



DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND MATERIEL MANAGEMENT
WASHINGTON, DC 20420

IL 049-07-5
December 19, 2006

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER

TO: Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

ATTN: Heads of the Contracting Activity, Contract Specialists, Contracting Officers, and other VA Acquisition Workforce Members

SUBJECT: Department of Veterans Affairs Acquisition Workforce Certification Program

1. The Office of Federal Procurement Policy (OFPP) issued Policy Letter 05-01, dated April 15, 2005, and the implementation of the Federal Acquisition Certification in Contracting (FAC-C), dated January 20, 2006, for civilian executive agencies. This Information Letter (IL) applies to the GS1102 series, other members of the VA Acquisition Workforce will be addressed under a separate IL. This IL provides clarification and defines the implementation process for the Department of Veterans Affairs (VA) Acquisition Workforce Certification Program (AWCP). A copy of the OFPP Policy Letter 05-01 and FAC-C can be found at: <http://fai.gov/policies/policies.htm>.

2. As the Agency's-Acquisition Career Manager (ACM), the Associate Deputy Assistant Secretary for Acquisitions (049A) is responsible for the acquisition workforce career management and has been tasked with implementing FAC-C and other certification programs required by OFPP Policy Letter 05-01. The ACM has directed the Chief, Office of Acquisition Training and Career Development (ATCD) (049A5E) with the responsibility for managing and administering FAC-C through the Acquisition Workforce Certification Program (AWCP). Once the ACM approves a certification level, the ATCD will issue a certificate to the candidate.

3. FAC-C is available to all members of the acquisition workforce after December 31, 2006. However, priority for certification consideration will be as follows: (1) all warranted contracting officers in the GS 1102 grade series; (2) all warranted contracting officers, regardless of grade series, with the authority to obligate funds above the micro-purchase threshold (\$2,500); (3) other employees in the GS 1102 grade series, and (4) other eligible individuals. FAC-C will standardize core training, education, and experience requirements throughout all civilian agencies in accordance with OFPP.

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4. Applicants will be certified at Levels I, II, and III based on the successful completion of the required training, education, and experience. Members of the acquisition workforce are able to progress to the next certification level after meeting all of the requirements of the prior level. Attachment A, FAC-C Certification Table, provides the requisites for each certification level.

5. Applicants seeking certification shall complete a certification request form for FAC-C, including all supporting documentation to substantiate completion of core acquisition training, education, and experience requirements - (copies of training certificates, college transcripts, degrees, and performance ratings). Training information shall include the course name, training duration, training provider, and training location. The applicant shall submit the completed package to the Chief, ATCD Office (049A5E), VA Central Office. VHA applicants shall submit the completed package thru Prosthetics & Clinical Logistics Office (10F) to the Chief, ATCD Office (049A5E), VA Central Office. This office will review each request for completeness, accreditation, and program requirements to determine the appropriate level of certification. Based on the ACM approval, ATCD will issue the appropriate level certificate substantiated by the information provided. Once certified, all personnel are required to attain 80 continuous learning points of skills currency training every two years.

6. 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. FAC-C will recognize this provision, including the education requirements in the Office of Personnel Management Qualification Standard for GS 1102, Contract Specialist, available on www.opm.gov.

7. Applicants must be registered in the Center for Acquisition and Materiel Management Education Online (CAMEO) database prior to requesting certification. Additionally, the Acquisition Career Management Information System (ACMIS) will be all civilian agencies' official system of records for FAC-C and will support the future certification application process. Additional information regarding CAMEO and ACMIS roles in the FAC-C program will be issued in the near future.

8. Effective January 1, 2007, acquisition workforce members seeking contracting authority must be FAC-C certified before a warrant application can be submitted. Unwarranted applicants must meet the certification requirements as outlined in Attachment A. Also, current warrant holders must be certified by December 31, 2007. Contracting authority will not be re-issued to noncertified candidates. Additionally, contracting officers must meet the new certification requirements when seeking any increase in their contracting authority. The new warrant requirements are listed in Attachment B. Please note: Contracting authority will be granted based on the needs of the organization and not based on an individual's completion of certification requirements. Please contact the Acquisition Program Management Division (APMD) (049A5B) regarding reissued warrants under the Contracting Officers Authority Program (COAP).

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9. Please direct any questions regarding AWCP or FAC-C to the Chief, ATCD (049A5E) send email to: FAC-C@va.gov. Complete guidance on AWCP and COAP will be issued shortly.

/s/C. Ford Heard

Director

Acquisition Resources Service Division

Attachments: 2

Distribution: RPC 7029

Federal Acquisition Certification – Contracting

Course	Course Equivalency*	Education	Contracting Experience
Level I			
<ul style="list-style-type: none"> • CON 100 Shaping Smart Business Arrangement • CON 110 Mission Support Planning • CON 111 Mission Strategy Execution • CON 112 Mission Performance Assessment • CON 120 Mission Focused Contracting • 1 Elective 	<ul style="list-style-type: none"> • Acquisition Planning I (CON 101) • Contract Formation I (CON 101) • Contract Administration I (CON 101) • Price Analysis (CON 104) • Cost Analysis (CON 104) • Negotiation Techniques (CON 104) • 1 Elective 	Baccalaureate OR at least 24 semester hours in one of the following disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. (DAWIA requires both baccalaureate and 24 semester hours.)	1 year
Level II			
<ul style="list-style-type: none"> • CON 202 Intermediate Contracting • CON 204 Intermediate Contract Pricing • CON 210 Government Contract Law • 2 Electives 	<ul style="list-style-type: none"> • Acquisition Planning II (CON 202) • Contract Formation II (CON 202) • Contract Administration II (CON 202) • Intermediate Contract Pricing (CON 204) • Government Contract Law (CON 210) • 2 Electives 	Baccalaureate OR at least 24 semester hours in one of the following disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.	2 years
Level III			
<ul style="list-style-type: none"> • CON 353 Advanced Business Solutions for Mission Support • 2 Electives 	<ul style="list-style-type: none"> • CON 353 Advanced Business Solutions for Mission Support • OR • CON 301 and CON 333 • 2 Electives 	Baccalaureate AND at least 24 semester hours in one of the following disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.	4 years

***General information on course equivalency is provided in the above table. Additional guidance on electives and equivalencies will be issued shortly.**

Federal Acquisition Certification – Contracting

Warrant	Authority Level	Level Certified	Performance Rating
Level I Limited	Expenditures above the micro-purchase threshold (\$2,500) up to the Simplified Acquisition Threshold (\$100,000.00) for open market purchases and for delivery or task orders against established contracts	Level I	Satisfactory and above
Level II Limited	Expenditures up to \$5,000,000.00 for contracts, Blanket Purchase Agreements and Delivery and Task Orders against established contracts	Level II	Satisfactory and above
Level III Limited	Expenditures up to \$100,000,000.00 for contracts, Blanket Purchase Agreements and Delivery and Task Orders against established contracts	Level III	Satisfactory and above
Level III Unlimited	Unlimited (Generally Granted for National Program acquisitions)	Level III plus 2 additional years of contract experience	Satisfactory and above