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NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



NOAA FAC-C Recertification Process

Acquisition Alert 10-06

Presented by Sharon Webster-Tyson

*Awarding Stronger Acquisitions In
Changing Times*



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The Federal Acquisition Certification in Contracting Program,” dated January 20, 2006, requires that to maintain a FAC-C certification, contracting professionals are required to earn 80 continuous learning points (CLPs) of skills currency training every two years calculated from the date of issuance of the certification. Commerce Acquisition Manual (CAM) Chapter 1301.6 implemented the requirement within the Department of Commerce (DOC).



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A FAC-C certification will automatically expire if the required 80 CLPs are not earned every two years following initial certification or recertification. A recertification occurs every two years from date of initial certification upon verification that the required CLPs have been earned. For certifications held by NOAA employees, the recertification will be processed by the Policy Branch of the AGO Policy and Oversight Division (POD) and verified by the FAC Program Manager within that Branch.



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The request for recertification will be submitted to your acquisition liaison for review, then to the Field Delegate Program Coordinator for review and signature using the application form at Attachment 1.



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All activities completed to earn the CLPs shall be documented on the CLP Worksheet at Attachment 2. Appropriate documentation to support the type of CLPs earned shall be attached to the worksheet. Instructions for completing the entries on the worksheet are as follows:



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- **FAC Certification Type:** FAC-C
- **Certification Date:** The date employee was initially issued the certification.
- **Activity (Formal/Informal Training, Professional Activity):** Describe the activity performed; *i.e., Training, Professional Activities, Education.*
- **Date(s):** Date(s) the activity was performed or completed, as applicable.
- **CLPs:** Indicate how many CLPs are to be applied for the activity. See CAM Chapters 1301.6, 1301.670, or 1301.671 which provide information on how to calculate and/or convert CLPs.
- **Description/Topic:** Provide the course title and/or topic of activity.
- **Provider:** Indicate vendor or state where applied training was taken.



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The applicant is responsible for gathering and submitting all required documentation to support that the CLPs for recertification were earned prior to expiration of the certification. Applicants may submit a request for recertification as soon as the 80 CLPs have been completed during the 24-month period, and are encouraged to submit their requests as early as possible. In any event, applicants must submit recertification requests in sufficient time to be received by the POD FAC Program Manager no later than 3 months prior to the scheduled expiration date of the certification.



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The recertification request shall include the following:

- Completed application form (Attachment 1) with all required endorsements
- Completed CLP worksheet (Attachment 2)
- Appropriate documentation to support the type of CLPs earned, depending upon the type of training activity completed. Examples of documentation include:

Training certificates

Syllabus

Transcript

Written description of activities and/or training with supervisor's signature (or university letter, if teaching)

Presentation Materials



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Questions???

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If the package is complete and supports the CLPs claimed, the FAC Program Manager will submit the package to OAM.

OAM will review the package to ensure the required number of CLPs have been earned and, if so, will enter the information in the OAM database.

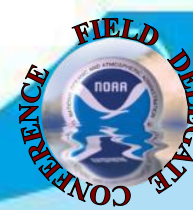
If OAM determines that the submission does not verify that the required number of CLPs have been earned to maintain the certification, OAM will so notify the POD FAC Program Manager.

The FAC Program Manager will inform the applicant and applicable HCO (or supervisor of the Field Delegate and Line/Staff Office Acquisition Liaison) that submission of a new application package will be required when the applicant has completed the required CLPs.



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Attachment 1

Federal Acquisition Certification in Contracting -- Recertification Request

PART A -- APPLICANT INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Email Address _____ Phone _____

Agency Name DOC Bureau NOAA Job Title, Series, Grade _____

FAC-C Certification Level Held _____ Expiration Date of Current Certification _____

PART B -- RECERTIFICATION REQUIREMENTS

Applicant checks all boxes to verify that recertification requirements are met and all required documentation is provided with request.

- 80 CLPs have been completed.
- CLP Worksheet identifying CLPs earned is attached.
- Additional documentation substantiating completion of the 80 CLPs is attached.

PART C -- SIGNATURES

I have completed all CLPs required for certification, as substantiated by the attached documentation.

Applicant Signature _____ Date _____

Supervisor's Endorsement:

I have reviewed the applicant's documentation and confirm that the applicant has earned the required 80 CLPs required for recertification.

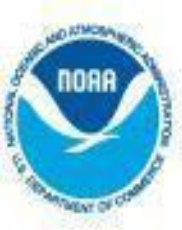
Name _____ Signature _____ Date _____

2nd Level Endorsement:*

I have reviewed the applicant's documentation and confirm that the applicant has earned the required 80 CLPs required for recertification.

Name _____ Signature _____ Date _____

* Head of Contracting Office for AGO applicant; AGO Field Delegate Program Coordinator for Field Delegate applicant



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Attachment 2

DEPARTMENT OF COMMERCE CONTINUOUS LEARNING POINTS (CLP) WORKSHEET

NAME: _____

Certification Type: _____ Certification Date: _____

Activity (Formal/Informal Training, Professional Activity)	Date(s)	CLPs	Description/Topic	Provider	Comments/Notes
TOTAL					