

For: FFAS Offices

**Implementation of Federal Acquisition Certification for Program
and Project Managers (FAC-P/PM) in Major Acquisitions and Investments**

Approved by: Deputy Administrator, Management



1 Overview

A Background

The quality and effectiveness of the Federal acquisition process depend on developing a capable and competent workforce. The Services Acquisition Reform Act of 2003 (SARA), Pub. L. 108-136, expanded the definition of acquisition to include functions performed by program and project managers. Office of Federal Procurement Policy (OFPP) Letter 05-01, Section 8(c) required the Federal Acquisition Institute (FAI) to make recommendations for an FAC-P/PM Program. FAI partnered with 20 Federal agencies across the Federal spectrum to recommend the competencies and framework for the FAC-P/PM Program.

The FAC-P/PM Program:

- establishes general training and experience requirements for program and project managers in civilian agencies
- focuses on essential competencies needed for program and project managers
- does **not** include functional or technical competencies, such as those for Information Technology (IT), or agency-specific competencies.

Program and project managers assigned to IT major acquisitions also will be required to take agency-specific IT Program Management training. The training:

- is titled “USDA IT Investment Project Management Training Program”

Disposal Date	Distribution
April 1, 2010	All FAS, FSA, and RMA Offices

1 Overview (Continued)

A Background (Continued)

- provides participants the tools and techniques needed to effectively manage IT projects with the focus on managing within the USDA IT Integrated Governance Process that includes the guidance and procedures required to meet capital planning, enterprise architecture, and other legislative and statutory processes.

Note: For any additional information, go to the USDA Project Management Training page at http://www.ocio.usda.gov/p_mgmt/index.html.

B Submitting List of Program or Project Managers

All FFAS program offices are required to submit a list of current or possible program or project managers for all major acquisitions or investments within their office to Timothy Bradley, FSA, AMD by COB December 4, 2009, by either of the following:

- e-mail at timothy.bradley@wdc.usda.gov
- FAX at 202-690-3320.

When identifying individuals to be certified under the FAC-P/PM Program, at a minimum, agencies or program offices should consider applying FAC-P/PM requirements to the following:

- individuals with significant involvement in 1 or more phases of the acquisition investment process, such as:
 - initiation
 - conceptualization and design
 - development
 - implementation
 - modification
 - maintenance
 - evaluation
 - disposal
- managers with authority and responsibility for overseeing multiple phases of the acquisition investment process
- individuals with responsibility for leading cross-agency or acquisition investment programs for a major portion or all of the investment life cycle
- individuals responsible for leading, coordinating, and managing integrated project teams for acquisition investments

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1 Overview (Continued)

B Submitting List of Program or Project Managers (Continued)

- individuals participating on an integrated project team or a phase of the investment life cycle with aspirations for career development as a program or project manager.

Note: An official FFAS handbook will be issued by FSA, AMD at a later date fully implementing and explaining the FAC-P/PM Program.

C Purpose

This notice:

- applies to FFAS offices supported by FSA, AMD, including Kansas City and APFO
- provides the following:
 - information on the FAC-P/PM implementation and program and project manager list request
 - applicability information of the FAC-P/PM Program
 - information on the FAC-P/PM certification process
 - FAC-P/PM Program contact information.

D Applicability

The FAC-P/PM Program applies to all executive agencies, except those subject to the Defense Acquisition Workforce Improvement Act (10 U.S.C. 1741-46). Members of the acquisition workforce are defined by agencies according to requirements in OFPP Letter 05-01. Acquisition is defined by SARA to include the following:

- defining requirements
- measuring contract performance
- providing technical and management direction
- contracting.

The FAC-P/PM Program is recognized and accepted by, at a minimum, all civilian executive branch agencies. This certification is **not** mandatory for all program and project managers; however, at a minimum, program and project managers assigned to programs considered major acquisitions must be senior-level certified, unless a waiver is granted by the appropriate agency official. The targeted completion date for this certification is 1 year from the date of assignment to the program or project. Major acquisitions are defined in OMB Circular A-11, Part 7, Section 300.

1 Overview (Continued)

D Applicability (Continued)

A major acquisition or investment:

- means a system or acquisition requiring special management attention because of its importance to the mission or function of the Agency, a component of the Agency, or another organization
- is for financial management and obligates more than \$500,000 annually
- has significant program or policy implications
- has high executive visibility
- has high development, operating, or maintenance costs
- is funded through other than direct appropriations
- is defined as major by the Agency's capital planning and investment control process.

OMB may work with the Agency to declare other investments as major investments. Consult with the agency budget officer or OMB representative about what investments to consider as "major".

E Contacts

For inquiries about implementing the FAC-P/PM Program, contact either of the following:

- Timothy Bradley, FSA, AMD, Training Representative by either of the following
 - e-mail at **timothy.bradley@wdc.usda.gov**
 - telephone at 202-401-0105
- Ora Bethea, FSA, AMD, Policy and Oversight Branch Chief by either of the following:
 - e-mail at **ora.bethea@wdc.usda.gov**
 - telephone at 202-720-7349.

For program and project manager list submission, e-mail Timothy Bradley at **timothy.bradley@wdc.usda.gov**.

2 Action

A Certification Overview

The certification process, including assessment of applications, will be managed by each Agency. The Agency Acquisition Career Manager (ACM) appointed by the Chief Acquisition Officer (CAO) under OFPP Letter 05-01, or designee, is responsible for administering the Agency FAC-P/PM Program, according to this guidance and any subsequent guidance provided by OFPP or FAI. Authority for overseeing the Agency FAC-P/PM Program, resolving disputes, and granting certifications will be at the CAO or designee level. CAO may delegate, in writing, certain functional responsibilities as needed to ensure effective and efficient management of the FAC-P/PM Program within an Agency.

Note: The FSA, AMD Director will function as the ACM designee.

B Administering Agency Responsibilities

Essential FSA, AMD responsibilities for program administration are as follows:

- identify and assess the program and project management acquisition workforce
- develop this workforce according to the standards
- issue FAC-P/PM certifications
- monitor continuous learning achievements of program and project managers.