FIELD DELEGATE FAC-C CERTIFICATION PROCESS

Applicant submits application package to supervisor for endorsement; then forwards to Acquisition Liaison*

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Acquisition Liaison reviews package for completeness/compliance; if complete, forwards to HCO*

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HCO reviews package to ensure completeness/compliance; if complete, forwards to POD POC*

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POD POC reviews package to ensure completeness/compliance*

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POD POC obtains SBPO endorsement and forwards package to OAM

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OAM POC reviews package to ensure completeness/compliance*

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OAM POC prepares certificate, obtains SPE signature, and sends certificate to POD POC

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POD POC forwards certificate to DPA Program Coordinator for distribution to applicant
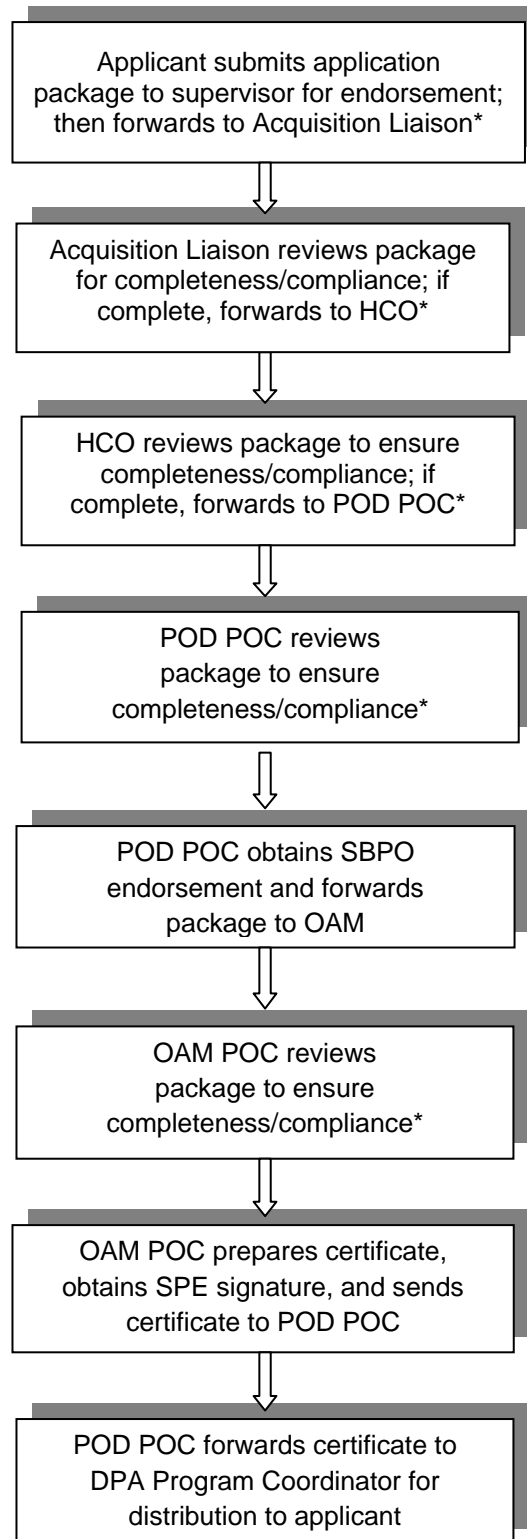
* Processing of an application package found incomplete at any stage is suspended pending submission of missing documentation

03-18-10