



MAY - 5 2009

PROCUREMENT MEMORANDUM 2009-08

ACTION

**MEMORANDUM FOR: SENIOR BUREAU PROCUREMENT OFFICIALS
HEADS OF CONTRACTING OFFICES**

Signed

FROM: Helen Hurcombe
Senior Procurement Executive
And Director for Acquisition Management

SUBJECT: Federal Acquisition Certification for Program and Project Managers (FAC-PPM) Requirements for American Recovery and Reinvestment Act Funded Projects

Background

The American Recovery and Reinvestment Act (Recovery Act) and resulting guidance from the Office of Management and Budget (OMB) include significant measures to ensure responsible use of and accountability for the associated funding. Among these requirements is the assignment of program and project managers with certification levels appropriate to the complexity of Recovery Act projects.

Purpose

The purpose of this Procurement Memorandum is to define the requirements and process for certification under the FAC-PPM program specific to program and project managers for all Recovery Act-funded projects.

Applicability

This Procurement Memorandum is applicable to program and project managers appointed to any new or existing projects funded through the Recovery Act with life-cycle costs of \$10 million or above. Current guidance in Commerce Acquisition Manual (CAM) Chapter 1301.671 *Department of Commerce Program and Project Manager Certification Program* shall be followed in determining the specific training and experience requirements for the appropriate level. An analysis of the appointed program or project manager's credentials against the FAC-PPM requirements must be conducted prior to award of the Recovery Act-funded action. Certification must be achieved within one year of appointment to Recovery Act-funded project.

Required Actions

- Bureau Procurement Officials (BPO) shall submit a current list of planned Recovery Act-funded awards to Acquisition Workforce and Policy Development Division (AWPD) no later than May 15, 2009. For existing contracts, provide the name and FAC-PPM certification status of project managers; for new contracts, provide the name and FAC-PPM certification status of project managers, if known.
- IT Requirements - FAC-PPM certification applications for Recovery Act-funded projects for information technology (IT) requirements shall be submitted in

accordance with the review and submission process outlined in Section 4.1 of CAM 1301.671.

- The Bureau OCIO or designated representative shall conduct an analysis of the program or project manager's credentials against the requirements contained in CAM 1301.671 for the appropriate certification level for the program or project.
 - If a program or project manager is eligible for certification, the application found in Appendix F of CAM 1301.671 along with appropriate attachments shall be submitted to AWPDP.
 - If a program or project manager does not meet all the requirements of the certification level sought, a plan of action and milestones (POAM) must be developed to ensure fulfillment of certification within one year.
 - Results of the analysis, the POAM and/or copy of the FAC-PPM certificate must be included in the contract file. In addition, a copy of the results of the analysis and POAM shall be sent to AWPDP.
- Non-IT Requirements - FAC-PPM certification application for Recovery Act-funded projects for non-IT requirements shall be submitted in accordance with the additional review and submission requirements below as well as Section 4.1 of CAM 1301.671:
 - The BPO shall conduct an analysis of the program or project manager's credentials against the requirements contained in CAM 1301.671 for the appropriate certification level for the program or project. Attachment A contains spreadsheets for training requirements for each level of certification and can be used to conduct the training analysis.
 - If a program or project manager is eligible for certification, the application found in Appendix F of CAM 1301.671 along with appropriate attachments shall be submitted to AWPDP. The certification application shall state "N/A" (Not Applicable) at the signature lines for the Bureau Chief Information Officer and the DOC Chief Information Officer.
 - If a program or project manager does not meet all the requirements of the certification level sought, a plan of action and milestones (POAM) must be developed to ensure fulfillment of certification within one year.
 - Results of the analysis, the POAM and/or copy of the FAC-PPM certificate must be included in the contract file. In addition, a copy of the results of the analysis and POAM shall be sent to AWPDP.

If you have questions regarding this guidance, please contact Lori Donovan at ldonovan@doc.gov or (202) 482-1716.

cc: Acquisition Community
Acquisition Council
DOC/OCIO

FAC-P/PM Certification Requirements - Training - Senior/Expert Level
for:

Area	Hours Required	Course Hours	Dates Attended
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Advanced Acq Management

Course Title

Course Provider

Total

24

Project Management III

Course Title

Course Provider

Total

24

Leadership and Interpersonal Skills III

Course Title

Course Provider

Total

16

Government Specific III

Course Title

Course Provider

Total

24

Earned Value Mgmt and Cost Est. III

Course Title

Course Provider

Total

24

Other Certificates Provided

FAC-P/PM Certification Requirements - Training - Mid/Journeyman Level
for:

Area	Hours Required	Course Hours	Dates Attended
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Intermediate Acq Management

Course Title

Course Provider

Total

24

Project Management II

Course Title

Course Provider

Total

24

Leadership and Interpersonal Skills II

Course Title

Course Provider

Total

16

Government Specific II

Course Title

Course Provider

Total

24

Earned Value Mgmt and Cost Est. II

Course Title

Course Provider

Total

24

Other Certificates Provided

FAC-P/PM Certification Requirements - Training - Entry Level
for:

Area	Hours Required	Course Hours	Dates Attended
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Acq Management I

Course Title

Course Provider

Total

24

Project Management I

Course Title

Course Provider

Total

24

Leadership and Interpersonal Skills I

Course Title

Course Provider

Total

16

Government Specific I

Course Title

Course Provider

Total

24

Earned Value Mgmt. and Cost Est. I

Course Title

Course Provider

Total

24

Other Certificates Provided