

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 22-54

Date Received: 3/24/22

Title: Acquisition Career Program Update (OIG Report - ZA2021037)

Initiator Name: Candis Travers

Initiator Organization Name / Routing Code: Acquisition Career Management Group, AAP-300

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Policy and Guidance: (Please check only one box)

- | | |
|---|--|
| ☒ Policy | ☐ Procurement Tools and Resources |
| ☐ Guidance | ☐ Real Property Templates and Samples |
| ☐ Procurement Samples | ☐ Procurement Clauses |
| ☐ Procurement Templates | ☐ Real Property Clauses |
| ☐ Procurement Forms | ☐ Other Tools and Resources |
| ☐ Procurement Checklists | |

Summary of Change:

Rearranged content and updated language where appropriate; Section 5.2 (2nd paragraph) - added general language to denote that some certifications require professional certifications; Section 5.5 (1st paragraph) - added statement to denote FAE may delegate approval of specific certifications (This is to address the OIG recommendation); Section 5.7 added language to address that ACM funds certification training centrally and professional certifications required as a part of the certification programs for those identified in the acquisition workforce (This is to address the HR issue of paying for professional certifications).

Reason for Change: Policy was outdated and additional language was required to address OIG audit recommendations cited in Report # ZA2021037 and HR policy.

Development, Review, and Concurrence: AAP-300, AAP-100 ,AGC, and AAQ

Target Audience: Acquisition workforce

Briefing Planned: None.

ASAG Responsibilities: Electronically Reviewed and Approved on 3/22/22.

Section / Text Location: AMS Building Blocks - Acquisition Career Management - Section 5

The redline version must be a comparison with the current published FAST version.

☒ I confirm I used the latest published version to create this change / redline

or

☐ This is new content

Links:

<https://fast.faa.gov/docs/acquisitionManagementPolicy/acquisitionManagementPolicy.pdf>

Attachments: Redline and final documents.

Other Files: N/A.

Redline(s):

Section Revised: 5 – Acquisition Career Program

Acquisition Management Policy - (1/2022)

[5 Acquisition Career Program](#) Revised ~~10/2013~~4/2022

5 Acquisition Career Program **Revised 10/20134/2022**

The acquisition of mission-critical ~~technologies~~ and mission-support information technology (IT) is a complex, resource-intensive undertaking. It requires a highly skilled, well-trained, and flexible workforce that can keep pace with technological innovation, rapidly changing customer and supplier environments, and ~~the~~ stringent safety and reliability ~~the air traffic control community~~ demands requirements.

5.1 Acquisition Workforce **Revised 7/20214/2022**

FAA's acquisition workforce is comprised of the following core ~~disciplines~~ professions:

Program/Project Acquisition Law - This profession provides legal advice regarding all aspects of contract formation and administration, including intellectual property, antitrust, bankruptcy, debarment, conflict of interest, real estate, mergers, security, export control, procurement integrity, property disposal, and fiscal and socio-economic laws affecting acquisitions. Acquisition attorneys represent agency acquisition teams in the agency's internal dispute resolution process and represent FAA with the Department of Justice in federal court litigation.

Business/Financial Management – This ~~discipline~~ profession encompasses all activities involved with establishing, developing, coordinating, and integrating performance-based budgets; developing and tracking; program measures; managing, tracking, and reporting all aspects of program/project planning and execution, including budgeting, technical requirements, personnel, and customer needs. It includes the following program/project management phases: initiating, planning, executing, monitoring, controlling, and closing financial transactions; developing cost projections; recommending ways to mitigate financial risks; and providing financial and investment analysis, including return on investment.

Contracting – This ~~discipline~~ profession encompasses all activities involved with establishing and maintaining contractual functions performed by the Contracting Officer/Specialist (1102 series) and Real Estate Contracting Officer/Specialist: (1170 series).

Contracting Officers Officer/Specialist (CO/S; 1102 series) - This profession includes understanding technical requirements; assisting development of acquisition strategies; developing a procurement strategy plan; reviewing statements of work; evaluating cost estimates; determining contractor responsibility; performing contract administration by determining contractor compliance; negotiating cost, price, or technical changes; monitoring contractor performance; and approving contractor payments. The ~~contracting officer~~ CO has the specific authority to bind the Government by executing awards, exercising options, or terminating contracts.

Real Estate Contracting Officers Officer/Specialist (RECO/S; 1170 series) - This ~~discipline~~ profession includes all activities involved in acquiring, managing, and disposing of real property interests and public utility services. This includes ~~the understanding of the following functions: (1);~~ acquisition of real property and utility services; ~~(2);~~ management of

real property in ~~(a)~~ the administration of land (Federally-owned, Indian-owned, and leased), or space (technical/administrative building space or structure), ~~or (b)~~; management of associated utility service contracts; ~~or (3)~~ and disposal of real property interests/assets (improvements) or termination of utility contracts. The scope of work requires in-depth knowledge of real estate laws, principles, practices, and markets. ~~The Real Estate Contracting Officer~~ The RECO has the specific authority to bind the Government by executing awards, exercising options, or terminating contracts.

Engineering and Research, including Systems Engineering – This profession encompasses all activities involved with applying scientific knowledge and using natural laws and physical resources to design and implement materials, structures, machines, devices, systems, and processes that achieve a desired objective and meet specified criteria. Engineering professionals manage engineering integration across the NAS, individual systems, and individual acquisition programs to achieve a consistent and consolidated NAS design.

Logistics – This ~~discipline~~profession encompasses all activities involved with planning, establishing, and maintaining an integrated logistics support system for the lifecycle of FAA products and services. Logisticians plan and manage the interdependencies among nine logistics elements: maintenance planning; supply support; training, training support, and personnel skills; computer resources support; maintenance support facilities; packaging, handling, storage, and transportation; technical data; direct work maintenance staffing; and support equipment.

~~**Engineering and Research, including Systems Engineering**—This discipline~~**Program/Project Management** – This profession encompasses all activities involved with ~~applying scientific knowledge and using natural laws and physical resources to design and implement materials, structures, machines, devices, systems, and processes that achieve a desired objective and meet specified criteria.~~

~~**Business and Financial Management**—This discipline~~ encompasses all activities involved with ~~developing, coordinating, and integrating performance-based budgets; developing and establishing, tracking program measures; managing, tracking, and reporting financial transactions; developing cost projections; recommending ways to mitigate financial risks; and providing financial and investment analysis, including return on investment~~ all aspects of program/project planning and execution, including budgeting, technical requirements, personnel, and customer needs. It includes the following program/project management phases: initiating; planning; executing; monitoring; controlling; and closing.

Testing and Evaluation – This ~~discipline~~profession encompasses all activities involved with government test, analysis, and evaluation as part of the verification and validation -process of newly developed or modified products, sub-components, and/or services to meet specification, satisfy program requirements, and confirm products are operationally suitable and effective. This includes all government test and evaluation activities during product development to determine whether engineering design and development activities are complete; whether the product will meet specifications, contractual requirements, security certification, and authorization criteria; and to verify the product or service performs to government standards for acceptance.

~~In addition, there are additional~~ **Quality Assurance** – This profession monitors and evaluates the operation and effectiveness of the contractor's quality assurance system as it relates to the development and production of FAA equipment. In addition to monitoring and reporting on production, inspection and test activity in-plant, Quality Reliability Officer/Specialist (QRO/S) professionals accept FAA equipment both in-plant or at FAA sites as dictated by the terms of the contract.

Additionally, there are unique acquisition specialty functions that require specific training and development:

Contracting Officer's Representative – This specialty function resolves technical issues, gives technical direction to the contractor, and interprets technical processes and procedures for the contracting officer. Other functions include interpreting technical requirements; assisting with the acquisition strategy; assisting in the development of the statement of work; generating government cost estimates; assisting in the negotiation of costs or price of technical requirements; monitoring contractor performance; reviewing and accepting services, supplies, and equipment; reconciling invoices and recommending payments.

~~**Quality Assurance**—Quality Reliability Officers and Specialists monitor and evaluate the operation and effectiveness of the contractor's quality assurance system as it relates to the development and production of FAA equipment. In addition to monitoring and reporting on production, inspection and test activity in-plant, QRO/S professionals accept FAA equipment both in-plant or at FAA sites as dictated by the terms of the contract.~~

Specialized Support – This specialty function typically provides NAS, acquisition, or property management subject matter expertise. Members of this function include information system specialists, air traffic specialists, acquisition policy analysts, property management policy and operations professionals, and workforce development and training experts.

5.2 Certification Requirements **Revised 7/2021**~~4/2022~~

Certification standards for the following acquisition ~~disciplines~~**professions** and specialty functions are currently in place: ~~Program/Project Management, Contracting Officer/Specialist, Contracting Officer's Representative, Integrated Logistics Support, Program/Project Management, Real Estate Contracting Officer/Specialist, Contracting Officer Representative, Systems Engineering, and Test and Evaluation and Integrated Logistics Support. Additional,~~

Standards may include education, experience, training, and attainment of other external certifications/credentials (e.g., Federal Acquisition Certification (FAC), Project Management Institute Project Management Professional (PMP®)). Acquisition workforce members within these professions should refer to the appropriate Career Planning, Development and Resource Guide for profession-specific certification requirements.

Certification standards for all other acquisition ~~disciplines will~~**professions may** be addressed in the future.

~~Acquisition workforce~~ Workforce members ~~who fall within one of~~ in the ~~above-listed disciplines following acquisition professions~~ and/or specialty functions must apply for, acquire, and maintain certification at the appropriate level for the work they perform. ~~These certification requirements are aligned with federal acquisition certification programs:~~ Contracting Officer/Specialist, Real Estate Contracting Officer/Specialist, Program/Project Management and Contracting Officer's Representative.

Certification, although not required for all other acquisition professions and specialty functions, is strongly recommended, as it supports workforce members in developing and enhancing their knowledge and skills to perform successfully in their position.

Attaining a given level of certification does not automatically qualify an employee for promotion or selection to a position. ~~Employees must be performing in a specific acquisition discipline to apply for certification.~~ Applications must be submitted using the standard application form for the discipline profession.

5.3 Certification Renewal

5.3 Continuous Learning Revised 4/2022

Certified

~~Certification for all disciplines expires every two years and must be renewed if the employee continues to work as part of the~~ acquisition workforce. ~~Acquisition workforce~~ members must earn continuous learning points ~~to maintain certification every two years~~. Continuous learning points can be earned through training, seminars, conferences, special projects, education, and other developmental activities related to the discipline profession. Refer to ~~each discipline~~ the appropriate Career Planning, Development and Resource Guide for the specific number of continuous learning points; and associated timeframes ~~and process required for certification renewal~~.

5.4 Waivers/Extensions Revised 4/2022

~~Each discipline or specialty function has specific requirements for when certification must be attained.~~ On a limited case-by-case basis, waivers or extensions for additional time to complete certification requirements may be granted. Waivers and extensions must be coordinated with the Acquisition Career Manager and approved by the FAA Acquisition Executive.

5.5 Responsibilities Revised 4/2022

The FAA Acquisition Executive develops and maintains an acquisition career management program to develop and maintain a competent workforce able to accomplish the FAA mission. The Acquisition Executive is the approving official for ~~all FAA acquisition certifications under this policy~~ FAA acquisition certifications under this policy. The Acquisition Executive may delegate approval for specific certifications to the Acquisition Career Manager (e.g., COR certification). This delegation will be issued in writing. The Acquisition Career Manager monitors and reports

compliance with the acquisition career program and provides certification programs, training, and development support for the acquisition workforce. The Acquisition Career Manager is appointed by the Acquisition Executive.

~~The acquisition career manager monitors and reports compliance with the acquisition career program and ensures the acquisition workforce meets its requirements. The acquisition career manager is appointed by the Acquisition Executive.~~

Supervisors of acquisition professionals ensure their employees have the acquisition competencies and meet all certification requirements to perform at the level required by their position.

Acquisition professionals must comply with the requirements established in the acquisition career program for their specific disciplineprofession.

5.6 Other Requirements

Some acquisition workforce positions have additional training requirements geared to the specific duties and responsibilities of the position. Assignment-specific training requirements are designated by each organization or line of business, and are not associated with mandatory training requirements for certification.

5.7 Funding Revised 4/2022

~~Funding~~Acquisition Career Management centrally funds activities that are required as part of the above-mentioned certification programs, to include:

- Group training courses
- External professional certifications/credentials (e.g., FAC, PMP®, etc.) for those individuals identified in the acquisition workforce ~~members to attain certification is centralized. Some certification maintenance activities may be. (Individual membership fees are not funded centrally; however, each).~~

Travel costs to attend training or complete development activities and funding for continuous learning activities are the responsibility of the employee's line of business or staff office ~~must plan and fund certification maintenance activities for its employees.~~
