



Department of Energy

Washington, DC 20585

MEMORANDUM FOR SITE ACQUISITION CAREER MANAGER

FROM:

SUBJECT: Application for

In accordance with DOE Order 361.1B, paragraph 4.B, I hereby request the subject certification, for which I completed the applicable education, experience and training standards as documented below.

- 1. E-mail address: Duty station:
- 2. Previous certification (attached): Date last issued or renewed:
- 3. Education (FAC-C applications only):

Bachelor’s degree OR 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management

Bachelor’s degree AND 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management

- 4. Experience (years, months):

Certification	Level	Minimum Experience
All	I	1 year
FAC-C CFA Property Management	II	2 years
Purchasing	II	3 years
FAC-C CFA Property Management	III	4 years
Purchasing	III	5 years
CFA (TIAs)	IV	7 years

5. Training: Completion of the curriculum for the subject level is documented on the attached worksheet. For courses not logged in FAITAS, a copy of my ESS/CHRIS Training Summary is attached. For courses not logged in FAITAS or ESS/CHRIS, a copy of my course completion certificate is attached.

Supervisory Recommendation:

By my signature below, I certify that the above applicant requires this certification for his/her position and meets the standards documented above and on the attachment. Approval is recommended.

To maintain this certification, at least 40 continuous learning points will be incorporated into the applicant's Individual Development Plan and considered in annual performance appraisals.

Date

Site Acquisition Career Manager:

I concur. This applicant meets the standards for the subject certification. Please issue a certificate in this applicant's name effective for the 2-year period _____. The applicant understands that (s)he is required to complete 80 CLPs during this timeframe and apply for renewal to avoid a lapse in certification.

Date

Site Acquisition Career Manager

Attachment