



Federal Acquisition Certification – Project Manager Entry Level

PART A - EMPLOYEE INFORMATION

Name (Last, First, Middle Initial) _____
 Email Address) _____
 Phone _____ Agency Name _____
 Agency Address _____
 Title, Series, _____ Level (please select) _____
 Grade _____

PART B – CERTIFICATION REQUIREMENTS

- Experience:** At least one year of project management experience within the last five years. Project management experience includes experience constructing a work breakdown structure; preparing project analysis documents; tailoring acquisition documents to ensure that quality, effective, efficient systems or products are delivered; analyzing and/or developing requirements; monitoring performance; assisting with quality assurance; and budget development. (Provide Resume to support Experience requirements)
- Training requirements:** Send all certificates or proof of training completion for applicable training below to the Acquisition Career Manager.

A1 Basic Acquisition I

A minimum of 24 hours of coursework in basic acquisition that enables the individual to:

- Explain the requirements development process;
- Define concept selection;
- Use a technology development process;
- Perform a business strategy for market research (FAR Parts 10 and 12) to include socio-economic considerations.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.

B1 Project Management I

A minimum of 24 hours of coursework in basic project management that enables the individual to:

- Prepare project components to the task level in preparation for developing the Work Breakdown Structure (WBS)
- Define requirements in terms of performance-based outcomes, where appropriate;
- Explain the role of an estimate in Total Ownership Cost (TOC)/Life Cycle Cost process;
- Define the risk and opportunity management process;
- Explain systems life cycle management concepts used for information systems;
- Explain the need for a comprehensive Test and Evaluation (T&E) program;
- Explain when to implement alternative logistics support.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.



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C1 Leadership and Interpersonal Skills I

A minimum of 16 hours of coursework in employing effective leadership and interpersonal skills that enables the individual to:

- Demonstrate effective oral and written communications;
- Explain the roles of members in a working group or project oriented team;
- Demonstrate satisfactory customer service;
- Manage conflict ;
- Demonstrate accountability for results.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.

D1 Government Specific I

A minimum of 24 hours of coursework that is government-specific and enables the individual to:

- Implement a process by which the efforts of all acquisition personnel are integrated through a comprehensive plan;
- Explain the need for the Project/Program Manager to participate in pre-award actions required by acquisition planning (FAR Part 7.1);
- Develop a comprehensive program specification and requirements statement that fully and correctly define the program;
- Formulate a source selection plan that allows for best value selection from competitive solicitations;
- Support contract administrative actions;
- Establish a negotiated baseline of performance;
- Oversee the application of Total Life Cycle Systems Management (TLCSM);
- Explain Management's Responsibility for Internal Control (OMB Circular A-123) and Capital Asset Planning (OMB exhibit 300).

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.

E1 Earned Value Management and Cost Estimates I

A minimum of 24 hours in Earned Value Management (EVM) and cost estimates that enables the individual to:

- Describe EVM policies, methodologies, and software for performance measurement of programs;
- Identify management techniques;
- Explain the need for an Integrated Baseline Review process;
- Allocate funds within appropriation categories and use the funds from each appropriation correctly;
- Demonstrate the use of the information system for financial management reporting;
- Explain cost estimating processes, methods, techniques, analytical principles, data, confidence bands, specialized costing, application of OMB A-94, *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs*, and management applications.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.



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PART C – SIGNATURES

Applicant's
Signature _____ Date _____

Supervisor's Endorsement:

I recommend the above individual for certification at Level I.

Name _____ Signature _____ Date _____

Bureau Acquisition Career Manager Concurrence:

I concur with the supervisor's recommendation to approve the above individual for certification at Level I.

Name _____ Signature _____ Date _____

Bureau Procurement Chief/Chief Information Officer (or equivalent) Approval:

I approve the above individual for certification at Level I.

Name _____ Signature _____ Date _____