



United States
Department of
Agriculture

Office of the
Assistant Secretary
for Administration

Office of
Procurement
and Property
Management

300 7th Street
Southwest
Room 302
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Washington, DC
20024-9300

TO: Acquisition Career Manager (ACM) Designees and Head of Contracting
Activity Designees (HCADs)

FROM: Crandall Watson 
USDA ACM
Procurement Policy Division

JUL 12 2010

SUBJECT: Federal Acquisition Certification for Program and Project Managers
(FAC-P/PM) Program

Purpose: USDA's Federal Acquisition Certification Program for Program and Project Managers is intended to assist USDA in accomplishing its mission and goals by creating and maintaining a well trained acquisition workforce. The program affords program and project managers the opportunity to complete the FAC-P/PM competencies and experience requirements provided by the Federal Acquisition Institute (FAI) for each FAC-P/PM level. Applicants should refer to FAI's website (<http://www.fai.gov/certification/management.asp>) for the latest FAC-P/PM requirements information.

FAC-P/PM Program: USDA requires applicants to obtain the required experience and competencies provided by FAI. USDA's FAC-P/PM program allows trained program and project managers to satisfy the competency requirements through: (1) successful completion of suggested training; (2) completion of comparable education or certification programs; and/or (3) demonstration of knowledge, skills, and abilities.

Each application must be approved by the applicant's supervisor, ACM Designee, and routed for formal approval from USDA's ACM. Upon receiving the appropriate signatures, the FAC-P/PM application package should be sent to USDA's ACM. The ACM will review each application package to determine whether the applicant has satisfied the FAC-P/PM requirements.

If the ACM determines that the applicant has satisfied all FAC-P/PM requirements, the application package will be forwarded to USDA's Senior Procurement Executive (SPE) for approval. If the ACM needs additional information to make a determination, the ACM will request the required information from the ACM Designee.

Suggested Training: If competencies were attained through successful completion of FAI or DAU suggested training courses, applicants must provide the course completion certificate for each suggested training course.

Comparable Education or Certification Programs:

- If competencies were attained through successful completion of FAI or DAU equivalent courses, applicants must provide the course completion certificate for each equivalent course. Equivalent courses can be found at <http://www.fai.gov/certification/ VendorConsortium.asp>.
- If competencies were attained through successful completion of academic courses (non-FAI or non-DAU suggested training or equivalent courses) or certification programs provided at an accredited institution, the applicant must provide the dates of each class, course syllabus or course descriptions, course certificate(s) or transcript(s), provider names, and competencies achieved.

Demonstration of KSAs: If competencies were attained through a demonstration of knowledge, skills, and abilities, applicants must provide appropriate written documentation. Applicants who have obtained required competencies through work experience must provide the following: agency name and location, employment dates, position title, a description of work performed, and work samples documenting how previous work experience meets the competencies required for FAC-P/PM.

If you have any questions regarding USDA's FAC-P/PM program, please contact your ACM Designee or Crandall Watson (USDA ACM) at (202)720-7529 or Crandall.Watson@dm.usda.gov.