following website: <http://www.hhs.gov/jobs/elp>.

3. Senior Executive Service Candidate Development Program (SESCDP)

The SESCO is an 18-month executive level development program that prepares individuals at the GS-14/15 or equivalent level, for the Senior Executive Service. The website for this is: <http://www.opm.gov/ses/candevprg.asp>.

4. The NIH Management Cadre Program (MCP)

The MCP is a program to train and qualify highly motivated NIH employees at Grades 12, 13, or 14 levels to prepare employees for leadership positions at NIH. Information about this program is available at the following website: <http://mcp.nih.gov/>

5. Excellence in Government Fellows Program

The Excellence in Government Fellows Program focuses on leadership development for mid-level Federal executives. For more information about this program, reference the following website: <http://www.excelgov.org/>.

6. Federal Acquisition Council Acquisition Rotational Program (ARP)

Established by the Procurement Executives Council in the 1990s (and managed by FAI), the ARP provides Federal acquisition personnel an opportunity to rotate through other organizations to gain new skills and strengthen existing competencies. For more information about this program, reference the following website: <http://www.fac.gov/index.cfm?display=rotass>.

7. Rotations/Details/Developmental Assignments at HHS

Rotations/Details:

OPDIVs may wish to arrange rotations with one another. The employee can gain valuable experience by working on a particular assignment or a variety of assignments in another office or organization for a specified period of time.

Rotational assignments or details provide cross-training so that the employee can develop skills in other areas. (For information regarding rotations at other Federal agencies, see #6 in this section). OPDIVs may wish to provide rotations/details in operational contracting offices as well as policy offices. This will

provide the individual with multi-specialty experience and further the individual's career development. Employees participating in a rotation/detail should be exposed to a variety of experiences as specified in their IDP. In selecting the rotation/detail, the employee should choose assignments that will expose him or her to various areas of competencies that will assist the employee in achieving his or her career goals.

OPDIVs should give detailees the appropriate credit toward the skills currency requirement (see Appendix A of this handbook for a guideline on credits). Skills currency credit should be negotiated with management before the assignment begins. The rotational assignment/detail should be in writing in a formal document signed by all parties. Performance evaluation requirements should be stated in the rotational assignment agreement developed by an OPDIV. For those who strive for senior level acquisition positions, multi-specialty experience and training in more than one of the functional areas may be beneficial.

Developmental assignments:

Developmental assignments are typically project specific and may not require the individual to actually rotate to another organization. In a developmental assignment, the individual usually works on the assignment in addition to his/her current workload. The goal of a developmental assignment is to attain skills in other areas.

F. Performance Incentives

The Federal Acquisition Reform Act (41 U.S.C. 433) requires that each Federal agency establish a system for providing performance incentives to members of the acquisition workforce for success in areas such as meeting cost, schedule, or performance goals. HHS may reward the performance of employees who perform at an outstanding level and/or who contribute to achieving the agency's performance goals. OPDIV acquisition offices are encouraged to provide monetary, certificates of appreciation and/or other forms of recognition to employees who have made substantive contributions to the Department.

G. Tuition Assistance

Each executive agency must recognize, in its strategic planning and budgeting activities, the importance of developing its acquisition workforce. OMB Circular A-11 provides guidance concerning classification of education and training obligations within budget documentation. To the extent that funding is available, OPDIVs may provide tuition reimbursement at accredited institutions for education, including a full-time course of study leading to a degree, in accordance with 5 U.S.C. § 4107 (as authorized by section 37(h)(2) of the OFPP Act, as amended (41 U.S.C. 433(h)(2)), for personnel serving in acquisition positions in the agency.

Chapter 8

Acquisition Career Management Information System (ACMIS)

A. Introduction

In accordance with section 37(d) of the OFPP Act, as amended, (41 U.S.C. § 433(d)) each executive agency must collect, maintain, and utilize information to ensure effective management of the acquisition workforce. FAI maintains an acquisition career management information system (ACMIS) that can assist agencies in managing their workforce and help members of the workforce manage their individual education, training, and experience information. Civilian agencies may populate ACMIS through existing agency learning management systems or may populate ACMIS directly. However, all civilian agencies shall ensure that ACMIS has complete and current information on the members of the acquisition workforce as described below.

ACMIS is the official system of records for the HHS FAC-C, SAC, and PPMC Programs and for members of civilian agencies' acquisition workforces. However, agencies must maintain supplemental records for quality assurance (e.g., copies of course certificates, etc.). FAI is responsible for managing ACMIS and will issue guidance, as necessary, to support ACMIS. Additional information about ACMIS is available at: <http://www.fai.gov/workforce/acmis.asp>.

B. What is ACMIS?

ACMIS is a Government-wide, web-based system that manages training, education, certification and Contracting Officer certification levels, and other information on an agency's acquisition workforce. Most of the data from ACMIS comes from the Office of Personnel Management's Central Data Personnel File. Records in ACMIS are verified by each employee and are supplemented with education, training, warrant, and certification data provided by individuals in the acquisition workforce.

FAI is responsible for maintenance of ACMIS and ensuring compliance with OFPP requirements. ACMIS allows management to run statistical reports and determine the employee's acquisition certification and/or warrant levels, and data used in ACMIS may be used in making budgeting, training, and staffing decisions. Individual records in ACMIS may be used by employees and supervisors for preparing employees' Individual Development Plans. These reports also assist management in workforce planning.

1. How does ACMIS Work?

ACMIS will allow a member of the acquisition workforce to update and maintain his/her own records. The employee will grant different levels of access to information to agency managers (i.e., the employee's supervisor and/or OPDIV ACM or training manager). By registering in ACMIS, the employee will be able to see the information that is reported (by OPM) about him/her, and the employee will have the opportunity to correct errors and provide additional information, including college degrees, Contracting Officer warrants, certification, and training. The employee must select a supervisor or training manager and grant him/her access to view and verify accuracy of the employee's records; and must select a supervisor and/or OPDIV ACM and grant him/her access to view and verify accuracy of the record. The OPDIV ACM and the employee's supervisor must first register in ACMIS and must identify a current job series before the employee can actually register.

The Enterprise Human Resources Integration (EHRI), developed by OPM to manage human resources information Government-wide, will work in concert with ACMIS by providing general workforce data and information. ACMIS will use the EHRI information, agency learning management systems information, if applicable, and additional information provided by employees and supervisors to capture more specific data on the acquisition workforce. Additionally, ACMIS will provide detailed reports to assist agencies in short- and long-term workforce planning.

2. Data Security and Integrity

Each Federal agency using ACMIS has the responsibility for securing ACMIS against unauthorized access while making the system accessible for maintaining and tracking acquisition workforce data. Preserving access to information resources requires each individual with access to observe all relevant laws, contractual obligations, and maintain the highest standards of ethics. All information about users is confidential and will not be divulged to anyone other than the user, except with his/her approval.

3. The Employee is Responsible For:

- a. Keeping his/her data updated in ACMIS;
- b. Reviewing the accuracy of information and ensuring the integrity of the data; and
- c. Keeping a copy of all training certificates and ensuring that his/her personnel records are updated to reflect any training received.

C. ACMIS Implementation

1. ACMIS Implementation

The OFPP Policy Letter 05-01 states that “not later than October 1, 2006, each civilian agency shall have complete, current records in ACMIS for, at a minimum, the following:

- All positions in the general schedule contracting series (GS-1102) and non-DoD uniformed personnel in comparable positions;
- All Contracting Officers regardless of general schedule series with authority to obligate funds above the micropurchase threshold (including SF 1402 warrant holders);
- All positions in the general schedule purchasing series (GS-1105/GS-1106); and
- Program and Project Managers, including CORs and COTRs, who have been identified by the CAO as members of the acquisition workforce.

This also includes (for NIH), individuals with delegated authority via NIH form 2604. OFPP Policy Letter states that “not later than April 1, 2007, each civilian agency shall have complete, current records in ACMIS for program and Project Managers, including CORs and COTRs, who have been identified by the CAO as members of the acquisition workforce. Information on employees in other acquisition-related disciplines can be entered, as appropriate, but not later than one year after the certification program for that discipline has been developed.”

2. Extension of Deadline for ACMIS Implementation

In July 2006, the FAI announced that ACMIS will be migrating to a new platform. FAI has stated that the new ACMIS will be compatible with the current ACMIS. Therefore, your current record in ACMIS will transfer to the new ACMIS. In FY 2006, OFPP extended the deadline to **July 1, 2007** for all members of the acquisition workforce, including program and Project Managers, to have a complete and accurate record in ACMIS. The ASAM/OAMP encourages OPDIVs to continue entering information in ACMIS.

Appendix A

FAC-C Requirements for Continuous Learning

To maintain a FAC-C Certification, acquisition professionals are required to earn 80 continuous learning points (CLPs) of skills currency every two years beginning October 1, 2007. HHS will track CLPs beginning January 1, 2008 rather than October 1, 2007. During the transition to the FAC-C program, HHS will be flexible on how this requirement is met initially to ensure that employees are given credit for earlier continuous learning activities. ACMs, or designees, shall monitor the continuous learning requirements for employees holding FAC-Cs to ensure they meet this requirement.

A FAC-C will expire if the 80 CLPs are not earned every two years, and the SPE or HCA may choose to revoke or modify a warrant if this condition is not met. If the SPE or HCA revokes or modifies a warrant, he or she must notify the warrant holder in writing when the revocation or modification is to be effective, providing enough time and sufficient instruction to ensure that no unauthorized obligations are made.

HHS shall generally follow the guidance provided by DoD on how CLPs can be earned. DAU equivalency is not required for continuous learning. Individuals are encouraged to use continuous learning opportunities to assist them in obtaining core competencies, maintaining critical acquisition skills, and acquiring agency-specific training. Continuous learning 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; or
- Educational activities, such as formal training, and formal academic programs

Guidance on Meeting Continuous Learning Points Requirements:

These guidelines are generally based on DoD's requirements for achieving continuous learning points. Agencies have flexibility in assigning points and ACMs and/or supervisors, as appropriate, should work with employees to identify appropriate opportunities. Below is guidance on how training, professional activities, education, and experience can be used to meet the CLP requirements. All activities must be job-related.

A. Training

1) *Completing awareness training.* Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed 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 course/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. Teaching is also a part of the Professional Activities category.

5) *Mentoring.* Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved. Mentoring is also a part of the experience category.

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 you are 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 can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that 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.

C. Education

1) *Formal training.* ACMs and supervisors should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs 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.

Not all training providers issue certificates based on hours. Some training providers issue certificates based on continuing education units (CEUs) or continuing learning points (CLP). When converting to hours, one CEU equals 10 hours of instruction, and one CLP equals 1 hour of instruction.

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Academic Courses:	
Quarter Hour	10 per Quarter Hour
Semester Hour	15 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules:	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
<ul style="list-style-type: none"> • Awareness Briefing/Training---no testing/assessment associated • Continuous Learning Modules---testing/assessment associated 	<ul style="list-style-type: none"> • .5 point per hour of instruction • 1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for course
Professional Activities:	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Publications	10 to 40 points

Note - All activities may earn points only in the year accomplished, awarded or published.

D. Experience

Experience includes on-the-job experiential assignments, and intra/interorganization rotational career broadening and developmental experiences. While agencies can 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 assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the value shown. In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to the agency, and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed 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 in 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.

CREDITABLE ACTIVITIES	POINT CREDIT
Experience:	
On-the-Job Experiential Assignments	Maximum of 20 points per year
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 B

Guidance on Meeting the Business Course Requirements for Contract Specialist (GS-1102) Qualification Standard

(guidance drafted by OFPP in OMB's memorandum dated January 20, 2006)

Below are types of courses that generally satisfy the Qualification Standard requirement for 24-semester hours (or equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Additional information about accreditation can be found on: ope.ed.gov/accreditation.

The following is based on guidance provided by the Defense Acquisition University to the defense workforce and lists subject areas identified by the American Council on Education for each of the business disciplines listed above. Although not an exhaustive list, this guidance should be used by civilian agencies to determine if certain courses provide enough business instruction to count toward the 24-semester hour business requirement. ACMEs should work with their human resources departments to ensure a consistent interpretation of which types of courses should count toward the requirement.

BUSINESS/MANAGEMENT DISCIPLINE

AMERICAN COUNCIL ON EDUCATION SUBJECT AREA

Accounting

Cost Accounting Standards

Business Finance

Business Communications
Business and Personnel
Business Statistics
Cost Analysis
Financial Cost Management
Financial Planning and Analysis
Inventory Management
Resource Planning
Risk Analysis

Contracts

Acquisition Contracting
Acquisition Management
Business Communications in Contracting
Writing
Business Contract Law
Contract Administration

Contract Law
Contract Management
Contract Pricing and Negotiation
Contracting Management
Cost & Price Analysis
Government Contracting
Government Contract Law
Procurement
Procurement and Contracting
Procurement Management

Economics

Cost and Price Analysis
Cost Analysis
Economic Analysis
Economic Principles and Decision Making
Economics and Financial Management
Economics
Industrial Management
Automated Systems in Logistics
Management
Civil Engineering Management
Environmental Management
Engineering and Analysis
Logistics Management
Logistics and Materiel Management
Manufacturing Management
Materiel Acquisition Process & Support
Systems
Property Disposal Management
Supply Management
Systems Engineering
Technology
Warehousing Operations

Law

Commercial or Business Contracts
Contract Law

Organization & Management

Business Administration
Advanced Management (Math)
Business
Business Management
Business and Personnel Management
Computer Programming
Computer Programming & Systems

Development
Computer Sciences, Data Processing
Data Entry and Automated Systems Input
General Management
Human Resource Development
Leadership and Group Decision Process
Management Science
Management & Leadership
Managerial Analysis
Manpower Management
Materiel Management
Methods of Adult Education
Organizational Behavior
Personnel Administration
Principles of Management
Quality and Reliability Assurance
Research and Development Management
Strategic Management
Survey of Program Operations

Purchasing

Basic Purchasing

Quantitative Methods

Business Statistics
Computer Science
Decision Risk Analysis
Operations Research
Probability Statistics
Quantitative Analysis
Statistics

Appendix C-1

**Equivalent Training Courses
(Training “Crosswalk”)**

(Legacy courses are courses before establishment of the FAC-C Program, e.g. Contract Formation I, Contract Administration II, Acquisition Planning I, etc.)

HHS follows the Defense Acquisition University (DAU) course equivalency matrix listed below. If a course is listed in the matrix below, it is certified as equivalent by DAU. If a course is not listed in the matrix below, acceptability of course equivalency will be determined by the ASAM/OAMP.

CON 101, Fundamentals of Contracting, or equivalent(s) (see below)

Primary Provider	Course Title and/or Number
Defense Acquisition University (DAU)	CON 101, Fundamentals of Contracting
Equivalent DoD Providers	Course Title and/or Number
Naval Facilities Contracts Training Center (NFCTC)	Management of Defense Acquisition Contracts (Basic)
U.S. Army Logistics Management College (ALMC)	Management of Defense Acquisition Contracts (Basic)
Defense Logistics Agency (DLA)	Management of Defense Acquisition Contracts (Basic)
Navy Acquisition Management Training Office (NAMTO)	Management of Defense Acquisition Contracts (Basic)
U.S. European Command Contract Training Office (EUCOM)	Management of Defense Acquisition Contracts (Basic)
Lowery Technical Training Center	Central Systems Level Contracting
Naval Postgraduate School (NPS)	MN 3303

NPS	Acquisition & Contract Management (815) Degree Program
NPS	Systems Acquisition Management (816) Degree Program
U.S. Army Command & General Staff College	A423, Basics of Contracting
Equivalent non-DoD Providers	Course Title and/or Number
General Services Administration (GSA)	Management of Defense Acquisition Contracts (Basic)
Temple University	Acquisition and Contracting Seminar/Public Procurement Policy
College of William & Mary (Richard Bland College)	Acquisition (Parts 1 and II)
University of West Florida	Acquisition Management
University of Dallas	Acquisition and Contract Management/Acquisition Management
Pensacola Junior College	Acquisition and Procurement I and II
University of District of Columbia	Government Programs and the Procurement Process
Massachusetts Bay Community College	Introduction to Government Contract Procurement/Contract Management
Tidewater Community College	Introduction to Procurement Acquisition/Acquisition Management I and II
College of Southern Maryland (formerly Charles County Community College)	Introduction to Procurement and Contract Acquisition Management I and II (BAD 1451 & 1461)
Northern Virginia Community College	ACQ 121 and ACQ 122

Middlesex Community College	Management of Defense Acquisition Contracts
Rose State College	Management of Defense Acquisition Contracts I and II
Rancho Santiago College	Management of Defense Acquisition Contracts I
San Diego City College	BUS 160 and BUS 162
St. Ambrose University	Principles of Procurement and Contracting/Contract Administration
Western New England College	Principles of Acquisition and Contracting
University of St. Thomas	Principles of Procurement
American University	Principles of Procurement Management
University of Phoenix	Principles of the Acquisition Process
George Washington University	Procurement and Contracting
University of Virginia	Procurement and Contracting
Florida Institute of Technology	Procurement/Contract Management and Administration I
University of Florida	Introduction to Federal Acquisition
Athens State College	Introduction to Federal Procurement
Bowie State University	BUAD 130
Webster University	PROC 5000, Procurement & Management Acquisitions
Management Concepts, Inc.	Acquisition Procurement Planning I, Contract Formation I, and Contract Administration I

Business Management Research
Associates, Inc.

Introduction to Contracting, Acquisition Planning I,
Contract Formation I, and Contract Administration I

CON 104, Fundamentals of Contract Pricing, or equivalent(s) (see below)

Primary Provider	Course Title and/or Number
DAU	CON 104, Fundamentals of Contract Pricing
Equivalent DoD Providers	Course Title and/or Number
NFCTC	Defense Cost & Price Analysis/Defense Contracting Negotiation Workshop
NFCTC	Defense Cost and Price Analysis/Negotiation
EUCOM	Principles of Contract Pricing
NAMTO	Principles of Contract Pricing
Navy Center for Acquisition Training (NCAT)	Principles of Contract Pricing
Air Force Institute of Technology (AFIT)	Principles of Contract Pricing
US Army Command & General Staff College	A424, Fundamentals of Contract Pricing
Defense Logistics Agency (DLA)	Principles of Contract Pricing
NPS	Acquisition & Contract Management (815) Degree Program
NPS	MN 3304
Equivalent non-DoD Providers	Course Title and/or Number
University of Dallas	Contract Pricing and Negotiation
GSA	Contract Pricing
Temple University	Contract Pricing and Negotiation
American University	Cost & Price Analysis & Contract Negotiation
Florida Institute of Technology	Cost Principles, Effectiveness and Control/Contract Negotiation
St. Ambrose University	Cost and Price Analysis
Tidewater Community College	Cost and Price Analysis/Principles of Pricing and Negotiations

University of District of Columbia	Cost and Price Analysis
University of West Florida	Cost and Pricing
University of Virginia	Cost & Price Analysis & Negotiation of Contracts & Modifications
Northern Virginia Community College	ACQ 216 and ACQ 218
University of California (Irvine University extension)	Financial Aspects of Contract Management
Pensacola Junior College	Governmental Accounting
Massachusetts Bay Community College	Government Contract Cost and Price Analysis
University of St Thomas	Pricing and Negotiation
Webster University	Pricing and Negotiation
Middlesex Community College	Principles of Contract Pricing and Contract Negotiations
University of Phoenix	Principles of Contract Pricing, Estimating and Analysis
College of William & Mary (Richard Bland College)	Principles of Contract Pricing and Negotiation
Rancho Santiago College	Principles of Contract Pricing
Western New England College	Principles of Contract Pricing/Principles of Cost and Price Analysis
San Diego City College	BUS 164 and BUS 166
Rose State College	Principles of Contract Pricing/Pricing and Negotiation
George Washington University	Principles of Contract Pricing/Pricing and Negotiation
College of Southern Maryland (formerly Charles County Community College)	BAD 1471 and BAD 1481
University of Central Florida	Costs Price Analysis and Contract Negotiation
Bowie State University	BUAD 230
Business Management Research Associates, Inc.	Price Analysis, Cost Analysis and Federal Contract Negotiation

Management Concepts, Inc.	Price Analysis, Cost Analysis & Federal Contract Negotiation Techniques
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CON 202, Intermediate Contracting, or equivalent(s) (see below)

Primary Provider	Course Title and/or Number
DAU	CON 202, Intermediate Contracting
Equivalent DoD Providers	Course Title and/or Number
ALMC	Management of Defense Acquisition Contract (Advanced)
DLA	Management of Defense Acquisition Contract (Advanced)
EUCOM	Management of Defense Acquisition Contract (Advanced)
NAMTO	Management of Defense Acquisition Contract (Advanced)
ALMC	Pre-Award Contracting
DLA	Pre-Award Contracting
AFIT	Contract Administration (Advanced)
NAMTO	Contract Administration (Advanced)
NPS	Acquisition & Contract Management (815) Degree Program
NPS	MN 3305
EUCOM	Pre-Award Contracting
NAMTO	Pre-Award Contracting
NFCTC	Pre-Award Contracting
NFCTC	Advanced Contract Management (Construction)
Equivalent non-DoD Providers	Course Title and/or Number
Tidewater Community College	Advanced Procurement Acquisition Management I
College of Southern Maryland (formerly Charles County Community College)	Advanced Procurement Acquisition Management I

Pensacola Junior College	Acquisition & Procurement III
Rancho Santiago College	Management of Defense Acquisition Contract II
San Diego City College	BUS 168 and BUS 170
Western New England College	Principles of Government Contracting
University of District of Columbia	Public Contracts
Pensacola Junior College	Acquisition & Procurement IV
American University	Advanced Contract Administration
Rancho Santiago College	Advanced Contract Administration
University of St Thomas	Advanced Contract Administration
University of Dallas	Advanced Contract Administration
University of West Florida	Advanced Contract Administration
Northern Virginia Community College	ACQ 221 and ACQ 222
University of Virginia	Contract Administration
University of Phoenix	Management of Government Acquisition Contracts
Florida Institute of Technology	Procurement/Contract Management and Administration II
Bowie State University	BUAD 330
Management Concepts, Inc.	Acquisition/Procurement Planning II, Contract Formation II, and Contract Administration II
Business Management Research Associates, Inc.	Acquisition/Procurement Planning II, Contract Formation II, and Contract Administration II

CON 204, Intermediate Contract Pricing, or equivalent(s) (see below)

Primary Provider	Course Title and/or Number
DAU	CON 204, Intermediate Contract Pricing
Equivalent DoD Providers	Course Title and/or Number
AFIT	Cost & Price Analysis
AFIT	Introductory Quantitative Analysis (prior course)

AFIT	Quantitative Techniques for Cost & Price Analysis
NPS	Acquisition & Contract Management (815) Degree Program
NPS	MN 3304
Equivalent non-DOD Providers	Course Title and/or Number
Bowie State University	BUAD 430
Northern Virginia Community College	ACQ 295
Business Management Research Associates, Inc.	Intermediate Contract Pricing
Management Concepts, Inc.	Intermediate Contract Pricing

CON 210, Government Contract Law, or equivalent(s) (see below)

Primary Provider	Course Title and/or Number
DAU	CON 210, Government Contract Law
Equivalent DOD Providers	Course Title and/or Number
Lowery Technical Training Center	Basic Contract Law
AFIT	LAWS 550, Government Contract Law
NAMTO	Government Contract Law
NPS	Acquisition & Contract Management (815) Degree Program
NPS	MN 3312
NFCTC	Government Contract Law (Construction)
Equivalent non-DoD Providers	Course Title and/or Number
GSA	Contract Law
College of William & Mary (Richard Bland College)	Contract and Law
St. Ambrose University	Contract and Law
Temple University	Contract and Law

Tidewater Community College	Contract and Law
Northern Virginia Community College	ACQ 215
American University	Federal Procurement Law
Middlesex Community College	Government Contract Law
University of Phoenix	Government Contract Law
Rancho Santiago College	Government Contract Law
Rose St. College	Government Contract Law
University of St Thomas	Government Contract Law
Western New England College	Government Contract Law
University of West Florida	Government Contract Law
Massachusetts Bay Community College	Government Contract Law
Pensacola Junior College	Government Contract Law
San Diego City College	BUS 172
University of California (Irvine University extension)	Principles of Contract Formation & Contract Law: Performance & Remedies
University of Virginia	Principles of Law for Contract Formation
University of Dallas	Procurement Law
University of District of Columbia	Procurement Law
Webster University	PROC 5810, Acquisitions Law
Florida Institute of Technology	Procurement: The Legal Concepts
University of Central Florida	Government Contract Law
Business Management Research Associates, Inc.	Government Contract Law
Management Concepts, Inc.	Government Contract Law

CON 301, Executive Contracting

Primary Provider	Course Title and/or Number
DAU	CON 301, Executive Contracting
Equivalent DoD Providers	Course Title and/or Number
Office of the Assistant Secretary of the Navy (Research, Development and Acquisition)	Defense Acquisition Contracting Executive Seminar
NPS	Acquisition & Contract Management (815) Degree Program
Equivalent non-DoD Provider	Course Title and/or Number
Atlantic Management Center, Inc.	Executive Contracting

Appendix C-2

FAI's Course Equivalency Matrix

CON 101 - Contracting Fundamentals If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Equivalent Courses	Provider	Dates if Applicable
Contracting Fundamentals L3OBR64P1-000)	345th Training Squadron	10/01/00 - 06/06/06
Contracting Apprentice (L3ABR6C031-005/006) Contracting Career Development (CDC6C051A/CDC6C051B)	345th Training Squadron	03/01/01 - 06/06/06
ALMC-QA Army Acquisition Basic Course	Army Logistics Management College (ALMC)	01/01/03 - 09/11/06
Introduction to Procurement	Athens State University (Athens College)	09/18/98 - 09/18/01
PR 394 Introduction to Procurement	Athens State University, (formerly Athens College)	09/18/98 - 09/18/01
Fundamentals of Contracting	Bowie State University	09/18/98 - 09/18/03
Acquisition Planning I Contract Formation I Contract Administration I	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 12/06/05
BAD 1450 Management of Defense Acquisition Contracts (Basic) I BAD 1460 Management of Defense Acquisition Contracts	Charles County Community College	1993-1994
BAD 1451 Fundamentals of Contracting I BAD 1461 Fundamentals of Contracting II	College of S. Maryland (formerly Charles County Community College)	09/18/98 - 09/18/05
CON 102, Operational Level Contracting Fundamentals [PEC]	DAU 2002 Catalog	
CON 103, Facilities Contracting Fundamentals [HEI]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Basic) – 8D-4320 [BDQ]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Basic) – CTC-142 [HEI]	DAU 2002 Catalog	
Central Systems Level Contracting – G30BR6532-010 [PD6]	DAU 2002 Catalog	
Defense Procurement Management (8D-4320) [BDQ]	DAU 2002 Catalog	
Central Procurement Officer (G30BR6531-003)	DAU 2002 Catalog	
Contract Management Officer (G30BR6531-004)	DAU 2002 Catalog	
Systems/R&D Procurement Officer (G30BR6531-005)	DAU 2002 Catalog	
R&D Procurement Officer (G30BR6531-006)	DAU 2002 Catalog	
Contract Management, Systems R&D Officer (G30BR6531-007)	DAU 2002 Catalog	
Organizational Level Contracting [PEC]	DAU 2002 Catalog	
Base Procurement Officer (G30BR6531-002)	DAU 2002 Catalog	
Base Level Contracting (G30BR6531-002)	DAU 2002 Catalog	
Federal Contract Basics Source Selection: The Best Value Process Operating Practices in Contract Administration	ESI International	02/25/02 - 02/25/07
Procurement/Contract Management and Administration I	Florida Institute of Technology	1992-1993
MAN 5200 Fundamentals of Contract and Acquisition Management	Florida Institute of Technology	1993-1994
Procurement and Contract Management (BUS 5211)	Florida Institute of Technology	1994-1995
Pricing and Negotiation	George Washington University	Prior to 12/31/97
Procurement and Contracting	George Washington University	1992-1993

1022 Contract Administration I 1112 Contract Formation I 1111 Acquisition/Procurement Planning I	Management Concepts, Inc. (MCI)	10/01/99 - 04/02/07
GPC 101 Intro to Gov't Contracts Procurement/Contract Mgmt	Massachusetts Bay Community College	Prior to 12/31/97
BU 1112 Management of Defense Acquisition Contracts	Middlesex Community College	Prior to 12/31/97
CTC CON 101 Basics of Contracting	Naval Facilities Acquisition Center for Training	06/23/03 - 06/23/06
MN 3303 Principles of Acquisition and Contract Management	Naval Postgraduate School (NPS)	03/01/96 - 09/30/01
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Systems Acquisition Management (816/836) Degree Program	Naval Postgraduate School (NPS)	03/01/96 - 09/30/06
ACQ 121 Intro to Procurement and Contract Acquisition Management I ACQ 122 Intro to Procurement and Contract Acquisition Management II	Northern Virginia Community College	Prior to 12/31/97, 09/18/98 - 05/15/02
Acquisition Planning I Contract Formation I Contract Administration I	Northwest Procurement Institute, Inc. (NPI)	12/01/01 - 01/22/07
PAD 1861 Acquisition and Procurement I PAD 1862 Acquisition and Procurement II	Pensacola Junior College	Prior to 12/31/97
BUS 253A Acquisition Part I BUS 253B Acquisition Part II	Richard Bland College of the College of William and Mary	09/18/98 - 09/18/03
Management of Defense Acquisition Contracts I and II	Rose State College	1992-1993
Business 160 MDACC Basic Part I Business 162 MDACC Basic Part II	San Diego City College, Business Division	Prior to 12/31/97, 09/18/98 - 09/18/01
Management of Defense Acquisition Contracts I	Santa Ana College (formerly Rancho Santiago College)	1992-1993 Prior to 12/31/97
Contract Administration (ECBA 364)	St. Ambrose University	1992-1993
Acquisition and Contracting Seminar (PS 482) Public Procurement Policy (PS 483)	Temple University Department of Political Science	1992-1993
Principles of Procurement	The American University Kogod College of Business Administration	1992-1993
ACQ 121 Intro to Procurement and Acquisition Management I ACQ 122 Intro to Procurement and Acquisition Management II	Tidewater Community College	Prior to 12/31/97
A423 Contract Fundamentals	United States Army Command and General Staff College	01/01/97 - 09/30/02
Introduction to Federal Acquisition	University of Central Florida	Prior to 12/31/97
MGT 6380 Pre-Award Procurement	University of Dallas, Graduate School of Management	Prior to 12/31/97
Acquisition Management	University of Dallas, Graduate School of Management	1992-1993
Principles of Procurement	University of Indianapolis, School of Business	Prior to 09/30/97
GCM 601 Principles of the Acquisition Process	University of Phoenix, Academic Program Manager	Prior to 12/31/97
MBGC 701 Principles of Procurement	University of St. Thomas	Prior to 12/31/97
0211-305 The Federal Acquisition Systems	University of the District of Columbia	Prior to 12/31/97
PC 401 Procurement and Contracting	University of Virginia, Division of Continuing Education	Prior to 12/31/97, 09/20/00 - 07/21/06
PC 401 Procurement and Contract Management (Resident Version)	University of Virginia, Division of Continuing Education	Prior to 12/31/97, 09/20/00 - 07/21/06
PC 401W Procurement and Contracting (Internet Version)	University of Virginia, Division of Continuing Education	Prior to 12/31/97, 09/20/00 - 07/21/06
PAD 5855 Acquisition Management	University of West Florida, Division of Administrative Studies	Prior to 12/31/97

PROC 5000 Procurement and Acquisition Management	Webster University	09/18/98 - 09/18/05
MAN 202 Principles of Acquisition Contracting	Western New England College	Prior to 12/31/97

CON 104 - Fundamentals of Contract Pricing If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
CON 104 Fundamentals of Contract Pricing	Bowie State University	09/18/98 - 09/18/03
CMGT 545 Cost and Price Theory	Air Force Institute of Technology (AFIT)	12/12/94 - 09/30/98
ALMC-QA Army Acquisition Basic Course	Army Logistics Management College (ALMC)	01/01/03 - 09/11/06
Price Analysis Cost Analysis Federal Contract Negotiations Techniques	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 04/02/07
BAD 1471 Fundamentals of Contract Pricing BAD 1481 Negotiations	College of Southern Maryland, <i>(formerly Charles County Community College)</i>	09/18/98 - 09/18/05
ACQ 231 Principles of Pricing and Negotiations I ACQ 232 Principles of Pricing and Negotiations II	College of Southern Maryland, <i>(formerly Charles County Community College)</i>	
BAD 1470 Principles of Pricing BAD 1480 Negotiations	College of Southern Maryland, <i>(formerly Charles County Community College)</i>	1993-1994, 1996, 1997
CON 105, Operational Level Contract Pricing [QNU]	DAU 2002 Catalog	
CON 106, Facilities Contract Pricing [BDU]	DAU 2002 Catalog	
Principles of Contract Pricing – QMT-170 [BDR]	DAU 2002 Catalog	
Defense Cost and Price Analysis/Negotiation – PN [BDU]	DAU 2002 Catalog	
Base Level Pricing – G30ZR6534-009 [QNU]	DAU 2002 Catalog	
Contract Pricing Source Selection: The Best Value Process Negotiation Strategies and Techniques	ESI International	03/28/02 - 03/28/07
MGT 5214 Cost Principles, Effectiveness and Control MGT 5218 Negotiations and Incentive Contracts	Florida Institute of Technology	09/18/98 - 09/18/06
BUS 5214 Advanced Procurement and Contract Management BUS 5218 Contract Negotiation Incentive Contract	Florida Institute of Technology	09/18/98 - 09/18/06
BUS 5214 Cost Principles, Effectiveness and Control I BUS 5218 Contract Negotiation Incentive Contracts	Florida Institute of Technology	1994-1995, 1996
BUS 5214 Cost Principles, Effectiveness and Control I MAN 5241 Principles of Contract Negotiation	Florida Institute of Technology	1993-1994
Pricing and Negotiations	George Washington University	Prior to 12/31/97
Procurement and Contracting	George Washington University	1993-1994, 1994-1995, 1996, 1997
1166 Price Analysis 1165 Cost Analysis 1016 Federal Contract Negotiation Techniques	Management Concepts, Inc. (MCI)	10/01/99 - 04/02/07
GPC 201 Government Contract Cost and Price Analysis	Massachusetts Bay Community College	Prior to 12/31/97
BU 8140 Principles of Contract Pricing BU 1113 Contract Negotiations	Middlesex Community College	Prior to 12/31/97
MN 3304 Contract Pricing and Negotiations	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
ACQ 216 Cost and Price Analysis ACQ 218 Negotiations of Contracts and Contract Modifications	Northern Virginia Community College	Prior to 12/31/97, 09/18/98 - 02/13/04, 09/18/98 - 02/13/07

Price Analysis Cost Analysis Federal Contract Negotiations Techniques	Northwest Procurement Institute, Inc. (NPI)	2003
Cost Analysis Federal Contract Negotiation Techniques Acquisition Planning II	Northwest Procurement Institute, Inc. (NPI)	01/01/00 - 11/28/06
Governmental Accounting	Pensacola Junior College	1992-1993
PAD 2886 Contract Pricing and Negotiation I PAD 2867 Contract Pricing and Negotiation II	Pensacola Junior College	1993-1994, 1997
BUS 255A Principles of Contract Pricing I BUS 255B Principles of Contract Pricing II	Richard Bland College of the College of William and Mary	09/18/98 - 09/18/03
Principles of Contract Pricing and Negotiations	Richard Bland College of the College of William and Mary	1992-1993, 1993- 1994, 1994-1995, 1996
Principles of Pricing I Principles of Pricing II	Rose State College	1992-1993
BUS 164 Principles of Contract Pricing and Negotiation I BUS 166 Principles of Contract Pricing and Negotiation II	San Diego City College	Prior to 12/31/97
Principles of Contract Pricing	Santa Ana College (formerly Rancho Santiago College)	Prior to 12/31/97
ECBA 366 Cost and Price Analysis	St Ambrose University	1992-1993, 1993-1994
PS 488 Contract Pricing and Negotiation	Temple University Department of Political Science	
Cost and Price Analysis	The American University Kogod College of Business Administration	1992-1993
ACQ 231 Principles of Pricing and Negotiations I ACQ 232 Principles of Pricing and Negotiations II	Tidewater Community College	Prior to 12/31/97
A424 Contract Pricing	U.S. Army Command and General Staff College	01/01/97 - 09/30/02
Financial Aspects of Contract Management Contract Acquisition and Negotiation	University of California, Irvine	Prior to 12/31/97
Cost and Price Analysis and Contract Negotiations	University of Central Florida	Prior to 12/31/97
MGT 6348 Contract Pricing and Negotiation	University of Dallas	Prior to 12/31/97
Cost and Price Principles and Contract Negotiations	University of Indianapolis	Prior to 09/30/97
GCM 603 Principles of Contract Pricing, Estimating, and Analysis GCM 607 Government Contract Negotiation Techniques	University of Phoenix	Prior to 12/31/97
MBGC 702 Pricing and Negotiation	University of St. Thomas	Prior to 12/31/97
0211-406 Cost and Price Analysis	University of the District of Columbia	Prior to 12/31/97
PC 403 Cost and Price Analysis PC 405 Negotiation of Contracts and Modifications	University of Virginia	Prior to 12/31/97, 09/1/00 - 12/14/06
PC 403W Cost and Price Analysis (Internet Version) PC 405 Negotiation of Contracts and Modifications	University of Virginia	09/01/01 - 09/27/05
Cost and Price Analysis and Negotiation of Contracts and Modifications	University of Virginia	1993-1994, 1994- 1995, 1996
PAD 5853 Cost and Pricing	University of West Florida	Prior to 12/31/97
PAD 5857 Cost and Pricing PAD 5853 Contract Negotiation	University of West Florida	1993-1994, 1994- 1995, 1996, 1997
PMG 583 Pricing PMG 584 Negotiations	Webster University	Prior to 12/31/97
PROC 5830 Pricing PROC 5840 Negotiations	Webster University	09/18/99 - 03/06/07
MAN 302 Principles of Contract Pricing	Western New England College	Prior to 12/31/97
AC 640 Principles of Cost and Price Analysis MAN 401 Contract Negotiations	Western New England College	Prior to 12/31/97

CON 202 - Intermediate Contracting If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
CON 202 Intermediate Contracting	Bowie State University	09/18/98 - 09/18/03
BAD 1485/1486 Intermediate Contracting	College of Southern Maryland, (formerly Charles County Community College)	Prior to 10/01/94
MAN 5211 Procurement and Contract Management Pre-Award	Florida Institute of Technology	Prior to 10/01/94
MAN 5212 Advanced Procurement and Contract Management	Florida Institute of Technology	Prior to 12/31/97
Government Contract Administration	George Washington University	Prior to 12/31/97
ACQ 221 Advanced Acquisition and Procurement Management I ACQ 222 Advanced Acquisition and Procurement Management II	Northern Virginia Community College	Prior to 10/01/94
ACQ 221 Advanced Acquisition and Procurement Management I ACQ 222 Advanced Acquisition and Procurement Management II	Northern Virginia Community College	Prior to 10/01/94
ACQ 235 Intermediate Post-Award Contracting	Northern Virginia Community College	Prior to 12/31/97
PAD 1863 Acquisition and Procurement III	Pensacola Junior College	Prior to 10/01/94
PAD 1864 Acquisition and Procurement IV	Pensacola Junior College	Prior to 12/31/97
Business 168 and 170 Intermediate Contracting	San Diego City College	09/18/98 - 09/18/01
Business 170 MDACC Advanced I	San Diego City College	Prior to 10/01/94
Advanced Contract Administration	San Diego City College	Prior to 12/31/97
Management of Defense Acquisition Contracts II	Santa Ana College (formerly Rancho Santiago College)	Prior to 10/01/94
Advanced Contract Administration	Santa Ana College (formerly Rancho Santiago College)	Prior to 12/31/97
Contract Administration (Post-Award)	University of Central Florida	Prior to 12/31/97
MGT 6382 Post-Award Procurement	University of Dallas	Prior to 12/31/97
0211-306 Public Contracts	University of the District of Columbia	Prior to 10/01/94
Advanced Contract Administration	University of Indianapolis	Prior to 09/30/97
GCM 604 Management of Government Acquisition Contracts	University of Phoenix	Prior to 12/31/97
MBGC 703 Advanced Contract Administration	University of St. Thomas	Prior to 12/31/97
PC 504 Advanced Contract Formation and Admin. (Resident Version)	University of Virginia	03/24/03 - 10/03/06
PC 402 Contract Administration	University of Virginia	Prior to 12/31/97
PAD 5852 Advanced Contract Administration	University of West Florida	Prior to 12/31/97
BMGT 574 Contract Administration	West Coast University	Prior to 12/31/97
BMGT 577 Systems Acquisition and Program Management	West Coast University	Prior to 12/31/97
LS 692 Principles of Government Contracting	Western New England College	Prior to 10/01/94
LS 693 Administration of Government Contracts	Western New England College	Prior to 12/31/97
MN 3315 Acquisition Management and Contract Administration	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition Planning II Contract Formation II Contract Administration II	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 04/02/07
1211 Acquisition/Procurement Planning II 1212 Contract Formation II 1213 Contract Administration II	Management Concepts, Inc. (MCI)	10/01/99 - 06/15/07
Acquisition Planning II Contract Formation II Contract Administration II	Northwest Procurement Institute, Inc. (NPI)	01/01/00 - 03/06/06

CON 211, Intermediate Contracting [BDN]	DAU 2002 Catalog	
CON 221, Intermediate Contract Administration [BDO]	DAU 2002 Catalog	
CON 222, Operational Level Contract Administration [PDQ]	DAU 2002 Catalog	
CON 222, Organizational Level Contract Administration [PDQ]	DAU 2002 Catalog	
CON 223, Intermediate Facilities Contracting [BE4]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Adv) – 8D-F12 [BDN]	DAU 2002 Catalog	
Contract Administration (Adv) – PPM-304 [BDO]	DAU 2002 Catalog	
Base Contract Administration – G3ZAR65170-002 [PDQ]	DAU 2002 Catalog	
Advanced Contract Management (Construction) – CTC-542 [BE4]	DAU 2002 Catalog	

CON 204 - Intermediate Contract Pricing If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
CON 204 Intermediate Contract Pricing	Bowie State University	09/18/98 - 09/18/03
ACQ 295 Intermediate Cost and Price Analysis	Northern Virginia Community College	09/18/98 - 02/13/07
PC 502 Advanced Cost and Price Analysis	University of Virginia	09/01/00 - 02/11/06
MN 3304 Contract Pricing and Negotiations	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
A427 Intermediate Contract Pricing	U.S. Army Command and General Staff College	06/01/99 - 09/30/02
Intermediate Contract Pricing	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 04/02/07
1204 Intermediate Contract Pricing	Management Concepts, Inc. (MCI)	03/01/00 - 06/15/07
Intermediate Contract Pricing	Northwest Procurement Institute, Inc. (NPI)	10/01/00 - 10/15/06
CON 231, Intermediate Contract Pricing [BU6]	DAU 2002 Catalog	
Intermediate Cost and Price Analysis – QMT-345 [BCC]	DAU 2002 Catalog	
Intermediate Pricing – QMT-340 [BCC]	DAU 2002 Catalog	

CON 210 - Government Contract Law If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
CON 210 Government Contract Law	Bowie State University	09/18/98 - 09/18/03
BAD 1465 Government Contract Law	College of Southern Maryland, (formerly Charles County Community College)	09/18/98 - 09/18/03
MGT 5231 Government Contract Law	Florida Institute of Technology	Prior to 12/31/97
MGT 5231 Government Contract Law	Florida Institute of Technology	07/23/98 - 09/18/06
Government Contract Law	Georgia College and State University	Prior to 12/31/97
GPC 205 Government Contract Law	Massachusetts Bay Community College	Prior to 12/31/97
BU 1106 Government Contract Law	Middlesex Community College	Prior to 12/31/97
ACQ 215 Contract Law	Northern Virginia Community College	Prior to 12/31/97
ACQ 215 Contract Law	Northern Virginia Community College	05/24/99 - 02/13/07
PAD 1630 Government Contract Law	Pensacola Junior College	Prior to 12/31/97
BUS 256 Contract Law	Richard Bland College of the College of William and Mary	Prior to 12/31/97
BUS 256 Contract Law	Richard Bland College of the College of William and Mary	09/18/98 - 09/18/03

Business 168 Government Contract Law	San Diego City College	Prior to 12/31/97
Government Contract Law	Santa Ana College (formerly Rancho Santiago College)	Prior to 12/31/97
Princ. Of Cont. Form. & Cont. Law	University of California	Prior to 12/31/97
Government Contract Law	University of Central Florida	Prior to 12/31/97
MGT 6381 Procurement Law	University of Dallas	Prior to 12/31/97
0211-408 Procurement Law	University of the District of Columbia	Prior to 12/31/97
Government Contract Law	University of Indianapolis	Prior to 9/30/97
GCM 606 Government Contract Law	University of Phoenix	Prior to 12/31/97
PC 404 Principles of Law for Contract Formation	University of Virginia	Prior to 12/31/97
PC 506 Federal Acquisition Case Studies	University of Virginia	09/06/00 - 08/16/06
PC 404 Government Contract Law (Resident Version)	University of Virginia	06/01/03 - 07/23/06
PC 404W Government Contract Law (Internet Version)	University of Virginia	06/01/03 - 07/23/06
PAD 5854 Government Contract Law	University of West Florida	Prior to 12/31/97
PMG 589 Government Procurement Law	Webster University	Prior to 12/31/97
PROC 5890 Government Contract Law	Webster University	09/18/98 - 09/18/06
BMGT 575 Legal Issues in Acquisition	West Coast University	Prior to 12/31/97
LS 403 Government Contract Law	Western New England College	Prior to 12/31/97
LAWS 550 Legal Principles of Government Contracting	Air Force Institute of Technology (AFIT)	12/12/94 - 09/30/98
MN 3312 Contract Law	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
U254 Government Contract Law	U.S. Army Command and General Staff College	06/01/99 - 09/30/02
Government Contract Law	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 04/02/07
1210 Government Contract Law	Management Concepts, Inc. (MCI)	12/01/99 - 04/02/07
Contract Law	Northwest Procurement Institute, Inc. (NPI)	01/01/00 - 12/14/06
CON 201, Government Contract Law [BDP]	DAU 2002 Catalog	
CON 201(C), Government Contract Law (Construction) [BDP]	DAU 2002 Catalog	
Government Contract Law – PPM-302 [BDP]	DAU 2002 Catalog	
Government Contract Law Construction – CTC-302 [BDP]	DAU 2002 Catalog	
Base Contract Law – G30ZR6534-007 [PDT]	DAU 2002 Catalog	
AFIT Contract Law 166 [PDW]	DAU 2002 Catalog	
USAF ECI Correspondence Course 660	DAU 2002 Catalog	

CON 301 - Acquisition and Contract Management If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
MN 2302 Seminar for Acquisition and Contracting Students	Naval Postgraduate School (NPS)	10/01/92 - 09/30/03
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Executive Contracting Seminar for Federal Civilian Agencies	Atlantic Mgmt. Center, Inc.	10/26/98 - 10/15/03
Defense Acquisition Contracting Executive Seminar – ER [BB3]	DAU 2002 Catalog	

CON 333 - Executive Contract Administration If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
MN 4371 Acquisition and Contracting Policy	Naval Postgraduate School (NPS)	08/01/97 - 09/30/03
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
CON 311, Executive Pre-award Contracting [BCL]	DAU 2002 Catalog	
CON 321, Executive Contract Administration [BCM]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Exec) – ALMC-B5 [BCL]	DAU 2002 Catalog	
Contract Administration, Executive – PPM-057 [BCM]	DAU 2002 Catalog	

CON 353 - Advanced Business Solutions for Mission Support If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
MN 4371 Acquisition and Contracting Policy	Naval Postgraduate School (NPS)	08/01/97 - 09/30/03
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
CON 311, Executive Pre-award Contracting [BCL]	DAU 2002 Catalog	
CON 321, Executive Contract Administration [BCM]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Exec) – ALMC-B5 [BCL]	DAU 2002 Catalog	
Contract Administration, Executive – PPM-057 [BCM]	DAU 2002 Catalog	
Executive Contracting Seminar for Federal Civilian Agencies (CON 301) Executive Contract Administration (CON 333)		

CON 100 - Shaping Smart Business Arrangements If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Equivalent Courses	Provider	Dates if Applicable
Army Acquisition Basic Course	Army Logistics Management College	01/01/03 - 09/11/06
Logistics Executive Development Course	Army Logistics Management College	05/01/01 - 06/11/06
Providing Effective Business Leadership within the Federal Government	Atlantic Mgmt. Center, Inc.	06/01/04 - 06/01/07
Shaping Smart Business Arrangements	ESI International	01/01/04 - 01/08/07

CON 101 - Contracting Fundamentals If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Equivalent Courses	Provider	Dates if Applicable
Contracting Fundamentals L3OBR64P1-000)	345th Training Squadron	10/01/00 - 06/06/06
Contracting Apprentice (L3ABR6C031-005/006) Contracting Career Development (CDC6C051A/CDC6C051B)	345th Training Squadron	03/01/01 - 06/06/06
ALMC-QA Army Acquisition Basic Course	Army Logistics Management College (ALMC)	01/01/03 - 09/11/06
Introduction to Procurement	Athens State University (Athens College)	09/18/98 - 09/18/01
PR 394 Introduction to Procurement	Athens State University, (formerly Athens College)	09/18/98 - 09/18/01
Fundamentals of Contracting	Bowie State University	09/18/98 - 09/18/03
Acquisition Planning I Contract Formation I Contract Administration I	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 12/06/05
BAD 1450 Management of Defense Acquisition Contracts (Basic) I BAD 1460 Management of Defense Acquisition Contracts	Charles County Community College	1993-1994

BAD 1451 Fundamentals of Contracting I BAD 1461 Fundamentals of Contracting II	College of S. Maryland (formerly Charles County Community College)	09/18/98 - 09/18/05
CON 102, Operational Level Contracting Fundamentals [PEC]	DAU 2002 Catalog	
CON 103, Facilities Contracting Fundamentals [HEI]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Basic) – 8D-4320 [BDQ]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Basic) – CTC-142 [HEI]	DAU 2002 Catalog	
Central Systems Level Contracting – G30BR6532-010 [PD6]	DAU 2002 Catalog	
Defense Procurement Management (8D-4320) [BDQ]	DAU 2002 Catalog	
Central Procurement Officer (G30BR6531-003)	DAU 2002 Catalog	
Contract Management Officer (G30BR6531- 004)	DAU 2002 Catalog	
Systems/R&D Procurement Officer (G30BR6531-005)	DAU 2002 Catalog	
R&D Procurement Officer (G30BR6531-006)	DAU 2002 Catalog	
Contract Management, Systems R&D Officer (G30BR6531-007)	DAU 2002 Catalog	
Organizational Level Contracting [PEC]	DAU 2002 Catalog	
Base Procurement Officer (G30BR6531-002)	DAU 2002 Catalog	
Base Level Contracting (G30BR6531-002)	DAU 2002 Catalog	
Federal Contract Basics Source Selection: The Best Value Process Operating Practices in Contract Administration	ESI International	02/25/02 - 02/25/07
Procurement/Contract Management and Administration I	Florida Institute of Technology	1992-1993
MAN 5200 Fundamentals of Contract and Acquisition Management	Florida Institute of Technology	1993-1994
Procurement and Contract Management (BUS 5211)	Florida Institute of Technology	1994-1995
Pricing and Negotiation	George Washington University	Prior to 12/31/97
Procurement and Contracting	George Washington University	1992-1993
1022 Contract Administration I 1112 Contract Formation I 1111 Acquisition/Procurement Planning I	Management Concepts, Inc. (MCI)	10/01/99 - 04/02/07
GPC 101 Intro to Gov't Contracts Procurement/Contract Mgmt	Massachusetts Bay Community College	Prior to 12/31/97
BU 1112 Management of Defense Acquisition Contracts	Middlesex Community College	Prior to 12/31/97
CTC CON 101 Basics of Contracting	Naval Facilities Acquisition Center for Training	06/23/03 - 06/23/06
MN 3303 Principles of Acquisition and Contract Management	Naval Postgraduate School (NPS)	03/01/96 - 09/30/01

Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Systems Acquisition Management (816/836) Degree Program	Naval Postgraduate School (NPS)	03/01/96 - 09/30/06
ACQ 121 Intro to Procurement and Contract Acquisition Management I ACQ 122 Intro to Procurement and Contract Acquisition Management II	Northern Virginia Community College	Prior to 12/31/97, 09/18/98 - 05/15/02
Acquisition Planning I Contract Formation I Contract Administration I	Northwest Procurement Institute, Inc. (NPI)	12/01/01 - 01/22/07
PAD 1861 Acquisition and Procurement I PAD 1862 Acquisition and Procurement II	Pensacola Junior College	Prior to 12/31/97
BUS 253A Acquisition Part I BUS 253B Acquisition Part II	Richard Bland College of the College of William and Mary	09/18/98 - 09/18/03
Management of Defense Acquisition Contracts I and II	Rose State College	1992-1993
Business 160 MDACC Basic Part I Business 162 MDACC Basic Part II	San Diego City College, Business Division	Prior to 12/31/97, 09/18/98 - 09/18/01
Management of Defense Acquisition Contracts I	Santa Ana College (formerly Rancho Santiago College)	1992-1993 Prior to 12/31/97
Contract Administration (ECBA 364)	St. Ambrose University	1992-1993
Acquisition and Contracting Seminar (PS 482) Public Procurement Policy (PS 483)	Temple University Department of Political Science	1992-1993
Principles of Procurement	The American University Kogod College of Business Administration	1992-1993
ACQ 121 Intro to Procurement and Acquisition Management I ACQ 122 Intro to Procurement and Acquisition Management II	Tidewater Community College	Prior to 12/31/97
A423 Contract Fundamentals	United States Army Command and General Staff College	01/01/97 - 09/30/02
Introduction to Federal Acquisition	University of Central Florida	Prior to 12/31/97
MGT 6380 Pre-Award Procurement	University of Dallas, Graduate School of Management	Prior to 12/31/97
Acquisition Management	University of Dallas, Graduate School of Management	1992-1993
Principles of Procurement	University of Indianapolis, School of Business	Prior to 09/30/97
GCM 601 Principles of the Acquisition Process	University of Phoenix, Academic Program Manager	Prior to 12/31/97
MBGC 701 Principles of Procurement	University of St. Thomas	Prior to 12/31/97
0211-305 The Federal Acquisition Systems	University of the District of Columbia	Prior to 12/31/97
PC 401 Procurement and Contracting	University of Virginia, Division of Continuing Education	Prior to 12/31/97, 09/20/00 - 07/21/06

PC 401 Procurement and Contract Management (Resident Version)	University of Virginia, Division of Continuing Education	Prior to 12/31/97, 09/20/00 - 07/21/06
PC 401W Procurement and Contracting (Internet Version)	University of Virginia, Division of Continuing Education	Prior to 12/31/97, 09/20/00 - 07/21/06
PAD 5855 Acquisition Management	University of West Florida, Division of Administrative Studies	Prior to 12/31/97
PROC 5000 Procurement and Acquisition Management	Webster University	09/18/98 - 09/18/05
MAN 202 Principles of Acquisition Contracting	Western New England College	Prior to 12/31/97

CON 104 - Fundamentals of Contract Pricing If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
CON 104 Fundamentals of Contract Pricing	Bowie State University	09/18/98 - 09/18/03
CMGT 545 Cost and Price Theory	Air Force Institute of Technology (AFIT)	12/12/94 - 09/30/98
ALMC-QA Army Acquisition Basic Course	Army Logistics Management College (ALMC)	01/01/03 - 09/11/06
Price Analysis Cost Analysis Federal Contract Negotiations Techniques	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 04/02/07
BAD 1471 Fundamentals of Contract Pricing BAD 1481 Negotiations	College of Southern Maryland, (formerly Charles County Community College)	09/18/98 - 09/18/05
ACQ 231 Principles of Pricing and Negotiations I ACQ 232 Principles of Pricing and Negotiations II	College of Southern Maryland, (formerly Charles County Community College)	
BAD 1470 Principles of Pricing BAD 1480 Negotiations	College of Southern Maryland, (formerly Charles County Community College)	1993-1994, 1996, 1997
CON 105, Operational Level Contract Pricing [QNU]	DAU 2002 Catalog	
CON 106, Facilities Contract Pricing [BDU]	DAU 2002 Catalog	
Principles of Contract Pricing – QMT-170 [BDR]	DAU 2002 Catalog	
Defense Cost and Price Analysis/Negotiation – PN [BDU]	DAU 2002 Catalog	
Base Level Pricing – G30ZR6534-009 [QNU]	DAU 2002 Catalog	
Contract Pricing Source Selection: The Best Value Process Negotiation Strategies and Techniques	ESI International	03/28/02 - 03/28/07

MGT 5214 Cost Principles, Effectiveness and Control MGT 5218 Negotiations and Incentive Contracts	Florida Institute of Technology	09/18/98 - 09/18/06
BUS 5214 Advanced Procurement and Contract Management BUS 5218 Contract Negotiation Incentive Contract	Florida Institute of Technology	09/18/98 - 09/18/06
BUS 5214 Cost Principles, Effectiveness and Control I BUS 5218 Contract Negotiation Incentive Contracts	Florida Institute of Technology	1994-1995, 1996
BUS 5214 Cost Principles, Effectiveness and Control I MAN 5241 Principles of Contract Negotiation	Florida Institute of Technology	1993-1994
Pricing and Negotiations	George Washington University	Prior to 12/31/97
Procurement and Contracting	George Washington University	1993-1994, 1994-1995, 1996, 1997
1166 Price Analysis 1165 Cost Analysis 1016 Federal Contract Negotiation Techniques	Management Concepts, Inc. (MCI)	10/01/99 - 04/02/07
GPC 201 Government Contract Cost and Price Analysis	Massachusetts Bay Community College	Prior to 12/31/97
BU 8140 Principles of Contract Pricing BU 1113 Contract Negotiations	Middlesex Community College	Prior to 12/31/97
MN 3304 Contract Pricing and Negotiations	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
ACQ 216 Cost and Price Analysis ACQ 218 Negotiations of Contracts and Contract Modifications	Northern Virginia Community College	Prior to 12/31/97, 09/18/98 - 02/13/04, 09/18
Price Analysis Cost Analysis Federal Contract Negotiations Techniques	Northwest Procurement Institute, Inc. (NPI)	
Cost Analysis Federal Contract Negotiation Techniques Acquisition Planning II	Northwest Procurement Institute, Inc. (NPI)	01/01/00 - 11/28/06
Governmental Accounting	Pensacola Junior College	1992-1993
PAD 2886 Contract Pricing and Negotiation I PAD 2867 Contract Pricing and Negotiation II	Pensacola Junior College	1993-1994, 1997
BUS 255A Principles of Contract Pricing I BUS 255B Principles of Contract Pricing II	Richard Bland College of the College of William and Mary	09/18/98 - 09/18/03
Principles of Contract Pricing and Negotiations	Richard Bland College of the College of William and Mary	1992-1993, 1993-1994, 1994-1995, 1996
Principles of Pricing I Principles of Pricing II	Rose State College	1992-1993
BUS 164 Principles of Contract Pricing and Negotiation I BUS 166 Principles of Contract Pricing and Negotiation II	San Diego City College	Prior to 12/31/97

Principles of Contract Pricing	Santa Ana College (formerly Rancho Santiago College)	Prior to 12/31/97
ECBA 366 Cost and Price Analysis	St Ambrose University	1992-1993, 1993-1994
PS 488 Contract Pricing and Negotiation	Temple University Department of Political Science	
Cost and Price Analysis	The American University Kogod College of Business Administration	1992-1993
ACQ 231 Principles of Pricing and Negotiations I ACQ 232 Principles of Pricing and Negotiations II	Tidewater Community College	Prior to 12/31/97
A424 Contract Pricing	U.S. Army Command and General Staff College	01/01/97 - 09/30/02
Financial Aspects of Contract Management Contract Acquisition and Negotiation	University of California, Irvine	Prior to 12/31/97
Cost and Price Analysis and Contract Negotiations	University of Central Florida	Prior to 12/31/97
MGT 6348 Contract Pricing and Negotiation	University of Dallas	Prior to 12/31/97
Cost and Price Principles and Contract Negotiations	University of Indianapolis	Prior to 09/30/97
GCM 603 Principles of Contract Pricing, Estimating, and Analysis GCM 607 Government Contract Negotiation Techniques	University of Phoenix	Prior to 12/31/97
MBGC 702 Pricing and Negotiation	University of St. Thomas	Prior to 12/31/97
0211-406 Cost and Price Analysis	University of the District of Columbia	Prior to 12/31/97
PC 403 Cost and Price Analysis PC 405 Negotiation of Contracts and Modifications	University of Virginia	Prior to 12/31/97, 09/1/00 - 12/14/06
PC 403W Cost and Price Analysis (Internet Version) PC 405 Negotiation of Contracts and Modifications	University of Virginia	09/01/01 - 09/27/05
Cost and Price Analysis and Negotiation of Contracts and Modifications	University of Virginia	1993-1994, 1994-1995, 1996
PAD 5853 Cost and Pricing	University of West Florida	Prior to 12/31/97
PAD 5857 Cost and Pricing PAD 5853 Contract Negotiation	University of West Florida	1993-1994, 1994-1995, 1996, 1997
PMG 583 Pricing PMG 584 Negotiations	Webster University	Prior to 12/31/97
PROC 5830 Pricing PROC 5840 Negotiations	Webster University	09/18/99 - 03/06/07
MAN 302 Principles of Contract Pricing	Western New England College	Prior to 12/31/97
AC 640 Principles of Cost and Price Analysis MAN 401 Contract Negotiations	Western New England College	Prior to 12/31/97

CON 202 - Intermediate Contracting		
If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
CON 202 Intermediate Contracting	Bowie State University	09/18/98 - 09/18/03
BAD 1485/1486 Intermediate Contracting	College of Southern Maryland, (formerly Charles County Community College)	Prior to 10/01/94
MAN 5211 Procurement and Contract Management Pre-Award	Florida Institute of Technology	Prior to 10/01/94
MAN 5212 Advanced Procurement and Contract Management	Florida Institute of Technology	Prior to 12/31/97
Government Contract Administration	George Washington University	Prior to 12/31/97
ACQ 221 Advanced Acquisition and Procurement Management I ACQ 222 Advanced Acquisition and Procurement Management II	Northern Virginia Community College	Prior to 10/01/94
ACQ 221 Advanced Acquisition and Procurement Management I ACQ 222 Advanced Acquisition and Procurement Management II	Northern Virginia Community College	Prior to 10/01/94
ACQ 235 Intermediate Post-Award Contracting	Northern Virginia Community College	Prior to 12/31/97
PAD 1863 Acquisition and Procurement III	Pensacola Junior College	Prior to 10/01/94
PAD 1864 Acquisition and Procurement IV	Pensacola Junior College	Prior to 12/31/97
Business 168 and 170 Intermediate Contracting	San Diego City College	09/18/98 - 09/18/01
Business 170 MDACC Advanced I	San Diego City College	Prior to 10/01/94
Advanced Contract Administration	San Diego City College	Prior to 12/31/97
Management of Defense Acquisition Contracts II	Santa Ana College (formerly Rancho Santiago College)	Prior to 10/01/94
Advanced Contract Administration	Santa Ana College (formerly Rancho Santiago College)	Prior to 12/31/97
Contract Administration (Post-Award)	University of Central Florida	Prior to 12/31/97
MGT 6382 Post-Award Procurement	University of Dallas	Prior to 12/31/97
0211-306 Public Contracts	University of the District of Columbia	Prior to 10/01/94
Advanced Contract Administration	University of Indianapolis	Prior to 09/30/97
GCM 604 Management of Government Acquisition Contracts	University of Phoenix	Prior to 12/31/97

MBGC 703 Advanced Contract Administration	University of St. Thomas	Prior to 12/31/97
PC 504 Advanced Contract Formation and Admin. (Resident Version)	University of Virginia	03/24/03 - 10/03/06
PC 402 Contract Administration	University of Virginia	Prior to 12/31/97
PAD 5852 Advanced Contract Administration	University of West Florida	Prior to 12/31/97
BMGT 574 Contract Administration	West Coast University	Prior to 12/31/97
BMGT 577 Systems Acquisition and Program Management	West Coast University	Prior to 12/31/97
LS 692 Principles of Government Contracting	Western New England College	Prior to 10/01/94
LS 693 Administration of Government Contracts	Western New England College	Prior to 12/31/97
MN 3315 Acquisition Management and Contract Administration	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition Planning II Contract Formation II Contract Administration II	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 04/02/07
1211 Acquisition/Procurement Planning II 1212 Contract Formation II 1213 Contract Administration II	Management Concepts, Inc. (MCI)	10/01/99 - 06/15/07
Acquisition Planning II Contract Formation II Contract Administration II	Northwest Procurement Institute, Inc. (NPI)	01/01/00 - 03/06/06
CON 211, Intermediate Contracting [BDN]	DAU 2002 Catalog	
CON 221, Intermediate Contract Administration [BDO]	DAU 2002 Catalog	
CON 222, Operational Level Contract Administration [PDQ]	DAU 2002 Catalog	
CON 222, Organizational Level Contract Administration [PDQ]	DAU 2002 Catalog	
CON 223, Intermediate Facilities Contracting [BE4]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Adv) – 8D-F12 [BDN]	DAU 2002 Catalog	
Contract Administration (Adv) – PPM-304 [BDO]	DAU 2002 Catalog	
Base Contract Administration – G3ZAR65170-002 [PDQ]	DAU 2002 Catalog	
Advanced Contract Management (Construction) – CTC-542 [BE4]	DAU 2002 Catalog	

CON 204 - Intermediate Contract Pricing		
If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
CON 204 Intermediate Contract Pricing	Bowie State University	09/18/98 - 09/18/03
ACQ 295 Intermediate Cost and Price Analysis	Northern Virginia Community College	09/18/98 - 02/13/07
PC 502 Advanced Cost and Price Analysis	University of Virginia	09/01/00 - 02/11/06
MN 3304 Contract Pricing and Negotiations	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
A427 Intermediate Contract Pricing	U.S. Army Command and General Staff College	06/01/99 - 09/30/02
Intermediate Contract Pricing	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 04/02/07
1204 Intermediate Contract Pricing	Management Concepts, Inc. (MCI)	03/01/00 - 06/15/07
Intermediate Contract Pricing	Northwest Procurement Institute, Inc. (NPI)	10/01/00 - 10/15/06
CON 231, Intermediate Contract Pricing [BU6]	DAU 2002 Catalog	
Intermediate Cost and Price Analysis – QMT-345 [BCC]	DAU 2002 Catalog	
Intermediate Pricing – QMT-340 [BCC]	DAU 2002 Catalog	

CON 210 - Government Contract Law		
If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
CON 210 Government Contract Law	Bowie State University	09/18/98 - 09/18/03
BAD 1465 Government contract Law	College of Southern Maryland, (formerly Charles County Community College)	09/18/98 - 09/18/03
MGT 5231 Government Contract Law	Florida Institute of Technology	Prior to 12/31/97
MGT 5231 Government Contract Law	Florida Institute of Technology	07/23/98 - 09/18/06
Government Contract Law	Georgia College and State University	Prior to 12/31/97
GPC 205 Government Contract Law	Massachusetts Bay Community College	Prior to 12/31/97
BU 1106 Government Contract Law	Middlesex Community College	Prior to 12/31/97
ACQ 215 Contract Law	Northern Virginia Community College	Prior to 12/31/97

ACQ 215 Contract Law	Northern Virginia Community College	05/24/99 - 02/13/07
PAD 1630 Government Contract Law	Pensacola Junior College	Prior to 12/31/97
BUS 256 Contract Law	Richard Bland College of the College of William and Mary	Prior to 12/31/97
BUS 256 Contract Law	Richard Bland College of the College of William and Mary	09/18/98 - 09/18/03
Business 168 Government Contract Law	San Diego City College	Prior to 12/31/97
Government Contract Law	Santa Ana College (formerly Rancho Santiago College)	Prior to 12/31/97
Princ. Of Cont. Form. & Cont. Law	University of California	Prior to 12/31/97
Government Contract Law	University of Central Florida	Prior to 12/31/97
MGT 6381 Procurement Law	University of Dallas	Prior to 12/31/97
0211-408 Procurement Law	University of the District of Columbia	Prior to 12/31/97
Government Contract Law	University of Indianapolis	Prior to 9/30/97
GCM 606 Government Contract Law	University of Phoenix	Prior to 12/31/97
PC 404 Principles of Law for Contract Formation	University of Virginia	Prior to 12/31/97
PC 506 Federal Acquisition Case Studies	University of Virginia	09/06/00 - 08/16/06
PC 404 Government Contract Law (Resident Version)	University of Virginia	06/01/03 - 07/23/06
PC 404W Government Contract Law (Internet Version)	University of Virginia	06/01/03 - 07/23/06
PAD 5854 Government Contract Law	University of West Florida	Prior to 12/31/97
PMG 589 Government Procurement Law	Webster University	Prior to 12/31/97
PROC 5890 Government Contract Law	Webster University	09/18/98 - 09/18/06
BMGT 575 Legal Issues in Acquisition	West Coast University	Prior to 12/31/97
LS 403 Government Contract Law	Western New England College	Prior to 12/31/97
LAWS 550 Legal Principles of Government Contracting	Air Force Institute of Technology (AFIT)	12/12/94 - 09/30/98
MN 3312 Contract Law	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
U254 Government Contract Law	U.S. Army Command and General Staff College	06/01/99 - 09/30/02
Government Contract Law	Business Management Research Associates, Inc. (BMRA)	03/01/99 - 04/02/07
1210 Government Contract Law	Management Concepts, Inc. (MCI)	12/01/99 - 04/02/07
Contract Law	Northwest Procurement Institute, Inc. (NPI)	01/01/00 - 12/14/06
CON 201, Government Contract Law [BDP]	DAU 2002 Catalog	
CON 201(C), Government Contract Law (Construction) [BDP]	DAU 2002 Catalog	
Government Contract Law – PPM-302 [BDP]	DAU 2002 Catalog	
Government Contract Law Construction – CTC-302 [BDP]	DAU 2002 Catalog	
Base Contract Law – G30ZR6534-007 [PDT]	DAU 2002 Catalog	
AFIT Contract Law 166 [PDW]	DAU 2002 Catalog	
USAF ECI Correspondence Course 660	DAU 2002 Catalog	

CON 301 - Acquisition and Contract Management If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
MN 2302 Seminar for Acquisition and Contracting Students	Naval Postgraduate School (NPS)	10/01/92 - 09/30/03
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
Executive Contracting Seminar for Federal Civilian Agencies	Atlantic Mgmt. Center, Inc.	10/26/98 - 10/15/03
Defense Acquisition Contracting Executive Seminar – ER [BB3]	DAU 2002 Catalog	

CON 333 - Executive Contract Administration If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable
MN 4371 Acquisition and Contracting Policy	Naval Postgraduate School (NPS)	08/01/97 - 09/30/03
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
CON 311, Executive Pre-award Contracting [BCL]	DAU 2002 Catalog	
CON 321, Executive Contract Administration [BCM]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Exec) – ALMC-B5 [BCL]	DAU 2002 Catalog	
Contract Administration, Executive – PPM-057 [BCM]	DAU 2002 Catalog	

CON 353 - Advanced Business Solutions for Mission Support If more than one course is listed in the cell, all of the courses must be completed for equivalency.		
Predecessors or Equivalent	Provider	Dates if applicable

MN 4371 Acquisition and Contracting Policy	Naval Postgraduate School (NPS)	08/01/97 - 09/30/03
Acquisition and Contract Management (815/835) Degree Program	Naval Postgraduate School (NPS)	10/01/92 - 09/30/06
CON 311, Executive Pre-award Contracting [BCL]	DAU 2002 Catalog	
CON 321, Executive Contract Administration [BCM]	DAU 2002 Catalog	
Management of Defense Acquisition Contracts (Exec) – ALMC-B5 [BCL]	DAU 2002 Catalog	
Contract Administration, Executive – PPM-057 [BCM]	DAU 2002 Catalog	
Executive Contracting Seminar for Federal Civilian Agencies (CON 301)		
Executive Contract Administration (CON 333)		

Appendix D

Course Equivalencies for Purposes of Fulfillment

(Legacy courses are courses before establishment of the FAC-C Program, e.g. Contract Formation I, Contract Administration II, Acquisition Planning I, etc.)

HHS follows the matrix below established by the DoD. Also reference Appendices C-1 and C-2 for a course equivalency crosswalk and the following websites for a more complete listing of DAU course predecessors:

http://www.dau.mil/catalog/cat2007/DAU_2007_Catalog.pdf,

<http://www.dau.mil/learning/appg.aspx>, and

http://www.knownet.hhs.gov/acquisition/Contracting_Courses_Crosswalk.xls.

Column A	Column B
1. Acquisition Planning I	CON 101 Fundamentals of Contracting Army Command and Staff General College, A423
2. Contract Formation I	Acquisition and Contract Management Degree Program, NPS-815
3. Contract Administration I	Principles of Acquisition and Contracting, NPS MN 3303 Predecessors/Previous Courses: CON 101 Contracting Fundamental (BDQ) CON 102 Operational Level Contracting Fundamentals (PEC) CON 103 Facilities Contracting Fundamentals (HEI) Management of Defense Acquisition Contracts (Basic) – (8D-4320) (MMW, BDQ) Management of Defense Acquisition Contracts (Basic) – CTC – 142 (HEI) Central Systems Level Contracting (G30BR6532-010) (WHS, PD6) Defense Procurement Management (8D-4320)(MMW, BDQ) Central Procurement Officer (G30BR6531-003) Contract Management Officer (G30BR6531-004) Systems/R&D Procurement Officer (G30BR6531-005) R&D Procurement Officer (G30BR6531-006) Contract Management, Systems R&D Officer (G30BR6531-007) Organizational Level Contracting (PEC) Base Procurement Officer (G30BR6531-002) Base Level Contracting (G30BR6431-002)

<p>4. Price Analysis</p> <p>5. Cost Analysis</p> <p>6. Negotiation Techniques</p>	<p>CON 104 Fundamentals of Contract Pricing Army Command & General Staff College – A424</p> <p>Cost & Price Theory – CMGT545</p> <p>Contract Pricing and Negotiation – NPS MN3304</p> <p>Acquisition and Contract Management Degree Program – NPS-815</p> <p>Predecessors/Previous Courses:</p> <p>CON 104 Contract Pricing (BDR)</p> <p>CON 105 Operational Level Contract Pricing (8BH, QNU)</p> <p>CON 106 Facilities Contracts Pricing (MWB, BDU)</p> <p>Principles of Contract Pricing-QMT-170 (PBC, BDR)</p> <p>Defense Cost and Price Analysis/Negotiation-PN (MWB, BDU)</p> <p>Base Level Pricing – G30ZR6534-009 (8BH, QNU)</p>
<p>7. Acquisition Planning II</p> <p>8. Contract Formation II</p> <p>9. Contract Administration II</p>	<p>CON 202 Intermediate Contracting Acquisition and Contract Management Degree Program – NPS-815</p> <p>Predecessors/Previous Courses:</p> <p>CON 211 Intermediate Contracting (BDN)</p> <p>CON 221 Intermediate Contract Administration (BDQ)</p> <p>CON 222 Operational Level Contract Administration (PDQ)</p> <p>CON 223 Intermediate Facilities Contracting (BE4)</p> <p>Management of Defense Acquisition Contracts (ADV0-8D-F12 (MMX, BDN)</p> <p>Contract Administration (Advanced) – PPM 304 (AAS,BDO)</p> <p>CON 222 Organizational Level Contract Administration (PDQ)</p> <p>Advanced Contract Management (Construction) – CTC-542 (BE4)</p>

<p>10. Intermediate Contract Pricing</p>	<p>CON 204 Intermediate Contract Pricing CON 235 Advanced Contract Pricing Contract Pricing and Negotiation NPS MN3304 Acquisition and Contract Management Degree Program – NPS-815</p> <p>Predecessors/Previous Courses: CON 231 Intermediate Contract Pricing (131-161) Intermediate Cost & Price Analysis QMT-345 (UGH,BCC) Intermediate Pricing QMT-340 (BCC)</p>
<p>11. Government Contract Law</p>	<p>CON 210 Government Contract Law Legal Principles of Government Contracting-LAWS550 Acquisition and Contract Management Degree Program - NPS-815 Contract Law NPS-MN3312</p> <p>Predecessor/Previous Courses: CON 201 Government Contract Law CON 201 Government Contract Law (Construction) Government Contract Law PPM-302 (D99, BDP) Government Contract Law construction - CTC-302 (D99, BDP) Base Contract Law G30zR6534-007 (PDT) AFIT Contract Law 166 USAF ECI Correspondence Course 6607</p>

Appendix E

Questions and Answers Concerning the Revised GS-1102 Qualification Standard

The text below is taken verbatim from [the following OPM website:](http://www.opm.gov/qualifications/1102QAs.htm)

<http://www.opm.gov/qualifications/1102QAs.htm>

1. Why does the GS-1102 series have a separate qualification standard?

The Clinger-Cohen Act, issued in February 1996, amended the Office of Federal Procurement Policy (OFPP) Act to require that the Administrator of OFPP establish qualification requirements, including educational requirements, for positions at civilian agencies in the GS-1102 series (see 41 U.S.C. 433). Five years earlier, Congress had established requirements for 1102 positions in defense agencies through the Defense Acquisition Workforce Improvement Act (see 10 U.S.C. 1724, 1732). The Clinger-Cohen language stipulates that qualification requirements established by OFPP shall be comparable to the DAWIA requirements. In June 1997 the U.S. Office of Personnel Management (OPM) published a qualification standard imposing requirements established by OFPP pursuant to Clinger-Cohen.

2. In a nutshell, how is this standard different than its predecessor?

The predecessor to this standard introduced educational requirements that were effective January 1, 1998 for new hires and January 1, 2000 for existing employees. The revised standard does not change the minimum educational levels defined by the former standard. However, it does make three changes. First, it expands the waiver authority related to filling GS-13 and above positions. The former standard only allowed the Senior Procurement Executive to waive one of the two educational requirements, whereas the revised standard permits waiver of any or all requirements. Second, it removes language that permitted examinations to substitute for the 24-hour requirement since acceptable examinations have not been designated. With the exception of college course credit obtained through testing programs designed to grant credit by examination (such as the College Level Examination Program), you cannot take a test to qualify in lieu of the 24 hours. Third, it replaces the January 1, 1998 date found in the former standard with a January 1, 2000 date, meaning employees hired under the former standard have grandfathering rights as "current" employees.

2. When does this standard go into effect?

This revised qualification standard was effective January 1, 2000. It applies to all new hires and to existing employees selected to fill GS-1102 positions in civilian agencies.

Educational Requirements

1. Summarize the basic educational requirements of the qualification standard.

In order to qualify for positions at grades GS-5 through GS-12, you must possess either a bachelor's degree OR have completed at least 24 semester hours of course work in certain business-related fields. In order to qualify for positions at grades GS-13 and above, you must possess a bachelor's degree AND at least 24 semester hours of course work in certain business-related fields. The 24 hours may be included in, or in addition to, course work taken to complete the degree program.

2. Does the phrase "a 4-year course of study leading to a bachelor's degree" mean I must have a degree, or just that I must be enrolled in a degree program?

The phrase means you must possess a bachelor's degree conferred or approved by an accredited U.S. college or university based on a 4-year course of study. Simply being enrolled and working toward a degree does not meet the qualification standard. Furthermore, "honorary" degrees or other degrees with no basis in course work do not satisfy the standard.

3. Does "4-year course of study" mean I had to finish my degree in four years?

No. You can earn the bachelor's degree in whatever length of time is necessary and accepted by the college or university conferring the degree. The descriptive phrase relates to how the educational institutions characterize the degree program, not to how long it takes you personally to complete the program.

Does the degree have to be a business degree?

No. A qualifying bachelor's degree may be in any field of study and may be of any type, such as Bachelor of Arts, Bachelor of Science, and Bachelor of Business Administration. The 24 semester hours, however, must be in some combination of the eleven fields listed in the standard.

4. How do I document that I have satisfied the degree and course work requirements?

You need to check with your local human resource office to see what procedures they use. If you already had a degree when you were hired, you probably furnished a college transcript with your application and, if so, that information is included in your personnel records. If you have completed courses since being hired, you will probably need to furnish evidence to your human resource office, such as a new transcript and a copy of your diploma, as applicable. It may be necessary also to provide descriptive information on a course (e.g., course syllabus) to convince a human resource specialist that a particular course qualifies toward the 24-hour requirement. You should periodically review your personnel records to ensure information has been recorded accurately, and work with your

human resource office to update the records as needed. In the near future, your educational status will be maintained with other personnel and training data in a Government-wide acquisition career management information system.

5. When the degree AND 24-hour course work requirements must be met for GS-13 and above positions, can I count courses taken as part of my degree program to satisfy the 24-hour requirement?

Yes, course work could simultaneously count for the degree requirement and the 24-hour requirement. For example, if you earned a business degree, you should have completed sufficient credits in the required fields to satisfy the 24-hour requirement. However, if your degree is in another field, such as sociology, you might need to take some additional courses in the fields identified in the qualification standard to complete the 24-hour requirement.

6. The qualification standard identifies eleven fields for the 24-hour course work requirement. Does this mean an acceptable course must have a course number identifying one of the fields (for example, an "economics" course might be "ECN 401")?

The answer to this question first requires an understanding of the purpose of the 24-hour course work requirement, which is to provide a person with a minimum amount of business knowledge. This is particularly important because the primary function of Contract Specialists is to negotiate and execute business relationships on behalf of the Government. The eleven fields listed in the standard are identical to those set forth by Congress in DAWIA, and presumably they were selected because they capture the types of knowledge and skills desired for members of the acquisition workforce to execute this function.

Colleges and universities do not use a standard convention for course numbering aligned to the eleven fields. For example, one institution identifies its accounting curricula as "ACMIS" courses, standing for "accounting and management information systems." Therefore, it is neither practical nor reasonable to restrict interpretation of the word "fields" to institutional programs using precisely the same language. Instead, it is appropriate to consider the identified fields as general subject areas. If the content of a course arguably fits within the general subject area represented by one of the fields, it should qualify toward the 24-hour requirement. A human resource specialist, or whoever in your organization credits completion of the 24 hours, may need to review the course syllabus whenever it is not obvious from the course title that content fits the field. Consider these examples: a sociology course in statistics; a public administration course in quantitative techniques; a psychology course in organizational behavior. If the content of these courses is comparable to, or perhaps is recognized by the academic institution as a substitute for, courses clearly resting in the listed fields, you should receive credit toward the 24-hour requirement. It is your responsibility to furnish supporting descriptive information if credit for a course is being questioned.

7. Can I credit procurement training courses toward the 24-hour requirement?

Not unless a college actually gives you credit under its curricula. Education/training are separate components of agency career development programs. Training courses are designed to build job-specific knowledge and skills, complementing and supplementing the general level of knowledge and skills acquired through formal college education. The 24-hour requirement is intended to be satisfied through course work taken at colleges and universities. A college may give credit for certain on-the-job training courses, or teach a course that has been determined "equivalent" to a prescribed training course. In such cases, you may be satisfying educational and training requirements simultaneously. However, unless a college specifically awards you course credit, your training courses do not count toward the 24-hour requirement. This is at the discretion of the college, and you do not have an automatic entitlement to the credit.

"Grandfathering" – The Exception Provisions

1. I am currently working as an 1102 in a civilian agency. Am I "grandfathered" for civilian agency positions based on having a certain number of years of experience (meaning the requirements do not apply to me)?

The GS-1102 qualification standard does have some grandfathering features for the existing workforce, although none of those features are tied to a prescribed number of years of experience. Every 1102, regardless of grade, is considered to meet the standard for the position and grade held as of January 1, 2000, and is qualified for positions in other civilian agencies at the same grade without having to meet the educational and training requirements. In addition, an 1102 can be promoted through grade GS-12 without meeting the qualification requirements. There is no grandfathering provision that allows experience to substitute for education in order to qualify for promotions to GS-13 and above.

2. Do existing Federal employees in other series, such as GS-1105, have to meet the educational requirements to move into the 1102 field?

Yes. The 1102 standard applies to every civilian agency 1102 position and must be met by individuals entering the series from outside the Government, or from other series within the Government. If you are a current 1105, you must meet the educational requirements to lateral or promote into the 1102 series. What does this phrase mean: "Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12"?

This statement is found in the "exceptions" paragraph for GS-5 through GS-12. Simply stated, it exempts employees hired by January 1, 2000 from the educational requirements for any position up to GS-12. If you meet neither the degree nor 24-hour requirement, you can still be promoted through GS-12. All individuals hired since January 1, 1998 should meet the educational requirements since they were hired under the former standard. However, many 1102s hired before January 1, 1998 do not have the education now required, and the exception accommodates those employees. Additionally, in the event someone was inadvertently hired into the 1102 series between January 1998 and January

2000 who did not actually meet the former standard, that employee would be covered by the exception.

The Waiver Provision

1. Who is the "Senior Procurement Executive" as referred to in the standard?

For purposes of this qualification standard, the "Senior Procurement Executive" is the highest career civil servant having responsibility for the procurement function within an agency (e.g., policy, procedures, workforce, etc.). Typically, this person is located in the agency headquarters office. This person may be different from the person designated as a "Senior Procurement Executive" pursuant to the OFPP Act (41 U.S.C. 414(3)) and as defined in the Federal Acquisition Regulation, who is a political appointee in some agencies. OFPP established the requirements of this standard with the intention that senior career procurement officials would possess the waiver authority.

2. Can the Senior Procurement Executive delegate the waiver authority to my contracting office so waivers can be issued locally?

No. The waiver authority is not delegable. The contracting office desiring to hire an applicant who needs a waiver would probably have to provide justification to the Senior Procurement Executive to aid the waiver decision, but only the Senior Procurement Executive can grant waivers.

3. Can the qualification requirements for positions in grades GS-5 through GS-12 be waived?

No. All new entrants into the GS-1102 career field at grades 5 through 12 must meet the qualification requirements. The requirements cannot be waived. However, if you are already an 1102 below grade GS-12 as of January 1, 2000, the "exception" language of the standard allows you to be promoted through GS-12 even if you do not have the education specified by the standard.

4. Do I need a waiver for any promotions up to GS-12?

No. A waiver is not necessary for promotions under grade GS-13 because all promotion candidates would either meet the standard or qualify for the "exception" at those lower grades. Waivers only exist for the requirements that apply to positions at GS-13 and above.

5. I do not meet the educational requirements for a position at GS-13 and above. Do I have to obtain a waiver to apply for a job?

No. The Senior Procurement Executive of the hiring agency must grant a waiver only if the agency wants to select you to fill a position. If the vacancy announcement indicates that waivers may be granted, you can apply for the position. The human resource office will forward your application for review, along with the other applications, with a note that one or more applicants may need a waiver.

6. How will vacancy announcements inform potential applicants about the possibility of a waiver?

When drafting vacancy announcements, human resource offices extract information from relevant qualification standards. In the case of 1102 positions, if an agency has decided for a specific vacancy that it will consider applicants who need a waiver, the vacancy announcement will state that candidates who do not meet the qualification requirements may be considered for a waiver in accordance with the standard. At the agency's option, the waiver may be applied to any of the educational, training, or experience requirements, or combination thereof, as specified in the vacancy announcement.

7. Can I get a waiver and "carry it with me" every time I apply for a job?

No. A waiver is the prerogative of the hiring agency and would be granted based on the unique circumstances of a hiring action. "Blanket" waivers do not exist.

8. If I receive a waiver for a GS-13 position, do I need a new waiver for a GS-14 promotion, even if it is in the same agency?

Yes. Waivers are specific to a selection action, so any selection for a future promotion would require another waiver if you still did not meet the qualification requirements.

9. Do I need a waiver to lateral?

The answer depends on the circumstances. A "lateral" is a reassignment into a position at the same grade. If you meet the qualification requirements, obviously you can lateral into positions within your own agency or other agencies without a waiver. If you do not meet the qualification requirements, the rules vary by grade and circumstances as described here. There is no waiver provision applicable to grades GS-5 through GS-12, only for grades GS-13 and above. Below GS-13, the "exceptions" language of the standard permits you to lateral into a position at any agency and then to continue to be eligible for promotions through GS-12. For grades GS-13 and above, the "exceptions" language permits you to lateral into positions at your agency or other agencies at the grade you occupy as of January 1, 2000 without a waiver. These "exceptions" are "grandfathering" features afforded to the existing workforce.

Suppose you are promoted into grade GS-13 or above after December 31, 1999 on the basis of a waiver. The need for a waiver for a subsequent lateral in this circumstance depends on whether you are changing agencies. If another agency wants to lateral you into one of its GS-13 or above positions, that agency must grant a waiver in order to give you the lateral. If your own agency (the one that gave you the waiver for the position you now occupy) wants to lateral you into another position within the agency, it may do so without processing a new waiver, even if geographic relocation is involved. For example, if you were promoted to a GS-13 contract specialist position at NIH-Bethesda, MD based on a waiver, you could be selected for a lateral into a GS-13 Procurement Analyst position at CDC-Atlanta, GA without the HHS Senior Procurement Executive granting another waiver (since both organizations are within HHS). However, you could not lateral from the NIH position

into a GS-13 Contract Specialist position at EPA unless the EPA Senior Procurement Executive granted you another waiver.

10. Have criteria been established for issuing waivers?

No. The waiver authority was created to provide flexibility to accommodate unique circumstances faced in each agency, but it is expected that waivers will be the exception rather than the rule. Waivers will be considered on a case-by-case basis within an agency and granted in those exceptional cases where the best candidate for a specific job does not meet some requirement of the standard. For example, an agency could benefit from this authority when hiring for hard-to-fill positions or duty locations where it is difficult to attract qualified candidates. Another case may be where a strong performer is on a career ladder but fails to meet the requirements for promotion. Hiring is an agency responsibility, and the decision to grant a waiver of the qualification requirements is at the discretion of the agency's Senior Procurement Executive. Since you do not need a waiver to be considered for a position, and provided the announcement states waivers may be considered, hiring officials will review your qualifications and rate you against other applicants. If the hiring official considers you the best candidate for a position, presumably the official would seek a waiver to allow your selection.

11. Must the applicant specifically request a waiver when applying for a position where the vacancy announcement indicates waivers may be considered?

Submittal of the application implies a request for waiver when the applicant does not meet the requirements of the standard. Although the standard specifically identifies the Senior Procurement Executive as having waiver authority and responsibility, the likely practice will be that a selecting official prepares and submits a justification document to the Senior Procurement Executive relating the applicant's background and characteristics to the performance requirements of the job being filled. It is the agency's responsibility to document its decision to issue a waiver.

Relationship Between Civilian Agency and Defense Agency Positions

1. I am a civilian agency 1102. Can I qualify for a DoD position?

The qualification standard does not apply to defense agency positions; instead, applicable requirements are set forth in DAWIA. However, comparability exists between both sets of requirements. DoD positions through grade GS-13 require either a bachelor's degree OR 24 semester hours in identified fields, which is the same requirement the 1102 standard sets for civilian agency positions through grade GS-12. DoD has also created an "acquisition corps" to fill GS-14 and above positions, with GS-13s eligible for membership. The acquisition corps requires a bachelor's degree AND 24 semester hours, like the 1102 standard requires for GS-13 and above positions. If you meet the DAWIA educational requirements, you could qualify for DoD jobs. If you do not meet the educational requirements, but you have at least

ten years of acquisition experience as of October 1991, you are grandfathered by DAWIA and could qualify for DoD jobs. If you do not meet the educational requirements or have enough experience to be grandfathered, you are not qualified for DoD jobs, even though you may be grandfathered for civilian agency positions under the qualification standard. However, DAWIA does allow DoD to waive the requirements to hire you.

2. I am a defense agency 1102. Can I qualify for a civilian agency position?

Like anyone else competing for a civilian agency position, generally you would have to meet the educational requirements of the standard for the position you seek in order to qualify. Suppose you do not meet the educational requirements. If you were an 1102 as of January 1, 2000, the standard allows you to obtain a lateral or a promotion into a civilian agency position at grades GS-5 through GS-12. At grades GS-13 and above, you could lateral only into a position at the same grade that you held as of January 1, 2000. For promotions into civilian agency positions at grades GS-13 and above, you are not qualified if you do not meet the educational requirements; hence, you could only receive such a promotion if the hiring agency issued you a waiver. Your "DoD grandfathering" does not extend to civilian agency positions and does not give you access to promotions outside DoD. After you are placed in a civilian agency position, you are subject to the qualification standard for future civilian agency promotions. If you lateral into a civilian agency position below GS-12, you would be eligible for promotions through GS-12 even though you do not meet the educational requirements. For promotions to grades GS-13 and above, you would have to obtain a waiver if you do not meet the educational requirements.

Appendix F

Individual Development Plan (IDP)

The purpose of the HHS Acquisition Workforce Training and Certification Program is to provide increased opportunity for career advancement for HHS acquisition workforce members and to enhance employees' qualifications and skills. Completion of an IDP by an employee and approval of an IDP by the employee's supervisor does not guarantee that an opening will be available nor does it guarantee that an employee will be promoted. The IDP will not be used as a means to formally assess the employee's performance. The IDP is a tool that will be used for career development purposes. The supervisor's signature on the IDP does not constitute the supervisor's official approval of individual course requests. The employee should include realistic time frames for completing actions.

Supervisors should consider the employee's performance from the following perspective and determine which of the areas listed below may need development:

1. New skills, competencies, education/training that will be needed in the upcoming evaluation period.
2. Areas of performance/skills that need to be improved.
3. Strengths that, if enhanced, may contribute to the overall mission of the organization and increased productivity.

Supervisors are encouraged to support the employee's development by:

- Acting as a resource for the employee's career development by providing training opportunities and allowing employees to pursue professional development activities;
- Providing feedback on the employee's performance in his/her current job and identifying the employee's strengths and areas that need improvement; and
- Helping the employee to assess his/her advancement potential.

To assist in completion of this IDP, reference FAI's "Contract Specialist Training Blueprints." For additional information on competencies, see Chapter 4.

Appendix F (continued)

Individual Development Plan for Members of the HHS Acquisition Workforce

Instructions: Please complete all questions and information and work with and obtain approval of your immediate supervisor(s). (see Chapter 1 for supervisor's responsibilities in the IDP process). **Completion of an IDP is required for members of HHS' acquisition workforce.** If needed, please attach additional sheets.

*** Note: This is only a sample. OPDIVs/STAFFDIVs may use their own IDP.**

- A. Employee's Name:

- B. Current Position, Series and Grade:

- C. OPDIV:

- D. Current Certification Level: Current Warrant Level and date issued:
(specify any restrictions in the warrant)

- E. Career goals and objectives (include positions and classifications):
 - 1. Short Range (within the next year)
(Describe positions and/or classifications, education/training, etc.
that are your goal(s) or objective(s))

 - 2. Long Range (within 3-5 years)
(Describe positions and/or job classifications, education/training, etc.
that are your goal(s) or objective(s))

- F. What developmental goals or objectives are you specifically seeking?
1. Personal development (Describe)
 2. Describe subject matter development. List courses to be taken.
 3. What are my strengths for pursuing these goals and objectives?
 4. What areas do I need to improve upon or develop to achieve these goals and objectives?
- G. What methods are proposed to meet the goal(s) and objective(s) described above?
1. Formal training: (Describe training programs/plans).
 2. Developmental assignments: (Describe any special assignments, training within a department or special area, rotational/developmental opportunities, obtain an acquisition role model or mentor, be a mentor/coach, etc.) that would assist you in reaching your goals or objectives (include dates and times).
 3. What is the purpose of pursuing these developmental activities/assignments?
- H. Skill Development: (For example, my goal(s) or objective(s) involve developing the following competencies...). (What knowledge, skills or developmental activities or competencies would help me prepare for opportunities or roles that I may have or

would like to have in the future)?

F. Results expected from achievement of goal(s) and objective(s)

G. What interests me most about my organization and my field?

K. Goals/objectives I have achieved since my previous IDP dated _____.

L. What obstacles might prevent me from achieving my goals in the time frame specified? What can I or my organization do to help me overcome these obstacles?

M. Please include any other information that would assist in explaining your proposed IDP.

N. Resources I will need:

O. Supervisor's comments on the employee's IDP and the feasibility of the plan.

P. Additional Remarks:

Q. Employee's signature and date: _____

Immediate supervisor's signature and date: _____

Second level supervisor's signature and date (optional): _____

Appendix G

Assessment of General Competencies

Instructions: Please fill out only those competencies that are applicable. If a competency does not apply to the employee, please indicate N/A. The competencies in this assessment were developed by the Federal Acquisition Institute and are based on the May 2003 Federal Acquisition Institute’s “Report on General Competencies for the Federal Acquisition Workforce.” The full report is available at the following website: <http://fai.gov/pdfs/CompRpt-General0519.pdf>.

Note: The completion of this form is optional. The data gathered from the assessment of general competencies may be used in closing the gap in competencies and determining what skills need to be improved. The data gathered from completion of this appendix will not be used in the employee’s formal performance evaluation.

To what extent does the employee exhibit this competency in his/her work-related duties? ((1) not at all...(5) to a great extent)

Competencies	1	2	3	4	5	Total
Reading – understands and interprets written material, rules, regulations, instructions, reports; applies what is learned from written material.						
Writing – recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information that is appropriate for the intended audience.						
Arithmetic – performs computations using whole numbers, fractions, decimals, percentages.						
Learning – uses efficient learning techniques to acquire and apply new knowledge and skills, uses training, feedback, etc., for self-learning and development.						
Memory – recalls information that has been presented previously.						
Oral Communication – expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing presentations, listens to others; attends to nonverbal cues.						
Interpersonal Skills – shows understanding, courtesy, tact, empathy; develops and maintains relationships; deals with difficult people; relates well to people from varied backgrounds; is sensitive to individual differences.						

Customer Service – works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services.						
Teamwork – encourages and facilitates cooperation, pride, trust; fosters commitment; works with others to achieve goals.						
Reasoning – identifies rules, principles, or relationships that explain facts, data or other information; analyzes information and makes correct inferences or accurate conclusions.						
Problem Solving – identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and make recommendations.						
Attention to Detail – is thorough when performing work and conscientious about attending to detail.						
Decision-Making – makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.						
Math Reasoning – solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.						
Planning and Evaluating – organizes work, sets priorities, determines resource requirements, determines goals and strategies; coordinates with other organizations, monitors progress; evaluates outcomes.						
Integrity/Honesty – contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.						
Self-Management/Initiative – sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrate responsible behavior.						
Flexibility – is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacle; effectively deals with ambiguity.						
Creative Thinking – uses imagination to develop new insights into situations and applies innovative solutions to problems; design new methods where established methods and procedures are not applicable or are unavailable.						
Information Management – identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.						

Contracting/Procurement – exhibits knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.							
Influencing/Negotiating – persuades other to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.							

Appendix H

Definitions and Acronyms

Definitions

Acquisition: The conceptualization, initiation, design, development, test, contracting, production, deployment, support, modification, and disposal of systems, supplies, or services (including construction) to satisfy agency needs. Per the FAR, acquisition is the process of acquiring with appropriated funds, by contract for purchase or lease, supplies and services (including construction) that support the missions and goals of an executive agency, from the point at which the requirements of the executive agency are established in consultation with the Chief Acquisition Officer of the executive agency, including functions related to fulfilling agency requirements by contract.

Acquisition Career Management Information System (ACMIS): ACMIS is a system developed in the late 1990's under the oversight of the Federal Acquisition Institute that is currently available for use by Government agencies on a voluntary basis. ACMIS is web-accessible database that manages training, education, and Contracting Officer certification warrant levels, and other information on an agency's acquisition workforce. Most of the data from ACMIS comes from the Office of Personnel Management's Central Data Personnel File. The employee will enter his or her own data, and the employee will designate (at his or her discretion) a supervisor to verify accuracy of the data. For more information on ACMIS, see Chapter 8 of this handbook.

Acquisition Career Manager (Department-level): OFPP Policy Letter 05-01 (herein referred to as "Letter") states that, at a minimum, the ACM shall: 1) Manage the identification and development of the acquisition workforce, including identifying staffing needs, training requirements, and other workforce development strategies; 2) Propose to the CAO an annual budget for the development of the acquisition workforce to fulfill the requirements of this Letter and other agency human capital objectives; 3) Provide coordinated input to the CAO and Chief Human Capital Officer regarding short- and long-term human capital strategic planning for training, competency fulfillment, career development, accession, recruitment and retention, and other facets of human capital management affecting the acquisition workforce; 4) Recommend to the CAO a transition plan for meeting the requirements of this Letter; 5) Ensure that agency policies and procedures for workforce management are consistent with those established by OFPP, as appropriate; 6) Coordinate with agency functional advisors to ensure fulfillment of requirements of this Letter; 7) Recommend to the SPE waivers to the GS-1102 education and training provisions of this Letter, as needed and in accordance with the qualification standards; 8) Maintain and manage consistent agency-wide data on those serving in the agency's acquisition workforce in the Acquisition Career Management Information System; and 9) Managing the Department's Program and Project Management Certification Program.

Acquisition Career Manager (OPDIV-level): The OPDIV ACM shall, at a minimum: 1) Manage the identification and development of the OPDIV acquisition workforce, including identifying staffing needs, training requirements, and other workforce development strategies; 2) Propose to the HCA an annual budget for the development of the acquisition workforce to fulfill the requirements of this Letter and other agency human capital objectives; 3) Provide coordinated input to the HCA regarding short- and long-term human capital strategic planning for training, competency fulfillment, career development, accession, recruitment and retention, and other facets of human capital management affecting the acquisition workforce; 4) Recommend to the HCA a transition plan for meeting the requirements of this Letter; 5) Ensure that OPDIV policies and procedures for workforce management are consistent with those established by the Department and OFPP, as appropriate; 6) Coordinate with OPDIV functional advisors to ensure fulfillment of requirements of this Letter; 7) Maintain and manage consistent agency-wide data on those serving in the agency's acquisition workforce in ACMIS; 8) Manage the Program and Project Management Certification Program and the HHS Acquisition Certification Program within his/her OPDIV; 9) Serve at the OPDIV representative for acquisition workforce education, training, and career development, and establish workforce management structures to administer the program; and 10) Serve as the key advisor for policy coordination, implementation and oversight of the OPDIV acquisition workforce training and career development program.

Acquisition Certification: A formal process through which HHS recognizes an individual for meeting the standards and achieving the competencies in the FAC-C or SAC Programs.

Acquisition Workforce: In Policy Letter 05-01, the Office of Federal Procurement Policy defines (at a minimum) the acquisition workforce of Federal agencies as follows:

“1. All positions in the general schedule contracting series (GS-1102) and non-DoD uniformed personnel in comparable positions.

2. All Contracting Officers, 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 agency's Chief Acquisition Officer (CAO), or equivalent.

5. All Contracting Officer's Representatives (CORs) and Contracting Officer's Technical Representatives (COTRs), or equivalent positions.

6. Any significant acquisition-related positions identified by the CAO, or equivalent, using the guidance provided above. “

Appointing Official: A person authorized to grant individual Contracting Officer warrant authority consistent with the applicable regulations of the FAR and HHSAR.

Appointment: An appointment is issued to a candidate who meets all requirements for experience, training and education at the time the appointment is made.

Business leader: According to FAI, a member of the acquisition workforce within the Federal Government is considered a business leader if he/she has the following skills: ability to develop, negotiate and manage business deals; communicate effectively; solve problems; manage and lead change; analyze and understand the marketplace; possess outstanding interpersonal skills and customer service skills; and develop and implement outcome-oriented solutions; and execute.

Career Development: Career development is the process of assessing the needs, capabilities, aptitudes, and interests of an employee with training and developmental opportunities. Examples of career development include training, education, variety of work assignments, job rotations/details, etc.

Career Ladder: A series of positions in the same line of work that provides career development through increasingly challenging assignments and other developmental opportunities.

Career Levels: Categories of education, training, and experience standards that provide the framework for potential progression in a career field.

Career Planning: Career planning is a process whereby an individual chooses and sets his/her career goals and identifies the methods to achieve them. Career planning typically involves the employee, supervisor, and (if appropriate) the human resources specialist working together to set attainable goals for the employee that are identified through training, special assignments, rotational/developmental opportunities, and other career development activities.

Certification: The process through which HHS determines that an individual meets mandatory training, education, and experience standards established for a particular career level in the acquisition or program/project management field.

Certifying Official: The person designated to implement decisions of the Certification Board and sign certificates. The Certifying Official for OPDIV Boards must occupy a position no lower than the Head of Contracting Activity (HCA).

Certification Program: A structured program of education, training, and experience that provides a framework for attaining career levels commensurate with positions in the acquisition field.

Chief Acquisition Officer (CAO): Under Section 1421 of Title XIV - Services Acquisition Reform Act (which became the National Defense Authorization Act for FY 2004), requires each agency (other than DoD) to appoint a Chief Acquisition Officer (CAO) to manage the agency's acquisition policies. The CAOs are to be political appointees, and their required duties reflect recent trends in acquisition policy. CAOs are to increase full and open competition and performance-based contracting, and develop a professional acquisition workforce, among other duties. Under Section (b) 1422, the new CAOs, a DoD Under Secretary, and an OMB Deputy Director will comprise a Chief Acquisition Officers Council, led by the Administrator for OFPP. This law describes this new council as "the principal interagency forum for monitoring and improvement in the Federal acquisition system."

Chief of the Contracting Office: According to the HHSAR Section 302.101, the Chief of the Contracting Office (CCO) is a mid-level management official in charge of a contracting office who controls and oversees the daily contracting operation of an OPDIV or major component of an OPDIV. The CCO is subordinate to the head of the contracting activity and is located at a management level above other contracting personnel, usually as a branch chief or division director.

Competencies: The Federal Acquisition Institute defines competencies as "observable, measurable patterns of skills, knowledge, abilities, behaviors, and other characteristics that an individual needs to perform in occupational functions." FAI identified technical and general competencies that are specific to the acquisition workforce. Technical competencies are more specific to the job functions of the acquisition workforce. Many of the technical competencies describe specific knowledge, skills, and abilities, and some of these technical competencies may not apply to certain aspects of Contract Specialists' work. FAI also identified and validated professional business (or general) competencies. General competencies apply to many situations that members of the acquisition workforce experience while performing acquisition tasks. Examples of general competencies include effective communication skills, customer service skills, and problem solving skills.

Competency-Based Training: Refers to education/training and work-related experience in contracting duties that provide an opportunity for individuals to develop and demonstrate an appropriate level of skill at performing acquisition duties.

Continuous Learning Points: CLPs are points awarded for successful completion of continuous learning activities. One CLP generally corresponds to one classroom hour and varies for other learning activities, as described in Appendix B of the Office of Federal Procurement Policy's memorandum entitled "The Federal Acquisition Certification in Contracting Program," dated January 20, 2006.

Contract: A contract is promise or set of promises, for breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty. To be a legal and binding contract, it must contain the following elements: 1) Offer; 2) Acceptance; 3) Consideration; 4) Competent parties; 5) Legality of purpose; and 6) Clear terms and conditions (see definition in FAR Part 2.101).

Contracting Activity: An organization within HHS with a written Departmental delegation from the Senior Procurement Executive establishing a contracting activity's authority and responsibility to oversee and manage its contracting function and those other organizations in which it provides contracting support (as applicable).

Contracting Experience: The requirements for experience are generally based on the Contract Specialist (GS-1102) Qualification Standard. Experience may be time spent on the job in a contracting related job assignment, either in the private or public sector that reflects the accumulation of knowledge, skills, and abilities during years of progressively more responsible work assignments.

Contracting Officer (CO): An individual representing the U.S. Government (Federal employee) through the exercise of his/her delegated authority to enter into, administer, and/or terminate contracts, purchase orders, delivery orders, task orders and modifications; obligate Government funds; and make related determinations and findings, all subject to the limitations of his or her Certificate of Appointment (FAR 2.101).

Contracting Officer's Representative/Contracting Officer's Technical Representative (managing and monitoring contracts): The Contracting Officer's Representative (COR) and the Contracting Officer's Technical Representative (COTR) is a Federal employee appointed in writing and delegated limited responsibilities by a Contracting Officer to perform specified contract management duties related to technical oversight and administration of a specific contract. Pursuant to FAR 7.503(c)(12), this function must be performed by a Federal employee, although contractors may be used to provide inspection or testing services. CORs/COTRs are required to comply with the requirements under Chapter 5, "HHS Project & Program Management Certification Program." Before making a COTR/COR delegation, the Contracting Officer shall verify that the COTR/COR has received the required training. For the purposes of HHS' Project and Program Management Certification Program, the terms "Project Officer" and "COTR/COR" are interchangeable -- the primary purpose of this individual's job is to manage and monitor vendors' performance under one or more contracts).

Core Course: An FAI/DAU or HHS-approved course of study comprising specifically identified courses required to attain a specific certification level.

Course Equivalency: Course equivalency has been determined by either FAI or DAU to contain the level of knowledge that would allow individuals who take the equivalent course to

perform as if they had completed the comparable designated mandatory course. They may be courses presented by other Government agencies, courses offered by organizations experienced in teaching Government acquisition, or institutions of higher learning. The acceptability of courses viewed by the applicant as equivalents will be determined at the OPDIV level, but shall be approved by ASAM/OAMP. The ASAM/OAMP may ask for additional information concerning equivalent course work, e.g., course outline, course prerequisites, the name and address of the sponsoring organization, as well as the name and qualifications of the instructor, proof of attendance, etc. HHS follows the course equivalency matrix established by DAU (see Appendices C-1, C-2 and D; also see http://www.dau.mil/catalog/cat2007/DAU_2007_Catalog.pdf).

Critical Skills: The business and technical skills that are needed by a member of the acquisition workforce to sufficiently perform his/her duties.

Defense Acquisition University (DAU) equivalent courses: Courses offered by training providers that correspond to the mandatory DAWIA contracting courses.

Delegation of Procurement Authority: The obligation of Government funds is allowed by a written individual or blanket authority to employees. Procurement authority must be conveyed through a memorandum specifying the delegation and limitations of authority.

Department of Health and Human Services Acquisition Regulation (HHSAR): A directive that is issued to establish uniform acquisition policies and procedures for the Department of Health and Human Services that conforms to the Federal Acquisition Regulation (FAR) system. The HHSAR is codified at 48 CFR Chapter 3 and can be accessed at the following website: <http://www.knownet.hhs.gov/acquisition/hhsar/default.htm>.

Elective Courses: Courses that cover functional-specific initiatives for progression to the next higher career (or certification) level.

Equivalent Course: A course that has been determined by the FAI/DAU or HHS to contain the level of knowledge that would enable individuals to take the course to perform duties their job duties had they completed the comparable, designated, mandatory course.

FAC-C Certification: Federal Acquisition Certification in Contracting. The FAC-C program was established with the release of OFPP Policy Letter 05-01 and followed-up with further guidance under OMB memorandum dated January 20, 2006. The purpose of the FAC-C program is to establish core requirements for education, training, and experience for contracting professionals in civilian agencies.

Federal Acquisition Regulation (FAR): The Federal Acquisition Regulation (FAR) was established for the uniform codification and publication of policies and procedures for acquisition that apply to all Federal executive agencies. It became effective on April 1, 1984,

and was a result of a merging together two major procurement regulations, Federal Procurement Regulation and the Defense Acquisition Regulation.

Fulfillment Process: HHS follows the fulfillment process established by DAU. The fulfillment program for acquisition certification is a program based on accepting courses taken from other Federal agencies, through other training providers, or through institutions of higher learning to satisfy the mandatory training requirements. The fulfillment program also applies to accepting related work experience obtained through other organizations to satisfy mandatory training requirements, not education. The HHS FAC-C Certification Board, the OPDIV SAC Certification Board, and the HHS Program and Project Management Certification Board make the final determination of fulfillment.

Functional Area: Segments of the acquisition process responsible for an area of expertise, such as contracting and purchasing, personal property management, financial assistance, project management, program management, and contractor human resource management.

“Grandfathering”: The process through which HHS determines that an employee is given credit for specific requirements based on grade, years of procurement experience, and training. The process by which an acquisition workforce member who does not meet the education requirements by January 1, 2000, may stay in his or her acquisition position.

Head of Contracting Activity (HCA): See definition at HHSAR 302.101. The Head of Contracting Activity is responsible for managing the contracting office within each OPDIV. The roles and responsibilities of the HCA are listed in Chapter 1 of this handbook. The Director of the ASAM/Office of Acquisition and Management and Policy is designated as an HCA (HHSAR Section 301.602). The Heads of Contracting Activities may redelegate their HCA authorities to the extent that redelegation is not prohibited by the terms of their respective delegations of authority, by law, by the Federal Acquisition Regulation, by the HHS Acquisition Regulation, or by other regulations. However, the HCA and other contracting approvals and authorities shall not be redelegated below the levels specified in the HHS Acquisition Regulation or, in the absence of coverage in the HHS Acquisition Regulation, the Federal Acquisition Regulation.”

HHS Program and Project Management Certification Board: The HHS Program and Project Management Certification Board resides in the Office of the Secretary. The Board consists of members from, at a minimum, the ASAM/OAMP and the Office of the Chief Information Officer/Assistant Secretary for Resources and Technology (ASTR).

Individual Development Plan: A document that includes an assessment of an employee’s current skills for progression in the acquisition field and an outline of the way in which the employee will develop the knowledge, skills, and abilities needed to achieve future career goals. Development of an IDP is a joint effort of the employee, supervisor, and perhaps other knowledgeable individuals in the training and/or acquisition fields. Employees may use

the IDP to plan their course scheduling and to document completion of rotations/details or other developmental opportunities.

Information Technology: Information technology, as defined by the Clinger-Cohen Act of 1996, sections 5002, 5141, and 5142, means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For purposes of this definition, equipment is “used” by an agency whether the agency uses the equipment directly or it is used by a contractor under a contract with the agency that (1) requires use of such equipment or (2) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. It does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract.

Inspector: A designated individual who has limited quality assurance responsibility to: examine and test contractors’ manufactured supplies or services (including, when appropriate, raw materials, components, and intermediate assemblies); determine whether supplies, services, or construction conform to contract requirements and legal requirements; prepare correspondence, reports of inspections or investigations; make recommendations for administrative or legal authorities, as needed; and inspect Government-owned equipment and materials in the hands of private contractors to prevent waste, damage, theft, and other irregularities.

Interim Appointment: An interim appointment is issued if an individual does not fully meet the certification requirements under the HHS Contracting Officer Warrant Program for the Contracting Officer authority sought. Interim appointments at HHS may not exceed one year in total and shall not be granted unless the individual can meet the certification requirements within one year. When the HCA determines it is appropriate, interim appointments may be extended by granting additional time to complete the requirements of a waiver to the warrant standards.

Investment Review Board (IRB): The HHS forum that provides senior management the proper visibility, oversight, and accountability for investments. The primary function of the IRB is to review and approve investments for formal entry into the annual budget process and at key decision points. The IRB conducts systematic reviews of investment preparations and progress to support key decisions.

IT Investment: An organizational investment employing or producing IT or IT-related assets. Each investment has or will incur costs for the investment, has expected or realized benefits arising from the investment, has a schedule of project activities and deadlines, and has or will incur risks associated with engaging in the investment.

OPDIV PPMC Board: In most cases, the OPDIV PPMC Board consists solely of the OPDIV ACM. However, OPDIVs may have up to five individuals on the PPMC Board. The OPDIV PPMC Board is responsible for, at a minimum: 1) Certifying individuals under the HHS PPMC Program; and 2) In concert with the HHS PPMC Board, monitoring employee's completion of the required CLPs (skills currency).

OPDIV FAC-C Certification Board: The OPDIV FAC-C Certification Board is comprised of functional advisors from across the OPDIVs. Members review FAC-C applications and forward them to the HCA for approval/disapproval. Applications are then forwarded to the ASAM/OAMP for final approval/disapproval (and if approved, the ASAM/OAMP issues a FAC-C certification).

Program: A program is an organized set of activities directed toward common purpose or goal undertaken or proposed in support of an assigned mission area. It is characterized by a strategy for accomplishing definite objectives that identifies means of accomplishment, particularly in qualitative terms.

A program is a directed, funded acquisition that provides a new, improved, or continuing system or service in response to an approved need. Acquisition programs are divided into levels established to facilitate decentralized decision making, execution, and compliance with statutory requirements.

Program funding: The HCA is responsible for determining the funding needs to provide for the education/training of the acquisition workforce within his/her OPDIV and requesting such training in the annual budget process.

Program Office (or Requiring Office): An office within HHS that defines the requirements and provides funds for the procurement action(s).

Program Manager (Managing and Monitoring Contracts): The Program Manager supervises and directs the work of Project Officers (also known at HHS as "CORs/COTRs" in the HHS Project and Program Manager's Certification Program) engaged in managing & monitoring vendors' performance under contracts. Provides overall technical management and coordination of projects ensuring that cost, schedule and performance requirements under contracts are met. Develops, implements, evaluates, and improves processes and procedures to monitor the effectiveness and efficiency of the projects/programs managed.

Reviews and approves reports and other project-related documents to ensure that they accurately reflect the structure of the organization. Ensures that corrective actions are taken when variances are detected. Plans work for Project Officers, interprets policies and procedures, and establishes priorities.

The Program Manager is the responsible agency customer who is uniquely empowered to make final scope of work, capital investment, and performance acceptability decisions, and who is responsible for accomplishing program objectives or production requirements through the acquisition of any mix of in-house, contract or reimbursable support resources. The Program Manager is responsible for management and oversight of Integrated Product Teams.

Project: In general, a project is a unique effort that supports a program mission, having defined start and end points, undertaken to create a product, facility, or system, and containing interdependent activities planned to meet a common objective or mission within a fixed time frame or within budget. The Office of Management and Budget's "Interpretive Guidance for Project Manager Positions," dated August 23, 2003, defines "project" as a "temporary endeavor undertaken to create a unique product, service, or result." A planned undertaking with a definite beginning, distinct mission, and clear termination. A project may or may not be part of a larger acquisition program.

Project Officer (Managing and Monitoring Contracts): The Project Officer is the individual responsible for managing and monitoring vendor's performance under contracts, in coordination with the Contracting Officer, from inception of the project to completion (final delivery) interfacing with the contractor and the integrated project team, to ensure that cost, schedule and performance requirements are met. The Project Officer is responsible for the overall management, control, coordination, and execution of assigned projects under contracts and ensures that the project is delivered in time, within budget, with appropriate resources, and monitors product quality. Project Officers are responsible for developing requirements products/systems and services ensuring that they are in compliance with relevant statutes, regulations, and agency policies. In coordination with the contracting officer, performs acquisition planning. Within the acquisition plan, establishes project scope, criteria, schedules and milestones, budgets/independent Government cost estimates, dependencies, responsibilities of the participating parties, assumptions and risks, contingencies, and performance measurement criteria. Participates on and/or leads technical proposal evaluation teams. For the purposes of HHS' Project and Program Management Certification Program, the term "Project Officer" is synonymous with "COTR/COR."

Project Manager (Managing and Monitoring Contracts): The Project Manager is the individual responsible for managing the overall project (a specific, defined task in support of

an acquisition program) and its deliverables and is the customer's single point of contact for the project. The Project Manager controls the planning and execution of the project's activities and resources and bears the ultimate responsibility for ensuring that established cost, schedule, and quality goals are met. While the Project Manager's focus on the contract administration function is often – ensuring the successful delivery of contract deliverables, it must be understood that the underlying requirement of this process is to ensure that both parties to the contract meet their contractual obligations and protect their respective legal rights. Because of the many legal implications of a contractual relationship, formal administration of HHS contracts is the responsibility of the Contracting Officer, with many of the technical responsibilities delegated to a Project Officer (or COTR/COR). The duties of the Project Officer may, or may not, be vested in the Project Manager. (In many instances, the Project Officer is the Project Manager).

Purchasing Agent: Personnel engaged in the simplified acquisition method of acquisition and are generally identified with personnel in the GS-1105 and GS-1106 series.

Reviewing Official: An individual responsible for conducting an independent review of certification records to assess compliance with guidance, regulations, and law. The reviewing official is the person who makes the final determination of whether an employee meets the criteria for certification/warrant.

Senior Procurement Executive (SPE): The Senior Procurement Executive is the agency senior official appointed under the Office of Federal Procurement Policy who is responsible for managing the direction of the Federal agency's procurement system. The SPE is responsible for implementing policies, regulations, and standards related to procurement. Section 1421 of Title XIV of the Services Acquisition Reform Act of the National Defense Authorization Act for FY 2004 requires each agency (other than DoD) to appoint a Chief Acquisition Officer (CAO) to manage the agency's acquisition policies and a Senior Procurement Executive to manage implementation of those policies. The Senior Procurement Executive's responsibilities include, but are not limited to: 1) Enhancing system performance; 2) Overseeing the development of the agency procurement system; 3) Managing the agency's contract activities; 4) Enhancing career management of the acquisition workforce; and 5) Providing overall responsibility for the FAC-C Certification Program, the SAC Certification Program, and the HHS Program and Project Management Certification Program.

Simplified Acquisition Certification (SAC): Those conducting simplified acquisitions from \$3,000 to \$100,000 will need to be issued an HHS Simplified Acquisition Certificate, which is to be issued at the OPDIV-level. There are two levels for SAC Certification, SAC-A and SAC-B.

Simplified Acquisition Procedures: The methods mentioned in FAR Part 13 to make purchases of services or supplies up to \$100,000 (the simplified acquisition threshold).

Skills Currency: (see also “Continuous Learning Points”) A professional development activity providing knowledge, information, or training 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 varied work assignments, internships, presentations, and a host of other opportunities designated as appropriate learning activities by instruction or supervisor endorsement.

OFPP Policy Letter 05-01 states that to maintain a FAC-C, acquisition professionals are required to earn 80 continuous learning points (CLPs) of skills currency training every two years beginning October 1, 2007. HHS will begin tracking 80 CLPs beginning January 1, 2008. A FAC-C will expire if the 80 CLPs are not earned every two years, and the SPE, or other appropriate warranting authority, may choose to revoke or modify a warrant if this condition is not met. See Appendix A for more information on skills currency (or continuous learning points). At HHS, GS-1105s and GS-1106s are required to earn 40 continuous learning points of skills currency training every two years.

Specialized Experience: The Department follows the Office of Personnel Management’s “Individual Occupational Requirements for GS-1102 Contract Specialist” guidelines (reference the following website: <http://www.opm.gov/qualifications/section/b/gs1100/1102.htm>). Specialized experience includes experience in the contract processes of soliciting, awarding, and administering Government contracts, and the interpretation and formulation of acquisition policies and procedures having knowledge of Federal procurement regulations, policies, techniques, and procedures. The OPM GS-1102 Qualification Standard lists specialized experience as a year of experience equivalent to at least the next lower grade level. Specialized experience is experience (typically work in or related to the position being filled) related to the work to be performed. Duties are typically those expected of Contracting Officers, senior Contract Specialists, and procurement analysts.

Unauthorized Commitment: FAR 1.602-3(a) defines an unauthorized commitment as “an agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government.” Warranted Contracting Officers and purchase cardholders acting within the limits of their delegated authority are the only individuals who can bind the Government. Unauthorized commitments violate Federal law, Federal regulations, the Government-wide Standards of Conduct for Federal Employees, and HHS Acquisition Regulations.

Waiver to the HHS Contracting Officer's Warrant Program: A request asking for deviations from the requirements and policies of the HHS Acquisition Workforce Training and Certification Program. Waiver requests shall be sent in writing to the SPE for approval, and the SPE will either approve or disapprove the request in writing. The SPE may grant waivers on a case-by-case basis in rare and unique situations only.

Waiver to the GS-1102 Qualification Standard: A provision that allows the SPE at HHS to waive the education requirements for an individual who wishes to progress to the Grade 13 and above positions. (see Chapter 2 of this handbook for additional information on waivers of the GS-1102 Qualification Standard).

Warrant: In accordance with FAR 1.603, the delegation of Contracting Officer authority is issued by execution of Standard Form 1402. The Standard Form 1402 allows the employee to commit the Government to the buying of goods and services and to obligate funds subject to any limitations as stated in the warrant. Authority delegated to a member of the acquisition workforce who is certified at a particular level to bind the Government.

Acronyms

ACMIS - Acquisition Career Management Information System

A/OPC – Agency/Organization Program Coordinator

AO – Approving Official

ASAM – Assistant Secretary for Administration and Management

ASRT – Assistant Secretary for Resources and Technology

CAO - Chief Acquisition Officer

CIO – Chief Information Officer

CO - Contracting Officer

COR/COTR - Contracting Officer's Representative/Contracting Officer's Technical Representative

COWP- Contracting Officer Warrant Program

DAU - Defense Acquisition University

DAWIA - Defense Acquisition Workforce Improvement Act

DoD - Department of Defense

EO - Executive Order

FAC-C – Federal Acquisition Certification in Contracting

FAI - Federal Acquisition Institute
FAR - Federal Acquisition Regulation
FARA - Federal Acquisition Reform Act
FPDS - Federal Procurement Data System
FSS - Federal Supply Schedule
GSA - General Services Administration
HHS - U.S. Department of Health and Human Services
HHSAR - U.S. Department of Health and Human Service Acquisition Regulation
IDP - Individual Development Plan
IT - Information Technology
GS - General Schedule
HCA - Head of Contracting Activity
NCMA - National Contract Management Association
OAMP - Office of Acquisition Management and Policy (under ASAM)
OFPP - Office of Federal Procurement Policy
OJT - On-the-Job Training
PM - Project Manager
PMBOK - Project Management Body of Knowledge
PPMC – HHS Program and Project Management Certification Board
SAC – HHS' Simplified Acquisition Certification
SPE - Senior Procurement Executive
U.S.C. - United States Code

Appendix I

Additional Sources of Training

- DAU - DAU offers more than 50 continuous learning opportunities including online, self-paced modules with assessments and certificates. Examples of classes include Earned Value Management System, Reverse Auctioning, Affirmative Procurement Training (Green Procurement), Commercial Item Determination, and Performance-Based Services Acquisition. Access DAU's Continuous Learning Center at the following website: <http://clc.dau.mil/>
- FAI - FAI offers various web-based and classroom courses <http://www.fai.gov/>.
- FAI Guide to Acquisition-Related Academic Programs and Courses - <http://www.fai.gov/pdfs/guide.pdf>
- Federal Energy Management Program - <http://www.energystar.gov/>
- Federal Supply Schedule (FSS) Center for Acquisition Excellence - A virtual campus that provides Multiple Award Schedules training. The virtual campus provides acquisition and training resources, expertise on GSA Schedule and links to other training sites. The website is: <http://www.fsstraining.gsa.gov>
- GoLearn.gov - A Federal website that has many training opportunities, such as project management, leadership, communication skills, and customer service.
- Green Purchasing - Web-based course on green procurement sponsored by HHS University. Available at: <http://lms.learning.hhs.gov/MaestroC/>

Also, a website on buying green with a purchase card:

<http://www.statebuy.state.gov/pcard/documents/greenproducts.pdf>

HHS' Affirmative Procurement Plan – Dated July 2006. HHS' policy on buying environmentally friendly products and services.

http://www.knownet.hhs.gov/acquisition/hhs_epp_postings/FinalHHSAPPJuly2006version2.0.doc

• HHS Office of Small and Disadvantaged Business Utilization (OSDBU). For resources on small business, including small business training resources, see the following website:
<http://www.knownet.hhs.gov/smallbus/>.

• HHS' Green Procurement/Environmentally Preferable Products website:
<http://intranet.hhs.gov/environmental/>

• HHS University. HHS University offers a variety of web-based and classroom courses.
<http://www.learning.hhs.gov/index.asp>.

Appendix J

Developmental Opportunities

Developmental opportunities provide individuals with the opportunity to attain skills and competencies. The following are examples of developmental opportunities:

- Taking specialized courses, such as: GSA - Federal Supply Schedules; Performance Based Service Acquisition; Acquisition of Commercial Items; Construction Contracting; Small Business Courses; Government-wide Commercial Purchase Card; Negotiation Skills; Alternate Dispute Resolution; Ethics; Evaluating Construction Performance; Project Management; Earned Value Analysis; Implementing the Government Performance and Results Act; Personnel Management for Supervisors; Organizational Leadership for Managers; Supervisor Development Course; Leadership Skills course
- Taking general courses, such as: Writing Skills; Customer Service Skills; Interpersonal Communication Skills; Teambuilding; Presentation Skills; Computer Skills; Managing Change; Problem Solving; Decision Making; Analytical Skills.
- Examples of developmental activities: Become a member of a professional organization, such as the National Contracts Management Association (<http://www.ncmahq.org/publications/cm/default.asp>), Institute for Supply Management (<http://www.napm.org/>), or the National Institute of Governmental Purchasing (<http://www.nigp.org/>); Toastmasters Club (<http://www.toastmasters.org/>); review professional magazines; serve as a mentor to others; attend conferences, seminars, etc.
- Other examples of developmental activities: Conduct special projects or reports; serve on inter-office, inter-agency, or departmental teams or workgroups; serve as a participant or advisor on acquisition teams or teams in other functional areas; serve on source selection boards or panels; speak at conferences; write and publish articles for publications.

Appendix K-1

Acquisition and Program/Project Management Resources

- Examples of continuing education/training for purposes of achieving skills currency requirement for Program and Project Managers and Project Officers.

Managing Projects; Quality for Project Managers; Scheduling and Cost Control; Project Leadership; Management and Communications; Risk Management; Project Management Application; Project Management Simulation; Mastering Project Requirements; Advanced Techniques for Enterprise Project Management; Construction/A&E Project Management; Developing a Federal Business Case under OMB A-11 Exhibit 300: Capital Programming and Budgeting; IT Project Risk Management; Mastering IT Projects; Leadership and Communication Skills for Project Managers; Problem Solving; Cost Estimating for IT Projects; Writing Statements of Work for Research and Development.

- “Interpretive Guidance for Project Manager Positions” (available at the following website: <http://www.opm.gov/fedclass/html/whatsnew.asp>). This guidance may prove beneficial for recruitment of Project Managers.
- Spotlight on the AKSS, ACC, and DAU Online Resources Tour by Jeffrey Birch, DAU (from Federal Acquisition Insight newsletter, April 2006)

DAU offers a wealth of resources to the acquisition community within the framework of the DAU Acquisition, Technology, and Logistics (AT&L) Performance Learning Model (PLM) at <http://www.dau.mil/plm/plm.asp>. The focus of this column is on the Knowledge Sharing component of the PLM, which centers on providing resources and maintaining a 24/7 presence for the acquisition workforce through online communities of practice and knowledge systems. Two collaborative resources that promote the 24/7 presence are the AT&L Knowledge Sharing System (AKSS) and the Acquisition Community Connection (ACC).

The AKSS: <http://akss.dau.mil>

The AKSS, formerly referred to as the *Defense Acquisition Deskbook*, contains links to mandatory and discretionary reference material; glossary and acronyms listings; “Ask a Professor”; news and publications; education and training; acquisition events; and other related websites. The AKSS leverages existing “golden sources”, which is a term used to refer to the original document owner (i.e., Washington Headquarters Services (WHS) and the Hill Air Force Base Federal Acquisition Regulation (FAR) Site). The AKSS serves as a repository for key policy and guidance information that is not readily available in

a single site or location.

The ACC – <https://acc.dau.mil>

The ACC is the collaborative arm of the DAU knowledge system that facilitates knowledge sharing and complements the AKSS. The optimum goal is to connect practitioners with know-how across Federal organizations and industry. While DAU supports the infrastructure and operation of the knowledge sharing systems, several developments are the results of partnerships and provide a broader scope and increase audience relevancy. The ACC provides access to several career field communities of practice (CoPs) to include the Mission Support Contracting Community of Practice (MSC CoP), <https://acc.dau.mil/msc>. The two most recent MSC CoP developments include:

The Contracting Officers Representative (COR) Community of Practice (CoP): <https://acc.dau.mil/cor>. This COR Community of Practice (CoP) supports you and other COR members by providing a central clearinghouse of knowledge and learning assets, as well as by fostering the sharing of best practices and lessons learned within the COR Forum Area. In addition, the CoP serves as a collaborative resource tool to aid learners with the recently deployed online COR course.

The A-76 Competitive Sourcing Community of Practice: <https://acc.dau.mil/a76>. The A-76 CoP serves as the repository for A-76 learning assets. It includes best practices, e-tools, policy and guidance, and a discussion forum. The Training Center offers DAU A-76 related training opportunities as well as other information about sources providing similar training. DAU has developed many online resources available for the DoD AT&L workforce, industry partners, and other Federal, state, and local Government organizations. These online resources provide you with the ability to apply for a course; take a continuous learning module for continuous learning credit; research policy and other documents; link to related learning and knowledge content; ask a professor a question; contribute knowledge objects (such as lessons learned, best practices, templates, or samples); or collaborate with your peers on work issues.

The DAU Online Resources Tour: http://www.dau.mil/about-dau/virtual_tour/index.html. These online resources were developed in support of AT&L's PLM: ANet Centric Approach to Engaged Learning. The PLM represents a complete learning environment, 24/7, whenever and wherever you need it to improve your performance.

Appendix K-2

Project Officer Appointment Memorandum

Memorandum

To: *(Insert name of prospective Project Officer)*
Office name

From: *(Insert name of Contracting Officer)*
Office name

Subject: Appointment as a Project Officer

You are hereby appointed as the Project Officer under Contract Number *[insert contract number]* with the *[insert the name(s) of the contractor(s)]* for *(Describe the supplies, services, or construction being purchased)*. As the Project Officer, your primary duty is to monitor the contractor's performance to ensure that all of the technical requirements under the contract are met by the delivery date or within the period of performance, and at the price or within the estimated cost stipulated in the contract. Your appointment will be in effect through final closeout of the contract.

In the performance of the duties delegated to you in this letter, you are cautioned that you could be held personally liable for actions taken or directions given by you to the contractor that are beyond the authorities given to you in this letter. The duties or authorities in this letter are not delegable; therefore, you must advise the Contracting Officer *(Insert name of Contracting Officer)* or the Contract Administrator/Specialist *(Insert name of Contract Administrator/Specialist)* immediately when you are unable to perform these duties.

If potential for a conflict of interest with your appointment as a Project Officer develops, you shall advise your supervisor and the Contracting Officer of the conflict so that appropriate actions may be taken. Project Officers shall avoid the appearance of a conflict of interest to maintain public confidence in the U.S. Government's conduct of business with the private sector.

Attached are the "Instructions to Project Officers" which provides you with details as to the scope of your authorities and responsibilities. It is important that you thoroughly review and familiarize yourself with the attached instructions and the terms and conditions of the subject contract, and applicable Federal Acquisition Regulation. Proactive contract monitoring, especially attention to required delivery and/or performance dates, is critical to protect the Government's interests.

If you should have any questions regarding the attached instructions or any aspect of the subject contract, please contact me immediately at *[enter CO phone & fax numbers, email address, mailing address, etc.]*.

Please acknowledge receipt of this memorandum and the attached instructions by returning a signed copy of this appointment memorandum to me at the mailing address listed above.

Contracting Officer Signature

Date

I acknowledge receipt of appointment as a Project Officer

Project Officer Signature

Date

Attachment

cc: Contractor name and address
Supervisor of appointed Project Officer

Appendix K-2 (continued)

Attachment - Instructions to Project Officer

Contract No: _____ **Vendor:** _____

When performing your duties under this appointment, you must be aware of the need to protect the Government's interests, and maintain an impartial, arms-length relationship with the contractor. Avoid any action that places you in a real or apparent conflict-of-interest position that may compromise the U.S. Department of Health and Human Services' position or impair public confidence in integrity or independence.

Part I Responsibilities

Your responsibilities include, but may not be limited to, the following functions:

1. Managing and monitoring vendor's performance under contracts, in coordination with the Contracting Officer, from inception of the project to completion (final delivery) interfacing with the contractor and the integrated project team, to ensure that cost, schedule and performance requirements are met.

Monitoring Performance:

Ensure that the contractor complies with all of the requirements of the statement of work, specifications, or performance work statement, and when requested by the contractor, provide technical direction to the contractor's technical manager. This technical assistance must be within the scope of the contract (e.g., interpreting specifications, statement of work, performance work statement, etc.). When a difference of opinion between you and the contractor occurs, notify the Contracting Officer or the contract administrator/specialist immediately for resolution.

Ensure that the personnel being used by the contractor are of the same caliber that was originally proposed by the contractor to the Government. The experienced personnel contracted for and/or approved by the Government should not be replaced with the use of personnel with less experience. However, you may not permit changes, substitutions, or additions to personnel. Any decrease in or lack of performance shall be brought to the attention of the Contracting Officer or contract administrator/specialist.

You will also be required to complete the attached "Evaluation of Contractor's Performance Sheet" within 30 days after the contractor has met all terms and conditions of the contract.

Note: This form shall not be used for construction and architect-engineer contracts (see (FAR) 48 CFR 36.604).

Visits and Meetings with the Contractor:

As necessary, make arrangements with the contractor for periodic visits to the contractor's facility to: (1) Evaluate the contractor's performance; (2) Evaluate changes in the technical performance affecting personnel, the schedule, deliverables, and price or costs; (3) Inspect and monitor the use of Government property, if applicable; and (4) Ensure that contractor employees being charged to the contract are actually performing the work under the contract. A trip report fully documenting all activities during the visit must be written and a copy provided to the Contracting Officer within three working days after the visit.

Document the file to record each meeting and telephone conversation with the contractor. A daily log book is recommended which should reflect the date, time, name, and title of individual(s) involved, the subject matter, and the details of the meeting or conversation.

Monitoring Costs:

Review and evaluate the contractor's progress in relation to the expenditures. When the costs expended by the contractor are not commensurate with the contractor's progress, bring this to the attention of the Contracting Officer or contract administrator/specialist for immediate action.

Review the contractor's invoices/vouchers for reasonableness and applicability to the contract and recommend to the Contracting Officer either approval, conditional approval, or disapproval for payment. The review must be completed within five days after receipt of the invoice or voucher. If you cannot meet the required review time, advise the Contracting Officer or contract administrator/specialist so that action can be taken to ensure Government compliance with the Prompt Payment Act, thereby avoiding the payment of interest penalties to the contractor.

2. The overall management, control, coordination, and execution of assigned projects under contracts and ensuring that the project is delivered on time, within budget, with appropriate resources, and monitoring product quality. Developing requirements for products/systems and services ensuring that they are in compliance with relevant statutes, regulations, and agency policies.

3. In coordination with the Contracting Officer, performing acquisition planning. Within the acquisition plan, establishing project scope, criteria, schedules and milestones, budgets/independent Government cost estimates, dependencies, responsibilities of the participating parties, assumptions and risks, contingencies, and performance measurement criteria. Participating on and/or leading technical proposal evaluation teams.

4. Preparing daily diaries and forwarding to the Contracting Officer weekly.
5. Inspecting and accepting or rejecting work and materials.
6. Ensuring compliance with all technical contract terms and conditions.
7. Interpreting specifications and drawings where interpretation does not involve contract cost and time. Any disagreements with the contractor over interpretation of specifications and drawings are to be immediately referred to the Contracting Officer.
8. Monitoring the delivery of Government-furnished property; establishing an inventory list of the property, setting up control requirements; preparing site facilities, and preparing an inspection report.
9. Preparing and recommending progress payments on a monthly basis as work proceeds.
10. Stopping work if, in his/her opinion, there is a possibility of significant resource damage or the contractor is commencing unauthorized or unsafe work.
11. Enforcing safety requirements. Preparing an agency approved completion report at the conclusion of the contract work, if necessary. Completion reports must be forwarded to the appropriate office.
12. Approving contractor's payroll records and forwarding to the Contracting Officer weekly, or as directed by the Contracting Officer. Approving or disapproving technical submittals.
13. Evaluating invoices, progress payment requests, and other requests for payment, and recommending approval or disapproval to the CO.
14. Conducting "Labor Standards Interviews" in accordance with instructions from the Contracting Officer. All known or suspected violations of the Labor Standards Provisions shall be immediately reported to the Contracting Officer.
15. Verifying the return or disposition of Government property.

The Project Officer shall not take the following actions, all of which remain the sole responsibilities of the Contracting Officer:

1. Making any changes to the contract.

You cannot authorize the contractor to stop work, and you are not authorized to delete, change, waive, or negotiate any of the technical requirements or other terms and conditions of the contract. Should a change (monetary or otherwise) to the contract become necessary, it must be made by a contract modification issued by the Contracting Officer. When in doubt, contact the Contracting Officer or contract administrator/specialist.

Any contract change requested by the contractor must be put in writing by the contractor to the Contracting Officer for action; however, you should immediately advise the Contracting Officer or contract administrator/specialist of the proposed change since it may affect the contract price, cost, or delivery/performance schedule. When the proposed change is received by the Contracting Officer, you will be required to provide the Contracting Officer with a written analysis and rationale for the change and to evaluate any costs associated with the change.

You must also recognize and report to the Contracting Officer any Government required changes to the contract (e.g., items or work no longer required, changes in the specifications, etc.).

2. Terminating the contract in part or in whole.

3. Administering or making decisions concerning any claims and disputes under this contract.

4. Suspending work, except in the event of unsafe acts and conditions, that is likely to result in accident or injury.

Close liaison will be maintained by the Project Officer, the Contracting Officer, and the contractor. The Project Officer shall immediately notify the Contracting Officer of any problems encountered, including but not limited to maintaining completion schedules.

The Project Officer shall provide a copy of all correspondence and memoranda of conversations concerning this contract to the Contracting Officer.

So that the above may be a matter of record, you are requested to immediately acknowledge receipt of this appointment by signing both copies, returning one copy and retaining the original for your files.

Part II General and Administrative Information

You are the official Government representative for technical and administrative matters under this contract. To prepare for these duties, we recommend you take the following actions:

1. Read and make sure you understand the terms of the contract. Discuss any unclear areas with the Contracting Officer. In particular, make sure you understand the administrative procedures required for initiating actions under the contract, such as issuance of delivery orders or exercise of contract options, including your responsibilities for initiating additional requisitions.

2. Create and maintain a file to document your actions as Project Officer under this contract. The file should include:

- Your copy of the contract, memorandum of appointment, and these instructions;
- Copies of any relevant correspondence;
- Record of any telephone conversations or other communications with the contractor; and
- Other records of the contractor's performance, such as reports of in-process inspections, visits to the contractor's facility, and service reports. These items will vary depending on the nature of the contract (for additional information, see #18 in this Appendix).

3. Review the contract schedule for deliveries, completion dates, option/renewal dates, and any other report or data submission dates, and establish a log or tracking system to make sure you are prepared and available for upcoming actions.

4. If the contract is expected to result in scientific publications, there is potential for conflict of interest if the Project Officer who evaluates contractor funding and payment requests is also listed as a co-author on any resultant publications. If applicable, discuss any potential conflicts with the appropriate personnel (e.g., personnel officer) to ensure no standard of conduct violation will occur.

5. Know the scope and limitations of your authority and use reasonable care in exercising your authority.

6. Safeguard the contractor's confidential business and technical information. Confidential information may include proposal pricing, technical documentation, or personnel data. Do not release any information without first consulting the Contracting Officer to determine if such release of information is permissible.

7. Notify the Contracting Officer immediately of any matter related to this contract that may need his or her action.

8. Furnish the Contracting Officer copies of all pertinent trip reports, conference reports, and copies of all correspondence.

9. Certify that the contractor has satisfactorily completed the contract and the Government has received and accepted all deliverable items.

10. After the contract is completed, you are required to write an evaluation of the contractor's technical performance.

11. Notify the Contracting Officer whenever you become aware of events or changes, whether permanent or temporary that will impair your ability to perform any of your duties as Project Officer.

12. When necessary, due to distance or geographic dispersion of sites, you may designate other employee(s) to perform inspections or monitor stated aspects of performance. These individuals may act as your "eyes and ears" at the worksite, but may not be delegated your authority to make decisions or to represent the Government in communications with the contractor. You should instruct any such employees to immediately refer to you any potentially controversial matters they encounter with the contractor.

13. In accordance with Departmental and OPDIV procedures, coordinate and validate that contractor's staff are compliant with applicable IT security requirements, including Homeland Security Presidential Directive (HSPD) 12.

14. Technical Liaison, Monitoring and Inspection:

a. Interpret Government drawings and specifications for the Contracting Officer and, upon specific written authorization from the Contracting Officer, provide that information to the contractor.

b. Coordinate site entry for contractor personnel and ensure that any Government-furnished property is available when required.

c. Review contractor requests for travel, overtime, equipment, or subcontracting not approved by the Contracting Officer before award. Analyze the contractor's technical and management reports.

d. Provide the Contracting Officer with technical recommendations on Government or contractor-proposed changes, including assessments of their specific impact on the contract and its cost or price. Upon request of the Contracting Officer, assist in negotiating post-contract claims and termination adjustments.

e. Observe the contractor at work to determine if performance complies with the contract. This includes observation of the work system, methods, and execution.

f. Immediately notify the contractor and Contracting Officer of any potentially hazardous working conditions. The contractor is always required to comply with Federal Occupational Safety and Health Administration (OSHA) guidelines, as well as any state or local requirements for workplace safety, even on a Federal facility.

g. Record and report to the Contracting Officer incidents of nonconforming work, delays, or problems, including inadequacies, discrepancies, or questionable practices for corrective action. In addition, you are required to submit a monthly report concerning performance of services rendered under this contract. Advise the Contracting Officer of the following situations:

- Possible changes in contractor management or key personnel, including clauses, if it affects security access to IT systems and/or Government facilities;
- Potential labor disputes or workforce problems;
- Disagreements with the contractor as to specification/Statement of Work requirements or other potential disputes with the contractor, technical or otherwise;
- Lack of progress that may jeopardize the performance/delivery schedule; and
- Hazardous working conditions, including contractor's planned corrective action.

h. If a potential dispute or delinquency arises, your communications with the contractor must be limited to fact-finding and obtaining recommendations from the contractor on efforts he/she proposes to achieve compliance with the specifications. Avoid any discussions with the contractor concerning disputed matters to prevent later charges that you agreed to or directed any changes in the contract terms.

i. Do not agree to any revised delivery or completion date or start date for services. Also, be careful not to make any statements to the contractor that could arguably infer as an authorized extension, such as indicating that you do not really need the item by the specified date. If you "informally" waive or extend the original date and the contractor's performance becomes even more delinquent, it may be impossible for the Department of Health and Human Services to enforce contract terms or use the contract's remedies.

j. You are not empowered to award, agree to, or sign any contract (including delivery orders) or contract modification, or in any way to obligate the payment of money by the Government. You may not take any action, which may affect contract or delivery order schedules, funds, or scope. The Contracting Officer shall make all contractual agreements, commitments or modifications that involve price, quantity, quality, delivery schedules or other terms and conditions of the contract. You may be personally liable for unauthorized acts.

k. If the Government is billed based on hours worked, monitor the contractor's hours expended (including overtime, if applicable), and determine whether the qualifications of workers performing under the contract are commensurate with the qualification requirements stated in the contract.

15. Inspection and Acceptance:

a. Inspect all deliverable items, services, or materials to determine satisfactory compliance with the contract. Accept or recommend to the Contracting Officer rejection of contract deliverables.

b. For off-the-shelf commercial items, inspection is usually limited to verification of:

- Type and kind (Is this the item we ordered - correct size, color, model or part number, if specified in the contract?);
- The quantity delivered;
- Any visible damage (including damage to packing materials for items subject to internal damage from rough handling); and
- Operability (Is it in working order?).

c. For services not involving deliverable end items, services are generally monitored and accepted upon completion of work or at the end of the month.

d. You are usually entitled to seven (7) calendar days to inspect deliverable item(s). If your item requires a detailed inspection of acceptance testing, the contract probably provides a longer period. The contract will indicate if a longer acceptance period is planned. Make sure you act promptly to perform your inspections or acceptance testing within the allotted time. If you have doubts about the item's compliance with the specification, do not accept it just because the acceptance period is running out. Be advised, however, that delays in inspection may result in payment of interest penalties to the contractor once the items are finally accepted.

e. Acceptance Test Procedures: If you provided or requested special acceptance testing procedures during the solicitation phase of the procurement, they will be as specified in the contract. Be sure you precisely follow the version of those procedures found in the contract award document, not a previous or subsequently revised version. If you find the acceptance test procedures need revision, ask the Contracting Officer to modify the contract to incorporate the changes.

f. Performance [Test] Period: Highly complex items (such as IT) typically are required to perform successfully in the Government's working environment for a specified period (usually 30 days) before the Government accepts the item. Language there will include acceptable

downtime percentages or mean time between failure standards, or other factors to be used to determine when the equipment or software has satisfied the performance [test] period requirements.

g. If the delivered items (equipment, photography, report, etc.) do not meet the contract's inspection or acceptance requirements, immediately inform the Contracting Officer of this fact.

16. Invoices and Payment:

Review contractor invoices for payment, and recommend approval or disapproval as directed by the Contracting Officer. If this contract is subject to the Prompt Payment Act, the Government must pay interest penalties if invoices are not paid on time. Interest penalties will be paid out of your program funds.

a. Partial/Final Payments

Immediately upon acceptance of item(s)/services, certify the invoice. Record on the invoice (1) The date goods were received (or services completed), and (2) The date accepted.

[INSERT OPDIV SPECIFIC INSTRUCTIONS ON INVOICE PROCEDURES, AS APPLICABLE]

All these dates are necessary in order for our finance office to compute the correct payment due date. Payment is due 30 days from the "constructive" acceptance date (seven days after receipt of goods, unless the contractor provides longer acceptance date) or the actual acceptance date, whichever occurs first. If the invoice is not received until after acceptance, payment is due 30 days after receipt of the invoice. If the invoice receipt date is not recorded, the invoice issue date is used to compute the payment due date.

b. Progress Payments

If progress payments are allowable under this contract, you are responsible for reviewing the invoice to determine if the work is progressing under the contract in accordance with the schedule. If you have any suspicion that the contract work is falling behind schedule or that the billings are running ahead of the work you must notify the Contracting Officer immediately. After you review and recommend approval of a progress voucher, the Contracting Officer must also review it and certify it for payment.

c. Interim Cost Vouchers

If this is a cost contract, the contractor is entitled to be reimbursed periodically for all reasonable costs incurred in performing the contract. You should review such vouchers to make sure charges are commensurate with observed performance. It is your responsibility to question or accept direct charges such as labor, materials, travel, etc. Alert the Contracting Officer if the billing includes material or equipment charges of undelivered items due at the work site. The Contracting Officer is responsible for verifying correctness of indirect rates, fringe benefits, and fees, if any. After you approve the voucher, return it to the Contracting Officer who will also approve and forward the voucher to the appropriate finance office.

17. Government Furnished Material, Equipment, Facilities (GFM):

a. You are not authorized to provide any Government-owned (or leased) equipment or supplies or use of Government space to the contractor, other than those specifically listed in the contract.

b. If a need arises to provide Government-furnished material (GFM) or facilities (other than any items already listed in the contract), promptly advise the Contracting Officer so that the contract can be modified to reflect this change in GFM and so any appropriate adjustments to the contract can be negotiated with the contractor.

c. If the contract provides (or is modified to provide) for the Government to furnish facilities, supplies or equipment for performance of work under the contract, it is your responsibility to ensure that such items are provided at the times and places stated in the contract, in satisfactory condition. You should keep a record of the date for received items and obtain a receipt of acknowledgement from the vendor. This document serves to protect both the Government (in event of a dispute with the contractor) and our custodial and accountable property officers (in the event the property is lost or damaged in the contractor's possession).

d. Do not furnish items of controlled property to a contractor without the knowledge and consent of both the accountable and custodial property officers and ensure that the item is listed in the contract. HHS property management procedures may hold employees who improperly transfer controlled property liable for any loss or damage to such property. The HHS Property Management Handbook contains procedures regarding designation of property officers and requirements for maintenance of property records.

e. During performance of the contract, it is your responsibility to monitor the contractor's use and care of any Government-furnished equipment or materials. If you believe the contractor is using the item for unauthorized purposes or is not providing adequate maintenance or security for the property, you have authority to bring your concerns to the contractor's attention. If the contractor does not agree to remedy the problem, or indicates that your requested action will delay or increase the cost of performance, refer the matter to the Contracting Officer.

f. If an item of controlled property is reported lost, stolen, or damaged by the contractor, or becomes worn out through normal wear and tear, you must make sure the action is reported to the Contracting Officer. You are also required to submit appropriate property report forms in accordance with established Department property management procedures.

g. You are responsible for receipt, inspection, and acceptance of any residual GFM (including all items of controlled property) when the contractor's work is completed. After its return, inspect the GFM and report any deficiencies to the Contracting Officer. Update controlled property records to reflect any additions, deletions, or changes to controlled property items and/or designated property officers.

h. Keep copies of all contract-related correspondence, including reports, invoices, internal memoranda, etc., for six (6) years after the final invoice is paid.

18. Contract File Content and Maintenance:

Establish and maintain an organized contract administration file to record all contractor and Government actions pertaining to the contract. The Project Officer's file is of particular importance since the documentation of your interaction with the contractor may be used in the event of litigation. In addition, an organized file facilitates an easy transition from one Project Officer to another if reassignment becomes necessary. The file(s) should be organized as follows:

(1) File 1 - The contract instrument (i.e., contract modifications, task orders, delivery orders, and the contractor's proposals applicable to these documents).

(2) File 2 - The Project Officer's delegation letter, and all correspondence between the contractor and the Contracting Officer, filed in chronological order.

(3) File 3 - A copy of the contractor's invoices/vouchers and any correspondence pertaining to the payments.

(4) File 4 - The Project Officer's trip reports and written memoranda to the file on telephone conversations or other meetings with the contractor.

(5) File 5 - A copy of the contractor's progress reports and other contract deliverables, and all correspondence pertaining to these documents.

The size of the contract may not warrant a separate folder for each file. If less than five folders are used, the sections must be tabbed to segregate each file.

Please acknowledge receipt and acceptance of this appointment by signing and returning the attached sheet to the Contracting Officer or contract administrator/specialist. Your appointment as the Project Officer under the above numbered contract is terminated upon receipt of a written notice of termination from the appointing Contracting Officer, the

Contracting Officer's successor, or a higher level of authority. Please direct any questions you may have on this delegation to the Contracting Officer or contract administrator/specialist.

Appendix K-3

Termination Memorandum to Project Officer

In Reply Refer To:

Memorandum

To: *[enter individual's name and mailing address]*

From: *[enter CO's name]*, Contracting Officer

Subject: Termination of Appointment as Project Officer for Contract (Enter #)

Your appointment as a Project Officer contained in memorandum of appointment dated _____ is hereby terminated effective _____.

Date /s/ Contracting Officer

Receipt of this Termination of Appointment is acknowledged by the undersigned.

Date /s/

cc: contractor

CERTIFICATE OF ELIGIBILITY

In conformance with the Department of Health and Human Services Acquisition Regulation,

(name of employee)

is certified as eligible for designation as (please specify whether Program Manager, Project Manager and/or Project Officer)

Project Officer

For contracts administered by

(name of OPDIV)

(space for any OPDIV desired language, such as to limit eligibility by commodity or program)

This certificate confers no authority except as described in a specific delegation signed by a Contracting Officer to serve as Project Officer on an individual contract. This certificate is only valid if continuous learning requirements are met.

Signature Chair, OPDIV Program and Project
Management Certification Board

Date _____

No. _____

Appendix K-5

Project Officer's Appointment and Authority

Insert the following clause in contracts:

Project Officer Appointment and Authority (Insert Date)

(a) The Project Officer is
[insert name, address and telephone number].

(b) Performance of work under this contract must be subject to the technical direction of the Project Officer identified above, or a representative designated in writing. The term "technical direction" includes, without limitation, direction to the contractor that directs or redirects the labor effort, shifts the work between work areas or locations, fills in details and otherwise serves to ensure that tasks outlined in the work statement are accomplished satisfactorily.

(c) Technical direction must be within the scope of the specification(s)/work statement. The Project Officer does not have authority to issue technical direction that:

(1) Constitutes a change of assignment or additional work outside the specification(s)/statement of work;

(2) Constitutes a change as defined in the clause entitled "Changes";

(3) In any manner causes an increase or decrease in the contract price, or the time required for contract performance;

(4) Changes any of the terms, conditions, or specification(s)/work statement of the contract;

(5) Interferes with the contractor's right to perform under the terms and conditions of the contract; or

(6) Directs, supervises or otherwise controls the actions of the contractor's employees.

(d) Technical direction may be oral or in writing. The Project Officer shall confirm oral

direction in writing within five work days, with a copy to the Contracting Officer.

(e) The contractor shall proceed promptly with performance resulting from the technical direction issued by the Project Officer. If, in the opinion of the contractor, any direction of the Project Officer, or his/her designee, falls within the limitations in (c), above, the contractor shall immediately notify the Contracting Officer no later than the beginning of the next Government work day.

(f) Failure of the contractor and the Contracting Officer to agree that technical direction is within the scope of the contract shall be subject to the terms of the clause entitled "Disputes."

(End of clause)

Appendix K-6

HHS Program and Project Management Certification Request

Part A – Employee Information

Name (Last, First, Middle Initial) _____

Title and Grade/Series _____

Email Address _____

Phone _____

OPDIV Name _____

OPDIV Address _____

Part B – Certification Requirements

1) For all HHS Program Managers, Project Managers, and Project Officers and alternate Program Managers, alternate Project Managers, and alternate Project Officers, and 50% of HHS program personnel performing the function of technical proposal evaluator on a technical evaluation team or panel for a competitively solicited HHS contract:

- Successful completion of the Department's "Basic Project Officer" course, or an equivalent course, before assuming the duties of their designated role. This requirement applies to the initial technical proposal evaluation and any subsequent technical evaluations that may be required. (*Peer and objective reviewers are excluded from these requirements).

Course Title and Number of Training Hours

Course Provider

Date Completed

Part C – Signatures

Applicant's Signature _____ **Date** _____

Supervisor's Endorsement:

I recommend the above individual for certification as a Project Officer:

Name _____

Signature _____ Date _____

OPDIV Program and Project Certification Board Endorsement:

I approve the above individual for certification as a _____.

Name _____

Signature _____ Date _____

Appendix L

OPDIV Acquisition and Program/Project Management Career Managers

Acquisition and Project/Program Management Program Manager:

Kim Hill, HHS University
6010 Executive Boulevard, 4th Floor
Rockville, MD 20852; Phone: (301) 443-6218
E-mail: Kimberly.hill@hhs.gov

Questions concerning acquisition and project management training policy issues should be directed to:

Linda A. Stivaletti-Petty, Procurement Analyst, Office of Acquisition Management and Policy
Hubert H. Humphrey Building, 200 Independence Avenue, S.W., Room 336E
Washington, D.C. 20201 Phone: (202) 720-1906; Fax: (202) 690-8772
E-mail: Linda.Stivaletti@hhs.gov

OPDIV	PROCUREMENT TRAINING	PROJECT MANAGEMENT TRAINING	PHONE NUMBER/FAX	ADDRESS
OS	Linda Stivaletti-Petty linda.stivaletti@hhs.gov	SAME	(P)(202) 720-1906; (F)(202) 690-8772	HHH, 336E
OSEO	Antonette Fleming Antonette.Fleming@hhs.gov	SAME	(P)(202); (F)(202)205-3558	HHH, Rm. 749D
PSC	Sheri Kretschmaier skretschmaier@psc.gov	SAME	(P)(301)443-6557; (F)(301)594-0736	5600 Fishers Lane, Parklawn Bldg Rm. 5C-18, Rockville, MD 20857
CDC	Alan Kotch Akotch@cdc.gov	SAME	(P)(770) 488-2801;	2900 Brandywine Rd., Rm. 2609, Atlanta, GA 30341-4146, HRMB Mail Stop K04, 4770 Buford Highway, Atlanta, GA 30341
FDA	Ron Loube Rloub@fda.gov	SAME	(P)(301) 827-7031; (F)(301) 827-7039	5630 Fishers Lane, Rm. 2038 Rockville, MD 20857
HRSA	Donnie O'Brien DO'Brien@hrsa.gov	SAME	(P)(301)443-3486; (F)(301)443-6038	5600 Fisher Lane Parklawn Bldg, 13A - 19 Rockville MD 20857
IHS	Kathy Block Kathy.Block@ihs.hhs.gov	SAME	(P)(301)443-5774; (F) (301) 443-1329	12300 Twinbrook Parkway, Suite 450-A Rockville, MD 20852
NIH	Kelly Jackson/Carl Henn jacksonk@od6100m1.od.nih.gov HennC@od.nih.gov	SAME	Kelly: (P)(301)496-7092; Carl: (P)(301) 496-7110; (F)(301) 480-0945	6100 Executive Blvd., Rm. 6D - 01 Bethesda, MD 20892

SAMHSA	Rebecca Ruiz Ruiz@samhsa.gov	SAME	(P)(240) 276-1132 (F)(301) 443-5866	Rm. 14C-24 5600 Fishers Lane, Rockville, MD
ACF	William Prioleau	SAME	William Prioleau (P) (202) 205-4346 (F)(202)401-5701	370 L'Enfant Promenade S.W. Aerospace Bldg. Room 702 Washington, D.C. 20447
CMS	Carole Newton Cnewton@cms.hhs.gov	SAME	(P)(410)786-7429; (F)(410)786-9922	7500 Security Blvd., Central Bldg. C-2-22- 15, Baltimore, MD 21244
AHRQ	Gayle McClelland	SAME	(P)(301) 427-1573; (F)(301)427-1740	Agency for Healthcare Research and Quality, 540 Gaither Road, Rockville, MD 20850
OS-PHS	Olga Nelson Onelson@OSOPHS.DHHS.gov	SAME	(P)(202)690-5205; (F)(202)401-2222	HHH Bldg. Rm. 709-H
OIG	Renee McNeil Rmcneil@oig.hhs.gov	SAME	(P)(202)619-0678; (F)(202)619-1487	Cohen Bldg. Rm. 5235- A

Appendix M

**Request for Waiver to the GS-1102 Qualification Standard
Application Form**

Memorandum

TO: Senior Procurement Executive (*Name and Title*)

FROM: Head of Contracting Activity (*Name and Title*)

THROUGH: Selecting Official (*Name and Title*)

SUBJECT: Request for Waiver to GS-1102 Qualification Standard

(To be filled out by the employee)

1) Name of employee submitting the request for waiver, Title, Series, Grade, HHS or FAC-C (specify which program) Acquisition Certification Level:

2) Employee's work location (organization, division, city, state):

3) Employee's phone number, fax number, e-mail address:

I have ____ do not have ____ a 4-year course of study leading to a Bachelor's Degree with a major in any field.

I have ____ do not have ____ the 24 semester hours in a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organizational management. (Please provide a list of courses and the number of semester hours for each course if you do not have a Bachelors or Masters Degree in one of the previously listed fields). Please attach a copy of your resume/OF 612.

(To be filled out by the employee)

4) Waiver to the GS-1102 Qualification Standard

HHS' waiver policy is as follows:

1) Waivers are processed in accordance with the OPM GS-1102 Qualification Standard;

2) Educational waivers may be granted at HHS when employees can provide evidence that they are currently enrolled in a Bachelor's degree program at an accredited college or university, or plan to enroll for the next available session or semester;

3) The SPE at HHS will only approve waivers for GS-13 and above positions when it will take the individual no more than five years to complete a 4-year course of study leading to a Bachelor's degree that included or was supplemented by at least 24 semester hours of business or business-related courses.

4) The employee shall complete Appendix M ("Request for Waiver to the GS-1102 Qualification Standard Application Form") of the HHS Acquisition Workforce Training and Certification Handbook. The employee and his or her supervisor must sign an Individual Development Plan (IDP) that specifies: the requirements (number of college credits to be earned and courses scheduled for each year) remaining to satisfy the educational requirement, when and how the requirements will be met, and the consequences if the requirements are not met. The IDP must be approved by the HCA and forwarded to the SPE.

5) The decision to approve an educational waiver is based upon the criteria listed above. If a waiver is approved, the waiver and a copy of the employee's IDP must be included in the employee's Official Personnel File and the HCA's educational waiver file.

Comment [L2]:

6) Once a waiver is approved, the employee shall complete Appendix M-1 ("Status Update on Compliance with Educational Waiver Requirements") of this Handbook by July 1 of each year and e-mail it, along with his or her college transcript(s), to the Department's Acquisition Career Manager, Linda Stivaletti-Petty, at Linda.Stivaletti@hhs.gov. Further, the employee shall specify the number of credits earned; courses taken; credits/classes scheduled to complete the educational requirements; and exact date he or she expects to complete the educational requirements. Failure to fulfill the condition of employment and to submit Appendix M-1 by July 1 of each year to the Department's Acquisition Career Manager may result in: a) Revocation of the waiver and return to the grade and series held prior to promotion; and b) If appropriate, return to warrant authority held prior to promotion.

If an individual is placed in a position on the basis of a waiver, HHS may later reassign that individual to another position at the same grade within the Department

without additional waiver action. Waiver authority cannot be delegated to the OPDIV level.

"I am currently enrolled in the following degree program (*name program*) _____ at the following college/university (*name college/university*) _____. My planned date of graduation/completion of education requirements is (*give date*) _____. I have been enrolled in this college/university since (*give date*) _____. I acknowledge that, if granted an educational waiver, failure to submit a completed Appendix M-1 and documentation of completion of specified courses/credits on an annual basis to the Department's Acquisition Career Manager may result in: a) Revocation of the waiver and return to the grade and series held prior to promotion; and b) If appropriate, return to warrant authority held prior to promotion.

(Signature of Employee and Date)

(To be filled out by the selecting official and Head of Contracting Activity)

5) Request for waiver to the GS-1102 Qualification Standard

This request is to waive the ____ 24 semester hours of business-related courses, or ____ four years of college leading to a Bachelor's Degree for the following employee or candidate (*fill in name*) _____. (*Please identify the requirement(s) to be waived. For example, lacks 24 credit hours, but not the college degree, etc.*)

Please provide justification for requesting the waiver. For example, explain that a unique staffing situation exists, such as a difficult to fill position or duty location where it is difficult to attract qualified candidates that meet all of the standard requirements; a description of why the individual shall be selected in place of a candidate who meets the qualification standard (if applicable); and the impact of the waiver disapproval on the organization; a description of the position, location, grade and anticipated warrant level; and the candidate's efforts to meet the standard and the estimated time frame for completion of the standard. Also include a description of recruiting efforts and results of those efforts and a copy of the previously approved vacancy announcement (if applicable).

"I certify (*insert employee's or candidate's name*) _____ has significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience and background to the requirements of the position to be filled." Include copies of documentation such as the employee's resume and/or

application. Include a statement that the employee/candidate intends to complete the educational requirements by a specified timeframe (specify the number of credits and courses).

Selecting Official Endorsement:

Head of Contracting Activity
Endorsement:

"I hereby endorse this request for a waiver." "I hereby endorse this request for a waiver."

(Signature and Date)

(Signature and Date)

(To be filled out by the Senior Procurement Executive)

6) Senior Procurement Executive Decision:

_____ Approved
_____ Disapproved

(Signature and Date)

Attachments: (as applicable):

- Justification for requesting the waiver
- Vacancy Announcement
- Position Description
- Description of recruiting efforts
- Employee's application/resume/OF 612
- Plan for meeting the GS-1102 Qualification Standard (as stated in the employee's IDP)

Appendix M-1

**Status Update on Compliance with Educational Waiver
Requirements**

Memorandum

TO: HHS' Acquisition Career Manager

FROM: *(Employee's name and Title)*

THROUGH: *(Head of Contracting Activity)*

SUBJECT: Status Update on Compliance with Educational Waiver
Requirements

(To be filled out by the employee)

1) Date Waiver Approved by SPE: _____

2) I am currently enrolled in a degree program to complete *(please check)* _____ a Bachelor's Degree and/or _____ 24 semester hours of business-related courses.

3) Planned date of graduation/completion of educational requirements (as specified in my IDP) _____.

4) The Head of Contracting Activity and I agree that I will complete *(state number of credits)* _____ credits by *(give the date)* _____. (as specified in my IDP)
(Attach documentation, i.e., transcripts) to this Appendix M-1.

5) I have completed _____ credits *(state number of credits)* and the following courses *(list courses below)* through June 30 of this year:

Employee's signature:

I acknowledge that failure to submit a completed Appendix M-1 and documentation of completion of specified courses/credits by July 1 of each year to the Department's Acquisition Career Manager may result in: a) Revocation of the waiver and return to the grade and series held prior to promotion; and b) If appropriate, return to warrant authority held prior to promotion.

(Signature of Employee and Date)

Appendix N-1

FAC-C Program Application Form

Memorandum

TO: (Reviewing Official's name and title)

FROM: (Employee's name and title)

THROUGH: (Employee's supervisor's name and title)

SUBJECT: Request for FAC-C Certification

I am submitting this form and the attached* supporting documentation as my application for FAC-C Level _____.

(To be filled out by the employee)

1) Employee information:

Title, series, grade	
Current certification level	
Office	
E-mail address	

Are you a warranted Contracting Officer? No _____ Yes _____
(If yes, provide Warrant Level _____ and Approval Date _____)

Education:

I have _____ do not have _____ a 4-year course of study leading to a bachelor's degree with a major in any field.

I have ____ do not have ____ 24 semester hours in a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organizational management. (Please provide a listing of courses and the number of semester hours for each course if you do not have a Bachelor's or Master's degree in one of the previously listed fields).

I was _____ was not _____ in the GS-1102 series before January 1, 2000.

Experience:

Minimum of one year contracting experience (SERIES 1102). Yes ___ No ___

Minimum of two years contracting experience (SERIES 1102). Yes ___ No ___

Minimum of four years contracting experience (SERIES 1102). Yes ___ No ___

Training requirements:

Attach all certificates for applicable courses to the FAC-C application package and send the entire package to the Acquisition Career Manager.

Method of Completion (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog

(http://www.dau.mil/catalog/cat2007/DAU_2007_Catalog.pdf).*

FAC-C Level I

Course name	Date completed or Date Fulfillment Approved
CON 100 SHAPING SMART BUSINESS ARRANGEMENTS Actual course or equivalent**? (if equivalent provide name)	
CON 110 MISSION SUPPORT PLANNING Actual course or equivalent? (if equivalent provide name)	
CON 111 MISSION STRATEGY EXECUTION Actual course or equivalent? (if equivalent provide name)	

CON 112 MISSION PERFORMANCE ASSESSMENT Actual course or equivalent? (if equivalent provide name)	
CON 120 MISSION FOCUSED CONTRACTING Actual course or equivalent? (if equivalent provide name)	
Elective	

** For equivalent courses, specify course provider and number of training hours (CLPs)

FAC-C Level II (if applicable)

Course name	Date completed or Date Fulfillment Approved
CON 202 INTERMEDIATE CONTRACTING Actual course or equivalent***? (if equivalent provide name)	
CON 204 INTERMEDIATE CONTRACT PRICING Actual course or equivalent? (if equivalent provide name)	
CON 210 GOVERNMENT CONTRACT LAW Actual course or equivalent? (if equivalent provide name)	
Elective	
Elective	

** For equivalent courses, specify course provider and number of training hours (CLPs)

FAC-C Level III (if applicable)

Course name	Date completed or Date Fulfillment Approved
CON 353 Advanced Business Solutions for Mission Support Actual course or equivalent**? (if equivalent provide name)	
Elective	
Elective	

** For equivalent courses, specify course provider and number of training hours (CLPs)

MANDATORY SKILLS CURRENCY

To maintain a FAC-C, GS-1102s, including all warranted Contracting Officers regardless of series, shall earn 80 continuous learning points (CLPs) every two years beginning January 1, 2008. ACMs shall monitor the continuous learning requirements for employees holding FAC-Cs to ensure they meet this requirement. A FAC-C will expire if the 80 CLPs are not earned every two years, and the SPE or HCA may choose to revoke or modify a warrant if this condition is not met.

Has the applicant met the mandatory skills currency? Yes ___ No ___ N/A ___
(Provide documentation with your FAC-C application package that indicates that skills currency has been attained).

(To be filled out by the employee's supervisor)

2) Employee's supervisor:

_____ Recommend Approval
_____ Recommend Disapproval

(Signature, Title and Date)

(To be filled out by the reviewing official)

3) Reviewing Official:

_____ Recommend Approval
_____ Recommend Disapproval

(Signature, Title and Date)

(To be filled out by the approving official)

4) Approving Official:

_____ Recommend Approval
_____ Recommend Disapproval

(Signature, Title and Date)

* Supporting documentation consists of:

- Transcript or diploma to prove education, or documents to demonstrate in series before 1/1/2000.
- Training certificates and/or previous Acquisition Certificate
- OF 612 or Resume
- Most recent performance appraisal
- Proof of Mandatory Skills Currency
- Information on fulfillment if applicable (see Appendix R-7, "Fulfillment of Mandatory Training Requirement". Fulfillment form is only required if you are seeking to have an alternate course credited to meet the training requirement. These forms aren't needed for courses already determined equivalent by FAI or DAU.)

Appendix N-2

Simplified Acquisition Certificate Application Form

Memorandum

TO: (Reviewing Official's name and title)

FROM: (Employee's name and title)

THROUGH: (Employee's supervisor's name and title)

SUBJECT: Request for Simplified Acquisition Certification

I am submitting this form and the attached* supporting documentation as my application for SAC Level _____ (A or B).

(To be filled out by the employee)

1) Employee information:

Title, series, grade	
Office	
E-mail address	

Experience:

SAC-A Certification

Minimum 6 months of hands on experience in simplified acquisition.

Yes ___ No ___

SAC-B Certification

Minimum one year experience in simplified acquisition, 6 months of which must be hands on experience in simplified acquisition.

Yes ___ No ___

Training requirements:

Attach all certificates for applicable courses to the SAC application package and send the entire package to the OPDIV Acquisition Career Manager.

Method of Completion (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (http://www.dau.mil/catalog/cat2007/DAU_2007_Catalog.pdf).*

SAC-A Certification

Course name	Date completed or Date Fulfillment Approved
Basic Simplified Acquisition Procedures or DAU's CON 237 Actual course or equivalent***? (if equivalent provide name)	
Advanced Simplified Acquisition Procedures Or Appropriations Law Actual course or equivalent? (if equivalent provide name)	

** For equivalent courses, specify the course provider and number of training hours (CLPs)

SAC-B Certification (if applicable)

(In addition to the training required under SAC-A, the following courses or their equivalents are required:)

Course name	Date completed or Date Fulfillment Approved
CON 100 SHAPING SMART BUSINESS ARRANGEMENTS Actual course or equivalent? (if equivalent provide name)	
CON 110 MISSION SUPPORT PLANNING Actual course or equivalent? (if equivalent provide name)	

MANDATORY SKILLS CURRENCY

To maintain a SAC certification, GS-1105s/GS-1106s and non-GS-1100 series warranted contracting officers are required to earn 40 continuous learning points (CLPs) every two years beginning January 1, 2008. ACMs shall monitor the continuous learning requirements for employees holding SAC certification to ensure they meet this requirement. A SAC will expire if the 40 CLPs are not earned every two years, and an associated certification and warrant shall be considered invalid. Expired warrants shall be returned to the HCA.

Has the applicant met the mandatory skills currency? Yes ___ No ___ N/A _____
(Provide documentation with your SAC certification application package that indicates that skills currency has been attained).

(To be filled out by the employee's supervisor)

2) Employee's supervisor:

_____ Recommend Approval
_____ Recommend Disapproval

(Signature, Title and Date)

(To be filled out by the reviewing official)

3) Reviewing Official:

_____ Recommend Approval
_____ Recommend Disapproval

(Signature, Title and Date)

(To be filled out by the approving official)

4) Approving Official:

_____ Recommend Approval
_____ Recommend Disapproval

(Signature, Title and Date)

* Supporting documentation consists of:

- Training certificates and/or previous Acquisition Certificate
- OF 612 or Resume
- Most recent performance appraisal
- Proof of Mandatory Skills Currency

Information on fulfillment if applicable (see Appendix R-7, "Fulfillment of Mandatory Training Requirement.") The fulfillment form is only required if one is seeking to have an alternate course credited to meet the training requirement. This form isn't needed for courses already determined equivalent by FAI or DAU.

Checklists for Acquisition Certification

Checklist for FAC-C Level I

Education	
Does the applicant have a Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management?	Yes ___ No ___
Training	
Has the applicant completed the following courses?: CON 100 Shaping Smart Business Arrangements CON 110 Mission Support Planning CON 111 Mission Strategy Execution CON 112 Mission Performance Assessment CON 120 Mission Focused Contracting * 1 Elective	Yes ___ No ___ N/A ___ (please elaborate)
Experience	
Does the applicant have 1 year of contracting experience?	Yes ___ No ___
Skills Currency/Continuous Learning Points	
To maintain a FAC-C, GS-1102s, including all warranted Contracting Officers, regardless of series, shall earn 80 continuous learning points (CLPs) every two years beginning January 1, 2008. 40 hours (CLPs) are required every two years prior to January 1, 2008. Has the applicant met the mandatory skills currency? (Provide documentation with your FAC-C application package that indicates that skills currency has been attained).	Yes ___ No ___
Documentation Checklist (for nomination package)	
Is there evidence of successful completion of the required courses for a FAC-C Certification Level I?	Yes ___ No ___
Does the applicant have 1 year of contracting experience?	Yes ___ No ___
Is an OF 612 or resume, or equivalent, attached?	Yes ___ No ___
Is the applicant's most recent performance appraisal attached?	Yes ___ No ___
Is completed Appendix N ("FAC-C and SAC Program Application Forms") attached? (attach appropriate documentation, such as course completion certificates).	Yes ___ No ___
Is proof of achievement of college degree OR 24 semester hours attached? (24 semester hours should be in a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management)?	Yes ___ No ___
Is proof of mandatory skills currency attached?	Yes ___ No ___
Is there a copy of a certificate issued under either DAWIA or the HHS Acquisition Certification Program indicating the employee's current certification level (if applicable)?	Yes ___ No ___

Checklist for FAC-C Level II

Education	
Does the applicant have a Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management?	Yes ___ No ___
Training	
Has the applicant completed the following courses: CON 202 Intermediate Contracting CON 204 Intermediate Contract Pricing CON 210 Government Contract Law * 2 Electives	Yes ___ No ___
Experience	
Does the applicant have 2 years of contracting experience?	Yes ___ No ___
Skills Currency/Continuous Learning Points	
To maintain a FAC-C, GS-1102s, including all warranted Contracting Officers regardless of series, shall earn 80 continuous learning points (CLPs) every two years beginning January 1, 2008. 40 hours (CLPs) are required every two years prior to January 1, 2008. Has the applicant met the mandatory skills currency? (Provide documentation with your FAC-C application package that indicates that skills currency has been attained).	Yes ___ No ___
Documentation Checklist (for nomination package)	
Is there evidence of successful completion of the required courses for a FAC-C Certification Level II?	Yes ___ No ___
Does the applicant have 2 years of contracting experience?	Yes ___ No ___
Is an OF 612 or resume, or equivalent, attached?	Yes ___ No ___
Is the applicant's most recent performance appraisal attached?	Yes ___ No ___
Is completed Appendix N ("FAC-C and SAC Program Application Forms") attached? (attach appropriate documentation, such as course completion certificates).	Yes ___ No ___
Is proof of achievement of college degree OR 24 semester hours attached? (24 semester hours should be in a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management)?	Yes ___ No ___
Is proof of mandatory skills currency attached?	Yes ___ No ___
Is there a copy of a certificate issued under either DAWIA or the HHS Acquisition Certification Program indicating the employee's current certification level (if applicable)?	Yes ___ No ___

Checklist for FAC-C Level III

Education	
Does the applicant have a Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management?	Yes ___ No ___
Training	
Has the applicant completed the following courses?: CON 353 Advanced Business Solutions for Mission Support * 2 Electives	Yes ___ No ___
Experience	
Does the applicant have 4 years of contracting experience?	Yes ___ No ___
Skills Currency/Continuous Learning Points	
To maintain a FAC-C, GS-1102s, including all warranted Contracting Officers regardless of series, shall earn 80 continuous learning points (CLPs) every two years beginning January 1, 2008. 40 hours (CLPs) are required every two years prior to January 1, 2008. Has the applicant met the mandatory skills currency? (Provide documentation with your FAC-C application package that indicates that skills currency has been attained).	Yes ___ No ___
Documentation Checklist (for nomination package)	
Is there evidence of successful completion of the required courses for a FAC-C Certification Level III?	Yes ___ No ___
Does the applicant have 4 years of contracting experience?	Yes ___ No ___
Is an OF 612 or resume, or equivalent, attached?	Yes ___ No ___
Is the applicant's most recent performance appraisal attached?	Yes ___ No ___
Is completed Appendix N ("FAC-C and SAC Program Application Forms") attached? (attach appropriate documentation, such as course completion certificates).	Yes ___ No ___
Is proof of achievement of college degree AND 24 semester hours attached? (24 semester hours should be in a combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management)?	Yes ___ No ___
Is proof of mandatory skills currency attached?	Yes ___ No ___
Is there a copy of a certificate issued under either DAWIA or the HHS Acquisition Certification Program indicating the employee's current certification level (if applicable)?	Yes ___ No ___

Checklist for HHS Simplified Acquisition Certificate A

Training	
Has the applicant completed the following courses: Basic Simplified Acquisition Procedures or DAU's CON 237 Advanced Simplified Acquisition Procedures or Appropriations Law	Yes ___ No ___
Experience	
Does the applicant have a minimum 6 months of hands on experience in simplified acquisition?	Yes ___ No ___
Skills Currency/Continuous Learning Points	
To maintain an HHS SAC, GS-1105s/GS-1106s and non-1100 series warranted Contracting Officers are required to earn 40 continuous learning points (CLPs) of skills currency training every two years beginning January 1, 2008. 24 hours (CLPs) are required every two years prior to January 1, 2008. Has the applicant met the mandatory skills currency? (Provide documentation with your SAC application package that indicates that skills currency has been attained).	Yes ___ No ___ N/A ___ (please elaborate)
Satisfactory Performance Evaluation	
Has the applicant received a satisfactory performance evaluation in the past year?	Yes ___ No ___
Documentation Checklist (for application package)	
Is there evidence of successful completion of the required courses for an HHS Simplified Acquisition Certificate A?	Yes ___ No ___
Is there evidence that the applicant has one (1) year of experience in the GS-1102, GS-1105, GS-1106, or other series having signature authority for simplified acquisitions, six (6) months of which includes hands on experience in small purchases/simplified acquisition procedures?	Yes ___ No ___
Is an OF 612 or resume, or equivalent, attached?	Yes ___ No ___
Is the applicant's most recent performance appraisal attached?	Yes ___ No ___
Is completed Appendix N ("FAC-C and SAC Program Application Forms") attached? (attach appropriate documentation, such as course completion certificates).	Yes ___ No ___

Checklist for HHS Simplified Acquisition Certificate B

Training	
Has the applicant completed the following courses: Basic Simplified Acquisition Procedures or DAU's CON 237 Advanced Simplified Acquisition Procedures or Appropriations Law CON 100 (Shaping Smart Business Arrangements) CON 110 (Mission Support Planning)	Yes ___ No ___
Experience	
Does the applicant have a minimum of one year experience in simplified acquisition, 6 months of which must be hands on experience in simplified acquisition?	Yes ___ No ___
Skills Currency/Continuous Learning Points	
To maintain an HHS SAC, GS-1105s/GS-1106s and non-1100 series warranted Contracting Officers are required to earn 40 continuous learning points (CLPs) of skills currency training every two years beginning January 1, 2008. 24 hours (CLPs) are required every two years prior to January 1, 2008. Has the applicant met the mandatory skills currency? (Provide documentation with your SAC application package that indicates that skills currency has been attained).	Yes ___ No ___ N/A ___ (please elaborate)
Satisfactory Performance Evaluation	
Has the applicant received a satisfactory performance evaluation in the past year?	Yes ___ No ___
Documentation Checklist (for application package)	
Is there evidence of successful completion of the required courses for an HHS Simplified Acquisition Certificate B?	Yes ___ No ___
Is there evidence that the applicant has two (2) years of experience in the GS-1102, GS-1105, GS-1106, or other series having signature authority for simplified acquisitions, six (6) months of which includes hands on experience in small purchases/simplified acquisition procedures?	Yes ___ No ___
Is an OF 612 or resume, or equivalent, attached?	Yes ___ No ___
Is the applicant's most recent performance appraisal attached?	Yes ___ No ___
Is completed Appendix N ("FAC-C and SAC Program Application Forms") attached? (attach appropriate documentation, such as course completion certificates).	Yes ___ No ___

Appendix P-1

Contracting Officer's Warrant Application Form

TO: (Head of Contracting Activity)

FROM: (Candidate's immediate supervisor)

SUBJECT: Request for Warrant

Candidate Information

A. Candidate is:

(Name, Title, Series, and Grade)

B. Candidate's Work Location:

(Organization/Division/City/State)

C. Candidate's phone number, fax number, e-mail address:

D. Candidate's current or previous warrant number (if applicable):

E. Candidate's current certification level:

HHS Level _____ FAC-C Level _____

Transaction Type (Please specify the type of warrant by placing an "x" in the appropriate block)

A. _____ Initial warrant application. Warrant level and authority

_____.

B. _____ Increase existing warrant level/authority from _____ to

_____.

C. There is a clear and convincing need to appoint (name of nominee) as a Level ____ (warrant level) Contracting Officer. Please justify the need for appointment:

D. ____ Special Project/Interim warrant application. Warrant level/authority requested _____.

E. ____ Change in warrant status (from an interim appointment to permanent appointment).

F. Administrative change to existing warrant. Please indicate change requested (for example, name change):

Supporting documentation

(For initial warrant application, increasing existing warrant authority, and conversion of interim warrant to permanent status). Note: FAC-C certification is required for those issued new warrants on or after January 1, 2007 or for those with an increase in warrant authority. For additional information on supporting documentation, see Chapter 3.

(To be filled out by the candidate)

Certification

A. Permanent Authority

I certify that I have achieved all the warrant level qualifications and training for the warrant level requested and understand the ethical and legal implications and am competent to have the authority to procure on behalf of the Department of Health and Human Services. I understand that my authority to procure under my warrant is limited to my delegation of authority. I understand that I will be required to maintain my skills currency as a requirement to keep my warrant.

(Candidate's Name)

(Candidate's Signature and Date)

B. Interim Appointment:

I certify that I will meet all the warrant level qualifications and training for the warrant level requested within one (1) year of the warrant issue date and understand the legal and ethical implications and am competent to have the authority to procure on behalf of the Department of Health and Human Services. I understand that I will be required to maintain my skills currency as a requirement to keep my warrant. I

understand that my authority to procure under my warrant is limited to my delegation of authority.

(Candidate's Name)

(Candidate's Signature and Date)

C. All Candidates:

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

(Candidate's Signature and Date)

(To be completed by the requesting official)

The candidate's performance of acquisition duties, business acumen, judgment, character, and ethics are sound and his/her performance is satisfactory. All of the required warrant level qualifications and education/training (or equivalencies), and experience requirements have been met (or in the case of an interim warrant, will be completed within one year). The need for the warrant authority is documented and appointment to the level/status is recommended.

(Employee's immediate supervisor's name)

(Signature and Date)

(To be completed by the Head of Contracting Activity)

Approval

Approved: _____
(Head of Contracting Activity's Name)

(Signature and Date)

Disapproved: _____
(Head of Contracting Activity's Name)

(Signature and Date)

Warrant Information:

Warrant number: _____

Warrant date: _____

Warrant signed by: _____

Appendix P-2

Request to Terminate Warrant/Notice of Termination

TO: _____ (Head of Contracting Activity)

FROM: _____ (Warrant holder's supervisor)

SUBJECT: Request to terminate warrant/Notice of termination

A. Warrant holder is:

(Name, Title, Series, and Grade)

B. Warrant holder's Work Location:

(Organization/Division/City/State)

C. Warrant holder's phone number, fax number, e-mail address:

D. Warrant number and date:

Please check the reason for termination of warrant authority

Request to terminate warrant:

The need for the individual to have a warrant no longer exists.

Transfer/reassignment of the individual to another office or to another agency.

Other. Please describe: _____

Notice of Termination: (return the original warrant to the HCA office)

Resignation, retirement, or transfer to another employer.

Termination. Attach a written description of the circumstances.

Other. Please describe: _____

(To be completed by the Head of Contracting Activity)

Approved: _____
(Head of Contracting Activity's Name) (Signature and Date)

Disapproved: _____
(Head of Contracting Activity's Name) (Signature and Date)

Appendix Q

Guidance on Continuous Learning Points for Project Officers, Project Managers, and Program Managers

These guidelines reflect best in practice recommendations for continuous learning. Agencies retain flexibility and supervisors remain responsible for working with program and project managers to identify those activities and opportunities of greatest benefit to the professional development of an individual. The training, professional activities, education and experience that are used to meet the CLP requirements must be job related. A minimum of 16 hours (CLPs) each year shall be in acquisition or project management-related training.

A. Training

1) *Completing awareness training.* Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed 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 and supervisor 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 can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that 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.

C. Education

1) *Formal training.* Supervisors should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs 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 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

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 assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to the agency and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed 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.

CREDITABLE ACTIVITIES	POINT CREDIT
Experience:	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Integrated Product Team (IPT)/ Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per years
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 R-1

The FAQ: Frequently Asked Questions on the Federal Acquisition Certification in Contracting Program (Presented by the Federal Acquisition Institute)

Q: In accordance with the GS-1102 Qualification Standard, employees in GS-1102 positions will be considered to have met the standard, including the education requirements, for positions they occupied on January 1, 2000. Please see the GS-1102 Qualification Standard on www.opm.gov for specific requirements for the GS-5 through GS-12 level, and for GS-13 and above.

Q: The question was raised does this wording mean that someone who had special consideration for the education requirement that was "grandfathered in" effective January 1, 2000 maintain that status?

A: That is correct. If someone was in the GS-1102 series on 1/1/2000 (and has not left), he/she is considered to have met the education requirements. We did this to be consistent with the OPM GS-1102 qualification standard.

Q: DAWIA Certification clarification

Paragraph 8.c, DAWIA Certification, refers to a "valid, current" DAWIA certification in contracting. Former DoD employees who have joined civilian agencies would not have a "valid, current" DAWIA certification, only a record that they held one in the past.

So even if such an employee has kept up with continuous learning, they can't meet the threshold.

Question: Does "valid, current" mean active? How should "valid" and "current" be understood to apply in this paragraph? Will equivalency for DAWIA certifications apply only to employees who transfer from DoD to a civilian agency after the date of the OMB memo?

Let's say someone had a DAWIA certification and left the Government to pursue something else but kept up with the 80 CLP requirement. Then, let's say he/she decides to work for DoD after a year or two. Would DoD consider them DAWIA certified or equivalent? What would you require of them to make them eligible?

A: Answer from DAU: Once you're in the family you're in. DoD certifications do not expire -- so if you take a position outside of DoD for a few years, but continue to take advantage of opportunities in your certified field and come back to DoD, you are still certified. There is no policy requiring specific refresher training if you have been out for a while, however, in consulting colleagues here, I've learned in practice if you've been out of the field a while and training requirements changed, your manager may ask you to take a certain course as a refresher.

Answer from OFPP: Bottom line, in this case, I would interpret valid and current to mean: Valid - a DoD (or FAC-C) issued by an approved issuing authority.
Current - you can document continuous learning for each year starting with the year you became certified.

Note: The situation becomes complicated when someone cannot verify continuous learning. In that case, the certification is still valid since there is no expiration date, but a manager will usually require someone to take at least some current training in his/her field to meet the skills currency requirement.

Q: What are these new policies from the Office of Federal Procurement Policy (OFPP)?

A: The first is OFPP Policy Letter 05-01 found at <http://www.fai.gov/pdfs/policy0501.pdf>. This policy letter establishes new training requirements for the entire civilian acquisition workforce and new certifications in targeted acquisition career fields. It mandates the workforce's use of a Federally based training database, ACMIS. The policy letter also establishes a new position, Acquisition Career Manager (ACM), at each agency, to monitor and manage the training and certification of the acquisition workforce within their agency.

The second is Office of Management and Budget (OMB) memo 06-01 found at http://www.whitehouse.gov/omb/procurement/acq_wk/fac_contracting_program.pdf. This memo establishes the requirements and guidance for the Federal Acquisition Certification in Contracting (FAC-C), which is a Federally recognized program for the acquisition workforce that sets forth the required training, experience and education for certification of contracting professionals.

Q: Why did OFPP issue these policies?

A: The policies are an effort to align the civilian and defense acquisition workforces. All acquisition workforce members, regardless of their agency or department, will use common core curriculum and follow common training skills currency requirements.

TRAINING CURRENCY

Q: Who keeps track of my Continuous Learning Points (CLPs)?

A: You are responsible for regularly updating your training activities in the ACMIS system <https://admin.acmis.gov/>. Your supervisor is responsible for verifying your compliance with the training requirements and for validating information you enter into ACMIS. For audit purposes, certificates or other documentation giving proof of training completed must be maintained by the individual. Contact your agency ACM for details.

Q: What will happen if I don't meet the required number of training hours every two years?

A: A FAC-C will be invalid if the 80 CLPs are not met every two years. COs may have their warrants suspended or revoked until the skills currency requirement is met. CORs may have their appointment suspended or rescinded until their skills currency requirement is met. Limited waivers are available; please see your agency ACM.

FEDERAL ACQUISITION CERTIFICATION - CONTRACTING

Q: What are the elements of Federal Acquisition Certification in Contracting (FAC-C)?

A: Achievement of the FAC-C is based on meeting education, training and experience requirements. There are three levels and a person must meet the requirements of the previous level before progressing. Below is a chart that outlines the requirements at each of the three levels. The Chart is available on FAI.gov at <http://www.fai.gov/resource/conpur.asp>.

Q: I am not an 1102 or 1105. Can I pursue a certification in contracting?

A: Though priority for certification will be given to Contract Specialists, the program is not limited to the contracting series.

Q: I already hold a warrant. Do I need to become certified?

A: OFPP states that FAC-C is not mandatory for all GS-1102s; however, acquisition workforce members issued new warrants after January 1, 2007 must have FAC-C. If you wish to transfer to a new agency after that date, a condition of employment as

a CO will likely be FAC-C. A new warrant is defined as a warrant issued to an employee for the first time at a department or agency. Agencies can make additional warranting requirements, so check with your agency ACM.

Q: I have already been granted a training certification from my agency. Why do I have to get the FAC-C?

A: All Government agencies accept the Federal Acquisition Certification in Contracting (FAC-C) as evidence that you meet the core training requirements for the 1102 series. It is transferable to all civilian agencies. Agencies other than your own will not automatically recognize your agency's certification program.

Q: What happens to my current warrant if I don't become certified?

A: Current warrant holders are encouraged by OFPP to obtain FAC-C. OFPP and FAI do not require current warrant holders to obtain any certification. However, agencies may be more stringent and require current warrant holders to become certified at a commensurate with their warrant authority. OFPP and FAI encourage all agencies to require a Level III for all unlimited warrant holders.

It is in every acquisition workforce member's interest to use their 80 CLP requirement to obtain the training to meet the FAC-C requirements and to apply for certification. If you transfer to another civilian agency on or after January 1, 2007 as a CO requiring a warrant, FAC-C is required at an appropriate level to support the warrant delegation.

Q: I am already DoD certified (DAWIA). Do I have to do anything more?

A: You must have proof of your DAWIA certificate. Then you may apply for the FAC-C through your agency ACM. In the application, include a copy of your DAWIA certificate.

Q: I am certified through DOD's program. Since I left DOD, I only took the 40 hours of training every two years as required by civilian agencies rather than the 80 hours required by DOD. Does my certification still count?

A: Yes. If you have maintained your training requirement of 40 hours every two years while at your civilian agency, you are considered current. You will need to increase to the new 80-hour requirement under FAC-C.

Q: I want to be certified but I took my classes in the 1970s or 1980s. Will I have to retake the acquisition courses?

A: There is a fulfillment process for the acquisition workforce who may be considered “legacy” (took most of the training before 1994). Through the fulfillment process, you will be asked to demonstrate that you possess the core competencies of the new courses. To be posted on www.fai.gov by November 3rd.

ACQUISITION CAREER MANAGEMENT INFORMATION SYSTEM (ACMIS)

Q: I am a Contract Specialist without a warrant. Am I required to use ACMIS?

A: Yes. All employees designated as members of the acquisition workforce must use ACMIS to track their continuous learning skills currency training every two years.

Q: I am an alternate COR and I rarely work with contracts. Am I required to use ACMIS?

A: Yes. In order to keep your COR status current, you must be registered in ACMIS.

Q: What personal information is required for ACMIS?

A: 1102s will have education, Federal employment history, job series and grade, entered into ACMIS through the Office of Personnel Management’s database. Employees must update their information and training as needed.

Q: Who has access to my personal information?

A: Your agency ACMIS System Administrator and your immediate supervisor may access portions of your record. Your core training courses, CLPs, job series, grade, warrant information, and education information are visible to them.

Appendix R-2

Q&As – Transition from the HHS Acquisition Workforce Training and Certification Program to the Federal Acquisition Certification in Contracting Program

1) Question: Is it correct that any change in a previously issued warrant must also comply with the new FAC-C requirements? For example, if someone has a Level III warrant with authority to obligate funds up to \$500,000, and now they are requesting an increase in their authority, e.g., to 1 million, they would need to satisfy the new FAC-C requirements."

Answer: Those who currently have a warrant will retain that authority. New warrants issued after January 1, 2007 must be in accordance with the new certification standards. New CO warrants are defined in Policy Letter 05-01 as warrants issued to employees for the first time at a department or agency. Therefore, if one currently has a warrant, this individual does not need to be FAC-C certified. If one is seeking an increase in warrant authority, this individual is required to be FAC-C certified.

2) Question: OFPP Policy Letter 05-01 states, "No later than October 1, 2005, Federal civilian agencies shall follow the training requirements established by DoD..." Your memo of July 1, 2005, which transmitted this Policy Letter, states that HHS personnel who are in the midst of HHS' level II training should complete their training in FY 2005 and people taking Level III training should plan to complete the current course by the end of FY 2005. While the memo does not state such, I am assuming the same applies to folks in the midst of completing Level I certification as well.

Answer: Those conducting simplified acquisitions at HHS will be required to take the "Basic Simplified Acquisition Procedures" course, or CON 237 and other appropriate courses for SAC-A and SAC-B Certification.

3) Question: Now that we are in FY 2006, is it required that all Level Certifications and Warrants be issued under the new curricula, or, can we still use the required courses outlined in the most recent version of the HHS handbook?

Answer: Individuals who are in the midst of completing their HHS Level I, II, or III should complete these courses by the end of FY 2006. If one has achieved his/her HHS Level III certification, then he/she should begin taking the FAC-C Level III courses, which are CON 353 and 2 electives.

In summary, if an individual begins a curriculum for a given level, and the curriculum changes, he/she will be bound by the curriculum in existence when he/she started

the training. (This is only for the level that he/she is working on). This individual will be required to meet the new curriculum when he/she starts the next level.

4) Question: If an employee has completed their Level I HHS courses under the old curricula, can they still be issued a Level 1b certification and warrant?

Answer: Yes, until January 1, 2007. If an employee has completed his/her Level I courses under the old curricula, he/she can still be issued a Level I(b) certification and warrant (until the FAC-C and SAC Programs become effective on September 30, 2006).

5) Question: If so, must they take the new Earned Value Management training if they are in the IT division?

Answer: Yes. Earned Value training will still be required for those contracting staff who work on IT acquisitions* (see Chapter 5, "Training and Certification for the HHS Acquisition Workforce"). Although Earned Value Management training for those acquisition personnel who manage and monitor and IT contract is not a FAC-C training requirement, it will remain an HHS training requirement.

Appendix R-3

Direct-Hire Authority for Difficult-to-Fill Acquisition Positions

Implementation of Direct-Hire Authority at HHS

In May 2006, ASAM issued a policy memorandum authorizing the use of “direct-hire” throughout the Department. Direct-hire authority allows an agency to appoint individuals to “difficult-to-fill” positions without regard to Veterans’ preference, the “Rule of Three,” and rating/ranking procedures when there is a shortage of highly qualified candidates, and allows individuals to staff critical positions quickly.

HHS’ policy allows OPDIVs/STAFFDIVs to use “direct-hire” authority to recruit and select: contracting professionals at grades GS-9 and above; program/project officials at grades GS-12 and above; and contracting & project/program officials at any grade (except for grades 5/7 for GS-1102s) in the event of a public health emergency. A categorical exemption from any hiring controls is granted for all OPDIVs/STAFFDIVs to use in this regard for the positions covered under the direct-hire policy.

Implementation of this policy will allow HHS to fill critical acquisition positions quickly using a flexible, streamlined recruitment and selection process. Detailed information about the direct-hire policy can be found on the HHS KnowNet at:

<http://www.knownet.hhs.gov/acquisition/CoverMemoDHA.pdf>, and
<http://www.knownet.hhs.gov/acquisition/DHAFEDLACQPOS.pdf>

In an effort to implement this direct-hire authority, the Office of Acquisition Management and Policy (OAMP)/ASAM, in concert with the Office of Human Resources (OHR)/ASAM is focusing on innovative and effective recruitment strategies, which include, but are not limited to: developing appropriate “open continuous” vacancy announcements for acquisition; initiating new partnerships and outreach activities with colleges and universities; expanding entry-level and mid-and senior level recruitment; adopting e-recruitment techniques; facilitating just-in-time hiring; participating in selected career fairs; increasing the use student intern programs; and expanding the use of existing hiring flexibilities, such as conversions of students working under the SCEP Program.

Additional information on direct-hire authority is available at:

http://www.knownet.hhs.gov/acquisition/direct_hire_email.htm and
<http://www.knownet.hhs.gov/acquisition/SARAMemoonDirectHirefromOPM.pdf>.

Appendix R-4

CON Level II Curriculum Change

by Linda Ott, FAI (from FAI Insight Newsletter, April 2006)

The DAU core courses for Level II Certification in Contracting are being revised. The current core Level II contracting curriculum: CON 202: Intermediate Contracting, CON 204: Intermediate Contract Pricing, and CON 210: Government Contract Law will be replaced by the following:

- CON 214: Business Decisions for Contracting (online)
- CON 215: Intermediate Contracting for Mission Support
- CON 216: Legal Considerations in Contracting (online)
- CON 217: Cost Analysis and Negotiation Techniques (online)
- CON 218: Advanced Contracting for Mission Support

CON 214, 216, and 217 are distance learning courses that build upon Level I training by focusing on more complex acquisitions (to include planning, award, and administration), legal considerations, cost analysis, and negotiation techniques. Level I core courses are prerequisites for Level II core courses. CON 214 is a prerequisite to CON 215, which is a capstone type course where the students apply learned knowledge to practical exercises involving acquisition planning, source selection, and award of a multi-agency multiple award service contract. CON 215, 216, and 217 are all prerequisites to CON 218, which is also a capstone type course where the students again participate in practical exercises involving acquisition planning; cost analysis; negotiation, award and administration of a sole-source research and development contract; and acquisition planning, source selection, award, and administration of a competitive production contract.

An initial pilot offering of the new Level II core courses (CON 214-218) began on March 13, 2006. Students enrolled in the pilot courses must complete all 5 courses this fiscal year, per the pilot schedule. (CON 214 will be held in Huntsville, AL, March 23-April 6, 2006, and CON 218 will be held in Pt. Hueneme, CA, May 15-26, 2006.)

The restructure of the Level II core contracting courses completes the major restructure of the career field training undertaken to better align the training with the skills, knowledge, and competencies identified as being key to the contracting career field. As these new courses utilize distance learning to a larger extent than in the past, it is important that supervisors provide their employees ample time to complete the required training courses and facilitate open dialogue about the course material. Civilian agencies will have a transition plan to the new curriculum that allows time for

equivalent providers to prepare materials and get equivalency recognition to provide the classroom course offerings.

Appendix R-4 (continued)

Additional Information on CON Level II Curriculum Change

Contracting Level II Course Predecessors & Conversion Matrix

The current Level II core contracting curriculum consists of CON 202 - Intermediate Contracting; CON 204 - Intermediate Contract Pricing; and CON 210 - Government Contract Law. This curriculum will be replaced in FY 2007/2008 by the following core courses.

CON 214 - Business Decisions for Contracting (Distance Learning - 24 hours)

CON 215 - Intermediate Contracting for Mission Support (Classroom - 8 days)

CON 216 - Legal Considerations in Contracting (Distance Learning - 30 hours)

CON 217 - Cost Analysis and Negotiation Techniques (Distance Learning - 40 hours)

CON 218 - Advanced Contracting for Mission Support (Classroom - 9.5 days)

Two electives are still required for Level II certification and successful completion of Level I courses remains a prerequisite for Level II core courses.

CON 214 is a self-paced distance learning course focusing on the pre-award business and contracting knowledge necessary to process the more complex procurements. CON 214 is a prerequisite for CON 215. CON 215 uses the facilitated discussion approach for students to apply the knowledge learned in CON 214 to practical exercises involving acquisition planning, source selection, and award of technical support service contracts.

CON 216 is a self-paced distance learning course focusing on legal considerations in the procurement process. CON 217 is a self-paced distance learning course focusing on cost analysis and negotiation techniques. CON 214, 215, 216 and

217 are all prerequisites to CON 218 where students again participate in practical exercises involving acquisition planning, cost analysis, negotiation, and contract administration.

Course Predecessors

DAU maintains a listing of predecessor courses. Students who have completed these courses may use them to meet prerequisite requirements and/or receive credit for them toward DAWIA certification. The following is a list of predecessor courses.

New Course	Predecessor
CON 214 and CON 215	CON 202
CON 216	CON 210
CON 217	CON 214

Level II Conversion Matrix

The new curriculum continues the conversion from stove-piped to integrated training where concepts are introduced and discussed in conjunction with the contracting process. As such, there is not a one-for-one course conversion. The Level II Conversion Matrix was developed by identifying where learning objectives of the current curriculum are in context of the competencies and learning objectives of the new curriculum.

If completed	Required to take	Recommended to take
202	216, 217 & 218	214
204	214, 215, 216 & 218	217
210	214, 215, 217 & 218	
202 & 204	216 & 218	214 & 217
202 & 210	217 & 218	214
204 & 210	214, 215 & 218	217
104, 202 & 204	216	214 & 218
120, 202 & 204	216 & 218	214
104, 202 & 210	218	214
120, 202 & 210	217 & 218	214
104, 204 & 210	214 & 215	216
120, 204 & 210	214 & 215	216, 217 & 218
104, 204 & 210	214 & 215	216
120, 204 & 210	214 & 215	216, 217 & 218

IMPORTANT NOTES:

- In the FY 2007/2008 curriculum, the online courses are not stand alone modules. They are to be completed in conjunction with a pending enrollment in a classroom course. For example, participants should complete CON 214 approximately 60 days prior to attending CON 215. Please actively discourage participants from trying to take the online course more than 90 days prior to a classroom course.
- It is critical that CON 214 is taken first and CON 218 is taken last. You may either apply these courses to your certification or as continuous learning points; however, not both. Distance learning sections taken as Continuous Learning Center courses can be applied as CLPs; however, not as certification credit.
- While DAU has a matrix going from the current curriculum to the FY 2007/2008 curriculum, the information does not translate from the FY 2007/2008 curriculum back. For example: A student could not start the CON Level II curriculum with CON 214 & CON 215 and then try to go back and take CON 204 or CON 210. A chart summarizing the CON Level II curriculum changes is listed in Figure 1 below.

Questions about CON Level II Curriculum:

Q: Is distance learning a pass-fail?

A: No, there is a test associated. Competed training is reported back to the agencies.

Q: What is recommended for those who have started training in the existing curriculum and need to compete?

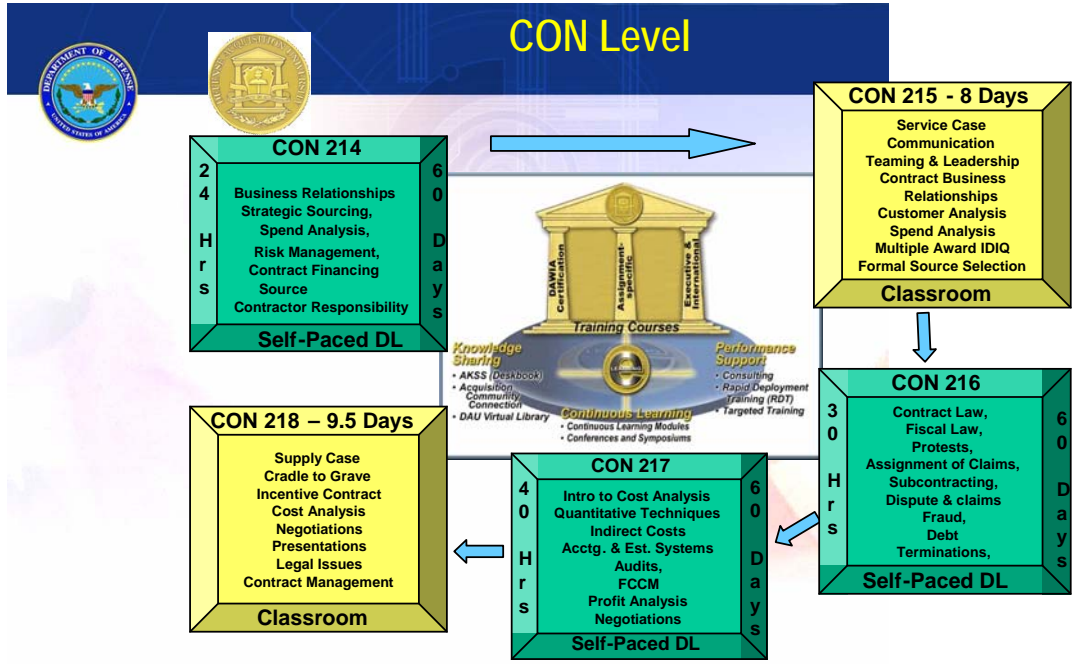
A: If you have begun the existing curriculum, you are strongly encouraged to complete the existing curriculum. Commercial providers will maintain equivalency for existing Level II training until FY 08. This gives civilian agencies time to transition. The new curriculum doesn't have information that isn't covered in the existing curriculum. The improvements deal mainly with the delivery methods and also on applying concepts in the classroom training. FAI will continue to sponsor classroom sessions under the AWTF, using DAU equivalent providers.

The entire memorandum is available at:

<https://www.atrs.army.mil/channels/acqnow/help/ConConversionMatrix.pdf>

Appendix R-4 (continued)

Figure 1 CON Level II Transformation (DAU's slide)



Appendix R-5

Courses (and Equivalencies*) to Satisfy Training Requirements

Effective January 1, 2007

For Basic Project Officer course:

The following courses below are equivalent to the HHS' "Basic Project Officer" course (as determined by the HHS Program and Project Management Certification Board).

- 1) Management Concepts, Inc., COR Course (40 hours)
- 2) George Washington University, The COR and COTR Training Program (24 hours), or (ESI International) Contracting for Project Managers (24 hours) and remaining 16 hours (see DAU and FAI courses below) to make 40 hours total
- 3) USDA Graduate School, Contracting for Basics for COTRs (24 hours) and remaining 16 hours (see DAU and FAI courses below) to make 40 hours total
- 4) Northwest Procurement, COR/COTR Certification Course (40 hours)
Institute
- 5) DOI University, COR/COTRs Basic Certification (40 hours)
- 6) Treasury Acquisition Institute, Contracting Officer Technical Representative (40 hours)
- 7) Houseman & Associates, Contracting for COTRs (40 hours)
- 8) J&K Associates, Inc., Contracting Officer's Technical Representative Training (40 hours)
- 9) AMCI, Contracting Officer Technical Representative, (40 hours)
- 10) Defense Acquisition University and Federal Acquisition Institute

Free Online Classes from DAU <https://learn.dau.mil/html/clc/Clc.jsp>

The following 4 free courses should be taken to meet HHS' Project Officer training requirement (these courses also meet GovWorks 40 hour COTR training requirement)

- CLC 106, COR Course, (8 CLPs)
- CLM 024, Contracting Overview, (8 CLPs)
- CLM 012, Scheduling, (12 CLPs)
- CLC 013, Performance-Based Services, (6 CLPs)

AND

Choose a combination of the courses below to complete the remaining 6 hours of this requirement.

- CLC 007, Contract Source Selection, (1 CLP)
- CLC 010, Proper Use of Non-DoD Contracts, (1 CLP)
- CLC 006, Contract Termination, (2 CLPs)
- CLC 011, Contracting for the Rest of Us, (2 CLPs)
- CLE 003, Technical Review, (3 CLPs)
- CLC 004, Market Research, (3 CLPs)
- CLC 018, Contractual Incentives, (3 CLPs)
- CLM 013, Work Breakdown Structure, (6 CLPs)
- CLM 014, IPT Management & Leadership, (8 CLPs)

Instructions:

1. Click on the DAU link: <http://www.dau.mil>
2. Click on “Continuous Learning” on the left hand side of the homepage.
3. Choose to register for continuous learning modules.
4. Select your organization type from the list on the next page.
5. Follow the instructions given for your organization or click on the highlighted bubble/button link in the upper right corner labeled: “DAU continuous learning – click here”.
6. Follow the registration instructions.

You can also register for these courses through FAI (see below).

Free Online Courses from FAI

The Federal Acquisition Institute now has one online registration system for a number of Acquisition training courses, such as those that used to be available through DAU online and the AWTF classes. Registration is done at <https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1>. A list of class locations and dates is posted at <http://oamp.od.nih.gov/Division/acp/AcqTraining/MasterFY07ClassCalendar.asp>

A guide to this registration system is available at: <http://oamp.od.nih.gov/Division/acp/AcqTraining/FAITraining.asp>. Addresses and maps are

also available at this website also.

Refresher Project Officer (COR/COTR) Training Available:

(The following courses below do not satisfy HHS' initial Project Officer training requirement, but will satisfy Project Officer refresher training).

Additional COR/COTR training is available at DAU, on the Acquisition Community Connection (ACC). The URL is <http://acc.dau.mil>. On the Community of Practice (CoP) for Contracting Officer Representatives there are several good learning modules. The most recent offering, **CLC106 COR Training**, is a 6-8 hour overview for CORs. There are two learning modules that provide a good contracting overview: **CLC011 Contracting for the Rest of Us** (2 continuous learning points) and **CLM024 Contracting Overview** (8 continuous learning points).

Other recommended modules at the CoP for COR/COTRs are:

- CLC007 Contract Source Selection (1 hour)
- CLC018 Contractual Incentives (3 hours)
- CLC013 Performance Based Services Acquisition (6 hours)
- CLC004 Market Research (3.5 hours)

For Project Management course:

- 1) DAU's ACQ 101 ("Fundamentals of System Acquisition Management"), "Intermediate Systems Acquisition," DAU's "Fundamentals of Integrated Product Teams," or DAU's PMT 250, "Program Management Tools")
- 2) ESI, Managing Projects, or Project Management for Contracting Professionals
- 3) MCI, Project Management Principles
- 4) USDA, Project Management

For Performance-Based Services Acquisition course:

- 1) AMCI, Performance-Based Services Acquisition, 2 days
- 2) BAE Systems, Performance-Based Services Acquisition, 3 days
- 3) Defense Acquisition University, Performance-Based Services Acquisition, course #CLC013, website: <https://learn.dau.mil/html/clc/clc.jsp>
- 4) NCMA, Performance-Based Services Acquisition, course # 3901, website: <http://www.ncma-napm.org/>

- 5) ESI International, Preparing Performance-Based Statements of Work, 2 days
- 6) Management Concepts, Inc., Performance-Based Services Acquisition, course #1076, 5 days
- 7) BMRA, Performance-Based Acquisition, 5 days

For Writing Statements of Work course:

- 1) ESI, Writing Statements of Work: The Heart of Any Contract
- 2) NIH Training Center, Writing Statements of Work
- 3) HHS University, Writing Statements of Work
- 4) DAU's "Improved Statement of Work, #CLM 031, available at: <https://learn.dau.mil/html/clc/Clc.jsp?cl=>

For Performance-Based Statement of Work course:

- 1) NPI, Developing Performance-Based Work Statements
- 2) MCI, Performance-Based Service Contracting
- 3) USDA, Performance-Based Statements of Work
- 4) ESI, Performance-Based Service Contracts

For Earned Value Management course:

The following courses are equivalent to HHS University's course entitled, "Early Warning Project Management Systems Workshop" (taught by Logistics Management Institute):

- 1) Atlantic Management Center, Inc. (AMCI) – AMCI offers a two-day course entitled, "Earned Value Management." Details about this course are available at: <http://www.amciweb.com/courses2005/EVM.html>.
- 2) Defense Acquisition University (DAU) – DAU offers a free online course entitled, "Fundamentals of Earned Value Management" (course BCF 102 (online)). Details about this course are available at: <http://www.dau.mil/schedules/schedule.asp>.

- 3) HHS University's "Earned Value Management" course. Available at:
<http://lms.learning.hhs.gov/CourseCatalog/index.cfm?fuseaction=browse>
- 4) ESI's "Earned Value Management Essentials course. Available at:
<http://www.esi-intl.com/register/course.asp?coursecode=GCP-DDP>
- 5) American Graduate University's "Earned Value Management Systems" course. Available at:
http://www.agu.edu/Course.aspx?course_code=547&area_id=1
- 6) MCI's "Earned Value Management in Projects" course. Available at:
<http://www.managementconcepts.com/scripts/mcikeywordsearch.asp?keyword=earned+value>

For Appropriations Law course:

- 1) "Fiscal Law Tutorial," Defense Acquisition University (no charge for this course), <https://www.saffm.hq.af.mil/fiscallaw/index.htm>
- 2) "Appropriations Law Seminar," Management Concepts, Inc.
- 3) "Federal Applications of Appropriations Law," U.S. Department of Treasury, <http://www.fms.treas.gov/tas/courses/approlaw.html>
- 4) "Federal Appropriations Law Update," USDA Graduate School, http://www.grad.usda.gov/course_details.php?cid=FINC7200D
- 5) "Principles of Appropriations Law Training - An Orientation to Federal Fiscal Law," GAO, <http://www.gao.gov/special.pubs/apptrng.html>
- 6) "Federal Appropriations Law," ESI, <http://www.esi-intl.com/register/course.asp?coursecode=GCP-BLM>
- 7) "Federal Appropriations Law," J&K Associates, Inc., <http://www.jandkassociates.com/cview.asp?courseid=416>
- 8) "Federal Appropriations Law," HHS University, <http://lms.learning.hhs.gov/training/classscheduler/index.cfm?Fuseaction=Home.CourseDetails&intCSCourseID=10321&AddPopularity=1>
- 9) "Federal Appropriations & Fiscal Law," Federal Publications Seminars
- 10) "Federal Appropriations Law," U.S. Department of the Interior, <http://doilearn.doi.gov/training/classscheduler/index.cfm?Fuseaction=Home.CourseD>

[etails&intCSCourseID=380,](#)

* If a course is not listed here, please contact the ASAM/OAMP for course equivalency approval.

Appendix R-6

Competency Standards

**(additional competencies are available at:
<http://www.fai.gov/pdfs/cbcdevguide.pdf>)**

COMPETENCIES EMPLOYEE SELF-ASSESSMENT

CON 100 – SHAPING SMART BUSINESS ARRANGEMENTS

CON 100	Competency	Yes	No	Work Description/Justification
1	Describe the similarities between the private and public sector acquisitions.			
2	Explain the differences between the private and public sector acquisition due to unique Government requirements.			
3	Describe the significance of the role of contracting in conducting your agency's business.			
4	Recognize the changing world, national events, technological improvements and Congressional actions that influence changes in the acquisition environment.			
5	Summarize your agency's contracting mission.			
6	Outline the variety of customer mission areas and the corresponding market segments that are supported by contracting professionals.			
7	Compare and contrast the differences and relationships of the acquisition, technology and logistics missions.			
8	Summarize the effect of events described in "Workforce 2005" on the contracting community.			

CON 100	Competency	Yes	No	Work Description/Justification
9	Generalize the business and technical competencies required for the contracting workforce series.			
10	Describe FAC-C certification and continuous learning requirements.			
11	Explain individual development plan (IDP) requirements and training opportunities.			
12	Distinguish among the acquisition team members and their roles in differing missions.			
13	Explain potential impacts of functional team members' actions within the team.			
14	Discuss contracting professionals' added value as result of understanding requirements.			
15	Describe the key characteristics of how the Government conducts business with the private sector and how those characteristics have evolved over time.			
16	Compare and contrast adversarial and collaborative business relationships.			
17	Explain the unique role of Federal contracting professionals in supporting the development of smart business arrangements.			
18	Define the mission of the General Accountability Office.			
19	Describe the impact of the General Accountability Office on the acquisition process.			
20	Explain the importance of addressing General Accountability Office recommendations.			

CON 100	Competency	Yes	No	Work Description/Justification
21	Explain standards of conduct and ethical principles that apply to procurement decisions.			
22	Recognize actions to avoid fraud, waste and abuse.			
23	Describe senior leaderships' vision and focus for the acquisition workforce.			
24	Explain the overarching principles defining and guiding the Government's approach to doing business as Government contracting professionals.			
25	Describe your role in achieving those goals.			
26	Outline the general business attributes needed for the business advisor.			
27	Describe the types of business advice, and their financial implications, needed to determine the most appropriate business arrangements.			
28	Describe some business arrangements that motivate suppliers.			
29	Identify monetary and non-monetary motivators.			
30	Explain the differences in influences affecting contractor versus Government acquisition professionals.			
31	Determine the economic role contractors play in Government acquisitions.			
32	Outline the win-win outcome and its benefits to both Government and contractor.			
33	Explain the different types of appropriations including their purpose and time period in which funds must be obligated.			

CON 100	Competency	Yes	No	Work Description/Justification
34	Describe the different situations in which Anti-Deficiency Act would apply.			
35	Outline the mission and functions of the Government financial community.			
36	Discuss the business process interfaces and interdependence between the acquisition and financial functions in the Federal Government.			
37	Explain how smart business arrangements reflect consideration of the total cost of doing business from the buyer and seller perspective.			
38	Describe the preferred approach to meet customer needs using commercial off-the-shelf items.			
39	Recognize the benefits and challenges of procuring commercial off-the-shelf items, modified commercial items, nondevelopmental items and Government unique items.			
41	Define the following terms: <ul style="list-style-type: none"> •Federal Business Opportunities (FedBizOpps) •Central Contractor Registration (CCR) •GSA E-Buy •NIH-Performance system •Agency standard procurement systems 			
42	Discuss the role and function of e-business integrated systems.			
43	Discuss the benefits and challenges of technology in supporting business functions.			
44	Explain the end to end process model.			
45	Recognize the impact of using inaccurate data in support of business processes.			

CON 100	Competency	Yes	No	Work Description/Justification
46	Discuss the current initiatives and barriers regarding the use of information technology.			
47	Explain the concepts of: Award Term Contracting, Price-Based Acquisition, Reverse Auctioning, Intellectual Property, Government Furnished Property, Total Ownership Costs and Risk/Tradeoffs.			
48	Discuss acquisition initiatives such as: Performance based Acquisition, Business Case Development, interoperability and Spiral Development.			
49	Describe public policy using examples, such as Section 803 of the FY 2002 Defense Authorization Act, and provide examples of pending changes.			
50	Define the Contracting career field opportunities available intra and interagency.			
51	Summarize other career opportunities in the acquisition arena (Program Manager, Quality Assurance Specialist, Logistician, FAR/CAC Council representatives, etc.)			
52	Discuss the advantages of rotational assignments.			
53	Interpret personality types to improve leadership and team development.			
54	Explain the impact of personality types on interpersonal communication and team dynamics.			
55	Discuss the characteristics of effective communication.			
56	Discuss how to apply team-building processes to develop and maintain an effective team.			

CON 100	Competency	Yes	No	Work Description/Justification
57	Describe the characteristics of high performing teams and the processes used to develop such teams.			
58	Explain the generic problem-solving model.			
59	Describe procedures for business alternatives such as: <ul style="list-style-type: none"> •Government Inventory •Economy Act •Purchase Card •Request for Quotation/Purchase Order •Sealed Bidding •Contracting by Negotiation •Indefinite Delivery Type Contracts •Ordering Instruments and Procedures <ol style="list-style-type: none"> 1. Federal Supply Schedules 2. Multiple Award Contracts 3. Multi-Agency Contracts 4. Government Wide Acquisition Contracts 5. Agreements 			
60	Outline the business considerations for using the defined business alternatives and ordering instruments.			
61	Describe the roles/responsibilities of the contracting professional, as well as the rules and strategies that apply to their work environment.			
62	Distinguish among the contracting business decisions that are required in the planning stages of the procurement and the implications for the acquisition team members in this process.			
63	Distinguish among the contracting business decisions required from solicitation to award of the procurement and the implications for the acquisition team members in this process.			

CON 100	Competency	Yes	No	Work Description/Justification
64	Distinguish among the contracting business decisions required after award of the procurement and the implications for the acquisition team members in this process.			
65	Discuss the shift to knowledge work and workers in our society.			
66	Discuss on-line resources and e-performance support tools available to the acquisition workforce.			
67	Outline continuous learning opportunities available to the acquisition, technology and logistics workforce.			
68	Discuss lessons learned and best practices regarding use of e-performance support tools and e-learning.			
69	Describe Communities of Practice (COP) and how they relate to the acquisition process.			

Appendix R-6 (continued)

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT**

CON 202 – INTERMEDIATE CONTRACTING

CON 202	Competency	Yes	No	Work Description/Justification
1	Given applicable resources and information on upcoming requirements, analyze that information so that sound business judgments can be made.	X		Please see the sample management plan at Attachment 1 and sample acquisition plan at Attachment 2.
2	Given applicable resources, purchase request for a complex requirement and market research data, determine its adequacy and impact on an acquisition so that sound business judgments can be made.	X		When presented with market research data for a complex requirement, the first thing to do is to check acquisition histories on current and prior contracts to see if anything similar has been previously purchased (FAR 7.103(1)). This would help to determine the type of market information that may be needed. If the market research in hand is adequate for what is needed that next thing to do is check the market research for any deficiencies. It is also important to consider any additional information that may be used as market research such as Federal, state, and local resources, previous customers, and prospective contractors. Accurate and thorough market research can help with a smooth acquisition process, whereas inaccurate and vague market research can bring the acquisition process to a complete standstill.
3	Given applicable resources and requirements documents analyze the documents so that sound business judgment can be made.	X		When reviewing a PO's requirement documents I look for the following things: 1) a performance-based SOW (as long as services are being requested), 2) a clearly written SOW with outlines what the contractor is responsible for, 3) a list of materials, if needed, as well as any specific material requirements and substitutions, if applicable, 4) clear drawings, if applicable, 5) any possible restrictions that could effect the contractors work (i.e. hours of operation), 6) inspection and acceptance criteria, 7) quality assurance plan. 8) delivery or performance schedule, 9) any packaging or marking specifications, 10) any GFP, GFE and 11) any possible way requested services could be considered personal services. Based on the items listed above I would determine the best method of acquisition and review that with the PO. The method of acquisition chosen would take all the above factors, and dollar value, into account in order to supply the PO with the required supply or services in the most efficient and effective manner.

Appendix R-7

Fulfillment of Mandatory Training Requirement (see sample for CON 202 below)

FULFILLMENT OF MANDATORY TRAINING REQUIREMENT			
The information provided herein is used for verification by the individual's supervisor and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.			
SECTION I – INDIVIDUAL REQUEST			
NAME <i>(Last, First, Middle Initial)</i>		COURSE NUMBER	
COURSE TITLE		COURSE LEVEL <i>(Entry, Intermediate, Senior, etc.)</i>	
STATEMENT I propose that the skills and knowledge by the mandatory course identified above have been obtained by experience, education, equivalency test, of alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.			
SIGNATURE		DATE SIGNED	SOCIAL SECURITY NUMBER
TITLE		SERIES	GRADE
AGENCY	CURRENT LEVEL <i>(Entry, Intermediate, Senior, etc.)</i>	DATE ENTERED CURRENT LEVEL <i>(YY/MM/DD)</i>	
SECTION II – SUPERVISOR RECOMMENDATION			
CONCUR INDIVIDUAL HAS GAINED REQUISTE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I.		DO NOT CONCUR <i>(Return Request to Individual)</i>	
SUPERVISOR SIGNATURE		DATE SIGNED (YY/MM/DD)	
TITLE	INTERNAL OFFICE	LOCATION	
SECTION III – DISPOSITION			
APPROVED		DISAPPROVED	
SIGNATURE OF APPROVING ACM			DATE SIGNED
TITLE	AGENCY	LOCATION	

Appendix R-8

Application of NCMA Certifications Toward the Requirements of the FAC-C Program

Below is FAI's guidance on the application of the National Contracts Management Association's certifications toward the requirements of the Federal Acquisition Certification in Contracting (FAC-C).

As stated in the Office of Federal Procurement Policy's January 2006 memorandum, civilian agencies shall follow the equivalency determinations made by DoD regarding external professional certification programs. In December 2006, the Defense Acquisition University (DAU) issued its determination regarding NCMA certifications and Defense Acquisition Workforce Improvement Act requirements, which is effective for three years.

FAI is building on the DoD determination to show the relationship between the NCMA certifications and the current Level I training curriculum. The NCMA Certified Federal Contracts Manager (CFCM) certification is equivalent to Contracting Level I training courses CON 110 (Mission Support Planning) and CON 112 (Mission Performance Assessment) and also satisfies the experience requirement for FAC-C Level I. The NCMA Certified Professional Contracts Manager (CPCM) certification is equivalent to FAC-C Level II courses CON 202 (Intermediate Contracting) and CON 210 (Contract Law) and satisfies the experience requirements for FAC-C Level II.

The chart below summarizes the relationship between the FAC-C Level I requirements and the NCMA certifications. As FAI transitions to the updated DAU Level II curriculum, they will review and update this equivalency determination to reflect the changes.

Matrix of equivalencies pertaining to FAC-C and NCMA Certifications

FAC-C requirements	NCMA certifications
Level I <u>Training:</u> CON 100, CON 110, CON 111, CON 112, CON 120, 1 elective <u>Experience:</u> 1 year of acquisition related experience	CFCM satisfies the FAC-C requirement for: CON 110, CON 112 Experience*

<p>Level II</p> <p><u>Training:</u> CON 202, CON 204, CON 210, 2 electives</p> <p><u>Experience:</u> 2 years of acquisition related experience</p>	<p>CPCM satisfies the FAC-C requirement for:</p> <p>CON 202, CON 210 Experience**</p>
<p>Level III</p> <p><u>Training:</u> CON 353, 2 electives</p> <p><u>Experience:</u> 4 years of acquisition related experience</p>	

* NCMA requires that CFCM candidates have at least 2 years of experience.

** NCMA requires that CPCM candidates have at least 5 years of experience.

Appendix S

References

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Federal Acquisition Reform Act (1996).

Interagency Acquisition Career Management Committee (IACMC) – IACMC resources, including a charter, are available at: <http://www.fai.gov/workforce/iacmc.htm>.

OFPP Policy Letter 05-01, “Developing and Managing the Acquisition Workforce,” issued April 15, 2005, available: http://www.whitehouse.gov/omb/procurement/policy_letter_05-01.html

OFPP Memorandum dated January 20, 2006, “The Federal Acquisition Certification in Contracting Program,” available: http://www.whitehouse.gov/omb/procurement/acq_wk/fac_contracting_program.pdf.

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