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**COMMERCE ACQUISITION MANUAL
1301.671**

DEPARTMENT OF COMMERCE
PROGRAM AND PROJECT MANAGER CERTIFICATION PROGRAM

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Program and Project Manager Certification Program

SECTION 1 - OVERVIEW

1.1 Background

Well-trained and experienced program and project managers are critical to the acquisition process and the successful accomplishment of the Department's mission. A strong partnership between program and project managers and contracting professionals requires a common understanding of how to meet the Government's needs through acquisitions that deliver quality goods and services in an effective and efficient manner. As a result, the Services Acquisition Reform Act of 2003, P.L. 108-136, expanded the definition of acquisition to include functions performed by program and project managers, such as requirements development, performance management, and technical direction. The Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, dated April 15, 2005, built upon this broader definition of the acquisition workforce and required the development of a program and project management certification program. On April 25, 2007, OFPP issued a memorandum entitled "The Federal Acquisition Certification for Program and Project Managers" providing a common certification program for the Federal program and project management workforce that reflects a government-wide standard for knowledge, skills and experience leading to achievement of core competencies. On December 16, 2013, OFPP issued a [memorandum](#) to refresh the certification program for program and project managers. The revised program is designed to strengthen program and project managers in order to improve program outcomes and the management of high-risk, high-impact programs.

The certification program stresses the interdependent relationship between program and project management where many of the core project management competencies are a subset of program management competencies. As project managers develop their project management competencies, they acquire the important program perspectives. Therefore, the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) includes program and project management within a single certification to reflect both the interdependent nature of program and project management as well as the development needs of a program and project manager (P/PM).

1.2 Purpose

The purpose of the Department of Commerce (DOC, Department) Program and Project Manager Certification Program is to provide the framework and establish procedures for implementation of the Federal Acquisition Certification for Program and Project Managers. The certification program is designed to develop a cadre of qualified and well-trained professional managers who are eligible for formal assignment to projects and/or programs.

1.3 Applicability

Effective March 31, 2014, the Program and Project Manager Certification program is applicable to all program and project managers, as described in the definitions provided in Appendix A. Program managers assigned to programs considered major acquisitions, as defined by Office of Management and Budget (OMB) Circular A-11 must be senior-level certified. Project managers assigned to lead projects within programs identified as major acquisitions must, at a minimum, possess a mid-level certification. Assigned leads of primary Integrated Project or Product Teams (IPTs) supporting major acquisitions must possess at least a mid-level certification. In the DOC, programs and projects designated as high-profile as defined in the Department Administrative Order (DAO) 208-16 equate to OMB A-11 major acquisitions.

Newly appointed P/PMs assigned to programs/projects, including those considered major acquisitions, must be certified at the appropriate level within 12 months of the date of assignment to the program or

project.

1.3.1 Transition from Current FAC-P/PM Certification

Program and project managers that were certified under the previous FAC-P/PM shall be grandfathered into the revised FAC-P/PM program at the level of certification held as of March 31, 2014, as long as their continuous learning requirements are current. Any grandfathered P/PM seeking a higher level certification after March 31, 2014, shall meet the requirements of this policy.

1.4 Program Objectives

The Program and Project Manager Certification Program is designed to ensure that Department of Commerce acquisition programs, projects, and other investments are managed and evaluated effectively by developing program and project managers with the necessary competencies and skills for successful management of the Department’s assets. Successful implementation of the program will result in a professional workforce with the requisite experience and training to accomplish the Department’s mission.

1.5 Core Competencies

Effective program and project managers require a multitude of skills that are essential to the successful management of specialized acquisition projects. From requirements definition to project closeout, program and project managers play vital roles in the facilitation and general understanding of the entire acquisition process.

The Federal Acquisition Institute (FAI), charged with promoting the development of a professional federal acquisition workforce, has identified and validated specific competencies and performance outcomes necessary for successful programs and projects. This set of *competencies* combine knowledge, skills and abilities with behavior and other characteristics needed to successfully accomplish assignments in a program or project management environment, and the identified *performance outcomes* describe tasks that support how each of the competencies can be demonstrated, which may be supported by successful completion of training, on-the-job experience, education, or other professional certifications.

The essential program and project management competencies as defined by FAI are summarized in Figure 1-1, FAC-P/PM Competencies, and a description of each competency is available on FAI’s website at www.fai.gov. The FAC-P/PM-Required Knowledge, Skills, and Experience for each of the three levels are Attachment 3 to the OFPP December 2013 memorandum cited in Section 1.1.

Figure 1-1 FAC-P/PM Competencies

FAC-P/PM Core Competencies	
<ul style="list-style-type: none"> ▪ Requirements Development and Management Processes ▪ Test and Evaluation ▪ Contracting ▪ Systems Engineering 	<ul style="list-style-type: none"> ▪ Life Cycle Logistics ▪ Business, Cost and Financial Management ▪ Leadership

1.6 Certification Levels

The Federal Acquisition Institute has identified three levels for program and project management certification which are designed to facilitate the development of the necessary competencies needed by program and project managers to progress to the senior program management level. With each certification level, there are competency, experience, and continuous learning requirements. As an individual gains experience, the proficiency level evolves from recognition and awareness of concepts at the entry-level to the management and evaluation of their application at the senior-level.

Additionally, individuals obtain increasingly more complex leadership competencies as they progress to the higher levels.

1.6.1 Entry-Level

Entry-level program and project managers should have, through training, experience, and other development activities: knowledge and skills to contribute as a project team member; ability to manage cost, schedule, and performance attributes of low risk and relatively simple projects or to manage more complex projects under supervision of a more experienced project or program manager; general understanding of project management practices, including risk management, budgeting, scheduling, technology management, performance-based business practices, cost management, stakeholder relations, program control and governance; comprehension of requirements development and life-cycle management processes; and ability to define and construct various project documents with appropriate mentoring and supervision.

1.6.2 Mid-Level

Mid-level program and project managers should have, through training, experience, and other development activities: knowledge and skills to manage projects or program segments of low to moderate risks with little or no supervision; ability to apply management processes, including requirements development processes and performance-based acquisition principles supporting the development of program baselines; ability to plan and manage technology integration, and apply agency policy on interoperability and product support; ability to identify and track actions to initiate an acquisition program or project using cost/benefit analysis and business case development; ability to understand and apply the process to prepare information for a baseline or milestone review, and assist in development of ownership cost estimates and applications; and ability to integrate and manage program cost, schedule and performance through application of comprehensive risk management planning, accounting for the scale of complexity between program and project level acquisitions.

1.6.3 Senior-Level

Senior-level program and project managers should have, through training, experience, and other development activities: knowledge and skills to manage and evaluate moderate to high-risk programs or projects that require significant acquisition investment and agency collaboration; ability to manage and evaluate a program and create an environment for program success; ability to manage and evaluate the integration of the requirements development, and budgeting and governance processes, and apply comprehensive risk management planning, accounting for the scale of complexity between projects and programs; ability to communicate and defend the acquisition approach before decision makers and stakeholders; accomplished leadership and mentoring skills to influence subordinate-level team members in managing the functional domains of program management; and expert ability to use, manage, and evaluate management processes, including performance-based management techniques and earned value management as it relates to acquisition investments.

1.7 Roles and Responsibilities¹

The Program and Project Management Certification Program at the Department of Commerce is implemented and managed by the Office of Acquisition Management in coordination with the Bureaus and the Office of the Chief Information Officer.

1.7.1 Chief Acquisition Officer (CAO)

The Chief Acquisition Officer is responsible for developing workforce policies that apply the Program and Project Manager Certification requirements to ensure agency program and project managers have essential program and project management competencies.

1.7.2 Chief Information Officer (CIO)

¹ As these roles are outlined at the highest levels within the Department, with exception to the Senior Procurement Executive's authority to grant extensions to meet certification requirements, the roles and responsibilities assigned herein may be delegated pursuant to delegation authorities vested within the servicing operation units.

The Chief Information Officer is responsible for identifying and assessing the program and project management information technology (IT) workforce; reviewing and analyzing P/PM-IT specialization qualifications; determining the need IT certified P/PMs for programs that contain a mixed investment of IT and non-IT functional components; and identifying training requirements and other workforce development strategies for P/PM-IT workforce.

1.7.3 Acquisition Career Manager (ACM)

The Acquisition Career manager is responsible for ensuring that the Department's acquisition workforce meets the Federal Acquisition Certification (FAC) requirements. The ACM shall work with the Senior Procurement Executive (SPE) to identify workforce development strategies; propose an annual budget for the development of the acquisition workforce; provide input on human capital strategic plans for training, competency fulfillment, career development compliance, and recruitment and retention; ensure implementation of the FAI acquisition certification requirements; and maintain and manage department-wide data on certified acquisition professionals.

1.7.4 Senior Procurement Executive (SPE)

The Senior Procurement Executive is responsible for implementing the Program and Project Manager Certification program department-wide; developing the program and project management workforce; issuing certifications; and granting extensions.

1.7.5 Bureau Procurement Official (BPO)

The Bureau Procurement Official is responsible for ensuring compliance with FAC-P/PM requirements for all programs/programs with contractual actions within their bureaus that fall within the purview of this policy.

1.7.6 Bureau Chief Information Officer (Bureau CIO)

The Bureau Chief Information Officer is responsible for coordinating the Program and Project Manager Certification program with the IT capital investment management process at the bureau-level; reviewing and endorsing applications for core-plus specialization in IT; validating competencies in P/PM-IT certification packages and routing them to OAM for P/PM CRB assessment; monitoring IT-related continuous learning achievement through FAITAS; and reviewing and endorsing extension requests for P/PM-IT specialization.

1.7.7 Head of Contracting Office (HCO)

The Head of Contracting Office is responsible for ensuring that a certified program or project manager is assigned to each acquisition under the purview of this policy.

1.7.8 Supervisor of Program/Project Manager

Supervisors are responsible for validating applicant information as part of the application review process and developing and implementing Individual Development Plans to ensure compliance with the knowledge, skills, and abilities of Program and Project Manager Certification program.

1.7.9 Program/Project Manager

Program and project managers are responsible for achieving and maintaining certification and meeting and applying required competencies while serving under assignment and in performance of their management activities at all times. Program and Project Managers are also required to enter their training and certification information in FAITAS.

1.8 Management Information System

The OFPP Act, as amended (41 U.S.C. 1703 (e)), requires each executive agency to collect, maintain, and utilize information to ensure effective management of the acquisition workforce. The Federal Acquisition Institute maintains the FAITAS, which is the primary recording system to manage and track all training, experience, and certification information for program and project managers.

Program/project managers are responsible for maintaining accurate and complete information in support of their certification in FAITAS. All program and project managers are required to be registered

in FAITAS. To access FAITAS go to
<https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas>.

END OF SECTION 1

SECTION 2 – CORE CERTIFICATION STANDARDS

2.1 Background

The Department of Commerce implementation of the certification standards of FAC-P/PM defines the requirements based on three levels of program/project management expertise. Achievement of FAC-P/PM is accomplished by meeting: core competencies that are considered essential for successful program and project management, experience requirements, and continuous learning to maintain skills currency. Figure 2-1, *FAC-P/PM Certification Requirements* summarizes the requirements to obtain a FAC-P/PM at each level**. Achieving each certification level in progression from entry- through senior-level is not required. However, program/project managers may only be certified at a certain level after they achieve all competencies for that certification level. In addition, lower level competencies needed to perform at the level being certified must be demonstrated.

Figure 2-1 FAC-P/PM Certification Requirements

FAC-P/PM Entry-Level	FAC-P/PM Mid-Level	FAC-P/PM Senior-Level
EXPERIENCE: one year of project management experience within the last five years.*	EXPERIENCE: two years of program or project management experience within five years.*	EXPERIENCE: four years of program or project management experience, which shall include a minimum of one year of experience on Federal programs and/or projects within the last ten years. This experience can be obtained as either a Federal employee or a contractor.*
COMPETENCIES: achieve entry-level competencies. **	COMPETENCIES: achieve mid-level and appropriate lower level competencies. **	COMPETENCIES: achieve senior-level and appropriate lower level competencies. **
80 Continuous Learning Points (CLPs) every 2 years	80 CLPs every 2 years	80 CLPs every 2 years

*Experience requirements from one level may be applied to the experience requirements of a higher level

**A detailed description of the competencies is available at www.fai.gov [<http://www.fai.gov/drupal/certification/fac-ppm-certification-requirements>]

2.2 Competencies

Competency requirements can be satisfied through successful completion of certification or equivalent training, completion of comparable education or certification programs, or demonstration and documentation of knowledge, skills, and abilities through the process of fulfillment. The FAC-P/PM Competency Model with descriptions of each certification level, a list of the competencies, and performance outcomes for each competency at each level is available at www.fai.gov. FAI has also provided a [FAC-P/PM Training Crosswalk](#) that lists available training offerings that fulfill the competency requirements that respond to the OFPP’s FAC-P/PM policy memo. The Crosswalk lists courses by certification level offered by FAI and Defense Acquisition University (DAU), agencies, and vendors.

At Appendix B are FAC-P/PM and FAC-P/PM-IT competency self-assessment worksheets to help the applicant document where and how each competency has been fulfilled.

2.3 Training

Each certification level requires a range of approximately 80 to 120 hours of training, depending upon the instructional design and method of training delivery. However, the primary outcome of training is not to require a specific number of hours, but to provide an instructional approach best suited to deliver the learning outcomes that align to the competencies. While a specific curriculum is not articulated, training options that can assist individuals in determining their training and development needs are maintained by FAI at www.fai.gov.

2.4 Experience

Experience requirements from one level may be applied to the experience requirements of a higher level. Experience requirements for each level of certification are:

- Entry-Level – one year of project management experience within the last five years.
- Mid-Level – two years of program or project management experience within the last five years.
- Senior-Level – four years of program or project management experience, which shall include a minimum of one year of experience on Federal programs and projects (as a Federal employee or contractor), within the last ten years.

2.5 Continuous Learning

To maintain a FAC-P/PM certification, P/PMs are required to earn 80 continuous learning points (CLPs) of skills currency training every two years. Continuous learning points begin to accumulate on the date of certification. It is recommended that grandfathered Program and Project Managers take newly required/recommended classes to maintain skills currency. Appendix C provides guidance on earning CLPs and assigning points to various developmental activities.

Continuous learning activities may include, but are not limited to the following:

- Training activities, such as teaching, self-directed study, mentoring, etc.
- Courses completed to achieve certification at the next higher level
- Professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing, and attending workshops
- Educational activities, such as formal training and formal academic programs
- Experience such as developmental or rotational assignments

2.5.1 Lapse in Continuous Learning

If a program/project manager fails to meet the 80-hour CLP requirement, his/her certification will lapse and may lead to removal of the individual from the program or project. Reinstatement of the certification requires the individual to fully complete the required 80 hours of continuous learning for the two-year period prior to the certification lapse. Following reinstatement, the individual must complete the next 80 hours of continuous learning in the existing two-year period. Note: The total number of CLPs earned for a course taken during the period after a certification lapse can be split between two concurrent two-year cycles. For example, if an individual only completes 60 of the 80 required CLPs by the certification's two-year anniversary and then takes a 40-hour course after the FAC-P/PM certification is inactive, 20 hours can be used toward the previous two-year cycle to reinstate the certification with the remaining 20 hours used toward the 80-hour requirement for the existing two-year period.

2.6 Reciprocity with Other Certifications

Individuals certified at the FAC-P/PM mid-level are considered to have met the FAC-COR Level II requirements. Individuals certified at the FAC-P/PM senior-level are considered to have met the FAC-COR requirements for Level III. Individuals must submit a FAC-COR application along with their FAC-

P/PM certificates in order to obtain FAC-COR certification. Conversely, however, individuals with FAC-COR certification do not necessarily meet the requirements for FAC-P/PM.

OMB Circular A-11 treats FAC-P/PM and Defense Acquisition Workforce Improvement Act (DAWIA) certifications as equivalent:

- FAC-P/PM (DAWIA-3) – Senior
- FAC-P/PM (DAWIA-2) – Mid-Level
- FAC-P/PM (DAWIA-1) – Entry Level

Therefore, DOC will recognize the certifications from DAWIA where the P/PM has maintained certification currency with documented CLP accruals toward the 80 CLPs in a two year period. Individuals claiming this reciprocity must enter their DAWIA certificates, qualifying courses, and experience in FAITAS before applying for equivalent FAC-P/PM certification at DOC.

2.7 Core-Plus Specialization

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 individuals who manage specific investments requiring specialized knowledge, skills, and abilities. A core-plus specialization has been established for information technology (IT) and the details are provided in Section 3 of this manual.

END OF SECTION 2

SECTION 3 – SPECIALIZATION IN INFORMATION TECHNOLOGY

3.1 Background

In response to a memorandum issued by OFPP on July 13, 2011, *Guidance for Specialized Information Technology Acquisition Cadres*, that provided guidance to address the development of core-plus specialization for acquisition professionals who manage specific investments requiring specialized knowledge, skills and abilities, FAI in collaboration with OMB's Office of E-government and Information Technology, established requirements for program/project managers assigned to information technology investments. The purpose of this FAC-P/PM core plus specialization is to establish additional training, experience and continuous learning requirements for FAC-P/PM certified personnel who manage information technology investments requiring specialized knowledge, skills, and abilities.

3.2 Applicability

The FAC-P/PM core-plus specialization in information technology (FAC-P/PM-IT) is applicable to program and project managers that possess an active FAC-P/PM mid- or senior level certification who are primarily responsible for the acquisition of information technology investments. The required date to obtain a specialization is 12 months from the date of assignment to a program or project that requires a FAC-P/PM-IT or 18 months from March 31, 2014, whichever is longer.

3.3 Assignment

The ability to specialize in a specific area implies a demonstrated level of skill beyond entry-level. Therefore, a FAC-P/PM-IT specialization is only granted to program/project managers that hold a mid- or senior-level FAC-P/PM. While there are no levels for core-plus specialty certifications, program/project managers who manage information technology programs that support, or have key integration functions with major non-IT programs, shall at a minimum possess a mid-level FAC-P/PM with an IT specialization. In addition, program/project managers that manage major information technology investments shall hold senior-level FAC-P/PM with an IT specialization. Program/project managers possessing a mid-level FAC-P/PM-IT specialization seeking to advance to a senior-level FAC-P/PM, automatically carry their IT specialization to the higher level as long as the continuous learning requirements are met.

3.4 Competencies

The Federal Acquisition Institute developed a Competency Model for the FAC-P/PM-IT specialization that identifies the minimum competencies required for the core-plus specialization in information technology. The essential FAC-PPM-IT core-plus specialization competencies are summarized in Figure 3-1, *FAC-P/PM-IT Competencies*. The detailed FAC-P/PM-IT Competency Model, which includes proficiency descriptions for each competency and their associated performance outcomes, is available on FAI's website at: www.fai.gov under the certification tab. It is also replicated at Appendix B for use as a self-assessment tool.

To obtain the FAC-PPM-IT core-plus specialization, program/project managers must demonstrate the following additional competencies with at least mid-level proficiency; that is, capable of handling most day-to-day assignments involving this competency but may seek expert assistance in difficult or new situations:

Figure 3-1 FAC-P/PM-IT Competencies

FAC-P/PM-IT Competencies (IT-Specific Core-Plus to FAC-P/PM)		
<ul style="list-style-type: none"> ▪ Accessibility ▪ Enterprise Architecture 	<ul style="list-style-type: none"> ▪ Configuration Management ▪ Information Assurance 	<ul style="list-style-type: none"> ▪ Data Management ▪ Information Management
<ul style="list-style-type: none"> ▪ Information Resources Strategy and Planning ▪ IT Architecture ▪ Infrastructure Design 	<ul style="list-style-type: none"> ▪ Information Systems Security Certification ▪ IT Performance Assessment ▪ Operations Support 	<ul style="list-style-type: none"> ▪ Information Systems/Network Security ▪ IT Program Management ▪ Technology Awareness
FAC-P/PM-IT Competencies (General Core-Plus to FAC-P/PM)		
<ul style="list-style-type: none"> ▪ Acquisition Strategy ▪ Change Management ▪ Cost-Benefit Analysis` ▪ Product Evaluation ▪ Requirements Analysis ▪ Systems Engineering 	<ul style="list-style-type: none"> ▪ Business Process Engineering ▪ Compliance ▪ Financial Analysis ▪ Project Management ▪ Risk Management ▪ Systems Life Cycle 	<ul style="list-style-type: none"> ▪ Capital Planning and Investment Assessment ▪ Contracting/Procurement ▪ Financial Management ▪ Quality Assurance ▪ Stakeholder Management ▪ Systems Testing and Evaluation

3.5 Training

The primary outcome of training is not to require a specific number of hours, but to provide an instructional approach best suited to deliver the learning outcomes that align to the competencies. While a specific curriculum is not articulated, training plans for the FAC-P/PM-IT that can assist individuals in determining their training and development needs are maintained by FAI at www.fai.gov.

3.6 Experience

To obtain a core-plus specialization in information technology, a program/project manager must possess a minimum of two years of experience managing information technology programs and/or projects. This experience may include any IT experience used to obtain a FAC-P/PM or may be in addition to that experience. However, experience used to meet the FAC-P/PM-IT must include, at a minimum: identification of IT system requirements; the use or knowledge and familiarity of modular development methodologies; system integration into an Enterprise Architecture; and information technology system testing and evaluation and other experience that results in gaining the FAC-P/PM-IT competencies. Recommended developmental opportunities are identified in appropriate career path documents such as OPM's *IT Program Management Career Path Guide*.

3.7 Continuous Learning

As part of maintaining a FAC-P/PM certification, program/project managers are required to earn 80 continuous learning points of skills currency training every two years. To maintain a FAC-P/PM-IT requires that 20 of the 80 required CLPs be obtained in professional activities as defined in Appendix C and Figure 3-1 related to the IT specialization, with emphasis directed toward key issues affecting information technology Program and Enterprise Architectural success as identified by the Department's Chief Information Officers.

END OF SECTION 3

SECTION 4 – ASSIGNMENT AND APPLICATION PROCESS

4.1 Assignment Process

Assignments of a program or project manager shall be made for all programs and projects at the appropriate level to ensure successful program/project outcomes. Per the OFPP policy memorandum of December 2013, *“Program managers assigned to programs considered major acquisitions by their agencies (in DOC, these are high-profile programs and projects as defined in DAO 208-16) and as defined by the Office of Management and Budget (OMB) circular A-11 (IT and non-IT), must be senior-level certified unless an extension is granted by the appropriate agency official (in DOC, the SPE; see Section 5). Project managers assigned to lead projects within these major acquisitions must be, at a minimum, mid-level certified.”* Applying these policy mandates, each Bureau shall determine the appropriate level of FAC-P/PM certification needed to lead a specific project or program. In determining the appropriate level, the Bureau senior accountable official shall consider:

- a. Business risk (as it relates to cost and schedule of the project or program);
- b. Technical risk (which relates to the performance attributes of the acquired item that current technology can deliver);
- c. Criticality of the project or program to the agency mission;
- d. Level of stakeholder interest and oversight;
- e. Complexity of the project or program; and
- f. Whether the program is a major acquisition as defined by the Department and OMB.

The employee’s supervisor shall appoint a P/PM based on the individual’s experience and training by issuing an assignment memorandum. Appointment shall be made at project inception to ensure that the project manager is involved in acquisition planning and all phases of the project are managed effectively. A sample assignment memorandum is included in Appendix E.

Assigned program/project managers shall complete all requirements for their required certification level within 12 months from date of assignment to the program or project. Further, individuals who are primarily responsible for the acquisition of IT investments are required to obtain a specialization within 12 months from the date of assignment to a program or project that requires a FAC-P/PM-IT or 18 months from March 31, 2014, whichever is longer.

4.2 Certification Application Process

Program officials designated by the Head of each Operating Unit shall nominate competent candidates for the Program and Project Management Certification program. Nominees must initiate and prepare their applications for FAC-P/PM certification and/or FAC-P/PM-IT specialization and submit each application through FAITAS (<https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas>) to their supervisor for endorsement. All FAC-P/PM and FAC-P/PM-IT specialization applications must be completed and routed in FAITAS. Instructions on using FAITAS are available under the Help tab on the FAITAS website and in Appendix G. Employees are responsible for producing certificates, transcripts, and records that provide evidence that they satisfy the requirements of the program.

Application packages for certification shall include:

- a. Application for certification through FAITAS (instructions at Appendix G);
- b. FAC-P/PM or FAC-P/PM-IT Competencies Employee Self-Assessment (Appendix B1 and B2, respectively) to document training or demonstrated knowledge, skills, and abilities (i.e., certificates, transcripts, and/or essays);
- c. Completed Project Manager Summary of Experience (Appendix D);

- d. Copy of Assignment Memorandum (Appendix E, if applicable); and
- e. Any previously issued FAC-P/PM or DAWIA certifications (if applicable) uploaded into FAITAS (see Section 2.6).

The employee's supervisor shall assess the skills and competencies of the applicant and develop a plan for enhancing or adding to the employee's competencies, if appropriate and necessary to fill certification gaps.

OAM will review the recommendation and supporting documentation for each FAC-P/PM certification request and recommend approval to the SPE or provide feedback to the employee on remedial actions needed. The DOC Office of the Chief Information Officer (OCIO) will review each IT Specialization package and either approve the request or return it to the employee with feedback.

4.3 Certification Review and Approval

The Senior Procurement Executive has final authority for certifying an employee. Whenever the SPE determines that an employee does not meet the established criteria for the level of certification requested, the SPE will furnish the employee, through FAITAS, a written explanation of the reasons the request was denied. The employee's immediate supervisor shall develop a strategy that will assist the individual in obtaining certification by planning the employee's work assignments and training to gain competency in deficient areas. The strategy shall be documented in the employee's Individual Development Plan.

NOTE: Effective July 1, 2014, all FAC-P/PM and FAC-P/PM-IT applications must be completed and routed in FAITAS. Instructions on using FAITAS are available under the Help tab on the FAITAS website at <https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas> and at Appendix G.

4.4 Documenting Training and Certification Requirements

Program officials are responsible for establishing policies for maintaining official training, experience, and certification records for their program/project manager workforce. Employees are responsible for ensuring information is entered in FAITAS. Training records must be available for inspection by the Office of Acquisition Management upon request.

Employees are responsible for maintaining all training certificates for their records. Upon completion of training or relevant coursework, the employee is responsible for submitting proof of successful completion to their supervisor and updating their information in FAITAS. Supervisors are responsible for maintaining the employee's course completion information in accordance with bureau policies. Supervisors are responsible for ensuring that official training, experience, and certification records are maintained and information is updated in FAITAS at least annually.

END OF SECTION 4

SECTION 5 – CERTIFICATION EXTENSIONS

5.1 Extension Authority

The Senior Procurement Executive has authority to extend, on a case-by-case basis, the date upon which an individual must be certified up to an additional 12 months, if granting an extension is in the best interest of the Department. This authority may not be delegated. Extensions are assignment specific and only valid for the particular program or project to which the individual requested. An extension is not required for the first year following assignment to a program or project. However, extensions for additional time beyond that year shall be granted for no more than an additional year.

5.2 Extension Process

Extension requests must be submitted in writing and shall be forwarded through the employee's supervisor for endorsement to OAM. The extension request package shall include:

- Completed extension application request form (Appendix F);
- Summary of program or project;
- Written justification that includes reasons for and conditions of the extension;
- Documentation and justification of the employee's background and experience in the required competencies and documentation to support plan for completion of the required competencies;
- Outline of actions that will be taken if the conditions of the extension are not met; and
- Concurrence and a recommendation for approval of the extension from the employee's supervisor and Bureau Office of the Chief Information Officer for IT specialization.

The Acquisition Career Manager will review each extension request to determine whether granting the extension is in the best interest of the Department. In the event additional information is needed to make a determination, the package will be returned to the employee, through review and endorsement channels, with a request to furnish supporting documentation.

The Senior Procurement Executive has final authority for granting extensions. Whenever the SPE determines that an extension should not be granted, the SPE will furnish the employee, through review and endorsement channels, a written explanation of the reasons the request was denied.

END OF SECTION 5

APPENDIX A – DEFINITIONS

Acquisition – The conceptualization, initiation, design, development, testing, contracting, production, deployment, logistics support, modification, and disposal of systems, supplies, or services (including construction) to satisfy formal agency needs. Acquisitions result from investment decisions, respond to approved requirements, align to strategic direction, and are guided by approved baselines.

Acquisition Workforce – Employees performing acquisition-related work. The acquisition workforce includes permanent civilian employees who occupy acquisition positions.

Chief Acquisition Officer – The Department’s Executive-level non-career employee designed pursuant to the Services Acquisition Reform Act (SARA) to advise and assist the head of the agency and other agency officials to ensure the mission of the agency is achieved through the management of the agency’s acquisition activities.

Competencies – Observable, measurable patterns of skills, knowledge, abilities, behaviors, and other characteristics that an individual needs to perform in occupational functions.

Core-Plus Specialization – An area for additional training, experience and continuous learning requirements for FAC-P/PM certified personnel who manage specific investments requiring specialized knowledge, skills, and abilities.

Continuous Learning Points – Continuing education or training opportunities such as agency-sponsored training and management/executive seminars, special job and/or professional association related projects and/or participation in seminars/workshops, or other appropriate developmental activities to remain current in the acquisition field.

Core Training – A course of study that meets FAC-P/PM competencies requirements for a certification level.

Critical Skills – Business and technical skills that are needed by a member of the acquisition workforce to sufficiently perform their duties.

Earned Value Management – A project management tool that effectively integrates the project scope of work with cost, schedule and performance elements for optimum project planning and control.

Equivalency –

- (a) **Course Equivalency:** Exists between two or more specific acquisition-related courses if the learning objectives and assessment methodology for the courses being compared are equal. For example, when comparing acquisition course X101 with acquisition course Y001, regardless of training provider, course name or designation code, if the learning objectives and the assessment methodology are the same for the courses being compared, they are said to be equivalent.
- (b) **Certification Equivalency:** The degree of equivalency between the certifying standards (training, education, and experience criteria) among different certification-granting organizations. Determination of certification equivalency usually occurs when an acquisition professional possesses a certification issued by a different certifying organization or institution, such as the Department of Defense or the Project Management Institute, and wishes to use this certification as evidence of completing all or a portion of the FAC-P/PM certification standards.

Federal Acquisition Certification for Program and Project Managers – A certification program establishing core requirements for experience and training, for program and project manager professionals in civilian agencies.

Fulfillment – A process of providing detailed, verifiable accounts of an individual's project management-related experience as evidence of demonstrated competence, in lieu of successful completion of the learning outcomes of specific training courses.

Individual Development Plan – Document used to plan an employee's education, training, experience, and other developmental activities for progression in the procurement career field. Developing the plan is a joint effort of the employee, supervisor, and possibly other knowledgeable persons in the training and/or acquisition fields.

Integrated Project or Product Team (IPT) – A multi-disciplinary team led by a project or program manager responsible and accountable for planning, budgeting, procurement, and life-cycle management of the investment to achieve its cost, schedule, and performance goals. Team skills include: budget, finance, capital planning, procurement, user needs, program needs, architecture, earned value management, security, and other skills as needed.

Major Acquisition – Capital assets that require special management attention because of the importance of the agency mission; high development, operating, or maintenance costs; high risk; high return; or their significant role in the administration of agency programs, finances, property, or other resources (as defined in OMB Circular A-11).

Major Investment² – A high-profile program or project designated for oversight by the Milestone Review Board or an Operating Unit through delegation which meets one or more of the following criteria:

- i. Warrants special management attention or is deemed high risk due to its:
 - a) Criticality: Key to mission goals and objectives and to achieving the objectives in the DOC Balanced Scorecard.
 - b) Complexity: Multiple organizations' involvement and interfaces; complex and/or rare skills requirements; analogous characteristics to other challenged programs.
 - c) Technology: Challenges identified requiring probable research, development, and/or demonstration.
 - d) Visibility: Subject to external review and extraordinary media or political attention; potential to damage the reputation of the DOC if unsuccessful.
- ii. Entails expenditure of significant levels of resources:
 - a) Any program/project: Development costs, valued in current year dollars, of more than \$75M or lifecycle costs, valued in current year dollars, of more than \$250M.
 - b) Information technology (IT) programs/projects: Lifecycle costs, valued in current year dollars, of more than \$75M or annual cost (all funding from all sources allocated to the project or program in a given fiscal year) exceeding \$30M.
 - c) Real property and facilities: Lifecycle costs, valued in current year dollars, of more than \$40M.
- iii. Is nominated as a high-profile program or project by an MRB member and such nomination is approved by the Deputy Secretary.

Program – Directed, funded acquisitions that provide new, improved, or continuing systems or services in response to an approved need. Programs are divided into levels established to facilitate decision-making, execution, and compliance with statutory and regulatory requirements and may be composed of multiple projects, services contracts, interagency agreements, and other types of acquisitions. With a systems or services capability focus, programs usually tie together an agency's higher-level programming and budgeting process with the agency strategic plan.

² See DAO 208-16 (dated May 26, 2015), Acquisition Project Management, or memo dated November 6, 2012, *Policy on Commerce Acquisition Project Management*
<https://max.omb.gov/community/download/attachments/579832305/Interim+Acquisition+Policy+Memo+%28signed+6+Nov+12%29.pdf?version=1&modificationDate=1352312971779>.

Program Manager – The acquisition workforce member with responsibility and relevant discretionary authority, who is uniquely empowered to make final scope-of-work, capital-investment, and performance acceptability decisions on assigned acquisition programs. The program manager is also responsible for meeting program objectives or production requirements through the acquisition of any mix of in-house, contract, or reimbursable support resources. Program managers are responsible to stakeholders for management and oversight of subordinate projects within the scope of the overall program, as well IPTs. The program manager is ultimately responsible for effectively managing all business and technical risks of the program to ensure effective systems and services are delivered to the end user on schedule, within budget, and at the required levels of performance.

Project – A planned acquisition undertaking with a definite beginning and clear termination point which produces a defined capability. A project is an individually planned, approved, and managed basic building block related to a program. A project is not constrained to any specific element of the budget structure; however, basic research, maintenance of equipment and facilities, and operations are not considered projects.

Project Manager – The acquisition workforce member assigned responsibility for accomplishing a specifically designated work effort or group of closely related efforts established to achieve stated or designated objectives, defined tasks, or other units of related effort on a schedule, within cost constraints and in support of the program mission or objective. The project manager is responsible for the planning, controlling, and reporting of the project, and for the management of required functions, including acquisition planning, definitization of requirements, business case development, performance of the schedule, and formulation, justification, and execution of the budget. The project manager is responsible for effectively managing project risks to ensure effective systems and services are delivered through a total life-cycle approach to the end user on schedule, within budget, and at the required levels of performance. A program manager may also serve as project manager for projects within the scope of the program.

Senior Procurement Executive – The official appointed pursuant to Executive Order 12931 and the Services Acquisition Reform Act (SARA) to carry out the responsibilities identified in both the Executive Order and SARA.

Skills Currency – Federal Acquisition Certification for Program and Project Managers requires at least 80 hours of continuing education or training every two years to maintain certification.

APPENDIX B1 – FAC-P/PM COMPETENCIES EMPLOYEE SELF-ASSESSMENT

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
1	<p>REQUIREMENTS DEVELOPMENT AND MANAGEMENT PROCESSES: Requirements development and management processes include: (1) knowledge of government-wide and agency-specific investment management requirements, filling gaps in capability needs, acquisition policies, and program management strategies that support assigned missions and functions; (2) understanding how to manage risk and the myriad of factors that influence cost, schedule, and performance; (3) attention to lessons learned; and (4) an understanding of the metrics needed to manage programs and projects that deliver quality, affordable, supportable, and effective systems/products.</p>			
2	<p>SYSTEMS ENGINEERING: The recognition of scientific, management, engineering and technical skills used in the performance of system planning, research and development, with an emphasis on performing and managing technical processes as well as the technical management process itself. This includes knowledge of the nature of the requirements development process, decision analysis methods, technical assessment, configuration management, and interface management.</p>			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
3	TEST AND EVALUATION: Knowledge of efficient and cost effective methods for planning, monitoring, conducting and evaluating tests of prototype, new or modified systems equipment or material, including the need to develop a thorough strategy to validate system performance through measurable methods that relate directly to requirements and to develop metrics that demonstrate system success or failure.			
4	LIFE CYCLE LOGISTICS: The planning, development, implementation, and management of a comprehensive, affordable, and effective systems support strategy. Life cycle logistics encompasses the entire system's life cycle including acquisition (design, develop, test, produce and deploy), sustainment (operations and support), and disposal. Life cycle logistics translates performance specifications for availability and readiness into tailored product support.			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
5	<p>CONTRACTING: Knowledge of the supervision, leadership and management processes and procedures involving the procurement of capital assets, supplies and services, including construction, research and development, and science and engineering technical services as governed by the Federal Acquisition Regulation (FAR) and associated agency-specific additions to the FAR. Contracting involves acquisition planning to include: performance-based considerations; cost and price analysis; solicitation and selection of sources; preparation, negotiation and award of contracts; all phases of contract administration; termination options and processes for closeout of contracts; and legislation, policies, regulations, methods used and business and industry practices.</p>			
6	<p>BUSINESS, COST, AND FINANCIAL MANAGEMENT: Knowledge of the forms of cost estimating, cost analysis, reconciliation of cost estimating, government and industry financial planning, formulating financial projects and budgets, budget analysis/execution, cost-benefit analysis, Earned Value Management (EVM), business case analysis, and other methods of performance measurement.</p>			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
7	<p>LEADERSHIP: Leadership and professional acumen includes those attributes targeted toward leading and managing a multi-functional project team to satisfactory achievement of program goals, as well as influencing both horizontal and vertical stakeholder relations. Leaders take a long-term view and build a shared vision with others, acting as a catalyst for organizational change. Leaders influence others to translate vision into action and inspire team commitment, spirit, pride, and trust. Leaders develop networks and build alliances while collaborating across boundaries to build strategic relationships and achieve common goals. Leaders foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization. Leaders hold themselves and others accountable for measurable high-quality, timely, and cost-effective results.</p>			

APPENDIX B2 – FAC-P/PM-IT COMPETENCIES EMPLOYEE SELF-ASSESSMENT

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
1	ACCESSIBILITY: Select tools, equipment, and technologies used to assist individuals with disabilities to use computer equipment and software.			
2	CONFIGURATION MANAGEMENT: Determine the principles and methods for planning or managing the implementation, update, or integration of information systems components.			
3	DATA MANAGEMENT: Operationalize the principles, procedures, and tools of data management, such as modeling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes.			
4	ENTERPRISE ARCHITECTURE: Comprehend the principles, concepts, and methods of enterprise architecture to align information technology (IT) strategy, plans, and systems with the mission, goals, structure, and processes of the organization.			
5	INFORMATION ASSURANCE: Apply methods and procedures to protect information systems and data by ensuring their availability, authentication, confidentiality, and integrity.			
6	INFORMATION MANAGEMENT: Identify the need for and know where or how to gather information; organize and maintain information residing on information management systems.			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
7	INFORMATION RESOURCES STRATEGY AND PLANNING: Administer the principles, methods, and techniques of information technology (IT) assessment, planning, management, monitoring, and evaluation, such as IT baseline assessment, interagency financial analysis, contingency planning, and disaster recovery.			
8	INFORMATION SYSTEMS SECURITY CERTIFICATION: Implement principles, methods, and tools for evaluating information systems security features against a set of specified security requirements. Includes developing certification and accreditation plans and procedures, documenting deficiencies, reporting corrective actions, and recommending changes to improve the security of information systems.			
9	INFORMATION SYSTEMS/ NETWORK SECURITY: Demonstrate methods; select tools and procedures, including development of information security plans, to prevent information systems vulnerabilities and provide or restore security of information systems and network services.			
10	IT ARCHITECTURE: Employ architectural methodologies in the design and development of information systems, including the physical structure of a system's internal operations and interactions with other systems.			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
11	IT PERFORMANCE ASSESSMENT: Select the principles, methods, and tools (for example, surveys, system performance measures) to assess the effectiveness and practicality of information technology systems.			
12	IT PROGRAM MANAGEMENT: Implement the principles, methods, and tools for the coordinated management of an IT program to include providing oversight of multiple IT projects, integrating dependent schedules and deliverables, and related activities (for example, benefits management, life cycle management, and program governance).			
13	INFRASTRUCTURE DESIGN: Comprehend the architecture and typology of software, hardware, and networks, including LANS, WANS, and telecommunications systems, their components and associated protocols and standards, and how they operate and integrate with one another and with associated controlling software.			
14	OPERATIONS SUPPORT: Establish procedures to ensure production or delivery of products and services including tools and mechanisms for distributing new or enhanced software.			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
15	TECHNOLOGY AWARENESS: Discover and implement new developments and applications of information technology (hardware, software, and telecommunications), emerging technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements.			
16	ACQUISITION STRATEGY: Apply principles and methods for developing an integrated acquisition management plan that describes the business, technical, and support strategies, including the relationship among acquisition phases, work efforts, and key program events (for example, decision points, contract awards, and test activities). Comprehend and apply principles of modular development to support IT development and delivery.			
17	BUSINESS PROCESS REENGINEERING: Implement methods, metrics, tools, and techniques of Business Process Reengineering. Distinguish between automation and Business Process Reengineering and identify/apply when each is the most appropriate/cost-effective IT solution.			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
18	CAPITAL PLANNING AND INVESTMENT ASSESSMENT: Demonstrate the principles and methods of capital investment analysis or business case analysis, including return on investment analysis. Comprehend current Federal IT-specific planning and guidance (e.g., Annual Guidance on Exhibit 300 and Federal CIO's IT Reform Plan).			
19	CHANGE MANAGEMENT: Employ change management principles, strategies, and techniques required for effectively planning, implementing, and evaluating change in the organization. Develop both systematic/design and work force change management strategies integrated with Business Process Reengineering efforts.			
20	COMPLIANCE: Access, evaluate, and monitor programs or projects for compliance with Federal laws, regulations, and guidance. Correlate additional Federal IT-specific guidance and requirements.			
21	CONTRACTING/ PROCUREMENT: Distinguish among the various types of contracts and techniques for contracting and participate in contract negotiation and administration. Apply principles of modular contracting to support system development; identify the best contract strategies to support project and key Federal IT strategic goals (e.g., Cloud Computing, Data Center Consolidation, IT as a Service, etc.).			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
22	COST-BENEFIT ANALYSIS: Apply the principles and methods of cost-benefit analysis, including the time value of money, present value concepts, and quantifying tangible and intangible benefits. Demonstrate the ability to construct and quantify strategic IT benefits to customers and management along with costs of inaction with regard to IT (e.g., long-term costs of not upgrading, failing to maintain compatibility, etc.).			
23	FINANCIAL ANALYSIS: Comprehend the principles, methods, and techniques of financial analysis, forecasting, and modeling to interpret quantitative and qualitative data; includes data modeling, earned value management, and evaluation of key financial indicators, trends, and historical data.			
24	FINANCIAL MANAGEMENT: Prepare, justify, and administer the budget for program areas; plan, administer, and monitor expenditures to ensure cost-effective support of programs and policies; assess the financial condition of an organization. Implement a budget to support modular IT development; demonstrate the ability to forecast impacts of budgetary decision on modular development delivery.			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
25	PRODUCT EVALUATION: Distinguish methods for researching and analyzing external products to determine their potential for meeting organizational standards and business needs. Identify and analyze COTS technology solutions and evaluate associated business process reengineering efforts to adapt the organization to COTS solutions.			
26	PROJECT MANAGEMENT: Operationalize the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Apply modular development project management principles to support rapid delivery schedules; integrate IT projects with larger IT architecture initiatives.			
27	QUALITY ASSURNACE: Comprehend the principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements and standards. Integrate quality assurance practices into the modular development cycle.			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
28	REQUIREMENTS ANALYSIS: Identify, analyze, specify, design, and manage functional and infrastructure requirements; includes translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches. Correlate requirements to support prioritization, modular development, identification of COTS solutions, and timely delivery schedules.			
29	RISK MANAGEMENT: Demonstrate methods and tools used for risk assessment and mitigation, including assessment of failures and their consequences. Manage the risks associated with modular development practices and enterprise architecture's effect on program and project risk.			
30	STAKEHOLDER MANAGEMENT: Identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort, including those actively involved, those who exert influence over the process and its results, and those who have vested interest in the outcome (positive or negative). Translate IT enterprise program and project initiatives into business terms for stakeholders.			
31	SYSTEMS ENGINEERING: Integrate multiple technical disciplines as part of a structured development process throughout a system's life cycle. Incorporate systems engineering practices into a modular development framework.			

	<u>Competency</u>	<u>Competency Achieved?</u>		<u>Description of how Competency was achieved</u>
		Yes	No	
32	SYSTEMS LIFE CYCLE: Illustrate systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems. Formulate plans to support a systems life cycle using modular development techniques.			
33	SYSTEMS TESTING AND EVALUATION: Apply principles, methods, and tools for analyzing and developing systems testing and evaluation procedures of the technical characteristics of IT systems, including identifying critical operational issues. Incorporate testing and evaluation into modular system development efforts.			

APPENDIX C – GUIDANCE ON MEETING CONTINUOUS LEARNING POINTS

Guidance on Meeting the Requirements for Continuous Learning Points (CLP)

These guidelines reflect best-in-practice recommendations for continuous learning. Agencies retain flexibility and supervisors remain responsible for working with program and project managers to identify those activities and opportunities of greatest benefit to the professional development of an individual. The training, professional activities, education, and experience that are used to meet the CLP requirements must be job related.

A. Training

1) Awareness Training. Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required.

2) Learning Modules and Training Courses. These may be formal or informal offerings from a recognized training organization, including in-house training courses/sessions, which include some form of testing/assessment for knowledge gained.

3) Self-Directed Study. An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

4) Teaching. Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules.

5) Mentoring. Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved.

B. Professional Activities

1) Participating in Organization Management. Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that one is permitted to join under current ethics law and regulation. The employee and supervisor must first ensure that participating in the management of an organization is allowed by the agency.

2) Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences. Employees can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.

3) Publishing. Writing articles related to program/project management for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.

4) Participating in Workshops. Points should be awarded for workshops with planned learning outcomes.

C. Education

- 1) **Formal Training.** Supervisors should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10 CLPs per CEU.
- 2) **Formal Academic Programs.** For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to the program/project management function.

SAMPLE ACTIVITIES	RECOMMENDED NUMBER OF HOURS
Active association leadership (in relevant subject area or program/project management association)	5 hours for an active leadership position per year OR 1 hour for each 60 minutes of activity attended during the year, up to 5 hours
Publication of program/project-related articles, technical papers, etc.	Up to 20 hours for an article Up to 25 hours for a technical paper
Formal rotational assignments	Up to 40 hours per assignment
Conference presentations, training, or seminar delivery	2 hours for 60 minutes of first-time presentation; (1 for presentation, 1 for preparation, 0.5 credit for repeat delivery of same material)
Team leadership of an integrated product/project team for new products/activities	1 hour for every 60 minutes of leadership participation, up to 15 hours per year
Formal education	1 hour for each hour of instruction up to 36 hours for a 3 credit course or American Council on Education (ACE) recommendation
Professional examination, license, or certification	40 hours in the year obtained
1 Continuing Education Unit (CEU)	10 hours or 10 CLPs
1 Continuous Learning Point (CLP), Professional Development Unit (PDU), or Professional Development Hour (PDH)	1 hour
1 credit hour (college course or ACE recommendation)	10-12 hours depending on ACE recommendation
Conference attendance	1 hour for each 50 minute presentation attended

Note: All activities may earn points only in the year accomplished, awarded, or published. Additionally, absent CLP/CEU/PDU value provided on a certificate or course description, a course will be granted 6 CLPs for 1 training day.

D. Experience

Experience includes on-the-job experiential assignments and intra- or inter-organizational rotational career-broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental

assignments, a sliding scale is recommended. Suggested points for such assignments are in the table below.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to the agency and the immediate benefit to the supervisor’s organization and the individual. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

CREDITABLE ACTIVITIES	POINT CREDIT
Experience:	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Integrated Product/Project Team (ITP) Leader / Special Project Leader	Maximum of 15 points per year
Mentor	Maximum of 5 points per year
Assignment Length (rotational assignments or training with industry):	Recommended Points:
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

APPENDIX D – PROJECT MANAGER SUMMARY OF EXPERIENCE

Information about yourself			
<u>Name</u>	<u>Series and Grade</u>	<u>Position Title</u>	<u>Operating Unit</u>
<u>Degree(s)</u>	<u>Year</u>	<u>Area of Concentration</u>	
<u>Certification(s) (PMP, COTR, DAWIA, etc.)</u>			
Self-assessment of project management qualifications: Based on the “DOC FAC-P/PM Guidelines,” tell us where you see yourself as a program/project manager (entry-, mid-, or senior-level). Include a narrative description of your experience or education/training that you feel qualifies you at this level.			

Information about your experience on projects

In this section, tell us about your experience working on projects, either as a project team member, a project manager, or a program manager overseeing a number of related projects. Beginning with your current (or most recent) project, complete a Project Table for each project you have worked on, but please limit your resume to the past 10 years of project experience. Add or delete tables as appropriate to the number of projects you have worked.

Project #1

<u>Project Name</u>		<u>Agency/Company</u>		
<u>MO/YR Started</u>	<u>MO/YR Completed</u>	<u>% Time Dedicated</u>	<u>Project Life Cycle Cost</u>	<u>No. People Managed</u>
Describe the project, including its strategic intent and significant deliverables.				
Describe, in your own words, what you did on this project. Also characterize your role on the project (team member, project manager, etc.).				
Describe the performance achieved on this project, including cost, schedule and scope. Describe any notable achievements of the project and/or any awards received by either yourself or the project team as a result of performance on this project.				

Add additional projects, as needed.

APPENDIX E – ASSIGNMENT MEMORANDUM TEMPLATE

MEMORANDUM FOR: [Program/Project Manager Name]
[Organization]

FROM: [Supervisor of P/PM Assignee]

SUBJECT: Assignment as [Certification Level] [Program/Project]
Manager for [Title of Program/Project]

You are hereby assigned as [Program/Project] Manager for the [Title of Program/Project]. The estimated life cycle cost for the program/project is [\$0000]. The Department of Commerce has identified the [Title of Project/Program] as a significant effort in the furtherance of its mission. The effective management of this program/project is essential in order to protect the resources and interests of the Department.

This assignment is predicated on your qualifications as a certified program/project manager in the Department of Commerce. You are responsible for maintaining your credential as a [Senior/Expert Program/Project Manager] throughout the performance of your duties under this assignment. You are further responsible for applying best practices in program/project management to all aspects of this effort.

If at any time during the performance of your roles and responsibilities as [program/project] manager you identify potential direct or indirect financial interests which would place you in a position where there is a conflict between your private interests and the public interests, in accordance with *Department Administrative Order (DAO 202-735) Employee Responsibilities and Conduct* which covers employee responsibilities and conduct for U.S. Department of Commerce personnel, you shall immediately advise your supervisor and the [CIO/SPE] of the potential conflict so that appropriate action can be taken.

Your assignment is effective until the [project/program] end date of [date] unless otherwise rescinded. As [Program/Project] Manager you are responsible for complying with the duties, responsibilities, and limitations described in *Commerce Acquisition Manual (CAM) 1301.671 Program and Project Manager Certification Program* and, if managing a major investment, OMB Circular A-11, Part 7, Exhibit 300, *Planning, Budgeting, Acquisition and Management of Capital Assets*.

APPENDIX F – EXTENSION REQUEST TEMPLATE
Department of Commerce

Extension Request for FAC-P/PM or FAC-P/PM-IT Certification

Entry-Level Mid-Level Senior-Level

Pursuant to CAM 1301.671

Program/Project Manager Name:

Phone:

Bureau:

Organization:

Address:

Project Title:

Estimated Life Cycle Cost:

Checklist for extension submission:

Attached

Summary of program or project

Justification of reasons and conditions of extension

Documentation of background/experience and completion of competencies

Outline of actions to be taken if conditions of extension are not met

Concurrence and recommendation of the employee's supervisor

(and Bureau OCIO if for FAC-P/PM-IT)

Supervisor:

Signature: _____ Date _____
[Name Typed or Printed]

Bureau OCIO (if applicable):

Extension Recommended

Extension Not Recommended

Signature: _____ Date _____
[Name Typed or Printed]

Senior Procurement Executive:

Extension Approved

Extension Denied

Signature: _____ Date _____
[Name Typed or Printed]

Attach any supporting documentation

APPENDIX G - FAC-C FAITAS CERTIFICATION MODULE (EMPLOYEE) INSTRUCTIONS

➤ Employee Activity #1: Submit a Certification Request

The general workflow is Employee → Supervisor → Bureau Certification Manager (BCM) → Agency Certification Manager (ACM). The Bureau Career Manager for your operating unit serves as the Bureau Certification Manager and the Department's Acquisition Career Manager serves as the Agency Certification Manager.

Employees submit certification requests that should support documentation. Support documentation is anything that supports your certification request such as certificates, transcripts, letter of completion, etc.

General Access Instructions

1. Enter the URL: <https://www.atrrs.army.mil.faitas> to display the **U.S. Government Information System** message screen.
2. Read the message and click the **I Agree** button.
3. In the FAITAS login screen, enter your email address and password to display the Dashboard.

Activity Instructions

1. From the main navigation bar, go to **Manage Career | Certification** and click **My Certification Requests**. The **Certification Requests for [Employee Name]** screen opens.



Figure 1: My Certification Requests

2. Click the [Add Certification Requests >>](#) link located above the Certification Requests section. The **New Certification Request** screen opens.

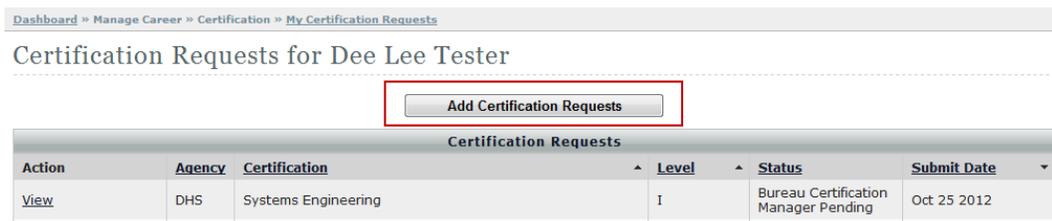


Figure 2: Add Certification Requests Link

3. In the Certification Selection area, select a **Certification** and a **Level** from the drop-down lists, then click the **Next** button. The **New Certification Request** screen refreshes with an expanded **Requirements** section.
4. On the **New Certification Request** screen, there are three Requirement sections: Education, Experience, and Training. Supporting documentation may be required in all or some of these areas.

Requirements

Education

- Education Desired, Not Required

Supporting Documents: *(optional)* [Attach Supporting Documentation](#)

Experience

- 1 Years

Supporting Documents: *(required)* [Attach Supporting Documentation](#)

Training [View Training History](#)

Completion Status	Courses
✗	AQN 101 DHS Fundamentals of Systems Acquisition
✗	APM 102 DHS Fundamentals of Program Management
✗	SYS 101 Fundamentals of Systems Planning, Research, Development, and Engineering
✗	CLB 007 Cost Analysis
✗	CLB 016 Introduction to Earned Value Management
✗	BCF 103* Fundamentals of Business Financial Management

The FAITAS Training History does not indicate completion of all required FAI/DAU training requirements. Please attach course completion or other documentation of meeting the course objectives for all training requirements without a checkmark.

Supporting Documents: *(required)* [Attach Supporting Documentation](#)

Figure 3: New Certification Request

- To upload documentation, click the **Attach Supporting Documentation** link. The **Upload Document** pop-up window opens. Click the **Browse** button, select a file, click the **Open** button and enter a **File Description** so that the approval manager knows the file contents, then click the **Submit** button to upload the selected file. The file size limitation for each uploaded file is 4 Mb. The file name appears in the **Attach File** field and the file name of supporting documentation displays in the appropriate section.
- Repeat the upload steps to add additional supporting documentation.
- After you finish uploading any supporting documentation, click each of the checkboxes in front of **Education**, **Experience**, and **Training**. Checkmarks appear in each box. **IMPORTANT:** Check all boxes even if supporting documentation was not uploaded, otherwise, an error message will display when you try to submit the certification request.
- [*Optional*] Add a comment in the **Remark** textbox. Comments are an option if you want to provide the approval authorities with additional information.
- Read the **Employee Statement**. If the statement is true, enter a checkmark. If you do not enter a checkmark, the **Submit Request** button does not activate.

Employee Statement

I certify that, to the best of my knowledge and belief, all of the information on and attached to this request is true, correct, complete, and made in good faith.

Figure 5: Employee Statement

10. Click the **Submit Request** button. The **Certification Request** screen opens along with a green text message that confirms the request was submitted successfully.
11. Click the **Close** button. The **Certification Requests for [Employee]** window opens to show the updated **Certification Request** table. Notice that the **Status** refreshes to say “Supervisor Pending”.

Action	Agency	Certification	Level	Status	Submit Date
Edit Withdraw	DHS	Acquisition Program Manager	I	Supervisor Pending	Oct 25 2012

Figure 6: Status Updates

➤ **EMPLOYEE ACTIVITY #2: Verify the Final Decision Regarding Certification Request**

Employees should check the status of their Certification requests until a final processing decision (**Approved** or **Disapproved**) is evident.

Activity Instructions

1. From the main navigation bar, go to **Manage Career | Certification** and click **My Certification Requests**.
2. **The Certification Requests for [Employee Name]** screen opens.
3. In the **Processed Certification Requests** section, notice that the Status updates as “Approved” or “Disapproved”.

Action	Agency	Certification	Level	Status	Submit Date
View	DHS	Life Cycle Logistics Manager	III	Approved	Oct 25 2012
View	DHS	Program Financial Management	II	Approved	Oct 25 2012
View	KA	Contracting Officer's Representative	I	Approved	Oct 26 2011
View	KA	Federal Acquisition Certification in Contracting	II	Approved	Oct 26 2011
View	KA	Contracting Officer's Representative	I	Disapproved	Oct 24 2011
View	KA	Federal Acquisition Certification in Contracting	I	Approved	Oct 24 2011
View	KA	Program and Project Managers	I	Disapproved	Oct 24 2011

Figure 1: Processed Certification Requests

4. In the case of a disapproved certification request, click the **View** link in the **Action** column to display the Certification Request.
5. Scroll to the bottom to see the reason the request was disapproved.

➤ **EMPLOYEE ACTIVITY #3: View Certifications**

Employees can view or print Certifications.

Activity Instructions

1. From the main navigation bar, go to **Manage Career | Certification** and click **My Certification Requests**.
2. The **Certification Requests for [Employee Name]** screen opens.
3. In the **Processed Certification Requests** section, click a title of any Certification listed with a status of “Approved.”



Action	Agency	Certification	Level	Status	Submit Date
View	DHS	Life Cycle Logistics Manager	III	Approved	Oct 25 2012
View	DHS	Program Financial Management	II	Approved	Oct 25 2012
View	DHS	Cost Estimating	II	Approved	Jun 5 2012
View	DHS	Life Cycle Logistics Manager	II	Approved	Apr 9 2012

Figure 1: Certifications

4. A small File Download pop-up window opens
5. Click the **Open** button. A PDF certificate window displays the Certificate.
6. Click the “X” to close PDF screen. The **Certification Requests for [Employee Name]** screen opens again.

➤ **EMPLOYEE ACTIVITY #4: Respond to a “Return to Employee” Decision**

Approval authorities, (i.e. Supervisors, Bureau Certification Managers, and Agency Certification Managers) can return a certification request for more information. When a request is returned, Employees can add supporting documentation or enter a comment in the **Remark** textbox. Other fields cannot be edited.

Activity Instructions

1. From the main navigation bar, go to **Manage Career | Certification** and click **My Certification Requests**. The **Certification Requests for [Employee Name]** screen opens.
2. Click the **Edit** link in the **Action** column for the Certification that has been returned. The **Certification Request** screen opens.
3. Scroll down to review the message the approval authority wrote and enter the additional supporting documentation as requested. You must enter a remark in the textbox before re-submitting the request.

Supporting Documents: (required) [Attach Supporting Documentation](#)

File Name	Description	Document Type	File Date	Action
10_19_2012_DJ.docx	Letter verifying requirement satisfaction	Letter	Oct 25 2012	View Delete
8_13_2012_Define Measurement Strategy.docx	Certificate of Completion	Certificate	Sep 11 2012	View Delete

** Elective must be a minimum of 16 hours in length and relevant to career field.*

Remarks

User Name/Remark Date	Remark
Dee L Tester Oct 25 2012 (Supervisor)	Please supply additional documentation

Remark*:

Employee Statement

I certify that, to the best of my knowledge and belief, all of the information on and attached to this request is true, correct, complete, and made in good faith.

Figure 2: Respond to "Return to Employee" Decision

4. Verify the **Employee Statement** and click the **Resubmit Request** button. A green text message confirms that your request has been submitted successfully.



Figure 3: Successful Resubmission Text

FAC-C FAITAS CERTIFICATION MODULE (SUPERVISOR) INSTRUCTIONS

➤ SUPERVISOR ACTIVITY #1: Supervisor “Recommends Approval” of Employee Certification Request

The general workflow is Employee → Supervisor → Bureau Certification Manager (BCM) → Agency Certification Manager (ACM). The Bureau Career Manager for your operating unit serves as the Bureau Certification Manager and the Department’s Acquisition Career Manager serves as the Agency Certification Manager.

Employees submit certification requests. Supervisors can Recommend Approval, Recommend Disapproval, or Return Requests to the Employee for more information.

General Access Instructions

1. Enter the URL: <https://www.atrrs.army.mil.faitas> to display the **U.S. Government Information System** message screen.
2. Read the message and click the **I Agree** button.
3. In the FAITAS login screen, enter your email address and password to display the Dashboard.

Activity Instructions

1. In your Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certifications** link. NOTE: You can also click the name of individual Employees but up to five (5) pending certification requests are listed. To see the complete list, it’s recommended to click the **Manage Certifications** link. The **Certification Request** screen opens.



Name	Date Submitted	Certification
Dee L Tester	Sep 11 2012	Federal Acquisition Certification in Contracting
Dee L Tester	Oct 25 2012	Acquisition Program Manager
Dee L Tester	Oct 22 2012	Cost Estimating
Manage Certification Requests		

Figure 1: Manage Certification Requests

2. Within the Certification Request, click the **View** link to see any supporting documentation that the Employee uploaded.

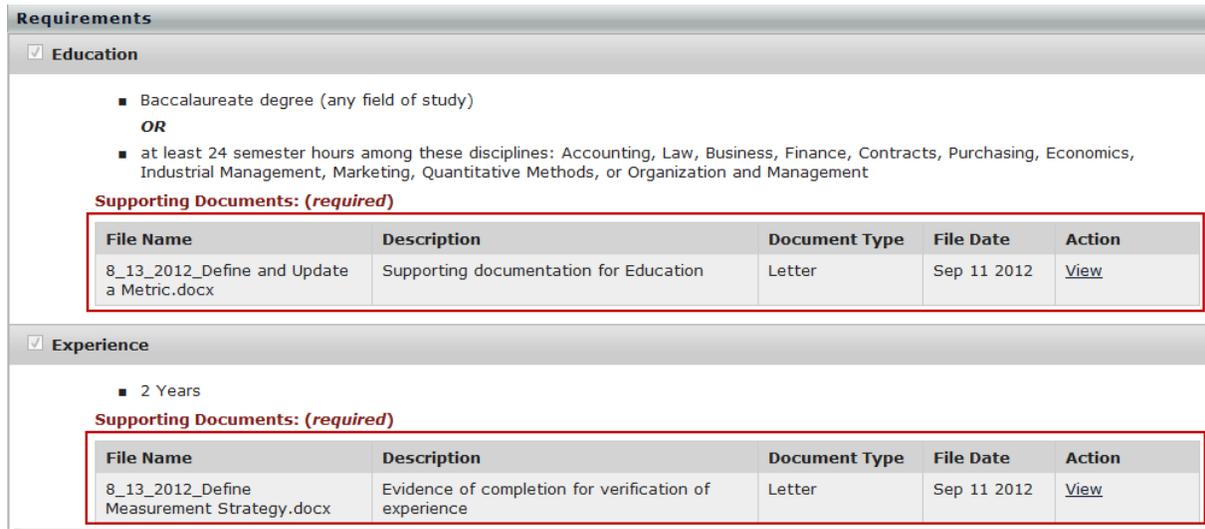


Figure 2: Action Column Contains View Link

- After viewing the documentation, scroll to the bottom of the Certification Request and click the **Recommend Approval** button. A green message confirms that the request has been forwarded to the next approval authority.



Figure 3: Confirmation Text Message

➤ **SUPERVISOR ACTIVITY #2: Supervisor “Recommends Disapproval” for an Employee Certification Request**

Employees submit certification requests. Supervisors can also Recommend Disapproval.

Activity Instructions

- In your Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certifications** link. The **Certification Request** screen opens.
- Review the certification request and supporting documentation (if available).
- If you will recommend disapproval of the certification request, you **MUST** enter an explanatory remark in the **Remarks** textbox.

Figure 1: Remark Textbox

- 4. Scroll to the bottom of the Certification Request and click the **Recommend Disapproval** button. A green text message confirms that the request has been forwarded to the next approval authority.

Figure 3: Confirmation Text Message

➤ **SUPERVISOR ACTIVITY #3: Supervisor Selects “Return to Employee” Option**

Employees submit certification requests. Supervisors can Return Requests to the Employee for more information.

Activity Instructions

1. In your Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certifications** link.
2. The **Certification Request** screen opens.
3. Review the certification request and supporting documentation (if available).
4. You decide to ask the Employee for more documentation and enter a comment in the **Remark** textbox. Remember that you must include remarks for any **Recommend Disapproval** or **Return to Employee** decisions.

Figure 1: Remark Textbox

5. Select the **Return to Employee** button. A green text message indicates that the request has been returned to the Employee.

APPENDIX G - FAITAS CONTINUOUS LEARNING MODULE (EMPLOYEE) INSTRUCTIONS

➤ EMPLOYEE ACTIVITY#1: Submit a Continuous Learning Point Request

In the Continuous Learning Point (CLP) module, Employees submit CLP requests. The general workflow is Employee → Supervisor → Bureau CL Manager. The Bureau Career Manager for your operating unit is the assigned Bureau CL Manager and the person with approval authority.

General Access Instructions:

4. Enter the URL: <https://www.atrrs.army.mil.faitas> to display the **U.S. Government Information System** message screen.
5. Read the message and click the **I Agree** button.
6. In the FAITAS v.2 login screen, enter your email address and password to display the Dashboard.

Activity Instructions:

1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Point Requests**.



Figure 1: My Point Requests

2. The **Continuous Learning Point Requests for [Employee Name]** screen opens.
3. Click the **Add CLP Requests** link located in the middle of the screen above the **Pending/Processed Learning Point Requests** section.

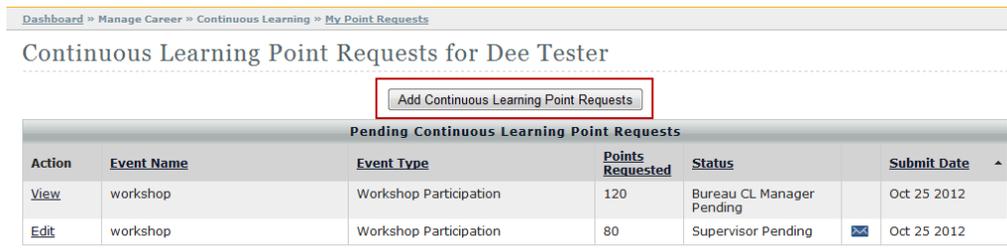


Figure 2: Add Continuous Learning Point Requests Link

4. The **Continuous Learning Point Request** screen opens.
5. In the **Event Information** area, enter information for the required fields. Required fields are identified by **red, bold** text with asterisks (*). Your Supervisor and other approval authorities will be

able to adjust the number of points you request. Click the **Attach Supporting Documentation** link to upload documentation. There is a maximum of 4 Mb for each file upload.

Figure 3: Event Information

- Click the **Submit Request** button. A green message confirms the CLP request was submitted successfully. Notice that the **Status** refreshes to say “Supervisor Pending” for the CL request just submitted.

Dashboard » Manage Career » Continuous Learning » My Point Requests

✓ Your Continuous Learning Point request has been submitted.

Continuous Learning Point Requests for Dee Tester

[Add Continuous Learning Point Requests](#)

Pending Continuous Learning Point Requests						
Action	Event Name	Event Type	Points Requested	Status		Submit Date
Edit	workshop	Workshop Participation	150	Supervisor Pending	✉	Oct 25 2012
View	workshop	Workshop Participation	120	Bureau CL Manager Pending		Oct 25 2012
Edit	workshop	Workshop Participation	80	Supervisor Pending	✉	Oct 25 2012

Figure 4: Status Updates

➤ **EMPLOYEE ACTIVITY #2: Check Status of a Continuous Learning Point Request**

Employees should regularly check the status of their CLP requests. Requests can be Approved or Disapproved by any approval authority in the workflow.

Activity Instructions:

- From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Point Requests**.
- The **CLP Requests for [Employee Name]** opens confirming that the CLP Requests were Approved or Disapprove under the Processed Continuous Learning Point Requests section.

Processed Continuous Learning Point Requests					
Action	Event	Event Type	Points	Status	Action Date
View	Workshop	Workshop Participation	90	Approved	Oct 25 2012
View	Workshop	Workshop Participation	80	Approved	Oct 25 2012
View	AHQ Auditor Exam	Equivalency Exam	80	Approved	Oct 22 2012
View	silliness	Training (classroom or online)	100	Approved	Oct 22 2012
View	house building	Equivalency Exam	120	Disapproved	Oct 22 2012
View	Space Diving	Conference or Seminar Attendance	80	Approved	Oct 22 2012
View	Mobile Technology Workshop	Conference or Seminar Presenter	12	Approved	Oct 17 2012
View	Mobile Technology Workshop	Conference or Seminar Presenter	12	Disapproved	Jun 12 2012
View	Mobile Technology Workshop	Conference or Seminar Presenter	12	Disapproved	Jun 12 2012
View	Mobile Technology Workshop	Conference or Seminar Presenter	12	Approved	Jun 12 2012

Figure 1: Status Updates

➤ **EMPLOYEE ACTIVITY #3: Respond to a “Return to Employee” Decision**

Supervisors and/or Bureau Continuous Learning Managers can return a CL Point request for more information. When a request is returned, Employees can add supporting documentation or enter a comment into the **Remark** textbox. Other fields cannot be edited.

Activity Instructions:

1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Point Requests**.
2. The **Continuous Learning Point Requests for [Employee Name]** screen displays with the updated status of the CLP Request: “Returned by XXX”

Pending Continuous Learning Point Requests						
Action	Event Name	Event Type	Points Requested	Status		Submit Date
Edit	workshop	Workshop Participation	150	Supervisor Pending	✕	Oct 25 2012
View	workshop	Workshop Participation	120	Bureau CL Manager Pending		Oct 25 2012
Edit	workshop	Workshop Participation	80	Returned by Supervisor		Oct 25 2012

Figure 1: CLP Request Returned by Supervisor

3. Click the **Edit** link under the **Action** column next to the CL Point Request that was returned. Your **Continuous Learning Point Request** screen opens. Scroll to the bottom to read your Supervisor’s comment.

Remarks

User Name/Remark Date	Remark
Dee Lee Tester Oct 25 2012 (Supervisor)	Additional documentation is needed.

Remark:
Remarks are required for resubmission.

Figure 2: Supervisor’s Remark

4. After reading the comment, click the **Attach Supporting Documentation** link.

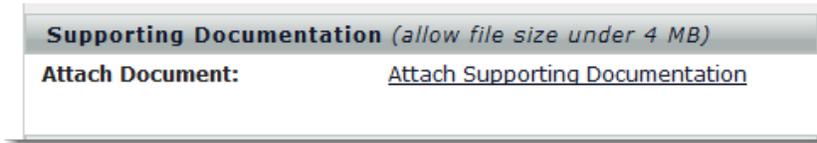


Figure 3: Attach Supporting Documentation Link

5. The **Upload Document** pop-up window opens. In the **Attach File** field, click the **Browse** button, select a file, click the **Open** button, select the **Document Type** from the drop-down list, and enter a **File Description** so that the approval authority knows the file contents, and then click the **Submit** button to upload the selected file.

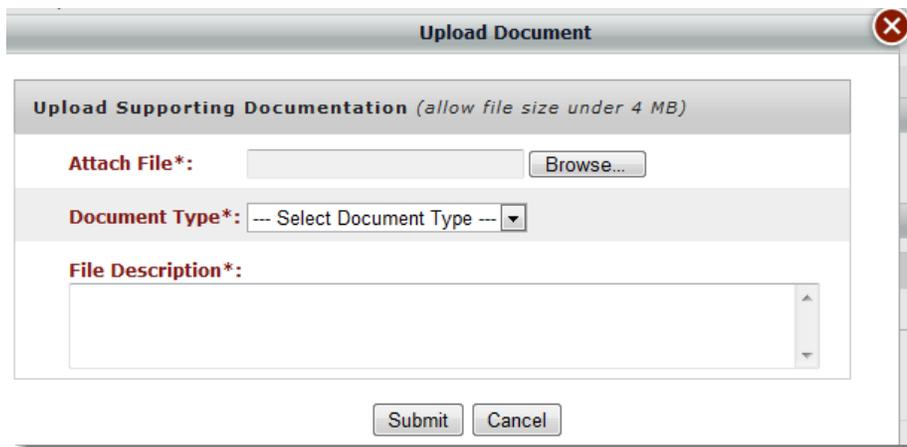


Figure 4: Upload Document Pop-Up Window

6. The file name appears in the **Attach Document** field and the file name of your supporting documentation displays in the appropriate section.
7. Enter a message such as: "Have uploaded supporting documentation" in the required **Remark** textbox.

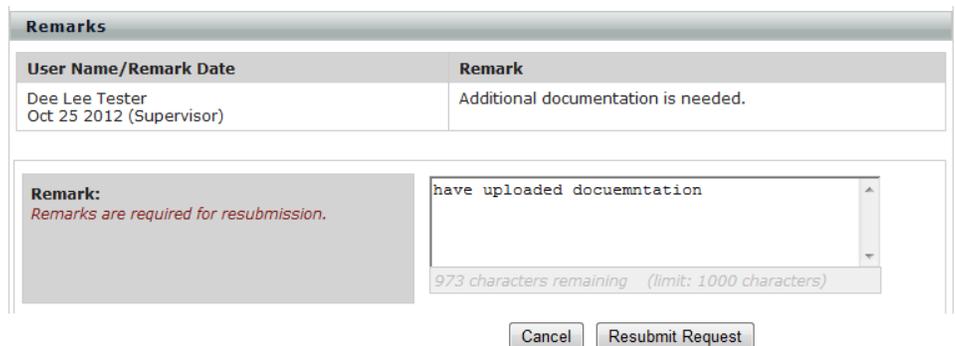


Figure 5: Remark Entered by Employee

8. Click the **Resubmit Request** button. The **Continuous Learning Point Requests for [Employee Name]** opens with a green text message that confirms the request has been resubmitted and an updated **Status**.



Figure 6: Updated Resubmission Status

➤ **EMPLOYEE ACTIVITY #4: Initiate Achievement Request**

After an Employee completes requirements, FAITAS v.2 automatically generates an email message. The Employee then submits the Achievement request.

Activity Instructions:

1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Achievement Requests**.



Figure 1: My Achievement Requests

2. The **Achievement Requests for [Employee Name]** window opens.

The screenshot shows a table titled "Continuous Learning Periods". The table has columns for Certification, Level, Period Begin Date, Period End Date, Points Awarded, Points Needed, and Action. The first row is highlighted in yellow.

Certification	Level	Period Begin Date	Period End Date	Points Awarded	Points Needed	Action
Federal Acquisition Certification in Contracting	III	Jun 6 2012	Jun 5 2014	442	0	Achievement Request

Figure 2: Achievement Requests Link

3. Under the Continuous Learning Periods section, click the **Achievement Request** button that is located in the **Action** column to initiate the achievement request process.
4. Review the information contained in the **Continuous Learning Achievement Request**.
5. Click the **Submit Achievement Request** button if the information is correct.
6. A text message displays confirming that your request has been submitted.



Figure 3: CL Achievement Request Confirmation

➤ **EMPLOYEE ACTIVITY #5: View Achievement Level Request Decision**

Supervisors or Bureau Continuous Learning Managers can approve or disapprove Achievement Level Requests. Employees should check the status of their requests on a regular basis.

Activity Instructions:

- From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Continuous Learning**.



Figure 1: My Continuous Learning

- The **Continuous Learning Periods for [Employee Name]** window opens with the updated **Achievement Status** noted.

Continuous Learning Periods for Dee Tester

Current Continuous Learning Periods						
Certification	Level	Period Begin Date	Period End Date	Points Awarded	Points Needed	Achievement Status
⊕ Federal Acquisition Certification in Contracting	III	Oct 28 2011	Oct 27 2013	1314	0	<u>Approved</u>
⊕ Contracting Officer's Representative	III	Jan 25 2012	Jan 24 2014	1314	0	<u>Approved</u>
⊕ Program Financial Management	III	Jan 27 2012	Jan 26 2014	1314	0	Bureau CL Manager Pending
⊕ Ordering Official Certification	I	Apr 10 2012	Apr 9 2014	594	0	<u>Approved</u>
⊕ Life Cycle Logistics Manager	II	Apr 10 2012	Apr 9 2014	594	0	<u>Approved</u>
⊕ Cost Estimating	II	Jun 6 2012	Jun 5 2014	442	0	<u>Approved</u>
⊕ Federal Acquisition Certification in Contracting	III	Jun 6 2012	Jun 5 2014	442	0	Supervisor Pending

Figure 2: Achievement Status Updates

- Click the **Approved** link to view/print the Certification.

CONTINUOUS LEARNING MODULE (SUPERVISOR) INSTRUCTIONS

➤ SUPERVISOR ACTIVITY #1: Supervisor Approves CL Point Request.

Supervisors can Approve or Disapprove CL Point requests. Supervisors can also return a CL Point request to an Employee. Employees can provide additional supporting documentation or enter a comment in the **Remark** textbox. Other fields cannot be edited.

General Access Instructions:

1. Enter the URL: <https://www.atrrs.army.mil.faitas> to display the **U.S. Government Information System** message screen.
2. Read the message and click the **I Agree** button.
3. In the FAITAS v.2 login screen, enter your email address and password to display the Dashboard.

Activity Instructions:

1. In your Dashboard, locate the **Continuous Learning Point Requests Pending Supervisor Review** widget, click **Manage Point Requests**.

Name	Date Submitted	Event Name
Dee Lee Tester	Oct 25 2012	workshop
Dee Lee Tester	Oct 25 2012	workshop

[Manage Point Requests](#)

Figure 1: Manage Point Requests

2. The **Manage Continuous Learning Point Requests** screen opens.

Manage Continuous Learning Point Requests

List Requests: Pending Processed Timeframe: 30 Days

First Name: Last Name:

Name	Event	Event Type	Points Requested	Status	Submit Date
Dee Lee Tester	workshop	Workshop Participation	80	Supervisor Pending (Resubmission)	Oct 25 2012
Dee Lee Tester	workshop	Workshop Participation	150	Supervisor Pending	Oct 25 2012

Figure 2: Manage CL Point Requests

3. Click the name of the Employee whose request you will process. The **Continuous Learning Point Request** screen opens.
4. After you review the information, click the radio button next to **Approve** and enter the Points

5. Awarded.



Figure 3: Points Awarded

6. Click the **Process Request** button. The **Manage Continuous Learning Point Requests** window opens with a green text message confirming that the CL Point Request has been approved.

7. The processed CL Point Request list updates to include the newly processed request.

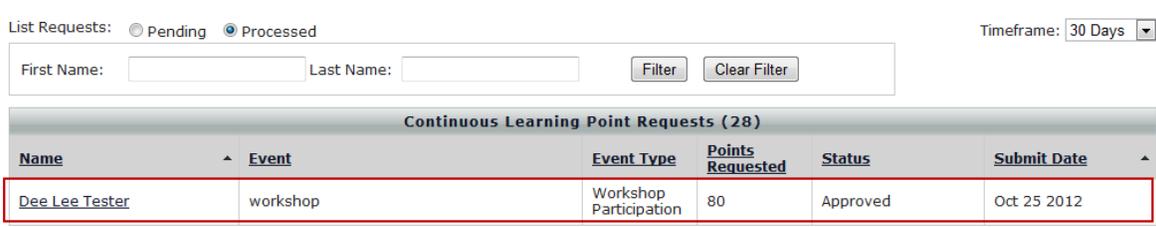


Figure 4: Processed CLP Requests

➤ **SUPERVISOR ACTIVITY #2: Supervisor Disapproves CL Point Request.**

Supervisors can Disapprove CL Point requests.

Activity Instructions:

1. Under the **CLP Requests Pending Supervisor Review** tab, click **Manage Point Requests**.



Figure 1: Manage Point Requests

2. The **Manage Continuous Learning Point Requests** screen opens.

Name	Event	Event Type	Points Requested	Status	Submit Date
Dee Lee Tester	workshop	Workshop Participation	150	Supervisor Pending	Oct 25 2012

Figure 2: Manage CL Point Requests

3. Click the name of the Employee whose request you will process. The **Continuous Learning Point Request** screen opens.
4. After you review the information, click **Disapprove** under the **Approval Information** section. Enter a required explanation in the **Remarks** textbox.

Name/Date	Request Status
Dee Lee Tester Oct 25 2012 (Employee)	Request Submission

Remark:
Remarks are required for return to employee and disapproval action.

This event is a duplicate of one submitted for approval 08/13/2012.

933 characters remaining (limit: 1000 characters)

Figure 3: Remark Textbox

5. Click the **Process Request** button. The **Manage Continuous Learning Point Requests** window opens with a green text message confirming that the CL Point Request has been disapproved.

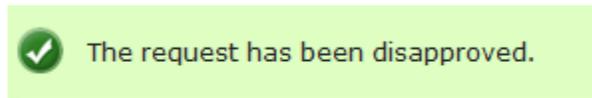


Figure 4: Confirmation Text Message

➤ **SUPERVISOR ACTIVITY #3: Supervisor Responds to Employee’s Achievement Request**

Supervisors can Recommend Approval or Disapprove Employee’s Achievement requests.

Activity Instructions:

1. From the main navigation bar, go to **Manage Employees | Continuous Learning** and click **Manage Achievement Requests**.



Figure 1: Manage Achievement Requests

- The **Manage Continuous Learning Achievement Requests** window opens.



Figure 2: Manage CL Achievement Requests

- Click the name of the Employee whose CL Achievement Request you will review. The **Continuous Learning Point Request** window opens.

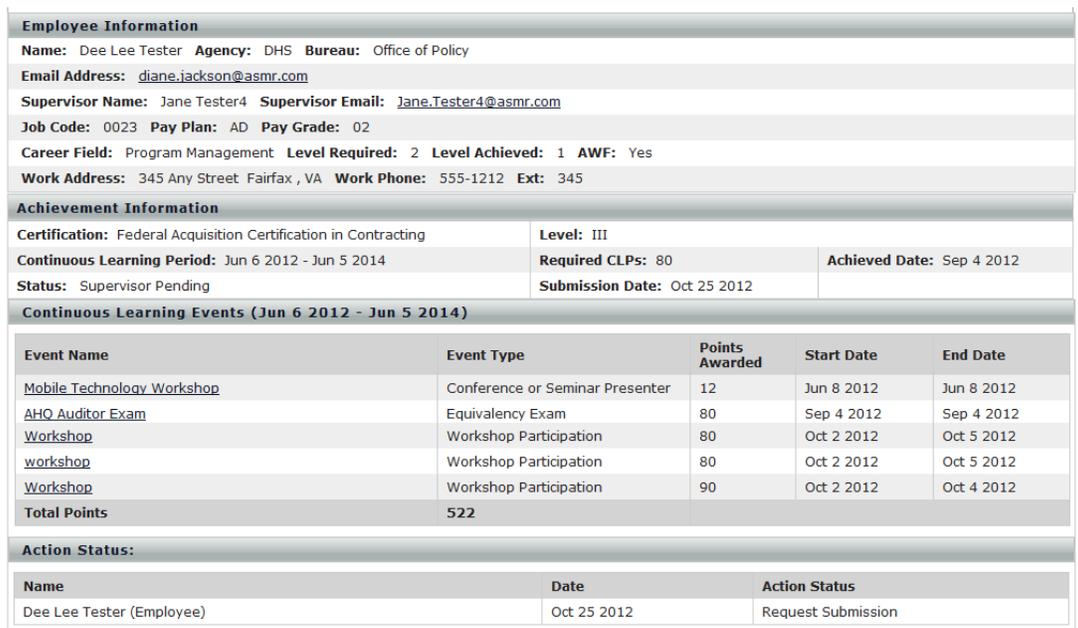


Figure 3: CL Point Request

- Review the CL Point Request and click the **Recommend Approval** button. The Continuous Learning Achievement Approval Confirmation screen updates with a green text message that confirms the request was forwarded to the next approval authority.



Figure 4: Confirmation Text Message

- Click the **Close** button. The **Manage Continuous Learning Achievement Requests** screen opens. Notice that the **Status** updates to "Bureau CL Manager Pending"