



Department of Transportation
Office of the Senior Procurement Executive

No. APL-2016-02
Date 4/26/2016

DOT ACQUISITION POLICY LETTER

This Acquisition Policy Letter is issued under the authority of the Senior Procurement Executive of the Department of Transportation

Subject: FAITAS System Controls & Usage

References:

DOT Acquisition Career Development Guide, July 1, 2015

OFPP Memorandum entitled "*Increasing Efficiencies in the Training, Development, and Management of the Acquisition Workforce*" dated September 3, 2013 forms the basis for the current DOT policy.

When is this Acquisition Policy Letter Effective?

This APL is effective immediately.

When does this APL Expire?

This APL remains in effect until the resulting policy is incorporated into the TAR or TAM and/or superseded by the FAR guidance or otherwise cancelled.

Who is the Point of Contact?

Contact Harry Palm, harry.palm@dot.gov, 202 366-4963.

What is the Purpose of this APL?

The purpose of this APL is to notify and advise all Operating Administrations on the use of FAITAS by Federal employees of the Department of Transportation.

What is the Background?

The Federal Acquisition Institute (FAI) designated FAITAS, an online centralized database, as the required acquisition career management system for federal civilian agencies to manage acquisition workforce training, certifications and career development requirements for their workforce. Each civilian agency must collect and maintain standardized information to ensure effective management of the acquisition workforce.

The Department of Transportation implemented the use of FAITAS for monitoring all acquisition workforce career development information in April 2013. FAITAS is the system of record for management of the DOT Acquisition Workforce Program and shall be used for the application and approval of FAC-C certifications, and documenting and approving continuous learning requirements for its acquisition workforce.

DOT defines membership of its acquisition workforce to include the following:

1. All positions in the general schedule contracting series (GS-1102).
2. All Contracting Officers (CO) regardless of general schedule series with authority to obligate funds above the micro-purchase threshold.
3. All positions in the general schedule purchasing series (GS-1105).
4. Program and project managers, as identified by the agency's Chief Acquisition Officer (CAO), or equivalent.
5. All Contracting Officer's Representatives (CORs), including task order managers or equivalent positions.
6. Any other significant acquisition-related positions identified by the CAO, or equivalent, using the guidance provided above.

What is the Guidance?

1. Operating Administrations should ensure that all members of their acquisition workforce have current and accurate FAITAS profiles, to include accurate and updated Supervisor designations.
2. DOT employees responsible for the disposition of their operating administrations FAC certification programs and acquisition career development programs, and designated as Bureau Certification Managers in FAITAS, should generate FAITAS User Detail reports on a regular and recurring basis to ensure that their workforce is properly identified.
3. Only Federal employees are allowed to use the tool.



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