GSA

**GSA Office of the Chief Acquisition Officer**
GSA Acquisition Letter V-06-06
Supplement Number #: 1

3 SEP 2008

MEMORANDUM FOR ALL CONTRACTING ACTIVITIES

FROM: DAVID A. DRABKIN
SENIOR PROCUREMENT EXECUTIVE (V)

SUBJECT: TRANSITIONAL GUIDANCE: GSA CONTRACTING OFFICER WARRANT PROGRAM (COWP)

1. Purpose. This supplement to Acquisition Letter V 06-06 updates revisions made to the General Services Administration Manual (GSAM) through several changes and addition to the COWP.

2. Applicability. This supplement applies to all new warrants issued on or after the date of this supplement.

3. Background. GSA Acquisition Letter V 06-06 made a number of revisions to the COWP including changes in the warrant level structure, training course requirements, and certificate of appointment language. In addition, the training and procedural requirements for the Federal Acquisition Certification in Contracting Program (FAC-C) and the Federal Acquisition Certification for Contracting Officer Technical Representatives are added to the GSAM.

4. Effective Date. Upon date of signature

5. Termination Date. This Acquisition Letter remains in effect until the General Services Administration Manual is amended.

6. Changes.

a. GSAM 501.603 – 1(g)(3) is revised to provide clarity on the authority to sign modified contracts

b. GSAM 501.603 – 1(g)(4) is revised to reflect the increase in the micro purchase threshold.

c. GSAM 501.603 – 2(d)(3) is revised to highlight the appropriate training Defense Acquisition University (DAU) course equivalencies.

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d. GSAM 501.603 (Figures 501-2, 3, 4 & 5) are revised to highlight the appropriate course requirements for acquisition, realty leasing, personal property disposal, real property disposal warrants.

e. Appendix 501A is revised to include new language for Realty Leasing and Disposal warrants.

f. GSAM 501.603 – 5 is added to reflect the training requirements for the Federal Acquisition Certification in Contracting Program (FAC-C).

g. GSAM 501.603 – 6 is added to reflect the training requirements for the Federal Acquisition Certification in Contracting Program (FAC-COTR)

h. GSAM 501.603 – 7 is added to reflect the Acquisition Career Management Information System (ACMIS) requirement.

Attachments:

GSAM 501.603
Appendix 501A

## GSAM 501.603 – 1(g) (3)

(g) Warrant levels.

(1) COWP warrant levels are based on the dollar values shown in the below chart.

(2) Orders placed under established source contracts shall be signed by contracting officers in accordance with the chart below.

(3) All modifications to an existing contract must be signed by a contracting officer having at a minimum, the same warrant authority as the contracting officer signing the original contract. If the value of a modification increases the contract value to the extent that the original contracting officers warrant authority is exceeded, the modification must be signed by a contracting officer with the commensurate warrant authority of the new contract value.

## GSAM 501.603 – 1(g)(4)

(4) HCAs may further limit warrant authorities.

| **Warrant Level** | ***Authority Per Order Against Established Source Contract including Schedules using FAR 8.4** | **Open Market Contracting Authority** |
|---|---|---|
| Micro-purchase | $3,000 | $3,000 |
| Basic | $25,000 | $25,000 |
| Level I/Simplified Acquisition | $100,000 ($5,500,000) for Commercial Items) | $100,000 ($5,500,000) for Commercial Items) using simplified acquisition procedures ($100,000 average net annual rent for real property lease) |
| Level II/ Intermediate | <$10M | <$10M ($10M total lease value) |
| Level III/Senior | IAW contract terms and conditions | Unlimited |
| Telephone Service Requests (TSR) (Designated FAS employees only)** | | Unlimited |

**** Includes orders under other government contracts, orders under Schedule contracts using FAR 8.4, orders under mandatory source programs of FAR Subpart 8.6 to Federal Prison Industries (UNICOR) and Subpart 8.7 to nonprofit agencies for blind or other severely handicapped individuals (NIB/NISH) and interagency agreements***

***** For issuing TSRs for tariff services to regulated local exchange carriers on, or in conjunction with existing telephone systems.***

## GSAM 501.603 – 2(d)(3)

(d) Course equivalencies (See Figure 501-1).

(1) Figure 501-1 shows a list of the courses contained in the DAU curriculum and the equivalent GSA course. Note that in some cases there is not a one-to-one equivalency; all GSA classes shown in the right-hand block must be taken in order to obtain equivalency to the DAU classes shown in the left-hand block.

(2) GSA employees who have successfully completed a GSA course accepted as equivalent by DAU are not required to complete the equivalent course in the DAU curriculum for warrant purposes in GSA.

(3) Acceptance of course equivalencies extend only to courses recognized by DAU. Information on DAU equivalent courses is available at www.dau.mil under Student Information. Training providers offering equivalent courses to the DAU curriculum may also be found on the DAU website.

**Figure 501-1**

**GSA Equivalencies to DAU Curriculum**

| DAU Class | Equivalent GSA Class |
|---|---|
| CON 100: Shaping Smart Business Arrangements | No Equivalent |
| CON 110: Mission Support Planning<br>CON 111: Mission Strategy Execution<br>CON 112: Mission Performance Assessment<br>CON 120: Mission Focused Contracting | **Equivalent only if completed by 9/30/08**<br>Acquisition or Procurement Planning I<br>Contract Formation I<br>Contract Administration I<br>Price Analysis<br>Cost Analysis<br>Negotiation Techniques<br>(All must be taken for equivalency to the 4 DAU courses) |
| CON 202: Intermediate Contracting | **Equivalent only if completed by 9/30/08**<br>Acquisition or Procurement Planning II<br>Contract Formation II<br>Contract Administration II<br>(All must be taken for equivalency to the DAU course) |
| CON 204: Intermediate Contract Pricing | **Equivalent only if completed by 9/30/08**<br>Intermediate Contract Pricing |
| CON 210: Government Contract Law | **Equivalent only if completed by 9/30/08**<br>Contract Law |
| CON 353: Advanced Business Solutions for Mission Support | CON 301: Executive Contracting Seminar for Federal Civilian Agencies<br>CON 333 Executive Contract Administration |

**Figure 501-2**

# Warrant Course Requirements

## Warrant Requirements for All Contracting Officers

**(EXCEPT Personal Property Disposal, Real Property Disposal, and Realty Leasing Contracting Officers)**

| Course | Hrs | All COs EXCEPT: Personal & Real Prop. Disposal, Realty Leasing | Basic | Level I | Level II | Level III |
|---|---|---|---|---|---|---|
| CON 100: Shaping Smart Business Arrangements * | 40 | 1 | X | XI | XI | X |
| CON 110: Mission Support Planning | On-line | 1 | | XI | XI | X |
| CON 111: Mission Strategy Execution | (On-line) | 1 | | XI | XI | X |
| CON 112: Mission Performance Assessment | On-line | 1 | | XI | XI | X |
| CON 120: Mission Focused Contracting | 80 | 1 | | XI | XI | X |
| CON 202: Intermediate Contracting | 80 | 1 | | | XI | X |
| CON 204: Intermediate Contract Pricing | 80 | 1 | | | XI | X |
| CON 210: Government Contract Law | 40 | 1 | | | XI | X |
| CON 353: Advanced Business Solutions for Mission Support | 80 | 1 | | | | X |
| Performance Based Contracting (PBC) | | 1 | | X | X | X |
| CON 237: Simplified Acquisition Procedures | (On-Line) | 1 | X | | | |
| Contracting for Architect/Engineer Services May serve as an elective | 40 | 2 | | | X | X |
| Construction Contracting May serve as an elective | 40 | 2 | | | X | X |
| Basic Contracting for FAS Schedules Program | | 3 | X | X | X | X |
| | | | | | | |

| | | |
|---|---|---|
| 1 | Indicates Required Course | **X = Required Course**<br>**I = Required for Interim Warrant** |
| 2 | Indicates course only required for employees handling the type contracting addressed in the training. | **SA** = Simplified Acquisition/Level I<br>**Int** = Intermediate/Level II<br>**Sr** = Senior/Level III |
| 3 | **For FAS Contracting Officers only involved in awarding MAS contracts** | |

**** Note: CON 100 should be taken by new acquisition employees or those employees beginning the level I certification program. Employees' pursuing level ii or III certification may take CON 100 as an elective.***

**Figure 501-3**

# Warrant Requirements for All Contracting Officers (Following the GSA Curriculum)

## (EXCEPT Personal Property Disposal, Real Property Disposal, and Realty Leasing Contracting Officers)

**Classes marked * are equivalent to DAU courses until 09/30/08 (See Figure 501-2)**

**Classes marked ** are equivalent to DAU courses until 09/30/08 (See Figure 501-2)**

| Course | Hrs | All COs except: Personal & Real Prop. Disposal, Realty Leasing | B | SA Level I | Int. Level II | Sr. Level III |
|---|---|---|---|---|---|---|
| Acquisition or Procurement Planning I * | 80 | 1 | | XI | XI | XI |
| Simplified Acquisitions (or CON 237) | 40 (On-line) | 1 | X | XI | | |
| Contract Formation I * | 40 | 1 | | X | XI | XI |
| Contract Administration I * | 40 | 1 | | X | XI | XI |
| Price Analysis * | 40 | 1 | | XI | XI | XI |
| Cost Analysis * | 40 | 1 | | | XI | XI |
| Negotiation Techniques * | 40 | 1 | | X | X | XI |
| Acquisition or Procurement Planning II ** | 40 | 1 | | | | X |
| Contract Formation II ** | 40 | 1 | | | | X |
| Contract Administration II ** | 40 | 1 | | | X | XI |
| Contract Law ** (Or CON 210) | 80 (40) | 1 | | | X | XI |
| Intermediate Contract Pricing ** (Or CON 204) | 80 | 1 | | | X | X |
| Performance Based Contracting | 40 | 1 | | X | X | X |
| Contracting for Architect/Engineer Services | 40 | 2 | | | XI | XI |
| Construction Contracting | 40 | 2 | | | XI | XI |
| Basic Contracting for FSS Schedules Program | | 3 | XI | XI | XI | XI |
| | | | | | | |

| | | |
|---|---|---|
| 1 | Indicates Required Course | B = Basic<br>X = **Required Course**: Permanent Warrant<br>I = **Required course**: Interim Warrant |
| 2 | Indicates course only required for employees handling the type contract addressed in the training. | SA = Simplified Acquisition/Level I<br>Int = Intermediate/Level II<br>Sr = Senior/Level III |
| 3 | **For FSS Contracting Officers only.** | |

Figure 501-4

## Warrant Course Requirements for Personal Property Disposal & Real Property Contracting Officers

| COURSE | Hrs | Basic Level | SA Level I | INT Level II | SR. Level III |
|---|---|---|---|---|---|
| **Personal Property Disposal** | | | | | |
| CON: 237:Simplified Acquisitions | 40 | X | X | XI | XI |
| Personal Property Sales | 80 | X | X | X | X |
| Personal Property Utilization & Disposal | 40 | X | X | X | X |
| Disposal by Negotiation | 40 | | X | X | X |
| Sales Contract Law | 24 | | | | X |
| Fleet Sales * | 40 | X | X | X | X |
| | | | | | |
| **Real Property Disposal** | | | | | |
| Real Estate Basics | 40 | | | X | |
| CON 100: Shaping Smart Business Arrangements | 40 | | | X | |
| Real Estate Law | 40 | | | X | |
| Utilization & Disposal of Federal Real Property | 40 | | | X | |
| Federal Contracting Law | 40 | | | X | X |
| Real Estate Appraisal Practices | 40 | | | | X |
| Environmental & Historic Preservation Requirements | 40 | | | | X |
| CON 353: Advanced Business Solutions for Mission Support | 80 | | | | X |

* Required for Fleet Sales Associates only

X = Required Course: Permanent Warrant
I = Required Course: Interim Warrant
B = Basic Warrant
SA = Simplified Acquisition/Level I
Int = Intermediate/ Level II
Sr = Senior/Level III

**Figure 501-5**

## Warrant Course Requirements for Realty Leasing Contracting Officers

| Course | Hrs | *Basic | SA Level I | Int. Level II | Sr. Level III |
|---|---|---|---|---|---|
| Federal Real Property or Basic Leasing Contracting | 40 | X | | XI | XI |
| Cost and Price Analysis of Lease Proposals | 40 | | X | XI | XI |
| Real Estate Law or Federal Real Property Lease Law | 40 | X | X | XI | XI |
| Real Estate Appraisal Principles | 30 | | | | X |
| Techniques of Negotiating Federal Real Property Leases | 40 | | X | XI | XI |

**X = Required Course:** Senior/ Level I
**I = Required course:** Intermediate/Level II

**B** = Basic*
**SA** = Simplified Acquisition/Level I
**Int** = Intermediate/Level II
**Sr** = Senior/Level III

*** Note: Basic Warrants for Realty Activities are to be used for lease administration only. Allowable actions under this authority are limited to approving and signing R620s for CPI adjustments and tax claim payments where incremental changes in annual rents or tax payments are less than $100,000.**

## Appendix 501A – Language for Certificates of Appointments for Contracting Officer Warrant Program

### *LEASING/SIMPLIFIED ACQUISITION - $100,000*

Awarding and administering contracts for (1) the advertising of proposed real estate transactions in newspapers, (2) the acquisition of leasehold interests in real property provided the dollar value of individual contract actions do not exceed $100,000 average annual rent, and (3) the alteration of space in buildings which GSA has leased provided the alterations do not exceed $100, 000 and are acquired from the lessor.

### *LEASING/INTERMEDIATE /Level II - $10,000,000:*

Awarding and administering contracts for (1) the advertising of proposed real estate transactions in newspapers, (2) the acquisition of leasehold interests in real property provided the dollar value of individual contract actions do not exceed $10,000,000 average net annual rent, and (3) the alteration of space in buildings which GSA has leased provided the alterations do not exceed $10,000,000 and are acquired from the lessor.

### *LEASING/SPECIAL:*

Awarding and administering contracts for (1) the advertising of proposed real estate transactions in newspapers, (2) the acquisition of leasehold interests in real property without limitation as to the dollar amount of the individual contract actions (3) the alteration of space in buildings which GSA has leased provided the alterations are acquired from the lessor, (4) the acquisition of a building(s) and/or site(s), and (5) the outleasing of space in buildings under GSA control.

### *DISPOSAL—INTERMEDIATE:*

Entering into and administering contractual agreements such as offers to purchase, leases and bills of sales for the disposal of real and related personal property up to and including $10,000,000 per transaction.

### *DISPOSAL—SENIOR:*

Entering into and administering contractual agreements such as offers to purchase, leases and bills of sales for disposal of real and related personal property without limitation per transaction.

## GSAM 501.603 – 5

Federal Acquisition Certification in Contracting (FAC-C) Program

(a) Any member of GSA's acquisition workforce regardless of series may obtain FAC-C certification]. All members of GSA's acquisition workforce applying for acquisition warrants above the basic level must meet the education requirements detailed in the GS-1102 qualification standards. The only exception applies to GSA Contracting Officers considered "grandfathered" having met the standard for positions they occupied as of January 1, 2000.

(b) GSA's acquisition workforce must meet the established training requirements which correspond to the warrant level being sought. GSA may require additional supplemental training beyond that required by FAI in order to qualify for FAC-C certification

(1) FAC-C training requirements may be completed in one of the following ways:

(i) Completion of the GSA Equivalencies to Defense Acquisition University (DAU) curriculum. Note that this curriculum must be completed by 09/30/07 to be considered equivalent. (See Figure 501-4)

(ii) Completion of the DAU curriculum (See Figure 501-5)

(iii) Completion of predecessor courses. Predecessor classes were formerly offered by GSA & DoD and contain essentially the same content as subsequent renamed and renumbered, classes. A listing of predecessor classes is published by DAU as part of its catalog of course offerings. For predecessor information on classes no longer offered by DAU, refer to http:// www.dau.mil/learning/appg.aspx. These are creditable toward certification regardless of when the predecessor class was taken.

Figure 501-5
FAC-C Education, Training, & Experience Requirements

| | LEVEL I CERTIFICATION | **LEVEL II CERTIFICATION | LEVEL III CERTIFICATION |
|---|---|---|---|
| EDUCATION | Baccalaureate degree OR at least 24 semester hours in any | Baccalaureate degree OR at least 24 semester hours in any of the following disciplines: | Baccalaureate degree AND at least 24 semester hours in any of the |

| | | | |
|---|---|---|---|
| | of the following disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management | accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management | following disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management |
| TRAINING | *CON 100: Shaping Smart Business Arrangements;<br><br>CON 110: Mission Support Planning<br><br>CON 111: Mission Strategy Execution<br><br>CON 112: Mission Performance Assessment<br><br>CON 120: Mission Focused Contracting<br><br>***1 Elective | CON 214: Business decisions for Contracting<br>CON 215: Intermediate contracting for mission support;<br>CON 216: Legal considerations in Contracting<br>CON 217: Cost Analysis and Negotiation Techniques<br>CON 218: Advanced contracting for mission support<br><br>***2 Electives | CON 353: Advanced Business Solutions for Mission Support<br><br>***2 Electives |
| EXPERIENCE | 1 year of contracting experience | 2 years of contracting experience | 4 years of contracting experience |
| Concurrent Warrant Level | Level 1 - Open Market & Orders against established sources - - $100K ($5.5M for commercial items) | Level II - Open Market & Orders against established sources <$10M | Level III - Open Market – Unlimited Orders against established sources – IAW contract terms and conditions |

*[*CON 100 should be taken by new acquisition workforce employees and those beginning a level I certification program. Employees pursuing Level II or Level III certifications may consider taking this class as an elective.*

**** Electives for the requested certification levels must consist of no less than 16 hours of classroom training or distance learning.*

**** A single class may be counted as both maintenance for a lower level and credited toward qualification at a higher level. A single class may not be counted as both an elective for a lower certification and credited toward qualification at a higher level.*

(C) Maintaining FAC-C

(1) To maintain FAC-C, all certified members of GSA Acquisition workforce are required to earn 80 CLPs of continuous learning points (CLPs) every two years. See Appendix 501B for additional guidance on obtaining CLP's.

(2) Failure to complete the 80 CLPs may result in the lapse of the FAC-C certification and suspension of warrant authority. Lapsed certifications may be reinstated when evidence of accumulation of sufficient CLP's to total 80 CLP is demonstrated.

(d) FAC-C Certifications from Other Agencies

(1) GSA will automatically recognize FAC-C certification issued by another civilian agency, as long as the 80 hours CLP requirement was completed and maintained. Lapsed certifications obtained from other agencies may be reinstated when the employee demonstrates accumulation of sufficient continuous learning to total 80 CLPs every two years since their original certification.

(2) GSA will recognize DAWIA certification issued by any DOD activity, so long as it has not lapsed (the 80 hours CLP requirement was completed and maintained). Applicants with lapsed DAWIA certifications may still qualify for FAC-C certification if they otherwise meet the FAC-C education, training, and experience requirements however the missing amounts of CLP's must be made up.

(e) Fulfillment Process.

(1) The FAC-C provides for a fulfillment process to certify members of the acquisition workforce who completed all or part of their training requirements prior to 1994. GSA acquisition workforce members seeking certification though fulfillment must possess all the competencies of a required class in order to fulfill that class and complete the Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards for the specific course they are seeking to fulfill. The self-assessment can be accessed at http://www.dau.mil/workforce/pdf/Fulfillment.pdf. Individuals may use work experience, education, or other training to demonstrate the competencies associated with a required certification course.

(2) Applicants seeking FAC-C certification though the fulfillment process are required to:

(i) Identifying the relevant courses to be satisfied through fulfillment
(ii) documenting how the relevant competencies were obtained
(iii) Submitting the completed fulfillment request for supervisor verification and approval

(f) FAC-C Application Process

(1) Applicants are responsible for preparing an application package for submission to his or her supervisor. The application package must include the application form, ACMIS record, and supporting documentation such as transcripts, certificate copies etc.

(2) The supervisor is responsible for verifying the accuracy and completeness of application packages, concurring, and submitting packages through customary correspondence channels to the Service/Regional Acquisition Executives.

(3) The Service/Regional Acquisition Executives are responsible for:

(i) Providing guidance on the preparations of application
(ii) Reviewing, approving and disapproving of FAC-C applications including those seeking to be certified under fulfillment
(iii) Acting as liaison to the ACM
(iv) Keeping records relating to FAC-C Certification
(v) Issuing FAC-C certificates

(4) The GSA Acquisition Career Manager is responsible for issuing establishing GSA policy and implementation procedures, internal controls, and conducting periodic reviews of the GSA FAC-C program.

(g) FAC-C Waivers. The SPE may waive the requirement for obtaining FAC-C certifications prior to appointment as a contracting officer. Waivers will only be considered in compelling and well documented circumstances. This authority is non delegable, FAC-C waivers are not transferable to other agencies]

## GSAM 501.603 - 6

Federal Acquisition Certification for Contracting Officer Technical Representatives (FAC-COTR)]

(a) Any member of GSA's acquisition workforce regardless of series may obtain FAC-COTR certification. The FAC-COTR program applies to all GSA employees who are or will be issued delegation letters designating them to perform the COTR or COR functions.

(b) FAC-COTR Training Requirements may be completed in one the following ways:

(i) Completion of 40 hours of COTR training. A mandatory 22 hours must be completed from the listed courses below or their designated equivalents. The remaining 18 hours of training should include electives and other courses identified by the COTR's supervisor in consultation with the Contracting Officer, as necessary, for managing a particular contract.

1. CLC106 – COR with a Mission Focus (8 CLPs)
2. CLM 024 – Contracting Overview (8 CLP's)
3. CLC 004 – Market Research (3 CLP's)
4. CLC 007 – Contract Source Selection (1 CLP)
5. CLM 003 – Ethics Training fro Acquisition Technology & Logistics (2 CLP's) or equivalent course

Coursework modules for the mandatory 22 hours can be found and completed on FAI's online training center at www.fai.gov or at the Defense Acquisition University's (DAU) at www.dau.mil . Additionaly, COTR/COR classroom training obtained from a DAU approved training vendor is an acceptable alternative.

(ii) Completion of Federal Acquisition Certification in Contracting (FAC-C) Level I or Federal Certification for Program and Project Managers (FAC-P/PM) Mid-Level/Journeyman. Individuals certified under these two programs will be considered to have met the FAC-COTR requirements. However, individuals certified under FAC-COTR have not necessarily met the requirements for FAC-C Level I or FAC-P/PM Mid-Level/Journeyman.

(iii) Individuals who completed the Defense Acquisition University's (DAU's) Contracting Officer Representative (COR) Mentor Program or its equivalent no more than 3 years prior to 2007 will be considered to have completed the mandatory 22 hours of required training. Such individuals however are required to complete an additional 18 hours of training in order to fulfill FAC-COTR requirements.

(iv) Completion of the FAC-COTR Fulfillment Process. This process requires individuals seeking certification to demonstrate satisfactory proficiency in the required competencies. This process applies mainly to those individuals who previously served in a COTR role and completed COTR prior to 2004. Individual seeking to FAC-COTR certification through fulfillment are required to fill out the Fulfillment application in its entirety and submit to their supervisor for verification and approval.

(c) Maintaining FAC-COTR. All COTRS must maintain their skills currency through 40 hours of continuous learning every two years beginning on the fiscal year following their certification date. See Appendix 501B for additional guidance on obtaining CLP. Failure to complete the 40 continuous learning requirements may result in the lapse of the FAC-COTR certification and/or suspension or revocation of delegation authority. Lapsed FAC-COTR certifications may be reinstated when evidence of 40 hours of CLP is demonstrated.

(d) Certifications from other Agencies. GSA will not automatically recognize FAC-COTR certification issued by another agency. COTR appointments may be based on current certification from another civilian agency if the training completed meets the competencies outlined by FAI and if the 40 hour CLP requirement was completed and maintained. In addition, the COTR's supervisor in consultation with the Contracting Officer may require additional training relevant to the type of contract to be managed.

(e) FAC-COTR Application Process. Applicants are responsible for preparing an application package for submission to his or her supervisor. The application package must include the application form copies of relevant training certificates and ACMIS record.

The supervisor in conjunction with the contracting officer is responsible for verifying the accuracy and completeness of application packages, issuing the letter of delegation, and submitting packages through customary correspondence channels to the Service/Regional Acquisition Executives who are responsible for:

(i) Providing guidance on the preparation of applications
(ii) Acting as liaison to the Acquisition Career Manager (ACM)
(iii) Maintaining records relating to FAC-COTR Certification
(iv) Signing and Issuing FAC-COTR Certificates

(f) FAC-COTR Waivers. GSA's Chief Acquisition Officer may waive in writing, for a period not to exceed 12 months, all or part of the FAC-COTR requirements, on a case-by-case basis. Waivers will only be considered in compelling and well- documented circumstances if the waiver serves the best interests of the agency. This authority is not delegable. Waivers are not transferable to other agencies.

## 501.603–7.

Acquisition Career Management Information System (ACMIS).

For all civilian agencies, ACMIS will be the official system of records for all acquisition training and certification program information. This will include waiver information, as necessary. Agencies and individuals are responsible for maintaining supporting certification documentation for quality assurance purposes. FAI is responsible for managing ACMIS and will issue guidance, as necessary, to support ACMIS implementation. All members of GSA's acquisition workforce are encouraged to begin entering or updating data on all their training and certification activities