

14 FAH-3 H-100 HANDBOOK SCOPE

14 FAH-3 H-110 GENERAL

(CT:AQM-2; 04-21-2008)
(Office of Origin: A/OPE)

14 FAH-3 H-111 PURPOSE

(CT:AQM-2; 04-21-2008)

- a. The purpose of this handbook is to implement the Department of State Acquisition Career Management Program, as required by *41 U.S.C. 414(b)(6); 41 U.S.C. 433*, Executive Order 12931 sections (h) and (i); Office of Federal Procurement Policy (OFPP) Policy Letter *05-01, Developing and Managing the Acquisition Workforce; and OFPP Memorandum, The Federal Acquisition Certification in Contracting Program*. The goal of the program is to *promote* the proficiency and facilitate the career development of Department of State acquisition professionals through a multi-faceted program built on assessment of employee skills, implementation of individual development plans covering competency-based training supplemented by on-the-job training, and adherence to minimum standards of education, training, and experience for acquisition positions.
- b. The overall philosophy of the program involves seeking to advance professionalism in acquisition positions. The Acquisition Career Management Program does **not** guarantee that anyone fulfilling all education, training, and experience requirements for a given level will be promoted to the next level. The program serves to recognize the essential skills necessary for competent performance.

14 FAH-3 H-112 BACKGROUND

(CT:AQM-2; 04-21-2008)

- a. The legal requirement for each agency to have a career management program has existed for many years. *The* Office of Federal Procurement Policy *has issued several Policy Letters on developing a structured*

program for managing the acquisition workforce.

- b. OFPP Policy Letter 05-01, *Developing and Managing the Acquisition Workforce* dated April 15, 2005, consolidates all OFPP policy and statutory requirements on acquisition workforce development. Paragraph 8(b) of Policy Letter 05-01 required the establishment of the Federal Acquisition Certification in Contracting Program (FAC-C). OFPP established this program in its memorandum entitled "The Federal Acquisition in Certification in Contracting Program" dated January 20, 2006.
- c. The law and policies focus on development of a workforce with the skills and attributes required to effectively manage Federal acquisitions. They demand substantial education, training, and experience requirements designed to create a cadre of highly skilled acquisition professionals. They also establish organizational responsibility and policy objectives for each element of the acquisition workforce: accession, education, training, experience, career path development, assignment, promotion, and retention.

14 FAH-3 H-113 SCOPE OF PROGRAM

(CT:AQM-1; 11-29-2005)

The Department's Acquisition Career Management Program applies to all permanent, full-time, direct-hire employees who are U.S. citizens serving under career or career-conditional appointments in either the Civil Service (GS-1102 series, or any other series, when at least 50% of the employee's duties involve contracting or purchasing) or the Foreign Service. The program does **not** apply to:

- (1) Federal assistance (grants and cooperative agreements), which is governed by Grants Policy Directives issued by the Procurement Executive (A/OPE);
- (2) Contracting Officer's Representatives (CORs) whose training requirements are established in the Department of State Acquisition Regulation (DOSAR);
- (3) FEDSTRIP and related requisitions from established stock programs of GSA, DLA, or similar Federal agencies;
- (4) Orders placed against Department contracts in which the contracting officer has delegated ordering authority to requiring offices; and
- (5) The process of obtaining commercially available training for individuals using Form SF-182, Request, Authorization, Agreement and Certification of Training (handled by the Foreign Service Institute (M/FSI)).

14 FAH-3 H-114 SUMMARY OF CAREER MANAGEMENT PROGRAM FEATURES

(CT:AQM-2; 04-21-2008)

- a. The remaining chapters in this handbook address the following components of the Acquisition Career Management Program, each of which is required by the Federal Acquisition Regulation (FAR) 1.603-1, *OFPP Policy Letter 05-01*, and *OFPP Memorandum on the Federal Acquisition Certification in Contracting Program*:
- (1) Model acquisition career paths and the critical acquisition-related duties and tasks employees must be competent to perform;
 - (2) Formal education, classroom training, and on-the-job training requirements leading to certification for three levels of acquisition professionals;
 - (3) Procedures for waiver of formal education or training requirements;
 - (4) Assessment of skills and training of individual employees and use of Individual Development Plans;
 - (5) Contracting Officer Appointment System;
 - (6) Employee self-development;
 - (7) Acquisition Career Management Information System (ACMIS); and
 - (8) Performance incentives.
- b. *The requirements for domestic contracting officers and overseas contracting officers are significantly different. Those differences are reflected in this handbook.*

14 FAH-3 H-115 CONSULTATION WITH UNIONS

(CT:AQM-2; 04-21-2008)

The American Foreign Service Association (AFSA) and American Federation of Government Employees (AFGE) were given the opportunity to review this handbook and to provide comments for incorporation into this document.

14 FAH-3 H-116 ACRONYMS

(CT:AQM-2; 04-21-2008)

ACMIS: Acquisition Career Management Information System

A/LM/AQM: Office of Acquisition Management

A/OPE: Office of the Procurement Executive

COR: Contracting officer's representative

DAU: Defense Acquisition University

DLA: Defense Logistics Agency

DOD: Department of Defense

DOSAR: Department of State Acquisition Regulation

DTS—PO: Diplomatic Telecommunications Service—Program Office

FAC-C: Federal Acquisition Certification in Contracting Program

FAH: Foreign Affairs Handbook

FAI: Federal Acquisition Institute

FAM: Foreign Affairs Manual

FAR: Federal Acquisition Regulation

FARA: Federal Acquisition Reform Act

FSI: Foreign Service Institute

GS: General Schedule

GSA: General Services Administration

GSO: General services officer

HCA: Head of the contracting activity

IDP: Individual Development Plan

NFATC: National Foreign Affairs Training Center

OBO: Bureau of Overseas Buildings Operations

OFPP : Office of Federal Procurement Policy

OJT: On-the-job training

OPM: Office of Personnel Management

RPSO: Regional Procurement Support Office

SF: Standard Form

U.S.C.: United States Code

14 FAH-3 H-117 THROUGH H-119 UNASSIGNED