Federal Acquisition Certification for Program/Project Managers (FAC-P/PM)
Senior/Expert Fulfillment

PART A - EMPLOYEE INFORMATION

Name (Last, First, Middle Initial) _____

Title, Series, Grade _____

Email Address_____**Phone**_____

Agency Name_____

Agency Address_____

PART B – INSTRUCTIONS

Professionals are required to possess all the competencies of a required training requirement in order to meet that requirement. Individuals may use training, work experience, education; certification by another recognized organization, or other developmental activities to demonstrate attainment of the required competencies.

- **Work experience:** Individuals shall submit a resume that includes: (1) start/completion dates, (2) assigned agency, (3) grade level, (4) job series, (5) position title, and (6) experience relevant to the competencies being fulfilled.
- **Training/Education:** Individuals shall provide the dates of each class, course descriptions, provider names, grades (if applicable), and competencies achieved. The competencies achieved must have been obtained from an accredited institution. Provide copies of transcripts and/or certificates of completed training.
- **Certification by a recognized organization:** Civilian agencies shall follow the determinations made by DAU/FAI as to which certifications by organizations outside the federal government are eligible for full or partial consideration under the FAC-P/PM program. The determinations are maintained on the FAU and FAI websites. Attach copy of applicable certificate.
- **Experience:** Employee has minimum of 4-years P/PM experience within the last five years on federal projects and/or programs.
- **ACMIS:** Individual must enter and/or update all training and experience records before issuance of FAC-P/PM certificate.

PART C – DEMONSTRATING PROFICIENCY IN ESSENTIAL COMPETENCIES

Complete the knowledge, skills, and abilities chart or the Competency chart to demonstrate mastery of essential competencies.

PART D – SIGNATURES

I certify that the aforementioned requirements have been satisfied in accordance with fulfillment requirements.
Applicant Signature: _____ **Date:** _____

Supervisor's Endorsement (or leader who can verify applicant's abilities):
I have reviewed and concur with the applicant's self-assessment of the required competencies.
Name: _____ **Signature:** _____**Date:** _____

Component ACM Concurrence:
I have reviewed the applicant's self-assessment package and have ensured that all required documents are included.
Name: _____ **Signature:** _____**Date:** _____

Bureau Procurement Chief (non-IT P/PMs) or Component Chief Information Officer Approval (IT P/PMs):
I have reviewed the applicant's self-assessment and approve the applicant's self-assessment.
Name: _____ **Signature:** _____**Date:** _____

PART C: DEMONSTRATING PROFICIENCY IN ESSENTIAL COMPETENCIES - SELF-ASSESSMENT

Senior Level – Program and project managers should have obtained the following knowledge, skills, and abilities through training, experience, and other development activities:

Knowledge, Skills, and Abilities (KSA)	Yes	No	Provide narrative detailing what you did, how you accomplished this and the final outcome; (training – show dates & # of hrs; experience – include # of years)
Knowledge and skills to manage and evaluate moderate to high-risk programs or projects that require significant acquisition investment and agency knowledge and experience;			
Ability to manage and evaluate a program and create an environment for program success;			
Ability to manage and evaluate the requirements development process, overseeing junior level team members in creation, development, and implementation;			
Expert ability to use, manage, and evaluate management processes, including performance-based management techniques;			
Expert ability to manage and evaluate the use of earned value management as it relates to acquisition investments			

At the senior level, the proficiency level evolves from recognition and awareness to managing and evaluating in addition to complex leadership.

Competency	Yes	No	Provide narrative detailing what you did, how you accomplished this and the final outcome; (training – show dates & # of hrs; experience – include # of years)
Management Processes - Recognize, apply, and manage and evaluate government-wide and agency-specific investment management requirements, acquisition policies, and program management strategies that support assigned missions and functions; understanding of how to manage risk; understanding of the many factors that influence cost, schedule, and performance; attention to lessons learned; understanding of metrics needed to manage programs and projects that deliver quality, affordable, supportable, and effective systems/products. Specifically includes recognition of: - Requirements Development Process - Concept Selection Process - Technology Development Process - Core Management Skills and Processes - Total Ownership Cost (OMB Circular A-94) - Risk and Opportunity Management - Market Research (including socio-economic considerations) - Communications Management - Working Groups and Teams			

Systems Engineering - Recognize, apply, <u>and </u>manage and evaluate the application of the scientific, management, engineering, and technical skills used in the performance of systems planning, research and development.			
Test & Evaluation – Recognize, apply, and manage and evaluate efficient and cost effective methods for planning, monitoring, conducting, and evaluating tests of prototype, new, or modified systems equipment or materiel including the need to develop a thorough T&E strategy to validate system performance through measurable methods that relate directly to requirements and to develop metrics that demonstrate system success or failure.			

Life Cycle Logistics – Recognize, apply, and mange and evaluate performance-based logistic efforts that optimize total system lifecycle availability, supportability, and reliability/maintainability while minimizing cost and logistic footprint, and interoperability.			
Contracting – Recognize, apply, and manage and evaluate the supervision, leadership and management processes/procedures involving the acquisition of supplies and services, construction, research and development; acquisition planning to include performance-based considerations; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration; termination options and processes for closeout of contracts; legislation, policies, regulations, and methods used in contracting, and business and industry practices, with particular emphasis on: - Participation in determination of contract approach - Development of performance-based solutions -Preparation of requirements and supporting documentation - Participation in source selection - Management of contractor performance and contract administration			

Business, Cost Estimating & Financial Management – Recognize, apply, and manage and evaluate the forms of cost estimating, cost analysis, reconciliation of cost estimates, financial planning, formulating financial programs and budgets, budget analysis/execution, benefit-cost analysis, Earned Value Management (EVM) in accordance with American National Standards Institute (ANSI) Electronics Industries Alliance (EIA) Standard for EVM Systems #748-A, and other methods of performance measurement.			
Leadership/Professional - These are the skills, knowledge, abilities and traits acquired through experience, training and education within government and the private sector and are cumulative, leading to skilled supervision and seasoned leadership. These competencies may appear in successive levels to emphasize the process of evolving, developing, and maturing leadership skills. - Vision - Strategic Thinking - External Awareness - Entrepreneurship			