



Department of Transportation
Office of the Senior Procurement Executive

No. APL-2017-01
Date 3/21/2017

DOT ACQUISITION POLICY LETTER

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

Subject: FAC- C Certification Requirements for Contracting Officers

References:

FAR 1.6 Career Development, Contracting Authority and Responsibilities

TAM 1201.6, Career Development, Contracting Authority and Responsibilities

Office of Federal Procurement Policy (OFPP) Act, 41 U.S.C. § 1101 et. Seq. and OFPP Policy Letter 05-01.

OFPP Memorandum entitled "*Revisions to the Federal Acquisition Certification in Contracting (FAC-C)*" dated May 7, 2014.

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This APL remains in effect until the resulting policy is incorporated into the TAR or TAM and/or superseded by the FAR guidance or otherwise cancelled.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 advise all Operating Administrations of the requirement to obtain and maintain FAC- C certification and maintenance of contracting officer warrants in FAITAS.

What is the Background?

The purpose of the Federal Acquisition Certification in Contracting (FAC-C) is to ensure contracting professionals lead efforts to fulfill mission needs with expected outcomes while safeguarding the interests of the government.

The FAC-C certification program provides evidence that an employee meets core education, training and experience requirements to perform contracting functions. The FAC certification in contracting is mandatory for all contracting professionals; Chiefs of Contracting Offices (COCOs), members of the workforce holding Contracting Officer (CO) warrants, regardless of GS series, and other contracting professionals in the 1102 job series must be certified at an appropriate level.

OA COCOs shall be FAC-C Level III certified, at time of appointment, or within 12 months from the effective date of this policy. All contracting professionals, regardless of job series, issued an unlimited CO warrant after October 1, 2014, shall be FAC-C Level III certified. CO's with existing warrants, but not required to be certified under the previous policy, have until October 1, 2016 to complete their certification requirements.

What is the Guidance?

1. Operating Administrations should ensure that (a) CO warrants are issued in compliance with Federal and departmental requirements and (b) COs obtain and maintain their FAC-C certifications.
2. Heads of Contracting Activity, HCA at each Operating Administration should: (a) develop and implement, oversight procedures to ensure compliance with DOT's Acquisition Workforce Career Development which including procedures for annual reviews of CO warrants and determine if, (a) their COs remain qualified to perform their duties and there is a continued need for warrants and (b) report to the Office of the Senior Procurement Executive, M-61 on their oversight procedures.
3. HCA's at each Operating Administration should (a) review CO warrants to ensure they include required elements and restrictions specified in DOT's AWF policy, (b) address any instances of noncompliance, and (c) report their planned and implemented corrective actions to OSPE within the second week of each review year beginning in 2017.
4. 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 associated with issuance and maintenance of CO warrants.

DOT contracting officers are required to maintain their FAC-C continuous learning requirements outlined in Section 3.9 of the *Acquisition Workforce Career Development Guide* in order to retain their contracting officer warrant.

When a contracting officer's FAC-C is revoked for failure to maintain required CLP (or any other reason), the HCA or designed Appointing Official (normally the COCO) shall immediately (executed within 10 business days of the FAC-C being revoked) terminate a contracting officer's warrant.

If a warrant is terminated, the OA Appointing Official must notify the warrant holder in writing when the termination is to be effective. FAITAS will automatically record a FAC-C being terminated for failure to maintain required CLPs; however, the OA Appointment Official must manually terminate warrants in FAITAS by the effective date of the termination.

In support of this requirement, FAITAS provides regular notifications to the employee, their supervisor, and the OA FAC-C certification officials on the status of FAC-C CLPs for all members of the FAC-C workforce. These notifications provide sufficient time to ensure contracting officers and cognizant OA officials are aware of their certification status well in advance of the FAC-C being revoked. For reinstatement processes please refer to the DOT Acquisition Career Development Guide.



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Acquisition Services Division