CHANGE REQUEST COVER SHEET

Change Request Number: 11-54   **Date Received:** 7/26/2011

Title: ACM Management Policy - 5.6 Other Requirements

Name: Colleen Gutrick

Phone: 202-493-5605

Policy OR Guidance: Policy

Section/Text Location Affected: ACM Management Policy - 5.6 Other Requirements
http://fasteditapp.faa.gov/ams/do_action

Summary of Change: Delete the specified text only at paragraph 5.6 Other Requirements.

Reason for Change: This change is in response to GAO audit recommendations.

Development, Review, and/or Concurrence: AJA-A and AJA-A2

Target Audience: Acquisition Workforce

Potential Links within FAST for the Change: None.

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: None.

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)

Acquisition Management Policy:
Section 5 : Acquisition Career Program [Old Content][New Content] [RedLine Content]

<u>Section 5 : Acquisition Career Program</u>

Old Content: <u>Acquisition Management Policy</u>:
Section 5 : Acquisition Career Program

Acquisition Career Program

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.

5.1 Applicability

FAA's acquisition workforce is comprised of the following core disciplines:

- **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, technical requirements, personnel, and customer needs. It includes the following program/project management phases: initiating, planning, executing, monitoring, controlling, and closing.
- **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.
- **Logistics** – This discipline encompasses all activities involved with planning, establishing, and maintaining an integrated logistics support 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.

- **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.
- **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.
- **Testing and Evaluation** – This discipline encompasses all activities involved with planning, monitoring, conducting, evaluating, and testing prototypes, new or modified systems, or material.

In addition, there are two unique acquisition specialty functions that require specific training and certification:

- **Contracting Officer Technical Representative** – This specialty function 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.
- **Delegation of Procurement Authority** – This specialty function purchases supplies, services, and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments or contracts below the simplified acquisition threshold. The primary objective is rapid delivery of goods and services in direct support of operational requirements. Delegation of procurement authorities are typically granted to integrated logistics support personnel.

5.2 Certification Requirements

Certification standards for the following acquisition disciplines and specialty functions are currently in place: Program/Project Management, Contracting Officer/Specialist, Contracting Officer Technical Representative, Delegation of Procurement Authority, and Integrated Logistics Support. Additional certification standards for all other acquisition disciplines will be addressed in the future.

Acquisition workforce members who fall within one of the above listed disciplines and/or specialty functions must apply for, acquire, and maintain certification at the appropriate level for the work they perform. These certification requirements are aligned with federal acquisition certification programs.

Attaining a given level of certification does not automatically qualify an employee for promotion or selection to a position. 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.

5.3 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 to maintain certification. Continuous learning points can be earned through training, seminars, conferences, special projects, education, and other developmental activities related to the discipline. Refer to each discipline for the specific number of continuous learning points and associated timeframes required for certification renewal. Certification renewals must be requested using the FAA acquisition certification renewal application found in the AMS guidance section for acquisition career program.

5.4 Waivers

Each discipline or specialty function has specific requirements for when certification must be attained. On a limited case-by-case basis, waivers for additional time to complete certification requirements may be granted. Waivers must be requested using the FAA acquisition certification waiver application found in the AMS guidance for acquisition career program.

5.5 Responsibilities

The FAA Acquisition Executive develops and maintains an acquisition career management program to develop and maintain a competent workforce able

to accomplish the FAA mission. The Acquisition Executive is the approving official for all FAA acquisition certifications under this policy.

The acquisition career manager monitors and reports compliance with the acquisition career program and ensures the acquisition workforce meets its requirements. The acquisition career manager 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.

5.6 Other Requirements

All acquisition workforce members and positions must be identified by discipline in the FAA Federal Personnel/Payroll System and in the FAA enterprise learning management system (eLMS). All learning information (e.g., course completions, certification status, etc.) must be entered into eLMS for tracking.

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.

5.7 Funding

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

rH **New Content:** Acquisition Management Policy:
Section 5 : Acquisition Career Program

Acquisition Career Program

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.

5.1 Applicability

FAA's acquisition workforce is comprised of the following core disciplines:

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, technical requirements, personnel, and customer needs. It includes the following program/project management phases: initiating, planning, executing, monitoring, controlling, and closing.

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.

Logistics – This discipline encompasses all activities involved with planning, establishing, and maintaining an integrated logistics support 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.

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.

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.

Testing and Evaluation – This discipline encompasses all activities involved with planning, monitoring, conducting, evaluating, and testing prototypes, new or modified systems, or material.

In addition, there are two unique acquisition specialty functions that require specific training and certification:

Contracting Officer Technical Representative – This specialty function 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.

Delegation of Procurement Authority – This specialty function purchases supplies, services, and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments or contracts below the simplified acquisition threshold. The primary objective is rapid delivery of goods and services in direct support of operational requirements. Delegation of procurement authorities are typically granted to integrated logistics support personnel.

5.2 Certification Requirements

Certification standards for the following acquisition disciplines and specialty functions are currently in place: Program/Project Management, Contracting Officer/Specialist, Contracting Officer Technical Representative, Delegation of Procurement Authority, and Integrated Logistics Support. Additional certification standards for all other acquisition disciplines will be addressed in the future.

Acquisition workforce members who fall within one of the above listed disciplines and/or specialty functions must apply for, acquire, and maintain certification at the appropriate level for the work they perform. These certification requirements are aligned with federal acquisition certification programs.

Attaining a given level of certification does not automatically qualify an employee for promotion or selection to a position. 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.

5.3 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 to maintain certification. Continuous learning points can be earned through training, seminars, conferences, special projects, education, and other developmental activities related to the discipline. Refer to each discipline for the specific number of continuous learning points and associated timeframes required for certification renewal. Certification renewals must be requested using the FAA acquisition certification renewal application found in the AMS guidance section for acquisition career program.

5.4 Waivers

Each discipline or specialty function has specific requirements for when certification must be attained. On a limited case-by-case basis, waivers for additional time to complete certification requirements may be granted. Waivers must be requested using the FAA acquisition certification waiver application found in the AMS guidance for acquisition career program.

5.5 Responsibilities

The FAA Acquisition Executive develops and maintains an acquisition career management program to develop and maintain a competent workforce able to accomplish the FAA

mission. The Acquisition Executive is the approving official for all FAA acquisition certifications under this policy.

The acquisition career manager monitors and reports compliance with the acquisition career program and ensures the acquisition workforce meets its requirements. The acquisition career manager 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.

5.6 Other Requirements

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.

5.7 Funding

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

Red Line Content: Acquisition Management Policy:
Section 5 : Acquisition Career Program

Acquisition Career Program

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.

5.1 Applicability

FAA's acquisition workforce is comprised of the following core disciplines:

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, technical requirements, personnel, and customer needs. It includes the following program/project management phases: initiating, planning, executing, monitoring, controlling, and closing.

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.

Logistics – This discipline encompasses all activities involved with planning, establishing, and maintaining an integrated logistics support 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.

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.

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.

Testing and Evaluation – This discipline encompasses all activities involved with planning, monitoring, conducting, evaluating, and testing prototypes, new or modified systems, or material.

In addition, there are two unique acquisition specialty functions that require specific training and certification:

Contracting Officer Technical Representative – This specialty function 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.

Delegation of Procurement Authority – This specialty function purchases supplies, services, and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments or contracts below the simplified acquisition threshold. The primary objective is rapid delivery of goods and services in direct support of operational requirements. Delegation of procurement authorities are typically granted to integrated logistics support personnel.

5.2 Certification Requirements

Certification standards for the following acquisition disciplines and specialty functions are currently in place: Program/Project Management, Contracting Officer/Specialist, Contracting Officer Technical Representative, Delegation of Procurement Authority, and Integrated Logistics Support. Additional certification standards for all other acquisition disciplines will be addressed in the future.

Acquisition workforce members who fall within one of the above listed disciplines and/or specialty functions must apply for, acquire, and maintain certification at the appropriate level for the work they perform. These certification requirements are aligned with federal acquisition certification programs.

Attaining a given level of certification does not automatically qualify an employee for promotion or selection to a position. 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.

5.3 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 to maintain certification. Continuous learning points can be earned through training, seminars, conferences, special projects, education, and other developmental activities related to the discipline. Refer to each discipline for the specific number of continuous learning points and associated timeframes required for certification renewal. Certification renewals must be requested using the FAA acquisition certification renewal application found in the AMS guidance section for acquisition career program.

5.4 Waivers

Each discipline or specialty function has specific requirements for when certification must be attained. On a limited case-by-case basis, waivers for additional time to complete certification requirements may be granted. Waivers must be requested using the FAA acquisition certification waiver application found in the AMS guidance for acquisition career program.

5.5 Responsibilities

The FAA Acquisition Executive develops and maintains an acquisition career management program to develop and maintain a competent workforce able to accomplish the FAA mission. The Acquisition Executive is the approving official for all FAA acquisition certifications under this policy.

The acquisition career manager monitors and reports compliance with the acquisition career program and ensures the acquisition workforce meets its requirements. The acquisition career manager 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.

5.6 Other Requirements

All acquisition workforce members and positions must be identified by discipline in the FAA Federal Personnel/Payroll System and in the FAA enterprise learning management system (eLMS). All learning information (e.g., course completions, certification status, etc.) must be entered into eLMS for tracking. 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.

5.7 Funding

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

rH