



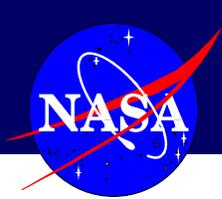
NASA Procurement Career Development & Training

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NASA Procurement Career Development and Training Policy

- ◆ Revised policy issued April 2007
- ◆ Changes prompted by:
 - Services Acquisition Reform Act (SARA)
 - OFPP Policy Letter 05-01, Developing and Managing the Acquisition Workforce
 - OMB Memorandum, The Federal Acquisition Certification in Contracting Program (FAC-C), January 2006



OFPP Policy Letter 05-01

- ◆ Built on earlier efforts to improve training and development of acquisition workforce
- ◆ Expanded definition of acquisition beyond traditional contracting functions
- ◆ Expanded definition of acquisition workforce to include
 - General Schedule (GS) 1102s (contracting series) & GS 1105s (purchasing series)
 - Contracting Officers regardless of GS series
 - Program and project managers
 - Contracting Officer's Technical Representatives
 - Other significant acquisition positions identified by the Chief Acquisition Officer (CAO)



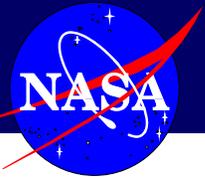
OFPP Policy Letter 05-01

- ◆ Promoted widespread use of core competencies in training
 - Core competencies developed and managed by the Defense Acquisition University (DAU) and the Federal Acquisition Institute (FAI)
 - DAU training curriculum mandated for use across the Government
- ◆ Fostered Federal Certification Programs
 - Federal Acquisition Certification in Contracting (FAC-C)
 - Federal Acquisition Certification in Program/Project Management (FAC-C P/PM)
 - Federal Acquisition Certification for Contracting Officer's Technical Representatives (FAC-COTR)-Draft policy issued September 2007



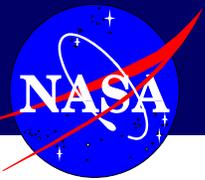
FAC-C Designation

- Certification demonstrates that employees meet the core education, training, and experience requirements of the contracting field
- Certification to be accepted by all civilian agencies as evidence for meeting the above requirements
- Certification is not mandatory
- Certification is required for all new Contracting Officer warrants issued after January 1, 2007
- FAI oversees the FAC-C Program



FAC-C Requirements

- ◆ Education requirements – consistent with GS-1102 Qualification Standard (differs from DOD's requirements for GS-7 through GS-12)
- ◆ Experience requirements – consistent with GS-1102 Qualification Standard
- ◆ Training requirements – OFPP established the same training requirements for civilian agency workforce previously established for DOD
- ◆ Requirements for all levels are cumulative



Contracting Officer Warrants

Warrant authority linked to certification levels (applicable to new warrants issued January 1, 2007 or later)

Certification Level

Level I

Level II

Level III

Warrant Authority

\$0 - \$1M Commercial (Part 12)

\$0 - 100K Non-commercial

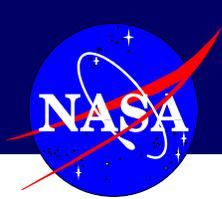
\$0 - \$10M Commercial

\$0 - \$10M Non-commercial

Unlimited incremental funding

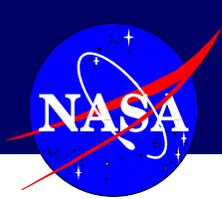
Unlimited

(Subject to Center work instructions and Procurement Officer discretion)



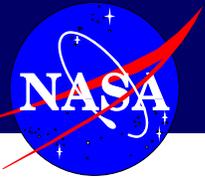
NASA Implementation

- ◆ Career Advancement
 - Individuals expected to earn FAC-C Level I before promotion to GS-9 (or a GS-11 position, if hired as a GS-9)
 - FAC-C Level II required for promotion to GS-13
 - FAC-C Level III required for promotion to GS-14 and above
- ◆ Continuous learning
 - Continuous learning required to maintain certification and contracting officer warrant



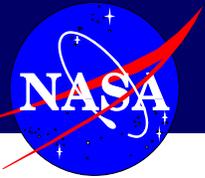
Key Roles

- ◆ **Acquisition Career Manager (ACM)**
 - Leads the acquisition career management program
- ◆ **Procurement Functional Advisor**
 - Responsible for the procurement career development and training program and policy
 - Works closely with the ACM
- ◆ **Headquarters Analysis Division**
 - Office responsible for establishing career development policy
 - ACM & Functional Advisor reside in this office
- ◆ **Agency Procurement Training Office**
 - Responsible for all administrative and operational activities of the career development program
 - Activity resides at NASA Shared Services Center (NSSC)



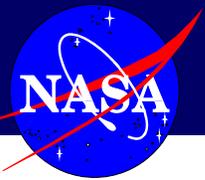
Key Roles

- ◆ **Center Procurement Training Coordinator**
 - Center training POCs
 - Maintain a copy of each FAC-C issued, including a copy of the FAC-C application and attached documentation
 - Maintain copy of course completion certificates and records of continuous learning points earned
- ◆ **Supervisor**
 - Promote the FAC-C Program
 - Review and verify the FAC-C application and supporting documentation
 - Ensure that employees have training and continuous learning opportunities
 - Review Acquisition Career Management Information System (ACMIS) records and verify that they are correct and complete



FAC-C Levels

FAC-C Level I (Entry)	FAC-C Level II (Intermediate)	FAC-C Level III (Advanced)
Mandatory Education: Baccalaureate degree OR 24 semester hours in a business discipline.	Mandatory Education: Baccalaureate degree OR 24 semester hours in a business discipline.	Mandatory Education: Baccalaureate degree AND 24 semester hours in a business discipline.
Mandatory Experience: 1 year of contracting experience	Mandatory Experience: 2 years of contracting experience	Mandatory Experience: 4 years of contracting experience
Mandatory Training: CON 100, CON 110, CON 111, CON 112 and CON 120 (or their predecessors, CON 101 and CON 104) AND 1 elective	Mandatory Training: NEW for 2008 – CON 214, CON 215, CON 216, CON 217, CON 218 AND 2 electives	Mandatory Training: CON 353 (or its predecessor CON 333) AND 2 electives



Conversion and Equivalency

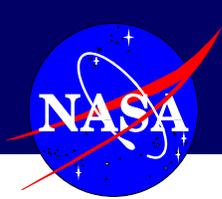
- ◆ NASA Level I and NASA Level II Certifications may be converted to the same level FAC-C, if
 - FAC-C application with necessary documentation is submitted
 - Qualifying electives were completed and documented for each level
- ◆ Valid and current Defense Acquisition Work Force Improvement Act (DAWIA) Certification may be determined equivalent to a same level FAC-C, if
 - FAC-C application with necessary documentation is submitted

Note: Electives are not required for any level where an individual has a DAWIA Certification



FAC-C Documentation

- ◆ Mandatory Education
 - For FAC-C Level I or Level II application, include copy of diploma, transcript that specifies the degree received and the date, or transcript which lists 24 semester hours of business courses
 - For FAC-C Level III application, include copy of diploma, which specifies business degree, or copy of diploma for non-business degree and transcript which lists 24 semester hours of business courses



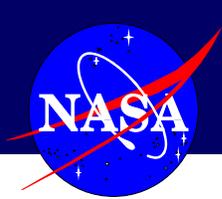
FAC-C Documentation

- ◆ Mandatory Experience
 - FAC-C application lists total years of contracting experience of each applicant
 - Individual's supervisor and Center Procurement Training Coordinator are responsible for ensuring that applicant meets contracting experience requirement for FAC-C
 - Include documentation with the application to demonstrate contracting experience, if doubt exists about whether applicant meets experience requirement



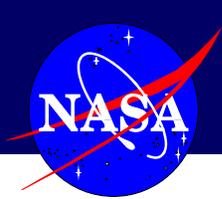
FAC-C Documentation

- ◆ Training for FAC-C Levels I-III
 - Mandatory Training
 - Include copy of all NASA Level Certifications or DAWIA Certifications received or
 - If no prior NASA Certification or DAWIA Certification held, include one or more of the following:
 - copies of class completion certificates for CON classes at each level
 - copy of “Learner History Combined Report” from SATERN, NASA’s Agency Learning Management System
 - copy of the transcript from the training organization



FAC-C Documentation

- ◆ Training for FAC-C Levels I-III (Cont.)
 - Electives
 - Supplemental information required:
 - Identify training opportunity & include brief description;
 - specify whether training is job related, necessary for career development, or cross training;
 - the organization that presented the training;
 - the beginning and end date;
 - the number of classroom hours; and
 - the number of college credits obtained, if any



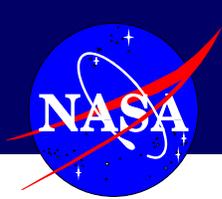
FAC-C Documentation

- ◆ Training for FAC-C Levels I-III (Cont.)
 - Electives
 - To demonstrate completion of electives include one or more of the following:
 - copies of class completion certificates
 - copy of "Learner History Combined Report" from SATERN
 - copy of the transcript from the training organization



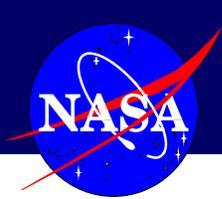
FAC-C Documentation

- ◆ Record of Continuous Learning
 - Attach continuous learning record
 - Print out and include "Combined Learner History Report," from SATERN
 - Include listing of continuous learning completed prior to NASA employment
 - Newer employees who are actively working toward attaining a Level I FAC-C do not need to include record of continuous learning



FAC-C Application Process

- Requests are initiated by individual through immediate supervisor
 - Prepare FAC-C application
 - Individuals must attach necessary documentation to verify that requirements are satisfied
- FAC-C application is validated and signed by the supervisor and forwarded to the Center Procurement Training Coordinator
- The Center Procurement Training Coordinator, ensures that the document package is complete by filling out a checklist



FAC-C Application Process

- The Training Coordinator forwards application to NSSC
 - Only FAC-C application and checklist is sent to NSSC
 - Application back-up documentation maintained at Center
- NSSC reviews FAC-C applications and contacts Training Coordinators with any questions
- NSSC forwards application to ACM for review
- NSSC contacts Training Coordinators if the ACM has questions
- ACM signs application
- Certifications are issued by NASA's Assistant Administrator for Procurement through the NSSC



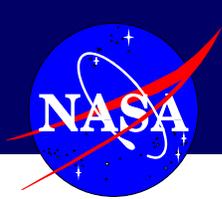
Fulfillment

- ◆ Documentation to support the mastery of the core competencies covered in mandatory training classes
- ◆ Fulfillment can not be used to avoid formal training requirements at an individual's current career level
- ◆ Fulfillment process used for individuals who attained competencies through experience, education, alternative training, or a combination of the preceding items
- ◆ Separate fulfillment request and completed competencies list required for each mandatory class for which fulfillment is requested
- ◆ Fulfillment review by supervisor and approval by ACM



Continuous Learning

- ◆ Augments minimum education, training and experience requirements
 - Must be job related
 - Supervisors work with individual employees to identify appropriate learning opportunities
- ◆ Individuals not certified to their position level should focus on achieving certification
 - Complete mandatory courses and electives
 - Training to achieve certification counts toward continuous learning



Continuous Learning Benefits

- ◆ Maintain currency in contracting skills, including new acquisition policies and procedures
- ◆ Cross train to become more familiar with other related functional areas
- ◆ Develop management and leadership skills
- ◆ Complete mandatory training and electives for a higher level FAC-C



Continuous Learning Requirements

- ◆ Earn Continuous Learning Points (CLPs) to meet continuous learning requirements
 - 80 CLPs required every two years
 - General guideline is to earn CLPs in small increments, instead of 40 to 80 hour courses
- ◆ The FAC-C Program established a new reporting period for continuous learning
 - First reporting period is October 1, 2007 – September 30, 2009
 - At NASA, continuous learning completed between July 1, 2006 and September 30, 2007, can also be counted toward first period



Continuous Learning Methods

- ◆ Methods to earn CLPs
 - Training
 - Professional Activities
 - Education
 - Experience
- ◆ More policy guidance about CLPs is available at:
<http://www.fai.gov/career/certprog.asp>



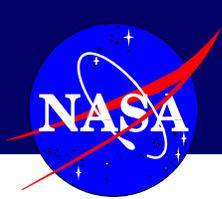
Continuous Learning Methods

- ◆ Training
 - Awareness training
 - Learning modules and training classes
 - Self-directed study
 - Teaching
 - Mentoring
- ◆ Web sites for continuous learning modules and other on-line training:
 - <https://www.atrrs.army.mil/channels/faitas/courses/crssearch.aspx>
 - <https://learn.dau.mil/html/clc/Clc.jsp>



Continuous Learning Methods

- ◆ Professional Activities
 - Management in professional organization
 - Attending/Speaking/Presenting at Professional Seminars/Conferences
 - Publishing
 - Workshop participation
- ◆ Education
 - Formal training
 - Formal academic training
- ◆ Experience



Individual Responsibility

- ◆ Individuals are responsible for their own career development, including continuous learning
- ◆ Tracking
 - Maintain copy of class completion certificates
 - Maintain copy of all certifications held
 - FAC-C
 - DAWIA Certification
 - NASA Certification
 - Ensure that training is recorded in SATERN
 - Maintain personal record of continuous learning
 - Input CLPs in ACMIS, once ACMIS software is updated



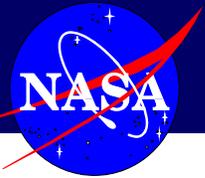
Identify & Track Continuous Learning

- ◆ Supervisors help identify learning opportunities and validate CLPs in ACMIS, once ACMIS is implemented
 - Individual Development Plans should list continuous learning activities
 - Meetings about performance plans and performance appraisals should include discussion about continuous learning
- ◆ Center Procurement Training Coordinators track the CLPs of center contracting personnel
 - Notify individuals and their supervisors 6 months in advance before the 80 CLPs are needed
 - Identify and facilitate continuous learning activities



Record Keeping

- OFPP Policy Letter 05-01 requires:
 - Agencies to collect, maintain, and use information to effectively manage its acquisition work force
 - Civilian agencies to ensure that complete and current information on their acquisition work force is entered into ACMIS
 - Continuous learning must also be tracked in ACMIS
- FAI developed ACMIS and maintains it
 - ACMIS user screens are currently being updated
 - NASA will use ACMIS once update is complete



ACMIS Implementation

- ◆ NASA 1102 personnel list provided to FAI to match names to Office of Personnel Records
- ◆ NASA 1102 training data from SATERN furnished to FAI before July 1, 2007 deadline
- ◆ NASA data in beta test environment
 - Many individual training records are incomplete
 - SATERN only includes training completed at NASA
 - Not all training included in legacy systems
 - After ACMIS software is updated (scheduled for November 2007), data clean-up required
 - Individuals must review, update, and revise data
 - Supervisors must review and validate data



WAIVERS

- ◆ NASA policy is not to grant a waiver to education, experience, and training requirements
- ◆ If it is clearly in NASA's best interests, Assistant Administrator for Procurement may grant a waiver based on the authority found in the GS-1102 Qualification Standard and the OMB Memorandum, dated January 20, 2006
- ◆ Contact NASA's ACM, Yolande Harden, or Procurement Functional Advisor, Mary Petkoff to determine whether there are sufficient grounds for a waiver
- ◆ Waiver request must include a complete and detailed listing of education, training, and acquisition experience, and contain compelling rationale that fully justifies why the waiver should be granted



WAIVERS

- ◆ If a waiver is approved, it is valid for a two-year period only
- ◆ Waiver authority is not delegable
- ◆ The waiver is not transferable outside of NASA