

Maintenance Training Dates for Non FAC-C Contracting Officers and FAC-C members of the Acquisition Workforce

This guidance is to provide guidance on how Contracting Officers (COs) are to track, record, and report maintenance training to the ARS Acquisition Programs and Oversight Branch (APOB), Acquisition and Property Division (APD). All COs and FAC-C Federal Acquisition Certification (FAC) in Contracting (FAC-C) Certified individuals must complete 80 continuous learning points (CLPs) of maintenance training every two years to maintain their CO warrant and/or FAC-C certification regardless of the level. All members of the acquisition workforce are responsible for knowing their maintenance cycle dates, obtaining the necessary CLPs during their maintenance cycle, and maintaining a file of their acquisition continuous learning training certificates. The only difference between non FAC-C and FAC-C COs is the maintenance period cycle and how CLPs are reported. Failure to meet the required CLPs by your maintenance date will result in the loss of your Delegation of Authority/warrant.

Non-FAC-C Contracting Officers of the Acquisition Workforce Maintenance Cycle

The non FAC-C CO maintenance period was established from the defunct Acquisition Career Management Information System (ACMIS). The current 2-year maintenance cycle for all non FAC-C COs runs from October 1, 2011 to September 30, 2013 (FY 2012 through FY 2013) until we are otherwise directed by the Department Acquisition Career Manager (ACM) and/or the Federal Acquisition Institute (FAI). New non FAC-C CO warrants (i.e., Simplified A or B) issued during this cycle are considered to have met the CLP requirement for the current cycle. Non FAC-C CO warrants increased during this maintenance cycle, and all other non FAC-C COs must complete 80 CLPs prior to the end of FY 2013 regardless of CO warrant level.

At this time FAI does not have the module to track non FAC-C COs in the FAI Training Application System (FAITAS). FAI has not provided a date when FAITAS will be available to track non FAC-C COs. If FAITAS is unable to accept maintenance training by July 1, 2013, all non FAC-C COs must send electronic copies of their 80 CLPs training certificates all at once to APOB (i.e., one e-mail for all 80 CLPs), not piecemeal, to verify they have completed the required training. Please e-mail certificates to APOB@ars.usda.gov. COs should not send any certificates to APOB until after July 1, 2013 in the event FAITAS is able to accept their training certifications. The Agency ACM will send e-mails to all non FAC-C COs, their Location Administrative Officers, and the Business Service Center Acquisition Branch Chief when the current 2-year maintenance cycle has only 6 months, 3 months, and 30 days remaining. When FAITAS is able to accept non FAC-C CO information and training, all non FAC-C COs will be required to provide copies of the 80 CLPs training certificates, and meet the maintenance date set forth in FAITAS.

FAC-C Contracting Officers of the Acquisition Workforce Maintenance Cycle

Once a CO becomes FAC-C certified their maintenance period will be converted coincide with the date the FAC-C is issued. CLP for all FAC-C individuals is tracked through FAITAS' Continuous Learning Module. FAITAS will automatically send e-mails to remind FAC-C individuals, their Supervisor of record in FAITAS, and the Agency ACM when their 2-year maintenance cycle has only 6 months, 3 months, and 30 days remaining.

Please note, an individual's FAC-C will be revoked for anyone who fails to complete their continuous learning requirement. If a FAC-C is revoked, the individual must reapply, by meeting the *current* certification requirements. Additionally, they must demonstrate completion of the continuous learning that caused their initial certificate to expire. No extensions will be granted.

If you have any questions regarding your maintenance training, please send your request in writing in an e-mail to APOB@ars.usda.gov.