

ACQUISITION DELEGATION OF PROCUREMENT AUTHORITY FAA/FAI FAC-DPA CERTIFICATION REQUIREMENTS FOR LEVEL I (ENTRY)



**Federal Aviation
Administration**

Description

Individuals with Level I Delegated Procurement Authority are granted limited procurement authority to award purchase orders or Federal Supply Schedule (FSS) Orders utilizing commercial or simplified purchase methods, up to \$25,000 (or as defined in AMS). The primary objective of their work is the rapid delivery of goods and services in the direct support of operational requirements. It requires knowledge of applicable laws, FAA AMS policies and guidelines.

Education

Formal education is not required.

Experience

At least 1 year of current (within last 3 years) simplified acquisitions or purchasing experience.

Core Training Requirements

Individuals must document successful completion of the following core coursework:

- FAA60000040/CON 100 – Shaping Smart Business Arrangements
- FAA60004274/CON 237 – Simplified Acquisition Procedures
- FAA60004274/CLC 004 – Market Research
- One (1) Elective as agreed to by the employee and supervisor

Elective should be a training course related to acquisitions or contracts and can include Introduction to the Acquisition Management Systems, course number FAA04202 or FAA60004400.

Certification Maintenance Requirements

To maintain FAA/FAI FAC-DPA certification, individuals must earn 40 continuous learning points (CLPs) through completion of skills currency training every two years.

Competency Demonstration

Applicants for DPA certification are expected to demonstrate that they have the basic knowledge and skills to perform at a Level I in the technical and leadership competencies for the DPA profession. Applicants must provide evidence of fulfillment of the competencies by providing a narrative description of how training experience, and/or a certification program supported achievement of each competency.

ACQUISITION DELEGATION OF PROCUREMENT AUTHORITY FAA/FAI FAC-DPA CERTIFICATION REQUIREMENTS FOR LEVEL II (INTERMEDIATE)



**Federal Aviation
Administration**

Description

Individuals with Level II Delegated Procurement Authority are granted limited procurement authority to award purchase orders or Federal Supply Schedule (FSS) Orders utilizing commercial or simplified purchase methods, up to \$50,000 (or as defined in AMS) for goods and services. At this level, development continues and includes collaboration and possible short-term rotational assignment with individuals who are Contract Specialists/Officers in the field or center.

Level I must be met before progressing to Level II.

Education

Formal education is not required, however at least 15 semester hours from among the following disciplines: law, accounting, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is desired.

Experience

At least 1 year of current (within 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:

- FAA60000041/CON 110/FCN 110 – Mission Support Planning
- FAA60000044/CON 111/FCN 111 – Mission Strategy Execution
- FAA60000042/CON 112/FCN 112 – Mission Performance Assessment
- FAA60000043/CON 120/FCN 120 – Mission Focused Contracting
- FAA60004257 – AMS Procurement (1102 Specific)

Certification Maintenance Requirements

To maintain FAA/FAI FAC-DPA certification, individuals must earn 40 continuous learning points (CLPs) through completion of skills currency training every two years.

Competency Demonstration

Applicants for DPA certification are expected to demonstrate that they have the basic knowledge and skills to perform at a Level II in the technical and leadership competencies for the DPA profession. Applicants must provide evidence of fulfillment of the competencies by providing a narrative description of how training experience, and/or a certification program supported achievement of each competency.