

# ACQUISITION CONTRACTING OFFICER/SPECIALIST (1102s) FAA/FAI FAC-C CERTIFICATION REQUIREMENTS FOR 1102 LEVEL I (ENTRY)



Federal Aviation  
Administration

## Description

Level I establishes fundamental competencies and expertise in an individual's job series or career field. Development at the entry level lays the foundation for career progression and is designed to prepare qualified and motivated personnel for positions of increasing responsibility. At the entry level, individuals are exposed to fundamental contracting procedures and the roles of various support functions such as pricing, property administration and quality assurance.

## Education

Baccalaureate Degree OR at least 24 semester hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, OR meet the Exceptional Provision and occupied an 1102 series position through FV-H or FG/GS 12 on January 1, 2000.

## Experience

At least 1 year of current (within the last 3 years) purchasing and contracting experience with progressively broader work assignments.

## Core Training Requirements

Individuals must document successful completion of the following core coursework:

- CON 100 – Shaping Smart Business Arrangements
- CON 110 or FCN 110 – Mission Support Planning
- CON 111 or FCN 111 – Mission Strategy Execution
- CON 112 or FCN 112 – Mission Performance Assessment
- CON 120 or FCN 120 – Mission Focused Contracting
- FAA04202 or FAA60004400 – Introduction to the Acquisition Management System
- FAA60004257 – Acquisition Management System Procurement

## Certification Maintenance Requirements

To maintain FAA/FAI FAC-C certification, individuals must earn 80 continuous learning points (CLPs) through completion of skills currency training every two years.

## Terms and Conditions

Acquisition contracting officers/specialists are expected to attain FAA certification at the level commensurate with the required responsibilities of the contract being managed within the designated timeframe, unless a waiver for additional time is granted.

All acquisition certifications are competency-based. By signing the application, supervisors of applicants acknowledge their concurrence with the level of the competency achieved. Failure to attain certification may result in reassignment or other actions, in accordance with FAA employee relations and AMS policies.

# ACQUISITION CONTRACTING OFFICER/SPECIALIST (1102s) FAA/FAI FAC-C CERTIFICATION REQUIREMENTS FOR 1102 LEVEL II (MID/JOURNEYMAN)



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<b>Description</b>	Level II development continues and may include on the job rotational assignment(s). As the employee progresses within this level, they are introduced to basic management principles through training and development assignments. Although specialization is emphasized at the beginning of this level, the individual should later broaden his/her background toward a more general expertise in the overall processes of the career field. Development of the generalist normally involves establishing a good foundation of experience in the employee's primary specialty followed by lateral movement to a related specialty. Level I requirements must be met before progressing to Level II.
<b>Education</b>	Baccalaureate Degree OR at least 24 semester hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, OR meet the Exceptional Provision and occupied an 1102 series position through FV-H or FG/GS 12 on January 1, 2000.
<b>Experience</b>	At least 2 years of current (within the last 5 years) contracting experience with progressively broader work assignments is required.
<b>Core Training Requirements</b>	Individuals must document successful completion of the following core coursework: <ul style="list-style-type: none"><li>• CON 214 or FCN 214 – Business Decisions for Contracting</li><li>• CON 215 – Intermediate Contracting for Mission Support</li><li>• CON 216 – Legal Considerations in Contracting</li><li>• CON 217 – Cost Analysis and Negotiation Techniques</li><li>• CON 218 – Advanced Contracting for Mission Support</li><li>• FAA04203 – Fundamentals of Acquisition Management System (FAMS)</li><li>• One (1) Elective as agreed to by the employee and supervisor</li></ul> Elective may be any training course related to the employee's job, those necessary for career development, or those used for cross-training. Elective may include no-cost distance learning, assignment-specific courses, or other training opportunities.
<b>Certification Maintenance Requirements</b>	To maintain FAA/FAI FAC-C certification, individuals must earn 80 continuous learning points (CLPs) through completion of skills currency training every two years.
<b>Terms and Conditions</b>	Acquisition contracting officers/specialists are expected to attain FAA certification at the level commensurate with the required responsibilities of the contract being managed within the designated timeframe, unless a waiver for additional time is granted.  All acquisition certifications are competency-based. By signing the application, supervisors of applicants acknowledge their concurrence with the level of the competency achieved. Failure to attain certification may result in reassignment or other actions, in accordance with FAA employee relations and AMS policies.

# ACQUISITION CONTRACTING OFFICER/SPECIALIST (1102s) FAA/FAI FAC-C CERTIFICATION REQUIREMENTS FOR 1102 LEVEL III (SENIOR/EXPERT)



Federal Aviation  
Administration

## Description

Level III emphasizes in-depth knowledge in a functional area and breadth of knowledge across the entire acquisition process. Management training is commensurate with the individual's job performance and his/her potential for advancement into managerial positions. Advanced acquisition education and training are imperative for a more global perspective. Level II requirements must be met before progressing to Level III.

## Education

Baccalaureate Degree AND at least 24 semester hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

## Experience

At least 4 years of current (within the last 10 years) contracting experience with progressively broader work assignments is required.

## Core Training Requirements

Individuals must document successful completion of the following core coursework:

- CON 353 - Advanced Business Solutions for Mission Support (or equivalent/predecessor)
- Two (2) Electives as agreed to by the employee and supervisor. Note: If Fundamentals of Acquisition Management System (FAMS) was not taken at Level II, it must be one of the electives.

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.

## Certification Maintenance Requirements

To maintain FAA/FAI FAC-C certification, individuals must earn 80 continuous learning points (CLPs) through completion of skills currency training every two years.

## Terms and Conditions

Acquisition contracting officers/specialists are expected to attain FAA certification at the level commensurate with the required responsibilities of the contract being managed within the designated timeframe, unless a waiver for additional time is granted.

All acquisition certifications are competency-based. By signing the application, supervisors of applicants acknowledge their concurrence with the level of the competency achieved. Failure to attain certification may result in reassignment or other actions, in accordance with FAA employee relations and AMS policies.