

Checklist for DPA FAC-C Level I Application Package

<i>Applicant's FAC-C Level I application package contains the following required documents:</i>	√
1. Application Form	
FAC-C Level I application form IAW CAM 1301.6, Appendix F, with the supervisor and HCO endorsements and evidence of LO/SO Acquisition Liaison review.	
2. Education	
Transcript for Baccalaureate degree (in any field of study) from an accredited academic institution or	
Transcript reflecting minimum of 24 semester hours in business-related courses from an accredited academic institution.	
3. OF 612/Resume/Equivalent Document	
Document that specifically details the applicant's acquisition experience, training, and education and substantiates that all requirements for certification are met.	
4. Performance Appraisal – Copy of most recent appraisal	
5. Performance Plan – Copy of current or proposed performance plan showing Acquisition Management element weighted a minimum of 15 points (see sample element in CAM 1301.6, Appendix I)	
6. Experience - Minimum of one year of contracting experience completed	
7. Training – Certificates/transcripts of completion for each of the following:	
CON 100 Shaping Smart Business Arrangements or equivalent	
CON 110 Mission Support Planning or equivalent	
CON 111 Mission Strategy Execution or equivalent	
CON 112 Mission Performance Assessment or equivalent	
CON 120 Mission Focused Contracting or equivalent	
Elective Course(s) (minimum of 16 CLPs required; see CAM 1301.6, Sec 3.3.2.4)	
or Equivalent/predecessor courses completed and certificates/transcripts provided (see attached guidance)	
or Fulfillment package submitted: If pursuing fulfillment for all or part of the required training, applicant followed the Defense Acquisition Fulfillment Program and attached "Employee Self-Assessment" spreadsheet, fulfillment request form, and associated training certificates/transcripts (see CAM 1301.6, Sec 3.6).	

Other-Agency Certifications – If registering a DAWIA or FAC-C certification issued by another Agency with OAM, all the following documents are submitted:	
FAC-C Level I application form IAW CAM 1301.6, Appendix F, with all required signatures and endorsements.	
Copy of DAWIA or FAC-C certificate issued by other civilian agency	
Certificates or other verification of 80 CLPs earned to maintain certification for <u>each</u> 24-month period calculated from date of issuance of certification	

Additional Information and Resources

1. **General:** Applicants are responsible for ensuring they meet all education, experience and training requirements necessary for certification, and for gathering all required documents to support their eligibility for certification to formulate a complete and compliant application package. All field delegate application packages must be submitted to the applicable LO/SO Acquisition Liaison for review prior to submission to the HCO for endorsement. Processing of any incomplete application package will be suspended without further action pending receipt of missing documentation. The AGO POD point of contact for providing guidance and assistance to applicants in assessing their eligibility is Jerry Rorstrom-Lee, 301-713-3478 ext. 174 or Jerry.Rorstrom-Lee@noaa.gov.
2. **Certification Requirements:** FAC-C Level I certification requirements are set forth in Section 3 of Commerce Acquisition Manual 1301.6 (http://oam.ocs.doc.gov/CAPPS_cam.html) and at the Federal Acquisition Institute website (<http://www.fai.gov/certification/facI.asp>.)
3. **Performance Plan:** Applicant must submit a performance plan that includes an Acquisition Management critical element with a weight of at least 15 points. If the applicant's current performance plan does not contain such a critical element, the applicant should submit the proposed plan that will be established once s/he is warranted. A sample performance plan critical element is provided in Appendix I to CAM 1301.6.
4. **Education Requirements:** Applicants must have completed either a Baccalaureate degree (in any field of study) from an accredited academic institution or 24 semester hours in business-related courses from an accredited academic institution. Applicants should confirm that their education was obtained from an accredited academic institution by checking <http://ope.ed.gov/accreditation/Search.aspx> and should provide a printed copy of the applicable web page verifying the accreditation with their application package. This accreditation requirement applies to both the baccalaureate degree as well as the 24 semester hours in business-related courses. A transcript must be submitted to substantiate the education completed. Providing a copy of the Baccalaureate degree itself is not sufficient evidence of a degree.

The 24 semester hours must be from among the following disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. If qualification of a particular course is questionable, the applicant should contact the applicable academic institution to determine whether the proposed course falls within the above 12 disciplines. Transcripts must be submitted to substantiate education completed, and applicants should highlight the transcript to indicate the courses proposed to meet this education requirement.

For more information on the education requirements, visit the DAU website at: <http://www.dau.mil/studentInfo/learning/appi.aspx>. A representative list of business-related courses to meet the 24 semester hour requirement is contained in the DAU Business Course Guide. See the link to the guide in the fourth bullet under the section entitled "Career Field Certification & 1102 Qualification Standards." A link to the DAU Guide for "Assessing Mathematics – Business or Scientific" courses can also be found at this website in the fifth bullet of the same section.

5. **Experience Requirements:** Applicants must have completed a minimum of one year of contracting experience. Experience may be time spent on the job in a contracting related job assignment, either in the private or public sector, which reflects the accumulation of knowledge, skills, and abilities during years of progressively more responsible work assignments. For field delegates, this can include a combination of prior experience as an 1102 or 1105, purchase card holder, and/or COR. Specifically

how the applicant met the requirement for one year of contracting experience must be documented in the resume submitted with the application package; i.e., the type of contracting experience and length of time it was performed must be shown in the applicable experience block(s) to total one year of experience.

6. **Training Requirements:** In lieu of completing the specified new track of Level I courses (CON 100, 110, 111, 112, 120) and one elective, an applicant may have completed approved predecessor courses, equivalent courses, or go through the fulfillment process to meet all or part of the course requirements.

- **Predecessor Courses:** Must have completed the following six Legacy courses and one elective:
 - Acquisition or Procurement Planning I
 - Contract Formation I
 - Contract Administration I
 - Price Analysis
 - Cost Analysis
 - Negotiation Techniques
 - 1 Elective Course (16 CLPs required)

Or must have completed the following two courses and one elective:

- CON 101, Contracting Fundamentals
- CON 104, Contract Pricing
- 1 Elective Course (16 CLPs required)

- **Equivalent Courses:** Course crosswalks are available at http://www.fai.gov/pdfs/Equivalency%20Course%20Crosswalk%20Updates_09.03.08.pdf (scroll through pdf file to find pertinent course information). Additional equivalent CON courses are also identified at the bottom of <http://www.dau.mil/studentInfo/learning/appg.aspx>:
 - College/University courses: <http://www.dau.mil/studentInfo/learning/appgb.aspx>
 - DOD Schools courses: <http://www.dau.mil/studentInfo/learning/appgc.aspx>
 - USDA Graduate School courses: <http://www.dau.mil/studentInfo/learning/appgd.aspx>
 - Civilian Organizations & Professional Societies: <http://www.dau.mil/studentInfo/learning/appge.aspx>
 - Commercial vendor courses: <http://www.dau.mil/studentInfo/learning/appge.aspx> and <http://icatalog.dau.mil/learning/appgf.aspx>

Applicants should print off the page showing the equivalent course and submit with their application package.

- **Fulfillment Process:** CAM 1301.6, Section 3.6, requires individuals seeking FAC-C certification via the fulfillment process to follow the Defense Acquisition Fulfillment Program. Go to <http://icatalog.dau.mil/DAUFulfillmentPgm.aspx> and click on the “Contracting (CON) Course” link to open up the “Employee Self-Assessment” spreadsheet. Go to the appropriate tab for the CON course being fulfilled to enter information on how each course competency was met through experience, education, equivalency test, and/or alternate training. To request fulfillment, individuals must submit the following with their FAC-C application package: 1) the completed Employee Self-Assessment spreadsheet, 2) the fulfillment request form at <http://icatalog.dau.mil/learning/DevDocs/Fulfillment/DD%20Form%202518%20-%20fillable.pdf> and any supporting documentation (e.g., training certificates, transcripts, etc.).