

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0145-2016-0003**

Schedule Status                **Approved**

  

Agency or Establishment      **Farm Service Agency**

Record Group / Scheduling Group   **Records of the Farm Service Agency**

Records Schedule applies to      **Agency-wide**

Schedule Subject                **Federal Acquisition Contracting Records**

Internal agency concurrences will be provided      **No**

**Background Information**

The Federal Acquisition Certification in Contracting (FAC-C) Program is for contracting professionals in the Federal Government performing contracting and procurement activities and functions. The purpose of this program is to establish general education, training, and experience requirements for those contracting professionals. The FAC-C applies to all executive agencies, except the Department of Defense (DoD).

The FAC-C contains three levels of certification that allows for appropriate education, training and experience for contracting professionals managing a range of contract vehicles, from low-risk contracts (such as supplies) to high-risk, complex acquisitions (such as Information technology (IT) systems). Each level has specific education, training, and experience requirements. The FAC-C shall be recognized by all federal civilian agencies as evidence that an employee meets core requirements to perform contracting functions. Agencies covered by the FAC-C program may require additional training and experience beyond the basic FAC-C requirements. Additional training is training in support of the agency's mission or the requirements of a contracting officer's specific position. Agencies with DoD-funded requirements may require additional training and experience in accordance with DoD policy for their Contracting Officers who are appointed to support those DoD requirements.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

**GAO Approval**



## Outline of Records Schedule Items for DAA-0145-2016-0003

Sequence Number	
1	<b>Federal Acquisition Certification in Contracting (FAC-C)</b> Disposition Authority Number: DAA-0145-2016-0003-0001
2	<b>Federal Acquisition Certification for Contracting Officer Representative (FAC-COR) certifications</b> Disposition Authority Number: DAA-0145-2016-0003-0002
3	<b>Commodity Credit Corporation (CCC) Contracting Officer Files</b> Disposition Authority Number: DAA-0145-2016-0003-0003

## Records Schedule Items

Sequence Number	
1	<p data-bbox="329 374 1520 408"><b>Federal Acquisition Certification in Contracting (FAC-C)</b></p> <p data-bbox="329 427 1520 461">Disposition Authority Number      <b>DAA-0145-2016-0003-0001</b></p> <p data-bbox="329 480 1520 634"><b>Contracting Officer Certificate of Appointment (federal contracting warrant), applications, certificates, correspondence, files, reports on Contracting Officer requirements and procurement matters, either assigned to or regarding Federal Acquisition certifications and dispositions.</b></p> <p data-bbox="329 653 1520 687">Final Disposition                      <b>Temporary</b></p> <p data-bbox="329 706 1520 740">Item Status                              <b>Active</b></p> <p data-bbox="329 759 1520 793">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="329 812 1520 944">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="329 963 1520 1019"><b>Disposition Instruction</b></p> <p data-bbox="329 1038 1520 1072">Retention Period                      <b>Destroy when cancelled or terminated.</b></p> <p data-bbox="329 1091 1520 1146"><b>Additional Information</b></p> <p data-bbox="329 1166 1520 1200">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="329 1223 1520 1278"><b>Federal Acquisition Certification for Contracting Officer Representative (FAC-COR) certifications</b></p> <p data-bbox="329 1298 1520 1332">Disposition Authority Number      <b>DAA-0145-2016-0003-0002</b></p> <p data-bbox="329 1351 1520 1483"><b>Contracting Officer delegations of authority, correspondence, files, reports on Contracting Officer Representative (COR) requirements and procurement matters, either assigned to or regarding Federal Acquisition certifications and dispositions.</b></p> <p data-bbox="329 1502 1520 1536">Final Disposition                      <b>Temporary</b></p> <p data-bbox="329 1555 1520 1589">Item Status                              <b>Active</b></p> <p data-bbox="329 1608 1520 1642">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="329 1661 1520 1793">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="329 1813 1520 1868"><b>Disposition Instruction</b></p> <p data-bbox="329 1887 1520 1921">Retention Period                      <b>Destroy when cancelled or terminated.</b></p>

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**Additional Information**

GAO Approval Not Required

**Commodity Credit Corporation (CCC) Contracting Officer Files**

Disposition Authority Number DAA-0145-2016-0003-0003

Appointments, revocations, correspondence, files, reports on CCC Contracting Officer requirements and procurement matters, either assigned to or regarding the CCC.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

**Disposition Instruction**

Retention Period Destroy when cancelled or terminated.

**Additional Information**

GAO Approval Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
03/14/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
11/01/2016	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
11/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/15/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist