

APD ALERT



AGAR Advisory Number 85 – Interim Guidance DR 5001-1 The Acquisition Workforce Training, Delegation, and Management System

What is DR 5001-1?

Departmental Regulation (DR) 5001-1 is the USDA's policy and procedures for managing the Acquisition Workforce. Effective May 9, 2008, the DR 5001-1 dated September 30, 2003, has been superseded by the interim guidance provided in AGAR Advisory No. 85 (<http://www.usda.gov/procurement/policy/advisories.html>). This interim guidance closely aligns USDA with the requirements of the Office of Federal Procurement Policy (OFPP) Policy Letter No. 05-01. The interim guidance will be codified in a revised Departmental Regulation 5001-1 at a future date.

How does this affect me?

All Research, Education, and Economic (REE) employees designated as members of the Acquisition Workforce are required to meet and maintain the education, training, and experience standards established by this interim guidance to be recognized as a valid and active member of the Acquisition Workforce.

What are the changes from the previous DR 5001-1?

Please read AGAR Advisory No. 85 to fully understand all of the changes that impact your role in the Acquisition Workforce. Listed below are some of the major changes:

- All members of the REE Acquisition Workforce are required to register in the Acquisition Career Management Information System (ACMIS). Information on registering in ACMIS was previously provided in APD Alert No. 2008-01 dated December 2007 <http://www.afm.ars.usda.gov/acquisitions/pdffiles/APDAlert2008-01.pdf>.
- GS 1102 employees are required to have a Federal Acquisition Certification in Contracting (FAC-C) equivalent to their grade and Contracting Officer Warrant Authority. GS 1102 employees must apply for their FAC-C certification. This is not an automatic process. An application form and instructions can be found in Appendix K of AGAR Advisory No. 85.
- GS 1105 employees are not required to be FAC-C certified, but are required to be FAC-C trained. This means that they are required to take the training required to be FAC-C certified, but are not required to meet the education requirement (i.e., a Bachelor's Degree or 24 College Semester Hours in Business).
- All Contracting Officers [Technical] Representatives (COR/COTR) are required to be Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COTR) certified.
- COR/COTR's will receive a certificate of appointment from the Head of the Contracting Activity Designee certifying that they have met the requirements to be a COR/COTR and recognize them as members of the REE Acquisition Workforce.
- Contracting Officers and GS 1105/GS 1102 employees shall obtain a minimum of 80 Continuous Learning Points (formerly Maintenance Training Hours) every 2 years to remain current in the FAC-C program.
- COR/COTR's shall obtain a minimum of 40 Continuous Learning Points (formerly Maintenance Training Hours) every 2 years to remain current in the COR certification program.

Pursuant to the interim guidance, the Continuous Learning Period (formerly Maintenance Period) for the REE Acquisition Workforce will be realigned to match the continuous learning period established for each Acquisition Workforce member in ACMIS. ARS Acquisition Workforce members whose maintenance period currently ends on December 31, 2008, will be given an additional 9 months to meet the new 80 hours of continuous learning. Acquisition Workforce members whose maintenance

period ends December 31, 2009, will have their maintenance period shortened by 3 months. To ensure you remain in active status as an Acquisition Workforce member, please schedule your continuous learning accordingly, spacing it out over the span of the 2-year period. **Do not wait until the last minute to schedule your continuous learning training.**

If you have any questions regarding this Alert, please contact Angelia Fleming Loggie, REE Acquisition Career Manager, at 301-504-1730, or via e-mail at angelia.flemingloggie@ars.usda.gov.

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