MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

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SUBJECT: LEASING ALERT (LA-19-13), Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) for Lease Projects

1. **Purpose:** The Office of Leasing and the Office of Design and Construction jointly issue this Leasing Alert to implement PBS’s responsibilities in meeting the requirements under the program for Federal Acquisition Certification for Program and Project Managers (FAC-P/PM). This Leasing Alert provides an interim clarification of the February 12, 2016 PBS, Procurement Instructional Bulletin 15-02 (PIB 15-02) Amendment 01 with regard to program and project manager assignments on lease projects and adds PBS specific training requirements for PMs assigned to leasing projects.

2. **Background:** On April 20, 2016, GSA Order PBS 3425.12B, entitled “Project Management in the Public Buildings Service”, established policy governing the use of project management principles, as well as the assignment of project managers to Public Buildings Service (PBS) projects. Included with this order were project manager certification requirements, originally issued via PBS Procurement Instructional Bulletin 15-02 (PIB 15-02) on August 11, 2015, subsequently amended on February 12, 2016, and which contained superseding guidance for the FAC-P/PM. Within PIB 15-02, Amendment 01, the applicability of the FAC-P/PM is addressed under paragraph 5.1. This Leasing Alert further defines the training requirements for personnel assigned to manage lease projects.
3. **Effective Date:** This Leasing Alert is effective as of the date of issuance and will remain in effect until revised or cancelled.

4. **Cancellation:** NA

5. **Applicability:** This Leasing Alert applies to all General Services Administration (GSA) real property leasing functions. This Leasing Alert does not apply to activities delegated by GSA to other Federal agencies.

6. **Instructions and Procedures:**

   Mandatory Training:

   In addition to FAC-PPM certification, this Leasing Alert adds mandatory PBS specific training requirements for all PMs assigned to manage a Lease project above the Simplified Lease Acquisition Threshold (SLAT).

   In addition to the mandatory training requirements for FAC-P/PM, all Project Managers who are assigned Leasing projects must complete Lease Acquisition Training (LAT) within twelve (12) months of joining the organization or within twelve (12) months from the effective date of this Leasing Alert, whichever date is later.

   Lease Acquisition Training is an in-person course providing 36 Continuous Learning Points and is available through the Office of Leasing.

   For further information regarding the FAC P/PM program, see attached references or go to the FAI website at [http://www.fai.gov](http://www.fai.gov).