

National Archives and Records Administration

Supplement 1 to NARA 506
August 15, 2022

SUBJECT: Supplement 1 to NARA 506, Federal Acquisition Certification in Contracting (FAC-C)

1. Scope and applicability.

- a. NARA requires FAC-C certification for all employees in the General Schedule (GS) occupational series for Contracting (GS-1102) and Purchasing (GS-1105 and GS-1106) (collectively, “contracting professionals”). The CAO may require FAC-C certification of specific positions in other GS occupational series if the positions perform significant acquisition-related functions.
- b. NARA requires FAC-C certification with a specialization in Digital Services (FAC-C-DS) for all NARA employees in the GS Contracting series (GS-1102) who are assigned to acquisitions of primarily digital services with an award value greater than the commercial item threshold established in Federal Acquisition Regulation (FAR) part 13.5.

2. Appointment and warrants.

- a. The Chief Acquisition Officer (CAO) appoints Contracting Officers and delegates Contracting Officer authority by issuing written warrants. The CAO appoints Contracting Officers and delegates Contracting Officer authority based on agency need. FAC-C certification is a prerequisite for appointment and delegation of Contracting Officer authority but does not require NARA to appoint, delegate, or issue a Contracting Officer warrant to an individual.
- b. The CAO assigns acquisitions to Contracting Officers, and Contracting Officers assign Contract Specialists and Buyers, based on the anticipated risk of each contract, as follows:
 1. Level I certification is required for all contracting professionals, including Buyers, Contract Specialists, and Contracting Officers with delegated authority for open market acquisitions and inter-agency agreements up to \$250,000, and for task or

delivery orders from established sources (e.g. Federal Supply Schedules, Government-Wide Acquisition Contracts) up to \$1,000,000.

2. Level II certification is required for all contracting professionals, including Contract Specialists, and Contracting Officers delegated authority for open market acquisitions, inter-agency agreements, and task or delivery orders from established sources up to \$10,000,000.
 3. Level III certification is required for all contracting professionals, including Contract Specialists and Contracting Officers with delegated authority for open market acquisitions, inter-agency agreements, and task or delivery orders from established sources greater than \$10,000,000. In addition, Contracting Officers must be Level III certified in order to hold an unlimited warrant.
 4. FAC-C certification is not required for purchases at or below the micro-purchase threshold or for inter-agency agreements where NARA is the servicing agency (i.e. agreements where NARA receives funds for services we provide to other agencies).
- c. Contracting professionals must have the required FAC-C certification, at the appropriate level at the time they are assigned an acquisition.
 - d. The Chief Acquisition Officer (CAO) may waive the requirement of FAC-C certification for warranting purposes, on a case-by-case basis, if the CAO determines it is in the best interest of the agency. Waivers will only be granted for exceptional and compelling reasons. All waivers must be made in writing and must include a written justification documenting the reason for and conditions of the waiver.

3. FAC-C certification requirements.

- a. Competencies and performance outcomes for all FAC-C certification levels are provided in the [Federal Acquisition Institute \(FAI\) FAC-C Competency Model](#).
- b. Education: FAC-C certification uses the [Office of Personnel Management \(OPM\) Qualification Standard for Contracting Specialists \(GS-1102\)](#).

1. Levels I and II FAC-C certification require either a baccalaureate degree from an accredited institution or 24 semester hours of business-related education.
 2. Level III FAC-C certification requires both a baccalaureate degree from an accredited institution and 24 semester hours of business-related education.
 3. The only exception is that every GS-1102 employee, regardless of grade, is considered to have met the education requirements for certification in the position and grade they held on January 1, 2000. This exception only applies for that grade and certification level; experience cannot be used to substitute for education to achieve a higher grade or certification level than what the employee held on January 1, 2000.
- c. Experience:
1. Level I FAC-C certification requires one year of contracting experience.
 2. Level II FAC-C certification requires two years of contracting experience.
 3. Level III FAC-C certification requires four years of contracting experience.
- d. Training: Applicants must complete [the specific courses that FAI has prescribed for each certification level](#). Experienced contracting professionals can use the process of fulfillment to demonstrate accomplishment of the required competencies for their desired certification level through their work history or previously completed training courses.
- e. Application process.
1. Any individual seeking FAC-C certification at any level must be registered in the Federal Acquisition Institute Cornerstone on Demand (FAI CSOD).
 2. The applicant must complete the FAC-C application form and obtain their supervisor's endorsement.
 3. The applicant must submit their application and any required certificates, transcripts, degrees, a resume, and other evidence that the applicant satisfies the requirements for the requested certification level. The applicant must submit all documentation through FAI CSOD.
 4. NARA's FAC Program Manager reviews all applications to ensure the applicant has the required experience, has completed the required training (or has provided

documentation to support the fulfillment process), and has received the required supervisory endorsement.

5. The CAO approves certification applications and issues all NARA FAC certifications through FAI CSOD.
6. Interested employees should contact NARA's FAC Program Manager before beginning the application process to obtain access to FAI CSOD, develop a training plan, and for more information on application requirements.
- f. FAC-C certifications are cumulative. Contracting professionals must achieve Level I FAC-C certification before obtaining Level II, and must obtain Level II FAC-C certification before obtaining Level III. Experience requirements from one level may be applied to the experience requirements of a higher level.

4. Continuous learning requirements.

- a. NARA contracting professionals must maintain their FAC-P/PM certification by completing 80 hours of continuous learning points (CLP) every two years. The two-year continuous learning period runs from May 1 through April 30 of even-numbered years for all FAC certifications, for example May 1, 2022, through April 30, 2024.
- b. NARA contracting professionals must enter records of completed CLP training into FAI CSOD as courses are completed.
- c. NARA contracting professionals will be recertified through FAI CSOD after demonstrating successful completion of required CLPs within the two-year continuous learning period.
- d. Contracting professionals are responsible for ensuring their continuous learning requirements are met. FAC-C certifications will lapse if the contracting professional does not meet their continuous learning requirements. If the FAC-C certification lapses, the CAO or the Contracting Officer will remove the contracting professional from their assigned contracts. The contracting professional may be subject to disciplinary action if they are not able to perform the duties of their position because their FAC-C certification has lapsed. A contracting professional whose certification lapses due to continuous

learning requirements can be reinstated once they complete 80 hours of continuous learning within a two-year period.

5. FAC-C-DC certification.

a. Appointment.

1. Contracting professionals assigned to acquisitions of primarily digital services with an award value greater than the commercial item threshold established in Federal Acquisition Regulation (FAR) part 13.5 must have FAC-C core plus certification in Digital Services (FAC-C-DS) at the time they are assigned to the acquisition.
2. The CAO may extend the deadline to obtain the required FAC-C-DS certification by an additional 12 months, if the CAO determines it is in the best interest of the agency. All extensions must be made in writing.

b. Certification requirements.

1. Contracting professionals must obtain FAC-C core certification before applying for FAC-C-DS specialization. FAC-C-DS certification is only available to Level II and Level III FAC-C certified contracting professionals.
2. There is no difference in requirements for Level II and Level III DS specialization. Advancing from Level II FAC-C to Level III FAC-C carries the DS specialization with it, as long as continuous learning requirements are met.
3. Applicants must complete [the joint Digital IT Acquisition Professional \(DITAP\) training program](#) provided by the U.S. Digital Service and OMB's Office of Federal Procurement Policy (OFPP). Experience is not required because the DITAP program includes experiential learning. Competencies, learning objectives, and performance outcomes are provided on the DITAP page linked above.

- c. Continuous learning requirements. All FAC-C certified contracting professionals must complete 80 hours of CLPs every two years to maintain their certification. For FAC-C-DS certified contracting professionals, at least 20 hours of the core 80 hours must

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be dedicated to IT program or project management topics. DITAP training completed to earn the FAC-C-DS certification contributes towards contracting professionals' CLP requirements for the core FAC-C certification in the year each course is taken.