CHANGE REQUEST COVER SHEET

Change Request Number: 10-10

Date Received: 1/27/2010

Title: Acquisition Career Program

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Policy OR Guidance: Policy

Section/Text Location Affected: Section 5

Summary of Change: The Acquisition Policy, Workforce Development and Evaluation Office is incorporating new Acquisition Workforce Policy and certification requirements into the Acquisition Management System (AMS). The new acquisition career policy identifies the initial core disciplines: Program/Project Management, Contracting, and Logistics. In addition, this new policy also incorporates into the AMS two unique acquisition specialty functions; Contracting Officer Technical Representative (COTR) and Delegation of Procurement Authority (DPA). The certification requirements for each discipline and specialty function are included in the policy. Each discipline will have a certification application. There will also be standard Recertification and Waiver application forms that will apply to all disciplines.

Reason for Change: The Acquisition Policy, Workforce Development and Evaluation Office is incorporating the new Acquisition Workforce Policy and certification requirements into the Acquisition Management System in lieu of FAA Orders.

Development, Review, and/or Concurrence: Acquisition Career Planning and Development Group, Acquisition Workforce Council, Acquisition Executive Board, Acquisition System Advisory Group (ASAG), and the FAA Acquisition Executive.

Target Audience: Acquisition workforce

Potential Links within FAST for the Change: TBD

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: TBD

Links for New/Modified Forms (or) Documents (LINK 1)

Links for New/Modified Forms (or) Documents (LINK 2)

Links for New/Modified Forms (or) Documents (LINK 3)

SECTIONS ADDED:

Acquisition Management Policy:
Section 5 : Acquisition Career Program Policy
Acquisition Management Policy:
Section 5.1 : Introduction

The acquisition of mission-critical technologies is a complex, resource-intensive undertaking. It requires a highly skilled, well-trained, and flexible workforce that can keep pace with technological innovation, rapidly changing customer and supplier environments, and the stringent safety and reliability the air traffic control community demands.

Acquisition Management Policy:
Section 5.2 : Certification Requirements

To develop and sustain a capable and competent workforce, acquisition workforce members who fall within one of the following disciplines or specialty functions must apply for, acquire, and maintain certification at the level appropriate for the work they perform. These certification requirements are aligned with federal acquisition certification programs. Additional certification standards for all other acquisition disciplines will be added in the future.

Contracting – This discipline encompasses all activities involved with establishing and maintaining contractual relationships. This includes understanding technical requirements; assisting development of acquisition strategies; developing a procurement strategy plan; reviewing statements of work; evaluating cost estimates; determining contractor responsibility; performing contract administration by determining contractor compliance; negotiating cost, price or technical changes; monitoring contractor performance; and approving contractor payments. The contracting officer has the specific authority to bind the

Government by executing awards, exercising options, or terminating contracts. Contracting certification requirements are located here.

Logistics – This discipline encompasses all activities involved with planning, establishing, and maintaining an integrated logistics support (ILS) system for the lifecycle of FAA products and services. Logisticians plan and manage the interdependencies among nine logistics elements: Maintenance planning; supply support; training, training support, and personnel skills; computer resources support; maintenance support facilities; packaging, handling, storage, and transportation; technical data; direct work maintenance staffing; and support equipment. ILS certification requirements are located here.

- Program/Project Management – This discipline encompasses all activities involved with establishing, tracking, managing, and reporting all aspects of program/project planning and execution, including budgeting, requirements, personnel, and customer needs. It includes the following program/project management phases: initiating, planning, executing, monitoring, controlling, and closing. Program/project management certification requirements are located here.
- Engineering and Research, including Systems Engineering – This discipline encompasses all activities involved with applying scientific knowledge and using natural laws and physical resources to design and implement materials, structures, machines, devices, systems, and processes that achieve a desired objective and meet specified criteria. Engineering and research certification requirements are located here.
- Business and Financial Management – This discipline encompasses all activities involved with developing, coordinating, and integrating performance-based budgets; developing and tracking program measures; managing, tracing, and reporting financial transactions; developing cost projections; recommending ways to mitigate financial risks; and providing financial and investment analysis, including return on investment. Business and financial management certification requirements are located here.
- Testing and Evaluation – This discipline encompasses all activities involved with planning, monitoring, conducting, evaluating and testing prototypes, new or modified systems, or material (link to certification requirements). Test and evaluation certification requirements are located here.
- Contracting Officer Technical Representative (COTR) – This specialty resolves technical issues, gives technical direction to the contractor, and interprets technical processes and procedures for the contracting officer. Other functions include interpreting technical requirements; assisting with the acquisition strategy; assisting development of the statement of work; generating government cost estimates; assisting in the negotiation of costs or price of technical requirements; monitoring contractor performance; reviewing and accepting services, supplies, and equipment; reconciling invoices and recommending payments. COTR certification requirements are located here.
- Delegation of Procurement Authority (DPA) – This specialty purchases supplies, services, and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments. The primary objective is rapid delivery of goods and services in direct support of operational requirements. DPAs are typically granted to integrated logistics support personnel. DPA certification requirements are located here.

Acquisition Management Policy:
Section 5.3 : Certification Application

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Employees must be performing in a specific acquisition discipline to apply for certification. Applications must be submitted using the standard application form for the discipline. Attaining a given level of certification does not automatically qualify an employee for promotion or selection to a position.

Acquisition Management Policy:
Section 5.4 : Certification Renewal

Certification for all disciplines expires every 2 years and must be renewed if the employee continues to work as part of the acquisition workforce. Acquisition workforce members must earn continuous learning points (CLPs) to maintain certification. Continuous learning points can be earned through training, seminars, conferences, special projects, education, other developmental activities related to their discipline. Renewal requests must be submitted using the standard renewal form for the discipline. Refer to each discipline for the specific number of CLPs and associated timeframes required for certification renewal.

Acquisition Management Policy:
Section 5.5 : Waivers

Each discipline or specialty has specific requirements for when certification must be attained. On a limited case-by-case basis, waivers for additional time to complete certification requirements and attain certification may be granted. Waivers must be requested using the waiver application form found here.

Acquisition Management Policy:
Section 5.6 : Responsibilities

The Acquisition Executive, as the Chief Acquisition Officer (CAO), is responsible for developing and maintaining an acquisition career management program to develop and maintain a competent workforce able to accomplish the FAA mission. The CAO is the approving official for all FAA acquisition certifications under this policy.

The Acquisition Career Manager (ACM) monitors compliance with the acquisition career program and ensures the acquisition workforce meets its requirements. The ACM also monitors compliance with the acquisition career program. The ACM is appointed by the Acquisition Executive.

Supervisors of acquisition professionals ensure their employees have the acquisition competencies and meet all certification requirements to perform at the level required by their position.

Acquisition professionals must comply with the requirements established in the acquisition career program for their specific discipline.

Acquisition Management Policy:
Section 5.7 : Other Requirements

All learning information (course completions, certification status) must be entered into the FAA electronic learning management system (eLMS) for tracking.

The Office of Acquisition Policy, Workforce Development and Evaluation, audits compliance with acquisition career program policy and reports status to FAA leadership.

All acquisition workforce members and positions must be identified by discipline in the FAA Federal Personnel/Payroll System (FPPS) and in eLMS. FPPS coding uses the STAT SPCLTY field. eLMS coding uses both the STAT SPCLTY field (automatically populated from a FPPS feed) and the alternate job position which is coded by the employee's eLMS administrator.

Some acquisition workforce positions have additional training requirements geared to the specific duties and responsibilities of the position. Assignment-specific training requirements are designated by each organization or line of business, and are not associated with mandatory training requirements for certification.

Acquisition Management Policy:
Section 5.8 : Funding

Funding for acquisition workforce members to attain and sustain certification is centralized. Some certification activities may be funded centrally; however, each line of business or staff office must plan and fund certification maintenance activities for its employees.