

Approved: xx-xx-2014

SUBJECT: ACQUISITION CAREER MANAGEMENT PROGRAM

1. PURPOSE.

- a. To set forth requirements and responsibilities for the Department of Energy (DOE) Acquisition Career Management Program (ACMP), which implements career development in accordance with career development objectives identified in Executive Order (E.O.) 12931, "Federal Procurement Reform the Federal Acquisition Regulation (FAR), the Office of federal Procurement Policy (OFPP), requirements, and the Federal Acquisition Reform Act (FARA).
- b. To establish requirements for training, certification, and career development to ensure a common foundation of knowledge, tools, and capabilities necessary for a highly skilled acquisition workforce.
- c. To establish a means for providing continuity of effective acquisition career management and support of our customers.
- d. To establish this Order as the overarching directive governing training, continuous learning, career management and career development for the Department's acquisition workforce.
- e. To ensure consistency and uniformity in acquisition certification policy

- 1. CANCELLATION. Cancels DOE O 361.1B, *Acquisition Career Development Program*, dated 01-24-08.

2. APPLICABILITY.

- a. Departmental Applicability. Except for the exclusions in paragraph 3.c., this Order applies to all Departmental elements.

The Administrator of the National Nuclear Security Administration (NNSA) will assure that NNSA employees comply with their respective responsibilities under this directive. Nothing in this Order will be construed to interfere with the NNSA Administrator's authority under section 3212 (d) of Public Law (P.L.) 106-65 to establish Administration specific policies, unless disapproved by the Secretary.

- b. DOE Contractors. This Order does not apply to contractors.

- c. Equivalencies/Exemptions for DOE O 361.1C.
 - (1) Equivalencies. None noted.
 - (2) Exemptions. This Order does not apply to the Bonneville Power Administration.
- 3. REQUIREMENTS.
 - a. Certification Requirements.
 - (1) The DOE acquisition workforce must obtain training to attain certifications for appropriate levels or obtain waivers as specified in this Order and the Acquisition Certifications Program (ACP) Handbook.
 - (2) Certification requirements must be applied as indicated in the appropriate program module. (See chapters I through VIII)
 - (3) Requests for waivers to maintain certification requirements must be submitted in writing to the Senior Procurement Executive (SPE) and must describe how disapproval would affect the organization and the course of action being taken to rectify the situation.
 - (4) The acquisition workforce must meet all requirements for certification at their current levels before being assigned to positions requiring the next higher level of certification, unless a waiver is obtained. For example, an employee at the GS-7 level, a Level I position under the Contracting and Purchasing Career Development (CPCD) (contracting) Program, cannot be promoted to GS-9, a Level II position, without having completed the certification requirements for Level I.
 - (5) Federal agency certifications are limited to that agency, unlike the Federal Acquisition Certifications (FAC), which are accepted by all civilian agencies as evidence that an employee meets the core education, training and experience requirements to perform contracting functions. For example, a DOE Level III Personal Property certification will not automatically be a Level III certification outside DOE.
 - (6) If a potential assignee to a vacant position in the next higher level has not met the requirements for certification at that level, the supervisor must qualify him or her to meet the requirements within the specified amount of time or justify a waiver for them. (See chapters I through VIII.)
 - (7) An individual certified at a specific-level by DOE or an individual certified at a specific-level who holds a FAC or DOD certification and subsequently transfers to DOE will retain that certification regardless of any new requirements made effective thereafter.

Unless Congress enacts a requirement for a new education or training standard and designates it as “continuing education and training,” in which case individuals must complete the new requirements of this kind within 36 months.

NOTE: Failure to complete new requirements or to request and justify a waiver will result in the certification being revoked.

b. Curriculum Requirements.

The core curriculum must contain—

- (1) Specific accredited courses that employees must pass before becoming eligible for a higher-level certification.
- (2) A mechanism to ensure completion of core courses in a logical sequence so that the appropriate level of knowledge is available for performance at a particular level and so that later courses can build on the knowledge gained in earlier offerings.

c. Training Management.

- (1) To complete mandatory training by “Fulfillment,” candidates must submit, and supervisors must review, evidence as to how the required competencies for a particular certification level or class were obtained through alternate training, experience, or education.
- (2) Core courses required for certification at each level in each functional area as described within relevant programs (See Chapter I-VIII).
- (3) Spaces must be allotted to employees for training that is (in priority order)
 - (a) required by law,
 - (b) established as mandatory by DOE and training needed to qualify an incumbent for the position they currently occupy,
 - (c) required to become eligible for the next higher career level after completion of mandatory training for incumbent position,
 - (d) for new assignments, and
 - (e) desired/elective.

d. Continuous Learning.

- (1) To maintain knowledge and skills, individuals in the acquisition workforce who have satisfied the mandatory training requirements are required to maintain certifications through continuous learning points.

Certified workforce members shall obtain and must report continuous learning points as specified in each program module. (For additional information on the application of continuous learning points, review the “*Continuous Learning Point Guidance*” document.)

4. RESPONSIBILITIES.

a. Certifications Managed Under this Program.

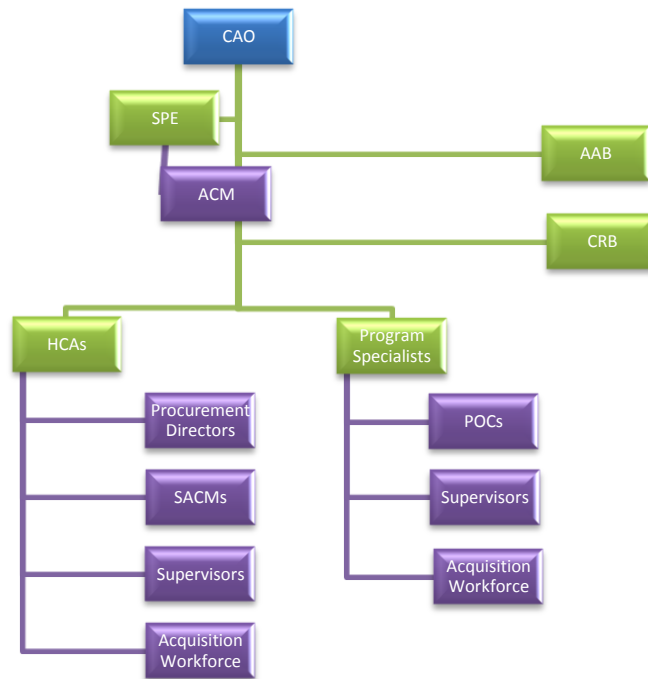
- (a) FAC – Contracting (FAC-C)
- (b) FAC – Contracting Officer’s Representative (FAC-COR)
- (c) FAC – Program/Project Management (FAC-P/PM), and
- (d) DOE Certifications associated with GS Job Series:
 - i. 1102 – Contracting Officers/Contract Specialists
 - ii. 1103 – Personal Property
 - iii. 1105 – Purchasing
 - iv. 1109 – Certification in Financial Assistance
 - v. 1170 – Real Property

NOTE: Warrant holders and legacy employees are not limited to 1100 series.

(e) DOE Certifications required in specific positions:

- i. Federal Project Director/Project Management Career Development Program.
- ii. Technical Project Officers
- iii. Contracting Officer’s Representatives/Contracting Officer’s Technical Representatives.

b. Certification Approval Routing.



c. Chief Acquisition Officer (CAO). In accordance with OFPP Policy Letter 05-01, the CAO or equivalent shall develop and maintain an acquisition career management program to ensure the development of a competent, professional workforce to support the accomplishment of DOE's mission.

- (1) Identify members of the acquisition workforce and implement budget strategies that reflect the workforce's development needs.
- (2) The CAO or designee appoints the DOE Acquisition Career Manager (ACM) to lead DOE's Acquisition Career Management Program (ACMP). The NNSA Senior Procurement Executive appoints the NNSA ACM to lead the NNSA's ACMP.

d. Senior Procurement Executive (SPE). The appropriate DOE and NNSA SPE shall ensure that members of the acquisition workforce under their cognizance are certified to the career levels appropriate to the grades they occupy or to their responsibilities, and approves requests for waiver in general in accordance with this Order.

- (1) Maintain certification supporting documentation for the DOE acquisition workforce.
- (2) Ensure the acquisition workforce is registered in the Federal Acquisition Institute Training Application System (FAITAS).

- e. Acquisition Career Managers (ACMs). Ensure the DOE acquisition workforce meets all career development and acquisition certification policy requirements to maintain certifications. For DOE the ACM serves as the Professional Development Chief. ACMs:
- (1) Manage the identification and development of the acquisition workforce, including identifying staffing needs, training requirements, and other workforce development strategies.
 - (2) Propose an annual budget for development of the acquisition workforce.
 - (3) Review the education, training profile, and experience of employees new to DOE to determine the correct career level.
 - (4) Ensure the existing workforce has training and experience sufficient to maintain currency in their positions and to prepare for leadership roles in the future.
 - (5) Provide training, career management and certification management support to the following Federal Acquisition Certification (FAC) programs and DOE certifications managed under this program. (See paragraph 4a)
 - (6) Provide input to the CAO and the Chief Human Capital Officer regarding short- and long-term human capital strategic planning for training, competency, fulfillment, career development, accession, recruitment and retention, and other facets of human capital management affecting the acquisition workforce.
 - (7) Ensure DOE policies and procedures for acquisition workforce management are implemented and consistent with OFPP policies and procedures.
 - (8) Coordinate with DOE SACMs and Points of Contacts (POCs), through regular conference calls or meetings, to ensure fulfillment of certification requirements.
 - (9) Recommend, as appropriate, to the SPE waivers to FAC education and training requirements.
 - (10) Provide oversight and management of training and certification records in FAITAS DOE-wide.
 - (11) Represent DOE interagency groups, committees and advisory boards associated with the acquisition workforce.
 - (12) Approve the completion of requirements and attainment of competencies established in their respective career development modules (See Chapters I-VIII).

- (13) Provide oversight of acquisition workforce members' career paths to ensure training and developmental activities and experiences are being provided and used in a manner consistent with their respective career development programs.
- (14) Track and report performance measures as identified and required by senior management.

f. Head of Contracting Activity (HCA).

- (1) Promote technical excellence in assisting the SPE on career management issues in the various disciplines. Specifically, functional advisors:
 - (a) Serve as the single point of contact, with responsibility for all acquisition career development and career management matters concerning their assigned site.
 - (b) Implement career development policy, review curriculum requirements, class allocations, quotas, student attendance, priorities, and resources provided by the ACM for the career field under their cognizance and identify findings and recommendations for improvement of the acquisition workforce.
 - (c) Provide advice and guidance on education, training, and experience required for acquisition positions.
 - (d) Review certification/waiver requests for completeness prior to forwarding to Headquarters for action.
 - (e) Endorse certification waiver requests.
 - (f) Recommend to the SPE changes in the certification curriculum.

g. Headquarters and Field Element Managers (FEM)/Procurement Directors (PD).

- (1) Ensure that existing acquisition staff and managers receive continuous learning to keep current on emerging acquisition requirements, policies, issues, and techniques.
- (2) Identify training needs, provide funding for training, and create plans for acquisition workforce members' development consistent with site mission needs, and submit workforce development plans to the ACM on an annual basis.
- (3) Ensure that Government purchase card holder meet the training requirements for the purchase card authority they hold. Guidance can be found in DOE Policies and Operating Procedures for Purchase Cards.

- (4) Budget for and set aside appropriate funds for required training of acquisition workforce members and payment of retention allowances to acquisition workforce members to the extent possible.
 - (5) Provide funding on a per-student basis for mandatory courses in accordance with the contracts and agreements with the training sources approved by the ACM.
 - (6) Conduct continuous structured analysis of future acquisition skills needed to support planned or emerging program needs.
 - (7) Ensure training and continuous learning requirements are satisfied in a timely manner to maintain certifications.
 - (8) Reassign workforce members to duties not requiring certification when their certifications are revoked for failure to obtain continuous learning.
- g. Site Acquisition Career Managers (SACMs) and Points of Contacts (POCs). The current list of SACMs is maintained on [Powerpedia](#).

Specifically, SACM duties include:

- (1) Representation.
 - (a) Ensure workforce members certified to the required levels under their respective career development modules.
 - (b) Track the certification status of members, providing the ACM with quarterly updates of training, developmental assignments, and certification status.
 - (c) Monitor individual progress and provide supervisor with results in each annual review.
 - (d) Represent and speak for the Procurement Director and HCA regarding all acquisition career program matters for his/her office/site.
 - (e) Represent site employees at scheduled acquisition career program-related conference calls/meetings.
- (2) Proficiency and currency in:
 - (a) The policy and procedures in the ACP Handbook.
 - (b) Continuous Learning Point Guidance.

- (c) The [DOE Order 413.3B](#), Program and Project Management for the Acquisition of Capital Assets.
- (d) The [DOE Order 541.1B](#), Appointment of Contracting Officers and Contracting Officers Representatives.
- (3) Certification Oversight.
 - (a) Monitor status of certifications and continuous learning for acquisition workforce members at his/her site office.
 - (b) Work with covered individuals at his/her site to ensure they meet ACP requirements.
 - (c) Ensure applications or other actions are completed, fully supported and are aligned with FAI standards.
 - (d) Approve certification requests in FAITAS.
 - (e) Assign CLPs to the correct two-year CL period in which CLPs were earned.
 - (f) Approve the number of CLPs consistent with the CLP Guidance Accreditation Table published on Powerpedia.
 - (g) Consult the ACM for guidance on CLP requests not covered in the CLP Accreditation Table.
 - (h) Coordinate with the ACM in advance of locally-hosted training or other CL activities to determine CLP credit, providing agendas or other information as needed.
 - (i) Ensure that members complete outstanding DOE mandatory electives as applicable.
 - (j) Ensure that at least half of the total CLPs for members' CL periods are earned through relevant coursework and/or mandatory electives.
- (4) Communication.
 - (a) Advise and provide recommendations to supervisors when acquisition workforce members are failing to meet training requirements.
 - (b) Receive and consolidate requests for information/guidance/documentation received from site/office employees.
 - (c) Coordinate with the ACM as necessary to announce and implement new certification requirements.

(5) Acquisition Workforce Analysis.

- (a) Maintain demographic information and trend analysis and advise through regular status updates of training taken, new acquisition employees, and separation of acquisition employees to the ACM.
- (b) Assist in determining the training priorities and allocations of ACP resources.
- (c) Support the ACM in completion of acquisition workforce reports, as assigned by SPE or CAO.

(6) Systems Administration.

- (a) Maintain proficiency and use of FAITAS.
- (b) Serve as or appoint managers to monitor certifications of acquisition workforce members within their Bureau.
- (c) Serve as the Bureau (Site) Certifications Manager (BCM) in FAITAS.
- (d) Ensure site members enter/maintain current and accurate information in FAITAS.

h. Supervisors. Ensure workforce members are afforded opportunities to complete requisite certification requirements through Individual Development Plans (IDPs).

- (1) An Individual Development Plan shall be used to assist the supervisor and workforce member in documenting and establishing a plan to meet the certification requirements of the position. Plans may include, but are not limited to:
 - (a) Courses needed for the appropriate certification level;
 - (b) Courses needed for renewal/continuous learning; and
 - (c) Rotational assignments.
- (2) Determine priority for training when multiple staff members require training within one of the above priority categories.
- (3) Perform annual reviews of each acquisition workforce member participating in the ACP to ensure education, training and experience requirements are met to maintain certifications.
- (4) Endorse CLP requests in FAITAS.

- (5) Assign CLPs to the correct two-year CL period in which CLPs were earned.
- (6) Approve the number of CLPs consistent with the CLP Guidance and Accreditation Table published on Powerpedia.
- (7) Create plans for development of individual acquisition members consistent with site and program/mission strategic needs.
- (8) Ensure acquisition workforce members develop and implement annual Individual Development Plans (IDPs)

h. Acquisition Workforce.

- (1) Meet all requirements for certification at their current levels.
- (2) Maintain certifications in accordance with specified program and mission requirements.
- (3) Annually prepare and periodically update IDPs with the assistance and counsel of supervisors.
- (4) Submit requests for continuous learning, external certification, and other equivalency through FAITAS to supervisors.

i. Human Capital.

- (1) Conduct annual demographic studies of grade, education, certification level, age, and retirement eligibility to identify trends and workforce composition to support mission.
- (2) Periodically assess current and projected workforce skills to ensure that a strategic skills imbalance does not occur; identify any skill gaps, and plan development strategies accordingly to ensure the latest acquisition policies, approaches, and techniques are not overlooked
- (3) Assist in the reassignment of workforce members to duties not requiring certification when their certifications expire are revoked for failure to obtain continuous learning.

6. REFERENCES. This Order is subject to all directives pertaining to Acquisition Career Management and Federal Acquisition Certifications. The directives may include, but are not limited to the following:

- a. Executive Order (E.O.) 12931 Federal Procurement Reform, OFPP Policy Memorandum, dated October 13, 1994, "Federal Procurement Reform," underscores the Administration's approach to procurement management and requires Agencies to establish career education programs for procurement professionals.

- b. 41 U.S.C. Public Contracts, Subtitle I – Federal Procurement Policy. Division B – Office of Federal Procurement Policy, Chapter 17 – Agency Responsibilities and Procedures
- c. § 1703 – Acquisition Workforce.– (c) Management Policies – Establish policies and procedures for the effective management (including accession, education, training, career development and performance incentives) of the acquisition workforce for the agency.
- d. § 1704 – Planning and Policy – Making for the Acquisition Workforce (c) Acquisition and Contracting Training Programs Within Executive Agencies, the head of each executive agency shall establish and operate acquisition and contracting training programs.
- e. OFPP Memo – December 16, 2013 – Revisions to the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM). Designed to strengthen civilian agency P/PMs to improve program outcomes, and reflects the need to improve the management of high-risk, high-impact programs.
- f. OFPP Memo – September 6, 2011 – Revisions to the Federal Acquisition Certification for Contracting Officer’s Representatives (FAC-COR). Issued by OMB, establishes a structured training program for COR’s and other individuals performing these functions.
- g. OFPP Memo – September 3, 2013 – Increasing Efficiencies in the Training, Development, and Management of the Acquisition Workforce. Contains policy changes aimed at reducing duplicative training and development efforts and saving taxpayer dollars.
- h. OFPP FAC P/PM Memo April 25, 2007 – on issued by OMB, establishes the Federal Acquisition Certification Program for Program and Project Managers. It contains requirements for achieving certification and guidance for administering the program.
- i. OFPP FAC-C Memo – January 20, 2006 – Federal Acquisition Certification in Contracting Program establishes the Federal Acquisition Certification in Contracting. It contains requirements for achieving certification and guidance for administering the program.
- j. OFPP Policy Letter 05-01 – Developing and Managing the Acquisition Workforce, establishes a government-wide framework for creating a federal acquisition workforce with skills necessary to deliver best value supplies and services, find the best business solutions, and provide strategic business advice to accomplish agency missions.

- k. Public Law (P.L.) 108-136 – the Services Acquisition Reform Act (SARA) of 2003, defines acquisition to include, among traditional contracting functions, requirements definition, measurement of contract performance, and technical and management direction.
- l. P.L.104-106, the Clinger-Cohen Act of 1996 – also known as the Federal Acquisition Reform Act (FARA), amended the OFPP Act (Section 4307); expanded OFPP responsibility to include establishing education, training, and experience requirements for civilian agencies, comparable to those established for the Department of Defense in 1991 by the Defense Acquisition Workforce Improvement Act; established a new Section 37 of the OFPP Act; and strengthened the statutory responsibility of the director of OFPP.
- m. FAR 1.603-1 – links the selection and appointment of contracting officers to OFPP standards that require skill-based training for contracting and purchasing duties.
- n. The National Performance Review - directed the Federal Government to establish a well-trained, professional, procurement workforce to keep pace with the demands of an increasingly complex procurement process.
- o. The Defense Acquisition University Website – at www.dau.mil, provides information on course equivalencies.
- p. The Federal Acquisition Institute Website – at www.fai.gov, provides information on available online courses.
- q. DOE Order 413.3B – Program and Project Management for the Acquisition of Capital Assets.
- r. DOE Order 541.1B – Appointment of Contracting Officers and Contracting Officer Representatives.
- s. DOE Acquisition Guide – <http://energy.gov/management/downloads/acquisition-guide-0>.
- t. DOE Policy and Operating Procedures for Purchase Cards – <http://energy.gov/sites/prod/files/PCARDPolicy-August%202012-Attachment.pdf>.
- u. Project Management Career Development Program – Certification and Equivalency Guidelines (CEG).
- v. DOE Acquisition Certifications Handbook – current edition.

7. DEFINITIONS.

- a. Accredited courses. Those that are approved by DOE as providing a specific body of knowledge.

- b. Acquisition. The planning, design, development, testing, contracting, production, logistics support and disposal of systems, equipment, facilities, supplies or services that are intended for use in, or support of, DOE missions.
- c. Acquisition Advisory Board. Provides a forum for select Department Acquisition Executives to obtain advice and comment regarding potential changes in acquisition and financial assistance policies and procedures and other issues pertinent to acquisition and financial assistance operations. Advises on requirements for DOE Acquisition Workforce members in the GS-1102, GS-1109 series and contracting officers and warrant holders in other series.
- d. Acquisition Career Managers (ACM). The individuals appointed to lead the Acquisition Career Management Program. The ACM for DOE is the Director, Acquisition Career Development Program within the Office of Acquisition and Project Management. For NNSA, the ACM is the Director, Office of Acquisition Management.
- e. Acquisition Career Management Program (ACMP). The professional development program for members of the acquisition workforce at DOE. The program includes professional development of a competent, professional workforce to support the accomplishment of DOE's mission.
- f. Acquisition Experience. Experience gained while assigned to an acquisition position. Acquisition experience includes cooperative education and other developmental assignments, experience in DOE/NNSA acquisition positions, and experience in comparable positions outside of DOE/NNSA.
- g. Acquisition Guide. The DOE Acquisition Guide serves identifies relevant internal standard operating procedures to be followed by both procurement and program personnel who are involved in various aspects of the acquisition process.
- h. Acquisition Position. Those with duties that fall in the acquisition category in both Headquarters and field organizations.
- i. Acquisition Workforce. DOE employees who support acquisition functions and occupy positions in contracting, purchasing, financial assistance, property management project management, program management, contractor human resource management, contracting officers, and contracting officer's representatives, consistent with the statutory intent of P.L. 104-106.
- j. Career Development. The professional development that integrates the capabilities, needs, interests, and aptitudes of employees in acquisition positions through a planned, organized, and systematic method of training and development designed to meet organizational objectives; a combination of work assignments, job rotation, training, education, and self-development programs.

- k. Career Field. One or more occupations that require similar knowledge and skills. There are 7 acquisition career fields within DOE. The acquisition position category determines the acquisition workforce member's career field. The 7 career fields are identified above in "Acquisition Position Categories."
- l. Career Path. The range of opportunities at each career level and the optimum route for vertical and horizontal progression in a career field.
- m. Certification. Certification is the process by which an authorized official determines that a workforce member meets the mandatory education, training, and experience requirements for a certification level in an acquisition career field.
- n. Certification in Financial Assistance: The Certification in Financial Assistance (CFA) is targeted at gaining competency counterparts to contract planning, preparing solicitation documents, proposal analysis, cost analysis, negotiation, selection of award instrument, financing performance, audits, preparing award documents, debriefing, administration, monitoring, terminations, and closeout.
- o. Certification and Equivalency Guidelines (CEG). The Certification and Equivalency Guidelines (CEG) document establishes the U.S. Department of Energy's (DOE) competency and certification requirements for DOE federal project management personnel to be certified as DOE Federal Project Directors (FPDs).
- p. Certification Levels. All acquisition positions have been assigned up to four levels, depending on the career field. The level is determined by the grade of the position for contracting, purchasing, and personal property management. For project and program management, the level is determined by the total project cost. There four levels in the financial assistance program.
- q. Certification Program. A structured program of education, training, and experience that provides a framework for attaining career levels commensurate with positions in the acquisition field.
- r. Certification Requirements. Certification requirements are the mandatory education, training and experience standards required by DOE for a career level in an acquisition career field.
- s. Certification Review Board. The certifying body for the Project Management Career Development Program co-chaired by the Director of the Office of Acquisition and Project Management and the NNSA Administrator or their designees.
- t. Chief Acquisition Officer (CAO). The individual designated by the Secretary of Energy who is responsible for management of the acquisition system of the executive agency.

- u. Contracting Officer (CO). A contracting officer is a Government employee who has the authority to award, administer or terminate a contract above the micropurchase threshold. The term “warranted contracting officer” encompasses persons having the authority to award or administer contracts above the micropurchase threshold.
- v. Contracting Officer’s Representative (COR). A Government employee formally designated to act as an authorized representative of a contracting officer for specified functions that do not include actions that could change the scope, price, terms or conditions of a contract (e.g., technical monitoring).
- w. Continuous Learning Point (CLP). Points awarded for qualifying education, training, and opportunities to improve, maintain, or to learn new skills. Points may be earned for: rotational assignments, traditional classroom training, professional association meetings, conferences, seminars, Peer Reviews, .
- x. Contracting Positions. Includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving procurement of supplies, services, construction, or research and development using formal advertising or negotiating procedures. Personnel in contracting positions include the evaluation of contract price proposals; administration or termination and close out contracts.
- y. Core courses. Classes taught by approved trainers and required as part of the core curriculum.
- z. Core curriculum. A course of study comprising specific courses required to attain a certification level.
- aa. Defense Acquisition University (DAU). A consortium of the Department of Defense education and training institutions and organizations providing DOE-NNSA – prescribed acquisition courses for certification.
- bb. Elective courses. Units of study that cover functional-specific initiatives or that provide more in-depth coverage than is offered in core courses. Electives are not required for progression to the next higher certification level.
- cc. Equivalent course. A course that has been determined by the ACM to contain the level of knowledge that would enable individuals who take the course to perform as if they had completed the comparable, designated, mandatory course.
- dd. Federal Acquisition Certification (FAC). FAC OFPP Policy Letter 05-01 established Federal Acquisition Certifications for Contracting, Contracting Officer Representative, and Program and Project Managers. OFPP issues memoranda on the FAC requirements; FAI supports Federal agencies in implementing the issuance of certifications at the agencies. FACs are distinct from agency-specific certification programs as FACs are transferrable to other agencies.

- ee. Federal Acquisition Institute (FAI): Established under the Office of Federal Procurement Policy Act, its mission is to foster and promote the development the development of a professional acquisition workforce into effective business leaders.
- ff. Federal Acquisition Institute Training Application System (FAITAS). An integrated and Government-wide acquisition workforce career management system, which allows agencies to better manage their acquisition workforce members and training programs.
- gg. Federal Project Director (FPD): Federal Project Directors are persons responsible and accountable for directing DOE projects in accordance with DOE O 413.3B, Program and Project Management for the Acquisition of Capital Assets.
- hh. Federal Technology Manager: A Federal Technology Manager is an individual, independent of discipline, responsible for managing a technology or an element within a given technology, for Research, Development, Demonstration and Deployment (RDD&D) programs.
- ii. Field Element Manager. The DOE employee having overall responsibility for a field element.
- jj. Financial Assistance: The transfer of money or property to a recipient or sub-recipient to accomplish a public purpose of support or stimulation authorized by Federal statute. For purposes of this Order, financial assistance instruments are grants, cooperative agreements, Technology Investment Agreements and sub-awards.
- kk. Fulfillment. The process by which acquisition workforce members may satisfy mandatory training requirements based on previous experience, education, and/or alternative training successfully completed and documented based on course competency standards and procedure. Fulfillment may be granted by the FA of the career field upon application on a case-by-case basis.
- ll. Functional Advisor (FA). Senior civil service managers appointed by the CAO, and have delegated responsibility for an organization's career development program for acquisition related functions. The FA determines the certification requirements and ensures the quality of the development program for certified workforce members.
- mm. Functional Area. Segments of the acquisition process responsible for a specific area of expertise, such as contracting and purchasing, personal property management, financial assistance, project management, program management, and contractor human resource management.
- nn. Grandfathering. The granting of a certification in a career field by virtue of incumbency in that career field. None of the certification programs covered under this Order provide for certification based on grandfathering.

- oo. Head of Contracting Activity (HCA). The official designated by the Senior Procurement Executive, with broad delegated authority regarding acquisition functions as required by the Federal Acquisition Regulation and overall responsibility for managing a DOE element.
- pp. Individual Development Plan (IDP). Documented planning for an employee's education, training, and experience needs. It should specify developmental needs as well as those required in support of the career field position. Developing the plan is a joint effort of the employee, supervisor, and possibly other knowledgeable persons in the training and/or acquisition fields.
- qq. Mandatory DOE/NNSA acquisition course. An approved course of study that meets DOE/NNSA acquisition training requirements for a career level.
- rr. Personal Property Management. The development, implementation, and administration of policies, programs, and procedures for the effective and economical acquisition, receipt, control, storage, issue, use, physical protection, care and maintenance, determination of requirements and maintenance of related operating records, and disposal, as appropriate, for Government personal property exclusive of accounting records.
- ss. Purchase Card Holder. A DOE employee or authorized contractor with purchasing authority who:
 - a. Are issued a DOE Purchase Card;
 - b. Has his or her name embossed on the card;
 - c. Is the sole user of the card; and
 - d. Is the custodian of the card.
- tt. Program Manager (PM): For the sake of this document, a program manager is a person responsible and accountable for managing a Program, including the identification of requirements and prioritizing, authorizing, measuring, integrating, and controlling the program activities.
- uu. Project Management Career Development Program (PMCDP): Implements the development and certification of DOE federal project directors with responsibility for capital asset projects through training, experience, and development opportunities to enable federal project directors to gain a detailed set of knowledge, skills, and abilities (KSAs) necessary to effectively manage projects or project groups with specific total project cost range.

- vv. Site Acquisition Career Manager (SACM). The SACM serves as the Acquisition Career Manager for their respective field/operations/site office(s). The SACM is appointed by the Field Element Manager to support the Acquisition Career Management Program ([ACMP](#)).
- ww. Statutory Requirements: Statutory requirements are those requirements established by law for specific acquisition positions, i.e., Contracting Positions.
- xx. Senior Procurement Executive (SPE). The DOE senior official appointed under the Office of Federal Procurement Policy Act, who is responsible for managing the direction of the Department's procurement system, including implementation of unique procurement policies, regulations, and standards. In DOE, this is the director of the Office Acquisition and Project Management. In NNSA, this is the Deputy Associate Administrator for Acquisition and Project Management.
- yy. Subject matter expert (SME). The Headquarters individual, identified by a FA, who is knowledgeable about and competent in a particular functional area.
- zz. Technical Project Officer (TPO): A Technical Project Officer is an individual designated by the program manager to coordinate DOE's substantial involvement in the award and administration of financial assistance agreements (grants, cooperative agreements and technology investment agreements) to ensure Federal technical presence and oversight. TPO responsibilities include developing the programmatic aspects of a proposed announcement, participating in the technical review and evaluation of applications, participating in the development of recommendations for selection, and monitoring the programmatic aspects of project performance.
- aaa. Waiver. A waiver is an approval to encumber an acquisition position or hold a warrant above the micro purchase threshold without meeting all of the ACMP requirements.
- bbb. Warrant. An official certificate of appointment issued to an individual as evidence of authorization to perform or act in accordance with specific written authorities.
- 8. CONTACT. Questions concerning this directive should be addressed to the Acquisition Career Management Program Office, 202-287-5310.

BY ORDER OF THE SECRETARY OF ENERGY:

Daniel B. Poneman
Deputy Secretary

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CHAPTER I. FEDERAL ACQUISITION CERTIFICATIONS (FAC)

1. **INTRODUCTION.** Pursuant to OFPP Policy Act, 41 U.S.C. § 1101et.seq., and OFPP Policy Letter 05-01, which established a requirement for Federal acquisition certification programs, DOE will follow OFPP's direction to ensure the implementation of common certification programs that generally reflect a government-wide standard for education, training, and experience to the fulfillment of core competencies in a variety of acquisition-related disciplines.
2. **ROLES AND RESPONSIBILITIES.** The DOE ACM is responsible for implementing general training, experience and development requirements established by OFPP for the following Federal acquisition certification programs:
 - a. **Federal Acquisition Certification - Contracting (FAC-C)**
 - (1) The FAC-C program is based on the DAWIA requirements for certification at the junior, intermediate, and senior levels to reflect the need to meet increasingly more rigorous standards for education, training, and experience throughout the career development process.
 - (2) The GS-1102 federal acquisition certification is not mandatory for all GS-1102s. However, members of the acquisition workforce issued new CO warrants on or after January 1, 2007, regardless of GS series must be certified at an appropriate level to support their warrant obligations.
 - b. **Federal Acquisition Certification – Contracting Officer's Representative (FAC-COR)**
 - (1) The FAC-COR program consists of: (a) competency-based core training and assignment-specific training to achieve certification, (b) experience requirements for Level II and III certifications, and (c) continuous learning to maintain certification.
 - (2) Certification is required for delegation of authority made in writing by the Contracting Officer in accordance with the needs of DOE.
 - c. **Federal Acquisition Certification – Program/Project Managers (FAC-P/PM)**
 - (1) P/PMs are required to satisfy competency requirements through successful completion of certification or equivalent training, comparable education and certification programs, or demonstration and documentation of knowledge, skills, and abilities.
 - (2) The refreshed FAC-P/PM established a new core-plus Federal acquisition certification in information technology (FAC-P/PM-IT).

CHAPTER II. CONTRACTING AND PURCHASING CAREER DEVELOPMENT PROGRAM

1. INTRODUCTION. The intent of the Contracting and Purchasing Career Development (CPCD) Program under the Acquisition Career Management Program (ACMP) is to establish performance expectations to increase contracting/purchasing personnel efficiency and effectiveness on the job and potentially enhance personnel opportunities in the job market.
2. ROLES AND RESPONSIBILITIES. Within DOE, overall responsibility for the CPCD Program rests with the SPE. The day-to-day management, including design and content of the curriculum and administration of the program, has been delegated to the Director, Acquisition Career Management Program (ACMP). Within NNSA, that responsibility is assigned to the NNSA SPE and organizational management has been delegated to the Director, Office of Acquisition Management, who serves as the NNSA ACM.

Procurement professionals are responsible for their own career progression and development in conjunction with supervisory career guidance and opportunities presented for career growth. In planning their careers, individuals should actively seek training and growth opportunities. They should also consider requesting increasingly difficult and challenging assignments, entering mentoring relationships, becoming involved with professional societies, seeking education and training outside the CPCD curriculum, and taking other courses offered by DOE.

3. CERTIFICATION REQUIREMENTS. The structured approach to training allows employees to demonstrate comprehension and ability to apply course knowledge and skills to analyze and resolve on-the-job performance issues, indicating the desired level of proficiency. The program comprises core (required courses as discussed in the Acquisition Certifications Program Handbook) and desired/elective courses.

a. CONTRACTING CERTIFICATION

- (1) Certified workforce members must maintain currency in continuous learning points to meet statutory requirements directed by OFPP and FAI.
- (2) Failure to obtain the required CL/CE will result in expiration of the certification. Additionally, a contracting officer's (CO) warrant may be revoked and may result in reassignment to a position not requiring a CO warrant.
- (3) An individual hired from another agency with an FAC-C or DAWIA certification must meet DOE-specific requirement and will have two years from the date certified by the previous agency to obtain DOE required training. Continuous learning points must be met by the DOE required training before other continuous learning activities. Failure to do so may result in revocation of the contracting officer's (CO) warrant and may result in reassignment to a position not requiring a CO warrant.

- (4) Failure of those not holding a CO warrant to obtain CL/CE hours may result in reassignment to a position not involving contract management. If an SPE chooses to revoke the warrant for failure to meet the CL/CE requirement, the SPE will direct the head of the contracting activity (HCA) to revoke the warrant.
 - (a) The HCA will notify the warrant holder in writing when the revocation is to be effective, providing enough time to ensure that no unauthorized obligations are made, and how the employee can correct the situation.
 - (b) The warrant holder must acknowledge this notification in writing. The Acquisition Certifications Program Handbook provides guidance on what constitutes CL/CE.
 - b. GS-1105s. Personnel holding purchasing certifications must maintain certification through continuous learning. Certified to Level III are encouraged to take courses and pursue opportunities leading to certification in contracting to meet their CL/CE requirements. However, purchasing experience will not be counted as contracting experience required to meet the certification requirements for GS-1102s. Additionally, GS-1105s are not required to take courses in the targeted CL/CE tracks
- 4. PROMOTIONS AND CONTRACTING OFFICER WARRANTS. Contracting and purchasing personnel must understand that promotions or issuances of CO warrants will be contingent upon their meeting certification requirements. Any requested waivers to this requirement must be submitted in writing by the field element manager to the contracting functional advisor for approval by the SPE.
- 5. RELATION TO FEDERAL ACQUISITION CERTIFICATION—CONTRACTING. The purpose of the Federal Acquisition Certification in Contracting (FAC-C) is to ensure consistency and uniformity in the qualifications and development of acquisition professionals among all Executive Branch agencies. It replaced unique acquisition certification programs maintained by the various departments and agencies with a single, government-wide set of certifications and standards. The [Office of Federal Procurement Policy Letter 05-01](#) dated January 20, 2006 and updated December 2008 establishes three FAC-C levels and three standards for each: academic education; contracting experience; and professional training. Biennial refresher training is required to maintain current certification.

CHAPTER III. PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT PROGRAM

1. INTRODUCTION. The Department of Energy (DOE) has identified personal property management as a critical acquisition-related career field. Accordingly, the DOE/National Nuclear Security Administration (NNSA) Personal Property Management Career Development (PPMCD) Program is a mandatory certification program.
2. ROLES AND RESPONSIBILITIES. The DOE Senior Procurement Executive is responsible for implementing the DOE PPMCD Program. The Chief, Personal Property Management Division, Office of Property Management at DOE Headquarters is designated the subject matter expert for personal property management and is responsible for day-to-day administration and management of the certification program. The NNSA procurement executive is responsible for implementation of the NNSA PPMCD Program within NNSA by delegation from the NNSA Administrator. Functional management, including design and content of curriculum, has been delegated to the Director, Office of Acquisition Management, NNSA HQ, who serves as the NNSA personal property management functional advisor and is responsible for the day-to-day administration and management of the certification program.
3. PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT PROGRAM. The PPMCD Program has established three levels of training, each with a core curriculum of personal property management courses. The program will provide the opportunity for employees to apply course knowledge and skills to analyze and resolve on-the-job issues. Completion of core courses in a logical sequence is necessary so that the appropriate level of knowledge is available for performance at a particular level and that later courses can build on the knowledge gained from earlier courses.
4. PROPERTY MANAGEMENT APPOINTMENTS. Employees should understand that opportunities for appointments in the career field are limited to employees with the requisite certification unless waived by the Senior Procurement Executive.

CHAPTER IV. FINANCIAL ASSISTANCE CAREER DEVELOPMENT PROGRAM

1. INTRODUCTION. Contracting Officers often award and administer financial assistance instruments in addition to acquisition contracts; however, the Federal standards do not address financial assistance careers or offer a training curriculum. To ensure that its workforce is as qualified in the award and administration of financial assistance as they are in contracting, DOE offers its employees training resources. The application of OFPP's policy letter concepts to financial assistance responsibilities will improve the effectiveness and efficiency of DOE's contracting workforce. Implementation of a DOE financial assistance training and career development certification program will help in meeting the career development objectives of Executive Order (E.O.) 12931, "Federal Procurement Reform," dated October 13, 1994. This program provides the information and guidelines to plan career development programs for procurement professionals performing financial assistance duties to enable them to become more competitive for higher-level positions in acquisition-related fields. Certification requirements are located in the DOE Acquisition Certifications Handbook.
2. ROLES AND RESPONSIBILITIES. Each individual performing financial assistance work, in conjunction with his or her supervisor's career guidance and the opportunities presented for career growth, is ultimately responsible for his or her career progression and development in DOE/NNSA. However, overall responsibility for DOE/Certification in Financial Assistance (CFA) Program implementation rests with the DOE SPE. The Director of the Office of Policy, DOE Headquarters (HQ), serves as the financial assistance subject matter expert and is responsible for CFA policy, design and content of the recommended curriculum, identification of the critical financial assistance related duties, and tasks in which, at a minimum, employees in the financial assistance career path must be competent to perform at full performance grade levels. Within NNSA, overall responsibility for NNSA/FACD Program implementation rests with the NNSA SPE. Organizational management has been delegated to the Director, Office of Acquisition Management, NNSA HQ, who will serve as NNSA's functional advisor, and is responsible for the day-to-day administration and management of the program.

In planning their careers, individuals should pursue the training and growth opportunities offered them and request increasingly difficult and challenging assignments, enter a mentoring relationship, become involved with professional societies, and seek education and training outside the FACD curriculum and other DOE/NNSA course offerings.
3. CAREER PATH CURRICULUM. The CFA Program will provide employees the opportunity to analyze and resolve on-the-job performance issues and methods or techniques to determine their levels of proficiency. The CFA Program curriculum is designed to provide students with the necessary financial assistance skills and with experience in a wide range of thinking, approaches, and practices. Detailed course descriptions are provided in the Acquisition Certifications Program Handbook.

4. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS. The CFA Program complements the Contracting/Purchasing Career Development Program required of all GS-1102 Federal personnel. The CAF Program is directed primarily at contract specialist/financial assistance career employees; however, other members of the acquisition workforce may benefit from financial assistance training. For example, cost and price analysis personnel, contracting officer's representatives, and sponsoring program personnel. Contracting activities are encouraged to tailor courses such as these for such employees. Cost/price analysts, for example, would benefit from the cost principles, and Federal funds management courses of this curriculum.

CHAPTER V. PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM

1. INTRODUCTION. The Project Management Career Development Program (PMCDP) establishes requirements and responsibilities for all federal project directors (FPDs) with line management responsibility for capital assets. DOE O 413.3B, *Program and Project Management for the Acquisition of Capital Assets*, updates requirements for managing DOE capital assets. The PMCDP has defined necessary project management knowledge, skills, and abilities; project management training requirements; a career development tracking system; and a project management certification program. Certification requirements and responsibilities must be applied as indicated in accordance with the CEG.
2. ROLES AND RESPONSIBILITIES.
 - a. Certified Project Directors.
 - (1) Maintains certifications according to requirements of the PMCDP Module as defined in the CEG.
 - (2) Ensures that their IDPs reflect the training, continuous learning and development requirements defined in the CEG and Acquisition Certifications Program Handbook.
 - (3) Provides feedback on the effectiveness of the PMCDP certification program, identifying additional training and CE needs.
 - (4) Assists with training, mentoring, and certification of other project directors.
3. CAREER PATH CURRICULUM. The PMCDP provides the DOE project management community the opportunity to obtain both skills and experience commensurate with their certification levels and to enhance existing knowledge and capabilities for professional growth. The core curriculum provides the foundation for each of the PMCDP project management certification levels through training and developmental activities. A broad range of project management related elective courses further enhance the project director's knowledge, and allows him/her to tailor their requirements based upon their specific interests, needs, and work assignments.
4. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS. The Department has developed a detailed set of knowledge, skills, and abilities (KSAs) that are necessary to effectively manage projects or groups of projects with specific TPC ranges. PMCDP training, experience, and development requirements enable project directors to gain these KSAs. DOE personnel from all other acquisition disciplines are encouraged to participate in training that will broaden their understanding of project management and its interface with their area of specialty.

5. INCENTIVES. Incentives will be paid either as lump sum amounts or as additions to base pay in keeping with 5 CFR (Code of Federal Regulations) Part 575 covering recruitment, relocation and retention incentives. The payment of such incentives is at the discretion of the head of each departmental element predicated on the availability of budgetary funds, as follows:
 - a. PMCDP Level 1—up to 5 percent of basic pay.
 - b. PMCDP Level 2—up to 7.5 percent of basic pay.
 - c. PMCDP Levels 3 and 4—up to 10 percent of basic pay.

CHAPTER VI. FAC - CONTRACTING OFFICER'S REPRESENTATIVE CAREER DEVELOPMENT PROGRAM

1. INTRODUCTION. Pursuant to OFPP Act 41 U.S.C. § 1101 and OFPP Policy Letters 05-01, and September, 2011, Revisions to the Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR), established general training, experience and development requirements for CORs in civilian agencies that reflect the various types of contracts they manage. The term "COR" refers not only to positions technically designated as CORs, but also to Contracting Officer's Technical Representatives (COTRs), Technical or Task Monitors (TMs) and others who ensure proper development of requirements and assist Contracting Officers (COs) in managing their contracts.
2. ROLES AND RESPONSIBILITIES. The Contracting Officer's Representative and his/her supervisor must read and sign the appointment letter acknowledging acceptance of COR responsibilities. COR responsibilities must be added as a critical element in their performance plans. The COR's performance management process should allow for Contracting Officer input into the COR's performance appraisal. The COR's supervisor must have a performance standard related to oversight of COR responsibilities.
 - a. Contracting Officer's Representatives.
 - (1) COR designations are not required for financial assistance.
 - (2) CORs for management, operating/management, integration, and performance-based contract arrangements are subject to the same appointment requirements as other CORs.
3. CONTINUOUS LEARNING POINTS (CLPs). Individuals certified under the FAC-COR program are required to successfully complete the required number of (CLPs) every-two years based on their level of certification. Additional information on FAC-COR Certifications can be located in the DOE Acquisition Certifications Handbook.
4. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS. Contracting Officer Representatives must obtain FAC-COR to be eligible for appointment as a COR.

CHAPTER VII. FAC – PROGRAM/PROJECT MANAGEMENT (P/PM) PROGRAM

1. INTRODUCTION. Pursuant to OFPP Policy Act, 41 U.S.C. § 1101et.seq., and OFPP Policy Letter 05-01, the purpose of the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) under the ACMP is to establish general training, experience and development requirements for program and project managers (P/PMs) in civilian agencies based upon core competencies needed to successfully manage programs. This certification program will promote continued development of essential knowledge, skills and abilities for P/PMs to improve program outcomes.
2. ROLES AND RESPONSIBILITIES. The ACM is responsible for administering the agency certification and continuous learning/continuous education IAW Reference (c) guidance and any subsequent guidance provided by OFPP or FAI. Authority for overseeing the agency FAC-P/PM program, resolving disputes, and granting certifications will be at the CAO or designee level.
 - a. Essential responsibilities for program administration are to:
 - (1) ensure all P/PMs are registered in FAITAS,
 - (2) identify and assess the qualifications of the agency's acquisition P/PM workforce,
 - (3) develop the P/PM workforce in accordance with the standards in this program,
 - (4) determine appropriate certification levels and issue FAC-P/PM certifications,
 - (5) issue agency FAC-P/PMs as appropriate, and
 - (6) manage the continuous learning process.
3. CAREER PATH CURRICULUM. The purpose of the FAC-P/PM core-plus specialization is to establish additional training, experience and continuous learning requirements for FAC-P/PM certified personnel who manage specific investments requiring specialized knowledge, skills and abilities. The first core-plus area to be addressed in this certification program is for information technology (FAC-P/PM-IT), the details of which are at Attachment 4. This new core-plus specialization for IT P/PMs was developed in collaboration with OMB's Office of E-government and Information Technology. New core-plus areas will be recommended by the P/PM FAB, approved by OFPP, and maintained by FAI at www.fai.gov.

4. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS. Individuals certified as entry level FAC-P/PMs are considered to have met the FAC-COR requirements for Level II. Individuals certified as senior-level FAC-P/PMs are considered to have met the FAC-COR requirements for Level III. These individuals must provide their FAC-P/PM certificates and continuous learning documents to their ACMs or designees for FAC-COR certification. Conversely, however, an individual with FAC-COR certification does not necessarily meet the requirements for the FAC-P/PM.

CHAPTER VIII. PURCHASE CARD PROGRAM

1. **INTRODUCTION.** Pursuant to U.S. General Services Worldwide Federal Supply Service Contract for Purchase, the FAR, Travel, Fleet, and Integrated Card Services, and the DOE Purchase Card Policy and Operating Procedures, the DOE Government Purchase Card Program establishes operational procedures and general training guidelines for DOE Government purchase card holders.
2. **ROLES AND RESPONSIBILITIES.** The ACM is responsible for administering the agency certification and continuous learning/continuous education IAW Reference (c) guidance and any subsequent guidance provided by OFPP or FAI. Authority for overseeing the agency Government Purchase Card Program will be at the HCA or his/her designee level.

The DOE Government Purchase Card Policy and Operating Procedures, the HCA or their designee is responsible for ensuring completion of the following training for all cardholders, Administrative Officers, and Finance Officials:

- a. Mandatory initial cardholder training.
 - b. Biennial refresher training.
 - c. Supplemental training that may include training based upon alignment with program procedures, lessons learned, and feedback from annual reviews.
3. **CAREER PATH CURRICULUM.** The DOE Government Purchase Card Program provides purchase cardholders with other career opportunities in the 1102 and 1105 series certification levels and grades.
 4. **RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS.** Individuals certified under this program must maintain contracting and purchasing proficiency levels in accordance with the Federal Acquisition Certification Programs.