

**Attachment I**

**FORMAT For  
SPE APPROVED POSITION TRAINING WAIVER  
(The Training Waiver language shall be used in DOJ GS-1102 vacancy announcements)**

Training Requirement:

Completion of all Level (insert certification level) training prescribed by the Department for progression to GS-(insert grade/pay band) or higher level, contracting positions.

The Department may obtain an individual Training Waiver for an individual who does not meet the FAC-C training requirements. Individuals who meet education and experience requirements but not the training requirements are encouraged to apply.

In order to progress to the next level, all lower level requirements must be successfully satisfied.

<b>Warrant Level</b>	<b>Grade/Payband Level</b>	<b>Course Description</b>
Level - I	Entry level (GS-5 through GS-7/Payband F)	*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 - 16 hrs.
Level - II	Intermediate level (GS-9 through GS-12/Payband G & H)	CON 202: Intermediate Contracting CON 204: Intermediate Contract Pricing CON 210 Government Contract Law 2 Electives – 16 hrs. each (total 32 hours) <b>FY08</b> CON 214 - Business Decisions for Contracting CON 215 - Intermediate Contracting for Mission Support CON 216 - Legal Considerations in Contracting CON 217 - Cost Analysis and Negotiation Techniques CON 218 - Advanced Contracting for Mission Support 2 Electives – 16 hrs each (total 32 hours)
Level - III	Senior Level (GS-13 through GS-15/Payband I, J, & K)	CON 353: Advanced Business Solutions for Mission Support 2 Electives - 16hrs each (total 32 hrs.)

**ATTACHMENT II**

**INDIVIDUAL TRAINING WAIVER OF FAC-C TRAINING REQUIREMENTS**

**(This format shall be used by the HCA (or designee) when requesting an Individual Training Waiver - recruitment)**

From: HCA (or designee) of Component  
To: DOJ Senior Procurement Executive  
Subject: Request Approval of Individual Training Waiver

I have identified (insert name here) as the best qualified applicant for (position, title, grade, Component, and announcement number) announced with a training waiver dated (date here.)

I recognize the importance of training in achieving Federal Acquisition Certification in Contracting (FAC-C) and support employee development. I will ensure the selected individual obtains the required training at the earliest opportunity, and within three (3) months of (insert name here) reporting on board, I will provide a training plan outlining how and when the training requirement will be met.

Enclosed with this letter are: (1) An original memo for your signature of approval; and (2) A signed copy of the employee's commitment letter. If there are any questions or additional information is required, please contact (name, phone number) at (Component.)

HCA (or designee) Signature  
Name, Date

**ATTACHMENT III**

POSITION EDUCATION WAIVER  
OF  
OPM QUALIFICATION STANDARDS FOR EDUCATION

*(This format shall be used by the HCA (or designee) when requesting a Position Education Waiver)*

**FROM:** HCA (or designee) of Component  
**TO:** DOJ Senior Procurement Executive  
**SUBJECT:** Request Approval of Position Education Waiver

I am recruiting for a senior level contracting position and request a waiver to the OPM GS-1102 Qualification Standards for Education in order to proceed with the vacancy announcement. The waiver is requested for the senior level position of (position, grade, Component.) This position has been vacant for (insert time here.) I have previously recruited for this position using (list how vacancies announced, any human resource options used, population targeted) and our recruitment efforts resulted in no qualified applicants. Additionally, (list any special considerations here such as geographic isolation, etc.) has impacted our ability to locate qualified applicants.

I am requesting Position Education Waiver to proceed with the job announcement. In accordance with Department Policy, the announcement shall stipulate that the position education waiver is effective for a specified period (list approximate time frame selected applicant will be given to fulfill education requirements). The individual selected must agree to pursue/continue education requirements and complete the training within the allotted time frame. If the education requirements are not fulfilled within the allotted timeframe, the selected applicant may be subject to removal from position and returned to a position not less than previously held grade and position.

If there are any questions or addition information is required, please contact (name, phone number at Component.)

HCA (or designee) Signature  
**Name, Date**

**ATTACHMENT IV**

**INDIVIDUAL EDUCATION WAIVER  
OF  
OPM QUALIFICATION STANDARDS FOR EDUCATION**

*(After obtaining a Position Education Waiver, if a candidate is identified who does not meet the education requirements, an Individual Waiver must be obtained prior to extending an employment offer. The format shall be used by the HCA (or designee) when requesting an Individual Education Waiver. For recruitment purposes only)*

**FROM: HCA (or designee) of Component**  
**TO: DOJ Senior Procurement Executive**  
**SUBJECT: Request Approval of Individual Education Waiver**

I have identified (applicant's name) as the best qualified applicant for (position title, grade, and announcement number) announced with an education waiver (insert date.) The applicant we feel is the best suited for this position lacks the required (Baccalaureate degree from accredited university with 24 semester hours of business-related courses.)

I feel (applicant's name) is the best qualified candidate based on careful review of previous job history and experience. (Applicant's name) potential for this level of responsibility and authority is demonstrated by a work history that includes contracting positions of an increasingly sophisticated nature, as well as analytical and decision making skills evidenced by a review of the work history and the interview process.

I am requesting an Individual Education Waiver for (applicant's name) to proceed with the extension of an offer of employment. In accordance with Department Policy, the waiver is effective (list begin and end dates), as the individual selected meets all of the established waiver requirements and has agreed to pursue/continue and complete education requirements within the allotted time frame. If the education requirements are not fulfilled within the allotted timeframe, the selected applicant is aware of the possibility of removal from the position to a position not less than previously held grade and position.

Enclosed with this letter are: (1) A signed copy of the employee's commitment letter with supporting documentation/attachments, and (2) An original memo for your signature of approval.

If there are any questions or additional information is required, please contact (name, phone number at Component.)

HCA (or designee) Signature  
Name, Date

**ATTACHMENT V**

**FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C)  
TRAINING STANDARDS  
FOR  
ISSUANCE OF INTERIM WARRANT**

**From:** (Procurement Executive of Component)  
**To:** DOJ Senior Procurement Executive  
**Subject:** Request Waiver Approval of FAC-C Training Requirements  
For issuance of Interim Warrant

In accordance with the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, Office of Management and Budget (OMB) memo dated January 1, 2006 and Departmental policy, all members of the workforce issued new Contracting Officer's (CO) warrants after January 1, 2007 must be certified at an appropriate level to support their warrant obligations. Additionally, the Senior Procurement Executive "may waive the education and training requirements for FAC-C candidates based on the person's demonstrated analytical and decision making capabilities, job performance, and qualifying experience."

I request a waiver of FAC-C training requirements for issuance of an interim warrant for (insert name here). He/She has completed at least 24 semester hours in any business discipline, has a minimum of 6-months procurement experience, and is currently pursuing FAC-C level I certification. Additionally, the employee agrees to meet the remaining training requirements within 24-months of the signing of the Commitment Letter and waiver approval. The candidate understands that if he/she fails to complete the necessary DAU/FAI training according to policy, the warrant will expire and/or the employee may revert back to previous series and/or grade, if applicable.

This office recognizes the importance of completing the training standards of FAC-C and supports employee development. As such, we will ensure that employee name meets the waived requirements within the allotted twenty-four (24) months after issuance of the waiver. Additionally, I will provide a training plan to the DOJ ACM outlining how and when the remaining training requirements will be fulfilled within three (3) months after waiver issuance.

Enclosed with this letter are: (1) Copies of employees training certificates, education transcript and resume to support this request; (2) A signed copy of the employee's commitment letter, and (3) An original memo for your approval. If there are any questions or additional information is required, please contact (name, phone number) at (Component.)

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**Procurement Executive Signature**

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**Date**

**Attachment VI**

**WAIVER  
OF  
FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C)  
TRAINING STANDARDS  
FOR  
PROMOTION**

From: [\(Procurement Executive of Component\)](#)  
To: DOJ Senior Procurement Executive  
Subject: Request Waiver Approval of FAC-C Training Requirements  
For Promotion to GS-1102-13

In accordance with the Office of Personnel Management and Departmental policy, members of the acquisition workforce must have completed 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; completed at least 4-years of experience in a contracting or related position, 1 year of which was directly related experience equivalent to the employee's next lower level of his/her position; completed all of the following mandatory training requirements for progression to a senior level (i.e., GS-13 or higher level) contracting position within the Federal government as outlined in OFPP memorandum on Federal Acquisition Certification in Contracting dated January 6, 2006:

- Shaping Smart Business Arrangements (CON 100 or equivalent);
  - Mission Support Planning (CON 110 or equivalent)
  - Mission Strategy Execution (CON 111 or equivalent)
  - Mission Performance Assessment (CON 112 or equivalent)
  - Mission Focused Contracting (CON 120 or equivalent)
  - Intermediate Contracting (CON 202 or equivalent);
  - Intermediate Contract Pricing (CON 204 or equivalent);
  - Government Contract Law (CON 210 or equivalent);
  - Advanced Business Solutions for Mission Support (CON 353 or equivalent);
- Five Targeted Electives - each should be a minimum of 16 hours of assignment or individual specific learning identified as developmentally beneficial for the individual for career progression and completed within the previous five years. Electives can include formal training or education, seminars, conferences, special projects, or other developmental activities in the procurement field. Day-to-day work experience may not be used to fulfill elective requirements.

Additionally, the Senior Procurement Executive "may waive the education and training requirements for FAC-C candidates based on the person's demonstrated analytical and decision making capabilities, job performance, and qualifying experience."

I request a waiver of FAC-C training requirements for (insert name here) to receive a promotion to GS-1102-13. He/She has completed 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 business discipline, has a minimum of 4-years of contracting experience and is currently FAC-C level II certified. Additionally, the employee agrees to meet FAC-C Level III training requirements within 24-months of the signing of the Commitment Letter and waiver approval. The candidate understands that if he/she fails to complete the necessary DAU/FAI training according to policy, the warrant will expire and/or the employee may revert back to his/her previous series and/or grade, if applicable.

This office recognizes the importance of completing the training standards of FAC-C and supports employee development. As such, we will ensure that employee name meets the waived requirements within the allotted twenty-four (24) months after issuance of the waiver. Additionally, I will provide a training plan to the DOJ ACM outlining how and when the remaining training requirements will be fulfilled within three (3) months after waiver issuance.

Enclosed with this letter are: (1) Copies of employees training certificates, education transcript and resume to support this request; (2) A signed copy of the employee's commitment letter, and (3) An original memo for your approval. If there are any questions or additional information is required, please contact (name, phone number) at (Component.)

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**Procurement Executive Signature**

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**Date**

**Attachment VII**

**WAIVER  
OF  
OPM EDUCATION STANDARDS  
FOR  
PROMOTION**

**From:** (Procurement Executive of Component)

**To:** DOJ Senior Procurement Executive

**Subject:** Request Waiver Approval of Education Requirements for Promotion to GS-1102-13

In accordance with the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, Office of Management and Budget (OMB) memo dated January 1, 2006, and Departmental policy, Employees GS-13 and above must have completed 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, unless an exception applies. Additionally, the Senior Procurement Executive "may waive the education and training requirements for FAC-C candidates based on the person's demonstrated analytical and decision making capabilities, job performance, and qualifying experience".

I request a waiver of OPM education requirements for (insert name here) to receive a promotion to GS-1102-13. He/She currently has a minimum of 24 hours of business education and is currently pursuing a 4-year degree at (name of institution), has at least 4-years of Federal Government contracting experience; has met the training requirements of FAC-C Level II and currently pursuing Level III training requirements. Additionally, the candidate agrees to meet the remaining education requirements within 24-months of the signing of the Commitment Letter and waiver approval. The candidate understands that if he/she fails to obtain a four year degree supplemented with 24 hours of business related subjects, the warrant will expire and the employee may revert back to their previous series and/or grade, if applicable.

This office recognizes the importance of completing the required education standards and supports employee development. As such, we will ensure that employee name meets the waived requirements within the allotted twenty-four (24) months after issuance of the waiver. Additionally, I will provide a training plan to the DOJ ACM outlining how and when the training requirement will be met within three (3) months after waiver issuance.

Enclosed with this letter are: (1) A signed copy of the employee's commitment letter, and (2) Employee's resume detailing experience, training, and existing education; (3) Copy of Academic Plan to complete remaining education requirements; (4) All supporting documentation; and (5) An original memo for your approval. If there are any questions or additional information is required, please contact (name, phone number) at (Component.)

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**Procurement Executive Signature**

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**Date**

**Attachment VIII**

**WAIVER  
OF  
FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C)  
EDUCATION  
FOR  
ISSUANCE OF INTERIM WARRANT**

**From:** [\(Procurement Executive of Component\)](#)  
**To:** DOJ Senior Procurement Executive  
**Subject:** Request Waiver Approval of Education Requirements for Issuance of Interim Warrant for Acquisition employees GS-1102-12 and below

In accordance with the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, Office of Management and Budget (OMB) memo dated January 1, 2006, and Departmental policy, Employees GS-12 and below must have completed a 4-year course of study leading to a bachelor's degree with a major in any field; or 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. Additionally, the Senior Procurement Executive "may waive the education and training requirements for FAC-C candidates based on the person's demonstrated analytical and decision making capabilities, job performance, and qualifying experience".

I request a waiver of OPM education requirements for [\(insert name here\)](#) for issuance of an interim warrant. [He/She](#) currently lacks the required 24-hours of business education, **but** has at least 7-years of Federal Government contracting experience; has met the training requirements of FAC-C Level II; and agrees to obtain the required education requirements within 24-months of the signing of the Commitment Letter and waiver approval. The candidate understands that if [he/she](#) fails to complete a minimum of 24 semester hours of business related subjects, the warrant will expire and the employee may revert back to their previous series and/or grade, if applicable.

This office recognizes the importance of completing the required education standards and supports employee development. As such, we will ensure that [employee name](#) meets the waived requirements within the allotted twenty-four (24) months after issuance of the waiver. Additionally, I will provide a training plan to the DOJ ACM outlining how and when the training requirement will be met within three (3) months after waiver issuance.

Enclosed with this letter are: (1) A signed copy of the employee's commitment letter, and (2) Employee's resume detailing experience, training, and existing education; (3) Copy of Academic Plan to complete remaining education requirements; (4) All supporting documentation; and (5) An original memo for your approval. If there are any questions or additional information is required, please contact [\(name, phone number\)](#) at [\(Component.\)](#)

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**Procurement Executive Signature**

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**Date**

**Attachment IX**

**SPE APPROVAL  
WAIVER OF FAC-C  
EDUCATION/TRAINING  
REQUIREMENTS**

After reviewing the information provided in your request for waiver of FAC-C education/training requirements for the GS 1102- (grade), \_\_\_\_\_ position, and in accordance with the Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, Office of Management and Budget (OMB) memo dated January 1, 2006, and Departmental policy, I, with the endorsement of your Component's Procurement Executive, hereby certify that you, employee name, possess significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

You have a responsibility to meet the requirements set forth in the submitted Request for Waiver of FAC-C Education/Training Requirements within the timeframe allotted. If those requirements are not met, another waiver must be requested or you may revert back to your former grade as stated in your Commitment Letter.

Waiver Approved: \_\_\_\_\_

Michael H. Allen  
Senior Procurement Executive

\_\_\_\_\_  
Date