

Federal Acquisition Certification Program/Project Management

Teresa Kinley, FAC P/PM Level III, PMP, MSCS

Management Information Systems Office,
Chief Systems Development

Project Management Community of Practice

3/22/2013



Office of the Director

OCIO, Management Information Systems Office

Federal Acquisition Certification for Project and Program Managers

□ Objectives

- Understand the history and objective of FAC P/PM
- Provide guidelines on who can apply
- Provide an overview of the required qualifications
- Outline the process to apply
- Explain recertification requirements

Federal Acquisition Certification for Project and Program Managers

“A well-trained acquisition workforce is necessary to ensure that agencies accomplish their mission goals effectively and responsibly. Skilled program and project managers are critical in developing accurate government requirements, defining measurable performance standards, and managing contractor activities to ensure that intended outcomes are achieved.”

❑ Office of Federal Procurement Policy (OFPP)

- Policy Letter 05-01
- “Developing and Managing the Acquisition Workforce”; April 15, 2005
- “The Federal Acquisition Certification for Program and Project Managers”; April 25, 2007

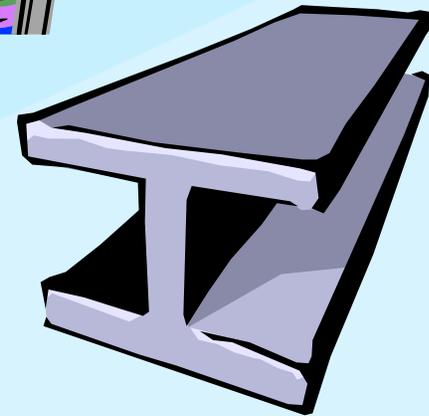
❑ Federal Acquisition Institute (FAI)

- Partnered with 20 federal agencies
- Competencies and framework

Federal Acquisition Certification for Project and Program Managers

- ❑ Federal employees
- ❑ IT and Construction only

- ❑ Certification levels
 - Entry/Apprentice – Level I
 - Mid-level/Journeyman – Level II
 - Senior/Expert – Level III



Federal Acquisition Certification for Project and Program Managers

- ❑ **Competencies**
- ❑ **Training**
- ❑ **Experience**



- (i) successful completion of suggested training;
- (ii) completion of comparable education or certification programs;
- (iii) demonstration of knowledge, skills, and abilities; or
- (iv) any combination of these three

Federal Acquisition Certification for Project and Program Managers

General Business Competencies

- Customer Service
- Decision Making
- Flexibility
- Interpersonal Skills
- Leadership
- Legal, Government and Jurisprudence
- Oral Communication
- Organizational Awareness
- Problem Solving
- Reasoning
- Team Building
- Writing



http://www.hhs.gov/asfr/ogapa/acquisition/fac-ppm_handbook_october_2010.pdf

Federal Acquisition Certification for Project and Program Managers

Technical Competencies

- Business Process Reengineering
 - Capital Planning and Investment Assessment
 - Contracting/Procurement
 - Cost-Benefit Analysis
 - Financial Management
- Planning and Evaluating
 - Project Management
 - Quality Assurance
 - Requirements Analysis
 - Risk Management



Federal Acquisition Certification for Project and Program Managers

Minimum Core Training

Entry/Apprentice

24 hours - Basic

Acquisition

24 hours - Basic Project
Management

16 hours - Leadership and
Interpersonal Skills

24 hours - Government-
specific

24 hours - Earned Value
Management and Cost
Estimating

Mid-level/Journeyman

24 hours - Intermediate
Project Management

16 hours - Leadership
and Interpersonal Skills

24 hours - Government-
specific

24 hours - Earned Value
Management and Cost
Estimating

Senior/Expert

24 hours - Advanced
Acquisition

Management

24 hours - Advanced
Program/Project
Management

16 hours - Leadership
and Interpersonal
Skills

24 hours -

Government- specific

24 hours - Earned
Value Management
and Cost Estimating



Federal Acquisition Certification for Project and Program Managers

Sample Crosswalk: Entry-Level/Apprentice

FAC-P/PM Required Competencies

Project Management:

An understanding of the tools, processes and concepts of basic project management that enable the individual to:

- Prepare project components to the task level in preparation for developing the Work Breakdown Structure (WBS)
- Define requirements in terms of performance-based outcomes, where appropriate;
- Recognize the role of an estimate in Total Ownership Cost (TOC)/Life Cycle Cost process;
- Recognize the risk and opportunity management process;
- Recognize systems life cycle management concepts used for information systems;
- Recognize the need for a comprehensive Test and Evaluation (T&E) program; and
- Recognize the need to implement alternative logistics support.

Professional Certification accepted as fulfillment for training

Certified Associate in Project Management (**CAPM**)

OR

Master's Certificate in Project Management

OR

Project Management Professional (**PMP**)

Training

A minimum of 24 hours of coursework in basic project management covering the competencies listed, or completion of the following coursework or equivalent:

OR

DAU: CLE 017 – Technical Planning (3 CLPs)

CLM 013 – Work Breakdown Structure (6 CLPs)

CLM 021 – Intro to Reducing TOC (3 CLPs)

CLE 003 – Technical Reviews (3 CLPs)

CLM 047 – Fiscal and Physical Accountability (2 CLPs)

CLM 031 – Improved Statements of Work T&E (4 CLPs)

CLE 001 – Value Engineering– Logistics Support (3 CLPs)



Federal Acquisition Certification for Project and Program Managers

Entry/Apprentice (Level I)

Experience: At least 1 year of project management experience within the last 5 years.

Minimum experience should include:

- constructing a work breakdown structure;
- preparing project analysis documents;
- tailoring acquisition documents to ensure that quality, effective, efficient systems or products are delivered;
- analyzing and/or developing requirements;
- monitoring performance; assisting with quality assurance; and
- budget development



Federal Acquisition Certification for Project and Program Managers

Mid-level/Journeyman

- ❑ **Experience: At least 2 years of project or program management experience within the last 5 years that includes - at a minimum – experience required for the Entry/Apprentice level as well as the following:**

- managing requirement changes
- performing market research;
- developing documents for risk and opportunity management;
- developing and applying technical processes and technical management processes;
- performing or participating in source selection;
- preparing acquisition strategies;
- managing performance-based service agreements;
- developing and managing a project budget;
- writing a business case; and
- strategic planning



Federal Acquisition Certification for Project and Program Managers

Senior/Expert

- ❑ **Experience: At least 4 years of program management experience on *federal* projects within the last 5 years that includes – at a minimum – experience required for the Mid/Journeyman level as well as the following:**
 - experience managing and evaluating agency acquisition investment performance;
 - developing and managing a program budget;
 - building and presenting a successful business case;
 - reporting program results;
 - strategic planning;
 - high-level communication with internal and external stakeholders



Federal Acquisition Certification for Project and Program Managers

Application Process

- ❑ **Certification Action Request Form (Appendix G)**
- ❑ **Functional Transcript (Appendix H)**
- ❑ **Achievement of Competencies and Proficiencies Form (Appendix I)**
 - Training
- ❑ **Competencies and Proficiencies (Certification through Fulfillment) Form (Optional form: Appendix J)**
 - Narrative justification that addresses your achievement of required training through alternative training, experience, other certifications, etc.



Federal Acquisition Certification for Project and Program Managers

Application Process

- Certification Action Request Form
- Functional Transcript
- Achievement of Competencies and Proficiencies Form



Federal Acquisition Certification for Project and Program Managers

Continuous learning requirement

- ❑ FAC-P/PM certification lasts for 2 years. The 2-year CLP period begins on the date an individual is certified or recertified.
- ❑ To maintain FAC-P/PM certification, project and program managers are required to earn 80 continuous learning points (CLPs) of skills currency training every 2 years.
- ❑ Project and program managers are responsible for tracking and maintaining their training records
- ❑ Submit Continuous Learning Points Form (Appendix K)



Federal Acquisition Certification for Project and Program Managers

Continuous Learning Points (CLPs)

- (a) Training activities, such as teaching, self-directed study, and mentoring;
- (b) Courses completed to achieve certification at the next higher level;
- (c) Professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing papers, and attending workshops;
- (d) Educational activities, such as formal training and formal academic programs; and
- (e) Experience, such as developmental or rotational assignments



Federal Acquisition Certification for Project and Program Managers

References

- ❑ **HHS FAC-P/PM Handbook**
 - http://www.hhs.gov/asfr/ogapa/acquisition/fac-ppm_handbook_october_2010.pdf
- ❑ **Federal Acquisition Institute**
 - <http://www.fai.gov/>
- ❑ **Defense Acquisition University**
 - <http://www.dau.mil/Training/default.aspx>



Questions?

For more information please contact

Sonia Hedrick (CDC Acquisition Career Manager)

Sandra McGill or Teresa Kinley (HHS FAC-P/PM Certification Board members)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.



Office of the Director

OCIO, Management Information Systems Office