## 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:<br>• Explain the requirements development process;<br>• Define concept selection;<br>• Recognize technology development process; and<br>• 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:<br><br>HHSU:  Basic COTR Training (5-days)<br><br>HHSU:  Basic Simplified Acquisition (5-days)<br><br>FAI:      CON 100 – Shaping Smart Business Arrangements (5-days)<br><br>DAU:    CON 110 – Mission Support Planning (40-hours Online) |
| **Project Management:** An understanding of the tools, processes and concepts of basic project management that enable the individual to:<br>• Prepare project components to the task level in preparation for developing the Work Breakdown Structure (WBS)<br>• Define requirements in terms of performance-based outcomes, where appropriate;<br>• Recognize the role of an estimate in Total Ownership Cost (TOC)/Life Cycle Cost process;<br>• Recognize the risk and opportunity management process;<br>• Recognize systems life cycle management concepts used for information systems;<br>• Recognize the need for a comprehensive Test and | Certified Associate in Project Management **(CAPM)** **OR**<br><br>Master's Certificate in Project Management **OR**<br><br>Project Management Professional | A minimum of 24 hours of coursework in basic project management covering the competencies listed, or completion of the following coursework or equivalent:<br><br>HHSU:  Introduction to Project Management for Project and Program<br>          Managers  (3-days)<br><br>**OR**<br><br>DAU:    CLE 017 – Technical Planning (Online) 3 CLPs<br>          CLM 013 – Work Breakdown Structure (Online) 6 CLPs<br>          CLM 021 – Intro to Reducing TOC (Online) 3 CLPs<br>          CLE 003 – Technical Reviews (Online) 3 CLPs<br>          CLM 047 – Fiscal and Physical Accountability (Online) 2 CLPs<br>          CLM 031 – Improved Statements of Work T&E (Online) 4 CLPs<br>          CLE 001 – Value Engineering – Logistics Spt (Online) 3 CLP |

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| Evaluation (T&E) program; and <br>• Recognize the need to implement alternative logistics support. | **(PMP)** | |
| **Leadership:** Experience and knowledge of how to employ effective leadership and interpersonal skills to include: <br>• Effective oral and written communications; <br>• Understanding of the functions of membership in a working group or project oriented team; <br>• Customer service; <br>• Conflict management; and <br>• Accountability. | Certified Associate in Project Management **(CAPM)** **OR** Master's Certificate in Project Management **OR** Project Management Professional **(PMP)** | A minimum of 16 hours of coursework in employing effective leadership and interpersonal skills and covering the competencies listed, or completion of the following courses or equivalent. <br><br>HHSU: Change Management: A Leadership Tool (1-day) **AND** Conflict Management Skills (1-day) |
| **Government Specific:** Knowledge of government-specific contract and project management regulations and best practices that prepares the individual to: <br>• Become aware of a process by which the efforts of all acquisition personnel are integrated through a comprehensive plan; <br>• Recognize a need for the Project/Program Manager to participate in pre-award actions required by acquisition | None | A minimum of 24 hours of coursework that is government-specific and covers the competencies listed, or the completion of the following course or equivalent. <br><br>FAI: Government Specific Capstone Course for FAC-P/PM Level I (5-days) |

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| planning (FAR Part 7.1);<br>• Recognize the need for a comprehensive program specification and requirements statement that fully and correctly define the program;<br>• Recognize the need to formulate a source selection plan that allows for best value selection from competitive solicitations;<br>• Recognize the need for establishment of negotiated baseline of performance;<br>• Recognize the need to oversee application of Total Life Cycle Systems Management (TLCSM); and<br>• Discuss Management's Responsibility for Internal Control (OMB Circular A-123) and Capital Asset Planning (OMB Exhibit 300). | | |

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| **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:<br>• Recognize EVM policies, methodologies, and software for performance measurement of programs;<br>• Identify management techniques;<br>• Recognize the need for an Integrated Baseline Review process;<br>• Recognize allocation of funds within appropriation categories and use of funds from each appropriation;<br>• Identify the information system for financial management reporting; and<br>• 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<br><br>**OR**<br><br>Project Management Professional **(PMP)** | A minimum of 24 hours in Earned Value Management (EVM) and cost estimates training, or completion of the following course.<br><br>HHSU: Introduction to Earned Value Management and Cost Estimating (3-days) |