



**DEPARTMENT OF VETERANS AFFAIRS**  
**Deputy Assistant Secretary for Acquisition and Logistics**  
**Washington, DC 20420**

**IL 001AL-09-03**  
**December 19, 2008**

**OFFICE OF ACQUISITION AND LOGISTICS INFORMATION LETTER**

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

**ATTN:** Heads of Contracting Activities (HCAs), Contracting Officers (COs)

**SUBJ:** Updates to Federal Acquisition Certification in Contracting (FAC-C) Program

**I. Purpose**

The purpose of this Information Letter (IL) is to announce changes to the management structure for acquisition training and development and to also provide updates to FAC-C training policy. Some of this information replaces portions of IL 049-07-5, dated December 19, 2006. The FAC-C Program is authorized by the Office of Federal Procurement Policy Letter 05-01, dated April 15, 2005.

**II. Changes to Management Structure**

1. To improve the quality and efficiency of the Department of Veterans Affairs (VA) acquisition training initiatives and establish an organizational framework for future growth, the Senior Procurement Executive (SPE) has realigned the training and development functions. This realignment will establish a clear point of demarcation between the issuance of policy/standards and the delivery of acquisition related training.

2.  
IL 001AL-09-03  
December 19, 2008

2. Effective September 2, 2008, the role of Acquisition Career Manager (ACM) has been delegated to the Director, Acquisition Policy (001AL-P1). The ACM is responsible for overseeing acquisition career management which includes: developing course standards, implementing a competency assessment process, tracking the closure of competencies, and managing all facets of the FAC-C program.
3. Effective November 17, 2008, the delivery of all VA-wide acquisition training will be managed by the newly appointed Chancellor, Acquisition Academy (001AL-AA), in Frederick, Maryland. The Chancellor is responsible for procuring, scheduling and delivering all acquisition related training.

### **III. Policy Updates**

Effective immediately, the following policy updates are instituted:

1. The deadline to obtain FAC-C certification is extended through September 30, 2009. By virtue of this extension, the SPE has also extended the expiration dates for all existing CO warrants through September 30, 2009. COs are authorized to maintain their current warrant levels without having to reapply for a new warrant.
2. Effective January 15, 2009, the FAC-C application process will be conducted through the Acquisition Resource Center (ARC) within the Electronic Contract Management System (eCMS).  
(see: <http://arc.aac.va.gov/Acquisition/Pages/ARCHome.aspx> )
3. Additional information and training on the expanded ARC will be ongoing through February 2009. The new FAC-C application process will improve both efficiency and transparency. Under this new system, HCAs will still be the approving officials for Level I warrants. FAC-C certificates and Level II and III warrants will still be approved by the ACM and SPE, respectively.
4. All GS-1102 contracting officials must still update their training and certification information in the Acquisition Career Management Information System (ACMIS). The FAC-C Analysis Team is working with the Federal Acquisition Institute to establish a direct feed from eCMS to ACMIS. However, until this direct feed is established, all GS-1102s must update their information in ACMIS on a monthly basis. For questions about ACMIS please call the FAC-C Analysis Team at (202) 461-1871.

3.  
IL 001AL-09-03  
December 19, 2008

5. Effective October 1, 2008, training requirements for FAC-C Level II have changed. As a result, CON 202, 204, and 210 are no longer available after September 30, 2008. The following are the new required Level II courses:

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

6. GS-1102 COs/Specialists who have completed all Level II training under the old requirements (CON 202, 204, 210) will not be required to complete the new Level II training. However, anyone who has not completed all three classes (CON 202, 204, 210) will be required to complete the certification by attending the new training classes. The conversion matrix in Table 1 outlines the new Level II courses along with the corresponding old courses. Course information is also available at <http://www.fai.gov/certification/fac2.asp>:

**Table 1- Conversion Matrix for FAC-C Level II Training**

<b>If Completed (Old Courses)</b>	<b>Required Courses to Complete Training</b>	<b>Recommended</b>
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

7. Please call (202) 461-1875 with questions regarding the FAC-C program, which includes certifications, policy and standards. Please call (301) 486-6855 with questions regarding training schedules.

/s/Maurice C. Stewart  
Associate Deputy Assistant Secretary for  
Acquisition and Logistics Programs and Policies (001AL-P)