



Department of Transportation  
Office of the Senior Procurement Executive

No. APL-2008-08  
Date 09/18/08

## DOT ACQUISITION POLICY LETTER

This Acquisition Policy Letter is issued under the authority of the Senior Procurement Executive of the Department of Transportation

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**Subject:** Department of Transportation Certification Program for Project and Program Managers

### References:

TAM 1201.603 DOT Acquisition Career Development Policy

OFPP Memo Apr 25, 2007 Federal Acquisition Certification for Project and Program Managers (FAC-P/PM)

OFPP Policy Letter 05-01 Developing and Managing the Acquisition Workforce

### **When is this Acquisition Policy Letter (APL) Effective?**

This APL is effective upon issuance.

### **When Does This APL Expire?**

This APL remains in effect until the resulting policy is incorporated into the Transportation Acquisition Manual (TAM).

### **Who is the Point of Contact?**

Contact Cassandra Wells of the Office of the Senior Procurement Executive, (202) 366-4960 or by email at [Cassandra.Wells@dot.gov](mailto:Cassandra.Wells@dot.gov).

Visit our website at <http://www.dot.gov/ost/m60/> for additional information on DOT Acquisition Policy Letters and other policy issues.

### **What is the Purpose of this Acquisition Policy Letter?**

The purpose of this Acquisition Policy Letter (APL) is to implement the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) as defined by the Office of Federal Procurement Policy (OFPP) Memorandum, *Federal Acquisition Certification for Program and Project Managers*, dated April 25, 2007. The FAC-P/PM establishes general training and experience requirements for program and project managers included in the Department of Transportation's (DOT) acquisition workforce.

## **What is the Background?**

DOT partnered with the Federal Acquisition Institute (FAI) and other Federal agencies across the Federal spectrum to recommend the competencies and framework for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM). The Office of the Senior Procurement Executive (M60) then initiated and led an intra-agency work group to develop the DOT FAC-P/PM policy. The cross-functional group included operating administration (OA) representation from the procurement, information technology and program communities. The team developed DOT's policy based on the following Federal requirements.

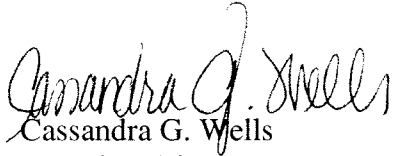
The Services Acquisition Reform Act of 2003 (SARA, P.L. 108-136) expanded the definition of acquisition to include functions performed by program and project managers, such as defining requirements, measuring contract performance, providing technical and management direction, and contracting. The Office of Federal Procurement Policy (OFPP) Policy Letter 05-01 dated April 15, 2005 and the *Federal Acquisition Certification for Program and Project Managers* dated April 25, 2007 built upon this broader definition of the acquisition workforce and required the FAI to make recommendations for a program and project management certification program.

While the DOT FAC-P/PM policy is final, it is a living document in that the FAI is working to further clarify competencies and incorporate best practices across the Federal workforce. In the meantime, OAs are required to implement this policy based on the Federal requirements mentioned above.

## **What is the Guidance?**

The FAC-P/PM certification program has significant experience and training requirements that are reflected in the DOT FAC-P/PM policy. The major focus is on essential competencies needed for program and project managers included in DOT's acquisition workforce. This program does not include functional or technical competencies, such as those for information technology. The DOT FAC-P/PM policy allows for several methods to achieve the required competencies. The competencies can be achieved through training, demonstrated knowledge, skills, and abilities (experience) and an "eligible certification program." FAI is mapping the program and project management competencies to learning objectives that will be used to assess current training or develop new training to meet these requirements. However, each OA should continue to budget for training and education of their acquisition workforce program and project managers. Private vendors, the Department's electronic Learning Management System (eLMS), FAI, the Defense Acquisition University, and other government agencies offer a variety of online and classroom courses that address many of these competencies.

FAC-P/PM certification is not mandatory for all program and project managers. However, at a minimum, program and project managers assigned to programs and projects considered major acquisitions/investments (e.g., those requiring an OMB Exhibit 300 Business Case) must be senior level certified as stated in the DOT FAC-P/PM policy. The target completion date for this certification is 12 months from the effective date of this policy or assignment to a program or project considered a major acquisition/investment.

A handwritten signature in black ink that reads "Cassandra G. Wells". The signature is written in a cursive style with a large, looped initial "C".

Cassandra G. Wells

Associate Director

Office of the Senior Procurement Executive

Attachment

DOT FAC-PPM Policy