

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). The ACMP implements career development in accordance with (IAW) career development objectives identified in Executive Order (E.O.) 12931 “Federal Procurement Reform,” the Federal Acquisition Regulation (FAR), the Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP) requirements, and the Federal Acquisition Reform Act (FARA).
- b. To set forth requirements and responsibilities for the Department of Energy, Office of Asset Management Personal Property Management Career Development Program (PPMCDP).
- c. To set forth requirements and responsibilities for the Department of Energy, Office of Project Management Project Management Career Development Program (PMCDP).
- d. To establish requirements for training, certification, and career development to ensure a common foundation of knowledge, tools, and capabilities necessary for the development of a highly skilled acquisition workforce.
- e. To establish a means for providing continuity of effective acquisition career management and support for our customers.
- f. To establish this Order as the overarching directive governing training, continuous learning (CL), career management and career development for the Department’s certified workforce.
- g. To ensure consistency and uniformity in acquisition certifications policy.

2. **CANCELS/SUPERSEDES.** DOE O 361.1C, *Acquisition Career Management Program*, dated 05-14-15.

Cancellation of a directive does not, by itself, modify or otherwise affect any contractual or regulatory obligation to comply with the directive.

3. **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. This Order is written to enhance and not interfere with 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) Equivalency. IAW the responsibilities and authorities assigned by E.O. 12344 (Naval Nuclear Propulsion), codified within 50 US Code § 2406 and 2511, and to ensure consistency throughout the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
 - (2) Exemption. This Order does not apply to the Bonneville Power Administration.

4. REQUIREMENTS.

- a. Certification Requirements.
 - (1) Certification requirements must be applied as indicated in the appropriate program module described in Chapters I through VIII.
 - (2) The DOE acquisition workforce must successfully complete training to attain and maintain certifications for appropriate levels or obtain waivers as specified in this Order and the DOE Acquisition Certifications Program (ACP) Handbook.
 - (3) Pursuant to the DOE ACP Handbook, requests for Federal Acquisition Certification-Contracting (FAC-C) waivers to maintain certification requirements must be submitted in writing to the Senior Procurement Executive (SPE) through the Acquisition Career Manager (ACM) and must describe how disapproval would affect the organization and the course of action being taken to rectify the situation. Individuals requesting waivers must submit a resume documenting experience relevant to the position. In the case of the PMCDP, requests for waiver must be submitted in writing to the Chairs of the Certification Review Board in accordance with Chapter V of this Order.
 - (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 General Schedule (GS) 7 level, a Level I position under

the Contracting and Purchasing Career Development (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 considered a Level III certification outside DOE.
- (6) If a potential assignee to a vacant position in the next higher level (GS-5 through GS-12) has not met the Office of Personnel Management (OPM) Qualification requirements for the Contracting Series, 1102, for certification at the specified level, the potential assignee must submit qualifying documents to the DOE Agency Human Resource Specialist to be considered for the position.
- (7) An individual certified at a specific level by DOE or an individual certified at a specific level who holds a FAC or Defense Acquisition Workforce Improvement Act (DAWIA) certification and subsequently transfers to DOE will retain that certification regardless of any new requirements made effective thereafter, unless:
 - (a) 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 within 36 months.
 - (b) The individual has not maintained the certification through CL.
 - (c) Failure to complete new requirements or to obtain a waiver will result in the certification being revoked.

b. Curriculum Requirements.

The core curriculum must contain—

- (1) Specific accredited courses that employees must successfully complete by demonstrating mastery of material before becoming eligible for higher-level certifications.
- (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 that later courses can build on the knowledge gained in earlier offerings.

c. Training Management.

- (1) To use “Fulfillment” to satisfy mandatory (core) training, candidates must submit, and supervisors must review documentation to determine how required competencies for certification levels or classes were obtained through alternate training, experience, or education. In the absence of a certificate, applicants must submit available documentation in the form of transcripts, resume, or other documentation to verify training requirement was met.
- (2) Core courses are required for certification at each level in each functional area as described within relevant program modules.
- (3) Time 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 for relevant skills and competency development.

- d. Continuous Learning. 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 (CLPs).

5. 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)
- d. DOE Certifications associated with GS Job Series:
 - (1) 1102 – Contracting Officers/Contract Specialists
 - (2) 1103 – Personal Property
 - (3) 1105 – Purchasing
 - (4) 1102/1109 – Certification in Financial Assistance

(5) 1102/1109 Certification in Other Transaction Authority

NOTE: Relative to paragraph 5.d., warrant holders and legacy employees are not limited to 1100 series.

e. DOE Certifications required in specific positions:

- (1) Federal Project Directors (FPDs). Chapter V, *Project Management Career Development Program*, of this Order addresses certification of FPDs.
- (2) Technical Project Officers.
- (3) Agreements Technical Representatives.

6. RESPONSIBILITIES.

a. Chief Acquisition Officer (CAO). IAW with OFPP Policy Letter 05-01, the CAO or designee 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 ACMP. The NNSA Senior Procurement Executive appoints the NNSA ACM to lead the NNSA's ACMP.

b. Senior Procurement Executive (SPE).

- (1) The appropriate DOE SPE or NNSA SPE provides oversight of, and ensures, members of the acquisition workforce under their cognizance are certified to the career-levels appropriate with the grades they occupy or with their responsibilities, including approving requests for waivers if needed, as required IAW this Order.
- (2) Maintain certification supporting documentation for the DOE acquisition workforce.

c. Co-chairs of the Certification Review Board (CRB) for the Project Management Career Development Program.

- (1) Provide oversight of DOE and NNSA certification processes and provide guidance and assistance to meet career development and certification policy requirements for the Federal Project Directors. Co-chairs also convene the CRB to consider candidates eligibility to become FPDs.

- (2) Maintain certification supporting documentation for the DOE and NNSA program/project management workforce.
- d. Acquisition Career Managers (ACMs). Provide certification oversight of all Federal Acquisition Certifications and DOE acquisition certification processes (except PMCDP). ACMs provide certification guidance and assistance to the DOE Acquisition Workforce in meeting career development and acquisition certification goals in accordance with OFPP. For DOE/NNSA the ACM leads the ACMP. ACMs will:
- (1) Review the education, training profile, and experience of employees new to DOE to determine the appropriate career-level.
 - (2) Manage the identification and development of the acquisition workforce, including identifying staffing needs, training requirements, and other workforce development strategies.
 - (3) Propose an annual budget for development of the acquisition workforce.
 - (4) Provide the existing workforce with training and experiential learning opportunities sufficient to maintain currency in their positions and to prepare for future leadership roles.
 - (5) Provide training, career management, and certification management support to Federal Acquisition Certification programs and DOE certifications programs (see paragraph 4.a.(3)).
 - (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) Implement DOE policies and procedures for acquisition workforce management consistent with OFPP policies and procedures.
 - (8) Coordinate with DOE Site Acquisition Career Managers (SACMs) through regular conference calls and meetings to assist in fulfillment of certification requirements.
 - (9) Provide support and direction as required to the SACMs for registering the DOE certified acquisition workforce in the Federal Acquisition Institute Training Application System (FAITAS).
 - (10) Provide oversight and management of training and certification records in FAITAS DOE-wide.
 - (11) Review and take action on certification requests in FAITAS.

- (12) Recommend, as appropriate pursuant to OPM and the Office of Federal Procurement Policy (OFPP) policies on a case-by-case basis, to the SPE temporary waivers to Federal Acquisition Certification education and training requirements.
 - (13) Provide guidance and oversight of acquisition workforce members' career paths to ensure training, developmental activities and experiential learning opportunities are provided and used in a manner consistent with their respective career development programs and Program Element needs.
 - (14) Represent DOE on interagency groups, committees and advisory boards associated with the acquisition workforce.
 - (15) Approve the completion of requirements and attainment of competencies established in their respective career development modules described in Chapters I through IV and VI through VIII.
 - (16) Track and report performance measures as identified and required by senior management.
 - (17) Centralize and manage DOE acquisition workforce certification, and development information and guidance.
- e. Heads of Contracting Activity (HCAs). Promote technical excellence by assisting the SPE with career management issues within various ACMP certifications.
- (1) Serve as the single point of contact, with responsibility for acquisition career development and career management matters concerning their assigned site.
 - (2) Implement career development policy, review curriculum requirements, class allocations, 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.
 - (3) Provide advice and guidance on education, training, and experience required for acquisition positions.
 - (4) Review certification/waiver requests for completeness prior to forwarding to Headquarters for action.
 - (5) Endorse certification waiver requests.
 - (6) Recommend changes in the certification curriculum to the SPE.

- f. Headquarters and Field Element Managers (FEM)/Procurement Directors (PD) and National Nuclear Security Administration.
- (1) Conduct continuous structured analysis of future acquisition skills needed to support planned or emerging program needs.
 - (2) Identify and assess training needs, provide funding for training, and create plans IAW DOE O 360.1, *Federal Employee Training*, current version.
 - (3) Ensure that existing acquisition staff and managers receive CL to remain current on emerging acquisition requirements, policies, issues, and techniques.
 - (4) Provide the DOE/NNSA acquisition workforce with the appropriate training and CL opportunities to meet all certification requirements in a timely manner.
 - (5) Budget for and set aside appropriate funds for required training.
 - (6) Provide funding on a per-student basis for mandatory courses IAW the contracts and agreements with the training sources approved by the ACM.
 - (7) As required, reassign workforce members to duties not requiring certification when their certifications are revoked for failure to obtain CL.
 - (8) Inform Government purchase cardholders to meet all training requirements for the purchase card authority they hold. Guidance can be found in DOE Policies and Operating Procedures for Purchase Cards.
- g. Site Acquisition Career Managers (SACM). SACM duties include (excluding PMCDP):
- (1) Representation.
 - (a) Provide guidance, oversight and assistance to acquisition workforce members to maintain required certification levels under their respective career development modules.
 - (b) Track the certification status of members, provide the ACM with quarterly updates of training, developmental assignments, and certification status.
 - (c) Represent and speak for the Procurement Director and HCA regarding all acquisition career program matters for his/her office/site.
 - (d) Represent site employees at scheduled acquisition career program-related conference calls, meetings, and conferences.

- (2) Proficiency and Currency in:
 - (a) The policy and procedures in the DOE ACP Handbook.
 - (b) The DOE O 541.1C, *Appointment of Contracting Officers and Contracting Officer's Representatives* current version.
- (3) Certification Oversight.
 - (a) Monitor status of certifications and CL 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) Confirm applications or other actions are completed, fully supported and are aligned with Federal Acquisition Institute (FAI) standards.
 - (d) Review, verify and approve the number of CLPs.
 - (e) Review and take action on certification/achievement requests in FAITAS.
 - (f) Consult the ACM for guidance on CLP requests not covered in the CLP Accreditation Table.
 - (g) Coordinate with the ACM locally-hosted training or other CL activities to determine CLP credit and available training seats.
 - (h) Confirm that members complete all DOE mandatory electives as applicable.
- (4) Communication.
 - (a) Advise and provide recommendations to supervisors when acquisition workforce members are failing to meet training requirements.
 - (b) Coordinate with the ACM as necessary to announce and implement new certification requirements.
- (5) Acquisition Workforce Analysis.
 - (a) Maintain demographic information, trend analysis, 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 ACMP 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) Monitor CL and certifications in FAITAS.
 - h. Supervisors. Ensure workforce members are afforded opportunities to complete requisite certification requirements through the creation of Individual Development Plans. (IDPs).
 - (1) Create IDPs in the DOE's Learning Management System (LMS) in accordance with DOE Order 360.1C. IDP tools are available in LMS and FAITAS.
 - (2) Assist in the design, development and implementation of IDPs to meet developmental and certification requirements of the position. IDPs may include, but are not limited to:
 - (a) Courses needed for the appropriate certification level;
 - (b) Courses for career development;
 - (c) Courses needed for renewal/continuous learning; and
 - (d) Shadowing/rotational assignments.
 - (3) Determine priority for training when multiple staff members require training within one of the above priority categories.
 - (4) Perform annual reviews of each acquisition workforce member participating in the ACP to ensure education, training and experience requirements are met to maintain certifications.
 - (5) Review, verify and take action on CL requests in FAITAS.
 - (6) Approve the number of CLPs.
 - i. Functional Advisor/Subject Matter Experts. Review and evaluate curriculum requirements and delivery with course audit procedures. Ensure course objectives and content are up-to-date and recommend content for ACMP and PMCDP courses.

- j. Acquisition Workforce.
 - (1) Meet all requirements for certification at their current levels.
 - (2) Maintain certifications IAW specified program and mission requirements.
 - (3) Annually prepare and periodically update IDPs with the assistance and counsel of supervisors.
 - (4) Submit requests for CL, external certification, and other equivalency through FAITAS to supervisors.
- 7. INVOKED TECHNICAL STANDARDS. This Order does not invoke any DOE technical standards or industry standards as required methods. DOE O 251.1, current version, provides a definition for “invoked technical standard.”
- 8. REFERENCES.
 - a. 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. E.O. 12344, Naval Nuclear Propulsion Program, is an integrated program carried out by DOE and the Department of Navy.
 - (1) Section 5. Within the Department of Energy, the Secretary of Energy shall assign to the director the responsibility of performing the functions of the Division of Naval Reactors transferred to the Department of Energy by Section 309(a) of the Department of Energy Organization Act (42 U.S.C. 7158), including assigned civilian power reactor programs, and any naval nuclear propulsion functions of the Department of Energy, including:
 - (2) Section 5(d). Training, including training conducted at the naval prototype reactors of the Department of Energy, and assistance and concurrence in the selection, training, qualification, and assignment of personnel reporting to the director and of personnel who supervise, operate, or maintain naval nuclear propulsion plants.
 - c. 50 U.S.C. § 2406(b), Deputy Administrator for Naval Reactors. The Deputy Administrator shall be assigned the responsibilities, authorities, and accountability for all functions of the Office of Naval Reactors under the Naval Nuclear Propulsion Executive Order.
 - d. 41 U.S.C. Public Contracts, Subtitle I – Federal Procurement Policy. Division B – Office of Federal Procurement Policy, Chapter 17 – Agency Responsibilities and Procedures.

- e. 41 U.S.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.
- f. 41 U.S.C § 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.
- g. 48 Code of Federal Regulations (CFR), Subpart 901.6 – Career Development, Contracting Authority and Responsibilities, Subpart 901.603-70 – Appointment of Contracting Officers and Contracting Officer’s Representatives, see DOE O 541.1, current version.
- h. OFPP Memo – May 7, 2014 – Revisions to the Federal Acquisition Certification in Contracting (FAC-C). Designed to strengthen the acquisition workforce to improve program outcomes.
- i. 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.
- j. 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.
- k. 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 CORs and other individuals performing these functions.
- l. OFPP FAC P/PM Memo April 25, 2007 – 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.
- m. 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.
- n. OFPP Policy Letter 05-01 – April 15, 2005 – 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.

- o. 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.
- p. 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.
- q. FAR 1.603-1 Selection, Appointment, and Termination of Appointment for Contracting Officers– requires agency heads to establish and maintain a procurement career management program and a system for the selection, appointment and termination of Contracting Officers. These selections and appointments shall be consistent with OFPP standards of skill-based training for contracting and purchasing duties as published in OFPP Policy Letter No. 05-01, Developing and Managing the Acquisition Workforce, April 15, 2005.
- r. 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.
- s. The Defense Acquisition University Website – at www.dau.mil, provides information on course equivalencies.
- t. The Federal Acquisition Institute Website – at www.fai.gov, provides information on available online courses.
- u. DOE Order (O) 360.1, *Federal Employee Training Manual*, current version.
- v. DOE O 413.3, *Program and Project Management for the Acquisition of Capital Assets*, current version.
- w. DOE O 541.1, *Appointment of Contracting Officers and Contracting Officer's Representatives*, current version.
- x. DOE Acquisition Guide: <http://energy.gov/management/downloads/acquisition-guide-0>.
- y. DOE Policy and Operating Procedures for Purchase Cards: <http://energy.gov/sites/prod/files/PCARDPolicy-August%202012-Attachment.pdf>.

- z. Project Management Career Development Program – Certification and Equivalency Guidelines (CEG).
- aa. DOE Acquisition Certifications Program Handbook, current edition.

9. DEFINITIONS.

- a. Accredited Courses. Those that are approved by DOE as providing a specific body of knowledge.
- b. Acquisition. The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the rainington of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.
- c. Acquisition Career Managers (ACM). The individuals appointed to lead the Acquisition Career Management Program. The ACM for DOE is the Director, Office of Acquisition Management, or their designee. For NNSA, the ACM is the Director, Office of Acquisition Management, or their designee.
- d. 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.
- e. 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.
- f. Acquisition Guide. The DOE Acquisition Guide provides policy and guidance to the acquisition workforce in implementing statute and regulation for both procurement and program personnel who are involved in various aspects of the acquisition process.
- g. 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.
- h. Agreements Officer. (AO) A person with the authority to enter into, administer, and/or terminate other transactions, and make related determinations and findings.

The term includes certain authorized representatives of the AO acting within the limits of their authority as delegated by the AO.

- i. Agreements Technical Representative (ATR). An individual assigned by the Program Office and appointed by the AO/CO to coordinate DOE's substantial involvement in the award and administration of OT agreements to ensure Federal technical presence and oversight. ATR 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.
- 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. The acquisition function determines the acquisition workforce member's career field. The career fields are identified above in "Acquisition Workforce."
- 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 and Equivalency Guidelines (CEG). The CEG document establishes DOE competency and certification requirements for DOE Federal Project Management personnel to be certified as DOE FPDs.
- o. 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.
- p. Certification in Other Transaction Authority. The Certification in Other Transaction Authority (COTA) 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.
- q. 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.

- r. 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.
- s. Certification Review Board. The certifying body for the FPDs is co-chaired by the Director of the Office of Project Management and NNSA's Associate Administrator for Acquisition and Project Management 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. Competency. A Competency is a measurable pattern of knowledge, skills, abilities, (KSAs) behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully. Competencies specify the "how" of performing job tasks, or what the person needs to do the job successfully.
- v. Continuous Learning Points (CLPs). 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, and experiential learning.
- w. Contracting Officer (CO). A person with the authority to enter into, administer, and/or terminate contracts, federal financial assistance, and other transactions, and make related determinations and findings. The term includes certain authorized representatives of the CO acting within the limits of their authority as delegated by the CO.
- x. Contracting Officer's Representative (COR). An individual, including a Contracting Officer's Technical Representative (COTR), designated and authorized in writing by the CO to perform specific technical or administrative functions.
- y. 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 closeout contracts.
- z. Core Courses. Classes taught by approved trainers and required as part of the core curriculum.
- aa. Core Curriculum. A course of study comprising specific courses required to attain a certification level.

- bb. 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.
- cc. 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.
- dd. 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.
- ee. Federal Acquisition Certification (FAC). FAC OFPP Policy Letter 05-01 established Federal Acquisition Certifications for Contracting, Contracting Officer's 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.
- ff. Federal Acquisition Institute (FAI). Established under the Office of Federal Procurement Policy Act, its mission is to foster and promote the development of a professional acquisition workforce into effective business leaders.
- gg. 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.
- hh. Federal Project Director (FPD). FPDs are persons responsible and accountable for directing DOE projects IAW DOE O 413.3, Program and Project Management for the Acquisition of Capital Assets.
- 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, 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 Functional Advisor of the career field upon application on a case-by-case basis.

- ll. Functional Advisor (FA). Senior civil service managers appointed by the CAO, or designee, who 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. Grants Officer (GO). A person with the authority to enter into, administer, and/or terminate financial assistance, and make related determinations and findings. The term includes certain authorized representatives of the GO acting within the limits of their authority as delegated by the GO.
- pp. 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.
- qq. Individual Development Plan (IDP). An IDP is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short- and long-term career goals, as well as improve current job performance. An IDP is not a performance evaluation tool or a one-time activity. It should be looked at like a partnership between the employee and the supervisor. It involves preparation and continuous feedback.
- rr. Learning Management System (LMS). The Department of Energy's Learning Management System supports employee development by providing access to an expansive catalog of online content, enabling training registration, and offering a variety of career development modules.
- ss. Mandatory DOE/NNSA acquisition course. An approved course of study that meets DOE/NNSA acquisition training requirements for a career level.
- tt. Other Transaction (OT) Authority. OT Authority provides DOE the ability to enter into a legal agreement other than a contract (awarded under the FAR) or Federal Financial Assistance award to fund a requirement in support of a DOE mission.
- uu. 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.

- vv. Procurement Director. The Procurement Director is responsible for the direct supervision, management and oversight of all procurement operations and personnel.
- ww. Program. An organized set of activities directed toward a common purpose or goal undertaken or proposed in support of an assigned mission area. It is characterized by a strategy for accomplishing definite objectives that identifies the means of accomplishment, particularly in qualitative terms, with respect to workforce, material, and facility requirements. Programs are typically made up of technology-based activities, projects, and supporting operations.
- xx. 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.
- yy. Project Management Career Development Program (PMCDP). Established in 2001 by a Congressional mandate to ensure the Department has well qualified and experienced Federal Project Directors (FPDs) to oversee the agency's diverse portfolio of highly-technical construction, experimental equipment and environmental cleanup projects. PMCDP's primary goal is to provide FPDs with the tools and training necessary to deliver projects that meet pre-defined scope, schedule and budgetary requirements, while maintaining the safety and security of these capital assets through training, experience, and development.
- zz. Purchase Cardholder. A DOE employee or authorized contractor with purchasing authority who:
 - (a) Is 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.
- aaa. 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 ACMP.
- bbb. Statutory Requirements. Statutory requirements are those requirements established by law for specific acquisition positions, i.e., Contracting Positions.

- ccc. 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 Management. In NNSA, this is the Deputy Associate Administrator for Acquisition and Project Management.
- ddd. Subject Matter Expert (SME). The Headquarters individual, identified by a FA, who is knowledgeable about and competent in a particular functional area.
- eee. Technical Project Officer (TPO). An individual nominated by the Program Office and appointed by the CO to coordinate DOE's substantial involvement in the award and administration of financial assistance 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.
- fff. 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.
- ggg. Warrant. An official certificate of appointment issued to an individual as evidence of authorization to perform or act IAW specific written authorities.
10. CONTACT. Questions concerning this directive should be addressed to the Acquisition Career Management Program Office, 202-287-1420.

BY ORDER OF THE SECRETARY OF ENERGY:



David M. Turk
DAVID M. TURK
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 and NNSA 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 FAC-C is mandatory for all GS-1102s, unless waived by the Senior Procurement Executive. However, members of the acquisition workforce issued new Contracting Officer (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 CO IAW 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. Contracts may be entered into and signed on behalf of the Government only by Contracting Officers. The term “contract” includes all types of commitments that obligate the Government to expenditures, including those at or below the micro-purchase threshold. “Financial assistance” means 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. The term includes grants, cooperative agreements and sub-awards. The term “Other Transaction” (OT) includes agreements and sub-awards that are legal agreements that are not contracts, grants or cooperative agreements. OT includes Technology Investment Agreements and Partnership Intermediary Agreements. The intent of the contracting and purchasing certification programs under the 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 contracting and purchasing certification programs 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 Acquisition Career Manager. Within NNSA, that responsibility is assigned to the NNSA SPE and organizational management has been delegated to the Director, Office of Acquisition Management, or their designee.

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 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 DOE ACP Handbook) and desired/elective courses.

a. CONTRACTING CERTIFICATION.

- (1) Certified workforce members must maintain currency in continuous learning points (CLPs) to meet statutory requirements directed by OFPP and FAI.
- (2) Failure to obtain the required CLPs will result in expiration of the certification. Additionally, a CO’s 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 a Federal Acquisition Certification in Contracting (FAC-C) or DAWIA certification will have up to 24 months from the date hired by DOE, to complete any mandatory DOE training. Mandatory training must be completed before any other continuous learning (CL) activities. Failure to do so may result in revocation of the CO's 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 CLPs may result in reassignment to a position not involving contract management. If an SPE chooses to revoke the warrant for failure to meet the CLP 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 DOE ACP Handbook provides guidance on what constitutes CLPs.

IV. PURCHASING CERTIFICATION. Personnel holding purchasing certifications must maintain certification through CL. Those certified to Level II are encouraged to take courses and pursue opportunities leading to certification in contracting to meet their CLP 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 CLP 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 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, 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/NNSA Personal Property Management Career Development Program (PPMCDP) is a mandatory certification program.
2. ROLES AND RESPONSIBILITIES. The Director, Office of Asset 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 PPMCDP. The NNSA Senior Procurement Executive is responsible for implementation of the NNSA PPMCD Program within NNSA.
3. PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT PROGRAM. The PPMCDP 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 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.

CHAPTER IV. FINANCIAL ASSISTANCE CAREER DEVELOPMENT PROGRAM

1. INTRODUCTION. Contracting Officers/Grants 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 instruments as they are in contracting, DOE offers its employees training resources. The application of OFPP's policy letter concepts to financial assistance responsibilities improves the effectiveness and efficiency of DOE's contracting workforce. Implementation of a DOE financial assistance training and career development certification program helps in meeting the career development objectives of 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 ACP 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 SPE. In DOE, the Director, Office of Policy, serves as the financial assistance subject matter expert, and is responsible for the following: CFA policy, design and content of the recommended curriculum, and identification of the critical financial assistance related duties and tasks. Employees in the financial assistance career path must be competent to perform at full performance grade levels. Within NNSA, overall responsibility for NNSA Financial Assistance Career Development Program (FACD) Program implementation rests with the NNSA SPE. Functional management has been delegated to the Director, Office of Acquisition Management, or their designee.

In planning their careers, individuals should pursue the training and growth opportunities offered to them, request increasingly difficult and challenging assignments, enter a mentoring relationship, become involved with professional societies, seek education and training outside the FACD curriculum, and other DOE/NNSA course offerings.

3. CAREER PATH CURRICULUM. The FACD 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 DOE ACP 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 CFA 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, a

Cost/Price Analyst, 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 implements the development and certification of DOE Federal Project Directors (FPDs) with responsibility and accountability for capital asset projects. IAW DOE O 413.3, *Program and Project Management for the Acquisition of Capital Assets*. FPDs are developed through a wide range of developmental, training, mentoring and rotational activities. PMCDP has defined the competency based KSAs project management requirements for FPD certification in the CEG. Certification requirements and responsibilities must be applied as indicated IAW the CEG.

2. CERTIFICATION REQUIREMENTS.

a. The PMCDP module establishes requirements for four certification levels corresponding to progressively more project responsibility and experience. Persons planning to be certified under the PMCDP may attain certification levels with the following total project cost (TPC) limits.

- Level 4: TPC exceeding \$400 million (M)
- Level 3: TPC greater than \$100M and equal to or less than \$400M
- Level 2: TPC greater than \$50M and equal to or less than \$100M
- Level 1: TPC greater than \$20M and equal to or less than \$50M

If an FPD is managing a portfolio of projects, the required FPD certification level is determined by the project with the highest TPC dollar value.

Certification level requirements based on TPC should be evaluated based on the following two considerations and in concert with the requirements of this Order:

- (1) Projects to be included must have been in progress for 12 months or more.
- (2) The certification candidate¹ typically would have a broad spectrum of experience that spans all critical decisions (CD-0 through CD-4). The TPC utilized to show experience at a particular certification level may not be exclusively comprised of projects that have not reached CD-1.

¹ Certification candidate used in DOE O 361.1C, Chapter V will mean those persons who have applied to the CRB for FPD certification.

- b. FPDs must be certified according to the requirements contained in this module and separately issued CEG², and have their certifications approved by the PMCDP CRB. FPD certification requirements are not directly related to FAC-P/PM certification requirements.
 - c. A CRB is co-chaired by DOE's Director, Office of Project Management and NNSA's Associate Administrator, Office of Acquisition and Project Management, or their designees and will approve and issue all project management certifications. Co-chairs will perform the effective implementation of the certification guidelines described in the CEG.
 - d. This module does not have a "grandfather" provision for project management certification, and the CRB will not issue a certification based solely on the candidate's incumbency before the effective date of this Order.
 - e. To maintain certification, all persons certified under PMCDP must complete 80 hours of continuous learning development biennially. (Guidance on Continuous Learning and Certification can be found on PM MAX).
 - f. Persons who fail to maintain their certification are subject to de-certification. De-certified FPDs must be removed from project duties within 90-days of notification.
 - g. All candidates for FPD certification must have IDPs that address planned training and course work, details, rotational assignments, mentoring agreements, and other developmental activities defined in this module.
 - h. Field Element Managers (FEMs), including operations offices, site offices, area offices, project offices, and service centers, or headquarters operations/program office directors or their designees will approve the completion of individual competencies and requirements.
 - i. FPD waiver requests are managed through the PMCDP.
3. 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;

² The Certification and Equivalency Guidelines are to be used for the PMCDP and contain the details of certification training and work development certification requirements and basis for equivalencies.

- b. PMCDP Level 2—up to 7.5 percent of basic pay; and
- c. PMCDP Levels 3 and 4—up to 10 percent of basic pay.

4. ROLES AND RESPONSIBILITIES.

- a. Program Secretarial Officers (PSOs) or Their Formal Designees (Including Operations Offices, Site Offices, Area Offices, Project Offices, and Service Centers).
 - (1) Ensure that their FPDs are certified according to the requirements outlined in this module, CEG and the requirements in DOE O 413.3, *Program and Project Management for the Acquisition of Capital Assets*.
 - (2) Refer all certification candidates to the PMCDP CRB for certification requirements.
 - (3) Track the certification status of persons certified under PMCDP.
 - (4) Provide updates of project assignments, developmental assignments, and certification status of FPDs.
 - (5) Ensure that Federal employees whose certifications are canceled under this module are reassigned to duties other than serving as the FPD of capital asset projects, and cancel any incentive pay provided under this module.
 - (6) Notify the Secretariat of the CRB of approved nominees for the industry rotation program sponsored by the Office of Management.
 - (7) Establish project management functions that—
 - (a) Serve as “Communities of Practice”³ for persons certified under PMCDP; and
 - (b) Provide forums for exchanging ideas, sharing lessons learned, and conducting technical presentations and workshops.
 - (8) Track and report PMCDP performance measures as identified and requested by the CRB.

³ Communities of Practice are groups of people who share a concern or share information through joint activities, discussions that help each other in their profession. They meet regularly to learn and share best practices and trends.

- (9) May provide incentives to high performing FPDs who attain the prerequisite level of certification and manage projects at the commensurate PMCDP level.

b. Field Element Managers or Their Formal Designees (Including Operations Offices, Site Offices, Area Offices, Project Offices, and Service Centers).

- (1) Direct approving officials (i.e., first line/site managers) to review fulfillments/equivalencies for certification candidates IAW program office protocol using guidelines established by the CRB.
- (2) As appropriate, ensure that FPD certification requirements are used as quality ranking factors in all FPD vacancy announcements.
- (3) Conduct panel interviews for Levels 1 and 2 certifications as deemed necessary and appropriate.
- (4) Use model project management position descriptions developed by the Office of the Chief Human Capital Officer [paragraph 4.f. (7)] to the maximum extent practical.
- (5) As deemed necessary and appropriate, pay for Project Management Institute Project Management Professional testing fees.
- (6) Ensure that certification and continuous learning (CL) data is loaded in the designated system of record for certification management.
- (7) Maintain auditable records of training for those persons certified under PMCDP.
- (8) Select certification candidates based on the qualification requirements in the PMCDP Module.
- (9) Submit applications for FPD certification to the PSO or designee for review and approval within 12 months of selection for new hires, reassignments, or promotions/advancements.
- (10) Direct supervisors of persons certified under PMCDP to identify training needs according to the requirements of this module and budget for these recurring project management training needs on an annual basis.
- (11) Ensure that persons certified under PMCDP are provided appropriate developmental assignments and experience needed to progress to higher levels of certification.

- (12) Ensure that persons certified under PMCDP develop and execute IDPs consistent with the training, experience, and development requirements defined in this module.
- (13) Ensure that appropriate training and CL requirements are satisfied in a timely manner to maintain certification.
- (14) Approve individual competency requirements as described in the CEG.
- (15) Ensure that training and certification records for persons certified under PMCDP are maintained in a centralized system.
- (16) At the discretion of the field office manager/program offices and commensurate with contract management practices at the site/office, provide certified FPDs with formal COR authority once FPDs have received the required training and their technical contract administration competency is verified.
- (17) Track FPD's career paths to ensure that training, developmental activities, and experiences are being provided and used in a manner consistent with the PMCDP defined in this module.

c. Director, Office of Project Management.

- (1) Serve as co-chair on the CRB. (The CRB co-chair responsibilities may be delegated one level.)
- (2) Ensure that all FPDs are certified according to the requirements of the PMCDP Module.
- (3) Evaluate annually all project management training needs and confirm that appropriate training is available through the Office of the Chief Human Capital Officer or other sources.
- (4) Verify that appropriate training satisfies the training requirements defined in this module is available to DOE Federal project directors.
- (5) Review and take action on all certification requirement waivers. Responsibility may be delegated per paragraph 4.c. (1) above.
- (6) Track the development of persons certified under the PMCDP.
- (7) Determine that priority for placement in training courses and in developmental assignments is given to "Incumbent" project directors.
- (8) Create an annual agency-wide PMCDP needs assessment and statistics on retention of persons certified under the PMCDP.

- (9) Notify persons certified under the PMCDP and their supervisors of available training and developmental needs.
 - (10) Develop, issue, and maintain PMCDP requirements and the CEG.
 - (11) Review, approve, and track CLPs in the PMCDP Module hosted in the Employee Service System (ESS).
 - (12) Track the assignments of FPDs through the DOE Project Assessment and Reporting System (PARS) and monitor the certification status.
 - (13) Provide written notification to program offices and the Secretariat of the CRB of persons certified under the PMCDP who either have failed to maintain certification as required or are de-certified.
 - (14) Establish formal agreements between public and private sector organizations to provide certified FPDs rotational assignments.
 - (15) Review quarterly reports on CL status and provide 15-, 30-, 60-, and 90-day notification to persons certified under PMCDP and PSO of pending revocation of certification when CE requirements for maintaining certification are not met.
 - (16) Establish, track, and report PMCDP performance measures to the Deputy Secretary on an annual basis.
 - (17) Assist program office's and field elements in developing any required justifications for pay incentives.
- d. NNSA Associate Administrator for Acquisition and Project Management.
- (1) Serve as co-chair on the CRB. (The CRB co-chair responsibilities may be delegated one level.)
 - (2) Ensure that all FPDs are certified according to the requirements of the PMCDP Module.
- e. Certification Review Board.
- (1) Co-chaired by the Director, Office of Project Management and the NNSA Associate Administrator, Office of Acquisition and Project Management, or their designees.
 - (2) Reviews the qualifications and documentation submitted on behalf of certification candidates by the PSOs IAW this module and the CEG.
 - (3) Reviews and evaluates certification candidates' education, training, and competencies to ensure that they are commensurate with the certification

level requested, and recommends certification approval to the co-chairs. The CRB must ensure that education, experience, grade, training, skills, and knowledge are commensurate with delegated project management authorities.

- (4) Issues guidelines for equivalencies in the CEG.
- (5) Issues FPD certifications (subject to the provisions of this module) in the CEG.
- (6) Conducts interviews of all Level 3 and 4 certification candidates.
- (7) Reviews and approves the CEG.
- (8) Recommends to the co-chairs revocation of certification in event that the 90-day notification period has been exceeded without appropriate action.
- (9) Approves formerly certified FPDs' applications for recertification after revocation of certification. Persons whose certifications are revoked must successfully complete 80 hours of continuing education in appropriate subjects before reapplying to the CRB.
- (10) Approves all certification requirement waivers. Responsibility may be delegated per paragraph 4.d.(1) above.

f. Chief Human Capital Officer.

- (1) Supports the PMCDP through maintaining certification records, training and development needs, and project assignments on the DOE Corporate Human Resource Information System (CHRIS.)
- (2) Provides continuing support for the PMCDP by ensuring that appropriate training that satisfies the training requirements defined in this module are available to DOE Federal project directors.
- (3) Ensures that priority for placement in training courses and in developmental assignments is given to incumbent Federal project directors.
- (4) As appropriate, ensures that FPD certification requirements are used as a quality-ranking factor in all FPD vacancy announcements.
- (5) Ensures that appropriate pay incentives are awarded IAW this module.
- (6) Assists the Secretariat to the CRB, program offices, and field elements in developing any required justifications for pay incentives.

- (7) Assists in the development of position descriptions and maintains model project management position descriptions.

g. Certified Federal 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.
- (3) Provides feedback on the effectiveness of the FPD certification program, identifying additional training and CE needs.
- (4) Assists with training, mentoring, and certification of other project directors.

5. CONTINUOUS LEARNING POINTS (CLP).

- a. Each person certified under the PMCDP is required to successfully complete 80 hours of CL every two-years, as described in the CEG. Persons certified under the PMCDP should fulfill, as designated, CL credit requirements to progress to the next level of certification and project authority.
- b. The Office of Project Management and the Office of the Chief Human Capital Officer will provide training as described in the PMCDP curriculum in the CEG.
- c. Accumulation of CLP credit will begin with the most recent FPD certification date.
- d. Certified federal project directors who fail to maintain CL hours will be notified by the Secretariat of the CRB of this status. Unless there are extenuating circumstances such as illness or military service which prevent them from remedying identified deficiencies, the certification will be revoked.
- e. The CRB may revoke certification and notify the person certified under PMCDP and the PSO that the certification has been revoked.

6. CAREER PATH CURRICULUM. The PMCDP provides the 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 Federal Project Director's knowledge, and allows him/her to tailor their requirements based upon their specific interests, needs, and work assignments.

7. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS. The Department has developed a detailed set of 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. 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. The Office of Project Management manages certifications for FPDs.

CHAPTER VI. CONTRACTING OFFICER'S REPRESENTATIVE CAREER DEVELOPMENT PROGRAM

1. INTRODUCTION. This module provides specific training requirements for individuals who wish to be delegated Contracting Officer's Representative authority in contracting, financial assistance, sales, micro-purchase, and simplified acquisition. DOE O 541.1C, *Appointment of Contracting Officers and Contracting Officer's Representatives*, dated 1-17-17, establishes procedures governing the selection, appointment and termination of COs and for the appointment of CORs.

Pursuant to OFPP Act 41 U.S.C. § 1101 and OFPP Policy Letters 05-01, and September 6, 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. Only CORs designated in writing by the CO will utilize the universal term COR.

2. ROLES AND RESPONSIBILITIES. The COR and his/her supervisor must read and sign the appointment letter acknowledging acceptance of COR responsibilities. IAW OFPP Policy Letter dated September 6, 2011, the COR and his/her supervisor may consider adding COR responsibilities as a critical element in their performance plans. The COR's performance management process should allow for CO input into the COR's performance appraisal. The COR's supervisor must have a performance standard related to oversight of COR responsibilities.

The COR is not authorized to perform any function that results in a change in the scope, price, terms, or conditions of the contract. Specific responsibilities for COs and CORs are detailed in DOE O 541.1C.

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) Under limited conditions, non-Government personnel may be appointed as CORs on an as-needed basis.
 - (a) The procurement executive's approval to appoint non-Government personnel as CORs must be obtained in advance of the designations.
 - (b) Such non-Government personnel—
 - 1 would be subject to the same training requirements as Government CORs; and

2 would not be allowed to perform Inherently Governmental Functions.

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 ACP Handbook.
4. RELATION TO ACQUISITION CERTIFICATION FOR CONTRACTING OFFICER'S REPRESENTATIVES. Contracting Officer's 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 (KSAs) for P/PMs to improve program outcomes.
2. ROLES AND RESPONSIBILITIES. The ACM is responsible for administering the FAC-P/PM certification program and continuous learning/continuous education IAW 6. (c.) and any subsequent guidance provided by OFPP. Authority for overseeing the agency FAC-P/PM program, resolving disputes, and granting certifications will be at the CAO or designee level.

Essential responsibilities for program administration are to:

- a. Ensure all P/PMs are registered in FAITAS and developed IAW with this program;
 - b. Identify and assess the qualifications of the agency's acquisition P/PM workforce;
 - c. Sponsor personnel for the FAC-P/PM Certification as required;
 - d. Determine appropriate certification levels and issue FAC-P/PM certifications as appropriate; and
 - e. Manage the continuous learning (CL) process.
3. CAREER PATH CURRICULUM. The purpose of the FAC-P/PM core-plus specialization is to establish additional training, experience and CL requirements for FAC-P/PM certified personnel who manage specific investments requiring specialized KSAs. The first core-plus area to be addressed in this certification program is for information technology (FAC-P/PM-IT). 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 Functional Advisory Board (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 CL 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 Administration 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 cardholders.
2. ROLES AND RESPONSIBILITIES. The ACM is responsible for administering the agency certification and continuous learning/continuous education IAW 6 (d.) 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.

IAW 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.
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 IAW the Federal Acquisition Certification Programs.

CHAPTER IX. OTHER TRANSACTION (OT) AUTHORITY CAREER DEVELOPMENT PROGRAM

1. INTRODUCTION. Agreements Officers (AOs) award and administer Other Transaction (OT) agreements, including Technology Investment Agreements (TIAs) and Partnership Intermediary Agreements (PIAs)(includes orders under the PIA). The Federal standards that cover acquisition do not address OT careers or offer a training curriculum. To ensure that its workforce is as qualified in the award and administration of OT agreements instruments as they are in contracting and financial assistance, DOE offers its employees training resources. The application of OFPP's policy letter concepts to OT responsibilities improves the effectiveness and efficiency of DOE's workforce. Implementation of a DOE OT training and career development certification program helps in meeting the career development objectives of 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 OT duties.
2. ROLES AND RESPONSIBILITIES. Each individual performing OT 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 Other Transaction Authority (COTA) Program implementation rests with the SPE. In DOE, the Director, Office of Policy, serves as the OT subject matter expert, and is responsible for the following: COTA policy, design and content of the recommended curriculum, and identification of the critical OT related duties and tasks. Employees in the OT career path must be competent to perform at full performance grade levels. Within NNSA, overall responsibility for NNSA Financial Assistance Career Development (FACD) Program implementation rests with the NNSA SPE. Functional management has been delegated to the Director, Office of Acquisition Management, or their designee.

In planning their careers, individuals should pursue the training and growth opportunities offered to them, request increasingly difficult and challenging assignments, enter a mentoring relationship, become involved with professional societies, seek education and training outside the COTA curriculum, and other DOE/NNSA course offerings.
3. CAREER PATH CURRICULUM. The COTA Program curriculum is designed to provide students with the necessary skills and with experience in a wide range of thinking, approaches, and practices. Detailed course descriptions are provided in the DOE ACP Handbook.
4. RELATION TO OTHER ACQUISITION WORKFORCE PROGRAMS. The COTA Program complements the Contracting/Purchasing Career Development Program required of all GS-1102 and GS-1109 Federal personnel. The COTA Program is directed primarily at contract specialist/financial assistance career employees; however, other members of the acquisition workforce may benefit from OT training.