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United States  
Department of  
Agriculture

Office of the  
Assistant Secretary  
for Administration

Office of  
Procurement and  
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Management

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TO: Departmental Management Heads and Employees

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

This memorandum provides additional guidance for the request of the Federal Acquisition Certification - Program/Project Managers (FAC-P/PM) in the Federal Acquisition Institute Training and Application System (FAITAS).

**AUTHORITIES:** Office of Federal Procurement and Property memorandum, *Revisions to the Federal Acquisition Certification for Program and Project Managers*, dated December 16, 2013; Procurement Advisory Number 85, *Acquisition Workforce Training, Delegation and Management System*, dated October 2, 2014; and Procurement Advisory Number 112, *Continuous Learning Management for USDA's Acquisition Workforce*, dated October 21, 2014.

**DEFINITIONS:** Attachment 1 contains pertinent definitions relating to the FAC-P/PM requirements.

The Program and Project Managers are accountable for the planning, programming, budgeting, and acquisition of USDA major and non-major investments and capital assets. At a minimum, the FAC-P/PM applies to:

1. Individuals with significant involvement in one or more phases of the acquisition investment process (*initiation, conceptualization/design, development, implementation, modification, maintenance, evaluation, and disposal*).
2. Managers with authority and responsibility for overseeing multiple phases of the acquisition investment process.
3. Individuals with responsibility for leading cross-agency or acquisition investment programs for a major portion or all of the investment life cycle.
4. Individuals responsible for leading, coordinating, managing integrated project teams for acquisition investments.

## PROCESS TO REQUEST FAC-P/PM:

1. View the FAC-P/PM certification requirements, training, continuous learning, etc. at [www.fai.gov](http://www.fai.gov), under the *Certification* tab.
2. Register and request the FAC-P/PM Certification at [www.fai.gov](http://www.fai.gov), under the *FAITAS* tab, and then *Manage Career* tab. The *Help* tab in *FAITAS* contains the User Guides.
3. In *FAITAS*, attach the documents indicated below to the *Supporting Documentation* link:
  - a) *Education*: No college/university degree and/or 24-semester hour in business courses is required. Training certificates should not be attached in this field.
  - b) *Experience*: Complete the “*Program/Project Manager Experience*,” form shown in Attachment 2. Training cannot be substituted for Program/Project Manager’s experience. Under Experience, click *Supporting Documentation* link to upload the form.
  - c) *Training*: Upload copies of training certificates for courses not completed via *FAITAS* registration. If the certificate does not list the number of continuous learning points (CLPs), attach supporting documentation that reflects the CLPs earned for completion. Any courses completed via *FAITAS* will appear in the *Training History* tab and do not need to be uploaded with the request.

## SAMPLE TRAINING CURRICULA:

1. Attachment 3, *Sample Course Curricula*, is a list of courses offered by FAI that will satisfy the training requirements.
2. Refer to [www.fai.gov](http://www.fai.gov) for any **new** training requirements and FAI verified course offerings to ensure the courseware from the Training Providers covers the federal competencies requirements. Any agency sponsored training must comply with the federal competencies requirements. Training Providers with courseware not verified for alignment with the FAC-PPM competency model and desire FAI to verify their courseware should contact [Bruce.Moler@fai.gov](mailto:Bruce.Moler@fai.gov).

## Definitions<sup>1</sup>

**Acquisition:** The conceptualization, initiation, design, development, testing, contracting, production, deployment, logistics support, modification, and disposal of systems, supplies, or services (including construction) to satisfy formal agency needs. Acquisitions result from investment decisions, respond to approved requirements, align to strategic direction, and are guided by approved baselines.

**Integrated Project Team (IPT)<sup>2</sup>:** A multi-disciplinary team led by a project or program manager responsible and accountable for planning, budgeting, procurement and life-cycle management of the investment to achieve its cost, schedule and performance goals. Team skills include budget, finance, capital planning, procurement, user needs, program needs, architecture, earned value management, security and other skills as needed.

**Project:** A planned acquisition undertaking with a definite beginning and clear termination point, which produces a defined capability. A project is an individually planned, approved and managed basic building block related to a program. A project is not constrained to any specific element of the budget structure, however, basic research, maintenance of equipment and facilities, and operations are not considered projects.

**Program:** Directed, funded acquisitions that provide new, improved, or continuing systems or services in response to an approved need. Programs are divided into levels established to facilitate decision-making, execution, and compliance with statutory and regulatory requirements and may be composed of multiple projects, services contracts, interagency agreements, and other types of acquisitions. With a systems or services capability focus, programs usually tie together an agency's higher-level programming and budgeting process with the agency strategic plan.

**Project Manager:** An acquisition workforce member assigned responsibility for accomplishing a specifically designated work effort or group of closely related efforts established to achieve stated or designated objectives, defined tasks, or other units of related effort on a schedule, within cost constraints and in support of the program mission or objective. The project manager is responsible for the planning, controlling, and reporting of the project, and for the management of required functions, including acquisition planning, definitization of requirements, business case development, performance of the schedule, and formulation, justification and execution of the budget. The project manager is responsible for effectively managing project risks to insure effective systems and services are delivered through a total life-cycle approach to the end user on schedule, within budget and at the required levels of performance. A program manager may also serve as project manager for projects within the scope of the program.

<sup>1</sup>OFPP Memorandum, "Revisions to the FAC-P/PM, dated December 16, 2013.

<sup>2</sup>IPT information – reference OMB's Capital Programming Guide and Guidance on Exhibit 300, "Planning, Budgeting, Acquisition, and Management of IT Capital Assets."

**Program Manager:** An acquisition workforce member with the responsibility, and relevant discretionary authority, who is uniquely empowered to make final scope-of-work, capital- investment, and performance acceptability decisions on assigned acquisition programs. The program manager is also responsible for meeting program objectives or production requirements through the acquisition of any mix of in-house, contract, o reimbursable support resources. Program managers are responsible to stakeholders for management and oversight of subordinate projects within the scope of the overall program, as well IPTs. The program manager is ultimately responsible for effectively managing all business and technical risks of the program to insure effective systems and services are delivered to the end user on schedule, within budget and at the required levels of performance.

Only complete Experience for the Level being requested

**Program/Project Manager Experience  
Entry- Level I**

Name: \_\_\_\_\_

Program/Project Manager Experience	Total Years	
P/PM Certification	FAC-P/PM Level _____	Date Last Certified: _____
COR Certification	FAC-COR Level _____	Date Last Certified: _____

Project: \_\_\_\_\_ Amount: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_ to \_\_\_\_\_  
 Position Title \_\_\_\_\_ GS-Series: \_\_\_\_\_

Project: \_\_\_\_\_ Amount: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_ to \_\_\_\_\_  
 Position Title \_\_\_\_\_ GS-Series: \_\_\_\_\_

Project: \_\_\_\_\_ Amount: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_ to \_\_\_\_\_  
 Position Title \_\_\_\_\_ GS-Series: \_\_\_\_\_

1. Explain, at least 1 year of Project Management experience within the last 5 years:

2. Explain experience relating to:

- a) Being a contributing member of an acquisition IPT.
  
- b) Constructing a work breakdown structure.
  
- c) Preparing project analysis and tailoring acquisition documents to ensure that quality, effective, efficient systems or products are delivered.
  
- d) Analyzing and/or developing requirements; monitoring performance and assisting with quality assurance.
  
- e) Analyzing and/or developing budgets.

Only complete Experience for the Level being requested

## Program/Project Manager Experience Mid- Level II

Name: \_\_\_\_\_

Program/Project Manager Experience	Total Years _____	
P/PM Certification	FAC-P/PM Level _____	Date Last Certified: _____
COR Certification	FAC-COR Level _____	Date Last Certified: _____

Project: \_\_\_\_\_ Amount: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_ to \_\_\_\_\_  
Position Title \_\_\_\_\_ GS-Series: \_\_\_\_\_

Project: \_\_\_\_\_ Amount: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_ to \_\_\_\_\_  
Position Title \_\_\_\_\_ GS-Series: \_\_\_\_\_

Project: \_\_\_\_\_ Amount: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_ to \_\_\_\_\_  
Position Title \_\_\_\_\_ GS-Series: \_\_\_\_\_

1. Explain, at least 2 years of Program or Project Management experience within the last 5 years:
  
2. Explain experience relating to:
  - a) Leading IPTs
  
  - b) Performing market research and analysis.
  
  - c) Developing documents for risk and opportunity management.
  
  - d) Developing and applying technical processes and technical management processes.
  
  - e) Performing or participating in source selection.
  
  - f) Planning and preparing acquisition strategies.
  
  - g) Applying performance-based business processes.
  
  - h) Developing and managing a project budget.
  
  - i) Preparing and presenting a business case.
  
  - j) Contributing to program strategic planning.



## SAMPLE COURSE CURRICULA

Refer to [www.fai.gov](http://www.fai.gov) for any **new** training requirements and FAI verified course offerings to ensure the courseware from the Training Providers covers the federal competencies requirements. Any agency sponsored training must comply with the federal competencies requirements. Training Providers with courseware not verified for alignment with the FAC-PPM competency model and desire FAI to verify their courseware should contact [Bruce.Moler@fai.gov](mailto:Bruce.Moler@fai.gov).

Entry-Level Option 1	
Course Number	Course Title
FPM 101	Managing Federal Government Contracts
FPM 102	Acquisition for Federal Government Project Managers
FPM 103	Scheduling & Cost Control for Federal Government Projects
FPM 104	Leading Federal Government Projects I
FPM 105	FAC-P/PM Entry Level Capstone Course
Entry-Level Option 2	
Course Number	Course Title
FPM 120	Acquisition Fundamentals of Project Management
FPM 121	Acquisition Fundamentals of Project Management II
Mid-Level	
Course Number	Course Title
FPM 201	Applied Project Management for Federal Government
FPM 202	Applied Acquisition for Federal Government Project Managers
FPM 203	Applied Earned Value for Federal Government Projects
FPM 204	Leading Federal Government Projects II
FPM 205	FAC-P/PM Mid-Level Capstone Course
Senior-Level	
Course Number	Course Title
FPM 301	Program Management for the Federal Government
FPM 302	Advanced Acquisition for Federal Government Project Managers
FPM 303	Advanced Earned Value for Federal Government Projects
FPM 304	Leading Federal Government Projects III
FPM 305	FAC-P/PM Senior-Level Capstone Course