

MEMORANDUM FOR ACQUISITION CAREER MANAGER

FROM: APPLICANT  
TITLE  
OFFICE

SUBJECT: REQUEST FOR CERTIFICATION UNDER  
THE [INSERT APPROPRIATE PROGRAM]

**Applicant:**

Attached is my request for Level \_\_ certification in [Career Field Program] in accordance with the Acquisition Career Management Program, DOE Order 361.1.

I hereby certify that the contents of this certification package are true and accurate to the best of my knowledge.

\_\_\_\_\_ Date:  
Name and Signature of Applicant

**Supervisory Recommendation:**

I have reviewed the applicant's certification package and have interviewed [Applicant] regarding courses taken. [Applicant] meets all of the requirements for certification. His complete certification package, including course certificates is attached.

Based on my review of the package and interviews with [Applicant], I request that [Applicant] be certified to Level [insert requested certification level].

\_\_\_\_\_  
Name and Signature of Supervisor

**Site Acquisition Career Manager:**

I concur. [Applicant] has met the requirements and is to be considered Certified to Level [ ] in [Career Field Program]. A certificate will be issued in [Applicant's] name.

\_\_\_\_\_  
Name and Signature of Site Acquisition Career Manager

**APPLICANT INFORMATION**

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Location \_\_\_\_\_

Series, Grade \_\_\_\_\_

---

---

**CERTIFICATION REQUIREMENTS**

(Place a check mark in the space to indicate you meet the certification requirements)

**Education:** Baccalaureate Degree AND at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management

Please specify degree and major:

**Degree:** Associates: \_\_; Bachelors \_\_; Masters: \_\_; Doctorate: \_\_

**Major:**

**Experience: Document 4 years of Contracting experience**

---

---

---

---

---

\_\_\_\_ **Training requirements:** Send all certificates for applicable courses below to the SACM

## FAC-C Level III TRAINING REQUIREMENTS

### TRAINING

<b>Course Number</b>	<b>Course Name</b>	<b>How did you take it?</b>	<b>Date Completed</b>	<b>Number of CLPs</b>
CON 353	Advanced Business Solutions for Mission Support		MM/DD/YYYY	<b>Digit &lt; 40</b>
<b>Electives</b>				
Managing Contract Changes			MM/DD/YYYY	<b>Digit &lt; 40</b>
Project Management Minimum of 21 hours				