US Department of Energy

Office of Acquisition & Project Management

ACQUISITION CERTIFICATIONS PROGRAM HANDBOOK

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Department of Energy
Office of Acquisition and Project Management
Certifications Program Handbook

Foreword

The Department of Energy (DOE) Office of Acquisition and Project Management (APM) Acquisition Certifications Program (ACP) Handbook implements the various Federal Acquisition Certifications as well as certification programs developed for the DOE workforce involved in federal financial assistance, property management, real estate leasing and technology investment agreements (TIAs). These certification programs provide a means of ensuring the DOE workforce has the necessary skills and knowledge to administer these programs and to insure that DOE's vast network of contractors, grantees and cooperators fulfill their roles and responsibilities to the Department.

This Certifications Program Handbook provides a road map for acquisition employees to acquire the training, education and experience critical to career advancement as well as information regarding applying for certification, maintaining and renewing certification, and requirements for certification.

While the Certification Programs by themselves do not guarantee success, either in one's career or in the programs one manages, it does provide employees with guidance and direction.

This handbook is organized in three sections. Section I provides the overview and general guidance for certifications issued through APM's Professional Development Division and provides guidance for attaining, issuing and maintaining certifications. Section II provides information about the requirements for the each certification. Section III is an appendix and includes relevant forms, templates and guidance.

APM Acquisition Certifications Program

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SECTION I. PROGRAM OVERVIEW AND GUIDANCE

1. Certifications Overview

Certification Programs

The programs described in this Handbook are designed to provide employees the opportunity to apply course knowledge and skills to analyze and resolve on-the-job issues. Completion of core courses in a logical sequence is recommended so that the appropriate level of knowledge is available for performance at a particular level and that knowledge gained from earlier courses can be applied to advance learning and competence. In addition, prerequisite courses must be completed prior to taking courses that require them.

The requirements for certification are cumulative. An individual must meet the requirements for previous levels of certification before beginning training for the next level. For example, in order to begin working on Level II, an individual must have earned Level I certification. Certification requirements for each functional area are discussed in the respective sections that follow.

DOE issues certifications against Federal standards as well as against DOE-specified standards. The certifications that adhere to Federal standards include Federal Acquisition Certifications (FAC) in Contracting, Contracting Officer Representatives and Program and Project Management. Federal law states that contracting officers and contracting officer representatives must hold certifications that are current to perform those duties.

In addition to Federal certifications, DOE requires certifications for individuals in financial assistance, grants management, personal property, purchasing, and real property.

Certification Requirements

Certification is obtained by meeting the training, experience, and, in the case of FAC-C, education requirements, if any, established for each acquisition workforce segment. In some cases, the training requirements can be met through fulfillment based on experience or education; or equivalency, if the individual has taken courses from alternate providers.

All certification programs have more than one level and each has specific training and experience standards. .

GS-1102s must be FAC-C certified to the level required for their grade. New hires, i.e., those from the private sector or those joining the DOE acquisition workforce, have 18 months from date of appointment to obtain certification commensurate with their grade. New hires at the GS-9 through GS-12 level must meet the education, experience and training requirements for Level I within 18 months of date of appointment and complete the training required for Level II. Similarly, new hires at GS-13 and above must meet the requirements for certification to Level II and have 18 months from date of appointment to complete the training required for Level III.

GS-1102s on board occupying career ladder positions have 18 months from date of promotion to GS-9 and GS-13 to complete the training requirements for Level II and III, respectively.

These same requirements also apply to employees seeking DOE's Purchasing (1105), Financial Assistance Specialist (1109), Property (1103)certifications and Realty (1170); i.e., certification is tied to the employee's career field and grade (see Certification Levels, below).

The experience requirements can only be met through performance of relevant duties for the period of time required for that specific certification level. For example, to meet the experience requirements for contracting, relevant experience would be that in contracting or financial assistance duties.

For other acquisition workforce members; e.g., Contracting Officer Representatives (CORs), the decision to require certification and the level required is based on the complexity and risk in the award instrument (contract, grant or cooperative agreement) and as determined by the contracting officer. For Technical Project Officers (TPOs), the decision to require certification is base on the total value of the grant where total value includes shared value. All certifications that are managed under the Acquisition Certifications Program have continuous learning requirements that must be met every two years to maintain certification currency.

New entrants to the Federal government have not necessarily had access to Defense Acquisition University (DAU), Federal Acquisition Institute (FAI) or other training available to Federal employees only. The Acquisition Career Manager will evaluate any previous training to determine equivalency, when applicable. This includes training and experience from private sector sources and/or other Federal agencies.

Certification Hierarchy To Be Added

[Will be added soon and will include hierarchy for Certifications such as

FAC-C -- Financial Assistance -- Property -- Purchasing

COR – TPO

Etc]

Career Field Curriculum

The ACM, with input from functional advisors and the concurrence of the Senior Procurement Executive (SPE), may authorize mandatory training and experience requirements for certification in addition to those established by OFPP. This Handbook will reflect those requirements.

The certification requirements are additive, and designed to build on each other, with each succeeding level more complex than the previous. Therefore, all workforce members must first

meet the career field certification requirements of their position before being certified to the next higher level of certification in their career field. To be certified to a level in a career field, a workforce member must meet all the mandatory education, training and experience requirements established for that level, apply for certification, and be awarded a certificate for the requisite level.

Changes to Certification Requirements

From time to time, FAI or OFPP may make changes to the certification requirements. Additionally, DOE's program may change due to the nature of the acquisition environment. Members of the acquisition workforce may also see a need for changes; however, certification requirements may only be changed with the approval of the SPE or designee. Requests for changes to certification requirements must be addressed to the ACM, through the functional advisors for the appropriate career field. The request must be in writing and explain the reasons for the desired changes. The ACM will forward the request to the SPE for approval with a recommendation for disposition.

Irrespective of changes in certification requirements, once acquisition workforce members are issued a Federal Acquisition Certification (FAC), they hold the certification at the respective level, and it is transferrable to other agencies as long as the requirements to maintain certification are met. Acquisition workforce members are required to maintain certification in their career field by meeting the biennial Continuous Learning/Continuous Education (CL/CE) requirements.

In the event acquisition employees permit their certification to lapse by failure to meet the continuous learning requirements, they will be required to meet any new certification requirements in effect when applying for re-certification. See program specific chapters for other consequences (i.e., revocation of certification, revocation of authority, etc.).

If an acquisition employee begins taking training courses leading to certification in a career field and the curriculum is changed, the member is bound by the curriculum in effect at the time the training for that particular level began. For example, if an employee begins taking mandatory training courses for Level II certification in contracting in June 2010, and the curriculum is changed by addition of new courses in October 2012 (before the acquisition employee has obtained their Level II certification), the employee is bound by the curriculum in effect in June 2010, when the training for Level II began. However, they are required to complete any new certification requirements of their career field as part of their continuous learning. Prospectively, they will be bound by the curriculum in effect when they began training for Level III, for instance, the October 2012 curriculum for Level III, not by the curriculum in effect in June 2010, when they began training for Level II. This applies only if the employee has documented intent to be certified at the next level.

Training Requirements

Training requirements can be met by one of the following methods:

a. Completion of the required course from FAI or the specified training provider, if any
b. Completion of a course certified as equivalent by DAU or FAI, as posted on FAI's website www.fai.gov
c. Fulfillment

Fulfillment

Members of the DOE acquisition workforce may fulfill mandatory training course requirements based on previous experience or education. The DOE mandatory course fulfillment process allows experienced acquisition workforce members to receive official credit for mandatory course requirements based on documentation that they have achieved the competencies taught in the mandatory course through other means.

The mandatory course fulfillment program is intended to ensure that members of the acquisition workforce do not have to attend training unnecessarily. This, in turn, allows inexperienced personnel greater access to mandatory training course quotas. However, the program is not intended to be used as a substitute for career or professional development training, nor is it intended to restrict attendance at any course for members who do, in fact, require the training being offered.

To request fulfillment, acquisition workforce members must submit to the ACM, through their SACM, a completed Fulfillment Request form and the applicable Self-Assessment form for each course for which fulfillment is being requested. Contact DOE's ACM (email ACMP@hq.doe.gov) for a Fulfillment Request form.   For each competency the applicant must provide the dates of training, course descriptions, provider names, grade obtained (if applicable), and competencies achieved. Applicants using job experience must list the agency, dates, location, title of position and the duties performed that provided the relevant competencies. Applicants obtaining competencies through academic courses provided at an accredited institution must provide the dates of each class, course descriptions, provider names, grades (if applicable) and competencies achieved. DOE will follow the determinations made by FAI as to which certifications by organizations outside the federal government are eligible for full or partial consideration under the Defense Acquisition Workforce Improvement Act (DAWIA) Program. These determinations are maintained by FAI as part of FAI's fulfillment program on the FAI website www.fai.gov.

Completed Fulfillment Requests and Self-Assessments must be reviewed by the member's supervisor prior to submission to the SACM to determine whether the member adequately meets the competencies identified for a specific level. To receive fulfillment, the person must demonstrate that he or she meets the competencies sufficiently to forego attendance at the course.

After reviewing the member's self-assessment the supervisor provides concurrence/nonconcurrence decision on the form. If the supervisor concurs, the entire package is forwarded through the SACM to the ACM for approval. Approved fulfillments will be

returned to the member for their records. Disapproved requests will be returned to the member with the rationale for disapproval.

An approved copy of the fulfillment form must be forwarded by the member to the organization responsible for maintaining employee training records (human resources, training, etc.) for inclusion in the member's official personnel file. The member is responsible for loading the relevant information into the FAITAS Federal Acquisition Institute Training Application System (FAITAS) and/or DOE's Comprehensive Human Resource Information System (CHRIS).

Education

There are statutory education and regulatory training requirements for acquisition workforce personnel in certain acquisition career fields.

Some of the mandatory courses provided by FAI or FAI training providers have been reviewed by American Council on Education (ACE) and recommended for college credit.

Workforce members currently enrolled in a degree program should check with the dean of their college or school to determine if they can get college credit for attendance at an FAI course. Colleges and universities will typically review the course syllabus and materials and the ACE recommendation before deciding whether or not to grant college credit. The FAI website (www.fai.gov) contains a listing of available FAI courses, as well as methods for determining credit hour recommendations for non-FAI courses.

2.   Application Process

A member of the acquisition workforce applies for certification by completing the application and obtaining his/her immediate supervisor's signature as verification that the information provided on the application is accurate and has appropriate backup documentation. A Certification Check List is provided for each certification to assist the member in assembling their certification request package, and a Supervisory Review Guide for certification packages is to assist the supervisor in reviewing the package. The member is responsible for producing certificates and records that provide evidence that the requirements for the program have been met. The applicant is responsible for maintaining course completion certificates and other records; the SACM verifies that the records are adequate to back up the certification application. The supervisor should take this opportunity to assess the skills and competencies of the member and update the individual development plan as needed.

Only the application for certification is to be submitted to the ACM through the SACM, after the supervisor has reviewed and approved the application; copies of course completion certificates and other records need not be submitted to the ACM, but may be requested by the ACM during the final approval review. Requests for certification of DOE acquisition workforce members are accepted throughout the year and should be submitted to the ACM, through the SACM, after requirements are completed.

The ACM will review the application, and, if approved, issue a certificate or renewal notification. Managers or supervisors are encouraged to present the certificate in a manner appropriate to the accomplishment. Acquisition workforce members are encouraged to display the certificate in their workspace. Additionally, the member is responsible for documenting the certification level in FAITAS; the information should be reviewed by the supervisor and SACM periodically to ensure that it is current and up to date.
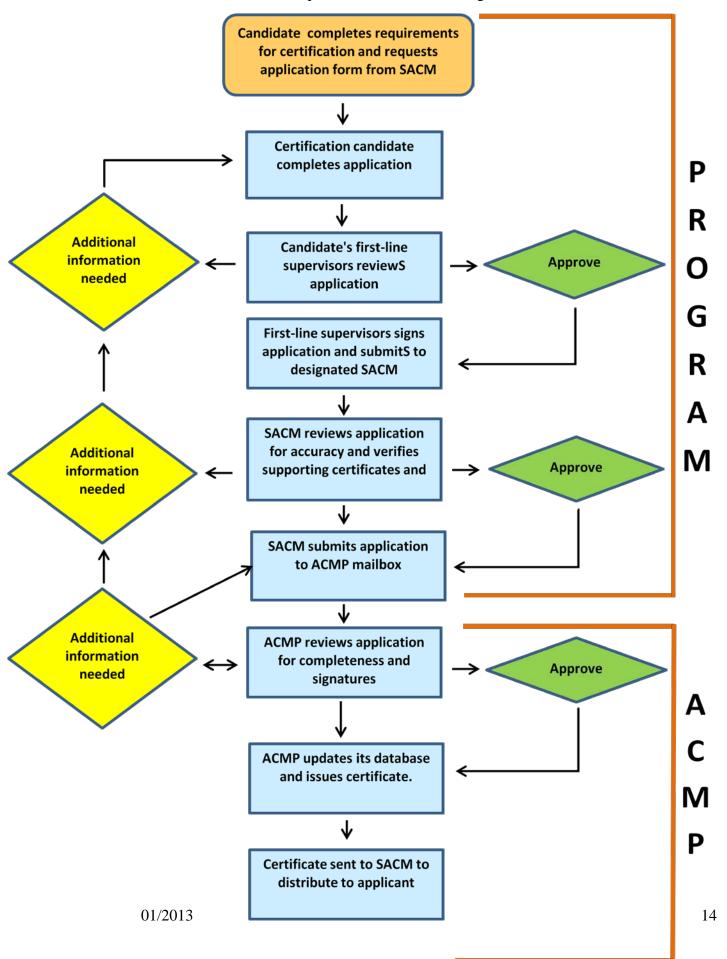
If the application is disapproved, the ACM will return the application to the SACM citing the reasons for disapproval.

<u>Supervisory Review</u>

Supervisors are responsible for ensuring that workforce members are provided the opportunity to meet the mandatory certification requirements of their acquisition position and career field.

Supervisors are encouraged to perform annual reviews of each acquisition workforce member to ensure education, training and experience requirements are met to maintain certification. Reviews for each out-year will be based on the prior year. The review should include current activities, duties and courses taken since the last review. Members of the acquisition workforce are strongly encouraged to develop individual development plans (IDPs) to ensure that required training is taken. Plans should include, but are not limited to, 1) courses needed for the appropriate certification level, 2) courses needed for continuing education, and 3) rotational assignments, short-terms details or other developmental opportunities. Supervisors should monitor individual progress and include results in each annual review.

Supervisors will ensure that workforce members are afforded the opportunity to complete requisite certification requirements. Supervisors should include certification maintenance requirements in performance plans and regular reviews to ensure that targeted training and developmental activities are identified and set as goals for the workforce member to meet the certification requirements of the position.

Candidate completes requirements for certification and requests application form from SACM

Certification candidate completes application

Candidate's first-line supervisors reviewS application

Approve

Additional information needed

First-line supervisors signs application and submitS to designated SACM

SACM reviews application for accuracy and verifies supporting certificates and

Approve

Additional information needed

SACM submits application to ACMP mailbox

ACMP reviews application for completeness and signatures

Approve

Additional information needed

ACMP updates its database and issues certificate.

Certificate sent to SACM to distribute to applicant

P R O G R A M

A C M P

3. Contracting Officer Certification Requirements

The Contracting Officer (CO) workforce comprises many career fields that support acquisition activities. These career fields include contracting, purchasing, property management, financial assistance, project management, real estate, and program management. Each of these fields has certification requirements, and members of the career field are required to be certified to a level commensurate with their responsibilities. Before appointment as a CO, acquisition workforce members must be certified under their appropriate career fields.

Contracting and purchasing personnel must clearly understand that issuance of contracting officer warrants will be contingent upon the successful completion of the minimum training indicated below. Any exceptions must be submitted in writing by the field element manager through the SACM to the ACM for approval by the procurement executive; see Chapter 13 on waivers.

<u>Contracting Officer Warrant Requirements</u>

In order to qualify to serve in an acquisition position as a CO with authority to award or administer contracts for amounts above the micropurchase threshold, an acquisition workforce member must meet specific requirements, including certification. In order to be granted a new CO warrant on or after January 1, 2007, acquisition workforce members seeking a CO warrant must be certified and/or meet those requirements to hold a warrant, irrespective of GS series or grade.

Prior to assignment to or selection for a GS-1102 position or issuance of a warrant, management must notify the member of any requirement deficiency and obtain a GS-1102 and/or CO warrant waiver prior to assignment or warranting. If the waiver is approved, management must ensure that a career development plan is implemented so that the member is provided the opportunity to meet the requirements within a reasonable period of time. The requirements for COs are shown below.

Contracting Officer Warrant Requirements			
Function	Experience	Minimum Training	Continuous Learning
GS-1102s with a warrant for Procurement contracts, inter-Agency agreements and sales contracts	At least 5 years of progressively complex and responsible experience in negotiation/sealed bidding and performing business administration of procurement. Extensive experience in the GS-1102 or GS-1105 job series, or directly comparable military experience as a contracting officer is highly desirable	Certified to FAC-C Level II	80 hours every two years as discussed in Chapter 3; Training in Source Selection Procedures; training in Incentive Contracting
GS-1102s with a warrant for Grants and cooperative agreements	At least 5 years of progressively complex and responsible experience in negotiating and performing business administration of grants, cooperative agreements and/or contracts	Certified to Level II under the Financial Assistance Certification Program	80 hours every two years
Non-GS-1102s with a warrant for Grants and cooperative agreements up to $2 million in estimated total project costs	At least 5 years of progressively complex and responsible experience in negotiating and performing business administration of grants and/or cooperative agreements	Certified to Level III under the Financial Assistance Program	80 hours every two years
GS-1102s with a warrant for TIAs	At least 7 years of progressively complex and responsible experience in negotiating and performing business administration of grants, cooperative agreements and contracts. Extensive experience in the GS-1102 or GS-1105 job series, or directly comparable military experience as a contracting officer is highly desirable	Certified to Level IV under the Financial Assistance Program **AND** FAC-C Level III **AND** approval of the Senior Procurement Executive	80 hours every two years
GS-1102s with a warrant for Loans and loan agreements	At least 1 year of progressively complex and responsible experience in negotiating and performing business administration of price supports, guaranteed market agreements, loans, and loan guarantees. Banking experience is highly desirable.	Certified to FAC-C Level II **AND** certified to Level I under the Financial Assistance Program.	80 hours every two years
GS-1105s with a warrant for purchases up to $25,000	At least 6 months of Government purchase card experience	Certified to Level I under the Purchasing Program	80 hours every two years
GS-1105s with a warrant for purchases $25,000 up to the simplified acquisition threshold	At least 1 year of Government purchase card experience.	Certified to Level II under the Purchasing Program	80 hours every two years
GS-1105s with a warrant for purchases over the simplified acquisition threshold	At least 5 years of progressively complex contracting experience.	Certified to Level III under the Purchasing Program	80 hours every two years

Contracting Officer Warrant Requirements			
Function	**Experience**	**Minimum Training**	**Continuous Learning**
Non-GS-1102 or non-GS-1105 personnel with authority to make individual transactions up to the micro purchase threshold using the Government Purchase Card	As approved by the Agency Program Coordinator	At least 8 hours covering credit card purchases, such as – (1) self-instruction using training materials from the Government purchase card program, (2) a 1-day training course on the Government purchase card program, or (3) other appropriate training as established by the field element manager	8 hours every 2 years after card issuance date, and every 2 years thereafter
Non-GS-1102 or non-1105 personnel using Government purchase card for purchases of up to $25,000 (applies to open market purchases and Federal Supply Schedule purchases)	At least 6 months of Government purchase card experience	Simplified Acquisition Procedures (SAP) training course, such as – (1) CON 237, or (2) DAU certified SAP course, or (3) DOE Sponsored SAP course; and STRIPES training class conducted by the Office of Procurement and Assistance Management	8 hours every 2 years after card issuance date, and every 2 years thereafter
Non-GS-1102 or non-GS-1105 personnel with authority to make simplified acquisitions and place orders against Federal Supply Schedules for $25,000 up to simplified acquisition threshold using the Government purchase card, purchase orders, or delivery orders	At least 1 year of Government purchase card experience	Certified Level I under the ACMP Purchasing Program	80 hours every 2 years
Non-GS-1102 or Non-GS-1105 personnel with a warrant for Work for Others/Interagency Agreements	At least 3 years of progressively complex and responsible experience in administering Work for Others/Funds In Interagency Agreements	CON 100: Shaping Smart Business Arrangements; CON 216 Legal Considerations in Contracting; 16 hours of Property Management	8 hours every 2 years

Contracting Officer Warrant Requirements			
Function	**Experience**	**Minimum Training**	**Continuous Learning**
Non-GS-1102 personnel with unrestricted warrants	At least 5 years of progressively complex and responsible experience in negotiation/sealed bidding and performing business administration of procurement. Extensive experience in the GS-1102 or G-1105 job series or directly comparable military experience as a contracting officer is highly desirable	Certified to Level III under the Contracting Program	80 hours every 2 years in acquisition-related fields.
Non-GS-1102 personnel holding an Administrative Contracting Officers warrant with authority not to exceed $50,000 for change orders on specifically designated contracts	Same as experience in relevant functional areas except all years are reduced by 50 percent	Certified Level I under the Contracting Program, CON 216 and Earned Value Management	80 hours every 2 years, consisting of CON 214, 215, 217 and 218
Resident engineer with authority to issue change orders not to exceed $50,000 for specifically designated contracts (construction only)	Same as experience in relevant functional areas except all years are reduced by 50 percent	Certified Level I under the Contracting Program, CON 216, and Earned Value Management	80 hours every 2 years, consisting of CON 214, 215, 217 and 218
Non-GS-1102 personnel with Administrative Contracting Officer warrant with authority for property and sales (i.e., ERLE grants and disposition of Government property)	At least 5 years of progressively complex and responsible experience in performing business administration of procurement.	Certified to Level III under Personal Property Management Requirements	80 hours every 2 years
GS-1170s with a warrant for **Acquisition**	At least 5 years of progressively complex and responsible experience in negotiation/sealed bidding and performing business administration of procurement. Extensive experience in the GS-1170 job series.	Certified to Level II under the Real Estate Contracting Program	40 Hours every two years
GS-1170s who hold a warrant for **GSA Leasing**	At least 3 years of progressively complex and responsible experience in negotiating and performing business administration of GSA cooperative agreements	Certified to Level II under the Real Estate Contracting Program	40 Hours every two years
GS-1170s with a warrant for **Non-GSA Leasing**	At least 3 years of progressively complex and responsible experience in negotiating and performing business administration of grants and/or cooperative agreements	Certified to Level II under the Real Estate Contracting Program	40 Hours every two years
GS-1170s with a warrant for **Disposal**	At least 3 years of progressively complex and responsible experience in negotiating and performing business administration of grants and/or cooperative agreements	Certified to Level II under the Real Estate Contracting Program	40 Hours every two years

4. Waivers

Acquisition Workforce Waivers

The various types of waivers available in the DOE ACP include certification waivers, GS-1102 waivers, and contracting officer waivers, each is described below.

Certification Waivers

Certification Waivers for Contracting, Purchasing and Financial Assistance

A certification waiver permits an acquisition workforce member who does not meet the certification requirements of the position within 18 months after assignment to remain in that position without being certified. It does not certify the member and it does not carry over from one position to another. It only allows a member to remain in a specific position without meeting the certification requirements. The waiver is only for the member's current position. The waiver is initiated by the immediate supervisor at a minimum, and only the ACM has the authority to approve a certification waiver. Further, a certification waiver does not negate the responsibility of management and the member to continue to pursue certification. A sample format for requesting a certification waiver is provided as Attachment O-1.

Personal Property Management Certification Waivers

A certification waiver permits a personal property workforce member who does not meet the certification requirements of the position within 18 months after assignment to remain in that position without being certified. It does not certify the member and it does not carry over from one position to another. It only allows a member to remain in a specific position without meeting the certification requirements. The waiver is only for the member's current position. The waiver is initiated by the immediate supervisor at a minimum, and only the DOE Property Executive or for NNSA employees, the NNSA Senior Procurement Executive, has the authority to approve a certification waiver. Further, a certification waiver does not negate the responsibility of management and the member to continue to pursue certification. A sample format for requesting a certification waiver is provided as Attachment O-2.

COR/TPO Waivers

Waiver of COR/TPO certification may be requested from the SPE through the ACM. A waiver will permit the COR/TPO to serve as a COR/TPO until they complete the required training. It does not release them of the requirement to obtain training leading to certification at the appropriate level.

GS-1102 Waiver

A GS-1102 waiver is an assignment waiver. GS-1102 waivers are the result of grandfathering provisions in statute. Beginning January 1, 2000, acquisition workforce members assigned to GS-1102 positions must meet specific education requirements prior to assignment. A grandfather provision permits members in GS-1102 positions as of January 1, 2000 to be considered as meeting the education standard. If a GS-1102 is selected for a lateral position but lacks the education requirements, the selecting official must request and obtain a waiver prior to assignment. If approved, the GS-1102 waiver is valid only for the specific position and grade to which assigned. This is true even if the member was selected for a career ladder position, received a waiver at the entry level and is now ready for promotion to the next grade. If the member still lacks the education, another waiver is required before the promotion can be affected. A sample GS-1102 waiver request is available from the ACM. Only the Senior Procurement Executive has the authority to approve GS-1102 waivers.

Contracting Officer Warrant Waivers

Warrant waivers are only valid for the warrant against which it is granted and terminates when the warrant is terminated. The waiver is valid only as long as the member retains the same warrant. Acquisition workforce members must meet specific requirements prior to being granted a warrant above the micropurchase threshold. If a member lacks any of the warrant requirements, the Head of Contracting Authority (HCA) must request and obtain a waiver before the member can hold the warrant. If the warrant is at the same level, the waiver may be carried over from one position to another so long as the member remains under the cognizance of the official who granted the waiver and the warrant level remains the same. Only the Senior Procurement Executive has the authority to grant warrant waivers. Sample warrant waiver requests for a Contracting Officer Warrant Waiver can be obtained from the ACM.

Waiver Processing

A GS-1102 or CO warrant waiver cannot be granted unless the requesting official certifies that the member has significant potential for advancement and provides the basis for that determination.

All waiver requests, irrespective of type, are to be submitted through the SACM to the ACM for processing. The ACM reviews the waiver request and makes recommendation to the Senior Procurement Executive (SPE). The SPE has the final authority to approve waivers.

5.   Continuous Learning Points Guidance

Persons certified under Acquisition Certifications Program (ACP) are required to successfully attain and report continuous learning points (CLPs) biennially to maintain certification. CLPs must be earned within the two-year period following certification award or renewal; CLPs cannot be carried over.

CLPs are awarded for various activities and include developmental opportunities beyond classroom and online training. The Office of Acquisition and Project Management (APM) has final approval of CLP credits.

Supervisors have flexibility in determining how CLPs can be achieved and should work with employees to identify appropriate opportunities. We recommend that at least half of the required CLPs be earned per year and that these be included in Individual Development Plans (IDPs) and performance goals. Below is guidance on how training, professional activities, education, and experience can be used to meet the CLP requirements. All activities must be job-related and must earn points only in the year accomplished, awarded or published.

A. Training

1) *Completing awareness training*. Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required. Persons may not use the annual DOE mandatory training for continuous learning point credit.

2) *Completing learning modules and training courses*. These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions, which include some form of testing/assessment for knowledge gained.

3) *Performing Self-Directed Study*. An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

4) *Teaching*. Employees are encouraged to share their knowledge and insights with others through teaching or learning modules. Teaching is also a part of the Professional Activities category.

5) *Mentoring*. Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved. Mentoring is also a part of the experience category.

B. Professional Activities

1) *Participating in Organization Management*. Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that you are permitted to join under current ethics law and regulation. The employee and supervisor must first ensure that participating in the management of an organization is allowed by the agency.

2) *Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences.* Employees can receive points for attending professional seminars or conferences that are job related; however, the supervisor needs to determine that the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.

3) *Publishing.* Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.

4) *Participating in Workshops.* Points should be awarded for workshops with planned learning outcomes.

C. Education

1) *Formal training.* Supervisor should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10 CLP points per CEU. CLPS can be converted to CL/CE hours at One CLP = 1 CL/CE hour

2) *Formal academic programs.* For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

D. Experience

1) *On-the-job experiential assignments*-These are shorter in duration and outside the work you are tasked to perform as part of your job.

2) *Intra/inter i organizational rotational career broadening and developmental experiences* Supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table below.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to the agency, and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the

learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

Continuous Learning Points Credit Assignments

	CLP Opportunity Description*	Unit	=	DOE CLP Units
TRAINING/EDUCATION	Attendance at academic courses at an accredited college or university	1 semester credit 1 quarter credit	= =	15 9
	Audited academic courses at an accredited college or university	1 semester credit 1 quarter credit	= =	5 4
	Instructing at an accredited college or university	1 semester credit 1 quarter credit	= =	10 9
	Online training geared toward continuous learning and planned as part of individual's professional development. Online training must be supported by a record of completion	1 training hour	=	1
	Audit a course in your certification program and provide feedback. This must be approved by the Professional Development Division	1 course	=	5
PROFESSIONAL ACTIVITIES	Attendance at educational portions of technical meetings, conferences, workshops, and seminars; DOE training; and focused training and short courses provided by commercial vendors	1 hour	=	1 (maximum 7/day)
	Presentations at workshops, conferences, and seminars	1 formal presentation	=	5
	Publication of acquisition-related articles in your technical area	Article* Article**	= =	10 25
	Professional examination, license, or certification	Up to 40 in the year attained		
	Active Association Membership (in relevant subject area or project management association)	Active Membership Association Activity Attended	= =	5/year 1 CLP for each 60 minutes

*   Article or Technical Paper or Analysis under 5,000 words presented within or outside the DOE.

**   Article or Technical Paper of scholarly value of 5,000 words or greater that is formally peer reviewed and published within or outside the DOE

Continuous Learning Points Credit Assignments (Continued)

<table>
<tr><th colspan="2">CLP Opportunity Description*</th><th>Unit</th><th>=</th><th>DOE CLP Units</th></tr>
<tr>
<td rowspan="11">EXPERIENCE</td>
<td>Serve as a Sponsor/Technical Content Advisor/Subject Matter Expert for one or more courses in your certification program (applies to all certified acquisition workforce members)</td>
<td>Serves for at least one year</td>
<td>=</td>
<td>15</td>
</tr>
<tr>
<td>Certified Level III or IV FPDs or Level III COs serving as a mentor to a certification candidate:

A formal written mentoring agreement is required for the mentoring development activity and is also required to be documented in both mentor and certification candidate Individual Development Plans (IDP). Additionally, mentors are encouraged to take departmental mentoring courses</td>
<td>6 months mentoring a certification candidate</td>
<td>=</td>
<td>30</td>
</tr>
<tr>
<td>Credit for Peer Review Participation

Participation as <u>member</u> of a project peer review of a project (i.e., IPRs, EIRs, independent cost reviews, earned value management validation reviews etc.)</td>
<td colspan="3">Peer Review Preparation and Participation CLPs claimed cannot exceed <u>32</u> per peer review

1 work day (team convened)   =   8</td>
</tr>
<tr>
<td>Participation as project peer review team <u>member</u> in preparation for a review of a project (i.e., IPRs, EIRs, independent cost reviews, earned value management validation reviews)</td>
<td>Maximum per review</td>
<td>=</td>
<td>8</td>
</tr>
<tr>
<td>Serve as an incumbent FPD*
(Maximum 10 CLPs for 2-year certification period)</td>
<td>1 year</td>
<td>=</td>
<td>5</td>
</tr>
<tr>
<td>Participation on O413.3B Guide Team

Team Member
Team Lead</td>
<td>Maximum per review
Maximum per review</td>
<td>=
=</td>
<td>8
16</td>
</tr>
<tr>
<td>Serve on an integrated product team as a special project leader</td>
<td>Maximum per year</td>
<td>=</td>
<td>15</td>
</tr>
<tr>
<td>Serve on an integrated product team as a special project member</td>
<td>Maximum per year</td>
<td>=</td>
<td>10</td>
</tr>
<tr>
<td>On-the-job experiential assignments</td>
<td>Maximum per year</td>
<td>=</td>
<td>20</td>
</tr>
<tr>
<td>Provide a Project Lessons Learned to the Lessons Learned Database</td>
<td></td>
<td>=</td>
<td>3</td>
</tr>
<tr>
<td>Develop a Lessons Learned Study for a course in your certification program

Develop a Case Study for a course in your certification program</td>
<td>Must be approved by APM</td>
<td>=

=</td>
<td>5

8</td>
</tr>
</table>

* Incumbent FPDs are those formally appointed to direct capital assets in accordance with DOE Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets.*

6.   Finding and Registering for Classes

Federal Acquisition Institute Training Application System (FAITAS)

OFPP Policy Letter 05-01 established the principle requirements for record keeping and reporting on acquisition workforce members. It requires that current information on the acquisition workforce, including training, waivers, and certification, be kept current and up to date.

To accomplish the required reporting on members of the acquisition workforce awarded Federal Acquisition Certificates for Contracting and Contracting Officer Representative, the Acquisition Certifications Program (ACP) relies on FAITAS, the official database of record maintained by the Federal Acquisition Institute. Members of the DOE acquisition workforce holding FAC-C or FAC-COR certificates must register in FAITAS and report and maintain up to date information on certification.

All other certifications under the ACP are held in DOE maintained databases and periodically validated against records held by SACMs.

The acquisition workforce member is responsible for retaining copies of documents and certificates related to their training, education, experience, and certification. Records, including fulfillments, waivers, and certification information, must be maintained in official training records as well as in corresponding information systems; and must be supported by appropriate documentation indicating that the request for fulfillment/waiver/exception was granted by an appropriate authority.

Individuals can register for training available through FAITAS. This training is funded by the Acquisition Workforce Training Fund (AWTF) or offered by an agency and is at no cost to the individual or to DOE. Since there is not electronic data sharing, this training must be added manually to CHRIS so that it is visible in DOE employee records.

Coorporate Human Resources Information System (CHRIS)

CHRIS is DOE's main database for registering for training and training history records. DOE employees must register for training in CHRIS and attain supervisor approval prior to attending a class. Most DOE classes require attendees complete an end-of-class evaluation before they can receive a training certificate. Training certificates are not held in CHRIS; it is the employee's responsibility to keep copies of training certificates.

Another supplement to CHRIS is the Employee Self Service (ESS). All Federal Project Directors (FPDs) maintain continuous learning records in ESS under the PMCDP module.

Currently under development is an enhancement to ESS that will provide continuous learning point tracking for all acquisition workforce members identified in DOE Order 361.1B.

SECTION II. CERTIFICATIONS ISSUED BY ACMP

I.   Federal Acquisition Certification in Contracting (FAC-C)

Contracting Series Qualification Standards

The Office of Federal Procurement Policy Letter 05-01 established the framework for creating a federal acquisition workforce; the Federal Acquisition Certification in Contracting (FAC-C) memorandum dated January 20, 2006, and updated December 2008 establishes the requirements for certification in contracting.

The acquisition workforce is subject to one of multiple certification levels. For contracting and personal property management, Level I is a basic or entry level; Level II is journeyman level; and Level III is a senior level. For contracting, the levels are generally tied to grades as shown below:

Grade	Level
GS-5/7	I
GS-9/11/12	II
GS-13/14/15	III

GS-1102 Statutory Education Requirements

In order to hold a GS-1102 position at the GS-5 through GS-12 level, a person must meet one of the following statutory education requirements:

   a.   A Baccalaureate degree in any field from an accredited educational institution authorized to grant Baccalaureate degrees; **OR**
   b.   At least 24 semester hours (or academic equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Courses for which the American Council on Education (ACE) has recommended college credit may not be counted toward the 24-semester hour requirement unless they have been officially accepted by an accredited university or institution of higher education and academic credit has been granted.

To hold a GS-1102 position at the GS-13 and above level, a person must have completed a 4-year course of study leading to a Baccalaureate degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Guidance on what satisfies the requirement for business courses can be found on FAI's website www.fai.gov and in the appendix.

Employees in GS-1102 positions on or before January 1, 2000, are considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5-12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12, including positions at other agencies. However, employees must meet specialized experience requirements when seeking another position. For GS-13 and above, employees will be considered to have met the qualification standards for GS-1102 positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies, if the specialized experience requirements are met. However, they will have to meet the education requirements and specialized experience requirements in order to qualify for promotion to a higher grade unless a waiver is obtained. Further, while they are considered to have met the standard for the position they occupied on January 1, 2000, they do not qualify for certification until they meet all of the requirements (education, experience and training) for certification.

Federal Acquisition Certification – Contracting

The Federal Acquisition Certification – Contracting (FAC-C) is a certification program based on the DAWIA requirements for certification at the junior, intermediate, and senior levels that is accepted by all executive (civilian) agencies as evidence that an individual meets the core education, training and experience requirements for the contracting career field. The FAC-C is distinct from agency-specific certification programs that are not transferable to other agencies.

Certification under the FAC-C is mandatory at DOE. DOE has modified the FAC-C requirement by replacing the FAC-C electives with specific mandatory courses that are required to address skill gaps and DOE requirements. All members of the acquisition workforce who obtain FAC-C certification must register in Federal Acquisition Institute's Training Application System (FAITAS) managed by Federal Acquisition Institute and report current information to FAITAS.

GS-1102 Certification Requirements

GS-1102 certification has education, experience and training requirements. The core GS-1102 certification program is shown below.

	GS-1102 Level I	Training Provider
	Grade 05-07	
Education:	Baccalaureate Degree **OR** at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management	
Experience:	1 year of contracting experience	
Training:	CON 100 Shaping Smart Business Arrangements or equivalent	**FAI/DAU/or provider certified by FAI/DAU**
	FCN 110 Mission Support Planning (online) or equivalent	**FAI or provider certified by FAI**
	FCN 111 Mission Strategy Execution (online) or equivalent	**FAI or provider certified by FAI**

	FCN 112 Mission Performance Assessment (online) or equivalent	**FAI/DAU/or provider certified by FAI/DAU**
	CON 120 Mission Focused Contracting or equivalent	**FAI /or provider certified by FAI**
	Performance-Based Contracting Minimum of 16 hours	**MCI**: Performance-Based Service Contracting **DOE Professional Skills Training Program**: PRCE11, Planning for Performance-Based Management Contracting **NPI**: Developing Performance-Based Work Statements **ESI**: Performance-Based Service Contracting **ASI**: 7 Steps to Performance-Based Acquisitions

	GS-1102 Level II	**Training Provider**
	Grade 09-12	
Education:	Baccalaureate Degree **OR** at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management	
Experience:	2 years of contracting experience	
Training:	CON 200 Business Decisions for Contracting, FCN 214 Business Decisions for Contracting (online) or equivalent	**FAI or provider certified by FAI**
	FCN 215 Intermediate Contracting for Mission Support (online) or equivalent	**FAI or provider certified by FAI**
	FCN 216 Legal Considerations in Contracting (online) or equivalent	**DAU/DAU-certified provider**
	FCN 217 Cost Analysis and Negotiation Techniques (online) or equivalent	**FAI or provider certified by FAI**
	CON 218 Advanced Contracting for Mission Support or successor or equivalent	**FAI or provider certified by FAI**
	Earned Value Management Minimum of 14.5 hours	**PMCDP**: EVMS & and Project Reporting **DAU**: BCF 102 Earned Value Management (on-line)
	Financial Management Minimum of 12 hours	**USDA**: Introduction to Financial Management **DAU:** BCF 103 Fundamentals of Business Financial Management (on-line) **Energy OnLine**: Financial Management Series; any classes totaling 12 hours, covering such areas as financial statements, cash analysis and management, analyzing financial statements, **and** inventory costing and depreciation. **Classes taken in financial management as part of business degree program will be given full**

		credit for the requirement

	GS-1102 Level III	**Training Provider**
	Grade 13-15	
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	
Experience:	4 years of contracting experience	
Training:	CON 353 Advanced Business Solutions for Mission Support	**FAI/DAU or FAI/DAU-certified provider**
	Managing Contract Changes	**PMCDP** **Colleague Contracting**
	Project Management Minimum of 21 hours	**ESI:** Managing Projects, or Project Management for Contracting Professionals **PMCDP**: Project Management Essentials **MCI**: Project Management Principles **USDA**: Project Management Project Management Series: Any classes totaling 21 hours covering such topics as - Project Management Fundamentals Project Planning - Executing, Monitoring and Controlling, and Closing a Project - Planning Project Scope - Project Time Management - Estimating Activity Cost AND - Project Risk Management
	Property Management Minimum of 16 hours	**DAU:** IND 100 Contract Property Administration and Disposition Fundamentals

ESI   - ESI International
PMCDP   - Project Management Career Development Program,
MCI   - Management Concepts Inc.
USDA   - Graduate School, USDA
NPI   - Northwest Procurement Institute
ASI   - Acquisition Solutions, Inc.

Additional information about legacy courses and crosswalks for previous requirements for contracting certification can be found at the Federal Acquisition Institute's (FAI) website: www.fai.gov.

Reciprocity

DOE has reciprocity with other executive (civilian) agencies for the FAC-C and with DAWIA certification. Reciprocity means that a FAC-C issued by DOE is interchangeable with a FAC-C issued by another agency. DOE will accept a DOD DAWIA certification as meeting the FAC-C requirements at the commensurate level as long as the certification has been maintained through documented continuous learning. While an acquisition workforce member from another agency holding a FAC-C will retain their certification level when they transfer to DOE, they will be required to complete the DOE-specific course work as part of their continuous learning requirement. In the event that documentation for continuous learning cannot be provided, individuals will be evaluated to determine if the DOE mandatory training, experience and education requirements have been met before a FAC-C certification can be issued.

A member holding a FAC-C at a particular level will retain that certification regardless of any new requirements made effective thereafter if they meet the CL/CE requirements to maintain certification, unless Congress enacts a statutory requirement for a new education or training standard and designates it as "continuing education and training." Members must complete requirements of this kind within 18 months as part of their continuous learning. Failure to complete new requirements, or to justify a waiver, will result in loss of certification and may make the member ineligible for Federal certification.

Core Certification Class Providers

The **core** certification classes beginning with a "CON" prefix, i.e., CON 100 Shaping Smart Business Arrangements, or "FCN" for online instances of the training, must be taken from FAI or an equivalent provider. Candidates apply for these classes through FAI's Federal Acquisition Institute's Training Application System (FAITAS).

Continuous Learning/Continuous Education

To remain current in contracting knowledge, skills, and techniques and maintain certification, GS-1102s must obtain 80 hours of CL/CE education during the 2 year (24 month) period following certification/last recertification, regardless of the issuing Department or agency.

Guidance on continuous learning activities and their points can be found in Section I of this handbook. Members are to request certification renewal based on completion of continuous learning points (CLPs) using the template provided.

If the member does not obtain the required number of CLPs within the 24-month timeframe and does not apply for recertification/renewal, their FAC-C lapses. If their FAC-C lapses, they will be required to take all the training required for certification at each level up to their required level of certification. For example, if they are required to be certified to Level II, they must take all the Level I and Level II courses. Further, if their FAC-C lapses, their contracting officer's warrant may be revoked and they may be reassigned to a position not requiring a contracting

officer's warrant. If the member does not hold a warrant and they fail to obtain the required CLPs, they may be reassigned to a position not involving contract management.

If the SPE chooses to revoke a contracting officer's warrant for failure to meet the CLPs requirement, the SPE will direct the HCA to revoke the warrant. The HCA must notify the warrant holder in writing when the revocation is to be effective, providing enough time to ensure that no unauthorized obligations are made, and counsel the warrant holder on how the warrant holder can correct the situation. The warrant holder must acknowledge this notification in writing.

Targeted Continuous Learning

The intent of the targeted continuous learning tracks is to address skill gaps across DOE while providing some flexibility. Members should discuss the requirements with their supervisor to identify the appropriate track to pursue. Members are free to take courses from different tracks or to take all courses from one track. Once they have completed all courses in a given track, they are not expected to take the same track again, but rather to take higher level courses in that track or pursue one of the other tracks.

The Level IV certification in strategic Supply Chain Management (SCM) is a non-mandatory certification for those members who want to pursue a higher level of knowledge in SCM. The courses listed in the focus track – Business to Business Marketing and Transportation and Logistics Management – must be taken in addition to the courses listed in the Level IV non-mandatory program -- Supply Chain Management, Cost and Performance Management, and Price Productivity Improvement – to attain Level IV certification.

GS-1102s certified to Level III must pursue one of the continuous learning tracks shown below as part of their 80 continuous learning points (CLPs) requirement.

Level IV non-mandatory in Strategic Supply Chain Management (Lehigh University offers online training for this track)

Supply Chain Management
Cost and Performance Management
Price Productivity Improvement

Suggested Continuous Learning Tracks

Supply Chain Management (Lehigh University has an online training for this track)

Business to Business Marketing
Transportation and Logistics Management

Project Management

DOE Project Management Career Development Program (PMCDP) offers these classes:

Project Management Essentials
Project Management Systems and Practices
Project Risk Management
Advanced Risk Management

Graduate School at USDA offers:
How to Assess and Manage Project Risk

Cost/Price Analysis
Overhead Management of Contracts DAU CON 232
Advanced Contract Pricing DAU CON 235
Activity-Based Costing USDA: Activity-Based Costing

The courses identified for the suggested Continuous Learning tracks should be construed as subject areas, rather than as specific courses provided by specific providers. The providers indicated are suggestions and are provided for convenience. Other courses offered by local private sector trainers or universities in the subject matter may be used. Course descriptions are provided in the appendix to determine if other courses are comparable.

At least 40 hours of the required 80 hours of CL/CE every two years must be in one of the above targeted areas. The remaining 40 hours may be obtained through other training activities, such as teaching, self-directed study, mentoring; professional activities, such as participation at professional seminars/symposia/conferences, webinars, and brown-bag lunches, publishing, and attending workshops; or education activities, such as formal training, and formal academic programs; see the appendix for a more comprehensive listing.

II.   Certification for Purchasing (GS-1105s)

As with the certification program for GS-1102s, the GS-1105 purchasing certification program is generally in conformance with that established by DAU, except that specific courses are required for DOE certification in lieu of the electives allowed under the DAU curriculum. In establishing the GS-1105 certification program, the intent is to provide a career path to move the acquisition workforce members from GS-1105s to GS-1102s.

The acquisition workforce is subject to one of multiple certification levels. For contracting and personal property management, Level I is a basic or entry level; Level II is journeyman level; and Level III is a senior level. The levels for Purchasing certification are generally tied to grades as shown below:

Grade	Level
GS-5	I
GS-6/8	II
GS-9	III

The DOE certification for GS-1105s, shown below, consists of experience and training requirements.

	Purchasing GS-1105 Level I	Training Provider
	Grade 05	
Education:	(Desired) 16 semester hours of undergraduate work with emphasis in business	
Experience:	1 year of experience in purchasing	
Training:	CON 100 Shaping Smart Business Arrangements	**DAU/DAU-certified provider**
	CON 237 Simplified Acquisition Procedures (on-line)	**DAU/DAU-certified provider**
	Government Purchase Card Training (minimum 8 hours)	**MCI**: Government Purchase Card Trainer **Houseman & Associates**: Purchase Card Training
	CLC 010: Proper Use of Non-DOD Contracts	**www.fai.gov**

	Purchasing GS-1105 Level II	Training Provider
	Grade 06-08	
Education:	(Desired) 32 semester hours of undergraduate work with emphasis in business	
Experience:	An additional 2 years experience in purchasing (3 years cumulative experience)	
Training:	CON 110 Mission Support Planning or equivalent	**DAU/DAU-certified provider**
	CON 111 Mission Planning Execution or equivalent	**DAU/DAU-certified provider**
	CON 112 Mission Performance Assessment or equivalent	**DAU/DAU-certified provider**
	CON 120 Mission Focused Contracting or equivalent	**DAU/DAU-certified provider**

	Purchasing GS-1105 Level III	
	Grade 09 & Above	**Training Provider**
Education:	(Desired) 64 semester hours of undergraduate work with emphasis in business	
Experience:	2 years of experience in purchasing (5 years cumulative experience)	
Training:	Performance-Based Contracting - Minimum of 16 hours	**MCI**: Performance-Based Service Contracting **DOE Professional Skills Training Program**: PRCE11 Planning for Performance-Based Management Contracting **NPI**: Developing Performance-Based Work Statements **ESI**: Performance-Based Service Contracting **ASI**: 7 Steps to Performance-Based Acquisitions
	Financial Management – Minimum of 12 hours	**USDA**: Introduction to Financial Management **DAU**: BCF 103 Fundamentals of Business Financial Management (on-line) **Energy OnLine**: Financial Management Series; any classes totaling a total of 12 hours, covering such areas as financial statements, cash analysis and management, analyzing financial statements, **and** inventory costing and depreciation. **Classes taken in financial management as part of business degree program will be given full credit for the requirement**

Course descriptions can be found in the appendix.

Core Certification Class Providers

The **core** certification classes beginning with a "CON" prefix, i.e., CON 100 Shaping Smart Business Arrangements, or "FCN" for online instances of the training, must be taken from FAI or an equivalent provider. Candidates apply for these classes through FAI's Federal Acquisition Institute's Training Application System (FAITAS).

Continuous Learning/Continuous Education

As with GS-1102s, GS-1105s must obtain 80 hours of CL/CE by October of the second year after their initial certification or recertification, however, while GS-1102s have targeted

continuous learning tracks, GS-1105s are encouraged to take courses and pursue experiential opportunities leading to certification in contracting as part of their CL/CE requirement.
In addition, the following CL/CE opportunities, available at www.dau.mil, are offered:

CL003 Sealed Bidding
CLC 004 Market Research
CLC 009 Service-Disabled Veteran-Owned Small Business Program
CLC 015 Commercial Acquisitions
CLC 020 Commercial Item Determination
CLC 022 Profit Policy Revisions
CLC 023 Commercial Item Determination: Executive Overview
CLC 027 Buy American Act
CLC 060 Time and Materials Contracts
CLC 104 Analyzing Profit or Fee
CLC 131 Commercial Item Pricing

Members are to request certification renewal based on completion of CL/CE hours using the sample provided in the appendix.

III.   Certification for Contracting Officer's Representative (FAC-COR)

Background

The appointment, authority and responsibilities of a Contracting Officer's Representative (COR) are established in Federal Acquisition Regulation 1.602-2(d) and 1.604 and implemented at the Department of Energy by Department of the Energy Acquisition Regulation 901.603 and DOE Order 361.1B.

By memorandum dated November 26, 2007, the Office of Federal Procurement Policy (OFPP) established the Federal Acquisition Certification program for Contracting Officer's Representatives (FAC-COR) to develop specific competencies in federal employees serving as COR. It was revised by OFPP's memorandum, Revisions to the Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR), dated September 6, 2011, created 3 tiers, or levels, of COR certification tied to increasing levels of risk/complexity of contracts. These revisions took effect January 1, 2012, and are incorporated into the guidance that follows.

OFPP stresses that COR certification is only one component of strengthening the COR function. Equally important is selecting the right individual to be a COR in terms of technical expertise, ensuring that the COR understands the importance of his/her role, providing the individual adequate time and resources to perform the COR function, and building a culture of effective collaboration and communication between the Contracting Officer and COR.

Determining the Need for COR Certification

Before committing DOE funds or resources on COR certification, two questions must be addressed: (1) is the trainee/applicant currently serving as COR or to be appointed COR on the pending award of a DOE contract or a task or delivery order under a DOE contract; and (2) if so, which Level of COR certification has the contracting officer determined necessary for the particular contract action.

DOE policy is to certify only those individuals who are or are about to be appointed COR by a contracting officer, at the level needed for the contract. For those serving as Technical or Task Monitors, others who ensure proper development of requirements and assist contracting officers in managing their contracts, or anyone else who may benefit from COR training, it may be factored into employee development plans at their supervisor's discretion but the individual will not eligible for COR certification.

Determining the COR Level Required for the Contract
Contracting Officers Representatives (CORs)

COR certification applies to contracts. There are three levels of certification for CORs, commensurate with the risk and complexity of the contract.

OFPP established the following three levels of COR certification, as follows:

Level I – 8 hours of training and no experience required. This level of COR is generally appropriate for low-risk contract vehicles, such as supply contracts and orders.

Level II – 40 hours of training and one (1) year of previous COR experience required. These CORs may be called upon to perform general project management activities and should be trained accordingly. This level of COR is generally appropriate for contract vehicles of moderate to high complexity, including both supply and service contracts.

Level III – 60 hours of training and two (2) years of previous COR experience required on contracts of moderate to high complexity that require significant acquisition investment. Level III CORs are the most experienced CORs within an agency and should be assigned to the most complex and mission critical contracts within the agency. These CORs are often called upon to perform significant program management activities and should be trained accordingly. At a minimum, those CORs for major investments, as defined by OMB Circular A- 11, shall generally be designated as Level III CORs.

The COR level for a particular contract is determined by the contracting officer, with input from the program/requiring office. The decision will be based on the complexity and risks involved in the acquisition. The matrix below covers six risk factors that should be considered. Points should be assigned to each factor as follows: 0-1 = no or little risk associated with project; 2-3 = significant or high risk associated with project.

COR Certification/Appointment Criteria Matrix		
Risk Factor	**0-1 Points: No or little risk associated with the project**	**2-3 Points: Significant or high risk associated with project**
1	Complexity of Services and Supplies	Oversight confined to basic inspection and acceptance (e.g., COTS or standard supply/service)	Highly complex requirements; continuous oversight or technical direction required (e.g., developmental; new or emerging technologies; poor or no performance history)
2	Number and Location of Performance Sites	Non-complex shipping/delivery at a single domestic delivery site	Highly complex shipping/packaging/delivery (e.g., requiring export; staging of shipments; multiple customers with competing requirements; multiple deliverables or sites; foreign performance site(s)) (span of control)

COR Certification/Appointment Criteria Matrix		
Risk Factor	**0-1 Points: No or little risk associated with the project**	**2-3 Points: Significant or high risk associated with project**
3 — Impact of Delay	If project is delayed, no serious impact to mission that cannot be easily alleviated	Serious impact on mission; high degree of impact on follow-on or interdependent projects; Time is critical due to urgency, weather, or long-lead time items in critical path (e.g., contingency contract)
4 — Visibility	Little or no internal or external interest anticipated	High degree of internal or external interest anticipated (e.g., GAO oversight; congressional engagement; other special interests)
5 — Contract Type/Structure	Firm fixed price contracts with basic provisions	Contracts other than firm fixed price (e.g., letter contract; cost type contract; contract financing provisions required; hybrid contract; incentives; time and materials contract)
6 — Special Considerations	No rights in data or government property required; No Personally Identifiable Information (PII) or security concerns	High level of oversight required to assure government/contractor rights in data or government property; Significant security concerns relating to contract classification or PII data
Total Points	*(Calculate)*	*(Calculate)*

The scale below may be used as a guide in determining the appropriate COR Level after totaling the scores assigned to the six risk factors.

COR Level	Total Points
I	0-5
II	6-11
III	12-18

Appointment of a COR

COR appointment is based on the needs of the contract and is a contract action, not a personnel action. A COR is formally appointed in writing to a specific contract by a contracting officer acting within the limits of his/her authority. The COR appointment letter will be specific as to the needs of the particular contract. The COR must not exceed the limits of the authority delegated to him/her by the contracting officer.

Qualifying for COR Appointment

In accordance with OFPP policy, to qualify for appointment, prospective and appointed CORs must

    (1) be registered in FAITAS;
    (2) complete prescribed training and experience for the Level required;
    (3) apply for and obtain COR certification from the Acquisition Career Manager;
    (4) maintain current COR certification for the life of the contract; and
    (5) act within the limits of delegated authority and fulfill all contract oversight responsibilities set forth in the COR appointment letter.

The contracting officer is obligated to rescind or revoke a COR appointment for failure to comply with the above in order to protect the government's interest.

Training

The Federal Acquisition Institute (FAI) maintains a website of recommended coursework for each of the COR certification levels. For purposes of COR certification at DOE, the training recommended in the FAI website is incorporated by reference.

For first-time CORs, their initial training should include a course in COR roles and responsibilities; OFPP strongly recommends the initial course be completed in a classroom setting. Training completed more than 2 years prior to the date of initial application or date of last certification cannot be accepted.

Experience

The type of experience necessary to qualify under Level II or Level III must be in one or more contracting/acquisition-related activities, such as performing market research; writing specifications, Statements of Work or Statements of Objectives; developing quality assurance surveillance plans; assisting the contracting officer or COR as a subject matter expert; participating as a subject matter expert on a technical evaluation team; or serving as COR at the next lower level. The experience must be confirmed in writing by a cognizant official such as the contracting officer (preferred), COR, team leader or supervisor. The applicable contract number(s), description, and contractor should be cited. Resumes are not acceptable.

Continuous Learning

To maintain certification, CORs are required to earn the specified continuous learning points (CLPs) every two (2) years, beginning with the date of their certification or recertification. The purpose of continuous learning is to provide professional improvement within the acquisition workforce. It includes certification training and the full range of continuous learning activities that serve to provide professional development and increase the performance capabilities of an acquisition professional.

It is each COR's responsibility to meet the established CLP requirements. Each COR should identify and discuss with his or her supervisor the types of continuous learning activities to pursue. They should be incorporated into the COR's Individual Development Plan (IDP) in a way that is appropriately paced, minimizes disruptions to ongoing work schedules, and promotes timely renewal. CORs and candidate CORs should also ensure completion of continuous learning training is recorded in their online or automated training records; e.g., FAITAS and ESS, and maintain written confirmation for other continuous learning activities from a cognizant official.

Appendix I describes qualifying coursework and other activities that qualify for continuous learning credit. Additional guidance on determining continuous learning points is available on the FAI website at www.fai.gov. It is the COR's responsibility to ensure that his/her continuous learning requirements are met.

Continuing Learning Requirements	
Level I	8 CLPs every 2 years
Level II	40 CLPs every 2 years
Level III	40 CLPs every 2 years

CORs should not retake their original COR training classes for continuous learning. Rather, CORs should take courses relevant to the work they are performing as a COR. For example, for CORs managing Information Technology (IT) contracts should seek out a course on IT acquisition. Completion of the Managing Contract Changes course is strongly recommended for Level II and III CORs. Courses in accounting, project management, and contract law are particularly relevant for these CORs as well.

Reciprocity

FAC-COR Certification received at other agencies: Acquisition workforce members who have been certified at FAC-COR at another Federal agency are eligible for up to the same level of certification at DOE, provided the certification meets continuous learning standards.

Federal Acquisition Certification in Contracting (FAC-C): Personnel who hold FAC-C or Federal Acquisition Certification for Program/Project Managers (FAC-P/PM) are eligible for COR certification up to the same Level.

Project Management Career Development Certification (PMCDP): Federal Project Directors (FPD) certified in accordance with the Project Management Career Development Program are eligible COR certification up to the same Level. FPDs holding PMCDP Level IV are eligible for up to Level III COR certification.

Note: Although eligible for FAC-COR certification, all personnel must submit the necessary documents to obtain certification.

Applying for COR Certification

Instructions and .pdf-fillable forms for applying for COR certification are posted on DOE's Powerpedia site; see the article on COR Certification Requirements.

New applicants should complete and submit an Application for COR Certification/ Recertification to their supervisor and attach copies of course certificates. Applications for Level II and III must also include a COR Experience form and confirmation of experience by a knowledgeable official such as a CO (preferred), COR or supervisor.

CORs applying for recertification should complete and submit a Request for COR Certification/Recertification to their supervisor and attach documentation supporting the continuous learning points cited on the form as well as a copy of their last COR certificate.

Electronic applications are preferred.

COR Certification Waiver

The Chief Acquisition Officer may extend, in writing, on a one-time, case-by-case basis, the date upon which a COR must be certified by an additional 6 months, if it is in the best interest of the agency. Requests for waiver of COR certification requirements are expected to be rare and will be approved on a limited basis. If circumstances necessitate a COR waiver, a COR Waiver Request Form is available in Chapter 11, Appendix O. The application must explain why the applicant was unable to meet the certification requirements beforehand; discuss steps taken thus far to meet the requirements; and include a plan for achieving certification, including confirmation of registration in required courses, if applicable. This form is to be submitted through the applicant's supervisor and Site Acquisition Career Manager to the ACM for processing. Approval of a waiver does not relieve the COR of the requirement to obtain training leading to the requisite certification level.

Conversion of COR Certifications Issued by DOE before January 1, 2012

The following changes were made as a result of FAC-COR revisions issued by OFPP that took effect on January 1, 2012:

Certifications Issued Prior to January 1, 2012	Converted To:
COR Level I	COR Level II
COR Level II	COR Level III
COR Level III (including CORs for M&O contracts)	COR Level III

- The certificates that have been issued remain in effect until the COR recertifies even though the COR's Level may have changed.

- All CORs certified by DOE will keep their original date of certification/recertification.

- All DOE COR candidates who did not obtain certification before January 1, 2012, must meet the new requirements.

- The new continuous learning requirements must be met in order to qualify for recertification after January 1, 2012.

- All DOE CORs whose certifications have lapsed will need to certify under the new requirements.

- STRIPES data reflecting each COR's level change was updated the first week in January 2012.

Strategic Integrated Procurement Enterprise System (STRIPES)

The Acquisition Career Manager will insure that the list of active CORs in STRIPES is updated periodically as new certifications are issued and others lapse.

IV. Certifications in Grants Management and Financial Assistance

Certification in Financial Assistance (GS-1109)

There are four levels of certification for financial assistance based on grade and responsibilities:

Financial Assistance Function	Grade	Level
Grants/Cooperative Agreements	GS5/7	I
	GS9/11/12	II
	GS12/13/14/15	III
Technology Investment Agreements	GS13/14/15	IV

Financial Assistance Qualification Standards

Financial assistance award and administration in DOE is performed primarily by contract specialists. The Certification in Financial Assistance is built upon the skills acquired by contract specialists in the performance of their acquisition duties and the training provided under the Contracting/Purchasing certification program. This is possible because of the similar skills required for acquisition and financial assistance. These skills include planning, preparing solicitation documents, proposal analysis, cost analysis, negotiation, selection of award instrument type, financing performance, audits, preparing award documents, debriefing, administration, monitoring, terminations, and closeout. For non-1102s performing financial assistance duties, the certification requirements are particularly important to ensure that they have the skills necessary to award and administer financial assistance actions. The Financial Assistance certification is designed for contract specialists performing only financial assistance duties to develop these skills and provides basic cross-training that could allow for performance of acquisition duties if the specialist meets the requirements of the GS-1102 series. Contract specialists performing financial assistance, in addition to acquisitions duties, must meet the certification requirements for both the Financial Assistance program and the FAC-C program.

For the majority of contract specialists performing financial assistance duties, there are three levels of certification. Level IV is only for those individuals involved in the award and administration of Technology Investment Agreements.

Requirements for Financial Assistance Level I and II certification must be completed prior to obtaining the Level III certification, and should be completed within two years of certification under the current requirements. A Level IV certification may be granted for individuals with financial assistance certification, Level III FAC-C certification and TIA training. The training requirements for Levels I, II and III must be completed as CL/CE within two years.

Financial Assistance Core Curriculum

The core curriculum and experience requirements for certification at Level I, II, and III in financial assistance is shown below:

	GS-1109 Grades 5-7 Level I	Source(s)
Experience:	1 year of experience in financial assistance/acquisition	
Training:	Federal Financial Assistance	DOE
	OR	
	GRT 201 Grants Agreements Management	DAU
	OR	
	Introduction to Grants and Cooperative Agreements for Federal Personnel **AND** Uniform Administrative Requirements	MCI
	OR	
	Assistance Agreements: Development and Award **AND** Grant Administration	NPI
	Monitoring Grants and Cooperative Agreements for Federal Personnel	MCI
	Cooperative Agreements and Substantial Involvement	MCI
	OR	
	Assistance Agreements: Practical Negotiation Techniques	NPI
	Ethics in the Grants Environment	MCI
		Pinnacle Performance Improvement Worldwide

	GS-1109 Grades 9-12 Level II	Source(s)
Experience:	2-4 years of experience in financial assistance/acquisition	
Training:	Cost Principles OMB Circulars A-21, A-87, A-122 and FAR 31.2 **OR** Assistance Agreements: Cost Principles and Audit	DOE or MCI NPI
	Federal Funds Management	DOE or MCI
	Understanding National Policy Requirements Affecting Grants	MCI

	GS-1109 Grades 12-15 Level III	Source
Experience:	4 or more years of experience in financial assistance/acquisition	
Training:	Federal Assistance Law AND Appropriations Law for Federal Grants **OR** Assistance Agreements: Appropriations Law	MCI NPI
	Audit of Federal Grants and Cooperative Agreements	MCI
	Advanced Cost Principles*	MCI

*Acquisition Cost Analysis classes can be substituted.

The policies and procedures established for certification in contracting, as discussed in the preceding, also apply to financial assistance certification.

Continuous Learning/Continuous Education

To maintain FA certification, financial assistance specialists are required to attain and report 80 hours of CL/CE every two years. If acquisition workforce members perform a mix of acquisition and financial assistance, continuous learning should include both functional areas, with a minimum of 24 hours of financial assistance coursework for those specialists that are GS-1102s. However, this requirement should be viewed as a complement to the contracting requirements, therefore total training hours do not necessarily have to exceed 80 hours every 2 years.

Members are to request certification renewal based on completion of CL/CE hours following CLP Guidance and using the certification renewal form. Requests for certification are to be submitted to the ACMP mailbox using the provided template.

Suggested CL/CE

- Ethics in the Grants Environment – MCI
- Appropriation Law for Financial Assistance – MCI
- Essential Skills for Grants Professionals – MCI
- Any of the MCI classes in grants management for recipients
- Completion of all classes leading up to a Level III FAC-C, especially:
    - Project Management
    - Financial Management
    - EVMS
    - Property Management
- Classes in cost analysis
- Classes in negotiation techniques

Certification in Financial Assistance for Technology Investment Agreements

Section 1007 of the Energy Policy Act of 2005 granted to DOE Other Transaction Authority (OTA). A Contracting Officer may award a Technology Investment Agreement (TIA) under OTA only if the CO warrant authorizes award and administration of TIAs, and the Contracting Officer is Level IV certified in Financial Assistance and FAC-C Level III.

The Core Curriculum for the TIA certification is:

- FAC-C Level III Certification
- DOE TIA Training
- Cost/Price Training*
- Negotiation Training*

*CON 217 is acceptable for completion of these requirements but is not mandatory. Other training with equivalent course material may satisfy the requirement(s).

TIA Certification Requirements		
	GS-12 to GS-15	
Experience	7 of experience in contracting or financial assistance	
Training	DOE TIA Training	**DOE Office of Acquisition and Project Management**
Additional Requirements:	Level III FAP-C certified FAC-C Level III Certification	

Certifications for Technical Project Officers

Background

The award and administration of financial assistance agreements (grants, cooperative agreements and TIAs) requires Federal technical presence and oversight. Cooperative agreements and TIAs in particular require knowledgeable Technical Project Officers (TPOs) to coordinate the substantial involvement in the awards and ensure that Federal involvement is appropriately provided.

Technical Project Officers (TPOs)

There are two levels of certification for TPOs, based on the dollar value of the financial assistance they oversee.

> Level I: TPO for small dollar (Under $10 million) grants and cooperative agreements

> Level II: TPO for larger dollar (Over $10 million) grants and cooperative agreements and Technology Investment Agreements

Certification of TPOs

Certification of TPOs will ensure more effective oversight of financial assistance. Accordingly, before assuming the responsibilities of a TPO, prospective candidates must be certified in accordance with the core curriculum requirements for TPO certification provided below.

	TPO CERTIFICATION Level I	
		Suggested Providers
TPO for small dollar (under $10 m) grants and cooperative agreements	Federal Financial Assistance OR Introduction to Grants and Cooperative Agreements for Federal Personnel AND Uniform Administrative Requirements	DOE Training Contractor MCI
	Monitoring Grants and Cooperative Agreements for Federal Personnel	**MCI**

	TPO CERTIFICATION Level II	
		Suggested Providers
TPO for large dollar (over $10 m) grants, cooperative agreements and TIAs	Cooperative Agreements and Substantial Involvement OR Assistance Agreements: Practical Negotiation Techniques	**MCI** **NPI**
	Accountability for Federal Grants: Planning, Measuring and Reporting Grant Performance	**MCI**

TPO certification may be granted for currently certified CORs and program managers upon request. The Continuous Learning/Continuing Education for the first 2 year period must focus on completing the required financial assistance classes. Requests for certification are to be submitted to the ACMP mailbox using the provided template.

There are additional requirements if the TPO is assigned to a Technology Investment Agreement (TIA). The TIA Training is provided by DOE.

Continuous Learning/Continuing Education (CL/CE)

TPOs must attain and report 40 hours of CL/CE every 2 years. Failure to do so may result in the loss of the TPO certification and the ability to serve as a TPO.

TPOs should consider taking the classes in MCI's grants management certification program in addition to project management classes. TPOs may also take technically specific training in such areas as property management, intellectual property and the National Environmental Policy Act (NEPA).

Waiver

Waiver of TPO certification may be requested from the Chief Acquisition Officer through the Acquisition Career Manager. A waiver will permit the TPO to serve as a TPO until the required training is completed. A waiver does not relieve the candidate of the requirements to obtain training leading to certification at the appropriate level. Consult the section on Waivers for additional information.

V.   Personal Property Management Certification

Personal Property Management Career Field

The personal property management career field has many career disciplines that support procurement activities, including industrial property management specialists, property administrators, organization property management officers, contract specialists, motor vehicle managers, etc.   The career field involves policies and procedures for the management of Government personal property and includes property management operations Department-wide.

Personal Property Management

The acquisition workforce is subject to one of multiple certification levels. For contracting and personal property management, Level I is a basic or entry level; Level II is journeyman level; and Level III is a senior level. For personal property management, the levels are generally tied to grades as shown below:

Grade	Level
GS-5/7	I
GS-9/11/12	II
GS-13/14/15	III

The core courses to provide the DOE personal property management workforce with the knowledge base necessary to support the Department's mission are outlined below.

Not all who support procurement activities or deal with personal property need to be certified. Only those classified as Industrial Property Management Specialists, Property Administrators, Organization Property Management Officers, Supply Management Specialists, or Supply Management Officers need these certifications to perform at the designated level.   These individuals, who serve as gate keepers for the property in the hands of others to include Federal and contractors, are normally in the GS-1103 or GS-1104 series and need to be able to perform oversight functions, not just the control of said items.

Waivers

Waivers to the Personal Property Management Career Development Program certification requirements will be granted on a case-by-case basis by the DOE Senior Property Executive, or for NNSA employees, by the NNSA Senior Procurement Executive.   Waivers will be the exception and not the norm. Waiver packages should include adequate justifications. *Refer to the tab on Waivers for more information.*

Except for the IND courses, other curriculum courses are taught by a variety of approved providers including commercial vendors, colleges, and universities. Other sources, as approved by the Acquisition Career Management Program may be used to acquire the core courses. Core

certification classes with "IND" prefix, i.e., IND 105, Contract Property Fundamentals, must be taken from DAU or a DAU-certified provider.

DOE/NNSA may grant equivalencies for certificates based on documented evidence.

In addition to the core subjects, DOE and NNSA have identified desired courses that cover specific areas of personal property management requiring more in-depth coverage.

Continuous Learning Points (CLP)

Personal property personnel are required to obtain 80 hours of Continuous Learning Points (CLPs) every two years after certification or recertification to maintain certification. Acquisition workforce members are encouraged to set a goal of achieving 40 CLPs within a 12 month period so that attaining the required 80 CLPs is achievable within the two-year window.

If personal property workforce members perform a mix of property contract management, continuous learning should include both functional areas; however, this requirement should be reviewed as a complement to the property management requirements, therefore total training hours would not have to exceed 80 hours every 2 years.

Professional improvement is continuous. It includes certification training and the full range of continuous learning activities that serve to increase the performance capabilities as an acquisition professional. Individual goals that support continuous learning may include:

- Learning about new acquisition, technology and initiatives
- Staying current on changes in a career field
- Completing training for higher certification levels
- Learning something about, or becoming certified, in other career fields
- Completing a degree program
- Broadening experience and expanding technical expertise
- Developing new leadership and management skills

Most workforce members will participate in a combination of continuous learning activities. These activities can be characterized as either:

- Training
- Educational
- Experience
- Professional

Sample sources for CLP include, but are not limited to, the desired courses listed in Attachment N and the following:

- Special Project Assignments
- Participation in workshops
- Participation in professional association

- Publication of professional articles
- Reading and documenting summaries of professional publications
- Attending Personal Property Management Conferences
- Attending National Education Seminar
- Attending National Property Management Association training, etc.
- Professional Examination, License or Certificate
- Attending or presenting Property Management-related presentation

For additional information on CLP, please review <URL continuous learning guidance.>

Members must complete and report their own CLPs; a worksheet is available from the ACM for that purpose. Every two years, members must submit to ACMP through the Site Acquisition Career Manager (SACM) a completed worksheet signed by their supervisor and the SACM to request re-certification.

Personal Property Management Core Certification Requirements

Career Level	GS Grade	Training Provider
Level I	GS-5 to GS-7	
Training	IND 105 Contract Property Fundamentals*	DAU/DAU-certified provider**
	CON 100 Shaping Smart Business Arrangements	DAU/DAU-certified provider**
	CON 110 Mission Support Planning or FCN 110	DAU/DAU-certified provider
	CON 111 Mission Planning Execution or FCN111	DAU/DAU-certified provider
	CON 112 Mission Performance Assessment or FCN 112	DAU/DAU-certified provider
Experience	1 year of property management experience	
Level II	**GS-9 to GS-12**	
Training	IND 200 Intermediate Contract Property Administration and Disposition	DAU/DAU-certified provider
	CON 214 Business Decisions for Contracting or FCN 214	DAU/DAU-certified provider
	CON 216 Legal Considerations in Contracting	DAU/DAU-certified provider
	Demilitarization Course (**Site Specific**)	DOD
	Personal Property and Nonproliferation Course	DOE
Experience	2 years of property management experience	
Level III	GS-13 to GS-15	
Training	CON 353 Advanced Business Solutions for Mission Support	DAU/DAU-certified provider
	Leadership Training minimum 8 hours	Online Training Course
	Management Training minimum 8 hours	Online Training Course
Experience	4 years of property management experience	

* Effective FY12, IND 105 replaces IND 100 and IND 103.
** DAU courses and descriptions are available at http://www.dau.mil.

VI.   Real Property Management Certification

Real Estate Contracting

There are two levels of certification for real estate contracting officers, as reflected below. Should entry into the GS-1170 series occur at a higher grade level, the incumbent must acquire training and experience necessary to sequentially ascend to the higher level. This handbook will replace Chapter 10 of DOE – A Desk Guide for Real Estate Personnel.

Real Estate	GS-5/7	I and Interim
	GS-9/11/12	I or II (including Level II interim)
	GS-13/14/15	II

VII. Certifications for Program and Project Managers

Federal Project Directors

DOE elements with line-management responsibility for one or more Capital Asset Projects (CAPs) must ensure that those individuals responsible and accountable for CAPs with a total project cost (TPC) greater than $20 million are certified through the Project Management Career Development Project (PMCDP).

For federal project directors (FPDs), each level of responsibility has specific certification requirements in training and work/developmental activities that must be addressed to certify at the requisite level. General requirements for certification are outlined in the Certification Equivalency Guide (CEG), issued by the Project Management Career Development Program (PMCDP).

Program Managers

A certification program for program managers is under development.

SECTION 3. FORMS, TEMPLATES, and GUIDANCE

Contents

1. ACP Course Descriptions
2. Checklist – Certification Package
3. Checklist – Supervisor's Review Guide for CertPkgs
4. FORM - Certification Renewal Request
5. FORM - Certification Request Cover Page
6. FORM - Fulfillment Request
7. Guidance – Business Related Coursework
8. Self Assessment - Contracting Competencies
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10. Self Assessment – Personal Property Management Competencies
11. Waiver Request Template – Certification
12. Waiver Request Template – CO
13. Waiver Request Template – GS1102
14. Waiver Request Template – Property

DESCRIPTION OF COURSES ASSOCIATED WITH ACQUISITION CERTFICATIONS PROGRAM

The following courses are approved for the ACMP. Each course with a "C" for core is mandatory. Other courses are part of continuous learning tracks.

GS-1102 Series

<u>**Level I. (Entry) Courses**</u>
Contract Specialist GS-05/07

Shaping Smart Business Arrangements, CON 100 (C) is for personnel new to the contracting specialty. This course will provide a comprehensive understanding of the environment in which they will serve. Students will develop professional skills for making business decision and for advising other acquisition team members in successfully meeting customers' needs. Before beginning their study of technical knowledge and contracting procedures, students will learn about different mission areas and the procurement alternatives for each. Knowledge management and information systems will be introduced as well. Small group exercises will prepare the students to provide contracting support within the overarching business relationships of government and industry. (4 class days)

Mission Support Planning, CON 110 (C) will introduce personnel new to the contracting field to their role as a business advisor in the acquisition process. It focuses on the students' role in understanding their customers' mission and their ability to plan successful mission-support strategies based upon their knowledge of the contracting environment and their customers' needs. Students will learn how to use the Federal Acquisition Regulation (FAR), conduct effective market research, develop alternative acquisition strategies, and understand how socioeconomic programs support the acquisition planning process. (Online)

Mission Planning Execution, CON 111 (C) is the second of three online Level I contracting courses. It focuses on executing the acquisition planning through soliciting industry and awarding a contract. It provides students with the knowledge necessary to execute an acquisition that optimizes customer mission performance. Students will learn the techniques and benefits of early industry involvement in shaping requirements, basic procedures for acquisition of both commercial and noncommercial requirements, and how to effectively conduct price analysis and determine when a price is fair and reasonable. Finally, students will learn how to conduct basic competitive acquisitions, process awards, and handle protests before and after contract award.

Mission Performance Assessment, CON 112 (C) is the final of three online courses. This course builds on the foundation established in CON 110 and CON 111 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance. Students will explore processes for working with their customer to ensure contract performance is meeting mission requirements. Students will explore assessment strategies and performance remedies, how to make and price contract changes after award, handle disputes, and finally how to close out completed contracts. (Online)

Mission Focused Contracting, CON 120 (C) is the capstone course for CON Level I students. This course engages the students in the entire acquisition process from meeting with the customer to completing the contract closeout process. Students will have an opportunity to learn and apply leadership, problem-solving, and negotiation skills. Using an integrated case study approach, students will apply the knowledge and skills gained in the previous CON Level I courses. (10 class days)

Performance-Based Contracting (PBC) (C) is a specialized course focusing on the acquisition of routine, recurring services. Performance-Based Contracting is designed to give both technical and contracting personnel a general knowledge of the basic principles of PBC. The course covers writing a PBC statement of work, developing incentive contract structures (both positive and negative), developing a PBC quality assurance plan, and monitoring contractor performance. The course also describes the roles of the surveillance team and the quality assurance plan. Students develop a performance requirements summary stating the standard performance with the Quality Assurance Plan and maximum defect rates. Different methods of surveillance and instructions on how to decide which method to use are also reviewed. (Minimum 16 hours)

PREDECESSOR COURSES to CON 100, 110, 111, 112, and 120:

Fundamentals of Contracting, CON 101, (C) is a general survey course in contracting basics for personnel just entering or those with up to 3 years of practical experience in the field of contracting. It covers the broad range of contracting procedures prescribed by the Federal Acquisition Regulation (FAR), the Department of Energy Acquisition Regulations and Procurement Guidebook, applicable statutes, ethics, policies, and other pertinent authorities that govern contracting operations. (20 class days)

Contract Pricing, CON 104, (C) is designed for entry-level contracting personnel. This course provides the foundation for the study and practice of cost and price analysis. Topics include a review of various types of contracts, sources of data for cost and price analysis, methods of analyzing direct and indirect costs, methods for performing profit analysis, ethics in contract pricing, and a selection of current pricing topics. Individual and group negotiation workshops address fundamentals of the negotiation process, including essential techniques, strategies, and tactics. An actual cost analysis is used to illustrate various concepts and methods covered in the course.

NOTE: Basic algebra skills are required for successful completion of this course. Personnel accepted for this course will receive a math review book and are encouraged to complete that review before attending the course. (14 class days)

Level II. (Intermediate) Courses
Contract Specialist, GS-09 through 12

Business Decisions for Contracting, CON 214 (C) This course builds on the Level I pre-award business and contracting knowledge necessary to process complex procurements. The emphasis of this course is on planning successful mission-support strategies and executing an acquisition that optimizes customer mission performance. Students will learn the techniques for building successful business relationships, the benefits of strategic sourcing and spend analysis, and the

ins and outs of providing contract financing. Also, students will take an in-depth look at subcontracting, how to conduct a formal source selection, and how to analyze the information necessary to determine contractor responsibility. (Distance Learning) (Prerequisite: CON 120 for individuals in the Contracting field; CON 112 for individuals in the Industrial/Contract Property Management career field)

Intermediate Contracting for Mission Support, CON 215 (C) This is a case study wherein students apply the knowledge and skills learned in the Level I Contracting courses and CON 214. Students demonstrate their ability to develop and execute business strategies to meet customer requirements. This case helps to develop critical thinking, customer needs analysis, procurement strategy development, and source selection skills necessary for successful contract performance. (8 class days) (Prerequisite: CON 214)

Legal Considerations in Contracting, CON 216 (C) This course focuses on legal considerations in the procurement process. The course introduces the basic principles and sources of law relevant to procurement, including fiscal law. It also addresses various other legal issues that may develop during the course of a contract such as protests, assignment of claims, disputes, fraud, contractor debt, performance issues, and contract termination. (Distance Learning) (Prerequisites: Con 120 for individuals in the Contracting career field; CON 112 for individuals in the Industrial/Contract Property Management career field)

Cost Analysis and Negotiation Techniques, CON 217 (C) This course builds on the basic pricing skills covered in the Level I Contracting curriculum and introduces methods and techniques necessary to analyze a contractor's cost proposal and to develop a government negotiation objective. The course also introduces negotiation terminology, styles, and techniques. (Distance Learning) (Prerequisites: CON 120 for individuals in the Contracting career field; CON 112 for individuals in the Industrial/Contract Property Management career field

Advanced Contracting for Mission Support, CON 218 (C) This course is a case study wherein students apply the knowledge and skills learned in the Levels I and II courses. Students demonstrate their ability to negotiate fair and reasonable prices and to consider the legal implications for various contract situations. This case study helps to develop critical thinking, cost analysis, negotiation, and contract administration skills necessary for successful contract performance. (9.5 class days) (Prerequisites: CON 215, CON 216, and CON 217)

PREDECESSOR COURSES to CON 214, 215, 216, 217, and 218:

Intermediate Contracting, CON 202, (C) Intermediate-level contracting personnel examine contracting, focusing on complex, noncommercial acquisitions. Through an integrated case study, students are challenged to accept their roles as business advisors and to apply ethical principles and sound judgment to resolve contracting issues.   (10 class days) (Prerequisite: CON 120)

Intermediate Contract Pricing, CON 204, (C) reinforces pricing skills covered in the Level I Contracting curriculum and further develops skills in price and cost analysis. Through team case

studies, students demonstrate their ability to recognize, resolve, and provide advice on pricing issues and appropriate use price and cost analysis in developing prenegotiation objectives.   (10 class days) (Prerequisite: CON 120 or Contract Pricing, CON 104. CON 202 is highly recommended prior to taking CON 204, if it is practical from a scheduling standpoint.)

Government Contract Law, CON 210, (C) provides information on the impact of government contract law on acquisition. The course introduces basic principles and sources of law relevant to acquisition. Court cases and administrative decisions emphasize how law affects the government-contractor relationship, legal disputes, and the maintenance of ethic business. (5 class days) (Prerequisite: CON 120)

Earned Value Management (C) provides a comprehensive understanding of the concepts, policies, and procedures of earned value management as it is applied in acquisitions. (Mandatory provider: Project Management Career Development Program sponsored class entitled Earned Value Management Systems and Project Reporting, or DAU online course in Earned Value Management)

Financial Management (C) develops skills necessary for formulation and executing a program budget. Topics include cost analysis; funding policies; the congressional enactment process; and the budget execution process. (Minimum of 12 hours)

Incentive Contracting (D/E) is a comprehensive course that addresses the full spectrum of contract types ranging from firm-fixed-price to cost-plus-fixed-fee, with a particular emphasis on award-fee and incentive contracts. Through discussion and individual and group exercises, the course addresses Government policy; selection and negotiation of contract type; and description, application, and limitations of all variations of fixed-price, cost reimbursement, and incentive contracts. This course will also address indefinite-delivery, time and materials, and cost sharing contracts. Upon completing the course, the participant will be able to recognize the major elements of a fixed-price-incentive (FPI) structure and to graph the share ratio line. Skills to define the major elements of a cost-plus-incentive-fee (CPIF) structure and to calculate amounts of incentive fee for multiple incentives will be acquired. The major elements of cost-plus-award-fee (CPAF) contracts will be discussed and a recommended award fee amount will be computed. Major topics include contract types, FPI and CPIF contracts, multiple incentive contracts, CPAF contracts, and administrative issues. (4.5 class days)

Level III. (Advanced) Courses
Contract Specialist GS-13 and above

Advanced Business Solutions for Mission Support, CON 353, (C) is designed for Level II certified and experienced contracting professionals who require Level III certification. Learning takes place in a setting engaging contracting professionals in contributing to rapidly developing and supporting mission requirements. Working in teams, students compare and contrast complex situations; experience best practices; and then develop, evaluate, and recommend sound business solutions. Students will learn to use a course "Community of Practice" to include contributing performance resources for the workforce. Students will also talk with expert practitioners and have an "insight" discussion with a senior leader. (9.5 class days)

Project Management (C) provides an introduction to the use of projects to accomplish goals, produce products, deliver services, and meet objectives. It examines a variety of organizational settings and issues through case studies, scenarios, and real-life projects. The role of the project manager in managing the project life cycle is addressed including defining tasks, scheduling, estimating, allocating resources, monitoring, and controlling. Tools, techniques, and tips for successful project management will also be presented. (24 hours)

Property Management (C) provides property administrators, plant clearance officers, contracting officers, and personnel in related fields a comprehensive understanding of the contractual regulatory and statutory requirements for government property administration and disposition. (Minimum 16 hours)

CONTINUOUS LEARNING TRACK COURSES

Strategic Supply Management (3 credit hours or 5 days)
A survey course introducing the vital role played by supply management in achieving overall effectiveness for the firm in today's global economy. The course starts by examining the traditional purchasing process and then moves on to an examination of the evolution of purchasing into supply management and finally to the role purchasing plays in improving effectiveness for the entire value chain.

Cost & Performance Management (2 credit hours or 4 days)
The student will learn the steps required to effectively develop methods for cost reduction and performance enhancement in the supply chain. The course covers the principles and methodology of Activity Based Costing (ABC) and provides supply chain examples of Activity Based Management (ABM) and its use in developing a performance management system. The next focus of the course will be target costing methods and the use of commodity databases to establish target costs for suppliers. The classroom experience is enhanced through the demonstration of ABC software that has been installed at many supplier locations to help manage costs and provide process based quotes. Finally, the course will demonstrate a web based, collaborative, performance management system using the Balanced Scorecard.

Price Productivity Improvement (1 credit hour or 3 days)
A topical workshop aimed at helping students improve their negotiating skills in obtaining better pricing from suppliers by identifying cost reduction opportunities. This is done by developing the following tools: quantity discount analysis, experience curve analysis, learning curve analysis, Stanford B analysis, EOQ analysis, break-even analysis, fixed and variable cost analysis and price productivity analysis. In addition we will also discuss tools that will enable students to conduct supplier financial evaluations and supplier assessments.

Business to Business Marketing (3 credit hours or 5 days)
This course focuses on marketing strategies and tactics in firms whose customers are other institutions, not individuals. Topics covered include organizational buying behavior, managing strategic buyer-seller relationships, sales force deployment, communication strategies, and so on. Specific attention is given to the impact of information technology and globalization in the business-to-business context.

Transportation and Logistics Management (3 credit hours or 5 days)
The control of physical distribution and inventories; the flow of information, products and cash through integrated supply chains.

Foundations of Leadership (5 days)
This interactive program creates a foundation for understanding the challenges facing a new manager and for helping the individual improve leadership skills and behaviors at a formative stage in his or her career. Participants learn the essentials of effective leadership, focusing on personal awareness and growth, working relationships, influence skills and conflict resolution. In this enriching three-day program, participants will gain insight into how personality and interaction preferences help or impede the ability to influence others and resolve conflict. They will receive honest evaluations of their leadership styles and behaviors and come away with a tangible and practical development direction.

Leadership Development Program (LDP) (5 days)
LDP has been in use for 30 years and is ranked as one of the top programs of its kind. Based on the most recent leadership research, this developmental process uses a variety of in-depth self-awareness tools and activities to enhance leadership capabilities. Participants learn strategies for continuous development through extensive assessment, group discussions, self-reflection, small-group activities and personal coaching. LDP alumni typically describe it as the most transformational development experience they have ever had, both personally and professionally.

Leadership at the Peak (5 days)
This program focuses exclusively on the demands of senior-most leaders, guaranteeing a comfortable, secure environment in which they can evaluate their leadership style and effectiveness and focus on high-level challenges in the company of their peers. It blends self-discovery, self-development and fitness activities and sets it all against a backdrop of current business themes.

Project Management Essentials
This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 1 certification and information technology (IT) project management certification, but it applies to all levels of project director development. This blended learning course is presented in ten 2-hour tele-video conference sessions and one 3-day resident seminar over approximately two months. The course addresses project risk management; earned value management systems (EVMS) and project reporting; life cycle cost estimating; leadership and teambuilding; work breakdown structure (WBS) development and project scope baselines; configuration management; and project planning and resource loaded scheduling.

Project Management Systems and Practices in DOE
This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 1 certification, but it applies to all levels of project director development. This blended learning course is presented in seven 2-hour tele-video conference sessions and one 3-day resident seminar over approximately six weeks. The course focuses primarily on the critical decision process promulgated in DOE Capital Assets directives, and it

also addresses the Federal budget process, other regulations affecting DOE project management, and Federal project director roles and responsibilities.

Project Controls

This course provides an overview of the project controls system. Topics covered include work organization, planning and scheduling, estimating, budgeting, schedule monitoring, cost monitoring, progress and performance monitoring, project reporting, forecasting, trending and change control, and project funding. Students will become familiar with the concepts of planning and terms used when planning; understand the importance of scheduling, scheduling terminology, and the scheduling process; understand the function of estimating, types of estimates, and roles and responsibilities of the estimate reviewers; understand the concept of establishing a cost baseline; assess the current status of a project, identify deviations to the plan, and implement corrective actions; understand how to monitor costs so that errors and trends can be spotted; understand how to apply performance measurement techniques in analyzing data; identify typical reports generated by, or supported by, Project Controls; understand the trend and change control process; and define the relationship between work management and funds management.

Project Risk Management

This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 2 certification and information technology (IT) project management certification, but it applies to all levels of project director development. The course provides participants with knowledge on assessing and quantifying risk, assigning responsibility and managing risk, using tools to assess and manage risk, developing risk mitigation plans, and integrating risk management into project management.

Overhead Management of Contracts

This course provides an understanding of industry overhead costs and their impact on seller pricing/business strategies under various acquisition environments with differing contract types. Attendees will understand the development and application of overhead rates used in contract formation, administration, and closeout. The course-integrating case provides hands-on application of the overhead-rate process where students determine their own final overhead rates.

Advanced Contract Pricing

From price-based acquisition to the traditional cost-based environment, this course is designed for buyers, price analysts, and contracting officers tasked with obtaining fair and reasonable prices. The course addresses market forces, the market research process, commerciality issues, and cost/price analysis techniques, such as interviewing experts, analogy, decision theory, earned value statistics, parametrics, learning curves, and risk analysis.

Activity-Based Costing

This course provides an understanding of way that costs of resources are tied to the activities that consume them in order to learn how to manage the real cost of those activities. The student is introduced to activity-based costing as described in the Federal Accounting Standards Advisory Board Standard #4. Attendees will learn the complete process for sound activity-based costing

and discover its advantages over traditional cost accounting methods. Attendees will also learn how to use this information in the organization, management and decision process.

<p style="text-align:center">Purchasing Career Field Course Descriptions</p>

<p style="text-align:center">GS-1105 Series
<u>Level I. (Entry) Courses</u>
Purchasing Agent GS-05</p>

Shaping Smart Business Arrangements, CON 100 (C) is for personnel new to the contracting specialty. This course will provide a comprehensive understanding of the environment in which they will serve. Students will develop professional skills for making business decision and for advising other acquisition team members in successfully meeting customers' needs. Before beginning their study of technical knowledge and contracting procedures, students will learn about different mission areas and the procurement alternatives for each. Knowledge management and information systems will be introduced as well. Small group exercises will prepare the students to provide contracting support within the overarching business relationships of government and industry. (4 class days)

Simplified Acquisition Procedures, CON 237 (C) is intended to support the training of the workforce on the use of simplified acquisition procedures utilizing Federal Acquisition Regulation Parts 12 and 13. This course combines interactive computer-based training with performance-support resource access, which is provided via the internet. (Online)

Government Purchase Card Training (minimum 8 hours) (C) provides comprehensive training including practical guidance on how to use purchase cards; purchase and usage limits; documentation, reconciliation, retention, and card security. It addresses purchases from required and open market sources.

CLC 010: Proper Use of Non-DOE Contracts (C) provides acquisition professionals with a better understanding of the need to ensure that non-DOD contracting instruments are appropriately used to meet requirements.

<p style="text-align:center"><u>Level II. (Intermediate) Courses</u>
Purchasing Agent GS-07 through 08</p>

Mission Support Planning, CON 110 (C) will introduce personnel new to the contracting field to their role as a business advisor in the acquisition process. It focuses on the students' role in understanding their customers' mission and their ability to plan successful mission-support strategies based upon their knowledge of the contracting environment and their customers' needs. Students will learn how to use the Federal Acquisition Regulation (FAR), conduct effective market research, develop alternative acquisition strategies, and understand how socioeconomic programs support the acquisition planning process. (Online)

Mission Planning Execution, CON 111 (C) is the second of three online Level I contracting courses. It focuses on executing the acquisition planning through soliciting industry and awarding a contract. It provides students with the knowledge necessary to execute an acquisition

that optimizes customer mission performance. Students will learn the techniques and benefits of early industry involvement in shaping requirements, basic procedures for acquisition of both commercial and noncommercial requirements, and how to effectively conduct price analysis and determine when a price is fair and reasonable. Finally, students will learn how to conduct basic competitive acquisitions, process awards, and handle protests before and after contract award.

Mission Performance Assessment, CON 112 (C) is the final of three online courses. This course builds on the foundation established in CON 110 and CON 111 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance. Students will explore processes for working with their customer to ensure contract performance is meeting mission requirements. Students will explore assessment strategies and performance remedies, how to make and price contract changes after award, handle disputes, and finally how to close out completed contracts. (Online)

Mission Focused Contracting, CON 120 (C) is the capstone course for CON Level I students. This course engages the students in the entire acquisition process from meeting with the customer to completing the contract closeout process. Students will have an opportunity to learn and apply leadership, problem-solving, and negotiation skills. Using an integrated case study approach, students will apply the knowledge and skills gained in the previous CON Level I courses. (10 class days)

PREDECESSOR COURSES to CON 100, 110, 111, 112, and 120:

Fundamentals of Contracting, CON 101, (C) is a general survey course in contracting basics for personnel just entering or those with up to 3 years of practical experience in the field of contracting. It covers the broad range of contracting procedures prescribed by the Federal Acquisition Regulation (FAR), the Department of Energy Acquisition Regulations and Procurement Guidebook, applicable statutes, ethics, policies, and other pertinent authorities that govern contracting operations. (20 class days)

Contract Pricing, CON 104, (C) is designed for entry-level contracting personnel. This course provides the foundation for the study and practice of cost and price analysis. Topics include a review of various types of contracts, sources of data for cost and price analysis, methods of analyzing direct and indirect costs, methods for performing profit analysis, ethics in contract pricing, and a selection of current pricing topics. Individual and group negotiation workshops address fundamentals of the negotiation process, including essential techniques, strategies, and tactics. An actual cost analysis is used to illustrate various concepts and methods covered in the course.

NOTE: Basic algebra skills are required for successful completion of this course. Personnel accepted for this course will receive a math review book and are encouraged to complete that review before attending the course. (14 class days)

Level III (Advanced) Courses

Performance-Based Contracting (C) is a specialized course focusing on the acquisition of routine, recurring services. Performance-Based Contracting is designed to give both technical and contracting personnel a general knowledge of the basic principles of PBC. The course covers writing a PBC statement of work, developing incentive contract structures (both positive and negative), developing a PBC quality assurance plan, and monitoring contractor performance. The course also describes the roles of the surveillance team and the quality assurance plan. Students develop a performance requirements summary stating the standard performance with the Quality Assurance Plan and maximum defect rates. Different methods of surveillance and instructions on how to decide which method to use are also reviewed. (Minimum 16 hours)

Financial Management (C) develops skills necessary for formulation and executing a program budget. Topics include cost analysis; funding policies; the congressional enactment process; and the budget execution process. (Minimum of 12 hours)

Certification Package Checklist

Each applicant request for certification must contain:

- A signed cover memorandum to the applicant's supervisor that includes name, grade, series, location of applicant and the requested level of certification.
- Completed Acquisition Certification Request form.
- Copies of core and desired training certificates (If a copy is not available, include a signed memorandum with course name, dates, source and a brief synopsis of the course).

Each supervisor must sign the memorandum recommending the applicant for certification and address the following:

- The memorandum must contain the supervisor's concurrence with the information provided in the application certification package.
- Forward the cover memorandum and application to the SACM.

The SACM will:

- Review the application and concur on the certification request, and request a certificate to be signed by the ACM.
- Upon approval, mail the certificate to the applicant's supervisor. If the certification is not approved, the supervisor will be provided reasons for non-approval and courses of action that the applicant can take to reach certification.
- A copy of the certificate and supporting documents will be maintained by the SACM.

Supervisor's Review Guide for Certification Packages

The supervisor should review the applicant's certification package to determine completeness, accuracy and level of certification requested.

- Compare training/experience documentation provided by the applicant to the appropriate certification level.

- Verify courses taken by the applicant for accreditation.

- Verify credit given for core and desired courses based on experience equivalencies.

  - **Familiarity level** is defined as basic knowledge or exposure to the subject or process adequate to discuss the subject or process with individuals of   greater knowledge.

  - **Working level** is defined as the knowledge required to monitor and assess operations/activities, to apply standards of acceptable performance, and to reference appropriate materials and/or expert advice as required to ensure successful completion of project activities.

  - **Expert level** is defined as a comprehensive, intensive knowledge of the subject or process sufficient to provide advice in the absence of procedural guidance.

CERTIFICATION RENEWAL REQUEST

SAMPLE MEMO

MEMORANDUM FOR   ACQUISITION CAREER MANAGER

FROM: APPLICANT
                         TITLE
                         OFFICE

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

Attached is my request for re-certification in [Career Field Program] in accordance with the Acquisition Career Management Program, DOE Order 361.1, based on completion of __ hours of continuous learning/continuous education (CL/CE).

Since initial/re-certification at Level __, on October _____, I have completed the following CL/CE activities:

[Identify title of each training/activity/college class and number of hours for each training/activity/college class]

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

Supervisory Recommendation:

I have reviewed the applicant's re-certification request. [Applicant] has met the requirement for completion of __ hours of CL/CE required for re-certification.

Based on my review I request that [Applicant] be re-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 re-certified to Level [ ] in [Career Field Program].
_____
Name and Signature of Site Acquisition Career Manager

CERTIFICATION REQUEST

MEMORANDUM FOR   ACQUISITION CAREER MANAGER

FROM: APPLICANT
                           TITLE
                           OFFICE

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

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.

Attachment

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

Fulfillment Request Form

MEMORANDUM TO: ACQUISITION CAREER MANAGER

FROM: NAME OF APPLICANT

SUBJECT: REQUEST FOR FULFILLMENT OF
                        MANDATORY TRAINING REQUIREMENT

I believe that I have obtained the skills and knowledge provided by the Acquisition Career Management Program mandatory course [identify course number and/or title] through experience, education or alternate training. Based on the attached Self-Assessment, I request that I be granted a fulfillment of the mandatory training requirement indicated.

Supervisor's Recommendation:

I concur. [Applicant] has gained the requisite skills and knowledge provided by [course number and/or title] through experience, education or alternate training.

_____
Supervisor's Name and Signature

Acquisition Career Manager:

Fulfillment Approved:

_____
Signature of ACM

Fulfillment Disapproved based on the following:

_____
Signature of ACM

ACQUISITION CAREER DEVELOPMENT BUSINESS AND BUSINESS RELATED COURSE WORK

Below are types of courses that generally satisfy the Qualification Standard requirement for 24-semester hours (or equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

The following is based on guidance provided by the Defense Acquisition University to the defense workforce and lists subject areas identified by the American Council on Education for each of the business disciplines listed above. Although not an exhaustive list, this guidance should be used by civilian agencies to determine if certain courses provide enough business instruction to count toward the 24-semester hour business requirement. ACMs should work with their human resources departments to ensure a consistent interpretation of which types of courses should count toward the requirement.

BUSINESS/MANAGEMENT DISCIPLINE	*AMERICAN COUNCIL ON EDUCATION SUBJECT AREA*
Accounting	Cost Accounting Standards
Business Finance	Business Communications
	Business and Personnel
	Business Statistics
	Cost Analysis
	Financial Cost Management
	Financial Planning and Analysis
	Inventory Management
	Resource Planning
	Risk Analysis
Contracts	Acquisition Contracting
	Acquisition Management
	Business Communications in Contracting Writing
	Business Contract Law
	Contract Administration
	Contract Law
	Contract Management
	Contract Pricing and Negotiation
	Contracting Management
	Cost & Price Analysis
	Government Contracting
	Government Contract Law
	Procurement

BUSINESS/MANAGEMENT DISCIPLINE	AMERICAN COUNCIL ON EDUCATION SUBJECT AREA
	Procurement and Contracting Procurement Management
Economics	Cost and Price Analysis Cost Analysis Economic Analysis Economic Principles and Decision Making Economics and Financial Management Economics
Industrial Management	Automated Systems in Logistics Management Civil Engineering Management Environmental Management Engineering and Analysis Logistics Management Logistics and Materiel Management Manufacturing Management Materiel Acquisition Process & Support Systems Property Disposal Management Supply Management Systems Engineering Technology Warehousing Operations
Law	Commercial or Business Contracts Contract Law
Organization & Management	Business Administration Advanced Management (Math) Business Business Management Business and Personnel Management Computer Programming Computer Programming & Systems Development Computer Sciences, Data Processing Data Entry and Automated Systems Input General Management Human Resource Development Leadership and Group Decision Process Management Science Management & Leadership

BUSINESS/MANAGEMENT DISCIPLINE	AMERICAN COUNCIL ON EDUCATION SUBJECT AREA
	Managerial Analysis
	Manpower Management
	Materiel Management
	Methods of Adult Education
	Organizational Behavior
	Personnel Administration
	Principles of Management
	Quality and Reliability Assurance
	Research and Development Management
	Strategic Management
	Survey of Program Operations
Purchasing	Basic Purchasing
Quantitative Methods	Business Statistics
	Computer Science
	Decision Risk Analysis
	Operations Research
	Probability Statistics
	Quantitative Analysis
	Statistics

In addition to the above, the following courses are considered by DOE to count towards the 24 semester hours of business:

- Environmental Law and Policy
- Statistical Analysis
- Introduction to Statistics
- Global Political Economy

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

Level I			
Competencies – Acquisition Planning	Training	Experience	Education
Forecasting Requirements: Collect data from requirements managers on future acquisitions. Plan and organize to meet the anticipated requirements.			
Acquisition Planning: Assist managers in preparing written, formal acquisition plans.			
Requisitions: Review the requisition, obtain additional information and corrections.			
Funding: Verify that adequate funds have been committed.			
Market Research: Obtain data from acquisition histories and other sources. Coordinate and participate in early exchanges.			
Requirements Documents: Review and critique proposed requirement documents.			
Use of Government Property and Supply Sources: Determine whether to furnish Government property or authorize use of Government supply sources by the contractor.			
Services: Screen requisitions for requests to acquire personal services or advisory and assistance services. Request any required Wage Determinations.			
Sources: Compare requisitions against required sources of supply, or develop and maintain an open market source list.			
Competition Requirements: Determine the extent of competition.			
Unsolicited Proposals: Process unsolicited proposals and determine whether to noncompetitively acquire the offered services.			
Set-asides: Review requirement for small business set aside decision.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
8(a) Acquisitions: Determine whether to obtain the supply or service using the procedures of the Small Business Administration's (SBA) 8(a) Program.			
Lease vs. Purchase: Analyze whether to solicit for lease, purchase or both.			
Price Related Factors: Identify applicable factors (e.g., multiple award, Buy American, energy efficiency, transportation, life cycle costs) for the solicitation.			
Non-Price Factors: Select non-price evaluation factors for award and determine their applicability.			
Method of Procurement: Determine whether to use FAR Part 12, Part 14 or Part 15 for solicitations.			
Contract Types: Choose contract type that will minimize risks.			
Recurring Requirements: Select appropriate methods to solicit for prospective requirements.			
Unpriced Contracts (letter contracts & unpriced purchase orders): Determine when it is necessary to use a letter contract or an unpriced order; draft letter contract or unpriced order.			
Contract Financing for Commercial Contracts: Analyze financing options for incorporation into solicitations.			
Noncommercial Contract Financing: Analyze financing options for incorporation into solicitation.			
Need for Bonds: Determine whether bonds are required or necessary to protect the Government from market risks.			
Methods of Payment: Select the method of payment.			

Attachment B-1
Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Performance-Based Contracting: Review the Statement of Work to see if it is based on the expected results rather than how the work is to be performed.			
Electronic Commerce: Apply available technology to enhance the quality and timeline of work products/services.			
Competencies – Contract Formation			
Publicizing Proposed Procurements: Prepare CBD notice or other electronic publication method.			
Oral Quotes: Solicit quotes.			
RFQ Preparation: Prepare and release RFQ.			
Solicitation Preparation (RFPs for Commercial Items): Research clauses and assemble a Request for Proposals (RFP).			
Solicitation Preparation (RFPs for Noncommercial Items): Research clauses and assemble and Invitation for Bids (IFB).			
Preaward Inquiries: Answer inquiries about the solicitation.			
Prebid/Preproposal Conferences: Provide offerors with a public forum to review the site, question the solicitation, or express any concerns.			
Amending/Canceling Solicitations: Prepare and issue any required amendments.			
Amending/Canceling Quotes: Prepare and issue any required amendments.			
Processing RFQs: Prepare and issue RFQ, resolve late quotes, and determine best value. Make determination of price reasonableness.			
Processing RFPs: Prepare and issue solicitations, resolve late proposals, evaluate proposals, and make determination of best value.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Processing IFBs: Receive and control bids submitted against an IFB. Open and abstract bids.			
Applying Past Performance, Technical and other Nonprice Factors: Review proposed evaluation factors and determine whether to award on lowest price or greatest value.			
Award Without Discussions: Determine whether to award without discussions and make award.			
Negotiation Strategy: Prepare a prenegotiation plan and hold negotiations. Request and evaluate revised offers.			
Responsibility: Make a determination of responsibility on the prospective contractor.			
Award (Commercial): Prepare or obtain final source selection decision. Prepare award documents and obtain necessary reviews/approvals/signatures and issue the award.			
Award (Non-Commercial): Prepare or obtain final source selection decision. Prepare award documents and obtain necessary reviews/approvals/signature and issue the award.			
Debriefing: Conduct timely debriefings of vendors.			
Protests: Research and prepare positions on protests of the award.			
Competencies – Contract Administration I			
Contract Administration Planning: Review the contract and related acquisition histories, and identify key milestones. Delegate authority to CORs, COTRs, and ACOs.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Contract Modifications (Commercial): Determine if proposed modification is within scope of contract and ensure adequate funds are available. Execute the modification.			
Contract Modifications (Non-Commercial): Determine if proposed modification is within scope of contract and ensure adequate funds are available. Execute the modification.			
Options: Verify reasonableness of option price and exercise the option.			
Monitoring, Inspection, and Acceptance (Commercial Contracts): Monitor performance by contractor and Government personnel against the contract schedule.			
Performance-Based Payments: Review requests for payments and substantiate performance. Where necessary, reduce or suspend payments, adjust the payment schedule or demand repayment.			
Advance Payments: Review requests for payments, establish the special bank account and negotiate suitable covenants. Monitor withdrawals from the bank account and interest owed the Government.			
Delays: Determine whether delay is excusable and negotiate consideration.			
Commercial/Simplified Acquisition Remedies: Identify and apply any contractual remedies.			
Remedies (Noncommercial Contracts): Identify and apply any contractual remedies.			

Attachment B-1
Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Documenting Past Performance: Obtain performance information from the requiring activity and other Government sources. Reconcile discrepancies between the contractor version of events with reported past performance information. Document the file.			
Termination for Cause (Simplified Acquisitions/Commercial Contracts): Determine the need and adequacy of the case for termination, and issue the termination notice.			
Stop Work: Determine whether to stop work, and issue the stop work order. Initiate resumption of work and modify the contract as necessary.			
Defective Pricing: Identify and report indicators of defective pricing. Arrange audit of the data. Determine whether the data is defective, the degree relied upon, and the downward adjustment.			
Close-Out: Verify that the contract is physically complete and that other terms and conditions have been satisfied. Prepare the close out file.			
Competencies – Price Analysis			
Price Related Factors: Identify applicable factors for the solicitation.			
Price Analysis: Critique the government estimate. Apply price related factors in the solicitation offers or quotes, and evaluate and compare prices. Develop price related prenegotiation objectives for discussions with vendors.			
Pricing Information: Determine the need for information from offerors other than cost or pricing data.			

Attachment B-1

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Contracting Competencies
Self-Assessment

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Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Competencies – Cost Analysis			
Cost Information from Offerors: Obtain the certificate as applicable. Determine the need for information from offerors other than cost or pricing data.			
Indirect Costs: Adjust billing rates as necessary. Select either the quick close-out procedure and negotiate final indirect cost rates or obtain final indirect rates from the cognizant agency.			
Audits: Obtain audit of the submitted cost and pricing data and analyze results.			
Cost Accounting Standards (Non-Commercial): Determine whether CAS applies to the entity and the type of coverage.			
Cost Analysis: Develop prenegotiation positions on proposed elements of cost and fee.			
Competencies – Federal Contract Negotiation Techniques			
Fact finding: Identify and collect information from the offeror necessary to complete the Government's analysis of the proposal.			
Negotiation Strategy: Prepare a prenegotiation plan and brief management when required.			
Conducting Discussions/Negotiations: Conduct negotiations with offerors and document the principal elements of the negotiated agreement. After concluding competitive discussions, request and evaluate revised proposals.			
LEVEL II			
Competencies - Acquisition Planning II			
Forecasting Requirements: Collect data from requirements managers on future acquisitions. Plan and organize to meet the anticipated aggregate requirements.			

Attachment B-1
Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Acquisition Planning: Assist managers in preparing written, formal acquisition plans.			
Funding: Verify that adequate funds have been committed.			
Market Research: Obtain data from acquisition histories and other sources. Coordinate and participate in early exchanges.			
Requirements Documents: Review and critique proposed requirement documents.			
Use of Government Property and Supply Sources: Determine whether to furnish Government property or authorize use of Government supply sources by the contractor.			
Services: Screen requisitions for requests to acquire personal services or advisory and assistance services. Request any required Wage Determinations.			
Unsolicited Proposals: Process unsolicited proposals and determine whether to noncompetitively acquire the offered services.			
Non-Price Factors (FAR Parts 12 & 13 Solicitations): Select non-price evaluation factors for award and their applicability.			
Contract Types (Commercial Contracts): Select contract type that will minimize risks.			
Requiring Requirements: Select appropriate methods to solicit from currently unfunded, prospective requirements.			
Unpriced Contracts (letter contracts & unpriced purchase orders): Draft letter contracts and unpriced orders as required.			
Contract Financing for Commercial Contracts: Analyze financing options for incorporation into solicitation.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Noncommercial Contract Financing: Analyze financing options for incorporation into solicitations.			
Need for Bonds: Determine whether bonds are required or necessary to protect the Government from market risks.			
Method of Payment: Select method of payment.			
Competencies – Contract Formation II			
RFPs for Non-Commercial Items: Research clauses and assemble a Request for Proposals (RFP).			
Applying Past Performance, Technical & Other Non-Price Factors (Under FAR Part 15 for Non-Commercial Items): Review proposed evaluation factors and determine whether to award on lowest price or greatest value.			
Terms and Conditions: Evaluate other proposed terms and conditions.			
Competitive Range: Review proposals for award without discussion. If discussions are necessary, determine the competitive range and notify offerors outside the range.			
Subcontracting Requirements: Where required, obtain a subcontracting plan from the offeror and negotiate improvements to it. Negotiate make or buy programs.			
Mistakes (Postaward): Investigate and resolve mistakes alleged after award.			
Late Offers: Determine whether a late offer or quotation may be considered for award.			
Price Analysis (Sealed Bidding): Apply the price related factors in the IFB, identify the low bid for each potential award, and analyze the reasonableness of the lowest priced bid.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Responsiveness: Determine whether the lowest bid is responsive to the terms and conditions of the IFB. Resolve minor informalities and irregularities. Reject nonresponsive bids.			
Preaward Mistakes in Bids: Identify potential mistakes, verify bids and resolve alleged mistakes.			
Competencies – Contract Administration II			
Contract Administration Planning: Review the contract and related acquisition histories. Identify key milestones. Delegate authority to CORs, COTRs, and/or ACOs.			
Post-award Conferences: Participate in post-award conferences.			
Subcontracting Requirements: Monitor contractor performance against subcontractor plans.			
Contract Modifications (Non-Commercial Contracts): Review proposed modifications against the scope of work and availability of funds. Execute the modification.			
Monitoring, Inspection and Acceptance (Noncommercial Contracts): Monitor performance by contractor and Government personnel against the contract schedule.			
Delays: Determine whether delay is excusable and negotiate consideration.			
Stop Work: Determine whether to stop work and issue the stop work order. Unless the contract is terminated, initiate resumption of work and modify the contract as necessary.			
Remedies (NonCommercial Contracts): Identify contractual remedies. Determine which remedy applies.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Unallowable Costs: Review invoiced costs for allowability and prepare notice of intent to disallow or actual disallowance. Determine whether to withdraw or sustain the notice and/or allow part of the costs.			
Payment of Indirect Costs: Adjust billing rates as necessary to prevent substantial overpayment or underpayment of indirect costs. Select either the quick closeout procedure and negotiate final indirect cost rates or obtain final indirect rates from the cognizant agency.			
Limitation of Costs: If a cost reimbursement contract, determine if the contractor has exceeded the ceiling listed in the contract. Recommend an appropriate alternative if the contractor will not be able to complete the work within the amount obligated.			
Price and Fee Adjustments: Monitor payments and adjust billing prices. Given the economic price adjustment, incentive or award formula in the contract, establish the final fee or price.			
Unpriced Purchase Orders: Determine reasonableness of invoiced price.			
Letter Contracts: Definitize the contracts.			
Task and Delivery Order Contracting: Place orders against task and delivery order contracts.			
Invoices: Identify withholdings and deductions, and instruct payment office and contractor of any changes.			
Progress Payments: Review requests for progress payments. Monitor liquidation. Where necessary, reduce or suspend payments, adjust liquidation rates, or grant unusual progress payments.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Collecting Contract Debts: Determine indebtedness. Identify and obtain repayment and respond to requests for deferment.			
Assignment of Claims: Review requests for assignment of claims. Execute receipt of Notice of Assignment.			
Property Administration: Establish reporting requirements, monitor delivery of Government property and review contractor property control systems. Determine liability for damage or misuse and negotiate consideration. Recover or dispose of the property.			
Intellectual Property: Monitor compliance with the intellectual property sections of FAR 52.212-4, Contract Terms and Conditions – Commercial Items. Identify, investigate, and resolve problems with patents and/or data rights.			
Administering Socio-Economic and Other Miscellaneous Terms: Enforce compliance with socio-economic contractual requirements.			
Claims: Research and process the claim. Participate in appeals process or ADR.			
Termination for Default (Non-Commercial Contracts): Determine the need for termination for default. Issue the termination notice. If bonded, obtain performance or payment from surety. Reprocure and demand payment for the excess costs of reprocurement.			
Defective Pricing: Identify and report indicators of defective pricing. Arrange audit of the data. Determine whether the data is defective, the degree relied upon, and the downward adjustment.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Cost Accounting Standards: Review Disclosure Statements, and notify contractor of noncompliance. Review proposed accounting changes, and negotiate any necessary cost impact adjustments.			
Termination for Convenience: Determine whether to terminate and proceed with the termination action.			
Extraordinary Relief: Determine whether relief is called for and what type is merited. Execute the contract action.			
Accounting and Estimating Systems: Determine the need to audit a contractor's accounting or estimating system. Negotiate improvements and monitor implementation.			
Closeout: Verify that contract is physically complete and other terms and conditions have been satisfied. Verify that there are no outstanding claims or disputes. Obtain final invoice and follow prescribed close out procedures.			
Competencies – Intermediate Contract Pricing			
Price Analysis: Develop prenegotiation positions on proposed elements of cost and fee.			
Contract Modifications (Equitable Adjustments): Determine the need for supplemental agreements and whether it is within scope of the contract. Issue the modification.			
Defective Pricing: Understand defective pricing, cost realism analysis, contract types, and pricing terminations for convenience and default.			

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Unallowable Costs: Determine whether invoiced costs are allowable and issue notice of intent to disallow on applicable costs. Based on discussions with the contractor, determine whether to withdraw or sustain the notice and/or allow part of the costs.			
Competencies – Government Contract Law			
Legal Environment: Identify elements of a contract, statutes, regulations, case law, and administrative law that define the Federal acquisition system. Research the FAR and other source documents.			
Impact: Analyze and determine the manner in which the various pieces of federal legislation and judicial and administrative decisions impact the formation of government contracts.			
Protests: Identify the different procedures and remedies available to bidders or offerors and the forums available in which to protest a government acquisition.			
Fraud & Exclusion: Refer indications of fraud or other civil or criminal offenses to responsible officials.			
Level III			
Competencies – Executive Contracting			
Policy Perspectives: Identify the most current actual and proposed changes to acquisition/contracting policy regulations.			
Policy Perspectives: Present and evaluate approaches for effectively implementing new policies.			
Policy Perspectives: Identify the structure and processes of civilian agency acquisition council.			

Attachment B-1
Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Policy Perspectives: Assess Congressional processes and legislative objectives in policy development.			
Policy Perspectives: Identify the responsibilities of key Federal policy organizations (e.g., Office of Federal Procurement Policy (OFPP), Government Accountability Office (GAO), Small Business Administration (SBA).			
Policy Perspectives: Describe the relationships of organizations with the DOE contracting system (IG, DCMC, DFAS, DCAA, etc.)			
Policy Perspectives: Analyze the impacts of internal and external forces on DOE acquisition and contracting policy.			
Organizational Issues: Identify the skills required for effective operations in a team-based acquisition environment.			
Organizational Issues: Assess organizational impacts of topical issues (e.g., regionalization, pay banding, electronic commerce, metrics, etc.).			
Technology Impacts: Identify the policy requirements for implementing electronic commerce.			
Technology Impacts: Identify skills and processes required for effectively using new technology applications to improve organizational productivity (e.g., distance learning, telecommuting, internet-based commerce).			
Technology Impacts: Identify and evaluate technology-based sources of information for maintaining currency of the contracting workforce.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Technology Impacts: Review basic concepts of technology and its implementation (WANs, LANs, band width, packet switching) that could impact contracting organizations.			
Occupational Professionalism: Discuss the contracting profession's "Guiding Principles" from FAR Part 1.			
Occupational Professionalism: Evaluate processes for implementing leadership philosophies such as risk taking, teaming, and developing innovative/entrepreneurial cultures within the contracting community.			
Occupational Professionalism: Identify effective techniques for assisting the contracting community in managing change.			
Occupational Professionalism: Establish contacts and a vital network of professional peers for benchmarking and problem solving.			
Occupational Professionalism: Identify methods for establishing a continuous learning culture in the contracting community.			
Competencies – Management for Contracting Supervisors			
Management of External Interactions: Establish and maintain communications between contracting offices and requiring activities.			
Management of External Interactions: Balance the competing interests of requiring activities, the industry, higher headquarters and oversight activities.			
Management of External Interactions: Improve understanding of the entire acquisition process, (e.g., budgeting and lead times) for various acquisition activities.			

Attachment B-1

Contracting Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Management of External Interactions: Encourage early interaction with contractors without giving an advantage to any particular contractor.			
Plan, Execute, and Oversee Workload: Develop procurement planning skills to result in a high quality contract.			
Plan, Execute, and Oversee Workload: Manage workload distribution effectively within the contracting office.			
Plan, Execute, and Oversee Workload: Establish and justify effective procurement organizational structures.			
Lead as a Contracting Professional: Ensure the exchange of information among internal (e.g., contract specialists) and external (e.g., PCOs, ACOs, cost/price analysts, CORs, auditors, program managers, engineers, logisticians, and DFAS) team members.			
Lead as a Contracting Professional: Maximize the use of the expertise of team members.			

Financial Assistance Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

Financial Assistance Competencies – General Management and Administration	Training	Experience	Education
Knowledge of the principles, practices, and methods of management and administration in both public sector and business sector.			
Competencies – Financial Management			
Knowledge of financial management systems, principles, practices, and methods in both business-sector and public-sector environments.			
Competencies – Financial Analysis and budget evaluation skills			
Knowledge of financial and budget process with an emphasis on analytic skills and knowledge of OMB Circulars.			
Competencies – Financial Assistance Management Process			
Knowledge of financial assistance laws, regulations, executive orders, OMB requirements, Departmental policies, Agency policies and established methods and techniques.			
Competencies – Program Needs			
Knowledge of the mission, goals, objectives, operational requirements and public-interest factors for specific Grant-making programs to which assigned.			
Competencies – Ethics			
Knowledge of the policies and procedures regarding business and government ethics.			
Competencies – Agency Organization			
Knowledge of the mission, function, and organizational structure of the Agency.			

Appendix B-2

Financial Assistance Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list
specific courses or classes and training provider.

	Training	Experience	Education
Competencies – Computer Skills			
Knowledge of basic principles of utilizing and managing automated financial and administrative systems and skill in operating automated equipment.			
Competencies – Negotiation			
Knowledge of negotiation processes and techniques and skills in conducting formal negotiations with grantee organizations.			
Competencies – Writing			
Knowledge of specific technical writing requirements and formats pertaining to grants management and skill in effective business.			
Competencies – Verbal Communication			
Skill in delivering effective verbal presentations and verbally interacting in both formal and informal settings.			
Competencies – Analytical Methods			
Knowledge of methods of collecting and analyzing information and drawing logical, systematic conclusions			
Competencies – Decision-Making			
Skill in timely, effective decisions and ability to support and utilize decision-making processes.			

	FINANCIAL ASSISTANCE MANAGEMENT COMPETENCIES			
	General Knowledge			
1	**Governing Requirements**	**Training**	**Experience**	**Education**
1.1	Distinguish between assistance and procurement purposes.			
1.2	Distinguish between discretionary and non-discretionary assistance.			
1.3	Understand the framework of requirements for assistance, the processes by which different types of requirements are established, and their sources, such as: • Administrative law, program statutes and other statutory authorities (and distinctions from accompanying Congressional report language), annual appropriations, earmarks, and other Congressional directives; • OMB Circulars, Executive Orders, Government-wide and agency regulations and directives relevant to assistance instruments.			
1.4	Distinguish between requirements that apply to federal assistance instruments and those that apply only to federal procurement contracts.			
1.5	Understand how to read and interpret an audit report.			
1.6	Understand ethics and standards of conduct for government employees relating to management of assistance agreements.			
	Assistance Management Functions			
2	**Pre-Award Phase**			
2.1	Identify the program requirements, goals and objectives, and ensure that there is a current Catalog of Federal Domestic Assistance (CFDA) listing.			
2.2	Identify whether competition is required.			
2.3	Identify eligible recipients, program timeframes, eligible activities and source of funds.			
2.4	Identify criteria and process for review/evaluation, selection and/or approval of applications or proposals for award.			
2.5	Prepare and issue program announcement, where responsible.			
2.6	Conduct or advise on the review/evaluation and selection process, as specified by agency.			
3	**Award Phase**			
3.1	Determine whether procurement or assistance instruments are most appropriate to the particular project or program and, if the latter, determine which type of assistance instrument.			
3.2	Determine eligibility and business management qualifications of recipient by considering debarment, lobbying, and other required certifications, A-133 audits, organizational capacity, previous experience/performance, results of any pre-award survey, and other appropriate factors.			
3.3	Select appropriate assistance instrument and document justification for instrument selection.			

	FINANCIAL ASSISTANCE MANAGEMENT COMPETENCIES			
3.4	Ensure the award includes all applicable terms and conditions, including any relevant international legal standards, requirements for human subjects protection, animal welfare or high risk recipients etc.			
3.5	Conduct budget review, including direct/indirect cost analysis, and negotiate changes as appropriate.			
3.6	Chose among alternatives for terms and conditions for which contracting officers have latitude (e.g., some post-award administrative matters).			
3.7	Ensure compliance with any constraints concerning source, timing and amount of appropriated funds.			
3.8	Ensure compliance with requirements specified on interagency agreements for any funds received from another agency for obligation for the award.			
3.9	Report information about award, if required, to agency specific or government-wide data systems, e.g. FFATA, FAADS, etc.			
4	**Post-Award Phase**			
4.1	For post-award administrators who did not issue the assistance award, develop a plan for post-award administration in accordance with OMB Circulars, agency regulations and terms and conditions of award. Conduct risk assessment to determine appropriate level of monitoring and need for technical assistance.			
4.2	Conduct post-award reviews for compliance with requirements in statutes, regulations and terms and conditions of award, such as: • Monitoring timely submission of required reports (e.g., financial, program performance, property and invention); • Conducting site reviews of recipient organizational financial management, property management and procurement systems; and, • Monitoring cost-sharing and matching requirements.			
4.3	Administer and approve payments to recipients, where responsible.			
4.4	Approve/disapprove sub-awards proposed after award is made, when required.			
4.5	Execute amendments to awards including administrative and supplemental funding actions, as necessary.			
4.6	Negotiate and establish indirect cost rates, where responsible.			
4.7	Take appropriate action for alleged fraud, waste, abuse, or mismanagement of government funds.			
4.8	Initiate enforcement actions as appropriate, including suspending payments or suspending or terminating awards.			
4.9	Request audits, as needed, and review audit reports.			
4.10	Carry out responsibilities related to audit resolution, where responsible.			
4.11	Carry out responsibilities related to resolution of disputes between recipient and the government, where responsible.			
4.12	Perform close-out procedures and comply with applicable records			

	FINANCIAL ASSISTANCE MANAGEMENT COMPETENCIES			
	management schedules.			
4.13	Understand long term post-closeout responsibilities, if any (e.g. property disposition, etc).			

Personal Property Management Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

Personal Property Management Competencies – Contract Property Administration Fundamentals	Training	Experience	Education
Describe the official Government policy on providing property contractors.			
State the exceptions to the Government's official policy on providing property to contractors.			
Describe the origins of Government property.			
Name the five classes of Government property.			
Define each of the five classes of Government property.			
Compare and contrast the Fixed-Price and Cost-Reimbursement Government Property Clauses.			
Explain the contractor's responsibility for material including receipt, records, segregation, commingling, and the prompt reporting of excess.			
Identify the ten Standards of a Material Management Accounting System.			
Describe the contractor's requirements for performing a physical inventory.			
Explain the policy on providing Special Tooling to contractors.			
Describe the provisions for the Government taking title to Special Tooling.			
State the policy on providing Special Test Equipment to contractors.			
Explain the responsibility of the ACO on authorizing the acquisition of new Special Test Equipment.			
Explain the records requirement for Special Tooling, Special Test Equipment, and Agency Peculiar Property.			

Appendix B-3

Personal Property Management Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Describe the policy exceptions for providing facilities to contractors.			
Compute the rental rates contractors are charged for the use of Government Property.			
Explain the requirements for a contractor's maintenance system.			
Define Progress Payments.			
Differentiate when title for property vests in the Government versus when it vests in the contractor under the Progress Payments Clause.			
Describe the requirements for subcontractor control of Government Property.			
Outline the requirements for the contractor establishing and maintaining a property control system.			
Explain the process of performing a property control system analysis.			
Differentiate between the full risk of loss and the limited risk of loss provisions in the Government Property Clauses.			
Distinguish between excess and surplus Government property.			
Explain the priority requirements for the disposal of Government Property.			
Describe the duties and responsibilities of the Plant Clearance Officer.			
Outline the process of contract closeout for Government Property.			
Competencies – Contract Property Disposition			
Identify the responsibilities and authorities of the Plant Clearance Officer.			
List the disposal priorities set forth in the FAR, in order.			

Appendix B-3

Personal Property Management Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Describe the contractor's option of Purchase/Retention of Contractor Acquired Property at cost.			
Describe the use of the Plant Clearance Automated Reutilization Screening (PCARSS) System.			
Describe the contractual requirement for the submission of Inventory Schedules by Defense Contractors.			
Critique the preparation of an inventory for accuracy and completeness.			
Describe the requirement for an Inventory Verification.			
Apply the condition codes set forth in FAR and DFARS and used to indicate the condition of the property.			
Define the four types of Screening required of contractor inventory.			
Differentiate between the Screening timeframes and Deviations.			
Describe the screening process.			
Describe the Requisition Process for Reutilization of Government Property.			
Describe the Donation Process and eligible donees for the Reutilization of Government Property.			
Identify the sales process for use in disposing of Surplus Government Property.			
Describe the scrap procedures, its uses and the sales proceeds process.			
Identify when the Government may abandon Government Property.			

Appendix B-3

Personal Property Management Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
List the environmental laws that impact the disposal process for hazardous materials and hazardous wastes.			
Describe the disposal requirements for items requiring demilitarization.			
Describe the disposal process and forms necessary to property perform vehicle transfers, donation of computers to schools, precious metals recovery program, and classified items.			
Competencies – Contract Property Systems Analysis			
Describe the requirements for the performance of a Property Control Systems Analysis (PCSA).			
Describe the two types of PCSAs.			
Distinguish between a Standard and Limited PCSA by listing the criteria.			
Describe the frequency for performance and scheduling of PCSAs.			
Describe the requirement for an entrance conference with the contractor.			
List the fifteen functions/process areas within the PCSA.			
Describe the use of inferential statistics in the performance of a PCSA.			
List the types of sampling available to the Government Property Administrator in performing a PCSA.			
Determine and select the appropriate populations for each function/process for analysis in the performance of a PCSA.			
List the evaluative criteria for each function/functional segment including Functions I through XV (Acquisition through Contract Closeout).			

Appendix B-3

Personal Property Management Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Apply the decision table and its guidance provided in DOD4161.2-M for determining the acceptance or rejection of a function/functional segment.			
Describe the requirement for an exit conference with the contractor.			
Recognize the requirement and components of a Corrective Action Plan on the part of the contractor.			
Describe the requirements for audit evidence and worksheets in the performance and documentation of a PCSA.			
Describe the requirements for a System Analysis Summary Document.			
Describe the steps required on the part of the Property Administrator to resolve deficiencies in a PCSA with a non-responsive contractor.			
Competencies – Intermediate Contract Property Administration			
Given a contracting scenario, determine the appropriate Government Property Clause and any related clauses that need to be used with this contract.			
Given a contracting scenario, determine the appropriate methods that the contractor should include in their Property Control System for performing physical inventories of Government Property.			
Given a contracting scenario, apply the Special Tooling Clause.			
Given a contracting scenario, apply the Special Test Equipment Clause.			
Given a contractor's request for facilities, apply the Government's policy on providing facilities.			

Appendix B-3

Personal Property Management Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Given a new contractor, develop and prepare a Property Control System as a Property Administration assignment.			
Given a contracting scenario, solve a liability case for lost, damaged, or destroyed Government Property in the possession of a defense contractor.			
Given a contractor's Property Control System scenario, plan a Property Control System Analysis.			
Given a scenario, determine the appropriate disposition requirements and/or priorities for abandonment of Government Property.			
Given a plant tour of a contractor's plan, analyze and discuss the methods used to control, protect, preserve, and maintain the property/assets and compare it to the Government's requirement for controlling this type of property/assets.			
Competencies – Contract Property Management Seminar			
Given a contracting scenario, determine the proper Title vesting of Property either in the Government or Contractor and determine the level of Property Control that needs to be established over these various types of property.			
Given a contracting scenario, determine the contractual requirements applicable to the acquisition of the various forms of property i.e., material, special tooling, special test equipment, facilities and agency peculiar property, including any notification requirements on the part of the contractor.			

Appendix B-3

Personal Property Management Competencies
Self-Assessment

Applicant's Name: _____

For each competency, indicate method of obtaining. If through training or education, please list specific courses or classes and training provider.

	Training	Experience	Education
Given a contracting scenario, analyze a case of loss, damage and destruction of property as to the liability aspects including determining who is liable, when, and for how much (quantum) in accordance with contractual requirements and case law.			
Given a property scenario, determine the proper type of Property Control Systems Analysis to be applied and for the function or functions designed, select and define the property population, sample size, criteria for evaluation, and acceptance/rejection rates for this evaluation.			
Given a property scenario, determine the proper method of disposition of Government property as influenced by its classification, security sensitivity, chemical nature, etc.			
Analyze and discuss the current contract property initiatives presented by a Defense Contract Management Agency representative.			
Analyze and discuss the current contract property initiatives presented by an Office of Secretary of Defense representative.			
Analyze and discuss the current commercial property initiatives presented by an industry representative.			
Analyze and discuss the current contract property initiatives presented by a NASA representative for NASA contracts and grants administered by DOD.			

MEMORANDUM FOR: ACQUISITION CAREER MANAGER

FROM: MANAGEMENT OFFICIAL AUTHORIZED TO
                         MAKE THE REQUEST

SUBJECT: REQUEST FOR CERTIFICATION WAIVER

A certification waiver is requested for (include all information below)

Name
Organization
Position/Title
Series and Grade
Career Field
Level required for the position and for which a certification waiver is requested

Identify the specific certification standards that the person does not meet. Be specific, e.g., lacks
1 of the required 2 years of acquisition experience. If appropriate, identify the reason the
individual does not meet all of the requirements, and include a plan for obtaining the
requirements and the time frame in which the situation will be rectified.

Provide justification as to why the standards were not met, including a statement regarding the
member's ability to perform successfully in the position without meeting the standards, the
potential of the individual and the basis for determining that potential, and the impact if a waiver
is not granted.

APPROVED: _____
DISAPPROVED: _____

_____
Signature of Acquisition Career Manager

MEMORANDUM FOR: SENIOR PROCUREMENT EXECUTIVE

FROM: MANAGEMENT OFFICIAL AUTHORIZED TO
                             MAKE THE REQUEST

SUBJECT: REQUEST FOR CONTRACTING OFFICER WARRANT WAIVER

A Contracting Officer Warrant waiver is requested for (Name, position/title, series, and grade, career field and level required for the position and organization).

Identify the specific certification requirements that the person lacks. Be specific, e.g., lacks 1 of the required 2 years of acquisition experience. If appropriate, identify the reason the individual does not meet all of the requirements, and include a plan for meeting the requirements and the time frame in which the situation will be rectified.

Provide justification for the request. The justification must contain the following statement: "I certify that the individual has significant potential for the following reasons: (insert the rationale in support of the certification)."

Provide the impact to the organization if the request is not approved.

ACM Recommendation:

APPROVE: _____
DISAPPROVE: _____

_____
Signature of Acquisition Career Manager

Senior Procurement Executive:

APPROVED: _____
DISAPPROVED: _____

_____
Signature of Senior Procurement Executive

MEMORANDUM FOR: SENIOR PROCUREMENT EXECUTIVE

FROM: MANAGEMENT OFFICIAL AUTHORIZED TO
                              MAKE THE REQUEST

SUBJECT: REQUEST FOR GS-1102 WAIVER

A GS-1102 waiver is requested for (Name, position/title, series, and grade, career field and level required for the position and for which an 1102 waiver is requested, and organization).

Identify the specific certification requirements that the person lacks. Be specific, e.g., position is a GS-13 and the individual lacks a bachelors degree. If appropriate, identify the reason the individual does not meet all of the requirements, and include a plan for obtaining the requirements and the time frame in which the situation will be rectified.

Provide justification for the request. The justification must contain the following statement: "I certify that the individual has significant potential for the following reasons: (insert the rationale in support of the certification)."

Provide the impact to the organization if the request is not approved.

ACM Recommendation:

APPROVE: _____
DISAPPROVE: _____

_____
Signature of Acquisition Career Manager

Senior Procurement Executive:

APPROVED: _____
DISAPPROVED: _____

_____
Signature of Senior Procurement Executive

MEMORANDUM FOR: PROPERTY EXECUTIVE

FROM: MANAGEMENT OFFICIAL AUTHORIZED TO
                                    MAKE THE REQUEST

SUBJECT: REQUEST FOR PERSONAL PROPERTY MANAGEMENT
                                    CERTIFICATION WAIVER

A certification waiver is requested for (Name, position/title, series, and grade, and level required
for the position and for which a certification waiver is requested, and organization).

Identify the specific certification standards that the person does not meet. Be specific, e.g., lacks
1 of the required 2 years of acquisition experience. If appropriate, identify the reason the
individual does not meet all of the requirements, and include a plan for obtaining the
requirements and the time frame in which the situation will be rectified.

Provide justification as to why the standards were not met, including a statement regarding the
member's ability to perform successfully in the position without meeting the standards, the
potential of the individual and the basis for determining that potential, and the impact if a waiver
is not granted.

Provide the impact to the organization if the request is not approved.

APPROVED: _____
DISAPPROVED: _____

_____
Signature of Site Acquisition Career Manager

APPROVED: _____
DISAPPROVED: _____

_____
Signature of Property Executive

1