

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 09-32

**Date Received:** 1/23/2009

**Title:** Addition of Certification in Contracting Certificate for the 1102 Series

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**Name:** Jeffrey Baker

**Phone:** 202-493-5723

**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** AMS Procurement Guidance T3.1.4

**Summary of Change:** Addition of Certification in Contracting Certificate for the 1102 Series

**Reason for Change:** To ensure the certification of an 1102 is properly documented and formalized, a certificate is being added to T3.1.4.

**Development, Review, and/or Concurrence:** AJA-43, AJA-431

**Target Audience:** FAA Contracting Professionals

**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)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 2)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 3)** [null](#)

## SECTIONS ADDED:

Procurement Guidance:

*T3.1.4 Delegations (Revision 12, April 2009)*

*Appendix*

**Section 11 : Certification in Contracting** [\[New Content\]](#)

## SECTIONS EDITED:

Procurement Guidance:

**T3.1.4 Delegations (Revision 12, April 2009)** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.1.4 Delegations (Revision 12, April 2009)*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 3 : 1102 Series Certification** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

## SECTIONS ADDED:

**Procurement Guidance:**

*T3.1.4 Delegations (Revision 12, April 2009)*

*Appendix*

**Section 11 : Certification in Contracting**

# Certification in Contracting

Pursuant to the authority of the undersigned and

in accordance with Section 3.1.4 of

the FAA Acquisition Management System

**John H. Smith**

**Has satisfied the requirements for Level I Certification**

**as an 1102 Contract Specialist**

**Federal Aviation Administration**

FAST Version 04/2009

CR 09-32

p. 2

Signature  
James H. Washington  
(FAA Acquisition Executive)

Date

#### SECTIONS EDITED:

##### **T3.1.4 Delegations (Revision 10, October 2008)**

**Old Content:** Procurement Guidance:

**T3.1.4 Delegations (Revision 10, October 2008) New Content:** Procurement Guidance:

**T3.1.4 Delegations (Revision 12, April 2009) Red Line Content:** Procurement Guidance:

**T3.1.4 Delegations (Revision ~~10~~12, ~~October~~April ~~2008~~2009)**

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##### **Section 3 : 1102 Series Certification**

**Old Content:** Procurement Guidance:

*T3.1.4 Delegations (Revision 12, April 2009)*

*Contracting Authority, Delegation, and Unauthorized Commitments*

##### **Section 3 : 1102 Series Certification**

a. *Certification Levels.* There are three certification levels which apply to the 1102 series, which align with Office of Management and Budget's (OMB) Federal Acquisition Certification in Contracting (FAC-C) guidelines for contracting professionals (<http://www.fai.gov>). Unless otherwise prohibited by an existing Collective Bargaining Agreement, individuals must meet the training, education, and experience requirements as outlined below to qualify to serve in an 1102 series position.

b. Reference tables for current and previous 1102 series training and certification requirements are outlined below and summarized in Appendix 1 to this section.

c. *Procedures for Obtaining 1102 Series Certification.* The request for certification is submitted by the individual, through their immediate supervisor, to the COCO on an Application for FAA Acquisition Management System Certification in Contracting for 1102 Positions (see Procurement Forms). The nominee's supervisor forwards the nomination package to the COCO after ensuring the individual meets the training, education, and experience requirements commensurate with the proposed certification level. The COCO:

- (1) Reviews the request and supporting documentation for completeness;
- (2) Evaluates the applicant's education, acquisition experience, and training; and

(3) Approves or disapproves the certification application.

d. *1102 Series- Level I Requirements.*

(1) *Education.*

(a) Possess a Bachelor's degree with a major in any field; **or**

(b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; **or**

(c) Meet an 1102 Exception Provision and occupied an 1102 series position at grades 5 thru 12 on January 1, 2000.

(2) *Experience.* Have a minimum of one year of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last three years.

(3) *Training Requirements.* The core classes required for Level I 1102 Certification are:

(a) CON 100: Shaping Smart Business Arrangements;

(b) CON 110: Mission Support Planning (Online);

(c) CON 111: Mission Strategy Execution (Online);

(d) CON 112: Mission Performance Assessment (Online);

(e) CON 120: Mission Focused Contracting; and

(f) One elective.

e. *1102 Series- Level II Requirements.* In addition to the training requirements for Level I 1102 Certification, each person must have:

(1) *Education.*

(a) Possess a Bachelor's degree with a major in any field; **or**

(b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; **or**

(c) Meet an 1102 Exception Provision and occupied an 1102 series position at grades 5 thru 12 on January 1, 2000.

(2) *Experience.* Have a minimum of two years of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last five years.

(3) *Training Requirements.* The core classes required for Level II 1102 Certification are:

- (a) CON 214: Business Decisions for Contracting (Online);
- (b) CON 215: Intermediate Contracting for Mission Support;
- (c) CON 216: Legal Considerations in Contracting (Online);
- (d) CON 217: Cost Analysis and Negotiation Techniques (Online);
- (e) CON 218: Advanced Contracting for Mission Support; and
- (f) Two electives.

f. *1102 Series- Level III Requirements.* In addition to the training requirements for Level I and II 1102 Certification, each person must have:

(1) *Education.*

- (a) Possess a Bachelor's degree with a major in any field; **and**
- (b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

(2) *Experience.* Have a minimum of four years of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last ten years.

(3) *Training Requirements.* The core classes required for Level III 1102 Certification are:

- (a) CON 353: Advanced Business Solutions for Mission Support; and
- (b) Two electives.

g. *Electives.* As agreed to by the employee and manager, electives may be any training course related to the employee's job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities.

h. *Continuous Learning*. In addition to the 1102 series requirements detailed above, each person must complete 80 Continuous Learning Points (CLP) of training every two years in order to retain 1102 Certification. Training completed to meet course requirements for level certification qualifies as continuous training. (CLP standards are available in Appendix 5)

i. *Special In-Service Placement Provision to Education Requirement*. Certain employees may be grandfathered for the basic educational requirements specified for the 1102 series. Grandfathering does not apply to the training requirements. All mandatory training prescribed for the employee's current acquisition level must be satisfied in order to progress to the next acquisition level.

j. All training and education information relating to 1102 series personnel must be entered into the enterprise Learning Management System (eLMS) (<https://elms.dot.gov/>) and the Acquisition Career Management Information System (ACMIS) (<https://admin.acmis.gov/>).

**New Content:** Procurement Guidance:

*T3.1.4 Delegations (Revision 12, April 2009)*

*Contracting Authority, Delegation, and Unauthorized Commitments*

**Section 3 : 1102 Series Certification**

a. *Certification Levels*. There are three certification levels that apply to the 1102 series and that align with Office of Management and Budget's (OMB) Federal Acquisition Certification in Contracting (FAC-C) guidelines for contracting professionals (<http://www.fai.gov>). Unless otherwise prohibited by an existing Collective Bargaining Agreement, individuals must meet the training, education, and experience requirements as outlined below to qualify to serve in an 1102 series position.

b. Reference tables for current and previous 1102 series training and certification requirements are outlined below and summarized in Appendix 1 to this section.

c. *Procedures for Obtaining 1102 Series Certification*. The request for certification is submitted by the individual, through his or her immediate supervisor, to the COCO on an "Application for FAA Acquisition Management System Certification in Contracting for 1102 Positions" (see Procurement Forms). The nominee's supervisor forwards the nomination package to the COCO after ensuring the individual meets the training, education, and experience requirements commensurate with the proposed certification level. The COCO:

- (1) Reviews the request and supporting documentation for completeness;
- (2) Evaluates the applicant's education, acquisition experience, and training; and
- (3) Approves or disapproves the certification application; and
- (4) Issues a certificate for the level at which the 1102 is being certified (see Appendix 11 for a Certification in Contracting form).

d. *1102 Series- Level I Requirements.*

(1) *Education.*

- (a) Possess a Bachelor's degree with a major in any field; **or**
- (b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; **or**
- (c) Meet an 1102 Exception Provision and occupied an 1102 series position at grades 5 thru 12 on January 1, 2000.

(2) *Experience.* Have a minimum of one year of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last three years.

(3) *Training Requirements.* The core classes required for Level I 1102 Certification are:

- (a) CON 100: Shaping Smart Business Arrangements;
- (b) CON 110: Mission Support Planning (online);
- (c) CON 111: Mission Strategy Execution (online);
- (d) CON 112: Mission Performance Assessment (online);
- (e) CON 120: Mission Focused Contracting; and
- (f) One elective.

e. *1102 Series- Level II Requirements.* In addition to the training requirements for Level I 1102 Certification, each person must have:

(1) *Education.*

- (a) Possess a Bachelor's degree with a major in any field; **or**
- (b) Have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; **or**
- (c) Meet an 1102 Exception Provision and occupied an 1102 series position at grades 5 thru 12 on January 1, 2000.

(2) *Experience.* Have a minimum of two years of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last five years.

(3) *Training Requirements.* The core classes required for Level II 1102 Certification are:

- (a) CON 214: Business Decisions for Contracting (online);
- (b) CON 215: Intermediate Contracting for Mission Support;
- (c) CON 216: Legal Considerations in Contracting (online);
- (d) CON 217: Cost Analysis and Negotiation Techniques (online);
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(2) *Experience.* Have a minimum of four years of current purchasing experience with progressively broader work assignments. Current experience must have been gained within the last ten years.

(3) *Training Requirements.* The core classes required for Level III 1102 Certification are:

- (a) CON 353: Advanced Business Solutions for Mission Support; and
- (b) Two electives.

g. *Electives.* As agreed to by the employee and manager, electives may be any training course related to the employee's job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities.

h. *Continuous Learning.* In addition to the 1102 series requirements detailed above, each person must complete 80 Continuous Learning Points (CLP) of training every two years in order to



retain 1102 Certification. Training completed to meet course requirements for level certification qualifies as continuous training. (CLP standards are available in Appendix 5)

i. *Special In-Service Placement Provision to Education Requirement.* Certain employees may be grandfathered for the basic educational requirements specified for the 1102 series. Grandfathering does not apply to the training requirements. All mandatory training prescribed for the employee's current acquisition level must be satisfied in order to progress to the next acquisition level.

j. All training and education information relating to 1102 series personnel must be entered into the enterprise Learning Management System (eLMS) (<https://elms.dot.gov/>) and the Acquisition Career Management Information System (ACMIS) (<https://admin.acmis.gov/>).

**Red Line Content: Procurement Guidance:**

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(3) *Training Requirements.* The core classes required for Level II 1102 Certification are:

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