**DEPARTMENT OF
HEALTH AND HUMAN SERVICES**

Federal Acquisition Certification for Project and Program Managers (FAC-P/PM) Handbook

Issued by the
**Office of the Secretary
Office of the Assistant Secretary for Financial Resources (ASFR)
Office of Grants & Acquisition Policy and Accountability (OGAPA)
Division of Acquisition**

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EXECUTIVE SUMMARY

The Services Acquisition Reform Act of 2003 (SARA), Public Law 108-136, expanded the definition and scope of acquisition to include activities, such as requirements development and performance management, that are performed by project and program managers. As a result, the Office of Federal Procurement Policy (OFPP) issued Policy Letter 05-01, "Developing and Managing the Acquisition Workforce" (April 15, 2005). The policy letter built on SARA's broader definition of the acquisition workforce and required the Federal Acquisition Institute (FAI) to make recommendations for a program and project manager's certification program.

Accordingly, FAI partnered with 20 federal agencies to recommend the competencies and framework for a Federal Acquisition Certification – Program and Project Managers (FAC-P/PM) program.[1] OFFP issued a memorandum entitled "The Federal Acquisition Certification for Program and Project Managers," dated April 25, 2007, which established the certification program's requirements.

FAI's FAC-P/PM program includes three different levels of certification, depending on the core competency, training, and experience required to manage different types of acquisitions:

- Entry/Apprentice – Level I
- Mid-level/Journeyman – Level II
- Senior/Expert – Level III.

Core competencies vary by certification level and are designed to build commonality across the federal government's acquisition workforce.

As stated in the OFPP memorandum--
> "*A well-trained acquisition workforce is necessary to ensure that agencies accomplish their mission goals effectively and responsibly. Skilled program and project managers are critical in developing accurate government requirements, defining measurable performance standards, and managing contractor activities to ensure that intended outcomes are achieved.*"

The Department of Health and Human Services (HHS) shares that belief. This handbook represents the HHS implementation of the FAC-P/PM program. It addresses applicability; required competencies and related training; alternative means of satisfying FAC-P/PM certification requirements; time frames for certification; waiver authorities; and continuous learning activity requirements.

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[1] See FAI Federal Working Group Report for FAC-P/PM Certification.

Initially, mandatory certification is being limited to information technology (IT) and construction acquisitions; however, we expect this program to evolve over time and will update this handbook and its requirements, as appropriate. The Office of the Assistant Secretary for Financial Resources (ASFR), Office of Grants & Acquisition Policy and Accountability (ASFR/OGAPA), Division of Acquisition (DA), which is responsible for management of the HHS FAC-P/PM program and this handbook, is requiring FAC-P/PM Level III certification for HHS project and program managers responsible for major capital investments. That is, the need for FAC-P/PM Level III certification is triggered by investments that require preparation of an OMB Exhibit 300, HHS Form 300 or equivalent. Project and program managers responsible for non-major IT and construction, i.e., tactical or supporting, capital investments are required to obtain FAC-P/PM Level II and I certification, respectively. FAC-P/PM certification for other types of acquisitions (e.g., advanced research and development) is encouraged, but, at this time, is not mandatory.

Operating Divisions (OPDIVs) may issue supplemental guidance and requirements for selection and assignment of project and program managers and require additional skills and competencies to meet organizational or mission needs. However, OPDIVs may not reduce the requirements specified herein.

Additional information regarding the FAC-P/PM program is available at FAI website at: www.fai.gov. "FAC-P/PM Frequently Asked Questions," may be accessed at: FAC-P/PM Frequently Asked Questions.

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CHAPTER 1

IMPLEMENTATION OF THE HHS FAC PROJECT/PROGRAM MANAGERS PROGRAM

A. Purpose

HHS has established and will maintain a program for certifying employees as program or project managers. The HHS Federal Acquisition Certification – Project and Program Managers (FAC-P/PM) program establishes training, experience, and continuous learning activity requirements for personnel managing the acquisition of major and non-major capital investments. This handbook describes in detail the features of that program, which are designed to promote standard FAC-P/PM competencies HHS-wide and standard processes for obtaining and maintaining FAC-P/PM certification. This handbook supplements the HHS Acquisition Policy Memorandum 2009-03 dated June 30, 2009.

B. Authorities

The following statute and policies provide authority for the government-wide FAC-P/PM program:

- Services Acquisition Reform Act of 2003, Public Law 108-136

- Office of Management and Budget (OMB) Circular A-11, Part 7, Exhibit 300, "Planning, Budgeting, Acquisition, and Management of Capital Assets" (July 2010)

- Office of Federal Procurement Policy (OFPP) Memorandum, "The Federal Acquisition Certification for Program and Project Managers," (April 25, 2007)

- OFPP Policy Letter 05-01, "Developing and Managing the Acquisition Workforce," paragraph 8(c) (April 15, 2005)

C. Applicability

HHS accomplishes its mission and objectives in a variety of ways, through the use of federal staff, federal financial assistance mechanisms (grants and cooperative agreements), and acquisition. Projects and programs which rely primarily on use of federal staff and financial assistance mechanisms to accomplish their objectives are not within the purview of this handbook. This handbook focuses on major and non-major information technology (IT) and construction capital investments that are accomplished through use of the acquisition mechanism.

1. **Major investments.** In accordance with OMB Circular A-11, Part 7 (July 2010), "major investment" means a system or acquisition requiring special management attention because it:

   (a) is important to the mission or function of the agency, a component of the agency, or another organization;

   (b) is for financial management and obligates more than $500,000 annually;

   (c) has significant program or policy implications;

   (d) has high executive visibility;

   (e) has high development, operating, or maintenance costs;

   (f) is funded through other than direct appropriations; or

   (g) is defined as major by the agency's capital planning and investment control process.

   Within HHS, the organizations listed below are authorized to designate projects as major capital investments:

Organization	Project Type
HHS Office of the Chief Information Officer (OCIO)	Information Technology
HHS Office of Facilities Management and Policy (OFMP)	Construction

2. **Applicability of FAC P/PM requirements: major capital investments.** Acquisitions requiring an OMB Exhibit 300, HHS Form 300, or equivalent are considered "major capital investments." FAC-P/PM Level III certification is mandatory for all designated program or project managers of major capital investments. Other personnel providing substantive support to such programs or projects should be certified at an appropriate level (i.e., FAC-P/PM Level I, II, or III). OMB works with the OCIO and OFMP to identify major investments as part of the budgetary planning process. The OCIO and OFMP have the authority to designate IT and construction investments as major capital investments or non-major capital investments (tactical or supporting projects). See Appendix A, Federal Acquisition Certification – Project and Program Managers – HHS Projects and Programs with Associated Certification Levels, for additional details.

3. **Applicability of FAC P/PM requirements: non-major capital investments.** Project or program managers designated for tactical investments are required to obtain FAC-P/PM Level II certification; and project and program managers designated for supporting investments are required to obtain FAC-P/PM Level I certification. Other personnel providing substantive support to such projects or programs should be certified at the appropriate level, i. e., FAC-P/PM Level II or I.

4. **Discretionary use of FAC P/PM Requirements: non-capital investments.** Although the FAC-P/PM handbook applies only to major and non-major IT and construction capital investments, program or project managers who manage other than capital investments (e.g., biomedical advanced research and development) are encouraged to seek and obtain appropriate levels of FAC-P/PM certification.

D. Governance

The Departmental Acquisition Career Manager (ACM), in ASFR/OGAPA/DA, serves as the Departmental FAC-P/PM Program Manager and is responsible for administering the program. To support the overall management of the FAC-P/PM program at the OPDIV level, Executive Officers (EOs) and their Heads of Contracting Activity (HCAs) may delegate this responsibility to their existing Acquisition Career Manager (ACM) or designate an additional ACM, whose professional background includes program and project management. See Appendix B, Federal Acquisition Certification – Project and Program Managers – Roles and Responsibilities, for additional information.

CHAPTER 2

FEDERAL ACQUISITION CERTIFICATION FOR PROJECT AND PROGRAM MANAGERS
REQUIREMENTS AND PERFORMANCE ACCOUNTABILITY

A. FAC-P/PM Certification

1. **General.** An individual must obtain FAC-P/PM Level III certification within 1 year from the date of being assigned to an IT or construction major capital investment. Also, an individual must obtain FAC-P/PM Level II or I certification within 2 years from the date of being assigned to a non-major tactical or supporting IT or construction capital investment, respectively. FAC-P/PM certification is based on gaining required competencies, training, and experience. An applicant can satisfy the competency requirements through (i) successful completion of suggested training; (ii) completion of comparable education or certification programs; (iii) demonstration of knowledge, skills, and abilities; or (iv) any combination of these three. (NOTE: See Chapter 3, Section E, Certification Waivers, for information on applying for certification waivers.) The Federal Acquisition Institute (FAI) has developed a project and program managers training blueprint available at: Program/Project Management Training Blueprint) that links competencies with learning outcomes. The blueprint may be used for comparing existing/planned training and certification programs to the FAC-P/PM requirements.

2. **IT P/PM certification.** Individuals certified under the FAC-P/PM program meet the general competency and experience standards for P/PM certification. However, IT project and program managers must also satisfy IT-specific P/PM requirements. For information about IT-specific P/PM requirements, see Appendix C, Federal Acquisition Certification – Project and Program Managers – Information Technology Technical Competencies.

3. **Certification levels and requirements.** Table 1-1, FAC-P/PM Experience and Training Requirements, summarize the experience and training requirements for each of the three certification levels – Entry/Apprentice, Mid-level/Journeyman, and Senior/Expert. A discussion of required competencies by level follows the table. Each FAC P/PM certification level is independent of the others – i.e., applicants for the Senior/Expert level need not have been certified at the Mid-level/Journeyman or Entry/Apprentice levels. To facilitate preparation for certification, Appendix D, Federal Acquisition Certification – Project and Program Managers – Crosswalk – Obtaining Required Competencies through Professional Certification and/or Training, contains a list of suggested courses to support competencies.   (NOTE: A combination of required experience, training, and/or professional certifications is necessary for FAC-P/PM certification.)

Table 1-1 - FAC-P/PM Experience and Training Requirements

Entry/Apprentice (Level I)	Mid-level/Journeyman (Level II)	Senior/Expert (Level III)
Experience: At least 1 year of project management experience within the last 5 years. Minimum experience should include: • constructing a work breakdown structure; • preparing project analysis documents; • tailoring acquisition documents to ensure that quality, effective, efficient systems or products are delivered; • analyzing and/or developing requirements; • monitoring performance; assisting with quality assurance; and • budget development.	**Experience**: At least 2 years of project or program management experience within the last 5 years that includes – at a minimum – experience required for the Entry/Apprentice level as well as the following: • managing requirement changes • performing market research; • developing documents for risk and opportunity management; • developing and applying technical processes and technical management processes; • performing or participating in source selection; • preparing acquisition strategies; • managing performance-based service agreements; • developing and managing a project budget; • writing a business case; and • strategic planning.	**Experience**: At least 4 years of program management experience on *federal* projects within the last 5 years that includes – at a minimum – experience required for the Mid/Journeyman level as well as the following: • experience managing and evaluating agency acquisition investment performance; • developing and managing a program budget; • building and presenting a successful business case; • reporting program results; • strategic planning; and • high-level communication with internal and external stakeholders.
Minimum Core Training: 24 hours - Basic Acquisition 24 hours - Basic Project Management 16 hours - Leadership and Interpersonal Skills 24 hours - Government-specific 24 hours - Earned Value Management and Cost Estimating	**Minimum Core Training**: 24 hours - Intermediate Project Management 16 hours - Leadership and Interpersonal Skills 24 hours - Government-specific 24 hours - Earned Value Management and Cost Estimating	**Minimum Core Training**: 24 hours - Advanced Acquisition Management 24 hours - Advanced Program/Project Management 16 hours - Leadership and Interpersonal Skills 24 hours - Government- specific 24 hours - Earned Value Management and Cost Estimating

i. **General core competencies.** The FAC-P/PM certification program emphasizes core competencies that are essential for successful program and project management. These core competencies are designed to build commonality across the federal government's acquisition workforce. FAI describes the following competencies at: http://www.fai.gov/acm/ppmcomp.asp. Future P/PM workforce requirements and emerging trends in government acquisition practices may result in the need to modify the list of essential competencies.

   (a) <u>General Business Competencies</u> include:
- Customer Service
- Decision Making
- Flexibility
- Interpersonal Skills
- Leadership
- Legal, Government and Jurisprudence
- Oral Communication
- Organizational Awareness
- Problem Solving
- Reasoning
- Team Building
- Writing

   (b) <u>Technical Competencies</u> include:
- Business Process Reengineering
- Capital Planning and Investment Assessment
- Contracting/Procurement
- Cost-Benefit Analysis
- Financial Management
- Planning and Evaluating
- Project Management
- Quality Assurance
- Requirements Analysis
- Risk Management

ii. **Specific core competencies.** The following specific core competencies apply to the three certification levels:

   (a) **Entry/Apprentice** – At this level, project managers should possess the knowledge, skills, and abilities to--

     (1) Perform as a project team member;

(2) Manage low-risk and relatively simple projects or manage more complex projects under direct supervision of a more experienced manager;

(3) Understand overall project management practices, including performance-based acquisition;

(4) Explain the requirements development processes;
.
(5) Define and construct various project documents under supervision; and

(6) Understand and participate in the definition, initiation, conceptualization, or design of project requirements.

(b) **Mid-level/Journeyman** – At this level, project or program managers should possess the knowledge, skills, and abilities to--

(1) Manage projects or program segments of low to moderate risks with little or no supervision;

(2) Apply management processes, including requirements development processes and performance-based acquisition principles, to support the agency's mission to develop an acquisition program baseline from schedule requirements, plan technology developments and demonstrations, and apply agency policy on interoperability;

(3) Identify and track actions to initiate an acquisition program or project using cost/benefit analysis;

(4) Understand and apply the process to prepare information for a baseline review and can assist in development of Total Ownership Cost (TOC) estimates; and

(5) Manage projects as well as program segments and distinguish between project and program work.

(c) **Senior/Expert** – At this level, program managers should possess the knowledge, skills, and abilities to--

(1) Manage moderate to high-risk programs or projects that require significant investment and agency knowledge and experience;

(2) Manage and evaluate a program and create an environment for program success;

(3) Manage the requirements development process, overseeing junior-level team members in creation, development, and implementation;

(4) Expertly use, manage, and evaluate management processes, including performance-based management techniques; and

(5) Expertly manage and evaluate the use of earned value management as it relates to acquisition-related investments.

4. **Continuous learning requirement.** FAC-P/PM certification lasts for 2 years. To maintain FAC-P/PM certification, project and program managers are required to earn 80 continuous learning points (CLPs) of skills currency training every 2 years. The 2-year CLP period begins on the date an individual is certified or recertified. Project and program managers are responsible for tracking and maintaining their training records[2], monitoring and managing their acquisition training needs, and notifying their immediate supervisors of ongoing training requirements for maintenance of their certifications[3]. The OPDIV ACM must monitor the continuous learning requirements to ensure certifications remain active. If the required CLPs are not earned within each 2-year period, a FAC-P/PM certification will lapse. Lapsed certifications may be reinstated when 80 CLPs have been accumulated. Continuous learning activities must be related to acquisition management or project/program management and include, but are not limited to, the following:

(a) Training activities, such as teaching, self-directed study, and mentoring;

(b) Courses completed to achieve certification at the next higher level;

(c) Professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing papers, and attending workshops;

(d) Educational activities, such as formal training and formal academic programs; and

(e) Experience, such as developmental or rotational assignments.

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[2] FAI's Acquisition Career Management Information system (ACMIS) was the central acquisition workforce information system for all civilian agencies and supported the FAC-P/PM program. In the 1st quarter of calendar year 2011, FAI is expected to launch a successor system and will issue guidance to support the new system implementation. In the interim, project and program managers are required to maintain training and certification documentation for quality assurance purposes.

[3] Appendix E has been reserved for future "Acquisition Training Management Requirements" instructions.

Additional information about continuous learning is available in Appendix F, Federal Acquisition Certification – Project and Program Managers – Guidance on Meeting Requirements for Continuous Learning Points.

B. FAC-P/PM Performance Accountability

Sound program and project management depends on the effective execution of project and program manager responsibilities. Project and program managers protect HHS' interests by ensuring, among other things, that--

1. Accurate government requirements are developed;
2. Measurable performance standards are defined; and
3. Contractor activities are managed to ensure that intended outcomes are achieved.

Accordingly, HHS recommends that immediate supervisors of project and program managers ensure that P/PM performance standards include at least one critical element that reflects their program or project management responsibilities.

CHAPTER 3

FEDERAL ACQUISITION CERTIFICATION FOR PROJECT AND PROGRAM MANAGERS

APPLICATION AND CERTIFICATION PROCEDURES

A. Basic Certification

1. **Training or education.** If competencies were attained through successful completion of training or academic courses provided at an accredited institution, the candidate must provide the institution's name, course names, course descriptions, and course completion dates with the competencies achieved using Appendix H, Federal Acquisition Certification for Project and Program Managers – Functional Transcript. (<u>NOTE</u>: Appendix D, Federal Acquisition Certification for Project and Program Managers – Crosswalk - Obtaining Required Competencies through Professional Certification and/or Training, provides a summary of suggested coursework areas required to meet essential competencies for each certification level.)

2. **Knowledge, skills, and abilities.** If competencies were attained through a demonstration of knowledge, skills, and abilities, the candidate must provide evidence thereof. If job experience is cited as the basis for attaining competencies, the candidate must provide the agency name and location, employment dates, position title, and the duties performed that provided the relevant competencies, along with a resume with references. The documentation should highlight the candidate's experience working on projects, whether as a project team member, project manager, or program manager overseeing a number of related projects. Candidates must utilize Appendix H, Federal Acquisition Certification – Project and Program Managers – Functional Transcript, to provide the requested information.

3. **Application procedures.** In accordance with the instructions provided therein, all candidates must complete, sign, and date the –

   - Federal Acquisition Certification for Project and Program Managers – Certification Action Request Form (Appendix G). NOTE: This form serves as a checklist for required supporting documentation.

   - Federal Acquisition Certification for Project and Program Managers – Functional Transcript Form (Appendix H). NOTE: This form provides an overview of the project/program manager's experience – as it relates to the specified competencies – and indicates the project's performance, and project cost, duration, scope and results.

- Federal Acquisition Certification – Project and Program Managers – Achievement of Competencies and Proficiencies Form (Appendix I). Attach all necessary information – e.g., training certificates, transcripts, or other evidence that documents the candidate has met the training requirements at the requested level. NOTE: This form primarily serves as a coversheet for training documentation.

i. **Certification Levels I and II.**

Step 1. The candidate's immediate supervisor must review Appendix G (Certification Action Request Form), Appendix H (Functional Transcript), and Appendix I (Achievement of Competencies and Proficiencies Form).

- If the immediate supervisor concurs that the candidate has met the certification action requirements for the level requested, the immediate supervisor must check the concurrence block on the Federal Acquisition Certification for Project and Program Managers – Certification Action Request Form, sign and date where indicated, and provide the certification package to the OPDIV ACM for review and concurrence.

    o If the candidate has not met the certification action requirements for the level requested, the immediate supervisor must check the non-concurrence block, provide a written rationale, sign and date where indicated, and if appropriate, develop with the candidate a plan for enhancing or adding to the individual's competencies.

Step 2. The OPDIV ACM must review Appendix G (Certification Action Request Form), Appendix H (Functional Transcript), and Appendix I (Achievement of Competencies and Proficiencies Form) for completeness and adequacy.

- If the OPDIV ACM concurs that the candidate has met the certification action requirements for the level requested, the OPDIV ACM must check the concurrence block on the Federal Acquisition Certification – Project and Program Managers – Certification Action Request Form, sign and date where indicated, and provide the certification package to the OPDIV EO or designee for review and approval.

    o If the candidate has not met the certification action requirements for the level requested, the OPDIV ACM must provide the rationale for non-concurrence in writing and return the certification request to the candidate through the individual's immediate supervisor.

Step 3. The OPDIV EO or designee must review Appendix G (Certification Action Request Form), Appendix H (Functional Transcript), and Appendix I (Achievement of Competencies and Proficiencies Form).

- If the OPDIV EO or designee agrees that the candidate has met the certification action requirements, the OPDIV EO or designee must check the approval block on the Federal Acquisition Certification – Project and Program Managers – Certification Action Request Form, sign and date where indicated, and return the certification package to the OPDIV ACM who will return the package to the candidate through the individual's immediate supervisor.

  o If the candidate has not met the certification action requirements for the level requested, the OPDIV EO or designee must check the disapproval block, sign and date where indicated, and document the rationale for disapproval. The OPDIV EO or designee must then return the disapproved certification request to the OPDIV ACM who will return the package to the candidate through the individual's immediate supervisor.

ii. **Certification Level III.**

Step 1. The candidate's immediate supervisor must review Appendix G (Certification Action Request Form), Appendix H (Functional Transcript), and Appendix I (Achievement of Competencies and Proficiencies Form).

- If the immediate supervisor concurs that the candidate has met the certification action requirements for Level III, the immediate supervisor must check the "concurrence" block on the Federal Acquisition Certification for Project and Program Managers – Certification Action Request Form, sign and date where indicated, and provide the certification package to the OPDIV Board member (primary or alternate) for review and concurrence.

  o If the candidate has not met the certification action requirements for Level III, the immediate supervisor must check the "non-concurrence" block, provide a written rationale, sign and date where indicated, and if appropriate, develop with the candidate a plan for enhancing the individual's competencies.

Step 2. The OPDIV Board member (primary or alternate) must review Appendix G (Certification Action Request Form), Appendix H (Functional Transcript), and Appendix I (Achievement of Competencies and Proficiencies Form) to ensure that the candidate's qualifications meet the specified experience and training requirements.

- If the OPDIV Board member (primary or alternate) agrees that the candidate has met the certification action requirements for Level III, the OPDIV Board member (primary or alternate) must check the "concurrence

block" on the Federal Acquisition Certification for Project and Program Managers – Certification Action Request Form, sign and date where indicated, and forward the certification package to the OPDIV ACM.

- o If the candidate has not met the certification action requirements for Level III, the OPDIV Board member must check the "non-concurrence" block, sign and date where indicated, and document the rationale for non-concurrence. The OPDIV Board member must then return the certification request to the candidate through the individual's immediate supervisor.

Step 3. The OPDIV ACM will review the application for completeness and adequacy. If the application is complete and adequate, the OPDIV ACM will check the "Reviewed" block and forward the application to the OPDIV EO. If the OPDIV ACM determines that the application is incomplete or inaccurate, he/she will coordinate with the appropriate parties for resolution prior to forwarding the application to the OPDIV EO (or designee).

- If the OPDIV EO concurs that the candidate has met the certification action requirements for Level III, the OPDIV EO must check the "concurrence" block on the Federal Acquisition Certification for Project and Program Managers – Certification Action Request Form, sign and date where indicated, and return the certification package to the OPDIV ACM. In turn, the OPDIV ACM will forward the package to the HHS FAC-P/PM Certification Board through the FAC-P/PM Program Manager.

- o If the OPDIV EO does not agree that the candidate has met the certification action requirements for Level III, the OPDIV EO must check the "non-concurrence" block, sign and date where indicated, and document the rationale for non-concurrence. The OPDIV EO must then forward the application to the OPDIV ACM who will return the package to the candidate through the individual's immediate supervisor.

Step 4. The HHS FAC-P/PM Certification Board will thoroughly review all Level III applications for Departmental certification suitability.

- If the HHS FAC-P/PM Certification Board concurs that the candidate has met the certification action requirements for Level III, the FAC-P/PM Program Manager must check the "approve the certification action" block on the Federal Acquisition Certification – Project and Program Managers – Certification Action Request Form, sign and date where indicated, and forward the certification request to the Deputy Assistant Secretary for Grants and Acquisition Policy and Accountability (DAS/GAPA) or designee for certification approval.

o If the HHS FAC-P/PM Certification Board does not agree that the candidate has met the certification action requirements for Level III, the FAC-P/PM Program Manager must check the "disapprove the certification action" block, sign and date where indicated, and document the rationale for non-concurrence. The FAC-P/PM Program Manager must then return the certification request to the OPDIV ACM, who will return the package to the candidate through the individual's immediate supervisor.

B. Certification Transfer

1. **Federal government certifications.** Since HHS honors all current FAC-P/PM certifications issued by other federal departments and agencies, a certification "transfer" need not be initiated at the time an individual becomes an HHS employee. Instead, the individual must apply for "recertification" (which will result in issuance of an HHS certification) at the time the candidate's immediate supervisor performs the bi-annual assessment to determine whether the candidate has met the FAC-P/PM CLP requirements. See Chapter 3, Section D., Recertification, for more information.

2. **Non-governmental certifications.** HHS complies with FAI's determinations as to which certifications by organizations outside the federal government are eligible for full or partial consideration under FAC-P/PM. FAI's website at: http://www.fai.gov provides more information. The candidate shall provide a copy of any such non-governmental certification when requesting a certification in HHS.

C. Certification through Fulfillment

1. **Bases for fulfillment.** Fulfillment is the process by which a candidate demonstrates the attainment of required competencies for certification through alternative training, experience, education, certification by another recognized organization, or other developmental activities. When using this process, the candidate shall provide evidence of having met the required competencies for a particular certification level.

2. **Alternative training.** If a candidate obtained competencies through courses other than those specified in Chapter 2, Table 1-1, FAC-P/PM Experience and Training Requirements, the candidate must provide for each competency the dates of the training, course descriptions, provider names, course grades (if applicable), or certificates, and the competencies achieved.

3. **Experience.** If a candidate obtained competencies through experience other than that specified in Chapter 2, Table 1-1, FAC-P/PM Experience and Training

Requirements, the candidate must list the agency, employment dates, location, position titles, a brief description and dollar amount of types of acquisitions managed (indicating whether they are the same types of acquisitions, or equivalent to those, cited in Appendix A, Federal Acquisition Certification for Project and Program Managers – HHS Projects and Programs with Associated Certification Levels), and the duties performed that provided the relevant competencies.

4. **Education.** If a candidate obtained competencies through academic courses provided at an accredited institution(s), the candidate must provide the dates of each course completed, course descriptions, institution(s) name(s), course grades or certificates (if applicable), transcripts, and competencies achieved. The candidate shall provide a copy of the transcript with the application.

5. **Application procedure.** The candidate must provide evidence of fulfillment by completing the Federal Acquisition Certification – Project and Program Managers – Competencies and Proficiencies (Certification through Fulfillment) Form (Appendix J). The application procedures and concurrences/approvals required for certifications through fulfillment are the same as those specified for basic certification at the specified certification levels – see Chapter 3, Section A, Basic Certification, for more information.

D. Recertification

1. **Requirements.** The immediate supervisor of each certified program or project manager (at any level) must review each record for evidence that the program or project manager has earned 80 CLPs in the prior 2 years. This includes program or project managers applying for recertification who have a current certification issued by another federal department or agency.

2. **Application procedures.** The application procedures and concurrences/approval required for re-certification are essentially the same as those for basic certification at the specified certification levels (See Chapter 3, Section A, Basic Certification, for more information) with the following exceptions:

   i. Individuals requesting recertification shall submit a properly completed Federal Acquisition Certification – Project and Program Managers – Certification Action Request Form (Appendix G) at least 30 days prior to the expiration of the current certification, with a copy of the current certification and proof of earning at least 80 CLPs in the 2 years since certification – see Federal Acquisition Certification – Project and Program Managers – Continuous Learning Points Form (Appendix K) that the individual must also complete.

   ii. Unlike the procedure for basic certification, the candidate should not complete or attach the FAC-P/PM Achievement of Competencies and Proficiencies Form (Appendix I) unless requested by the immediate supervisor.

E. Certification Waivers

1. **Requirements.** For current program/project managers and future candidates, waivers for additional time to complete certification requirements are *not* necessary for the first year following an assignment[4] to a major capital investment and for 2 years following an assignment to a non-major capital investment. For waivers beyond that period (for up to 1 additional year), the DAS/GAPA or designee has delegated the authority to approve waiver requests for all certification levels to the HHS CIO (for IT programs and projects) and the Deputy Assistant Secretary for Facilities Management (DASFM) (for construction programs and projects). Waiver requests for additional time beyond the additional 1-year waiver period may only be approved by the DAS/GAPA or designee. However, approval of a waiver request does not relieve project and program managers from meeting the certification requirement. OPDIVs may not circumvent the FAC-P/PM certification process by rotating program/project managers. (<u>NOTE</u>: Unlike FAC-P/PM certifications, waivers issued by other federal departments and agencies do not transfer to HHS, since a waiver is agency specific.)

2. **Application procedure.** The candidate must complete the Federal Acquisition Certification – Project and Program Managers – Certification Waiver Request Form (Appendix L) in accordance with the instructions provided therein.

   The application procedure and concurrences required at the OPDIV level for waivers are generally the same as those specified for basic certification at the specified certification levels. However, the OPDIV EO functions in a "concurrence/non-concurrence" capacity for waiver requests rather than in an "approval/disapproval" capacity. Accordingly, for waiver requests up to 1 year, after concurrence by the OPDIV EO or designee, the OPDIV ACM must provide the waiver request directly to HHS OCIO or OFMP for review and approval, depending on the type of acquisition(s) for which program or project managers will be responsible. The responsible office will either approve or disapprove the waiver request.

   For waiver requests beyond an approved 1-year waiver period, after concurrence by the OPDIV EO, the OPDIV ACM must provide the waiver request to the HHS DAS/GAPA or designee through the FAC-P/PM Program Manager and the HHS Certification Board. The DAS/GAPA or designee will either approve or disapprove the waiver request.

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[4] For current program/project managers, "assignment" means the effective date of this FAC-P/PM guidance.

Federal Acquisition Certification for Project and Program Managers
HHS Projects and Programs with Associated Certification Levels

A. IT Capital Investments. HHS' OCIO defines capital investments in IT as follows: (<u>NOTE</u>: See also "HHS Policy for Information Technology (IT) – Capital Planning and Investment Control (CPIC)" at: <u>http://www.hhs.gov/ocio/policy/2005-0005p.html#one5</u>.)

Major capital IT investments, which require FAC-P/PM Senior/Expert Level III certification for project and program managers, are defined as those IT investments that--

- have total planned outlays (i.e., Development, Modernization, Enhancement (DME) and Steady State) of $10 million or more in the budget year;
- are for financial management and obligate more than $500,000 annually;
- are otherwise designated by the HHS CIO as critical to the HHS mission or to the administration of HHS programs, finances, property or other resources; and
- have life-cycle costs equal to or greater than $50 million.

Tactical capital IT investments, which require FAC-P/PM Mid-level/Journeyman Level II certification for project and program managers, are defined as those IT investments that have not been designated as major capital investments and--

- have planned total outlays (i.e., DME and Steady State) of $3 million or more in the budget year; and
- are otherwise designated by the HHS CIO as significant to the HHS mission or to the administration of HHS programs, finances, property or other resources.

Supporting capital IT investments, which require FAC-P/PM Entry/Apprentice Level I certification for project and program managers, are defined as those IT investments not otherwise designated as major or tactical and--

- have planned total outlays (i.e., DME and Steady State) of less than $3 million in the budget year; and
- have been designated by the HHS CIO as supporting IT investments.

B. Construction Capital Investments. HHS' OFMP has defined a three-tiered capital facilities review procedure supported by the HHS budget formulation process for capital construction projects. The approval authorities are based on

the full costs of each project considering all sources of funds. (<u>NOTE</u>: Definitions of construction, improvement, repair, and maintenance projects, as well as an explanation of the Capital Investment Review Board (CIRB)/Assistant Secretary for Administration (ASA) project review process, are specified in detail in Volume 1 of the HHS Facility Program Manual available at: http://www.hhs.gov/asam/ofmp/index.html).

Major capital construction investments, which require FAC-P/PM Senior/Expert Level III certification for project and program managers, are defined as those HHS construction projects that--

- require review and approval by the CIRB;
- have a total project cost of $10M or more or include land acquisition;
- are Department-wide investments that affect multiple organizations; and
- are investments that have a significant impact on a single OPDIV or that the OFMP determines may have significant risks; high development, operating or maintenance costs; or high public visibility;

Tactical capital construction investments, which require FAC-P/PM Mid-level/Journeyman Level II certification for project and program managers, are defined as those construction projects that have not been designated as major capital investments and that--

- require review and approval by the Assistant Secretary for Administration and Management; and
- exceed current OPDIV approval authority of under $1M for construction, $2M for improvements, and $5M for repairs.

Supporting capital construction investments, which require FAC-P/PM Entry/Apprentice Level I certification for project and program managers, are defined as those construction projects that have not been designated as major or tactical capital investments and that--

- OPDIVs with real property authority are responsible for review and approval;
- are under $1M for construction, $2M for improvements and $5M for repairs; and
- are maintenance projects.

Federal Acquisition Certification for Project and Program Managers
Roles and Responsibilities

A. Deputy Assistant Secretary – Office of Grants and Acquisition Policy and Accountability (DAS/GAPA) oversees the HHS FAC-P/PM program, including--

1. approving or disapproving FAC-P/PM Level III certification requests, waiver requests for designated projects, and waiver requests beyond the additional 1-year waiver period; and

2. delegating authority to various officials in HHS and the OPDIVs to administer HHS' FAC-P/PM program at the OPDIV level.

B. Chief Information Officer and, when applicable, Deputy Assistant Secretary for Facilities Management is responsible for--

1. identifying function-specific training requirements and other workforce development strategies; and

2. approving Level I and II waiver requests for designated projects.

C. HHS Office of Acquisition Policy, in coordination with the OCIO and, as applicable, OFMP, develops and maintains HHS policies for P/PM workforce management, consistent with OFPP guidance.

D. Departmental Acquisition Career Manager, who also serves as the Departmental FAC-P/PM Program Manager, administers HHS' FAC-P/PM certification program, including:--

1. facilitating meetings of HHS' FAC-P/PM Certification Board, including

   i. inviting representatives from ASFR/OGAPA/DA, ASA/OCIO, ASA/OFMP, and ASA/OHR, as appropriate;
   ii. preparing an agenda for each meeting;
   iii. reviewing certification and waiver applications for completeness and sufficiency prior to meetings; and
   iv. documenting Board decisions;

2. establishing and maintaining standards, in coordination with OPDIV Executive Officers and ACMs, for OPDIV certification of Level I and Level II project and program managers;

3. in conjunction with the OPDIVs, estimating and requesting a training budget for the program and project manager workforce and supporting FAC-P/PM training dollars in budget negotiations;

4. setting standards for P/PM recordkeeping, including waivers, certificates, and proofs of completion of applicable coursework;

5. coordinating with OPDIV ACMs to ensure accurate and consistent data is maintained in the ACMIS on those individuals serving as HHS program or project managers;

6. serving as principal liaison for, and advisor to, OPDIV ACMs for--

   i. communicating training opportunities to OPDIV ACMs; and
   ii. communicating federal mandates as they relate to FAC-P/PM certification; and

7. disseminating relevant P/PM workforce information to OPDIV ACMs; and to HHS CIO, Facilities Management, and Chief Human Capital Officer communities.

E. **HHS FAC-P/PM Certification Board** evaluates P/PM Level III certification requests and certain waiver requests and serves in an advisory capacity to the DAS/GAPA or designee on all such requests. *Board members may not evaluate or vote on their own FAC-P/PM applications. In such cases, recusal is mandatory.*

F. **Acquisition Career Manager (OPDIV-level)** is responsible for--

1. administering the OPDIV's FAC-P/PM certification program, including maintaining copies of waivers, certificates, and proof of completion of applicable coursework;

2. disseminating pertinent FAC-P/PM information to program communities;

3. concurring or non-concurring with certification applications or waivers;

4. identifying training requirements, preparing cost estimates, and requesting funding to train the P/PM workforce;

5. coordinating with program office personnel to ensure accurate and consistent FAC-P/PM data is tracked and maintained;

6. informing project and program managers of training opportunities; and

7. ensuring that the training meets FAC-P/PM program requirements.

G. Immediate Supervisors of Project and Program Managers are responsible for--

1. ensuring that the program and project manager's FAC-P/PM certificate level is commensurate with the assigned program or project;
2. reviewing and concurring/non-concurring in certification actions requested by an individual;

3. in conjunction with the individual, developing and updating an Individual Development Plan (IDP), including mandatory and continuing education requirements and other requirements of this handbook; and

4. ensuring that individuals' continuous learning requirements are met.

H. Project and Program Managers[5] are responsible for--

1. developing and updating with their immediate supervisors an IDP that incorporates core competencies, education, training, experience, and continuous learning requirements;

2. completing the application process to obtain required certifications; and

3. attaining and remaining current in core competencies, training, experience, and continuous learning requirements, as reflected in their IDPs; and, as applicable, maintaining certification.

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[5] See Appendix D of the Office of Federal Procurement Policy Memorandum, "The Federal Acquisition Certification for Program and Project Managers," (April 25, 2007) for the relationship between Project and Program Managers and the distinction between projects and programs.

Federal Acquisition Certification for Project and Program Managers
Information Technology Technical Competencies

In addition to the competencies required of all project and program managers for FAC-P/PM certification, to be certified as an IT program or project manager, an individual should attain/demonstrate specific knowledge, skills, and abilities for the IT program/project management technical competencies outlined below. Please consult with your immediate supervisor for additional information.

Technical Competency	Description
Configuration Management	Knowledge of the principles and methods for planning or managing the implementation, update, or integration of information systems components.
Data Management	Knowledge of the principles, procedures, and tools of data management, such as modeling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes.
Information Management	Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.
Information Resources Strategy and Planning	Knowledge of the principles, methods, and techniques of information technology (IT) assessment, planning, management, monitoring, and evaluation, such as IT baseline assessment, interagency functional analysis, contingency planning, and disaster recovery.
Information Systems/Network Security	Knowledge of methods, tools, and procedures, including development of information security plans, to prevent information systems vulnerabilities, and provide or restore security of information systems and network services.
Information Technology Architecture	Knowledge of architectural methodologies used in the design and development of information systems, including the physical structure of a system's internal operations and interactions with other systems.
Information Technology Performance Assessment	Knowledge of the principles, methods, and tools (for example, surveys, system performance measures) to assess the effectiveness and practicality of information technology systems.
Infrastructure Design	Knowledge of the architecture and typology of software, hardware, and networks, including LANS, WANS, and telecommunications systems, their components and associated protocols and standards, and how they operate and integrate with one another and with associated controlling software.
Systems Integration	Knowledge of the principles, methods, and procedures for installing, integrating, and optimizing information systems components.
Systems Life Cycle	Knowledge of systems lifecycle management concepts used to plan, develop, implement, operate, and maintain information systems.
Technology Awareness	Knowledge of developments and new applications of information technology (hardware, software, telecommunications), emerging technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements.

Federal Acquisition Certification for Program and Projects Managers
Training Crosswalk: Obtaining Required Competencies through Professional Certification and/or Training

(Please see Chapter 2, Table 1-1 "FAC-P/PM Training and Experience Requirements" for years of experience needed for certification)

FAC-P/PM Entry-Level/Apprentice

FAC-P/PM Required Competencies	Professional Certification accepted as fulfillment for training	Training *(Applicants may substitute similar courses from training providers other than those listed below.)*
Acquisition: A solid understanding in the concepts of basic acquisition enabling the individual to: • Explain the requirements development process; • Define concept selection; • Recognize technology development process; and • Perform a business strategy for market research (FAR Parts 10 and 12) including socio-economic considerations	None	A minimum of 24 hours of coursework in basic acquisition covering the competencies listed, **or** completion of **one** of the following courses or equivalent: Basic COTR Training (5-days) FAI: Performance-Based Acquisitions (5-days) FAI: CON 100 – Shaping Smart Business Arrangements (5-days) DAU: CON 110 – Mission Support Planning (40-CLPs online)

Project Management: An understanding of the tools, processes and concepts of basic project management that enable the individual to:
• Prepare project components to the task level in preparation for developing the Work Breakdown Structure (WBS)
• Define requirements in terms of performance-based outcomes, where appropriate;
• Recognize the role of an estimate in Total Ownership Cost (TOC)/Life Cycle Cost process;
• Recognize the risk and opportunity management process;
• Recognize systems life cycle management concepts used for information systems;
• Recognize the need for a comprehensive Test and Evaluation (T&E) program; and
• Recognize the need to implement alternative logistics support.
	Certified Associate in Project Management **(CAPM)** **OR** Master's Certificate in Project Management **OR** Project Management Professional **(PMP)**	A minimum of 24 hours of coursework in basic project management covering the competencies listed, or completion of the following coursework or equivalent:
		
		See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework:
		
		      Introduction to Project Management for Project and Program Managers (3-days)
		
		OR
		
		DAU: CLE 017 – Technical Planning (3 CLPs)
		         CLM 013 – Work Breakdown Structure (6 CLPs)
		         CLM 021 – Intro to Reducing TOC (3 CLPs)
		         CLE 003 – Technical Reviews (3 CLPs)
		         CLM 047 – Fiscal and Physical Accountability (2 CLPs)
		         CLM 031 – Improved Statements of Work T&E (4 CLPs)
		         CLE 001 – Value Engineering–Logistics Support (3 CLPs)
		
		NOTE: All DAU classes for this category are online.

FAC-P/PM Entry-Level/Apprentice

FAC-P/PM Required Competencies	Professional Certification accepted as fulfillment for training	Training *(Applicants may substitute similar courses from training providers other than those listed below.)*
Leadership: Experience and knowledge of how to employ effective leadership and interpersonal skills to include: • Effective oral and written communications; • Understanding of the functions of membership in a working group or project oriented team; • Customer service; • Conflict management; and • Accountability.	Certified Associate in Project Management **(CAPM)** <u>OR</u> Master's Certificate in Project Management <u>OR</u> Project Management Professional **(PMP)**	A minimum of 16 hours of coursework in employing effective leadership and interpersonal skills and covering the competencies listed, <u>or</u> completion of the following courses or equivalent. *See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework:* Introduction to Leadership for Project and Program Managers (16 CLPs)
Government Specific: Knowledge of government-specific contract and project management regulations and best practices that prepares the individual to: • Become aware of a process by which the efforts of all acquisition personnel are integrated through a comprehensive plan; • Recognize a need for the Project/Program Manager to participate in pre-award actions required by acquisition planning (FAR Part 7.1); • Recognize the need for a comprehensive program specification and requirements statement that fully and correctly define the program; • Recognize the need to formulate a source selection plan that allows for best value selection from competitive solicitations; • Recognize the need for establishment of negotiated baseline of performance; • Recognize the need to oversee application of Total Life Cycle Systems Management (TLCSM); and • Discuss Management's Responsibility for Internal Control (OMB Circular A-123) and Capital Asset Planning (OMB Exhibit 300).	None	A minimum of 24 hours of coursework that is government-specific and covers the competencies listed, <u>or</u> the completion of the following course or equivalent. FAI: Government Specific Capstone Course for FAC-P/PM Level I (40 CLPs)

FAC-P/PM Entry-Level/Apprentice

FAC-P/PM Required Competencies	Professional Certification accepted as fulfillment for training	Training *(Applicants may substitute similar courses from training providers other than those listed below.)*
Earned Value Management and Cost Estimates: An understanding of the concepts, tools, and processes in Earned Value Management (EVM) and preparing cost estimates that enable the individual to: • Recognize EVM policies, methodologies, and software for performance measurement of programs; • Identify management techniques; • Recognize the need for an Integrated Baseline Review process; • Recognize allocation of funds within appropriation categories and use of funds from each appropriation; • Identify the information system for financial management reporting; and • Be knowledgeable of a cost estimating process, methods, techniques, analytical principles, data, confidence bands, specialized costing, application of OMB A-94, *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs*, and management applications.	Master's Certificate in Project Management **OR** Project Management Professional **(PMP)**	A minimum of 24 hours in Earned Value Management (EVM) and cost estimates training, **or** completion of the following course. *See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework:* Introduction to Earned Value Management and Cost Estimating (24 CLPs)

FAC-P/PM Mid-level/Journeyman

FAC-P/PM Required Competencies	Professional Certification accepted as fulfillment for training	Training* *(Applicants may substitute similar courses from training providers other than those listed below.)*
Project Management II: An understanding of the tools, processes and concepts of intermediate project management that enable the individual to: • Develop and document an integrated master schedule; • Assist in the development of an estimate of Total Ownership Cost (TOC); • Clearly define requirements to meet needs including, where appropriate, performance-based outcomes and setting performance standards; • Formulate the key features of a risk/opportunity management process; • Establish a requirements development process that provides traceability back to user-defined capabilities; • Formulate the key features of the T&E program, including modeling and simulation; and • Develop a life-cycle plan for delivering, maintaining, and retiring a product that includes supply chain considerations.	Project Management Professional **(PMP)**	A minimum of 24 hours of coursework in intermediate project management covering the competencies listed, **or** completion of the following coursework or equivalent. *See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework:* Intermediate Project Management for I.T. Project and Program Managers (24 CLPs)
Leadership II: Knowledge of techniques and experience employing effective leadership and interpersonal skills to include: • Partnering; • Entrepreneurship; • Strategic Thinking; • Team Building/IPT • Conflict Management; • Creativity/Innovation; and • Leveraging Diversity.	Project Management Professional **(PMP)**	A minimum of 16 hours of coursework in employing correct and effective leadership and interpersonal skills and covering the competencies listed, or completion of **all** of the following courses or equivalent. See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework: Intermediate Leadership Skills for Project and Program Managers (16 CLPs)

FAC-P/PM Mid-level/Journeyman

FAC-P/PM Required Competencies	Professional Certification accepted as fulfillment for training	Training* *(Applicants may substitute similar courses from training providers other than those listed below.)*
Government Specific II: Knowledge of government-specific contract and project management regulations and best practices that prepares the individual to: • Develop an overall strategy for managing the acquisition, coordination, and development of the acquisition strategy to include socioeconomic considerations; • Identify key features in terms of pre-award actions required by acquisition planning (FAR Subpart 7.1); • Formulate key features of a comprehensive program specification and requirements statement; • Identify and develop source selection criteria, including risk analysis method (FAR Part 15.3); • Identify and track contract performance and administrative actions; • Conduct financial planning and execution reviews; • Build program and project plans in accordance with Management's Responsibility for Internal Control (OMB Circular A-123) and Capital Asset Planning (OMB Exhibit 300); and • Use strategic sourcing when building and finalizing requirements across the program.	None	A minimum of 24 hours of coursework that is government-specific and covers the competencies listed, or the completion of **one** of the following courses or equivalent. FAI: Government Specific Capstone Course for FAC-P/PM Level II (5-days) **OR** DAU: CON 214 – Business Decisions for Contracting (40 CLPs online) **Pre-requisite CON 112**
Earned Value Management and Cost Estimates II: An understanding of the concepts, tools, and processes in Earned Value Management (EVM) and in preparing cost estimates that enable the individual to: • Identify the information system for financial management reporting; • Conduct EVM analysis and implementing changes based on analysis; • Analyze resource needs for management, including planning for an EVM program linked to risk; and • Apply business process re-engineering methods for continuous process improvement.	Project Management Professional **(PMP)**	A minimum of 24 hours in Earned Value Management (EVM) and cost estimates. Candidates may attend various conferences, workshops, and/or forums on EVM and related topics in an effort to accumulate up to 24 CLPs in the subject/content area. In addition, the candidate may also present an EVM workshop and be granted CLPs for the development and presentation of information in the arena of EVM.

FAC-P/PM Senior-Level/Expert

Required Competencies	Professional Certification accepted as fulfillment for training	Training* *(Applicants may substitute similar courses from training providers other than those listed below.)*
Advanced Acquisition Management III: Knowledge of concepts and best practices involved in acquisition and contract management that enables the individual to: • Manage a departmental/agency effort; • Direct the development of concepts, requirements, and project documents related to the program; • Manage the preparation of a program's acquisition strategy; • Maximize the use of performance-based acquisition principles; • Manage team activities in appropriate market research and acquisition of commercial items in accordance with FAR Parts 10 and 12; and • Direct requirements baselining, change processes, and resourcing.	None	A minimum of 24 hours of learning in advanced acquisition management or completion of one of the following courses or equivalent. *See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework:* Advanced Acquisition Management for Project and Program Managers (24 CLPs) Federal Appropriations Law (24 CLPs)
Project Management III: Understanding of the tools, processes and concepts of advanced project management that provide skills in: • Coordinating an integrated master plan for life-cycle management and support; • Interpreting and overseeing application of department/ODIV financial policies and directives as it relates to program and resource management; • Directing and monitoring risk management processes and making adjustments as necessary; • Overseeing a comprehensive test and evaluation program; • Examining and implementing innovative, alternative logistics support practices; and • Ensuring adequate staffing and resources across the program lifecycle.	Program Management Professional **(PgMP)**	A minimum of 24 hours of coursework in advanced project or program management covering the competencies listed. *See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework:* Advanced Project Management III for Project and Program Managers (24 CLPs)

FAC-P/PM Senior-Level/Expert

Required Competencies	Professional Certification accepted as fulfillment for training	Training* *(Applicants may substitute similar courses from training providers other than those listed below.)*
Leadership III: Knowledge of techniques and experience employing effective leadership and interpersonal skills to include: • Delivering effective presentation to senior level audiences through practice and instruction; • Building and directing high-powered teams; • Creating a culture of development and accountability; and • Communicating a compelling vision that generates excitement, enthusiasm, and commitment among team members.	None	A minimum of 16 hours of coursework in employing correct and effective leadership and interpersonal skills and covers the competencies listed, or the completion of the following courses or equivalent. *See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework:* Advanced Leadership III for Project and Program Managers (16 CLPs)
Government Specific III: Knowledge of government-specific contract and project management regulations and best practices that prepares the individual to: • Work with a warranted Contracting Officer and develop the overall strategy for managing the acquisition; • Participate in pre-award actions required by acquisition planning (FAR Part 7.1); • Apply appropriate principles of OMB Circular A-123, *Management's Responsibility for Internal Controls*; • Direct completion of successful Capital Asset Plan (OMB Exhibit 300); • Employ strategic planning and resource management in the federal environment (budget cycle, paperwork, and congressional considerations); • Apply principles of contract and fiscal laws regulations (anti deficiency, procurement integrity, and specific purpose statutes) as they pertain to development of program funding contracts, and strategies; and • Manage program in accordance with the agency's and OMB's planning, programming, and budgeting process, as appropriate.	None	A minimum of 24 hours of coursework that is government-specific and covers the competencies listed, or the completion of the following courses or equivalent. *See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework:* Advanced Government Specifics III for Project and Program Managers (24 CLPs) **OR** FAI: Government Specific Capstone Course for FAC-P/PM Level III (5-days)

FAC-P/PM Senior-Level/Expert

Required Competencies	Professional Certification accepted as fulfillment for training	Training* *(Applicants may substitute similar courses from training providers other than those listed below.)*
Earned Value Management and Cost Estimates III: An understanding of the concepts, tools, and processes in Earned Value Management (EVM) and in preparing cost estimates that enable the individual to: • Direct and manage EVM implementation across the program spectrum; and • Use advance project management skills with extensive EVM capabilities.	None	A minimum of 24 hours in Earned Value Management (EVM) and cost estimates training, or completion of the following course. *See FAI's FAC-P/PM Vendor Consortium or your ACM for approved vendors that provide the following coursework:* Advanced Earned Value Management and Cost Estimates III for Project and Program Managers (24 CLPs)

Acquisition Training Management Requirements

FAI's Acquisition Career Management Information System (ACMIS) was the central acquisition workforce information system for all civilian agencies and supported the FAC-P/PM program. In the 1st quarter of calendar year 2011, FAI is expected to launch a successor system and will issue guidance, as necessary, to support the new system implementation. In the interim, project and program managers are required to maintain training and certification documentation for quality assurance purposes.

Once the successor system is operational, project and program managers may wish to maintain a print-out of the records for back-up purposes. Project and program managers must enter their pertinent training and certification information in the successor system once operational.

Federal Acquisition Certification for Project and Program Managers
Guidance on Meeting Requirements for Continuous Learning Points

These guidelines reflect best-in-practice recommendations for continuous learning. HHS and its OPDIVs retain flexibility, and supervisors remain responsible, for working with project and program managers to identify those activities and opportunities of greatest benefit to the professional development of an individual. The training, professional activities, education, and experience that are used to meet the CLP requirements must be job-related. To maintain FAC-P/PM, certified project and program managers <u>must</u> earn 80 CLPs of skills currency training every 2 years.

A. Training

1. Completing awareness training. Periodically, HHS and its OPDIVs conduct briefing sessions to acquaint the workforce with new or changed policy.

2. Completing learning modules and training courses. These may be formal or informal offerings from a recognized training organization, including in-house training courses/sessions.

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 immediate supervisor.

4. Teaching. Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules.

5. Mentoring. Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved.

NOTE: Table below provides sample training activities and the recommended number of CLPs for each activity.

SAMPLE ACTIVITIES	RECOMMENDED NUMBER OF CLPs/HOURS
Active Association Membership (in relevant contract, project//program management, and/or acquisition associations)	Up to 5 CLPs for actively participating in a membership year **OR** 1 CLP for each 60 minutes of activity attended during the certification period
Professional publication of acquisition-related articles, program management, technical papers, etc.	20 CLPs for articles 25 CLPs for technical paper
Formal rotational assignments	Up to 16 CLPs per certification period
Formal mentoring	Up to 16 CLPs per certification period
Conference presentations, training or seminar delivery	8 CLPs for a 60 minutes first-time presentation (7 CLPs for preparation, 1 CLP for presenting). 3 CLPs will be granted for repeat delivery of same material.
Specials team leadership activities for new products/activities outside of routine job requirements	Up to 16 CLPs per certification period.
Professional examination, license, or certification	Up to 16 CLPs per certification period
1 Continuing Education Unit (CEU)	10 CLPs
Professional Development Unit (PDU), or Professional Development Hour (PDH)	1 CLP
1 college credit or American Council on Education (ACE) credit in relevant contract, project/program management, and/or acquisition courses.	12 CLPs
Acquisition Related Conference attendance	1 CLP for each 50 minute presentation attended

NOTE: All activities must correlate with job duties and may earn points only in the year accomplished, awarded, or published.

B. Professional Activities

1. Participating in organizational management. Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the leadership of the organization will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that one is permitted to do under current ethics statutes and regulations. 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, and 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. If the employee is presenting, because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation, as well as the time for the actual presentation.

3. Publishing. Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points may be awarded only in the year published.

4. Participating in workshops. Points may be awarded for workshops with planned learning outcomes.

C. Other Formal Education

1. Formal training. Immediate supervisors 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.

2. Formal academic programs. For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A 3-hour credit course would be worth 3 CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

D. Experience

Experience includes on-the-job experiential assignments and intra- or inter-organizational rotational career-broadening and developmental experiences. Longer assignments are assumed to be more beneficial than shorter ones. The supervisor may feel that an individual deserves more or fewer than those shown in the table. In determining CLPs for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to the agency and the immediate benefit to the

individual's employing organization and the individual. 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 activities are to be used to earn CLPs in lieu of formal training, 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. Completion 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. Such documentation should be addressed when completing the Federal Acquisition Certification – Project and Program Managers – Continuous Learning Points Form in Appendix K of this handbook.

Federal Acquisition Certification for Project and Program Managers
Certification Action Request Form

PART A – APPLICANT IDENTIFICATION

Enter the following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____ Phone _____ Fax _____

Organization Name _____

Organization Address _____

Title, Series, Grade _____

❑ Information Technology Application
❑ Construction Application

PART B – CERTIFICATION ACTION TYPE

Indicate the type of certification action requested by checking the appropriate blocks. (NOTE: This form cannot be used to request a certification waiver – use the *Federal Acquisition Certification – Project and Program Managers – Certification Waiver Request form in Appendix L.)*

1. ❑ **Basic Certification**

   ❑ Entry/Apprentice ❑ Mid-level/Journeyman ❑ Senior/Expert

2. ❑ **Certification through Fulfillment**

   ❑ Entry/Apprentice ❑ Mid-level/Journeyman ❑ Senior/Expert

3. ❑ **Recertification**

   ❑ Entry/Apprentice ❑ Mid-level/Journeyman ❑ Senior/Expert

PART C – INFORMATION SUPPORTING THE CERTIFICATION ACTION

Indicate, by checking the appropriate blocks, the information completed and provided as attachments to support the certification action request:

❑ Appendix H, "Federal Acquisition Certification – Project and Program Managers – Functional Transcript," (include copies of certificates, diplomas, transcripts, or other forms of experience and training documentation)

❑ Appendix I, "Federal Acquisition Certification – Project and Program Managers – Achievement of Competencies and Proficiencies Form"

❑ Appendix J, "Federal Acquisition Certification – Project and Program Managers – Competencies and Proficiencies (Certification through Fulfillment) Form

❑ Appendix K, "Federal Acquisition Certification – Project and Program Managers – Continuous Learning Points Form" to support achievement of 80 CLPs within the last 2 years

❑ Copy of current HHS certification

❑ Copy of FAC-P/PM certification issued by another federal agency

❑ Copy of other types of certifications currently held:

    ❑ FAC-C   ❑ FAC-COTR   ❑ Other (specify): _____

PART D – SIGNATURES

1. Applicant's certification (Levels I, II, and III):

I certify that the information provided is accurate, current, complete, and fully supports the certification action request.

Applicant's signature _____Date_____

Signatures Required for Certification Levels I and II:

2. Immediate supervisor's concurrence/non-concurrence (Levels I and II only):

I have reviewed and discussed with **[applicant's name]** the certification action request and the information provided in support thereof. Based on pertinent job performance (if any) and the information provided, I

❑ concur with the certification action   ❑ do not concur with the certification action

❑ Rationale for non-concurrence, if applicable:
_____
_____

Typed or printed name _____

Signature _____   Date _____

3. OPDIV Acquisition Career Manager concurrence/non-concurrence (Levels I and II only):

I have reviewed the certification action request and the information provided in support thereof. Based on the information provided, I

❑ concur with the certification action   ❑ do not concur with the certification action

❑ Rationale for non-concurrence, if applicable:
_____
_____

Typed or printed name _____

Signature _____   Date _____

4. OPDIV Executive Officer approval/disapproval (Levels I and II only):

I have reviewed the certification action request and the information provided in support thereof. Based on the information provided, I

❑ approve the certification action   ❑ do not approve the certification action

❑ Rationale for disapproval, if applicable:
_____
_____

2. Immediate supervisor's concurrence/non-concurrence (Level III):

I have reviewed and discussed with **[applicant's name]** the certification action request and the information provided in support thereof. Based on pertinent job performance (if any) and the information provided, I

❑ concur with the certification action ❑ do not concur with the certification action
❑ Rationale for non-concurrence, if applicable:

_____
_____

Typed or printed name _____

Signature _____ Date _____

3. OPDIV Board Member concurrence/non-concurrence (Level III):

I have reviewed the certification action request and the information provided in support thereof. Based on the information provided, I

❑ concur with the certification action ❑ do not concur with the certification action
❑ Rationale for non-concurrence, if applicable:

_____
_____

Typed or printed name _____

Signature _____ Date _____

4. OPDIV Acquisition Career Manager review & tracking (Level III):

❑   I have reviewed the certification action request and the information provided in
          support thereof (See FAC-P/PM Handbook, Chapter 3, Section A, Paragraph ii).
Typed or printed name _____

Signature _____ Date _____

5. OPDIV Executive Officer concurrence/non-concurrence (Level III):

❑ concur with the certification action ❑ do not concur with the certification action
❑ Rationale for non-concurrence, if applicable:

_____
_____

Typed or printed name _____

Signature _____ Date _____

6. HHS FAC-P/PM Program Manager approval/disapproval (Level III):

The FAC-P/PM Board Members have reviewed **[applicant's name]** certification action request and the information provided in support thereof. Based on the information provided, the Board will –

❑ approve the certification action   ❑ disapprove the certification action.

❑ Rationale for disapproval, if applicable:
_____
_____

Typed or printed name of FAC-P/PM Program Manager _Judith L. Button_____

Signature _____   Date _____

Federal Acquisition Certification for Project and Program Managers
Functional Transcript

Enter the following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____ Phone _____ Fax _____

Organization Name _____

Organization Address _____

Title, Series, Grade _____

❑ Information Technology Application
❑ Construction Application

Please provide employment dates, agency/firm, position title, accomplishment narratives (as applicable – performance achieved and project cost, duration, scope and results), and years of experience for each competency listed below. Applicants may delete unused qualification sections (e.g., If an applicant is providing narratives for Level II, he/she may delete Level I (L1) and Level III (L3) Qualifications sections).

Level I (L1) Qualifications

❑ Professional Experience Profile for FAC-P/PM **Level I** Qualifications:

> My experience includes at least 1 year of project management within the last 5 years. My knowledge and abilities applicable to Level I competencies are described in the narratives below.

L1/Competency 1: Constructing a Work-Breakdown Structure
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

- Briefly describe your experience relating to constructing a work-breakdown structure. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L1/Competency 2: Preparing Project Analysis Documents
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to preparing project analysis documents. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L1/Competency 3: Tailoring Acquisition Documents to Ensure that Quality, Effective, Efficient Systems or Products are Delivered
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to tailoring acquisition documents to ensure that quality, effective, efficient systems or products are delivered. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L1/Competency 4: Analyzing and/or Developing Requirements
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to analyzing and/or developing requirements. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L1/Competency 5: Monitoring Performance
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to monitoring performance. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L1/Competency 6: Assisting with Quality Assurance
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to assisting with quality assurance. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L1/Competency 7: Budget Development
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to budget development. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

Level II (L2) Qualifications

❑ Professional Experience Profile for FAC-P/PM **Level II** Qualifications:

My experience includes at least 2 years of program or project management experience within the last 5 years. My knowledge and abilities applicable to Level II competencies is stated as narratives below.

L2/Competency 1: Performing Market Research
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to performing market research. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L2/Competency 2: Developing Documents for Risk and Opportunity Management
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to developing documents for risk and opportunity management. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L2/Competency 3: Developing and Applying Technical Processes and Technical Management Processes
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to developing and applying technical processes and technical management processes. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L2/Competency 4: Performing or Participating in Source Selection
- Employment dates:
- Agency/Firm:

- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to performing or participating in source selections. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L2/Competency 5: Preparing Acquisition Strategies
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to preparing acquisition strategies. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L2/Competency 6: Managing Performance-Based Service Agreements
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to managing performance-based service agreements. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L2/Competency 7: Developing and Managing a Project Budget
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to developing and managing a project budget. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L2/Competency 8: Writing a Business Case
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to writing a business case. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L2/Competency 9: Strategic Planning
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to strategic planning. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

Level III (L3) Qualifications

❑ Professional Experience Profile for FAC-P/PM **Level III** Qualifications:

My experience includes at least 4 years of program and project management experience within the last 5 years on *federal* projects and/or programs. My knowledge and abilities applicable to Level III competencies is stated as narratives below.

L3/Competency 1: Managing and Evaluating Agency Acquisition Investment Performance
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to managing and evaluating agency acquisition investment performance. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L3/Competency 2: Developing and Managing a Program Budget
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to developing and managing a program budget. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L3/Competency 3: Building and Presenting a Successful Business Case
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to building and presenting a successful business case. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L3/Competency 4: Reporting Program Results
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to reporting program results. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L3/Competency 5: Strategic Planning
- Employment dates:

- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to strategic planning. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

L3/Competency 6: High-Level Communication with Internal and External Stakeholders
- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):
- Briefly described your experience relating to high-level communication with internal and external stakeholders. Be sure to include performance achieved and project cost, duration, scope and results – as applicable:

PART C – SIGNATURE

I certify that the information provided is accurate, current, complete, and fully supports the certification action request.

Applicant's signature _____Date_____

Federal Acquisition Certification for Project and Program Managers
Achievement of Competencies and Proficiencies Form

Use this form to supplement the Federal Acquisition Certification – Project and Program Managers – Certification Action Request Form in Appendix G if you are requesting basic FAC-P/PM certification. Provide documentation of achievement for each of the competencies listed for each certification level – e.g., Acquisition, Project Management, Leadership and Interpersonal Skills, Government-specific, and Earned Value Management and Cost Estimating. (NOTE: This form should not be used when requesting certification through fulfillment – use the Federal Acquisition Certification for Project and Program Managers – Competencies and Proficiencies (Certification through Fulfillment) Form (Appendix J).

PART A – APPLICANT IDENTIFICATION

Enter the following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____ Phone _____ Fax _____

Organization Name _____

Organization Address _____

Title, Series, Grade _____

❑ Information Technology Application
❑ Construction Application

PART B – TRAINING

NOTE: Course title, date(s), and training sponsor are required for each minimum core training area listed below (including professional certification where applicable). A detailed competency narrative for each level is located in the Appendix D, Federal Acquisition Certification – Project and Program Managers –Crosswalk – Obtaining Required Competencies through Professional Certification and/or Training.

❑ Professional Training Profile for FAC-P/PM **Level I** Qualifications (certification/documentation attached):

Minimum Basic Core Training:

- 24 hours Basic Acquisition
- 24 hours Basic Project Management
- 16 hours Leadership and Interpersonal Skills
- 24 hours Government Specific
- 24 hours Earned Value Management and Cost Estimating

❑ Professional Training Profile for FAC-P/PM **Level II** Qualifications (certification/documentation attached):

Minimum Intermediate Core Training:

- 24 hours Intermediate Basic Project Management
- 16 hours Leadership and Interpersonal Skills
- 24 hours Government Specific
- 24 hours Earned Value Management and Cost Estimating

❑ Professional Training Profile for FAC-P/PM **Level III** Qualifications (certification/documentation attached):

Minimum Advanced Core Training:

- 24 hours Advanced Acquisition
- 24 hours Advanced Project Management
- 16 hours Leadership and Interpersonal Skills
- 24 hours Government Specific
- 24 hours Earned Value Management and Cost Estimating

PART C – SIGNATURE

I certify that the information provided is accurate, current, complete, and fully supports the certification action request.

Applicant's signature _____Date_____

Federal Acquisition Certification for Project and Program Managers
Competencies and Proficiencies
(Certification through Fulfillment) Form

(<u>NOTE</u>: This form must be completed when requesting certification through <u>fulfillment</u> – do <u>not</u> use the Federal Acquisition Certification for Project and Program Managers – Achievement of Competencies and Proficiencies Form (Appendix I) for this purpose.)

PART A – APPLICANT IDENTIFICATION

Enter the following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____ Phone _____ Fax _____

Organization Name _____

Organization Address _____

Title, Series, Grade _____

❑ Information Technology Application
❑ Construction Application

PART B – FULFILLMENT REQUEST TYPE

Indicate the type of fulfillment requested by checking the appropriate blocks:

1. ❑ Fulfillment certification requested for an entire level at the:

   ❑ Entry/Apprentice   ❑ Mid-level/Journeyman   ❑ Senior/Expert

2. ❑ Partial Fulfillment certification request for a level at the:

   ❑ Entry/Apprentice   ❑ Mid-level/Journeyman   ❑ Senior/Expert

PART C – RATIONALE FOR REQUESTING CERTIFICATION VIA FULFILLMENT

Provide a brief explanation as to why you are requesting full or partial certification through the fulfillment option. Attach additional sheets, if necessary.

_____
_____
_____
_____
_____

PART D – JUSTIFICATION OF ACHIEVEMENT OF COMPETENCIES

The certification through fulfillment option requires you to provide a narrative justification that addresses your achievement of each of the "training by process competency areas." Your narrative justification must also identify the federal agency, employment dates, position titles, a brief description and dollar amount of major acquisitions managed, and the duties performed that provided the relevant competencies.

When completing competency justifications, candidates must complete the FAC-P/PM Fulfillment Form for Acquisition Competencies and Proficiencies fillable template at: http://dhhs.gov/asfr/ogapa/acquisition/workplacecert.html. (NOTE: Candidates should only address the competency and proficiency areas in which they are seeking fulfillment. For all other areas, insert "Not Applicable" (N/A)).

Candidates may refer to the Federal Acquisition Institute's (FAI's) FAC-P/PM Program/Project Management Training Blueprint guide at http://www.fai.gov/certification/blueprints.asp, which explains the competencies and proficiencies required for training by process for Entry/Apprentice, Mid-level/Journeyman, and Senior/Expert project and program managers.

PART E – SIGNATURES

1. Applicant's certification:

I certify that the information provided is accurate, current, complete, and fully supports the waiver action requested.

Applicant's signature _____Date_____

2. Immediate supervisor's concurrence/non-concurrence:

I have reviewed and discussed with **[applicant's name]** the certification action request and the information provided in support thereof. Based on pertinent job performance (if any) and the information provided, I

❑ concur with the fulfillment request ❑ do not concur with the fulfillment request
❑ Rationale for non-concurrence, if applicable:
_____
_____

Typed or printed name _____

Signature _____ Date _____

3. OPDIV Acquisition Career Manager concurrence/non-concurrence:

I have reviewed the fulfillment request and the information provided in support thereof. Based on the information provided, I

❑ concur with the fulfillment request   ❑ do not concur with the fulfillment request
❑ Rationale for non-concurrence, if applicable:
_____
_____

Typed or printed name _____

Signature _____ Date _____

4. OPDIV Executive Officer concurrence/non-concurrence:

I have reviewed the fulfillment request and the information provided in support thereof. Based on the information provided, I

❑ concur with the fulfillment request   ❑ do not concur with the fulfillment request
❑ Rationale for non-concurrence, if applicable:
_____
_____

Typed or printed name _____

Signature _____ Date _____

Federal Acquisition Certification for Project and Program Managers
Continuous Learning Points Form

Enter the following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____   Phone _____   Fax _____

Organization Name _____

Organization Address   _____

Title, Series, Grade   _____

PART B – DOCUMENTATION OF CLP ACHIEVEMENT

Explain fully how you have met the CLP requirements for continued FAC-P/PM certification – i.e., recertification. Attach additional sheets, if necessary.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

PART C – SIGNATURES

1. Applicant's certification:

I certify that the information provided is accurate, current, complete, and fully supports the waiver action requested.

Applicant's signature _____Date_____

2. Immediate supervisor's concurrence/non-concurrence:

I have reviewed and discussed with the applicant the validation of CLP and the information provided in support thereof. Based on the information provided, I

❑ concur with this request ❑ do not concur with this request

❑ Rationale for non-concurrence, if applicable:
_____
_____

Typed or printed name _____

Signature _____ Date _____

Federal Acquisition Certification for Project and Program Managers
Certification Waiver Request Form

Enter the following information:

Name (Last, First, Middle Initial) _____

E-mail Address _____ Phone _____ Fax _____

Organization Name _____

Organization Address _____

Title, Series, Grade   _____

❑ Information Technology Application
❑ Construction Application

PART B – WAIVER REQUEST TYPE

Indicate the type of waiver requested by checking the appropriate blocks:

1. ❑ Up to 1 additional year – enter waiver period requested: _____
    ❑ Entry/Apprentice   ❑ Mid-level/Journeyman   ❑ Senior/Expert

2. ❑ Beyond initial 1 year waiver – enter waiver period requested: _____
    ❑ Entry/Apprentice   ❑ Mid-level/Journeyman   ❑ Senior/Expert

PART C – RATIONALE FOR NOT ACHIEVING CERTIFICATION

Explain fully why you do not meet the certification requirements or why you cannot submit the required application for certification. Please detail what actions you have taken to achieve certification after being assigned to an applicable project or program. Attach additional sheets, if necessary.

_____
_____
_____
_____

PART D – PLAN TO ACHIEVE CERTIFICATION REQUIREMENTS

Provide details of how you plan to meet or document the achievement of certification requirements within the waiver period requested. Indicate the date that you expect to achieve each certification. Attach additional sheets, if necessary.

_____
_____
_____
_____

PART E – SIGNATURES

1. Applicant's certification:

I certify that the information provided is accurate, current, complete, and fully supports the waiver action requested.

Applicant's signature _____Date_____

2. Immediate supervisor's concurrence/non-concurrence:

I have reviewed and discussed with the applicant the waiver request and the information provided in support thereof. Based on the information provided, I

❑ concur with the waiver request ❑ do not concur with the waiver request
❑ Rationale for non-concurrence, if applicable:
_____
_____

Typed or printed name _____
Signature _____ Date _____

3. OPDIV Acquisition Career Manager concurrence/non-concurrence:

I have reviewed the waiver request and the information provided in support thereof. Based on the information provided, I

❑ concur with the waiver request   ❑ do not concur with the waiver request
❑ Rationale for non-concurrence, if applicable:
_____
_____

Typed or printed name _____
Signature _____ Date _____

4. OPDIV Executive Officer concurrence/non-concurrence:

I have reviewed the waiver request and the information provided in support thereof. Based on the information provided, I

❑ concur with the waiver request   ❑ do not concur with the waiver request
❑ Rationale for non-concurrence, if applicable:
_____
_____

Typed or printed name _____
Signature _____ Date _____

5. HHS CIO approval/disapproval (for IT certification waiver requests only):

❑ I approve the waiver request   ❑ I do not approve the waiver request
❑ Rationale for disapproval, if applicable:
_____
_____

Typed or printed name of CIO _____
Signature _____ Date _____

6. HHS Deputy Assistant Secretary for Facilities Management and Policy approval/disapproval (for construction certification waiver requests only):

❑ I approve the waiver request   ❑ I do not approve the waiver request.
❑ Rationale for disapproval, if applicable:
_____
_____

Typed or printed name of official _____
Signature _____ Date _____

7. HHS Deputy Assistant Secretary for Grants and Acquisition Policy and Accountability approval/disapproval (for certification waiver requests beyond initial 1 year waiver period only):

❑ I approve the certification request   ❑ I disapprove the certification request
❑ Rationale for disapproval, if applicable:
_____
_____

Typed or printed name _____
Signature _____ Date _____