

## **14 FAH-3 H-330 REQUIRED TRAINING COURSES AND DOMESTIC CONTRACTING OFFICER WARRANTS FOR CIVIL SERVICE PERSONNEL**

*(CT:AQM-2; 04-21-2008)  
(Office of Origin: A/OPE)*

### **14 FAH-3 H-331 INTRODUCTION**

*(CT:AQM-2; 04-21-2008)*

- a. There are three levels of education, training, and experience requirements, as mandated by the Federal Acquisition Certification in Contracting (FAC-C), for GS-1102 personnel and employees in other Civil Service classification series who perform contracts or simplified acquisition. The FAC-C requirements are mandatory for all such individuals who are issued new contracting officer warrants on or after January 1, 2007. New contracting officer warrants are defined as warrants issued to employees for the first time at a department or agency.
- b. While FAC-C and the contracting officer warrant program are two separate programs (i.e., the requirements for receiving a FAC-C and receiving a contracting officer warrant need not be identical), the Procurement Executive has determined that these programs will be in line with each other. Therefore, individuals must meet the same requirements to obtain a new contracting officer warrant as well as receive the FAC-C. 14 FAH-3 H-332, 14 FAH-3 H-333, and 14 FAH-3 H-334 list the education, training, and experience requirements for obtaining a Level I, II, and III FAC-C and the associated contracting officer warrant thresholds.
- c. The mandatory training courses listed are courses offered by the Defense Acquisition University (DAU). Each course must be completed with at least a passing grade. Equivalency training for courses not listed below will be as reflected at DAU's home page. The Office of the Procurement Executive (A/OPE) will consider equivalency for training, experience, or other requirements as allowed by the FAC-C program.

## 14 FAH-3 H-332 LEVEL I: JUNIOR

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Level I encompasses GS-1102, grade GS-05 through GS-08 employees who normally manage simplified acquisitions not exceeding \$100,000 and orders issued against existing contracts up to the maximum order threshold or limitation. Level I requirements also apply to non-GS-1102s at any grade who work in a domestic office and wish to obtain a contracting officer warrant up to the simplified acquisition threshold.

LEVEL I			
EDUCATION	TRAINING	EXPERIENCE	CO WARRANT THRESHOLD
Baccalaureate degree <b>OR</b> at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management	<ul style="list-style-type: none"> <li>▪ CON 100, Shaping Smart Business Arrangements *</li> <li>▪ CON 110, Mission Support Planning</li> <li>▪ CON 111, Mission Strategy Execution</li> <li>▪ CON 112, Mission Performance Assessment</li> <li>▪ CON 120, Mission-Focused Contracting</li> <li>▪ 1 Elective</li> </ul> <p>*CON 100 should be taken by those just entering the acquisition workforce or those new to the</p>	1 year of contracting experience	Up to \$100,000 for open-market acquisitions; maximum ordering limitation for orders under existing contracts

	U.S. Government. Employees who are beginning a Level I certification must take CON 100.		
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## 14 FAH-3 H-333 LEVEL II: INTERMEDIATE LEVEL

*(CT:AQM-2; 04-21-2008)*

Level II encompasses GS-1102, grade GS-09 through GS-12 employees who normally manage simplified acquisition of commercial items up through \$5,500,000 during the Special Test Program authorized by Federal Acquisition Regulation (FAR) Subpart 13.5, and noncomplex contracts for noncommercial items generally of \$500,000 or less, including options.

LEVEL II			
EDUCATION	TRAINING	EXPERIENCE	CO WARRANT THRESHOLD
Baccalaureate degree <b>OR</b> at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management	In addition to the courses required for Level I: <ul style="list-style-type: none"> <li>▪ CON 202, Intermediate Contracting</li> <li>▪ CON 204, Intermediate Contract Pricing</li> <li>▪ CON 210, Government Contract Law</li> <li>▪ 2 Electives</li> </ul>	2 years of contracting experience	Over \$100,000 but not exceeding \$500,000 for noncommercial item acquisitions; up to \$5.5 million for the acquisition of commercial items using the simplified acquisition procedures under the Special Test Program of Federal Acquisition Regulation

			(FAR) Subpart 13.5
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## 14 FAH-3 H-334 LEVEL III: SENIOR LEVEL

(CT:AQM-2; 04-21-2008)

Level III encompasses GS-1102, grade GS-13 and higher employees who, in addition to Level II duties, manage complex contracts for noncommercial items exceeding \$500,000, or commercial items exceeding \$5,500,000, including options.

LEVEL III			
EDUCATION	TRAINING	EXPERIENCE	CO WARRANT THRESHOLD
Baccalaureate degree <b>AND</b> at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management	In addition to the courses required for Levels I and II: <ul style="list-style-type: none"> <li>▪ CON 353, Advanced Business Solutions for Mission Support</li> <li>▪ 2 Electives</li> </ul>	4 years of contracting experience	Over the Level II thresholds up to unlimited

**NOTE:** Dollar amounts include all options. For example, an individual with a \$500,000 contracting officer warrant may not award a contract for a base year of \$290,000 if the contract includes a one-year option for an additional \$290,000. In this example, the total contract amount, including options, would exceed the stated warrant limitation. The same rule applies where some or all funding is subject to the availability of funds: If a warrant is limited to \$500,000, the holder may not sign a contract for more than that amount, even if the additional amount is subject to the availability of funds.

If the warrant is limited to \$500,000, the holder may sign a contract that does not exceed that amount, but after award may sign modifications adding funds, as long as each modification does not exceed \$500,000. The normal rules regarding in-scope versus out-of-scope modifications would apply, such as requiring a justification for other than full and open competition for out-of-scope modifications.

## **14 FAH-3 H-335 FULFILLING MANDATORY TRAINING REQUIREMENTS**

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- a. The mandatory training requirements may be met by taking the Defense Acquisition University (DAU) courses, DAU-equivalent courses, or through fulfillment. Fulfillment is considered to be alternative training, experience, education, or certification by a recognized organization. See paragraph 8B of the *FAC-C memorandum* for a more detailed discussion of these alternatives.
- b. For example, the Federal Acquisition Institute (FAI) has partnered with the National Contract Management Association (NCMA) to address the application of NCMA certification toward the Federal Acquisition Certification in Contracting (FAC-C) requirements. FAI has determined that the NCMA Certified Federal Contracts Manager (CFCM) certification is equivalent to CON 110 and CON 112 and also satisfies the experience requirement for FAC-C Level I. The NCMA Certified Professional Contracts Manager (CPCM) certification is equivalent to CON 202 and CON 210 and satisfies the experience requirement for Level II.
- c. A list of DAU-equivalent courses is available.
- d. An employee who took a course that was not DAU or DAU-equivalent and who wishes to use this course towards fulfilling the mandatory training requirements must provide, for each such course, the following information:
  - (1) Dates of the training;
  - (2) Course description;
  - (3) Provider name;
  - (4) Grade (if applicable); and
  - (5) Competencies achieved (from the GS-1102 competencies available on the Web site), to the maximum extent practicable.

FAI has already approved certain common acquisition courses that members of the civilian agency workforce completed in the past to meet the training requirements of the FAC-C. Such courses are listed on the Web site.

## **14 FAH-3 H-336 APPLYING FOR A DAU OR FAI COURSE**

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Consult the "Career Management" section of the A/OPE Intranet Web site at <http://aope.a.state.gov> for current information.

## **14 FAH-3 H-337 FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C)**

*(CT:AQM-2; 04-21-2008)*

- a. To apply for a Level I, Level II, or Level III FAC-C, submit the request to the Procurement Executive, through the employee's immediate supervisor and the head of the contracting activity. For individuals located in A/LM/AQM, the request must go through A/LM/AQM/BOD (Business Operations Division).
- b. The request must contain the following information:
  - (1) A cover memo from the head of the contracting activity, through the employee's immediate supervisor, that states:
    - (a) The employee's name;
    - (b) Job title, series, and grade;
    - (c) Office and division and/or branch (include office symbol);
    - (d) Certification level (I, II, or III) of the request; and
    - (e) A statement that the employee has met the education, training, and experience requirements for the requested certification level;
  - (2) A list of training courses, with attached certificates, showing the successful completion of required courses or equivalents. Individuals must ensure that they have verified the Defense Acquisition University (DAU)-equivalent courses by checking the listing on the DAU Web site;
  - (3) Experience showing the required number of years in the contracting profession;
  - (4) Educational level (type and year of degree, name of institution, major and minor, and copy of transcript. Indicate whether 24 hours of business-related courses were completed); and
  - (5) Relevant honors, awards, or fellowships received.
- c. A/OPE will issue a formal certificate to the employee, signed by the

Procurement Executive.

- d. All executive agencies, except the Department of Defense, must accept the Federal Acquisition Certification in Contracting (FAC-C) as evidence that an employee meets the applicable core education, training, and experience requirements.

## **14 FAH-3 H-338 CONTINUOUS LEARNING REQUIREMENTS**

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- a. Continuous learning is required to maintain skills currency, and consists of personal and professional growth accomplishments resulting in improved professionalism.
- b. Once a Federal Acquisition Certification in Contracting (FAC-C) is issued, an employee must earn 80 hours of continuous learning points (CLPs) every two years to maintain the FAC-C. A FAC-C will expire if the 80 CLPs are not earned every two years. Defense Acquisition University (DAU) equivalency is not required for continuous learning. In addition, CLPs can be obtained by performing the following activities:
  - (1) Training activities, such as teaching, self-directed study, mentoring;
  - (2) Completing courses to achieve certification at a higher level;
  - (3) Participating in professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing, and attending workshops; or
  - (4) Participating in educational activities, such as formal training, and formal academic programs.
- c. Continuous learning does not have to be acquisition-related. It may include acquisition, but may also include technology, logistics, leadership, management, business-related courses, etc.
- d. Appendix B of the FAC-C memorandum provides detailed guidance on meeting continuous learning point requirements.

## **14 FAH-3 H-339 UNASSIGNED**