



JUL 11 2019

GSA Office of Governmentwide Policy

Acquisition Letter MV-15-02
Supplement 2

MEMORANDUM FOR HEADS OF SERVICES AND STAFF OFFICES

FROM: JEFFREY A. KOSES 
SENIOR PROCUREMENT EXECUTIVE

SUBJECT: Extension of the Deadline to Obtain FAC-P/PM-IT Core Plus Certification

On July 12, 2017, I issued Acquisition Letter MV-15-02 - Supplement 1 to implement the Federal Acquisition Certification for Program and Project Managers Information Technology Core-Plus Specialization (FAC-P/PM-IT) for GSA. It required that PMs assigned to covered projects attain FAC-P/PM-IT within 12 months of the Acquisition Letter issuance date or within 12 months of project assignment, whichever is later.

The purpose of this memorandum is to grant a one time, twelve month extension to the FAC-P/PM-IT specialization requirement within GSA. This extension applies to all program managers and project managers of programs (P/PMs) and integrated project team (IPT) leads who support the following covered projects:

- a) IT projects or programs included in the GSA IT Dashboard, meaning they have been designated as major IT investments by the GSA Chief Information Officer, or
- b) IT projects or programs designated by Heads of Contracting Activity as major or mission critical.

Other requirements in Acquisition Letter MV-15-02 and Supplement 1 remain unchanged.

For information regarding implementation of this policy including, how to apply for certification, contact your FAITAS Bureau Certification Manager or visit the [Career Management Section on the Acquisition Portal](https://insite.gsa.gov/topics/acquisition-purchases-and-payments/acquisition-portal/acquisition-career-management/contact-your-bcm) at <https://insite.gsa.gov/topics/acquisition-purchases-and-payments/acquisition-portal/acquisition-career-management/contact-your-bcm>.

For general information about this policy, please contact Ms. Bea Dukes, GSA's Acquisition Career Manager, via email at ASKACM@gsa.gov.



JUL 12 2018

Acquisition Letter MV-15-02 - Supplement 1

MEMORANDUM FOR THE GSA ACQUISITION WORKFORCE

FROM: JEFFREY A. KOSES, SENIOR PROCUREMENT EXECUTIVE
OFFICE OF ACQUISITION POLICY (MV)

SUBJECT: Implementation of the FAC-P/PM-IT Core-Plus Specialization

1. Purpose.

The purpose of this memo is to implement the Federal Acquisition Certification for Program and Project Managers Information Technology Core-Plus Specialization (FAC-P/PM-IT) for GSA. This specialization is applicable to P/PMs involved in IT acquisitions.

2. Background.

On December 16, 2013, the Office of Federal Procurement Policy (OFPP) issued a memorandum revising the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM).¹ The required classes have been established by FAI.² GSA is activating this specialization.

3. Effective Date.

This Acquisition Letter is effective immediately.

4. Expiration Date.

This Acquisition Letter expires upon incorporation of the changes into the General Services Administration Acquisition Manual (GSAM).

5. Applicability.

The FAC-P/PM-IT specialization outlined in this letter applies to program/project managers (P/PMs) and integrated project team (IPT) leads who support:

- a) IT projects or programs included in the GSA IT Dashboard³ meaning they have been designated as major IT investments by the GSA Chief Information Officer
- b) IT projects or programs designated by Heads of Contracting Activity as major or mission critical.

¹ See [OFPP memorandum, Subject: Revisions to the Federal Acquisition Certification for Program and Project Managers \(FAC-P/PM\), dated December 16, 2013](https://www.fai.gov/drupal/sites/default/files/FAC%20PPM%20Policy_121613.pdf)

(https://www.fai.gov/drupal/sites/default/files/FAC%20PPM%20Policy_121613.pdf)

² See [FAC-P/PM Core-Plus Specialization and the FAC-P/PM Information Technology \(IT\) Certification](https://www.fai.gov/drupal/certification/program-and-project-managers-fac-ppm#core-plus)

(<https://www.fai.gov/drupal/certification/program-and-project-managers-fac-ppm#core-plus>)

³ <https://itdashboard.gov/drupal/summary/023>

6. Requirements.

- a) Individuals pursuing the FAC-P/PM-IT must first hold a Mid or Senior level FAC-P/PM Certification (Levels II or III).
- b) P/PMs assigned to covered projects or programs must obtain a FAC-P/PM-IT within 12 months of the Acquisition Letter issuance date or within 12 months of project assignment, whichever is later.
- c) Continuous Learning.
 - a. A minimum of 20 of the required 80 FAC-P/PM CLPs must be focused in IT or address Program/Project/Acquisition Management Topics in support of IT.
 - b. This requirement becomes effective upon the commencement of the first two-year CLP earning period following the attainment of this specialization. (See example on the GSA Acquisition Portal at [https://insite.gsa.gov/portal/content/574105.](https://insite.gsa.gov/portal/content/574105))
 - c. Start and end dates of the continuous learning period are the same as the start and end dates of the underlying FAC-P/PM certification.
- d) Additional information on training and instructions for processing certifications are listed on the GSA Acquisition Portal at [https://insite.gsa.gov/portal/content/574105.](https://insite.gsa.gov/portal/content/574105)

7. Waiver Process.

Waivers to extend the time required to attain the FAC-P/PM-IT Specialization will only be granted for exceptional and compelling circumstances for a period not to exceed 12 months. The HCA must provide a written justification to the Agency's Acquisition Career Manager (ACM) for review and the justification must be approved by the Senior Procurement Executive (SPE). The justification must address

- a) The reason for and proposed conditions of the waiver
- b) A plan to complete the requirements.

8. Additional Information.

Additional information, including required experience, training, and application instructions may be found on the GSA Acquisition Portal under [FAC P/PM-IT Core-Plus](#).⁴

Any questions regarding the content of this Letter may be directed to General Services Acquisition Workforce Division FAC-P/PM Program, facppm@gsa.gov.

Attachments

Appendix A – [OFPP memorandum, Subject: Revisions to the Federal Acquisition Certification for Program and Project Managers \(FAC-P/PM\), dated December 16, 2013](#)

⁴ <https://insite.gsa.gov/portal/content/574105>

Federal Acquisition Certification for Program/Project Managers (FAC-P/PM-IT Specialization)

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Background

The FAC-P/PM-IT Core-Plus Specialization (FAC-P/PM-IT Specialization) for GSA is comprised of Training, Experience, and Program/Project Competency Validation. Once all requirements are met, an application may be submitted via FAITAS. Certifications require maintenance through continuous learning. Applicants seeking the FAC-P/PM-IT Specialization must hold a Mid or Senior level FAC-P/PM certification.

The FAC-P/PM IT Specialization program is governed by the following memos:

- **OFPP Memo:** [Revisions to the Federal Acquisition Certification for Program and Project Managers](#) (December 16, 2013)
- **GSA Acquisition Letter MV-15-02:** [Revisions to the Federal Acquisition Certification for Program and Project Managers](#) (December 18, 2014)
- [placeholder for this SPE memorandum] **SPE Memorandum** Implementation of the FAC-PPM-IT Core-Plus Specialization (Month xx, 2018)

Policy Highlights

OFPP requires all program and project managers who are "primarily responsible" for the acquisition of IT investments to hold the FAC-P/PM IT Specialization.

The FAC-P/PM-IT Specialization applies to program/project managers (P/PMs) and integrated project team leads who support:

- a) IT projects or programs included in the GSA IT Dashboard (<https://itdashboard.gov/drupal/summary/023>) meaning they have been designated as major IT investments by the GSA Chief Information Officer
- b) IT projects or programs designated by Heads of Contracting Activity as major or mission critical.

For IT projects or programs not included in the GSA IT Dashboard, HCAs and HSSOs must designate P/PMs at the appropriate level. As criteria or programs requiring the FAC-P/PM-IT Specialization are identified by HCAs and HSSOs, [this listing on the Acquisition Portal](#) within the P/PM program pages will be updated. The SPE leaves these designations to the HCAs and HSSOs.

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Experience Requirements

Experience and Program/Project Competency Validation: To satisfy experience and program/project competency validation requirements, GSA requires applicants for the FAC-P/PM-IT Specialization to hold a Mid or Senior level FAC-P/PM certification and be current with their continuous learning requirements.

Training Requirements

GSA has adopted the FAI curriculum for the FAC-P/PM IT Specialization. The training required may be found at the [FAI FAC-P/PM-IT Specialization page](#).

All training must appear in the applicant's FAITAS training history. If training has been taken outside of FAITAS, instructions may be found [here](#).

- Step 1: Review the IT Specialization curriculum at the [FAI FAC-P/PM-IT Specialization page](#).
- Step 2: Download and complete the [FAC-P/PM IT Specialization Application Form](#) and proceed with the application process. After completing the form, upload it to your application submitted in FAITAS.

Continuous Learning Requirements:

Those holding the FAC-P/PM IT Specialization must ensure that a minimum of 20 of their 80 CLPs as required by their FAC-P/PM Certification are focused in IT and address Program/Project/Acquisition Management Topics that are in support of IT.

This entails skills training on topics relevant to program or project management of information technology. These may be classroom, seminar attendance, conference attendance, or other activities eligible for Continuous Learning Points. Classes on usage of workplace software such as Microsoft Office are not considered IT training. Discuss relevance of continuous learning activities with a supervisor or your [Bureau Certification Manager](#) if you are in doubt of applicability.

This requirement becomes effective upon the commencement of the first two-year CLP earning period following the attainment of this specialization.

Example:

FAC-PPM Senior Level Certification, attained on July 1, 2016.

Continuous Learning periods	
July 2, 2016 to July 1, 2018	80 CLPs required
July 2, 2018 to July 1, 2020	80 CLPs required <i>March 15, 2019 - FAC-P/PM-IT Specialization obtained.</i>
July 2, 2020 to July 1, 2022	<i>This is the first CL earning period following the attainment of the IT Specialization. 20 of 80 CLPs to be focused in IT or address topics in support of IT.</i>
July 2, 2022 to July 1, 2024	<i>All following CL earning periods while the IT Specialization is held, 20 of 80 CLPs to be focused in IT or address topics in support of IT.</i>

The [Training and Continuous Learning Page](#) of the Acquisition Portal provides general continuous learning guidance.

How to Apply

Once all training requirements are complete, please download the FAC-P/PM-IT Core-Plus Specialization Application. [FAC-P/PM-IT Specialization Application Form](#) .

To submit your application in FAITAS:

1. Log into [FAITAS](https://faitas.army.mil/Faitas/) (https://faitas.army.mil/Faitas/ - Use Internet Explorer).
2. Select **Manage Career - Certifications - My Certification Request**.
3. Select **Add Certification Request**.
4. Select **FAC-P/PM-IT Specialization**.
5. Follow the prompts to proceed with the application process. You will need to upload the [FAC-P/PM IT Specialization Application Form](#) in the Experience area of the application.
6. After submitting the application, it will be routed electronically to your supervisor, the FAITAS Bureau Certification Manager, and the Agency Certification Manager. Please allow 4 to 6 weeks for processing at the agency level.

How to check the status of the certification request

1. Navigate to **Manage Career - Certification - My Certification Requests**
2. View the **Status**
3. Navigate to **My Status - Account** to locate the approval authorities for your pending request.

Waivers

Waivers to extend the time required to attain the FAC-P/PM-IT Core-Plus Specialization certification will only be granted for exceptional and compelling circumstances. The HCA must provide a written justification, including the reason for and proposed conditions of the waiver and a plan to complete the requirements through the Agency's Acquisition Career Manager (ACM) to the GSA Senior Procurement Executive (SPE).

Waiver Template: *Document forthcoming*

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Resources

For information regarding implementation of this policy including, how to apply for certification, contact your FAITAS Bureau Certification Manager: <https://insite.gsa.gov/portal/content/662174>.

For general information about this policy, please contact GSA's Acquisition Career Manager, via email at FACPPM@gsa.gov.

Information may also be found at the FAI FAC-P/PM-IT Specialization page:
<https://www.fai.gov/drupal/certification/program-and-project-managers-fac-ppm#core-plus>

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DEC 18 2014

Acquisition Letter MV-15-02

MEMORANDUM FOR HEADS OF SERVICES AND STAFF OFFICES

FROM: JEFFREY A. KOSES *Jeffrey A. Koses*
SENIOR PROCUREMENT EXECUTIVE

SUBJECT: Revisions to the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM)

1. What is the purpose of this Acquisition Letter?

On December 16, 2013, the Office of Federal Procurement Policy (OFPP) issued a memorandum revising the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM). This Acquisition Letter implements this OFPP policy at GSA and is effective as of the date of signature.

The OFPP memorandum establishes new certification requirements for those individuals seeking to achieve a FAC-P/PM or seeking a higher level of certification after March 31, 2014, and in addition:

- States that P/PMs certified under the previous P/PM be grandfathered in at their current level of certification as of March 31, 2014, and remain certified as long as continuous learning requirements are met
- Establishes that P/PMs seeking a higher level of certification will be required to meet the new certification requirements for the requested level, including any prerequisites
- Revises the competencies associated with the three certification levels and defines performance outcomes
- Requires that personnel managing major acquisitions be Level III certified and that project managers assigned to lead projects within these major acquisitions be, at a minimum, mid-level certified
- Requires that all P/PMs be certified at the appropriate level, as determined by the Senior Procurement Executive (SPE)
- Establishes a "core-plus" curriculum for an Information Technology (IT) specialization

- Authorizes agencies to establish additional “core-plus” curricula for other specialty areas
- Establishes more flexible training requirements and demonstration of competencies
- Requires that all acquisition P/PMs be registered in the Federal Acquisition Institute Training Application System.

2. What is the FAC-P/PM?

Unlike the other Federal Acquisition Certification programs, FAC P/PM does not specify a list of courses which must be completed. Instead, it establishes a set of seven core competencies which must be mastered at a basic, mid-level, or senior level. The FAC P/PM also establishes experience requirements and continuing education requirements.

FAC-P/PM Competencies consist of:

- a. Requirements Development and Management Processes
- b. Systems Engineering
- c. Test and Evaluation
- d. Life Cycle Logistics
- e. Contracting
- f. Business, Cost and Financial Management
- g. Leadership.

3. Who does this policy apply to?

This policy applies to GSA acquisition workforce members in all services, regions, and staff offices.

4. What are the certification requirements for major and non-major programs?

- a. Program managers assigned to programs GSA considers major acquisitions are required to hold a senior level FAC P/PM. This includes those major programs as defined by the Office of Management and Budget (OMB) Circular A-11 (IT and non-IT) programs as well as other programs and thresholds identified by HCAs.
- b. Project leads within the major acquisitions must, at a minimum, be mid-level certified. In addition, integrated project team (IPT) leads supporting major acquisitions should also hold a mid-level or above certification.
- c. For acquisition programs not considered major investments, HCAs must designate P/PMs at the appropriate level. As criteria or programs are identified by HCAs, a listing will be posted on the Acquisition Portal and on the GSA Resource Page in FAITAS.
- d. All Certifications, at all levels, should be obtained prior to being assigned to a position. If not, the certification must be met within 12 months of the assignment.

The SPE has the authority to grant a single 12-month extension of this period.

5. For IT investments, what type of FAC/P/PM certification is required?

- a. P/PMs managing information technology investments are required to hold the “core-plus” IT specialization. Only those P/PMs possessing a mid-level or senior-level FAC-P/PM certification are eligible for the IT specialization.
- b. Because the IT specialization incorporates the “core” training, this certification is in lieu of FAC-P/PM certification. There are no levels associated with the FAC-P/PM/IT certification; the levels are associated only with the “core” FAC-P/PM certification.
- c. Certification and specialization should be obtained prior to being assigned to a position. If not, the IT specialization certification must be met within 12 months of the assignment.
- d. A single 12-month extension of this period may be granted through request to the Senior Procurement Executive (SPE).

6. How do I apply for certification?

The applications for Level I, Level II, and Level III are available on GSA's Acquisition Portal and/or GSA's FAC-P/PM Community of Practice along with detailed instructions for applying in FAITAS. The application for FAC-P/PM/IT will follow.

7. What courses should I take?

Because the FAC-P/PM is competency based, the list of courses will vary by instructional method. The Federal Acquisition Institute has verified training through commercial sources as shown in the application for each level. Each certification level requires a minimum of approximately 80 to 120 hours of training, depending upon the instructional design and method of delivery.

For information regarding OFPP requirements for certification, including the knowledge, skills, and experience for each level, as well as information about competencies, reciprocity, and training opportunities, go to www.fai.gov.

8. What are the unique FAC-P/PM requirements for GSA?

In addition to implementing OFPP's requirements, GSA has implemented several agency-specific requirements to achieve the FAC-P/PM, which are listed in the FAC-P/PM Community of Practice and/or on GSA's Acquisition Portal. Over time, the GSA SPE, in collaboration with the Federal Acquisition Service (FAS), the Public Building Service (PBS), and Staff Offices, may establish alternative or additional requirements as the agency's needs evolve.

9. What are FAC-P/PM continuous learning requirements?

- a. To maintain the FAC-P/PM certification, the acquisition workforce professional must attain a minimum of 80 valid continuous learning points in the FAITAS Continuous Learning History and have an approved Achievement Request in the FAITAS record no later than the specified end date of the continuous learning period.
- b. The continuous learning period begins the day after the certification is issued and ends after two calendar years and continues every two years thereafter.
- c. Current P/PMs should consider taking new classes that have been added to the program to satisfy their continuous learning requirements.

10. How can I obtain additional information on FAC-P/PM certification?

GSA has established a Community of Practice for Acquisition Professionals that contains extensive guidance on this and other topics. Please visit GSA's Acquisition Portal, accessible from GSA's home InSite page, where it is the first link under "Resources," and then click on the "GSA FAITAS" button in the center of the page. Or go directly to the FAC-P/PM site at <https://insite.gsa.gov/portal/category/540894>.

11. How can I obtain additional information on this policy?

For information regarding implementation of this policy including, how to apply for certification, contact your FAITAS Bureau Certification Manager <https://insite.gsa.gov/portal/content/662174>.

For general information about this policy, please contact Ms. Bea Dukes, GSA's Acquisition Career Manager, via email at ASKACM@gsa.gov.

Attachment: OFPP memorandum "Revisions to the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM)," December 16, 2013.