

Federal Acquisition Certificate in Contracting (FAC-C)

FAC-C Request Form – This form is used to request FAC-C certification. It is used for FAC-C level I, II or III. This form must be forwarded to Kimberley Doherty at 6100/6D01 along with an up to date resume, most recent performance appraisal, training certificates for relevant classes, current acquisition certificate and your college transcript or evidence that you were an 1102 on January 1, 2000.

FAC-C Level I - Required for all personnel in the GS-1102 series to be delegated a warrant up to \$500,000 and commercial purchases up to \$5,000,000 per transaction. This certificate is sufficient for delegation of Contracting Officer authority to place orders against Federal Supply Schedules, GWACs, and other delivery and task order vehicles up to the contract limit (if any).

FAC-C Level I –

1) Education (see also paragraph D(2) above) – Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training –

- CON 100 Shaping Smart Business Arrangements*
 - CON 110 Mission Support Planning
 - CON 111 Mission Strategy Execution
 - CON 112 Mission Performance Assessment
 - CON 120 Mission Focused Contracting
- (or their equivalents/predecessors) AND
- 1 Elective

3) Experience – 1 year of contracting experience

* CON 100 should be taken by those just entering the acquisition workforce or those new to the Government. Employees who are beginning a level I certification program must take CON 100. Employees pursuing Level II or Level III certifications may consider taking CON 100 as an elective.

FAC-C Level II - Required for all personnel in the GS-1102 series to be delegated a warrant up to \$10,000,000. This certificate is sufficient for delegation of Contracting Officer authority to place orders against Federal Supply Schedules, GWACs, and other delivery and task order vehicles up to the contract limit (if any).

FAC-C Level II –

1) Education (see also paragraph D(2) above) – Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training – DAU is in the process of revising the level II curriculum for FY07.

- CON 202 Intermediate Contracting
 - CON 204 Intermediate Contract Pricing
 - CON 210 Government Contract Law
- (or their equivalents/predecessors) AND
- 2 Electives

3) Experience – 2 years of contracting experience

The courses required for Level II certification will be changing in FY 2008. Here is a [Course Predecessors & Conversion Matrix](#) that shows what the new classes are and how they will interchange with the old classes.

FAC-C Level III - Required for all personnel with unlimited purchasing authority.

FAC-C Level III –

1) Education (see also paragraph D(2) above) - Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training -

- CON 353 Advanced Business Solutions for Mission Support (or its equivalents/predecessors)
- AND
- 2 Electives

3) Experience - 4 years of contracting experience

FAC-C Electives

OFPP memorandum dated January 20, 2006 states, "Agencies may require agency specific training as part of the elective requirements or continuous learning requirements. As agreed to by the employee and supervisor, electives may be any training opportunity related to the employee's job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities. Employees are encouraged to take courses that add to their knowledge base or enhance existing skills; electives should generally be increasingly more complex throughout an employee's career progression. There are no DAU equivalency requirements for electives." The FAC-C application must include information on the training that was completed to satisfy the elective requirements. The employee's supervisor (and ultimately the OPDIV FAC-C and HHS FAC-C Certification Boards) shall review each elective separately and determine whether it meets FAC-C elective requirements. The completion of an elective requirement shall include the completion of one or more training classes related to the employee's job requirements and shall total no less than 8 hours of training.