MEMORANDUM FOR HEADS OF SERVICES AND STAFF OFFICES

FROM: 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.