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OFFICE OF MANAGEMENT AND BUDGET
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OFFICE OF FEDERAL
PROCUREMENT POLICY

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MEMORANDUM FOR CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES

FROM: Lesley A. Field 
Deputy Administrator for Federal Procurement Policy

SUBJECT: Federal Acquisition Certification in Contracting (FAC-C) Modernization

Contracting professionals are the most important part of the Federal acquisition system. Their training and development are critical to the success of important public priorities, such as advancing equity, promoting sustainability, increasing domestic sourcing, and ensuring our supply chains and cyber assets are secure. Under the Office of Federal Procurement Policy's (OFPP's) authority to set standards for the civilian agency acquisition workforce¹, the Federal Acquisition Certification in Contracting (FAC-C) was originally issued in January 2006² and most recently revised in May 2014³. Today's professionals are highly trained and skilled in exercising business judgment, being innovative, and gaining efficiencies, all while being effective stewards of taxpayer dollars. Recent changes to the Department of Defense's (DoD's) Defense Acquisition Workforce Improvement Act (DAWIA) contracting certification and significant shifts in training delivery require that our civilian agency training and development program be updated. OFPP is transitioning the legacy FAC-C to the FAC-C (Professional), which will promote parity and mobility with DoD.

This FAC-C modernization reflects a new model of lifelong learning that reimagines how the Federal Government develops the workforce. It shifts us from a talent management system based on early career classroom training, to one that reflects best practices in modern learning, training agility, and continuous professional growth. The new program is also designed to attract more people into the contracting workforce from a variety of sources – colleges, industry, internal candidates from other functions, and state and local governments. We received recommendations and input from cross-agency working groups, the Chief Acquisition Officers Council (CAOC), the Federal Acquisition Institute (FAI), the Defense Acquisition University (DAU), and other stakeholders. The new contracting competency model is based on an American National Standard approved by the American National Standards Institute (ANSI) and represents foundational competencies that are independent of an individual's organization or mission area.⁴

¹ See 41 U.S.C. §1101 et. seq. and OFPP Policy Letter 05-01: [Policy Letter 05-01 | The White House \(archives.gov\)](https://www.archives.gov/policy-letter-05-01).

² Available at [Memorandum for Chief Acquisition Officers, Senior Procurement Executives \(whitehouse.gov\)](https://www.whitehouse.gov/memorandum-for-chief-acquisition-officers-senior-procurement-executives)

³ Available at [Revisions to the Federal Acquisition Certification in Contracting \(FAC-C\) \(archives.gov\)](https://www.archives.gov/policy-letter-05-01).

⁴ Based on the American National Standards Institute/National Contract Management Association (ANSI/NCMA ASD 1-2019) accredited Contract Management Standard and complies with section 861 of the Fiscal Year 2020 National Defense Authorization Act (Public Law 116-92).

The New FAC-C (Professional)

This policy is effective on February 1, 2023. On that date, new hires shall follow the FAC-C (Professional) requirements. Current workforce members certified at Levels I, II, or III of the legacy FAC-C program will automatically be certified in the FAC-C (Professional). Previous certifications will be recorded in FAI Cornerstone on Demand (FAI CSOD) transcripts.

Because new hires are required to have 12 months of experience to get certified, agencies will have time to align their policies to the FAC-C (Professional). Transition options allow flexibility for workforce members to complete the legacy FAC-C certifications. Options are detailed in Attachment 2 to this memorandum.

The FAC-C (Professional) represents a transformational shift in several key areas:

- *Single-Level Certification:* Moving from a 3-level certification, with a heavy emphasis on many broad initial training requirements, to a single-level professional certification focused on foundational training, streamlines early career learning and provides for more effective continual lifelong learning.
- *Virtual instructor-led learning:* Incorporating virtual instructor-led learning that is interspersed with the student's work utilizes modern learning best practices and provides applied learning that will attract new entrants to the contracting career field.
- *Curated learning in the form of credentials:* Adding job-relevant credentials to build technical expertise at the point of need allows the workforce to learn more effectively, practice their new skills, and better accomplish agency missions. As new skills are needed in areas such as acquisition data analysis and innovation, the Government will be able to quickly develop and deliver credentials to build the requisite skills.
- *Agency responsibility in the development of their contracting professionals:* Pivoting from a centralized training framework to one in which supervisors, agencies and frontline contracting professionals have more control over their learning provides a richer development and more targeted learning experience for contracting professionals.
- *ANSI-accredited competencies:* Using ANSI-accredited contracting competencies promotes consistency and facilitates mobility between industry, DoD, civilian agencies, and state and local governments.
- *Exam* – The exam being incorporated into the FAC-C (Professional) provides a standardized, independently administered assessment of contracting professionals' competencies and validates their initial readiness.

This approach is fully aligned with the President's Management Agenda (PMA)⁵ initiatives, which are focused on strengthening and empowering the Federal workforce and managing the business of Government.

⁵ See [The President's Management Agenda | Performance.gov](#)

The chart below compares the requirements for the legacy FAC-C and the FAC-C (Professional).

Legacy FAC-C of May 2014	FAC-C (Professional)
Parity with DoD:	
<p>1-way parity: A valid, current Defense Acquisition Workforce Improvement Act (DAWIA) certification in contracting is equivalent to a FAC-C at the same certification level, provided the education and continuous learning criteria for FAC-C is met. A valid, current FAC-C does not necessarily meet the requirements for the DAWIA certification. Determination of equivalency is made by DoD on an individual basis.</p>	<p>Positioned for bi-directional parity: By aligning closely with DoD, civilian agencies will be well- positioned to achieve long-awaited parity with the DoD Contracting Professional Certification.⁶</p>
Applicability:	
<ul style="list-style-type: none"> ● Contracting Officers (COs), regardless of their series, and other contracting professionals in the 1102 job series must be certified at an appropriate level as of October 1, 2014, pursuant to agency policy. ● Any contracting professional issued an unlimited warrant after October 1, 2014 must be Level III certified. 	<p>Members of the acquisition workforce holding Contracting Officer (CO) warrants, regardless of General Schedule (GS) series, and other contracting professionals in the 1102 job series must be certified. New hires obtain the FAC-C (Professional). Individuals with the legacy FAC-C at any level automatically receive the FAC-C (Professional). Warrant requirements are at the discretion of the agency.</p>
Education:	
<p>Aligned with the 1102 Qualification Standard.⁷</p>	<p>In order to align with the DoD Contracting Professional Certification, the education requirement is removed from the FAC-C (Professional). The education requirement remains in the GS-1102 Qualification Standard.</p>

⁶ [Contracting - Functional Area \(dau.edu\)](http://dau.edu)

⁷ [Contracting Series, 1102 \(opm.gov\)](http://opm.gov)

<p>Competencies:</p> <p>DoD-centric: OFPP adopted DoD’s contracting competencies to ensure that DoD and civilian agency contracting workforces develop common skills that may be transferable between agencies.</p>	<p>DoD-oriented with the foundation of an ANSI-accredited competency model: OFPP continues to adopt DoD’s contracting competencies, which have been updated to reflect the National Contract Management Association’s (NCMA’s) Contract Management Standard™ Publication, an ANSI accredited publication (reference ANSI/NCMA ASD 1-2019). This satisfies section 861 of the Fiscal Year 2020 National Defense Authorization Act and further aligns defense, civilian and industry requirements.</p>
<p>Experience:</p> <p>Focus on length of Federal service: Experience requirements for each level of certification are:</p> <ul style="list-style-type: none"> • Level I – 1 year of contracting experience. • Level II – 2 years of contracting experience. • Level III – 4 years of contracting experience. 	<p>Focus on competency application: A minimum of 12 months of full-time experience applying a representative sample of the technical contracting competencies is the minimum experience requirement.</p>
<p>Training:</p> <p>3-level FAC-C contracting certification: A listing of the training courses for the 3 levels is available at FAC-C Certification Requirements FAI.GOV</p>	<p>Single-level FAC-C (Professional): 4 core courses that focus on the foundational components of the Federal acquisition lifecycle are required for the FAC-C (Professional).</p> <ul style="list-style-type: none"> • CON 1100V Contract Foundational Skills • CON 1200V Contract Pre-Award • CON 1300V Contract Award • CON 1400V Contract Post Award <p>Detailed information on core curricula courses is available at Contracting Certification Course Web Series – Defense Acquisition University (dau.edu).</p>

Credentials:	
<p>Lack of credentialing opportunities: No credentials were developed or delivered.</p> <p>1 specialization offered: Buying digital services is distinctly different than buying other services. The FAC-C-Digital Services (DS) specialization training and development program, established in 2018, teaches Federal Government contracting professionals with a Level II or III FAC-C to design innovative and flexible procurements for IT/Digital Services. To date, over 800 contracting and other professionals have been trained and are making an impact Government-wide. See DITAP Training TechFAR Hub (cio.gov) for more details on the program.</p>	<p>Focus on credentialing opportunities: FAI will establish a robust credentials program leveraging DoD credentials and building civilian agency credentials. Existing DoD credentials which civilian agencies can now use can be found at DAU Catalog. The FAC-C-DS specialization will become a credential with the same content as the previous specialization.</p> <p>Governance: Credentials will be recommended to a governance board, approved by OFPP, and maintained by FAI at www.fai.gov.</p>
Professional Certification Exam:	
<p>None: No professional certification exam is required.</p>	<p>Exam required: Passing the contracting professional certification exam is required to obtain the FAC-C (Professional). An optional exam prep class is available to assist in preparation for the exam. More information on the certification exam is available at CON 3990V – Contract Certification Exam – Defense Acquisition University (dau.edu).</p>
Continuous Learning:	
<p>80 hours: Contracting professionals are required to earn 80 continuous learning points (CLPs) of skills currency every 2 years, beginning with the date of their certification.</p>	<p>100 hours: Contracting professionals are required to earn 100 continuous learning points (CLPs) of skills currency during each 2-year common period beginning in May 2024.</p>
Learning Management System:	
<p>Army-managed training management system: The Federal Acquisition Institute Training Application System (FAITAS) was the system managed by FAI for the acquisition workforce to obtain and track training, and for agencies to manage their acquisition workforce. Due to security vulnerabilities, it was shutdown periodically disrupting acquisition workforce training management.</p>	<p>Commercial platform for learning management system: Agencies transitioned to FAI Cornerstone-on-Demand (CSOD) in 2021. Acquisition workforce training provided by FAI and DAU can be accessed through FAI CSOD.</p>

The FAC-C (Professional) shall be accepted by all civilian agencies as evidence that an employee meets initial readiness requirements to perform contracting functions.

Having a highly structured program that is consistent and uniform throughout the civilian agencies has been instrumental to this program's success. To facilitate more structure and standardization for the new FAC-C (Professional), OFPP will convene a working group to develop guidance and templates in the following areas, at a minimum:

- *Experience*: 12 months of full-time experience applying a representative sample of technical contracting competencies is the minimum experience requirement. The working group will develop a consistent approach across agencies to determine if a certification candidate has met this experience requirement with a focus on contracting competencies that are met not only in Federal contracting, but also in industry, state and local government, and other related occupations.
- *Selection and Appointment of Contracting Officers*: The working group will help agencies understand the various options on how they will select and appoint new contracting officers under this modernized program. DoD's Contracting Officer Warrant Model, available at [Contracting-Officer-Warranting-Program-Policy-PD-DPC-Aug-29-2022.pdf \(army.mil\)](#) may assist agencies in their efforts to determine the appropriate policy for the agency.
- *Professional Development and Continuous Learning Framework*: To ensure optimal and consistent development of this critical workforce across the civilian agencies, the working group will develop best practices and a civilian agency-wide approach for professional development and continuous learning.

OFPP will hold periodic office hours for agency Acquisition Career Managers and Small Agency Representatives, front line contracting professionals, and other stakeholders to facilitate the sharing of information regarding implementation of the new FAC-C (Professional) among agencies. FAI will develop and maintain Frequently Asked Questions (FAQs) at www.fai.gov.

If you have questions regarding the FAC-C (Professional) or suggestions for credentials, please contact OFPP at MBX.OMB.OFPPv2@OMB.eop.gov.

Attachment 1: Federal Acquisition Certification in Contracting (FAC-C) (Professional)
Attachment 2: FAC-C Transition Options on the February 1, 2023 Implementation Date
Attachment 3: Roles and Responsibilities for FAC-C (Professional)

cc: Chief Human Capital Officers
Acquisition Career Managers

Federal Acquisition Certification in Contracting (FAC-C) (Professional)

1. **Purpose.** The purpose of the Federal Acquisition Certification in Contracting (FAC-C) (Professional) is to establish training and development requirements for contracting professionals in civilian agencies. Since 2006, when the certification program was first established, the Federal acquisition environment has grown increasingly complex and dynamic which necessitates a modernized approach allowing flexibility to respond to the ever-changing requirements laid upon this critical sector of the Federal workforce.

This FAC-C (Professional) is a new model of lifelong learning that reflects best practices in modern learning and continuous professional growth. By implementing a more streamlined single-level professional certification that focuses on foundational training, OFPP is creating room for user-driven tailored training, on-the-job experiences, and more effective tools to help with job performance. This new framework will transform training and development delivery and aligns closely with Department of Defense (DoD) and industry contracting certifications to foster mobility among these three acquisition communities.

2. **Effective Date.** The FAC-C (Professional) is effective February 1, 2023. On February 1, 2023:
 - a. new hires shall follow the FAC-C (Professional) requirements, and
 - b. current workforce members certified at Levels I, II, or III of the legacy FAC-C program will automatically be certified in the FAC-C (Professional).
3. **Authority.** The FAC-C (Professional) is issued pursuant to the Office of Federal Procurement Policy (OFPP) Act, 41 U.S.C. §1101 et. seq., and OFPP Policy Letter 05-01.
4. **Background.** OFPP Policy Letter 05-01 established a requirement for Federal acquisition certification programs. In January 2006, OFPP issued the first FAC-C, and revised it in December 2008⁸ and May 2014⁹. As of February 1, 2023, these memoranda will be rescinded and replaced by this memorandum. Recent changes to DoD's contracting certification and significant shifts in training delivery require that our civilian agency training and development program be updated.
5. **Applicability.** The FAC-C (Professional) applies to all executive agencies, except DoD.¹⁰ This is a Federal certification program, and as such, shall be accepted by all civilian agencies as evidence that an employee meets initial readiness requirements to perform contracting functions.¹¹

⁸ Available at [Memorandum for Chief Acquisition Officers, Senior Procurement Executives \(archives.gov\)](#).

⁹ Available at [Revisions to the Federal Acquisition Certification in Contracting \(FAC-C\) \(archives.gov\)](#).

¹⁰ DoD will continue to follow DoD policy.

¹¹ As necessary, civilian agencies covered by this FAC-C program may require additional training and experience, beyond the FAC-C requirements and in accordance with DoD policy, for their Contracting Officers who are appointed to support DoD-funded requirements.

Members of the acquisition workforce holding Contracting Officer (CO) warrants, regardless of General Schedule (GS) series, and other contracting professionals in the 1102 job series must obtain a FAC-C (Professional). Chief Acquisition Officers (CAOs) shall revise agency warrant policies to align to the FAC-C (Professional) based on agency needs. This requirement does not apply to:

- Senior level officials responsible for delegating procurement authority (unless these individuals also sign contracts).
- Professionals who are not in the 1102 job series whose warrants are either generally used to procure emergency goods and services or whose warrants are so limited as to be outside the scope of this program, as determined by the agency CAO or his/her/their designee.

6. Certification Program Administration.

- a. **General.** In accordance with the Services Acquisition Reform Act (SARA), the CAO is responsible for developing and maintaining an acquisition career management program to ensure an adequate and professional acquisition workforce. As such, the certification process shall be managed by each agency. The CAO may delegate implementation authority and functional responsibility to the Senior Procurement Executive (SPE). Roles and responsibilities regarding the FAC-C (Professional) are detailed in Attachment 3.
- b. **Certification Waiver Authority.** The agency's CAO, or SPE if so delegated, may waive the requirement for obtaining a certification in writing on a case-by-case basis, if granting a waiver is in the best interest of the agency. Waivers shall only be granted for exceptional and compelling reasons. This authority may not be delegated further. A written justification shall include the reason for and conditions of the waiver, and the agency's Acquisition Career Manager (ACM) or Small Agency Representative (SAR) designee shall maintain all supporting documentation. This waiver is not transferable to another agency.

7. Certification Requirements for Contracting Professionals. The FAC-C (Professional) is founded on (a) core competencies that align with DoD's competencies, (b) experience, (c) training, (d) professional examination, and (e) continuous learning. Following DoD, the civilian agencies will transition from a 3-level contracting certification program to a single-level professional certification in contracting. This FAC-C (Professional) will focus on developing strong foundational knowledge of core basic skills which develops initial readiness.

The fast-paced world of Government acquisition requires constant expansion of an individual's knowledge and skills. Workforce members shall obtain the FAC-C (Professional) and engage in professional growth throughout their career. In addition to achieving certification in contracting, a workforce member may earn credentials, complete specialty training relevant to the needs of their current job assignment, and should engage in continuous learning throughout their career. Cross-training in other functional areas is encouraged. Supervisors and employees

will be empowered to work together to determine a tailored training and professional development plan.

a. Contracting Competencies. The FAC-C (Professional) is based on the contracting common competencies in the new [DoD Contracting Competency Model](#) published in June 2020¹². The DoD contracting competency model is based on the National Contract Management Association's (NCMA) Contract Management Standard™ Publication, an American National Standards Institute (ANSI) accredited publication (reference ANSI/NCMA ASD 1-2019), which satisfies section 861 of the Fiscal Year 2020 National Defense Authorization Act. A benefit of this new competency model is that it represents both the buyer and seller perspectives, which will foster increased mobility across DoD, civilian agencies, and industry.

b. Experience. To obtain the FAC-C (Professional), a candidate must have a minimum of 12 months full-time experience applying a representative sample of technical competencies from the competency model. Equivalent experience may be considered in either Government or industry.

c. Training.

- *FAC-C (Professional) Training Courses:* Contracting professionals must complete 4 core courses that focus on the foundational components of the Federal acquisition lifecycle are required for the single-level professional contracting certification. Course completions must be from a DAU equivalent provider.

- ✓ CON 1100V – Contract Foundational Skills
- ✓ CON 1200V – Contract Pre-Award
- ✓ CON 1300V – Contract Award
- ✓ CON 1400 V – Contract Post-Award

These courses utilize best practices in modern adult learning.

The FAC-C (Professional) curricula may periodically change to maintain alignment with the DoD Contracting Professional Certification. FAC-C (Professional) requirements will be updated and maintained at <https://www.fai.gov/certification/fac-c>.

New program facilitates mobility between Government and industry:

Sara is a contracting professional for a large industry firm. She has a baccalaureate degree, several years of experience and has gained the competencies and skills to excel in her job. She also has a passion for space travel and wants to use her skills at NASA. She applies for a job and is hired by NASA. In 1 year, she has obtained the FAC-C (Professional) while obtaining on-the-job experience. She works with her supervisor to develop an Individual Development Plan (IDP) and obtains credentials in service contracting, price analysis, negotiation and innovation to deepen her knowledge in those areas. She is on her way to a successful Government career using a thoughtfully planned career path.

¹² [https://www.acq.osd.mil/asda/dpc/cp/policy/docs/wd/DoD-Contracting-Competency-Model-Narrative-\(2020\).pdf](https://www.acq.osd.mil/asda/dpc/cp/policy/docs/wd/DoD-Contracting-Competency-Model-Narrative-(2020).pdf)

- *Credentials.* Throughout their career, workforce members can build specific knowledge and skills at the point of need through curated learning packages, called credentials. Credentials provide knowledge and associated skills to

New program allows for tailored learning experiences:

Bob, an entry-level contracting professional, obtained the FAC-C (Professional). His supervisor assigned him to IT contracting and asked him to be innovative in his approach. Bob earned the Digital Service (DS) credential, the innovation credential, and an IT contracting credential. He gained a deeper knowledge of each of these areas using these credentials and on-the-job experience. He did a detail within the Office of the Chief Information Officer. He was so successful that he was promoted to Branch Chief.

perform job-centric, niche, and/or emerging functions in acquisition, such as service acquisitions, construction contracting, category management, system acquisitions, innovation, and price analysis. FAI will utilize DAU credentials where possible and develop a framework and governance for civilian agency credentials. Credentials will be recommended to the Federal Government Credential Board (FGCB), or successor organization, approved by OFPP, and maintained by FAI at www.fai.gov.

- *Additional Agency Training Requirements.* Agencies shall certify personnel according to FAC-C (Professional) requirements, but may add additional internal training requirements. Contracting professionals should refer to agency guidance for specific training required by their agency.

- d. Professional Examination.** Contracting professionals must pass the contracting professional certification exam to obtain the FAC-C (Professional). The exam assesses the contracting common competencies to determine initial readiness of the candidate. An optional exam prep class will be available to assist in preparation for the exam.
- e. Continuous Learning.** Contracting professionals must earn 100 hours of continuous learning points (CLPs) during each 2-year common period, beginning with the next 2-year common period starting in May 2024. Continuous learning points are awarded as 1 point for every 1 hour of approved training activities. Continuous learning guidance is maintained at [Continuous Learning | FAI.GOV](#). Agencies are encouraged to supplement some of the required CLPs with agency specific or job-specialty courses, such as pricing, negotiation, contract administration.

It is the contracting professional's responsibility to ensure that his/her/their continuous learning requirements are met during each 2-year common period. Contracting professionals and their supervisors are responsible for maintaining

continuous learning records in the civilian agency acquisition learning management system (see paragraph 11).

Workforce members are encouraged to engage in rotational assignments, details, coaching and mentoring assignments to support their continuous learning and professional growth. Continuous learning should include a mixture of attending training courses, participation in experiential activities, attending professional organization events and publishing of articles.

- 8. Transition of Current Certification Holders.** Workforce members certified at the legacy FAC-C Levels I, II, or III will automatically be certified in the FAC-C (Professional). Individuals who are in the process of completing legacy FAC-C Levels I, II or III and who choose to complete those certifications must do so by September 30, 2023, with certification granted no later than October 31, 2023. Agency ACMs will assist individuals in understanding the options and making decisions. Transition options are detailed in Attachment 2.
- 9. Reciprocity With Other Certifications.**
 - a. *DoD Contracting Professional Certification:*** A valid, current DoD Contracting Professional Certification is equivalent to a FAC-C (Professional).
 - b. *Federal Acquisition Certification for Contracting Officer's Representative (FAC-COR):*** A valid, current FAC-C (Professional) is considered to have met the FAC-COR requirements for all levels. An individual with FAC-COR certification does not meet the requirements for the FAC-C (Professional).
- 10. Fulfillment.** The FAC-C fulfillment process will continue to align with the fulfillment process established by DAU. Guidelines regarding the fulfillment process are maintained at [DAU Fulfillment Program](#).
- 11. FAI Cornerstone on Demand (FAI CSOD).** FAI transitioned from the Federal Acquisition Institute Training Application System (FAITAS)¹³ to FAI CSOD in June of 2021. For all civilian agencies, FAI CSOD or any successor system is the acquisition workforce learning management system for the FAC-C (Professional) elements to include certification, credentials, and continuous learning. Contracting professionals are responsible for developing and maintaining an accurate FAI CSOD account. All acquisition workforce members should periodically review and update their training profile to ensure accuracy.

¹³ See OFPP's September 3, 2013 Memo on "Increasing Efficiencies in the Training, Development, and Management of the Acquisition Workforce" available at: <https://obamawhitehouse.archives.gov/sites/default/files/omb/procurement/memo/increasing-efficiencies-in-the-training-development-and-management-of-the-acquisition-workforce.pdf>

**Attachment 2: FAC-C Transition Options on the
February 1, 2023 Implementation Date**

The FAC-C (Professional) is effective February 1, 2023.

Contracting professionals who have started, but not completed, their certification training by February 1, 2023 have several options.

Certification Training Completed as of February 1, 2023	Certifications Earned as of February 1, 2023 ¹⁴				Action Required (Coordinate with ACM or SAR)
	Professional	Level I	Level II	Level III	
1. No FAC-C training started	No	No	No	No	Begin FAC-C (Professional) training
2. Legacy FAC-C Level I training started, but not completed	No	No	No	No	(a) Complete legacy FAC-C Level I requirements and apply for certification by September 30, 2023 OR (b) Discontinue legacy training and begin FAC-C (Professional) training
3. Legacy FAC-C Level I earned, but legacy FAC-C Level II training not started	Yes	Yes	No	No	Earn CLPs
4. Legacy FAC-C Level I earned and legacy FAC-C Level II training started	Yes	Yes	No	No	(a) Complete legacy FAC-C Level II requirements and apply for certification by September 30, 2023 OR (b) Discontinue legacy training and earn CLPs

¹⁴ Any legacy FAC-C certification earned will be included on the contracting professional's FAI CSOD transcript.

Certification Training Completed as of February 1, 2023	Certifications Earned as of February 1, 2023 ¹⁴				Action Required (Coordinate with ACM or SAR)
	Professional	Level I	Level II	Level III	
5. Legacy FAC-C Level II earned and legacy FAC-C Level III training started	Yes	Yes	Yes	No	(a) Complete legacy FAC-C Level III requirements and apply for certification by September 30, 2023 OR (b) Discontinue legacy training and earn CLPs

**Attachment 3: Roles and Responsibilities for
FAC-C (Professional)**

1. **OFPP Associate Administrator for Acquisition Workforce Programs.** The OFPP Associate Administrator for Acquisition Workforce Programs, in consultation with the Chief Acquisition Officers Council (CAOC), agency Senior Procurement Executives (SPEs), Deputy SPEs, the Federal Acquisition Institute (FAI), the FAI Board of Directors, the Interagency Acquisition Career Management Council (IACMC), contracting supervisors, frontline contracting professionals and other stakeholders, as appropriate, shall provide strategic direction and lead the efforts to develop a competent and capable civilian agency acquisition workforce.
2. **Federal Acquisition Institute (FAI).** FAI shall:
 - Develop, review, and revise FAC-C (Professional) standards in collaboration with the Defense Acquisition University (DAU).
 - Participate in contracting curriculum development with DAU.
 - Collaborate with agency Acquisition Career Managers (ACMs) or Small Agency Representatives (SARs) to support and improve acquisition workforce development programs and tools.
 - Collaborate with agency acquisition training organizations to leverage resources for acquisition workforce training development and delivery.
 - Manage the civilian agency acquisition workforce learning management system (see Attachment 1, paragraph 11).
 - Review agency certification programs for compliance with the FAC-C (Professional).
 - Chair the IACMC, Federal Credential Governance Board, Management and System Advisory Board, and Federal Acquisition Council on Training, and any successor organizations, to increase collaboration among agencies.
3. **CAO, SPE or Agency Leadership.** The CAO, SPE or Agency leadership will implement the FAC-C (Professional), as outlined in this policy, and shall:
 - Identify the members of the agency's acquisition workforce,
 - Implement a budget strategy that reflects the workforce's development needs and organizational structure of the agency.
 - Oversee the agency FAC-C (Professional) and resolve disputes, when necessary.
 - Provide and update FAI on the designation of an ACM or SAR to manage the agency's acquisition workforce program. OFPP recommends that in CFO Act agencies, the ACM position be a dedicated full-time position.
 - Grant certification waivers (see Attachment 1, paragraph 6.b).
4. **Agency Acquisition Career Managers (ACMs).** Agency ACMs, appointed by the CAO or his/her/their designee, are responsible for administering the FAC-C (Professional) in accordance with this guidance, Policy Letter 05-01, and any subsequent guidance provided by OFPP or FAI. Essential ACM responsibilities for program administration are to:
 - Ensure all contracting professionals are accurately registered in FAI CSOD.

- Identify and assess the competency of the agency’s contracting workforce.
 - Develop the contracting workforce in accordance with civilian agency standards.
 - Approve FAC-C (Professional) or delegate this responsibility in accordance with agency policy.
 - Promote professional development activities (i.e., credentials, rotational job assignments, and details).
 - Monitor the continuous learning process.
5. **Small Agency Representatives (SARs).** SARs are appointed by small agency acquisition leadership and are responsible for administering the FAC-C (Professional) in accordance with this guidance, Policy Letter 05-01, and any subsequent guidance provided by OFPP or FAI. Essential SAR responsibilities for program administration are:
- Approve FAC-C (Professional).
 - Promote professional development activities (i.e., credentials, rotational job assignments, and details).
 - Communicate with workforce members regarding the certification process and continuous learning status.
6. **Contracting Managers and Supervisors.** Contracting managers and supervisors play a key role in developing a strong, innovative, and agile workforce. Their responsibilities include:
- Understand FAC-C (Professional) requirements.
 - Explore credentials and collaborate with contracting professionals to obtain mission-related and career development training.
 - Provide relevant learning assignments to the workforce to develop a broad and diverse contracting experience.
 - Provide coaching on contracting competencies and provide feedback to the workforce.
 - Help contracting professionals obtain a technical and/or professional mentor to help in career navigation.
 - Foster a culture of lifelong learning by encouraging Individual Development Plans (IDPs) that include training, rotational assignments, mentoring, and on-the-job training experiences.
7. **Contracting Professionals.** Contracting professionals’ responsibilities include:
- Earn the FAC-C (Professional).
 - Continually develop contracting competencies by engaging in lifelong learning, such as earning credentials that support your portfolio and pursuing other developmental activities.
 - Collaborate with your supervisor to create an IDP that includes career goals, formal training, and experiential activities.
 - Apply new techniques and strategies learned in training or independent research and share the information with colleagues and customers.

- Continuously gain valuable experience, be innovative and seek to learn and apply lessons learned and best practices. For example, if an acquisition strategy or approach is not addressed in the Federal Acquisition Regulation (FAR), nor prohibited by law, Executive order, or other regulations, and it is driven by sound business judgment, it CAN be done.
- Give back. Share knowledge, skills, lessons learned, and best practices with others.
- Use professional development tools and resources available at [FAI.gov/tools](https://www.fai.gov/tools).