



DEPARTMENT OF THE TREASURY

**ACQUISITION
CAREER MANAGEMENT PROGRAM
HANDBOOK**

August 2010

FOREWORD

This Acquisition Career Management Program Handbook replaces and supersedes the Department of the Treasury 2001 Handbook. It incorporates the requirements of the January 20, 2006 Office of Management and Budget memorandum on the Federal Acquisition Certification in Contracting (FAC-C) program. The Handbook describes the education, experience, and training requirements for employment and advancement in contracting positions within the Department of the Treasury. The Handbook includes the GS-1102 qualification standards previously implemented by Treasury as mandated by the Office of Personnel Management.

Treasury's acquisition career management program is designed to:

- Facilitate the development of a competent, professional workforce to support the accomplishment of Treasury's mission.
- Identify and describe Treasury's implementation of OMB's requirements for federal acquisition certification in contracting.
- Describe the application process for obtaining federal certification in contracting.
- Provide a fulfillment process for meeting mandatory FAC-C training requirements.
- Standardize the requirements for delegation of procurement authority.
- Increase the proficiency of the Treasury contracting and acquisition employees through competency based training.
- Provide a management philosophy that embraces the advancement of professionalism and expanding business knowledge.
- Comply with the mandate by Congress that the Treasury Procurement Executive is fully and directly accountable for the performance and quality of the procurement workforce.

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**DEPARTMENT OF THE TREASURY
ACQUISITION/BUSINESS CAREER MANAGEMENT PROGRAM**

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August 2010 Update to Career Management Handbook: Chapter 2 has been revised to define management requirements for reporting on continuous learning and to clarify that a valid, current DAWIA certificate is equivalent to a FAC-C of the same level for purposes of warranting. Chapter 4 has been updated to required that all IDPs must include a training plan that maintains the 80 CLP continuous learning requirement for the GS-1102 series. Appendix 9 was added to provide a format for the annual FAC-C, Warrant, IDP, and CLP Annual Report required under Chapter 2.

CHAPTER 1

TREASURY IMPLEMENTATION OF GS-1102 QUALIFICATION STANDARDS

The Department of the Treasury Acquisition Career Management Program Handbook provides policy, procedures, and guidance to support the implementation of the requirements of the Federal Acquisition Reform Act (FARA) of 1996, OFPP Policy Letter 05-01, Developing and Managing the Acquisition Workforce, and OMB Memorandum dated January 20, 2006, the Federal Acquisition Certification in Contracting Program.

On January 1, 2000, the Office of Personnel Management (OPM), in response to Section 4307(g) of the Federal Acquisition Reform Act (FARA), issued a new qualification standard for GS-1102 contracting positions in civilian agencies. The new requirements are generally comparable to those already established for Department of Defense positions in 1990 by the Defense Acquisition Workforce Improvement Act (DAWIA). The 2000 OPM qualification standard has not been changed by the issuance of either OFFP Policy Letter 05-01 or the January 2006 OMB FAC-C Memorandum. The qualification standard is as follows:

This is the GS-1102 individual qualification standard developed by the Office of Federal Procurement Policy under the authority of 41 U.S.C. 433. It does not apply to Department of Defense positions. The text is extracted verbatim from Section IV-B of the *Operating Manual for Qualification Standards for General Schedule Positions*.

Basic Requirements for GS-5 through GS-12:

- A. A 4-year course of study leading to a bachelor's degree with a major in any field;
- OR**
- B. 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.

Applicants who meet the criteria for Superior Academic Achievement qualify for positions at the GS-7 level.

Graduate Education: To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Note - For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above.

- C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

The following table shows the amounts of education and/or experience required to qualify for positions GS-7 through GS-12 covered by this standard.

GRADE	EDUCATION	OR	SPECIALIZED EXPERIENCE
GS-7	1 full academic year of graduate education or law school or superior academic achievement		1 year equivalent to at least GS-5
GS-9	2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.		1 year equivalent to at least GS-7
GS-11	3 full academic years of progressively higher level graduate education or Ph.D. or equivalent degree		1 year equivalent to at least GS-9
GS-12	No educational equivalent		1 year equivalent to at least GS-11
Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.			

Basic Requirements for GS-13 and Above:

- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least one year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

AND

- B. 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.
- C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
- D. Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of

Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this paragraph, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

TREASURY PROCESS FOR WAIVER TO QUALIFICATION STANDARD

The January 2000 qualification standard established training, education and experience requirements that must be met to qualify for GS-1102 positions, unless (1) the individual meets one of the exceptions listed in the standard, or (2) the requirements are waived as provided by the standard.

The qualification standard waiver authority is vested only to the Senior Procurement Executive (SPE) of the selecting agency, who may waive any or all of the basic training, education or experience requirements for applicants for GS-1102-13 and above positions. The Treasury SPE is the Director of the Office of the Procurement Executive; the waiver authority cannot be delegated to bureau level.

Waiver authority is provided to allow flexibility to accommodate unique circumstances in each agency, but it is expected that waivers will be the exception rather than the rule. Waivers will be considered on a case-by-case basis within Treasury and granted only in exceptional cases.

For a waiver request to be considered, the job vacancy announcement must state that waivers may be considered and which requirement(s) may be waived. The SPE must approve announcements that include the possibility of a waiver prior to issuance. Written requests for announcements that include the possibility of waivers must be submitted to the Office of the Procurement Executive supported by historical data that document previous attempts to hire in accordance with the qualification standard requirements.

Subsequently, if the hiring official considers an applicant who does not meet the qualification standard to be the best candidate for the position, the hiring official will seek a waiver for that applicant to the pertinent requirement(s) of the qualification standard from the SPE.

The selecting official will prepare and submit justification documents to the SPE for approval. It is expected that waivers will be approved only when unique staffing circumstances exist such as hard to fill positions or duty locations where it is difficult to attract candidates meeting all of the requirements of the standard. These circumstances must be thoroughly and convincingly supported.

The waiver request shall contain the following information:

- A copy of the previously approved vacancy announcement(s);
- A description of the recruiting efforts undertaken by the organization and the results of those efforts including the sources used for recruiting;
- The selected individual's application or resume, with a narrative from the selecting official describing the potential of the applicant for advancement to levels of greater responsibility and authority based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience;

- A justification for the waiver, including a description of why the individual was selected in lieu of a candidate who fully met the qualification standard, and the impact of waiver disapproval on the organization.

If a waiver is issued, it will be for the position being filled or for positions at the same grade within Treasury. Employees who receive waivers will be required to accomplish the unmet requirements in a timely manner once in the position. A written Individual Development Plan (IDP) to be signed by both the employee and the selecting official indicating a time line for completion of the required training shall be provided to the SPE within 30 calendar days of hiring for inclusion in the waiver file.

The selecting official shall provide a copy of any waiver decision and the employee's IDP to the bureau personnel office for its records and for inclusion in the employee's Official Personnel Folder.

Employment applications may be submitted to the SPE for evaluation of prospective employees' training history at any time. Applicants for positions that are GS-13 and above must meet the mandatory training requirements for FAC-C Level I and FAC-C Level II. (See Chapter 2.)

CHAPTER 2

TREASURY IMPLEMENTATION OF OMB'S FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING PROGRAM

1. Introduction. This chapter contains the requirements of the federal acquisition certification in contracting program as described in Office of Management and Budget (OMB) memorandum "Federal Acquisition Certification in Contracting Program" dated January 20, 2006, and the procedures for application and achievement of certification.

2. Applicability. Attainment of federal certification in contracting is required for all Treasury GS-1102s seeking a new Contracting Officer warrant or an increase in level to an existing Contracting Officer warrant. All GS-1102s should make steady progress toward achieving certification, so that the certification levels appropriate for their career stages are achieved within a reasonable time.

Members of the workforce issued new Contracting Officer (CO) warrants, or increases to existing warrant levels, on or after January 1, 2007, regardless of GS series, must be certified at an appropriate level to support their warrant obligations. New CO warrants are defined in OFPP Policy Letter 05-01 as warrants issued to employees for the first time at a department or agency. This requirement does not apply to:

- Senior level officials responsible for delegating procurement authority
- Non-1102 purchase cardholders whose procurement authority exceeds the micro-purchase threshold
- Non-1102s whose warrants are so limited as to be outside the scope of this program

3. Treasury Warranting Policy. Treasury warrant levels 1, 2, and 3 correspond to FAC-C levels I, II, and III, respectively. A minimum of 80 continuous learning points (CLPs) every two years is required to maintain certification. A valid, current DAWIA certification in contracting is equivalent to a FAC-C at the same certification level. The employee is responsible for providing the necessary documentation of the DAWIA certification and the appropriate continuous learning history to ensure validity and currency of the DAWIA certification.

The certification program is available to all Treasury acquisition personnel meeting the program requirements. The OMB FAC-C memo contains the following order of priority for consideration:

- All warranted COs in the GS-1102 contracting series;
- All warranted COs regardless of general schedule series with authority to obligate funds above the micropurchase threshold;
- Other GS-1102s;
- Other eligible individuals.

Treasury's priority for review is in accordance with the above hierarchy.

4. SPE Waiver of FAC-C Certification. The SPE may waive the requirement for obtaining a certification for warranting purposes, on a case-by-case basis, if it is in the interest of Treasury to do so. This waiver is not transferable to another agency.

5. FAC-C Requirements for Education, Training, Experience, and Continuous Learning.

a. Education - GS-1102 positions grades 5 through 12 are required to have, from an accredited institution, either 24-semester hours of business related education OR a baccalaureate degree.

Appendix A to the OMB FAC-C memo provides guidance on the subject areas and types of classes that meet the education requirement. Treasury uses the guidance contained in Appendix A to the OMB FAC-C memo to ensure consistent interpretation of the standard.

Education waivers, if granted by Treasury, in accordance with the OPM GS-1102 Qualification Standard, are not transferable to other agencies and do not satisfy the education requirement for a FAC-C. An employee must meet the appropriate education requirements to be certified.

b. Training - In accordance with OFPP Policy Letter 05-01, Treasury follows the training curriculum established by the Department of Defense (DoD). Core courses must be provided by the Defense Acquisition University (DAU) or be considered DAU-equivalent courses. At this time, Treasury does not require agency-specific training as part of the elective requirements or continuous learning requirements. Business-related academic courses that are recognized by DAU as equivalent to core courses may be used to meet training requirements for this program.

When DAU modifies its curriculum, it publishes a list of predecessor classes that allows an individual to associate past training with the new requirements. That list is provided in the DAU catalog (<http://www.dau.mil/learning/appg.aspx>) and will assist individuals in determining the DAU courses or DAU-equivalent courses that meet these requirements. The Federal Acquisition Institute (FAI) makes this information available via a link on its website -- <http://www.fai.gov/certification/specialist.asp>

As agreed to by the employee and supervisor, electives may be any training opportunity related to the employee's job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities. Employees are encouraged to take courses that add to their knowledge base or enhance existing skills; electives should generally be increasingly more complex throughout an employee's career progression. There are no DAU equivalency requirements for electives. Treasury's requirement for electives is that each training course submitted in support of a FAC-C application must be a minimum of 16 hours in length.

c. Experience - The requirements for experience are generally based on the Office of Personnel Management (OPM) Contract Specialist (GS-1102) Qualification Standard. Experience may be time spent on the job in a contracting-related job assignment, either in the private or public sector, that reflects the accumulation of knowledge, skills, and abilities during years of progressively more responsible work assignments.

d. Continuous Learning – All GS-1102s, regardless of FAC-C status, must earn 80

CLPs every two years.

To maintain a FAC-C, acquisition professionals are required to earn 80 CLPs of skills currency training every two years beginning October 1, 2007. The Treasury Acquisition Career Manager (ACM) will monitor the continuous learning requirements for employees holding FAC-Cs to ensure they meet this requirement.

e. Continuous Learning Monitoring – A FAC-C expires if the 80 CLPs are not earned every two years. Accordingly, the bureau shall perform an annual review of each employee's CLP progress, and report the results to the ACM in accordance with Appendix 9 format and content. It is recommended that the bureaus' annual reviews be performed as part of developing and documenting the required annual Individual Development Plan for each employee as part of the annual performance review cycle. All Bureau Chief Procurement Officers (BCPOs) are responsible for ensuring the annual review provides reasonable assurance of properly-documented CLP status for each employee, such that it is auditable by the ACM.

- The review shall ensure that each employee is current in earning CLPs and has a signed IDP to continue to earning the 80 CLPs required each two years.
 - For any employee who has not met the 80 CLP requirements, the BCPO must detail the employee's training plan designed to achieve the 80 CLP total by a date certain
- If an employee earned a FAC-C during the most recent two fiscal years, they have two years from the date of issue of their first FAC-C to earn 80 CLPs. Thereafter, they should revert to a fiscal year basis for maintaining a current FAC-C.
- For any FAC-C certified employees who have not met the 80 CLP requirements, the BCPO must detail the employee's training plan designed to achieve the 80 CLP total by a date certain and thereby renew the expired FAC-C.
- If an employee holds a legacy warrant they must also demonstrate having earned 80 CLPs in the past two fiscal years.
- If the employee is a warrant holder who has not met the 80 CLP requirement, the SPE will notify the bureau and warrant holder in writing if a warrant revocation or modification is required and when the revocation or modification is to be effective, providing enough time and sufficient instruction to ensure that no unauthorized obligations are made.
- BCPOs must submit a report to the Treasury ACM by December 1st each year, summarizing the continuous learning status of each bureau 1102 employee over the past two fiscal years. Appendix 9 to this Treasury Acquisition Career Management Program Handbook provides the required format to track employees' CLP status for submission to the ACM each December 1, beginning with December 1, 2010.

Treasury follows the guidance provided by DoD on how CLPs can be earned. DAU equivalency is not required for continuous learning. Treasury encourages bureaus to use continuous learning opportunities to assist individuals in obtaining core competencies, and maintaining critical acquisition skills. Continuous learning activities include, but are not limited to, the following:

- Training activities, such as teaching, self-directed study, mentoring;
- Courses completed to achieve certification at the next higher level;
- Professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing, and attending workshops; or

- Educational activities, such as formal training, and formal academic programs.

Appendix B to the January 20, 2006 OMB memorandum on the FAC-C program provides guidance on earning CLPs and assigning points to various developmental activities.

6. FAC-C Program Levels

The FAC-C program is based on the Defense Acquisition Workforce Improvement Act (DAWIA) requirements for certification at the junior, intermediate, and senior levels to reflect the need for an individual to meet increasingly more rigorous standards for education, training, and experience throughout his or her career. Federal certification levels I, II, and III are in general associated with minimum requirements for Treasury warrant levels 1, 2, and 3, respectively. Bureaus may establish additional requirements for warranted positions; bureaus may not waive or reduce any FAC-C requirement.

Achievement of the FAC-C is based on three requirements: education, training, and experience. The requirements are cumulative: an applicant must meet Level I and Level II requirements for a Level II certification, and must meet Level I, Level II, and Level III requirements for a Level III certification. Maintenance of a FAC-C requires 80 CLPs every two years.

Level I -

- 1) Education – Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
- 2) Training –
Training – Mandatory:
 - CON 100 Shaping Smart Business Arrangements*
 - CON 110 Mission Support Planning
 - CON 111 Mission Strategy Execution
 - CON 112 Mission Performance Assessment
 - CON 120 Contracting for Mission SupportTraining – Electives:
 - 1 Elective, minimum of 16 hours per course
- 3) Experience – 1 year of contracting experience

* CON 100 should be taken by those just entering the acquisition workforce or those new to the government. Employees who are beginning a level I certification program must take CON 100. Employees pursuing Level II or Level III certifications may consider taking CON 100 as an elective.

Level II -

- 1) Education – Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and

organization and management.

2) Training –

Training – Mandatory:

- 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

Training – Electives:

- 2 Electives, minimum of 16 hours per course

3) Experience – 2 years of contracting experience

If the three-course suite of CON 202/204/210 was not completed prior to phase-out, the following matrix shows the transition to the new suite of Level II mandatory courses:

If you have completed	Then you must take	Recommend you take
202	216, 217 & 218	214
204	214, 215, 216, & 218	217
210	214, 215, 217 & 218	
202 & 204	216 & 218	214 & 217
202 & 210	217 & 218	214
204 & 210	214, 215, & 218	217

Level III -

1) Education – Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training –

Training – Mandatory:

- CON 353 Advanced Business Solutions for Mission Support

Training – Electives:

- 2 Electives, minimum of 16 hours per course

3) Experience – 4 years of contracting experience

7. Criteria for Meeting the Requirements

a. Education and Experience – An applicant must meet the FAC-C education and experience requirements. There are no exceptions to these requirements, and applicants must

provide evidence of meeting these requirements in their applications for certification.

b. Training – A candidate must meet the training requirements by completing DAU training, completing DAU-equivalent courses, completing DAU predecessor courses, or through fulfillment.

- 1) **DAU training or DAU-equivalent courses** - A list of the currently required courses and their predecessor courses is available on www.dau.mil/catalog and www.fai.gov. Candidates must provide evidence of satisfactory completion of these courses.
- 2) **Fulfillment** - The FAC-C fulfillment process follows the fulfillment process for DoD agencies so that the DAWIA certification and FAC-C programs are closely aligned. Details regarding and tools for using DoD's fulfillment process are maintained on the DAU and FAI websites, but generally candidates must submit, and supervisors must review, evidence as to how the required competencies for a particular certification level were attained through alternative training, experience, education, certification by another recognized organization, or other developmental activities. See Appendix 3 for fulfillment application form and competencies for mandatory courses.
 - **Alternative training:** If an applicant achieved competencies through courses that were not DAU or DAU-equivalent courses, he or she must provide for each competency the dates of training, course descriptions, provider names, grades (if applicable), and competencies achieved. The content of the alternative training must be the same as, or similar to, the content of the mandatory training.
 - **Experience:** If the applicant is using job experience, he or she must provide the agency name, dates, location, position title, and the duties performed that provided the relevant competencies.
 - **Education:** If an applicant achieved competencies through academic courses provided at an accredited institution, he or she must provide the dates of each class, course descriptions, provider names, grades (if applicable), and competencies achieved.
 - **Certification by a recognized organization:** Treasury follows the determinations made by DoD as to which certifications by organizations outside the federal government are eligible for full or partial consideration under the DAWIA and FAC-C programs. These determinations are maintained by DAU as part of DoD's fulfillment program and are maintained on the DAU and FAI websites.

(Previously issued Treasury Acquisition Career Fulfillment Program certificates are not evidence of, or a substitute for, fulfillment of any competencies associated with mandatory courses. Requests for fulfillment of mandatory training courses must be submitted in accordance with the instructions contained in Appendix 3 and address each competency)

c. DAWIA Certification – A valid, current DAWIA certification in contracting is equivalent to a FAC-C at the same certification level. The employee is responsible for providing the necessary documentation of the DAWIA certification and the appropriate continuous learning history to ensure validity and currency of the DAWIA certification.

8. Application Process

An individual meeting the FAC-C requirements shall request certification through his or her immediate supervisor. The applicant is responsible for producing certificates, transcripts, ACMIS record, and any other records, that provide evidence that he or she satisfies the education, training, experience, and continuous learning requirements for the program. See Appendix 1 for information on templates for application for Levels I, II, and III. Templates are available on OPE's website at:

<http://intranet.treas.gov/procurement/facc.asp>

NOTE: Applications for Level II certifications must include documents in support of completion of Level I and Level II mandatory training and electives. Applications for Level III certifications must include documents in support of completion of Level I and Level II and Level III mandatory training and electives.

Supervisors shall review applications for all required documentation and recommend to the Bureau Chief Procurement Officer (BCPO) that approved applications be submitted to OPE for certification.

The BCPO will forward approved applications to the Treasury Acquisition Career Manager (ACM):

- Level I, Level II, or Level III Template, with applicant's signature and supervisor's signature;
- Documentation supporting the required education, training, experience, and continuous learning.

The ACM reviews the application and recommends certification to the SPE. ACM initial review of the FAC-C application and feedback to the bureau career management point of contact will generally occur within 30 calendar days of receipt of the application.

Treasury authority to grant the FAC-C is at the SPE level. The Treasury ACM is responsible for reviewing applications for certification and making recommendations to the SPE, and ensuring that applications and documentation supporting SPE certifications are available for audit purposes.

9. Acquisition Career Management Information System (ACMIS)

ACMIS is the official system of records for the FAC-C program for all civilian agencies and will in the future support the application process. The Treasury ACM maintains records of all certifications granted. FAI is responsible for managing ACMIS and will issue guidance to support ACMIS implementation. Treasury procedures will be revised, as necessary, based on FAI guidance when it is issued. The ACMIS user guide is available at

http://www.fai.gov/pdfs/ACMIS_User_Guide.pdf

CHAPTER 3

TRAINING REQUIREMENTS

A. APPLICABILITY

This chapter and any other subsequent policy directives issued by the Department of the Treasury Office of the Procurement Executive establish training requirements for all acquisition personnel who are serving in the following positions:

- GS-1102 (includes Contract Specialist, Contract Administrator, Procurement Analyst, Cost and Price Analyst, Small Business Specialist, and any other title used to designate employees in the GS-1102 classification series);
- GS-1105 (Purchasing Agent and any other title used to designate employees in the GS-1105 classification series);
- Any other classification series in which the employee has been delegated procurement authority; and
- Any individual issued a purchase card by the Department of the Treasury.

B. EDUCATION

The training requirements listed throughout this chapter are distinct from, and in addition to, the college degree and 24-semester-hours business course requirements for the GS-1102 series as defined in Chapter 1 entitled “Treasury Implementation of GS-1102 Qualification Standards.”

C. REQUIREMENTS

There are three stages of training for Treasury employees serving in the GS-1102 series. These stages form a career path in a “building block” fashion. They are cumulative requirements to be met prior to progressing to the next higher level. Completion of entry and intermediate stage requirements is mandatory prior to promotion to Grade 13 and higher.

There is one stage of required training for GS-1105 and other GS series employees who essentially perform simplified acquisition duties.

Bureau-specific purchase card training is required for cardholders. Cardholders authorized to use the card as a payment mechanism under contracts awarded by warranted Contracting Officers must receive (1) a written delegation of procurement authority identifying the limits and restrictions on their authority to make payments; (2) bureau-specific training to comply with CAAC Letter 99-2; and (3) sufficient instruction/oversight from the Contracting Officer to ensure appropriate exercise of responsibility and knowledge of limitations.

The GS-1102 training requirements are the same as the mandatory training requirements for FAC-C. They have been established to assure that job related knowledge, skills, and competencies are acquired by procurement professionals as they progress from entry level to journeyman and beyond. These requirements are tied to series/grades and parallel the learning process that normally occurs within the procurement field. While these requirements are not

grade determining below grade 13, i.e., lack of training is not a bar to promotion, they must be met within reasonable time frames in order to be of value. Therefore, supervisors should use the mandatory requirements as a guide when scheduling training and establishing Individual Development Plans (IDPs) for their staff. Employees below Grade 13 should complete the training for their series/grade within two years of the date of hire in the Department of the Treasury. For example, a newly hired GS-1102-5 should complete the entry stage training (FAC-C Level I mandatory training) within two years of hire, which would normally coincide closely with promotion through the GS-1102-7 level and into the GS-1102-9 level. At that point, the focus will be placed on completion of intermediate stage requirements (FAC-C Level II mandatory training) within the next two years as the employee works toward the journeyman level.

Bureaus are encouraged to provide the mandatory training on a faster schedule if possible, especially if the complexity of the mission requires employees to possess more sophisticated skills.

Bureaus may require further training beyond the requirements set forth in this directive, where such additional training is considered necessary to support a bureau's procurement mission.

D. TRAINING COURSE CURRICULUM FOR GS-1102s

The training curriculum for GS-1102s is the FAC-C Level I mandatory courses and the FAC-C Level II mandatory courses. It is strongly recommended that mandatory training be met by completing DAU courses, courses that are recognized by DAU as equivalent to DAU courses, or courses that are predecessors to DAU courses.

LEVEL I MANDATORY COURSES:

- CON 100 Shaping Smart Business Arrangements
- CON 110 Mission Support Planning
- CON 111 Mission Strategy Execution
- CON 112 Mission Performance Assessment
- CON 120 Contracting for Mission Support

LEVEL II MANDATORY COURSES:

- 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

ENTRY AND INTERMEDIATE STAGE REQUIREMENTS

GS-1102 5-12:

- Employees at the GS-1102-12 and below must complete all mandatory training at the entry and intermediate stages to be eligible for promotion to GS-1102-13.

SENIOR STAGE REQUIREMENTS

GS-1102-13 and ABOVE:

- Employees at the GS-1102-13 and above must complete all mandatory training at the entry and intermediate stages. These employees should also complete CON 353, Advanced Business Solutions for Mission Support.

All 1102 employees must complete 80 continuous learning points (CLPs) of skills currency training every two years. Information on CLPs is available in Appendix B to the January 20, 2006 OMB memorandum, Federal Acquisition Certification in Contracting. The requirement for 80 CLPs may be met by taking the courses listed as mandatory in the entry and intermediate stage requirements list above. After the employee has completed all mandatory training, the skills currency training requirement may include, but is not limited to:

- Procurement related training
- Agency sponsored training
- Business/management seminars and training
- Computer skills
- Executive seminars and training
- Special job and or/professional association related projects
- Participation in seminars/workshops of professional associations

E. TRAINING COURSE CURRICULUM FOR GS-1105 AND OTHER NON-GS-1102 SERIES

FAC-C MANDATORY LEVEL I COURSES:

- CON 100 Shaping Smart Business Arrangements
- CON 110 Mission Support Planning
- CON 111 Mission Strategy Execution
- CON 112 Mission Performance Assessment
- CON 120 Contracting for Mission Support

F. TRAINING COURSE CURRICULUM FOR PURCHASE CARDHOLDERS

- **If authority is micro-purchase limit or lower:**

BUREAU SPECIFIC PURCHASE CARD TRAINING

- **If authority exceeds micro-purchase limit:**

BUREAU SPECIFIC PURCHASE CARD TRAINING

FAC-C MANDATORY LEVEL I COURSES:

- CON 100 Shaping Smart Business Arrangements
- CON 110 Mission Support Planning
- CON 111 Mission Strategy Execution
- CON 112 Mission Performance Assessment
- CON 120 Contracting for Mission Support

G. RECOMMENDED SOURCES OF TRAINING

The Treasury Acquisition Institute (TAI), the Defense Acquisition University, and DAU-recognized providers of the required training are recommended sources of training. Individual bureaus provide bureau-specific training for purchase cardholders.

H. TRAINING AND EDUCATION RECORDS

Training and education must be recorded in the Acquisition Career Management Information System (ACMIS), www.acmis.gov, for all individuals with delegated procurement authority exceeding the micro-purchase threshold. The Department of the Treasury will periodically require statistics regarding bureau acquisition personnel education and training, including how many meet the requirements as set forth in this handbook for their grade and series.

Accordingly, this information must be kept up to date. Certificates of completion must be submitted to the bureau/regional training coordinator. It is the responsibility of each Bureau Chief Procurement Officer (BCPO) to establish and maintain a bureau program that meets the requirements for ACMIS training and education records, and to monitor the accuracy of employees' training and education records in ACMIS. The ACMIS user guide is available at

http://www.fai.gov/pdfs/ACMIS_User_Guide.pdf

CHAPTER 4

CAREER PLANNING

A. PURPOSE

Career planning, separate and distinct from the performance appraisal function, is designed to assist individuals in choosing a realistic career path and provide direction in reaching career goals. It can include factors derived from an employee's previous and current work experiences, training, desired goals, and developmental opportunities.

Career planning involves the employee, the supervisor, and (if appropriate) the human resources specialist working together to set attainable career goals for the employee that are identified through projects, training, rotational and special assignments.

B. INDIVIDUAL DEVELOPMENT PLANS

The purpose of the Individual Development Plan (IDP) is to promote career growth, development, and training of acquisition employees. IDP's should be consistent with an employee's individual capabilities, aspirations, and the mission of the agency. Tools such as the performance appraisal and the position description, serve to focus on knowledge, skills, and abilities required to perform an employee's job. In addition to using the IDP for monitoring an individual's progress, the supervisor should use the IDP when formulating work assignments and training. IDP's should be modified to reflect changes that affect business trends. The employee's training records, position description(s), performance appraisals, and previous IDP(s) may be used for developing an IDP.

Each IDP should identify short (within the next year) and long term (2-3 years) career goals of the employee. For those individuals who have not yet achieved FAC-C, IDPs must include a plan for completing mandatory training requirements. All IDPs must include a training plan that maintains the 80 CLP continuous learning requirement for the GS-1102 series. A sample IDP is included as Appendix 4.

C. EMPLOYEE RESPONSIBILITY

Each employee should:

- Develop an initial IDP for discussion and input from the supervisor.
- Identify interests, strengths, and developmental needs.
- Recognize abilities and set meaningful and achievable career goals.
- Request training (including business, technical, and self-development courses) and assignments to meet developmental needs.
- Pursue rotational assignments or details that will enhance business knowledge beneficial to the employee and agency.
- Review the accuracy of, and update as necessary, training records in ACMIS on a regular basis.

D. MANAGEMENT RESPONSIBILITY

Each supervisor will:

- Review existing IDPs within 30 days of appointment to a supervisory position.
- Conduct an IDP interview with a new employee.
- Ensure that the IDP is finalized within 60 calendar days of employee start date.
- Review and discuss IDP with employee at least once a year.
- Encourage employees to attend self-development courses, such as public speaking and time management, and to take advantage of cross training and rotational assignments when beneficial to the employee and the organization.
- Ensure that IDPs address the requirements of FAC-C, including how the 80 CLP continuous learning requirements, will be achieved.

E. ACQUISITION CAREER MANAGEMNET INFORMATION SYSTEM (ACMIS)

ACMIS is a government wide system, developed and managed by the Federal Acquisition Institute (FAI), to assist agencies in making informed budgeting, staffing, training, and employment development decisions. It also supports agencies' requirements to maintain training records of their acquisition workforce, as directed under the Clinger-Cohen Act.

F. ACMIS RESPONSIBILITIES

It is the responsibility of each Bureau Chief Procurement Officer to ensure that employee data on training and education are entered into ACMIS, including FAC-C certification levels. Employees are responsible for reviewing the accuracy and validity of all information in ACMIS.

It is the responsibility of each Bureau Chief Procurement Officer (BCPO) to establish and maintain a bureau program that meets the requirements for ACMIS training and education records, and to monitor the accuracy of employees' training and education records in ACMIS.

The ACMIS user guide is available at:

http://www.fai.gov/pdfs/ACMIS_User_Guide.pdf

CHAPTER 5

PROCUREMENT AUTHORITY

A. OBJECTIVE

The purpose of this chapter is to mandate the specific standards that must be met prior to the delegation of procurement authority through a warrant or a memorandum delegation of procurement authority (DPA). The Department is committed to ensuring that only fully qualified employees are delegated the authority to obligate the Department in the expenditure of public funds through the acquisition process.

Federal Acquisition Regulation (FAR) 1.603 sets forth requirements for the selection, appointment, and termination of Contracting Officers. The Department of the Treasury Acquisition Regulation (DTAR) 1001.603-3 implements and supplements the FAR requirements for Contracting Officer Warrants. FAC-Cs are required for all new contracting officer warrants and for all increases in warrant levels, except for non-GS-1102 purchase cardholders with delegations of procurement authority exceeding the micro-purchase threshold.

Treasury Directive 76-04, *Government Purchase Card Program*, sets forth the Treasury policy regarding the use of the Government purchase card for (a) making micro-purchases, and (b) use as a payment mechanism for purchases under contracts/orders issued by warranted Contracting Officers.

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B. PROCUREMENT AUTHORITY

Procurement authority may be vested in Federal employees either through warrants (Standard Form 1402) or through written delegations of procurement authority (DPA). A contracting officer's warrant is required for all procurements/purchases exceeding the micro-purchase threshold. A written DPA is required for micro-purchase authority; the written delegation must contain dollar limits on transaction authority as well as any bureau-specific limits on types of purchases. Any authority to use the purchase card to make payments under contracts or under ordering mechanisms such as calls/orders under established contracts, issued by warranted Contracting Officers, must be specifically described in the DPA.

C. DELEGATION OF PROCUREMENT AUTHORITY (DPA)

DPAs are used to vest procurement authority to federal employees who use the government purchase card for micro-purchases. A DPA may also be issued when the cardholder is restricted to ordering only items and quantities identified in the contract at the prices specified. A DPA delineates both the authority and the cardholder's spending limits in memorandum form.

Training requirements for receipt of a DPA, either blanket or individual, are as follows:

TRAINING COURSE CURRICULUM FOR PURCHASE CARDHOLDERS

- **If delegated authority is below micro-purchase limit:**
BUREAU SPECIFIC PURCHASE CARD TRAINING

- **If delegated authority exceeds micro-purchase limit:**
BUREAU-SPECIFIC PURCHASE CARD TRAINING
FAC-C MANDATORY LEVEL I COURSES:

- CON 100 Shaping Smart Business Arrangements
- CON 110 Mission Support Planning
- CON 111 Mission Strategy Execution
- CON 112 Mission Performance Assessment
- CON 120 Contracting for Mission Support

Bureau purchase card training must:

- Address all the of the requirements of Appendix B to OMB Circular A-123,
- Identify all items/categories of items excluded from the authority to purchase, and
- Address requirements for purchase of environmentally friendly items and items subject to Section 508 of the Rehabilitation Act.

D. WARRANTS (SF 1402)

Within Treasury, there are three warrant levels, corresponding to the three FAC-C levels. The warrant levels herein are not-to-exceed limitations set by Treasury. Bureaus may further limit procurement authority at their discretion.

- **LEVEL 1** - simplified acquisitions up to the simplified acquisition threshold.
- **LEVEL 2** - acquisitions up to \$1,000,000.
- **LEVEL 3** - no monetary limitations.

E. MINIMUM STANDARDS FOR WARRANT DESIGNATION

- **LEVEL 1:** GS-1102 AND GS-1105 series employees **ONLY**

FAC-C Level I certification is required. The education, experience, mandatory training, and elective training requirements for FAC-C Level I must be met, and the individual must have achieved FAC-C Level I certification.

Employees designated at this level must be in the GS-1102 or GS-1105 classification series. Waivers from this requirement may be granted only by the SPE.

- **LEVEL 1:** Non-GS-1102 series employees with purchase card authority exceeding the micro-purchase threshold

FAC-C Level I certification is not required. The mandatory training requirements for FAC-C Level I must be met, as well as bureau-specific purchase card training. In accordance with the

exception cited in Section 4 of the January 20, 2006 Office of Management and Budget (OMB) memorandum, Federal Acquisition Certification in Contracting Program, FAC-C certification does not apply to contracting officer warrants issued to purchase cardholders with procurement authority exceeding the micro-purchase threshold. Warrants issued to purchase cardholders are so limited as to be outside the scope of the FAC-C program. The scope of their authority is limited to only those transactions necessary to support the program office to which they are assigned, and is subject to bureau procurement office oversight of all transactions over the micro-purchase threshold.

When the BCPO determines that delegation of procurement authority exceeding the micro-purchase threshold to non-GS-1102s is appropriate in certain limited circumstances, the following requirements must be met:

- Description of the specific items to which the warranted cardholder is limited, including single transaction and billing cycle limits;
- Justification of the need for delegation of procurement authority exceeding the micro-purchase threshold to a non-GS-1102;
- Determination that delegation of procurement authority exceeding the micro-purchase threshold to the purchase cardholder is the method that is most advantageous to the government for procuring the items specified;
- Description of the methods to be used to monitor the cardholder's purchases to ensure compliance with applicable procurement regulations, and to assess periodically the need for continuation of the procurement authority;
- Appointment of a contracting officer to work with the purchase card holder to train, oversee and periodically assure timely and appropriate contract file documentation, including appropriate use of Departmental and integrated acquisition environment systems; and
- Maintenance of documentation supporting the above-listed actions.

The above requirements are in addition to the requirements contained in Section F, Designation of Contracting Officers.

The following requirements apply to the cardholder:

- Satisfactory completion of all FAC-C level I training requirements and all bureau-specific training requirements;
- Compliance with applicable procurement regulations, bureau procurement policy, and the SF 1402 limitations on the scope of procurement authority;
- Continuous learning of 80 CLPs every two years, as determined appropriate by the BCPO.

- **LEVEL 2:** GS-1102 series employees **ONLY**

FAC-C Level II certification is required. The education, experience, mandatory training, and elective training requirements for FAC-C Level II must be met, and the individual must have achieved FAC-C Level II certification.

Employees designated at this level must be in the GS-1102 classification series. Waivers from this requirement may be granted only by the SPE.

- **LEVEL 3:** GS-1102 series employees **ONLY**

FAC-C Level III certification is required. The education, experience, mandatory training, and elective training requirements for FAC-C Level III must be met, and the individual must have achieved FAC-C Level III certification.

Employees designated at this level must be in the GS-1102 classification series. Waivers from this requirement may be granted only by the SPE.

F. DESIGNATION OF CONTRACTING OFFICERS

Contracting officer authority is delegated only when valid organizational needs can be demonstrated. Contracting Officers must possess the following critical skills:

- Ability to exercise sound business judgment
- Knowledge of strategy and tactics
- Knowledge of the market

Also, the following factors should be taken into consideration:

- Complexity of work
- Placement within the organizational structure
- Ethical conduct

The following documents, at a minimum, must be used in the nomination and evaluation process for each candidate:

- Qualifications Statement for Appointment of Contracting Officer (Appendix 5)
- Current ACMIS record

Bureau Chief Procurement Officers must maintain a warrant file for each contracting officer. The file should, at a minimum, contain copies of the warrant, Qualifications Statement for Appointment of Contracting Officers, ACMIS record, and FAC-C certificate.

The “Certificate of Appointment” (SF-1402) will be sequentially numbered in accordance with DTAR Part 1001.603.3 and clearly state authority limits.

See Procurement Authority matrix (Appendix 8) for a graphic display of procurement authority requirements.

G. WAIVERS TO MINIMUM WARRANT STANDARDS

Contracting Officer authority should be delegated only to employees who meet the minimum standards in this handbook.

Under exceptional circumstances, an unusual need may dictate delegation of a warrant to an employee who does not meet these standards. In those rare circumstances where it is necessary to nominate a candidate who does not fully meet the training or experience requirements, a written waiver request must be submitted for approval of the SPE. The waiver will be conditional and clearly identify its duration and any requirements the individual must meet.

Requests for a waiver of FAC-C requirements must also include the following documentation:

- Cover memorandum from the BCPO setting forth clear and convincing need for the waiver;
- Qualifications Statement for Appointment of Contracting Officers (Appendix 5);
- Current ACMIS record; and
- IDP that specifies actions to be taken to meet FAC-C requirements, if applicable.

Written approval/disapproval of waiver requests generally will be forwarded to the BCPO within 10 days after submission to the SPE.

Waivers are not required for Level I contracting officer warrants issued to purchase cardholders.

H. SKILLS CURRENCY (MAINTENANCE) FOR CONTRACTING OFFICERS

All Contracting Officers are required to complete a minimum of 80 CLPs every two years in order to maintain their warrants. Failure to meet CLP requirements may result in the suspension/termination of an employee's warrant. See Appendix B to the January 20, 2006 OMB memorandum, Federal Acquisition Certification in Contracting Program, for information on CLPs.

CHAPTER 6

TREASURY IMPLEMENTATION OF THE FEDERAL ACQUISITION CERTIFICATION PROGRAM FOR CONTRACTING OFFICER TECHNICAL REPRESENTATIVES

1. Introduction

The Office of Federal Procurement Policy (OFPP) issued a memorandum on November 26, 2007 entitled Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COTR). The memorandum established a structured training program for COTRs and other individuals performing these functions, including Contracting Officer Representatives (CORs), which standardizes competencies and training across civilian agencies.

The FAC-COTR program applies to all executive agencies, except those subject to the Defense Acquisition Workforce Improvement Act (DAWIA, 10 U.S.C. §§ 1741-46). The certification shall be accepted by, at a minimum, all civilian agencies as evidence that an employee meets core training requirements to perform COTR functions, though authorization to perform COTR functions must be in accordance with the agency's program.

This chapter contains Treasury-wide COTR training requirements and general procedures for application and achievement of certification. This chapter also contains Bureau requirements for establishment and management of a Bureau-level FAC-COTR program.

Treasury's certification program does not change the requirement that all COTRs be formally appointed in writing by the contracting officer to each contract for which he or she has been delegated COTR duties and that these duties be tailored to the requirements of each contract and specifically identified in the written appointment.

2. Applicability of the Certification Requirement

The OFPP FAC-COTR memorandum requires certification within six months of the date of the memorandum for new COTRs, and within one year of the date of the memorandum for COTRs holding certifications on active contracts as of November 26, 2007.

All COTRs appointed to contracts on November 26, 2007 and thereafter must attain certification no later than six months from their date of appointment and must maintain their skills currency through continuous learning. COTRs who were appointed to active contracts prior to November 26, 2007 must attain certification no later than November 26, 2008 and must maintain their skills currency through continuous learning. Any training taken in order to attain certification by COTRs appointed prior to November 26, 2007 may count toward the continuous learning requirements for current COTRs.

3. Treasury Roles and Responsibilities

The Senior Procurement Executive (SPE) is responsible for developing workforce policies to ensure that COTRs have essential competencies as described in the OFPP memorandum, for

establishing Treasury-wide policy, and for providing oversight of the program to include compliance reviews of certification documentation and Acquisition Career Management Information System (ACMIS) data.

The Bureau Chief Procurement Officer (BCPO) is responsible for approving certifications for contracting officer technical representatives, for establishing and maintaining procedures that ensure certifications are issued in accordance with OFPP and OPE policy; for establishing and maintaining procedures to ensure that only individuals meeting FAC-COTR requirements are appointed to contracts; for maintaining documentation supporting all certifications issued; and for ensuring that ACMIS contains current Treasury COTR certification, training, and continuous learning records.

The COTR is responsible for meeting Bureau certification requirements within six months of appointment to a contract, for providing evidence of certification to the contracting officer in accordance with Bureau procedures, and for entering certification, training, and continuous learning records in ACMIS. (COTRs who were appointed prior to November 26, 2007 and hold appointments on active contracts must meet Bureau certification requirements by November 26, 2008.)

The Contracting Officer is responsible for appointing COTRs in accordance with Bureau procedures.

4. Certification Program

The FAC-COTR program consists of competency-based core training and assignment-specific training to achieve certification, and ongoing continuous learning to maintain certification. Certification is required for all individuals appointed as COTRs on Treasury contracts. Certification may be obtained by individuals not currently appointed as COTRs. Priority will be given to the processing of applications from employees appointed as COTRs on active contracts.

5. Competencies for COTRs

The skills and competencies outlined in the table below are the core competencies on which the certification is built.

COTR Key Competencies	
Professional Business Competencies	Technical Competencies
Oral Communication	Understanding COTR duties, responsibilities, and obligations
Decision-Making	Effective Communication of Contract Requirements
Teamwork	Effective Performance Management
Problem Solving	Strategic Planning
Attention to Detail	Detailed Evaluation Skills
Reasoning	Defining Business Relationships
Flexibility	Understanding the Marketplace
Interpersonal Skills	Effective Communication
Self-Mgmt./Initiative	Defining Government Requirements in Commercial/Non -Commercial Terms
Integrity/Honesty	Effective Negotiation Skills and Effective Analytical Skills
Planning and Evaluating	
Influencing/Negotiating	
Writing	
Project Management	

6. Training

COTRs must have a minimum of 40 hours of training and must maintain their skills currency through continuous learning. Training may be obtained through the Federal Acquisition Institute (FAI), the Defense Acquisition University (DAU), commercially-available sources, colleges or universities, or agency-specific courses. Twenty-two of the required 40 hours of training must cover the essential COTR competencies listed above. The OFPP-suggested training curriculum contains the COTR core competencies; it includes the following DAU online courses, or equivalents.

OFPP-Suggested Training Curriculum:

- CLC106 – COR with a Mission Focus (8 CLPs)
- CLM024 – Contracting Overview (8 CLPs)
- CLC004 – Market Research (3 CLPs)
- CLC007 – Contract Source Selection (1 CLP)
- CLM003 – Ethics Training for Acquisition Technology and Logistics (2 CLPs)

There is flexibility built into the FAC-COTR certification program to allow agencies to prescribe training that covers COTR core competencies. Bureaus may substitute other training for the OFPP-suggested curriculum, provided that the substitute training covers all essential competencies. If Bureaus substitute other training for the OFPP-suggested curriculum, Bureaus

must document how the substitute training meets all essential core competencies.

Individuals who have in the past completed FAI's 24-hour "COR Mentor" course have satisfied the requirements for CLC106, CLM024, CLC004, CLC007, and CLM003. The COR Mentor course is no longer available. Documentation supporting completion of the COR Mentor course is required.

Treasury-Recommended Training:

In addition to training to meet COTR core competencies, Treasury recommends the DAU online course CLC013 -- Performance-Based Services Acquisition (6 CLPs), or a course with equivalent content, as a component of the COTR curriculum. BCPOs are encouraged to include training on performance-based acquisition in their Bureau programs.

The CLC and CLM courses may be accessed by registering at www.fai.gov.

Bureau Training Requirements:

The BCPO shall establish the Bureau's training curriculum so that it contains the OFPP-required COTR core competencies and is equal to a minimum of 40 hours. The required 40 hours of training may include Bureau-specific courses, electives, and/or those identified by the COTR's supervisor, in consultation with the Contracting Officer, as necessary, for managing a particular contract. The supervisor should assess the COTR's previous experience as it relates to the type of contract the COTR will be managing to determine if additional training is needed. Examples of additional training topics include services, performance-based acquisition, earned value management, time and materials contracts, green purchasing, and socioeconomic issues.

BCPOs may establish additional Bureau-specific requirements for FAC-COTR, but may not change or eliminate any OFPP or Treasury-wide requirements.

Individuals certified as Federal Acquisition Certification in Contracting (FAC-C) Level I or Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) Mid-Level/Journeyman are considered to have met the FAC-COTR requirements. Individuals may submit FAC-C or FAC-P/PM certificates in lieu of documentation supporting completion of FAC-COTR training requirements when applying for FAC-COTR. (FAC-COTR is not equivalent to any level FAC-C or any level FAC-P/PM.)

7. Application Process

An individual meeting FAC-COTR requirements shall request certification through his or her immediate supervisor. The applicant is responsible for providing training certificates and any other records that provide evidence that he or she satisfies the training requirements for the program. Applicants must follow Bureau application procedures.

Supervisors shall review applications for all required documentation and recommend to the BCPO that the applicant be certified. The application shall include the applicant's signature, the supervisor's signature, and documentation supporting the required training.

8. BCPO Waiver of FAC-COTR Certification

The BCPO may waive, for a period not to exceed 12 months, all or part of the FAC-COTR requirements in writing, on a case-by-case basis, if granting the waiver is in the best interest of Treasury. This authority shall be used only when necessary. The written justification shall include reasons for and conditions of the waiver, and the BCPO must provide to the SPE a copy of the justification concurrent with issuance of the waiver.

In order to receive a waiver of FAC-COTR requirements, the individual and his/her supervisor must prepare and provide to the BCPO an Individual Development Plan (IDP) showing how all FAC-COTR requirements will be met. The IDP is in addition to any other documentation supporting the waiver request the may be required by the BCPO.

9. Continuous Learning

To maintain a FAC-COTR, COTRs are required to earn 40 continuous learning points (CLPs) of skills currency training every two years beginning November 26, 2007. BCPOs, or their Bureau designees, shall monitor the continuous learning requirements for individuals holding FAC-COTRs to ensure they meet this requirement. Additional guidance on determining continuous learning points is included in Appendix A of the OFPP FAC-COTR memorandum. It is the individual's responsibility to ensure the continuous learning requirements are met.

A FAC-COTR will expire if the 40 CLPs are not earned every two years, and the BCPO may revoke or modify the COTR's delegation letters if this condition is not met. The COTR must be notified in writing in a timely manner of any changes to his or her delegations of authority, and the contractor should be notified as appropriate.

If an individual does not earn 40 CLPs of skills currency training during the two-year period following the date of certification, the individual must re-apply for certification by providing documentation of the prior certification and of 40 CLPs earned during the two years preceding the re-application date.

10. Experience

There is no federal standard for experience. The BCPO is responsible for ensuring that only those individuals with adequate technical and management experience to accommodate the complexity or visibility of the contract are appointed as COTRs.

11. Acquisition Career Management Information System (ACMIS)

ACMIS is the central acquisition workforce information system for all civilian agencies and will support the FAC-COTR program.

Individuals are responsible for maintaining current certification documentation in ACMIS. COTRs must enter their training data into ACMIS. COTRs must update their existing ACMIS records in a timely manner and keep these records current to reflect their certification status and continuous learning points.

BCPOs are responsible for ensuring that current COTR certification documentation is maintained in ACMIS.

FAI is responsible for managing ACMIS and will issue guidance, as necessary, to support ACMIS implementation. More information can be found at www.fai.gov.

12. Resources

Information on Treasury's COTR program is available on the TreasNet intranet COTR page at:

<http://intranet.treas.gov/procurement/cotr/>

The Federal Acquisition Institute maintains a COTR web page with information on the COTR program for civilian agencies and links to related items of interest:

<http://www.fai.gov/certification/techrep.asp>

APPENDIX 1

TEMPLATES FOR APPLICATION, LEVEL I, LEVEL II, AND LEVEL III FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING

Form-fillable versions of the templates are available on the Treasury OPE intranet:

<http://intranet.treas.gov/procurement/facc.asp>

Supporting Documentation for FAC-C Applications:

Documentation on education, training, and education must accompany FAC-C applications. The templates for Level I, Level II, and Level III guide the applicant through the documentation requirements.

LEVEL I Documentation:

Education –

Diploma or course transcript from a four-year accredited college or university, and copy of accreditation page from the U.S. Department of Education website; OR course transcript from an accredited college or university, highlighted to identify completion of 24 semester hours of business credits, and copy of accreditation page from the U.S. Department of Education website.

The education documentation is required for all applications, including those applications based on DAWIA certification.

Training –

Applications that are not based on DAWIA certification – Evidence of completion of Level I mandatory training requirements (current Level I DAU courses, or equivalent courses, or predecessor courses), and evidence of completion of one elective for which a minimum of 16 Continuous Learning Points (CLPs) were earned.

Applications that are based on DAWIA certification – DAWIA Level I certificate, and evidence of completion within the past two years of coursework or other activities for which a minimum of 80 CLPs were earned. CLPs are described in Appendix B to the Office of Management and Budget January 20, 2006 memorandum, the Federal Acquisition Certification in Contracting Program.

Experience –

Resume or other documentation of a minimum of one year in procurement job series 1102 or other contracting experience.

The experience documentation is required for all applications, including those applications based on DAWIA certification.

LEVEL II Documentation:

Education –

Diploma or course transcript from a four-year accredited college or university, and copy of accreditation page from the U.S. Department of Education website; OR course transcript from an accredited college or university, highlighted to identify completion of 24 semester hours of business credits, and copy of accreditation page from the U.S. Department of Education website.

The education documentation is required for all applications, including those applications based on DAWIA certification.

Training –

Applications that are not based on DAWIA certification – Evidence of completion of Level II mandatory training requirements (current Level II DAU courses, or equivalent courses, or predecessor courses), and evidence of completion of two elective for which a minimum of 16 Continuous Learning Points (CLPs) each were earned.

AND

Either evidence of completion of Level I mandatory training requirements (current Level I DAU courses, or equivalent courses, or predecessor courses), and evidence of completion of one elective for which a minimum of 16 Continuous Learning Points (CLPs) were earned; or Level I FAC-C certificate; or Level I DAWIA certificate plus 80 CLPs.

Applications that are based on DAWIA certification – DAWIA Level II certificate, and evidence of completion within the past two years of coursework or other activities for which a minimum of 80 CLPs were earned. CLPs are described in Appendix B to the Office of Management and Budget January 20, 2006 memorandum, the Federal Acquisition Certification in Contracting Program.

Experience –

Resume or other documentation of a minimum of two years in procurement job series 1102 or other contracting experience.

The experience documentation is required for all applications, including those applications based on DAWIA certification.

LEVEL III Documentation:

Education –

Diploma or course transcript from a four-year accredited college or university, and copy of accreditation page from the U.S. Department of Education website; AND course transcript from an accredited college or university, highlighted to identify completion of 24 semester hours of business credits, and copy of accreditation page from the U.S. Department of Education website.

The education documentation is required for all applications, including those applications based on DAWIA certification.

Training –

Applications that are not based on DAWIA certification – Evidence of completion of Level III mandatory training requirements (current Level III DAU

course, or equivalent courses, or predecessor courses), and evidence of completion of two electives for which a minimum of 16 Continuous Learning Points (CLPs) each were earned.

AND

Either evidence of completion of Level II mandatory training requirements (current Level II DAU courses, or equivalent courses, or predecessor courses), and evidence of completion of two electives for which a minimum of 16 Continuous Learning Points (CLPs) were earned; or Level II FAC-C certificate; or Level II DAWIA certificate plus 80 CLPs.

AND

Either evidence of completion of Level I mandatory training requirements (current Level I DAU courses, or equivalent courses, or predecessor courses), and evidence of completion of one elective for which a minimum of 16 Continuous Learning Points (CLPs) were earned; or Level I FAC-C certificate; or Level I DAWIA certificate plus 80 CLPs.

NOTE: If a Level II FAC-C certificate or a Level II DAWIA certificate plus 80 CLPs is provided, no Level I training documentation is required.

Applications that are based on DAWIA certification – DAWIA Level III certificate, and evidence of completion within the past two years of coursework or other activities for which a minimum of 80 CLPs were earned. CLPs are described in Appendix B to the Office of Management and Budget January 20, 2006 memorandum, the Federal Acquisition Certification in Contracting Program.

Experience –

Resume or other documentation of a minimum of four years in procurement job series 1102 or other contracting experience.

The experience documentation is required for all applications, including those applications based on DAWIA certification.

APPENDIX 2

MANDATORY TRAINING, EQUIVALENT COURSES, AND PREDECESSOR COURSES

Treasury mandatory training courses are the courses that are mandatory for FAC-C Levels I and II. See Chapters 2 and 3.

Equivalent courses are those courses offered by non-DAU providers that are recognized by DAU as being equivalent to mandatory DoD acquisition courses. Equivalent courses are listed on the DAU website at:

<http://www.dau.mil/learning/appg.aspx>

Predecessor courses are those courses listed in the DAU course catalog as being predecessors to current mandatory DAU courses. See page 68 of the 2007 DAU course catalog for predecessor courses, on the DAU website at:

http://www.dau.mil/catalog/cat2007/Chapter%203%20Apr%2011_07.pdf

See also the FAI contracting crosswalk on the FAI website at:

http://www.fai.gov/pdfs/Equivalency%20Course%20Crosswalk%20Updates_09.03.08.xls

**APPENDIX 3
DEPARTMENT OF THE TREASURY REQUEST FOR FULFILLMENT
IN LIEU OF COMPLETION OF A FAC-C MANDATORY COURSE**

INSTRUCTIONS

Section I Self-explanatory

Section II Employee completes self-certification by checking one or more of the three fulfillment methods

Section III To be completed by the OPE Acquisition Career Manager (ACM)

NOTE: A current ACMIS training record must accompany request.

SECTION I- EMPLOYEE REQUEST (TYPE OR PRINT IN INK)

1. Name (as to appear on certificate)	2. Bureau
3. Mailing Address	4. Phone Number
5. Title/Series/Grade	
6. Statement: I certify that the competencies identified for the Department of the Treasury required courses have been obtained either through (1) equivalent courses or (2) a combination of my experience, education, or training. Based on the information provided below, I request that this be considered fulfillment of FAC-C mandatory course _____.	
7. Employee Signature & Date	8. Reviewer Signature (first line supervisor) & Date

SECTION II -EMPLOYEE COMPETENCY ASSESSMENT (PAGES 2 THROUGH 15)

SECTION III – ACM RECOMMENDATION TO SPE	
9. APPROVE/ DISAPPROVE	
_____ ACM Signature	_____ Date

FULFILLMENT PROCESS FOR MANDATORY FAC-C COURSES

If an individual has not completed a mandatory FAC-C training requirement, but is able to document through completion of alternative training, education, and experience that he/she meets the competencies associated with the mandatory course, he/she may request fulfillment for the training requirement in lieu of completing the mandatory course.

Achievement of the competencies required for fulfillment of a mandatory FAC-C course requires comprehensive documentation of the content of alternative training courses completed, of the content and relevance of past education, and of the applicability of past experience. Each competency must be addressed to demonstrate how the cited alternative training, education, and experience apply to that competency.

Employees are strongly encouraged to take those courses that meet mandatory FAC-C training requirements.

Listed below are the specific steps required for SPE approval of a fulfillment request:

Step 1: The employee self-certifies all competencies through experience, education and/or training on the Fulfillment Request Form and attaches comprehensive documentation supporting the certification. Employees are responsible for ensuring that their training records are current in ACMIS.

Step 2: The completed form is routed through the employee's first line supervisor for review and signature. The supervisor-approved fulfillment application is included with the FAC-C application package that is submitted to the SPE. Only requests showing the employee has met all competencies will be forwarded to the SPE.

Step 3: The SPE's determination concerning the fulfillment request will be communicated to the applicant as part of the FAC-C review and approval process.

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 100 – SHAPING SMART BUSINESS ARRANGEMENTS

CON 100	Competency	Yes	No	Work Description/Justification
1	Given acquisition scenarios, describe both the past and present acquisition environment to be able to understand the evolution of contracting so that smart business decisions can be made by an informed workforce.			
2	Given acquisition situations, explain the various mission areas of the military departments and defense agencies, and the contracting support that these mission areas require, so that you will be able to support the development of business strategies. (NOTE: For Treasury fulfillment, explain the mission areas of the bureau in which you work.)			
3	Given various situations, explain the benefits and principles of building and sustaining successful teams so that you will be able to use business knowledge, analysis and strategies efficiently as an active participant on the Acquisition Team.			
4	Given choices, explain the critical need for all parties involved in procurement business to reflect the highest standards of integrity and ethical behavior.			
5	Given acquisition scenarios, describe the requirements of market research in identifying the best business arrangement to meet mission requirements.			

CON 100	Competency	Yes	No	Work Description/Justification
6	Given acquisition situations, determine the relationship between the financial and acquisition communities and how fundamental financial principles and requirements are important factors to consider so that you will be able to develop a smart b business arrangement.			
7	Given acquisition cases and the customer's definition of value, determine the appropriate business alternative so the customer's need is met.			
8	Given the contracting process, provide business advice to the Acquisition Team to best address the customers' concerns and mission needs.			
9	Given acquisition scenarios, explain how e-business initiatives facilitate the efficiency of the acquisition process.			
10	Given available career resources, discuss various career opportunities available for contracting professionals.			
11	Correctly identify, interpret and utilize the information contained in the Federal Acquisition Regulation (FAR).			
12	Describe the basic laws and legal processes that govern federal contracting so that smart business decisions can be made by an informed workforce.			
13	Given acquisition situations, understand: what motivates the contractor to do business with the government,; why it is important to ensure that the Government provides			

CON 100	Competency	Yes	No	Work Description/Justification
	motivation to contractors to conduct business with the Government; and, why it is important to the taxpayer that the Government and the contractors build and maintain professional relationships, all while efficiently managing taxpayers' dollars and developing smart business arrangements.			

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 110 – MISSION SUPPORT PLANNING**

CON 110	Competency	Yes	No	Work Description/Justification
1	Given a customer need, identify areas of mutual interest within an acquisition environment (i.e., requiring activity, contractor, contracting office, others).			
2	Using the Federal Acquisition Regulation (FAR), locate required information.			
3	Given your mission support area or a particular requirement, conduct strategic or tactical market research. Course wording: You will identify areas of mutual interest within an acquisition environment given the customer's need.			
4	Given a customer need, identify all issues related to developing the applicable requirements documents for an acquisition.			
5	Given a customer requirement, select the laws (labor, environment, socioeconomic and foreign acquisition requirements) applicable to that requirement.			
6	Given the customer requirement, select the appropriate contract type.			
7	Given a customer requirement, identify competition requirements.			
8	Given a customer need, identify the criteria in developing an acquisition strategy.			

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 111 -- MISSION STRATEGY EXECUTION**

CON 111	Competency	Yes	No	Work Description/Justification
1	Given a procurement request (PR) package, determine if the purchase request package can be accepted and processed.			
2	Given a requirement, select the applicable methods for exchanging information with the vendor.			
3	Given the specifics of the requirement, identify the components and procedures for preparing an oral or written solicitation.			
4	Given a solicitation, identify the procedures for processing solicitation responses.			
5	Given responses to a solicitation, determine the analytical techniques that will be used to evaluate contractors' proposals to ensure that both the Government and contractor get fair and reasonable price.			
6	Given responses to a solicitation, complete a price analysis of a contractor's proposal in order to establish price objective for negotiation.			
7	Given the results of an evaluation, identify the elements of a negotiation strategy.			
8	Given results of the evaluation process, identify contract award procedures.			

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 112 - MISSION PERFORMANCE ASSESSMENT**

CON 112	Competency	Yes	No	Work Description/Justification
1	Given a contracting scenario, evaluate contractor performance.			
2	Given a contract, identify the contract modification processes and procedures.			
3	Given a contractor claim, select the appropriate course of action.			
4	Given specifics of the contract, identify the procedures for processing a contract closeout.			

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 120 – CONTRACTING FOR MISSION SUPPORT**

CON 120	Competency	Yes	No	Work Description/Justification
1	Given a contracting scenario, justify a business solution based upon application of the six-step problem solving model and four other decision making tools.			
2	Complete Market Research Report.			
3	Given a procurement package, develop a solicitation written IAW contracting laws and regulations to meet the customer's needs.			
4	Given a solicitation and contractor responses, award a contract IAW contracting laws and regulations.			
5	Given a contracting scenario and performance metrics, justify actions for monitoring a contractor's performance.			
6	Given a contract and contracting scenario, justify appropriate business actions (i.e., modification, termination, or ratification) IAW the FAR, laws and guidance on Government contracting.			
7	Given a contracting scenario, explain how to close out a contract.			
8	Given a scenario, award and administer a task order against an existing General Service Agency or Federal Supply Schedules.			
9	Given the eleven principles of leadership, discuss leadership actions necessary to implement sound business decisions for contracting.			

**COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 214 – BUSINESS DECISIONS FOR CONTRACTING**

CON 214	Competency	Yes	No	Work Description/Justification
1	As a business advisor, identify how business relationships affect customer support.			
2	Identify the requirements for establishing a strategic sourcing program.			
3	Identify contract risks and appropriate management strategies.			
4	Select the appropriate contract financing terms and/or conditions for a given contract.			
5	Determine subcontract requirements.			
6	Identify the source selection processes and procedures.			
7	Determine if a contractor is responsible.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 215 – INTERMEDIATE CONTRACTING FOR MISSION SUPPORT

CON 215	Competency	Yes	No	Work Description/Justification
1	Explain why effective communications are important to contracting process.			
2	Interpret the stakeholder’s mission statement.			
3	Assess customer needs and objectives.			
4	Conduct a spend analysis of customer contract actions.			
5	Obtain required solicitation reviews and approvals, i.e., SADBU, Competition Advocate, applicable policy and legal review.			
6	Conduct the appropriate type of exchanges with a contractor.			
7	Conduct a competitive discussion session.			
8	Prepare and brief source selection decision package.			
9	Execute appropriate contract arrangements to support customer needs.			
10	Award a delivery task order contract.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 216 – LEGAL CONSIDERATIONS IN CONTRACTING

CON 216	Competency	Yes	No	Work Description/Justification
1	Identify the legal and ethical principles that apply in Government contracts.			
2	Identify the most common constraints on use of appropriated funds.			
3	Identify the issues associated with intellectual property.			
4	Identify different processes by which challenges may be filed against a federal acquisition.			
5	Determine when an assignment of claims is permitted.			
6	Identify the legal issues associated with contract performance.			
7	Identify formal disputes resolution procedures under CDA.			
8	Identify criminal, civil, and administrative remedies for fraud.			
9	Select the process and procedures for terminating a contract.			
10	Identify the tools for recovering monies owed the Government.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 217 – COST ANALYSIS AND NEGOTIATION TECHNIQUES

CON 217	Competency	Yes	No	Work Description/Justification
1	Determine when cost analysis should be used.			
2	Identify the use and application of a contract audit.			
3	Make a determination on a contractor's estimating and accounting systems.			
4	Calculate a cost objective for direct labor costs.			
5	Calculate a cost objective for direct material costs.			
6	Calculate a cost objective for other direct costs.			
7	Calculate a cost objective for indirect costs.			
8	Calculate a cost objective for Facilities Capital Cost of Money.			
9	Calculate a cost objective for profit or fee.			
10	Calculate a price/cost objective using statistics.			
11	Calculate a price/cost objective using simple regression analysis.			
12	Calculate a price/cost objective using learning curve analysis.			
13	Outline the process for conducting contract negotiations.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 218 – ADVANCED CONTRACTING FOR MISSION SUPPORT

CON 218	Competency	Yes	No	Work Description/Justification
1	Develop a proactive business strategy based n the acquisition plan and market research results that will meet customers evolving requirements in a changing environment.			
2	Develop a business strategy incorporating market research results.			
3	Identify risk and mitigation strategies.			
4	Select an appropriate contract type and incentive arrangement based on stakeholder needs and the marketplace.			
5	Select the appropriate acquisition method.			
6	Determine if contract action is subject to Cost Accounting Standards.			
7	Identify the various cost analysis techniques.			
8	Request the appropriate contract pricing support.			
9	Use an audit recommendation to support a pre-negotiation objective.			
10	Conduct a noncompetitive negotiation.			
11	Write a PNM/Business Clearance.			
12	Evaluate the contractor’s cost to determine allowability, allocability, and reasonableness.			
13	Select an appropriate contract type and incentive arrangement based on stakeholder needs and the marketplace.			
14	Identify risk and mitigation strategies.			
15	Document results of post-award orientation.			

16	Determine if including an option in the contract is appropriate.			
17	Use the appropriate technique to resolve a dispute.			
18	Administer the appropriate contract financing terms and/or conditions for a given contract.			
19	Monitor contract financing payments.			
20	Assess a fraud scenario.			
21	Select the appropriate method for calculating an equitable adjustment.			
22	Determine the appropriate contract adjustment.			
23	Conduct a noncompetitive negotiation.			
24	Take appropriate course of action to resolve a defective pricing case.			
25	Assess contractor performance.			
26	Document contractor performance.			
27	Establish the final price or fee adjustment.			
28	Process a termination action.			
29	Perform contract closeout.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT
CON 353 – ADVANCED BUSINESS SOLUTIONS FOR MISSION SUPPORT

CON 353	Competency	Yes	No	Work Description/Justification
1	Use critical thinking, problem solving tools and techniques, risk management, and ethical decision making to make sound business decisions.			
2	Effectively communicate orally and in writing.			
3	Manage the implementation of change and transformation.			
4	Manage information and knowledge for currency.			
5	Contribute in a cross functional collaborative environment.			
6	Incorporate senior leadership and private sector perspectives in the decision-making process.			

**APPENDIX 4
SAMPLE INDIVIDUAL DEVELOPMENT PLAN**

EMPLOYEE (Name & Social Security Number) Sammy Sample, 123-45-6789	POSITION & GRADE Contract Specialist GS-1102-13	ORGANIZATION	ROOM #	DATE PREPARED
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<p>SHORT RANGE (1 year) CAREER GOALS AND TRAINING: Web page development, Electronic Commerce, Commercial item acquisition courses for warrant maintenance requirement. Rotational assignment to a policy position through the Government-wide Rotational Assignment Program.</p>	<p>TRAINING AND/OR DEVELOPMENT ASSIGNMENTS: __Skills Development __Pre-SES Executive and Management Development __Supervisory Development __SES Incumbent Development __Upward Mobility (CADE) __Other (<i>specify</i>) _____</p>
<p>LONG RANGE (2-5 years) CAREER GOALS AND TRAINING: Management Information Systems courses Participation in management development activities to prepare for promotion to a management position.</p>	

DESCRIPTION OF TRAINING	DATES	SOURCE OF TRAINING	COURSE OBJECTIVES	CHNG MGMT.	CUST. SERVICE	TECH.	MGMT.
Management for Contracting Supervisors	3/19-23/2001	TAI	Develop leadership skills for managing contracting workforce, improve interpersonal skills	X	X		X
Building Great Web Pages: Hands – On	12/5-8/2000	Learning Tree \$300.	Programming, designing web commerce site utilizing surveys and other data gathering tools to enhance information exchange	X	X	X	

Use attachment to document additional training or developmental activities.

SIGNATURE (Employee)	DATE
SIGNATURE (Supervisor)	DATE

**APPENDIX 5
QUALIFICATION STATEMENT FOR
APPOINTMENT OF A CONTRACTING OFFICER**

TO: Bureau Chief Procurement Officer

1. There is a clear and convincing need to appoint a Level____ Contracting Officer.

2. The nominee is:

Name: _____

Title: _____

Series & Grade: _____

Years of commercial/government acquisition experience: _____

3. The nominee is located in the following organization:

Office: _____

Division: _____

Branch: _____

Location: _____

4. The nominee's ACMIS record is attached. All required training or equivalencies have been met, including achievement of FAC-C Level ____.

5. The nominee's performance of acquisition duties, business acumen, judgment, character, reputation, and ethics are sound and performance is satisfactory.

Signature of Supervisor of Nominee

Date

Typed Name of Supervisor

Supervisor's Title

APPENDIX 6 REFERENCES

- A. Office of Personnel Management "Qualification Standard for GS-1102 Contracting Positions," dated January 1, 2000.
- B. Office of Federal Procurement Policy Letter No. 2005-01, Developing and Managing the Acquisition Workforce.
- D. Office of Management and Budget Memorandum dated January 20, 2006, Federal Acquisition Certification in Contracting Program
- D. Title 48 - Federal Acquisition Regulations System, Chapter 1, "Federal Acquisition Regulation" (FAR), 1997 Edition, which is the primary regulation for use by all Federal Executive agencies in their acquisition of supplies and services with appropriated funds.
- E. Department of Treasury Acquisition Regulation (DTAR) which contains Treasury specific procurement regulations and supplements the "Federal Acquisition Regulation" (FAR).

Appendix 7 DEFINITIONS

APPOINTING AUTHORITY - Any bureau official delegated the authority to appoint Contracting Officers by Treasury Directive 12-11 and redelegation orders issued in accordance with Section 1001.603 of the Department of the Treasury Acquisition Regulation (DTAR).

BUREAU CHIEF PROCUREMENT OFFICER (BCPO) - The senior acquisition official at each bureau's headquarters.

CAREER PLANNING - A process by which the supervisor and the employee constructively and realistically assess the employee's career goals and development needs and the supervisor gives guidance on planning alternatives to achieve the goals.

CAREER STAGES - Groupings by series, grade, and procurement functions that provide the framework for the mandatory training and development planning and progression within procurement activities (ENTRY, INTERMEDIATE, SENIOR, AND PURCHASING).

CONTRACTING OFFICER (CO) - Any individual with the authority to bind the government (see FAR 2.101).

DELEGATION OF PROCUREMENT AUTHORITY (DPA) - Written individual or blanket authority to employees to obligate Government funds. The memorandum conveying this procurement authority must clearly delineate the delegation and its limitations.

DEPARTMENT OF THE TREASURY ACQUISITION REGULATION (DTAR) - A directive containing Treasury specific procurement regulations, policies, functions, procedures and responsibilities and supplements the Federal Acquisition Regulation (FAR) [which is codified under 48 CFR, Chapter 1] and issued as a separate regulation under TD 76-01.

EQUIVALENT COURSE - A course that has been determined by the Defense Acquisition University to contain the level of knowledge that would enable employees who take the course to perform as if they had completed the comparable designated required course.

FULFILLMENT PROCESS - The procedure by which acquisition employees may satisfy mandatory training requirements based on previous experience, education, and/or alternative training successfully completed and documented based on DAU course competency standards and procedures.

INDIVIDUAL DEVELOPMENT PLAN (IDP) - A formal document used to determine and establish a plan of action to meet the training and developmental needs of an employee.

SENIOR PROCUREMENT EXECUTIVE (SPE) - The Director of the Treasury Office of the Procurement Executive. The Department of the Treasury senior procurement official.

SKILLS CURRENCY (MAINTENANCE) - Department of the Treasury policy requires a minimum of 80 continuous learning points (CLPs) every two years for contract specialists (GS-1102) in accordance with Appendix B to the January 20, 2006 OMB memorandum, Federal Certification in Contracting.

WAIVER (WARRANT) - As required by DTAR 1001.603-2 (a), exceptions to the qualification standards for delegating contracting officer authority may be granted on a case-by-case basis ONLY by Treasury's Senior Procurement Executive. All waiver requests must be submitted to Treasury's Senior Procurement Executive in writing. .

WAIVER (QUALIFICATIONS STANDARD) - A provision that permits Treasury's Senior Procurement Executive to waive one or more of the qualification requirements for an applicant for a GS-13 and above position based on a certification that the applicant possesses significant potential for advancement to levels of greater responsibility and authority.

WARRANT - A delegation of contracting officer authority by execution of Standard Form 1402 in accordance with FAR 1.603, which allows the designated employee to commit the Government to the buying of goods or services and to obligate funds subject to any limitations expressed in the warrant.

APPENDIX 8

PROCUREMENT AUTHORITY MATRIX

	<u>Series</u>	<u>Limits</u>	<u>Authority Document</u>	<u>Open Market</u>	<u>Required Training</u>	<u>Experience</u>
PURCHASE CARDHOLDERS						
Using the Government-wide Commercial Purchase Card						
Micro-purchases	Any	Micro-purchase threshold	Individual	Yes	Bureau Specific	N/A
Calls/orders under BPAs/ orders against established contracts	Any	Contract terms and conditions in contracts identified in DPA not to exceed SAP	Individual DPA detailing limits of authority – only ordering of items per contract terms at established prices under guidance of contracting officer	No	Bureau Specific -- sufficient instruction from the Contracting Officer to ensure appropriate knowledge of responsibility and limitations	N/A
Micro-purchases exceeding the micro-purchase threshold	Any	As specified on the SF 1402 not to exceed SAP	Warrant	Yes, per SF 1402 limits	Bureau Specific and FAC-C Level I mandatory courses	N/A
CONTRACTING OFFICERS						
Level I	1102 and 1105 ONLY	SAP threshold	Warrant	Yes	FAC-C Level I Certification	1 Yr
Level II	1102 ONLY	Acquisitions up to \$1,000,000	Warrant	Yes	FAC-C Level II Certification	2 Yrs
Level III	1102 ONLY	No monetary limit	Warrant	Yes	FAC-C Level III Certification	4 Yrs

Procurement authority requirements not covered above should be discussed with the Treasury Acquisition Career Manager.
 All GS-1102 series employees must complete 80 CLPs of skills currency training every two years.

Appendix 9

FAC-C, WARRANT, IDP, AND CLP ANNUAL REPORTING

Bureau/Organization:

Date of report:

This report is due to the ACM in the Office of the Procurement Executive by December 1 of each year. It shall list each employee onboard as of September 30. This report will be used by the ACM to:

- 1) Monitor continuous learning implementation as required by OMB and the Treasury Acquisition Career Program Handbook;
- 2) Update annual statistics for number of employees on board, percentage with FAC-C, and number of warrants.

I certify that I am the Bureau Chief Procurement Officer and that this report is accurate.

[Printed Name]

Date

Employee Name (Last, First, MI)	Current FAC-C Certification Level and Date of Issuance (I, II, III, or n/a)	Current Warrant Level (I, II, III, none) (If there are limits or restrictions to a warrant, please indicate with "limited".)	# CLPs Earned in Most Recent 2 Fiscal Years	IDP Is Current and Adequately Addresses required CLPs? (Y/N)	Comments: (If # CLPs earned is less than 80, you must document training scheduled to meet 80- CLP requirement, or reason why CLPs earned are adequate, e.g., new employee.)
<u>Sample, Pat Q.</u>	<u>III, 08/25/2007</u>	<u>none</u>	<u>90</u>	<u>Y</u>	