# COMMERCE ACQUISITION MANUAL
# 1301.672

DEPARTMENT OF COMMERCE
Purchasing Certification Program

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**Purchasing Certification Program**

# Section 1 – Overview

### 1.1    Background
Building on the previous efforts to improve the development of the acquisition workforce, The Office of Federal Procurement Policy (OFPP) issued Policy Letter 05-01, Developing and Managing the Acquisition Workforce, dated April 15, 2005.  Policy Letter 05-01 established the government-wide framework for creating a federal acquisition workforce with the skills necessary to deliver best value supplies and services, find the best business solutions, and provide strategic business advice to accomplish agency missions.

The Department of Commerce expanded the requirements set forth for the acquisition workforce to include a core standard of skills and competencies critical for individuals in the purchasing and procurement technical series.  Standards are based on primary acquisition principles and streamlined to capture the necessary skills, knowledge and competencies required for the purchasing field.

### 1.2    Purpose
To promote the development of core purchasing competencies Department-wide, DOC has developed the Purchasing Certification Program.  This certification will serve as one means to demonstrate that an individual meets the core training and experience requirements for the purchasing career field.

### 1.3    Applicability
All employees in the purchasing (GS-1105) and procurement technical (GS-1106) series must meet the purchasing certification requirements stated in this policy.  New entrants in the 1105 or 1106 career field shall have 24 months to meet the Purchasing Certification requirements. Individuals who are promoted shall have 24 months to meet the certification requirements for their new grade level.

### 1.4    Core Competencies
The Department of Commerce has identified a set of professional competencies essential for effectively performing purchasing duties.  The essential purchasing competencies are summarized in Figure 1-1.

**Figure 1-1 Purchasing Competencies**

| Purchasing Competencies |
|---|
| ▪   Understand the role of contracting professionals as business advisors |
| ▪   Understand the Marketplace |
| ▪   Define Government Requirements in Commercial and Noncommercial terms |
| ▪   Understand e-business, IT, and purchase card supporting business processes |
| ▪   Knowledge of Federal Acquisition Strategies |
| ▪   Negotiation and Analytical Skills |
| ▪   Award Resolution |
| ▪   Effective Performance Management |

## 1.5      Certification Levels

The Department of Commerce has identified three levels for the purchasing career field which are designed to facilitate the development of the necessary competencies needed by the purchasing workforce to progress to senior purchasing levels.

### 1.5.1   Level I

Level I standards target grades 3, 4, and 5, or the equivalent, and are designed to establish fundamental competencies and expertise in an individual's job series or career field.  Development at the entry level lays the foundation for career progression and is designed to prepare qualified and motivated personnel for positions of increasing responsibility.  At the entry level, individuals are exposed to fundamental purchasing procedures.

### 1.5.2   Level II

Level II standards target grades 6, 7, 8, and 9, or the equivalent, and emphasize development of specialized and general expertise in the overall processes of their career field.  At the intermediate level, individuals are introduced to basic purchasing and management principles.  Standards for development at Level I must be met before progressing to Level II.

### 1.5.3   Level III

Level III standards target grades 10 and above, or equivalent, and emphasize in-depth knowledge in a functional area and breadth of knowledge across the entire purchasing process.  Standards for development at Level II must be met before progressing to Level III.

## 1.6      Management Information System

Section 37(d) of the OFPP Act, as amended (41 U.S.C. 433(d)) requires each executive agency to collect, maintain and utilize information to ensure effective management of the acquisition workforce.  Senior Bureau Procurement Officials are responsible for establishing policies for maintaining complete training, education, certification and continuous learning records for members of their acquisition workforce.  The Federal Acquisition Institute maintains the Federal Acquisition Institute Training Application System (FAITAS), a Government-wide system used to track acquisition personnel training and certification information.  Section 2.7 provides requirements for documenting and recording training, education and certification information in the management information system.  Information on FAITAS is available at: https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas.

## 1.7      Roles and Responsibilities
### 1.7.1  Chief Acquisition Officer (CAO)

The Chief Acquisition Officer is responsible for developing and maintaining an acquisition career management program to ensure the development of a competent, professional workforce to support the accomplishment of the Department's mission; and implementing a budget strategy that reflects the workforce development needs and organizational structure of the Department. The Chief Financial Officer and Assistant Secretary for Administration has been designated the Chief Acquisition Officer for the Department of Commerce.

### 1.7.2   Senior Procurement Executive (PE)

The Senior Procurement Executive is responsible for implementing the Purchasing Certification Program department-wide.  The Director for Acquisition Management has been designated Senior Procurement Executive for the Department of Commerce.

### 1.7.3   Acquisition Career Manager (ACM)

The Acquisition Career Manager is responsible for ensuring that the Department's acquisition workforce meets the requirements of the Purchasing Certification Program by identifying staffing needs, training requirements and other workforce development strategies; and reviewing Purchasing Certification applications.  The Director, Acquisition Policy and Oversight Division has been designated Acquisition Career Manager for the Department of Commerce.

### 1.7.4   Senior Bureau Procurement Official (BPO)

The Senior Bureau Procurement Official is responsible for workforce planning to ensure the operating unit's acquisition workforce receives training and development opportunities consistent with the Purchasing Certification Program, operating unit-specific needs, and Individual Development Plans (IDP); coordinating annual training needs; establishing policies for maintaining complete accurate and current training, certification and continuous learning records for members of their acquisition workforce; and designating a Bureau Career Manager to manage the Purchasing Certification Program within their operating units.

### 1.7.5   Head of Contracting Office (HCO)

The Heads of Contracting Offices are responsible for tracking and reporting completed education and training requirements in FAITAS; ensuring that an IDP is prepared for each acquisition workforce employee; and submitting requests for education and training waivers to the BPO.

### 1.7.6   Bureau Career Manager (BCM)

The Bureau Career Manager is responsible for serving as the designated bureau-level point of contact for the Purchasing Certification Program; reviewing and analyzing certification applications for their Bureau procurement office; assisting candidates with identifying certification requirements; and ensuring communication regarding the Purchasing Certification Program is disseminated to their Bureau's acquisition community.

### 1.7.7   Supervisor of Acquisition Workforce Employee

Supervisors are responsible for filling vacancies with employees that meet specific organizational needs as well as minimum qualification standards as set forth in the OPM Qualification Standard; determining if an employee has met the mandatory requirements to enable them to move to the next career path; determining if an employee has the requisite qualifications to participate in a training course or developmental assignment; providing assistance to the employee in identifying training and development opportunities; providing guidance to the employee during the development of the IDP; reviewing and approving employee IDPs; providing career guidance to the employee as appropriate; and maintaining and recording employee training, and certification requirements in FAITAS.

### 1.7.8   Acquisition Workforce Employee

Acquisition Workforce Employees are responsible for their own personal career progression and development which includes: developing an IDP to identify training and development opportunities for a multi-year time frame; identifying development opportunities that may contribute to the advancement of career goals; submitting proof of completed education and

training requirements and entering and maintaining training and education requirements in FAITAS.

**END OF SECTION 1**

# Section 2 – Training and Certification Program

## 2.1    Certification Requirements

Achievement of a Purchasing Certification is based on requirements for experience and training as outlined below and summarized in Figure 2-1, Purchasing Certification Requirements. Maintenance of a Purchasing Certification is a function of continuous learning.

**Figure 2-1 Purchasing Certification Requirements**

| Purchasing Certification Level I (GS-3/4/5) | Purchasing Certification Level II (GS-6/7/8/9) | Purchasing Certification Level III (GS-10 and above) |
|---|---|---|
| **Experience:** 1 year of purchasing or contracting experience | **Experience:** 2 years of purchasing or contracting experience | **Experience:** 3 years of purchasing or contracting experience |
| **Training:** CON 100 CON 237 DOC Customized Purchase Card Training Course<br><br>(or equivalents/ predecessors)<br><br>**1 Elective** (minimum of 16 hours of organized instruction)<br><br>**40 CLPs every 2 years** | **Training:** All Level I Training<br><br>CON 110 CON 111 CON 112 CON 120<br><br>(or equivalents/ predecessors)<br><br>**2 Electives** (each elective a minimum of 16 hours of organized instruction)<br><br>**40 CLPs every 2 years** | **Training:** All Level I and II Training<br><br>**2 Electives** (each elective a minimum of 16 hours of organized instruction)<br><br>**40  LPs every 2 years** |

### 2.1.1   Experience

Experience may be time spent on the job in a purchasing related job assignment, either in the private or public sector that reflects the accumulation of knowledge, skills, and abilities.

### 2.1.2   Core Training

In order to receive a purchasing certification, an individual must document satisfactory completion (training certificates and/or school transcript) of core training classes. An individual must meet the training requirements by taking DAU training or DAU-equivalent courses (Note: GSA Purchase Card training does not have a DAU-equivalent).  Training requirements are cumulative; therefore, all training requirements for lower level certifications must also be met.  DAU publishes a list of predecessor classes that associates past training with the current requirements and will assists individuals in determining the DAU courses or DAU-equivalent courses that meet training requirements.  Course information, including course description, objectives, target audience, prerequisites, course lengths, and predecessor and equivalent courses is

available in the DAU catalog at: http://icatalog.dau.mil/.

### 2.1.3    Electives

Each elective must be a minimum of 16 continuous learning points of organized instruction.  As agreed to by the employee and their supervisor, electives may be any training opportunity related to the employee's job, necessary for career development, or used for cross training.  Electives may include no-cost distance learning training, assignment-specific courses, or other training opportunities.  Employees are encouraged to take courses that add to their knowledge base or enhance existing skills.  There are no DAU equivalency requirements for electives.

### 2.1.3.1 Continuous Learning

To maintain a purchasing certification purchasing professionals are required to earn 40 continuous learning points of skills currency training every two years.  The Acquisition Career Manager will monitor the continuous learning requirements for employees holding certifications.  The certification will expire if the 40 CLPs are not earned every two years.

Supervisors are encouraged to use continuous learning opportunities to assist individuals in obtaining core competencies, maintaining critical purchasing skills, and acquiring agency-specific training.  Continuous learning activities include, but are not limited to the following:

- Training activities such as teaching, self-directed study, and mentoring;
- Courses completed to achieve training requirements at the next higher level;
- Professional activities such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing, and attending workshops; or
- Educational activities such as formal training, and formal academic programs.

## 2.2  Training Providers

### 2.2.1    Federal Acquisition Institute Sponsored Training

The Federal Acquisition Institute manages the Acquisition Workforce Training Fund to ensure that equitable training opportunities are available for all civilian agencies.  FAI uses the training fund to offer DAU-equivalent core training courses to civilian agency employees at no charge.  Employees can view the current FAI course schedule and register for courses at https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1.  As the Department of Commerce has a limited number of quotas for FAI sponsored classroom courses, the Acquisition Career Manager will review each registration to ensure that quotas are effectively managed.

### 2.2.2    Defense Acquisition University Training

DAU training courses are available to civilian agency employees at no charge.  Employees can view the current course schedule and register for DAU training courses at https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1.

### 2.2.3    DAU-Equivalent Training

Several training providers offer courses that have been certified equivalent to DAU curriculum courses.  DAU-equivalent courses can be used to meet the core training requirements.  A list of DAU-equivalent courses and training providers is located in the DAU catalog at: http://icatalog.dau.mil/.

## 2.3    Certification Application Process
### 2.3.1    Department of Commerce Purchasing Certification

Employees must initiate and prepare their applications for Purchasing Certification and submit the application package to their supervisor for approval.  Employees are responsible for producing certificates and records that provide evidence that they satisfy the requirements of the program.  Effective, **November 1, 2013**, all Purchasing Certification applications must be completed in FAITAS per the instructions provided in Appendix D accompanied with the following:

- Completed Purchasing Certification application form;
- Optional Form 612, resume, or equivalent document that specifically details the applicant's purchasing experience and training;
- Copy of the applicant's most recent performance appraisal;
- Copy of applicant's performance plan;
- Documentation of completion of DAU or DAU-equivalent courses (such as training certificates and/or transcript);
- Documentation of skills currency/continuous learning.

The applicant's supervisor shall review the Purchasing application in FAITAS and upon approval; forward the application to the Bureau Career Manager to determine whether the individual satisfies the requirements for the requested certification.  Once the BCM approves the application, the request is submitted to the ACM for final review and recommendation for the PE to certify an employee at a particular level.

In the event the ACM needs additional information to make a determination, the application will be coded "return to employee" in FAITAS, with a request to furnish supporting data.  In instances where it is determined that an employee does not meet the established criteria for the level of certification requested, the application will be "rejected" in FAITAS, with an explanation of the reasons the application was denied.  The employee's immediate supervisor should develop a strategy that will assist the individual in obtaining certification by planning the employee's work assignments and training to gain competency in deficient areas.  The strategy shall be documented in the employee's Individual Development Plan.

In the event that electronic submission through FAITAS is not available, applications (Appendix B) may be submitted via email to: FAC-CApplication@doc.gov or sent to:

> U. S. Department of Commerce
> Acquisition Career Manager
> Office of Acquisition Management
> 1401 Constitution Ave, NW, HCHB Room 1854
> Washington, DC  20230

The Acquisition Career Manager will review each application to determine whether the individual satisfies the requirements for the requested certification and forward the package, along with their recommendation, to the PE.  In the event the ACM needs additional information to make a determination, the application will be returned to the employee, through supervisory channels, with a request to furnish supporting data.  The Senior Procurement Executive has final authority for certifying an employee at a particular level.  Applications will be processed within two weeks of receipt of a complete package.  Whenever the PE determines that an employee does not meet the established

criteria for the level of certification requested, the PE will furnish the employee, through supervisory channels, a written explanation of the reasons the request was denied. The employee's immediate supervisor should develop a strategy that will assist the individual in obtaining certification by planning the employee's work assignments and training to gain competency in deficient areas. The strategy shall be documented in the employee's Individual Development Plan.

## 2.4  Certification Waivers

The Senior Procurement Executive may waive the requirement for obtaining a certification, on a case-by-case basis, if granting a waiver is in the best interest of the Department. This authority may not be delegated. A certification waiver allows an individual who does not meet the certification requirements of the position to remain in that position. This is an assignment waiver and is only valid for the particular position to which assigned. The waiver is not transferable to another position or agency.

## 2.5  Continuous Learning Requirement

Once an individual is certified they remain certified if continuous learning requirements are maintained, even if the certification requirements change. However, individuals are encouraged to use continuous learning requirements to complete any new certification requirements. To maintain a Purchasing Certification, purchasing professionals are required to earn 40 continuous learning points (CLPs) of skills currency training every two years. Continuous learning points begin to accumulate on the date of certification. Failure to comply with CLP requirements nullifies the certification and its transferability to other agencies. Continuous learning points must be submitted in FAITAS per instructions provided in Appendix F. Guidance on earning continuous learning points and assigning points to various developmental activities is provided in Appendix C.

## 2.6  Contracting Professionals Training Requirements

Purchasing professionals certified as Federal Acquisition Certification in Contracting (FAC-C) Level I are considered to have met the Purchasing Level III requirements and are not required to obtain a purchasing certification.

## 2.7  Documenting and Recording Training and Certification Requirements

The Senior Bureau Procurement Official is responsible for establishing policies for maintaining official training and certification records on their acquisition workforce employees and ensuring information is entered in FAITAS. Training records must be available for inspection by OAM upon request.

Employees are responsible for maintaining all training certificates for their records. Upon completion of training, the employee is responsible for submitting evidence of successful completion to their supervisor and updating their information in FAITAS to reflect training, certification, experience, and continuous learning points. Use of FAITAS is a mandatory requirement of the Purchasing Certification Program and all employees issued a Purchasing Certification must be registered in FAITAS. To access FAITAS, go to: https://www.atrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas.

**END OF SECTION 2**

# Section 3 – Career Planning

## 3.1      Background

Career planning is a process whereby an employee chooses and sets their career goals and identifies the means to achieve them.  The process involves the employee and supervisor working together to set attainable career goals for the employee that are identified through projects, training, rotations, special assignments, and other career enhancing opportunities.  The objective of the career planning process is to help employees choose realistic career paths and provide direction in developing and reaching their career goals.

## 3.2      Individual Development Plan

The Individual Development Plan is an essential tool in the career planning process.  It is based on both formal and informal assessments and identifies areas in which the employee should increase their knowledge and skills to reach their career goals.  An IDP specifically addresses the education, training, development and job assignments required by an employee to progress in their career, improve business skills, and grow professionally and personally over the next several years.  The use of the IDP allows the necessary planning, scheduling, and budgeting of training and development for each employee.

An IDP is required for each employee in the purchasing series (GS-1105 and GS-1106).  A sample IDP is provided in Appendix I.  Using the plan as a guide, and with the support and approval of the supervisor, each employee must develop an IDP that shows specific training and development needs for both short term and long-term career goals and objectives.  The IDP should specifically identify developmental activities over a two to three year period, consistent with the employee's career path, capabilities, aspirations and the agency mission.  The IDP should identify mandatory core training courses and recommended courses.  In addition, employees may request on-the-job training, more challenging work assignments, participation in a rotational assignment, mentor relationship, participation in a professional association, outside education, and other job-related activities.

Individual Development Plans should be integrated into the performance plan process and reviewed in conjunction with mid-year and end-of-year performance reviews.  An IDP should be updated each year to reflect the progression of the employee, and adjusted as appropriate.

## 3.3      Developmental Opportunities

In addition to the mandatory training requirements identified in Section 2, there are non-mandatory developmental opportunities that will broaden experiences and expand acquisition and business skills.  Examples of such opportunities include rotational and or developmental assignments, participation in mentoring programs, teams and workgroups, or membership in professional associations.  Developmental opportunities are a vital component to developing the acquisition workforce as business leaders.  The variety and depth of experiences gained through developmental opportunities are not necessarily available through traditional classroom training or from normal work experiences.  Developmental opportunities provide individuals with the ability to obtain additional skills that enable them to become more well-rounded acquisition professionals, which benefits both the employee as well as the organization.

### 3.3.1   Rotational and Developmental Assignments

Rotational and developmental assignments are a vital tool for career development.  Valuable experience is gained by working on a variety of assignments in other

organizations within a bureau, across bureaus, and in the Office of Acquisition Management.  Rotational and developmental assignments provide cross training and establish skills in other disciplines which, in turn, foster a better understanding of other disciplines and builds team relationships within the acquisition community.  Generally rotational assignments involve an assignment to another organization for a specified period of time and may involve a variety of work assignments or a specific project.  Developmental assignments are generally project specific and the individual may maintain their current workload as well as a special assignment from another organization.  Through these types of assignments the acquisition office can create professional development opportunities without expending additional funds.

### 3.3.2  Mentoring

Mentoring provides an opportunity for an individual to receive coaching and feedback on their career planning and career choices.  Bureau acquisition offices are encouraged to sponsor voluntary mentoring programs.  The HCO is responsible for ensuring that Mentors are employees that have progressed sufficiently in their own career and can provide career guidance to junior level employees in the same profession.  Mentoring outside the normal employee/supervisory relationship allows the mentor a chance to share valuable information from their own professional experiences as well as gain experience in communication, team building, coaching and feedback.  Acquisition offices are encouraged to work with their servicing Human Resource Office for guidance in establishing mentor programs.

### 3.3.3.  Teams and Workgroups

Participation on inter-office, agency or department teams and/or workgroups often provides opportunities to network with acquisition professionals of various backgrounds, gain knowledge in new acquisition related fields or subject matter, share best practices and improve team building and communication skills.

### 3.3.4  Professional Associations

Membership in professional associations is voluntary but strongly encouraged.  It provides opportunities for sharing information and ideas on a variety of issues.  Information is available to allow the professional to keep abreast of current topics through professional journals, seminars, and networking opportunities.

## 3.4     Performance Standards

The Individual Development Plan is a tool that should be used as part of the process of establishing performance standards.  The IDP should reflect the employee's most recent performance appraisal and identify any education, training, or special assignments needed to improve performance or maintain the current acceptable level of performance.  Acquisition offices are encouraged to work with their servicing Human Resource Office in establishing performance plans.

## 3.5     Performance Incentives

The Department of Commerce rewards employees who serve as business leaders by focusing on outcomes and performance, partnering with customers and industry, and effectively leveraging technology commercial best practices to facilitate innovative, streamlined, and flexible business arrangements that result in mission success and support the goals and objectives of the DOC acquisition community.  Acquisition offices are encouraged to work with

their serving Human Resource Office to provide monetary and other recognition to employees who have made substantive contributions to the Department's acquisition system.

## END OF SECTION 3

## END OF CAM 1301.672

# APPENDIX A - DEFINITIONS

**_Acquisition -_** The acquiring of supplies or services (including construction) with appropriated funds by contract for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.

**_Acquisition Career Manager_** – The Individual appointed pursuant to OFPP Policy Letter 05-01 to lead the Department's acquisition career management program.  The Director of Acquisition Policy and Oversight Division has been designed as the Acquisition Career Manager.

**_Acquisition Experience -_** Experience gained while assigned to an acquisition position which includes: related cooperative education and other acquisition developmental assignments; experience in DOC acquisition positions and in comparable positions outside of DOC.

**_Acquisition Positions -_** Employees who are in the acquisition system with duties that fall into an acquisition category.  These positions comprise the contracting series (GS-1102), the purchasing series (GS-1105), and positions in other job series in which significant acquisition-related functions are performed.

**_Acquisition Workforce -_** Employees performing acquisition-related work.  The acquisition workforce includes permanent civilian employees who occupy acquisition positions.

**_Career Development -_**The professional development of employees by integrating the capabilities, needs, interests, and aptitudes of employees in acquisition positions with designated training and development designed to meet organizational objectives.  Career development is accomplished through a combination of work assignments, education, job rotation, training, and self-development programs.

**_Career Path -_** The range of opportunities at each career level and the optimum route for progression in a career field.

**_Career Planning -_** A process by which the supervisor and the employee constructively and realistically assess the employee's career goals and development needs and the supervisor gives guidance on planning alternatives to achieve the goals.

**_Chief Acquisition Officer_** – The Department's Executive-level non-career employee designed pursuant to the Services Acquisition Reform Act (SARA) to advise and assist the head of the agency and other agency officials to ensure the mission of the agency is achieved through the management of the agency's acquisition activities.

**_Competencies_ –** Observable, measurable patterns of skills, knowledge, abilities, behaviors, and other characteristics than an individual needs to perform in occupational functions.

**_Continuous Learning Points_** - Continuing education or training opportunities such as agency-sponsored training and management/executive seminars, special job and/or professional association related projects and/or participation in seminars/workshops, or other appropriate developmental activities to remain current in the acquisition field.

**_Core Training Course -_** An approved course of study that meets Purchasing Certification training requirements for a career level.

***Critical Skills –*** Business and technical skills that are needed by a member of the acquisition workforce to sufficiently perform their duties.

***Defense Acquisition University  -*** A consortium of Department of Defense education and training institutions and organizations providing mandatory acquisition courses for certification.

***Defense Acquisition University-Equivalent Course –*** Courses offered by various training providers that have been certified as equivalent to mandatory acquisition courses provided by the Defense Acquisition University.

***Electives –*** Any training opportunity related to the employee's job, those necessary for career development, or those used to for cross training.  Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities.

***Head of Contracting Activity –*** Officials who are designated as Heads of Operating Units in orders establishing the respective operating units.

***Head of Contracting Office -*** Individuals designated to head the contracting offices within each operating unit that has designated contracting authority to award and administer contracts to the full limit of the Department's contracting authority.

***Individual Development Plan -*** Document used to plan an employee's education, training, experience and other developmental activities for progression in the procurement career field. Developing the plan is a joint effort of the employee, supervisor, and possibly other knowledgeable persons in the training and/or acquisition fields.

***Purchasing Certification –*** A certification program establishing core requirements for training and experience for purchasing professionals within the Department of Commerce.

***Senior Bureau Procurement Official –*** The senior career procurement official, within each operating unit that has been delegated contracting authority.

***Senior Procurement Executive -*** The official appointed pursuant to Executive Order 12931 and the Services Acquisition Reform Act (SARA) to carry out the responsibilities identified in both the Executive Order and SARA.

***Skills Currency –*** Federal Acquisition Certification in Contracting requires at least 80 hours of continuous education or training every two years to maintain certification.

***Waiver*** – A provision that permits the Department of Commerce SPE to waive training requirements for an applicant based on a certification that the applicant possesses significant potential for advancement to levels of greater responsibility and authority.

# APPENDIX B - DEPARTMENT OF COMMERCE PURCHASING CERTIFICATION APPLICATION FORMS

# Department of Commerce Purchasing Certification - Level I

## PART A - EMPLOYEE INFORMATION

Last Name _____　　First Name _____　　Middle Initial _____

 Social Security Number (optional) _____　　Email Address _____

Phone _____　　Agency Name U.S. Department of Commerce　　Bureau _____

Agency Address _____

Title, Series, Grade _____

## PART B – CERTIFICATION REQUIREMENTS
1. **Experienc**e: Minimum of one year purchasing or contracting experience (SERIES 1102, 1105 or 1106).
2. **Training requirements**: Send all certificates for applicable courses below to the Acquisition Career Manager
3. **Method of Completion** (Check appropriate space and complete applicable information).  For course equivalencies, see Appendix D of the DAU Catalog (http://www.dau.mil/catalog/default.asp).*

**CON 100 SHAPING SMART BUSINESS ARRANGEMENTS**
☐ Actual course _____　　**or** ☐ Equivalent course* _____ _____
　(Date completed)　　　　　　　　　　　　　　　　　(Course name, Date completed)

**CON 237 Simplified Acquisition Procedures**
☐ Actual course _____　　**or** ☐ Equivalent course* _____ _____
　(Date completed)　　　　　　　　　　　　　　　　　(Course name, Date completed)

**GSA Purchase Card Online Training**
☐ Actual course _____　　**or** ☐ Equivalent course* _____ _____
　(Date completed)　　　　　　　　　　　　　　　　　(Course name, Date completed)

**ELECTIVE (one):**

_____　　　　_____
(Course name)　　　　　　　　　　　　　　　(Date completed)

## PART C – SIGNATURES

Applicant's Signature_____ Date_____

**Supervisor's Endorsement**:
I recommend the above individual for purchasing certification at Level I.

Name_____Signature_____Date_____

**Head of Contracting Office Endorsement**:
I recommend the above individual for purchasing certification at Level I.

Name_____Signature_____Date_____

# Department of Commerce Purchasing Certification - Level II

## PART A - EMPLOYEE INFORMATION

Last Name _____    First Name _____    Middle Initial _____

Social Security Number (optional) _____    Email Address _____

Phone _____    Agency Name <u>U.S. Department of Commerce</u>    Bureau _____

Agency Address _____

Title, Series, Grade _____

## PART B – CERTIFICATION REQUIREMENTS
1.  **Experienc**e: Minimum of two years purchasing or contracting experience (SERIES 1102, 1105 or 1106).
2.  **Training requirements**: Send all certificates for applicable courses below to the Acquisition Career Manager
3.  **Method of Completion** (Check appropriate space and complete applicable information).  For course equivalencies, see Appendix D of the DAU Catalog (http://www.dau.mil/catalog/default.asp).*

**CON 110 MISSION SUPPORT PLANNING**
☐ Actual course _____    **or** ☐ Equivalent course* _____    _____
  (Date completed or Date Fulfillment Approved)                    (Course name, Date completed)

**CON 111 MISSION PLANNING EXECUTION**
☐ Actual course _____    **or** ☐ Equivalent course* _____    _____
  (Date completed or Date Fulfillment Approved)                    (Course name, Date completed)

**CON 112 MISSION PERFORMANCE**
☐ Actual course _____    **or** ☐ Equivalent course* _____    _____
  (Date completed or Date Fulfillment Approved)                    (Course name, Date completed)

**CON 120 MISSION FOCUSED CONTRACTING**
☐ Actual course _____    **or** ☐ Equivalent course* _____    _____
  (Date completed or Date Fulfillment Approved)                    (Course name, Date completed)

**ELECTIVE (one):**

_____    _____
(Course name)                        (Date completed)

**ELECTIVE (two):**

_____    _____
(Course name)                        (Date completed)

## PART C – SIGNATURES

Applicant's Signature_____ Date_____

**Supervisor's Endorsement**: I recommend the above individual for purchasing certification at Level II.

Name_____Signature_____Date_____

**Head of Contracting Office Endorsement**: I recommend the above individual for purchasing certification at Level II.

Name_____Signature_____Date_____

# Department of Commerce Purchasing Certification - Level III

## PART A - EMPLOYEE INFORMATION

Last Name _____　　　　　　First Name _____　　Middle Initial _____

Social Security Number (optional) _____　　Email Address _____

Phone _____　　　　Agency Name <u>U.S. Department of Commerce</u>　　Bureau _____

Agency Address _____

Title, Series, Grade _____

## PART B – CERTIFICATION REQUIREMENTS

1.  **Experience**: Minimum of three years purchasing or contracting experience (SERIES 1102, 1105 or 1106).
2.  **Training requirements**: Send all certificates for applicable courses below to the Acquisition Career Manager
3.  **Method of Completion** (Check appropriate space and complete applicable information).  For course equivalencies, see Appendix D of the DAU Catalog (http://www.dau.mil/catalog/default.asp).*

**ELECTIVE (one):**

| | |
|---|---|
| (Course name) | (Date completed) |

**ELECTIVE (two):**

| | |
|---|---|
| (Course name) | (Date completed) |

## PART C – SIGNATURES

Applicant's Signature_____Date_____

**Supervisor's Endorsement**:
I recommend the above individual for purchasing certification at Level III.

Name_____Signature_____Date_____

**Head of Contracting Office Endorsement**:
I recommend the above individual for purchasing certification at Level III.

Name_____Signature_____Date_____

## APPENDIX C - GUIDANCE ON MEETING CONTINUOUS LEARNING POINTS

These guidelines are generally based on DOD's requirements for achieving continuous learning points (CLPs). Agencies have flexibility in assigning points and ACMS and/or supervisors, as appropriate should work with employees to identify appropriate opportunities. Below is guidance on how training, professional activities, education, and experience can be used to meet the CLP requirements. All activities must be job-related. *NOTE: **One training day is equal to six CLPs unless the training certificate identifies earned CLPs or Continuing Education Units (CEUs).***

## A. Training

**1) *Completing awareness training.*** Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required.

**2) *Completing learning modules and training courses.*** These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions, which include some form of testing/assessment for knowledge gained.

**3) *Performing Self-Directed Study.*** An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

**4) *Teaching.*** Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules. Teaching is also a part of the Professional Activities category.

**5) *Mentoring.*** Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved. Mentoring is also a part of the experience category.

## B. Professional Activities

**1) *Participating in Organization Management.*** Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that you are permitted to join under current ethics law and regulation. The employee must first ensure that participating in the management of an organization is allowed by the agency.

**2) *Attending/Speaking/Presenting at Professional Seminars/Symposia/ Conferences.*** Employees can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.

**3)** *Publishing.* Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.

**4)** *Participating in Workshops.* Points should be awarded for workshops with planned learning outcomes.

## C.  Education

**1)** *Formal Training.* ACMs and supervisors should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10 CLP points per CEU.

**2)** *Formal Academic Programs.* For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

**Not all training providers issue certificates based on hours.  Some training providers issue certificates based on continuing education units (CEUs) or continuing learning points (CLP). When converting to hours, one CEU equals 10 hours of instruction, and one CLP equals 1 hour of instruction.**

| CREDITABLE ACTIVITIES | POINT CREDIT (see note) |
|---|---|
| **Academic Courses:** | |
|   Quarter Hour | 10 per Quarter Hour |
|   Semester Hour | 10 per Semester Hour |
|   Continuing Education Unit (CEU) | 10 per CEU |
|   Equivalency Exams | Same points as awarded for the course |
| **Training Courses/Modules:** | |
|   DAU Courses/Modules | 10 per CEU (see DAU catalog) or: |
|   • Awareness Briefing/Training---no testing/assessment associated | • .5 point per hour of instruction |
|   • Continuous Learning Modules--- testing/assessment associated | • 1 point per hour of instruction |
|   Other Functional Training | 1 point per hour of instruction |
|   Leadership or Other Training | 1 point per hour of instruction |
|   Equivalency Exams | Same points as awarded for course |
| **Professional Activities:** | |
|   Professional Exam/License/Certificate | 10-30 points |
|   Teaching/Lecturing | 2 points per hour; maximum of 20 points per year |
|   Symposia/Conference Presentations | 2 points per hour; maximum of 20 points per year |
|   Publications | 10 to 40 points |

Note: - All activities may earn points only in the year accomplished, awarded or published.

## D. Experience

Experience includes on-the-job experiential assignments, and intra/inter-organization rotational career broadening and developmental experiences. While agencies can use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table below.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the value shown. In determining the points for a rotational/ developmental assignment, the supervisor should consider both the long-term benefit to the agency, and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is in an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

| CREDITABLE ACTIVITIES | POINT CREDIT |
|---|---|
| **Experience:** | |
| On-the-Job Experiential Assignments | Maximum of 20 points per year |
| Integrated Product Team (IPT)/ Special Project Leader | Maximum of 15 points per year |
| IPT/Special Project Member | Maximum of 10 points per year |
| Mentor | Maximum of 5 points per year |
| **Assignment Length (Rotational Assignments or Training with Industry):** | **Recommended Points:** |
| 12 Months | 80 |
| 9 Months | 60 |
| 6 Months | 40 |
| 3 Months | 15 |
| 2 Months | 10 |
| 1 Month | 5 |

# APPENDIX D -
# FAITAS CERTIFICATION MODULE (EMPLOYEE) INSTRUCTIONS

> ### Employee Activity #1: Submit a Certification Request

The general workflow is Employee → Supervisor → Bureau Certification Manager (BCM) → Agency Certification Manager (ACM). The Bureau Career Manager for your operating unit serves as the Bureau Certification Manager and the Department's Acquisition Career Manager serves as the Agency Certification Manager.

Employees submit certification requests that should support documentation. Support documentation is anything that supports your certification request such as certificates, transcripts, letter of completion, etc.

## General Access Instructions

1. Enter the URL: https://www.atrrs.army.mil.faitas to display the **U.S. Government Information System** message screen.
2. Read the message and click the **I Agree** button.
3. In the FAITAS login screen, enter your email address and password to display the Dashboard.

## Activity Instructions

1. From the main navigation bar, go to **Manage Career | Certification and click My Certification Requests**. The **Certification Requests for [Employee Name]** screen opens.



Figure 1: My Certification Requests

2. Click the Add Certification Requests >> link located above the Certification Requests section. The **New Certification Request** screen opens.
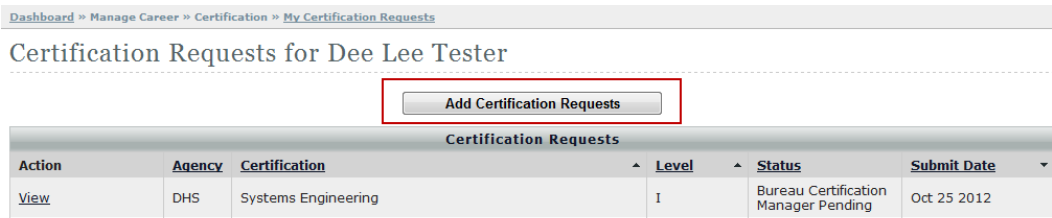


Figure 2: Add Certification Requests Link

3. In the Certification Selection area, select a **Certification** and a **Level** from the drop-down lists, then click the **Next** button. The **New Certification Request** screen refreshes with an expanded **Requirements** section.

4. On the **New Certification Request** screen, there are three Requirement sections: Education, Experience, and Training. Supporting documentation may be required in all or some of these areas.

Figure 3: New Certification Request

5. To upload documentation, click the **Attach Supporting Documentation** link. The **Upload Document** pop-up window opens. Click the **Browse** button, select a file, click the **Open** button and enter a **File Description** so that the approval manager knows the file contents, then click the **Submit** button to upload the selected file. The file size limitation for each uploaded file is 4 Mb. The file name appears in the **Attach File** field and the file name of supporting documentation displays in the appropriate section.

6. Repeat the upload steps to add additional supporting documentation.

7. After you finish uploading any supporting documentation, click each of the checkboxes in front of **Education**, **Experience**, and **Training.** Checkmarks appear in each box. **IMPORTANT:** Check all boxes even if supporting documentation was not uploaded, otherwise, an error message will display when you try to submit the certification request.

8. [*Optional*] Add a comment in the **Remark** textbox. Comments are an option if you want to provide the approval authorities with additional information.

9. Read the **Employee Statement**. If the statement is true, enter a checkmark. If you do not enter a checkmark, the **Submit Request** button does not activate.



Figure 5: Employee Statement

10. Click the **Submit Request** button. The **Certification Request** screen opens along with a green text message that confirms the request was submitted successfully.

11. Click the **Close** button. The **Certification Requests for [Employee]** window opens to show the updated **Certification Request** table. Notice that the **Status** refreshes to say "Supervisor Pending".



Figure 6: Status Updates

➢ **EMPLOYEE ACTIVITY #2: Verify the Final Decision Regarding Certification Request**

Employees should check the status of their Certification requests until a final processing decision (**Approved** or **Disapproved**) is evident.

**Activity Instructions**

1. From the main navigation bar, go to **Manage Career | Certification** and click **My Certification Requests.**

2. **The Certification Requests for [Employee Name]** screen opens.

3. In the **Processed Certification Requests** section, notice that the Status updates as "Approved" or "Disapproved".

| Processed Certification Requests | | | | | |
|---|---|---|---|---|---|
| **Action** | **Agency** | **Certification** ▲ | **Level** ▲ | **Status** | **Submit Date** ▼ |
| View | DHS | Life Cycle Logistics Manager | III | Approved | Oct 25 2012 |
| View | DHS | Program Financial Management | II | Approved | Oct 25 2012 |
| View | KA | Contracting Officer's Representative | I | Approved | Oct 26 2011 |
| View | KA | Federal Acquisition Certification in Contracting | II | Approved | Oct 26 2011 |
| View | KA | Contracting Officer's Representative | I | Disapproved | Oct 24 2011 |
| View | KA | Federal Acquisition Certification in Contracting | I | Approved | Oct 24 2011 |
| View | KA | Program and Project Managers | I | Disapproved | Oct 24 2011 |

Figure 1: Processed Certification Requests

4. In the case of a disapproved certification request, click the **View** link in the **Action** column to display the Certification Request.

5. Scroll to the bottom to see the reason the request was disapproved.

➢ **EMPLOYEE ACTIVITY #3: View Certifications**

Employees can view or print Certifications.

**Activity Instructions**

1. From the main navigation bar, go to **Manage Career | Certification** and click **My Certification Requests.**

2. The **Certification Requests for [Employee Name]** screen opens.

3. In the **Processed Certification Requests** section, click a title of any Certification listed with a status of "Approved."

| Action | Agency | Certification | | Level ▲ | Status ▲ | Submit Date ▲ |
|--------|--------|---------------|--|---------|----------|---------------|
| View | DHS | Life Cycle Logistics Manager | | III | Approved | Oct 25 2012 |
| View | DHS | Program Financial Management | | II | Approved | Oct 25 2012 |
| View | DHS | Cost Estimating | | II | Approved | Jun 5 2012 |
| View | DHS | Life Cycle Logistics Manager | | II | Approved | Apr 9 2012 |

Figure 1: Certifications

4. A small File Download pop-up window opens

5. Click the **Open** button. A PDF certificate window displays the Certificate.

6. Click the "X" to close PDF screen. The **Certification Requests for [Employee Name]** screen opens again.

➤ **EMPLOYEE ACTIVITY #4: Respond to a "Return to Employee" Decision**
Approval authorities, (i.e. Supervisors, Bureau Certification Managers, and Agency Certification Managers) can return a certification request for more information. When a request is returned, Employees can add supporting documentation or enter a comment in the **Remark** textbox. Other fields cannot be edited.

**Activity Instructions**

1. From the main navigation bar, go to **Manage Career | Certification** and click **My Certification Requests.** The **Certification Requests for [Employee Name]** screen opens.

2. Click the **Edit** link in the **Action** column for the Certification that has been returned. The **Certification Request** screen opens.

3. Scroll down to review the message the approval authority wrote and enter the additional supporting documentation as requested. You must enter a remark in the textbox before re-submitting the request.

**Supporting Documents: (*required*)**     **Attach Supporting Documentation**

| File Name | Description | Document Type | File Date | Action |
|-----------|-------------|---------------|-----------|--------|
| 10_19_2012_DJ.docx | Letter verifying requirement satisfaction | Letter | Oct 25 2012 | View \| Delete |
| 8_13_2012_Define Measurement Strategy.docx | Certificate of Completion | Certificate | Sep 11 2012 | View \| Delete |

*\* Elective must be a minimum of 16 hours in length and relevant to career field.*

**Remarks**

| User Name/Remark Date | Remark |
|-----------------------|--------|
| Dee L Tester Oct 25 2012 (Supervisor) | Please supply additional documentation |

**Remark\*:**

**Employee Statement**

☐ *I certify that, to the best of my knowledge and belief, all of the information on and attached to this request is true, correct, complete, and made in good faith.*

[Cancel] [Resubmit Request]

Figure 2: Respond to "Return to Employee" Decision

4. Verify the **Employee Statement** and click the **Resubmit Request** button. A green text message confirms that your request has been submitted successfully.

Figure 3: Successful Resubmission Text

✓ Your request has been submitted successfully. ✕
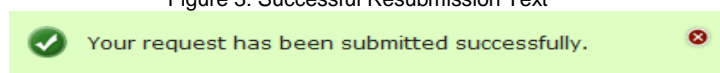
# APPENDIX E -
# FAITAS CERTIFICATION MODULE (SUPERVISOR) INSTRUCTIONS

➢ **SUPERVISOR ACTIVITY #1: Supervisor "Recommends Approval" of Employee Certification Request**

The general workflow is Employee → Supervisor → Bureau Certification Manager (BCM) → Agency Certification Manager (ACM). The Bureau Career Manager for your operating unit serves as the Bureau Certification Manager and the Department's Acquisition Career Manager serves as the Agency Certification Manager.

Employees submit certification requests. Supervisors can Recommend Approval, Recommend Disapproval, or Return Requests to the Employee for more information.

**General Access Instructions**

1. Enter the URL: https://www.atrrs.army.mil.faitas to display the **U.S. Government Information System** message screen.
2. Read the message and click the **I Agree** button.
3. In the FAITAS login screen, enter your email address and password to display the Dashboard.

**Activity Instructions**
1. In your Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certifications** link. NOTE: You can also click the name of individual Employees but up to five (5) pending certification requests are listed. To see the complete list, it's recommended to click the **Manage Certifications** link. The **Certification Request** screen opens.

| Certification Requests Pending Your Review | | |
|---|---|---|
| **Name** | **Date Submitted** | **Certification** |
| Dee L Tester | Sep 11 2012 | Federal Acquisition Certification in Contracting |
| Dee L Tester | Oct 25 2012 | Acquisition Program Manager |
| Dee L Tester | Oct 22 2012 | Cost Estimating |
| **Manage Certification Requests** | | |

Figure 1: Manage Certification Requests

2. Within the Certification Request, click the **View** link to see any supporting documentation that the Employee uploaded.

Figure 2: Action Column Contains View Link

3.  After viewing the documentation, scroll to the bottom of the Certification Request and click the **Recommend Approval** button. A green message confirms that the request has been forwarded to the next approval authority.



Figure 3: Confirmation Text Message

➢ **SUPERVISOR ACTIVITY #2: Supervisor "Recommends Disapproval" for an Employee Certification Request**

Employees submit certification requests. Supervisors can also Recommend Disapproval.

**Activity Instructions**

1.  In your Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certifications** link. The **Certification Request** screen opens.

2.  Review the certification request and supporting documentation (if available).

3.  If you will recommend disapproval of the certification request, you MUST enter an explanatory remark in the **Remarks** textbox.

Figure 1: Remark Textbox

4. Scroll to the bottom of the Certification Request and click the **Recommend Disapproval** button. A green text message confirms that the request has been forwarded to the next approval authority.



Figure 3: Confirmation Text Message

➢ **SUPERVISOR ACTIVITY #3: Supervisor Selects "Return to Employee" Option**

Employees submit certification requests. Supervisors can Return Requests to the Employee for more information.

**Activity Instructions**

1. In your Dashboard, locate the **Certification Requests Pending Your Review** section and click the **Manage Certifications** link.

2. The **Certification Request** screen opens.

3. Review the certification request and supporting documentation (if available).

4. You decide to ask the Employee for more documentation and enter a comment in the **Remark** textbox. Remember that you must include remarks for any **Recommend Disapproval** or **Return to Employee** decisions.
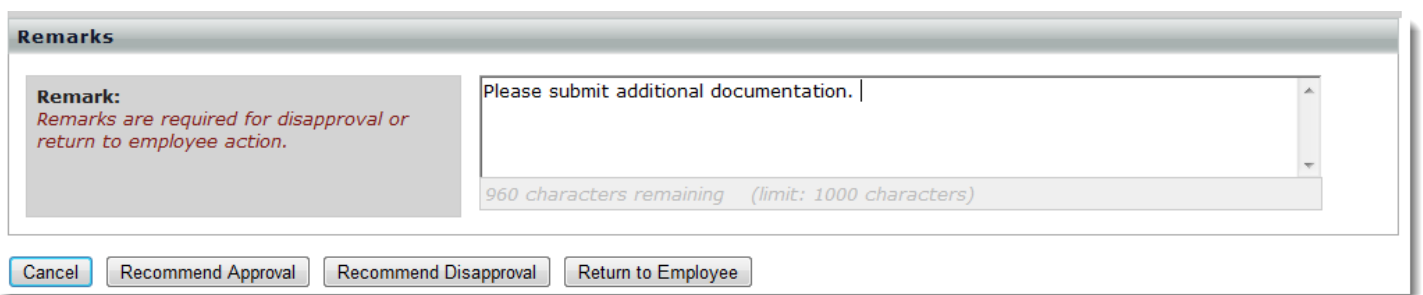


Figure 1: Remark Textbox

5. Select the **Return to Employee** button. A green text message indicates that the request has been returned to the Employee.

# APPENDIX F -
# FAITAS CONTINUOUS LEARNING MODULE (EMPLOYEE) INSTRUCTIONS

➢ **EMPLOYEE ACTIVITY#1: Submit a Continuous Learning Point Request**

In the Continuous Learning Point (CLP) module, Employees submit CLP requests. The general workflow is Employee → Supervisor → Bureau CL Manager. The Bureau Career Manager for your operating unit is the assigned Bureau CL Manager and the person with approval authority.

**General Access Instructions:**

4. Enter the URL: https://www.atrrs.army.mil.faitas to display the **U.S. Government Information System** message screen.
5. Read the message and click the **I Agree** button.
6. In the FAITAS v.2 login screen, enter your email address and password to display the Dashboard.

**Activity Instructions:**

1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Point Requests**.
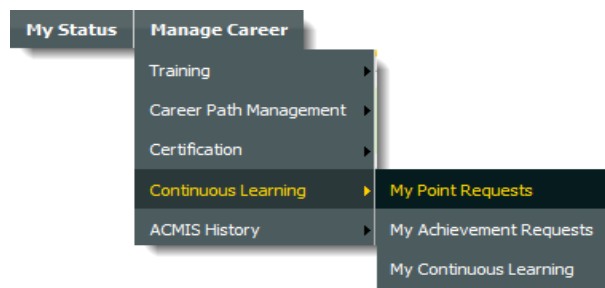


Figure 1: My Point Requests

2. The **Continuous Learning Point Requests for [Employee Name]** screen opens.

3. Click the **Add CLP Requests** link located in the middle of the screen above the **Pending/Processed Learning Point Requests** section.
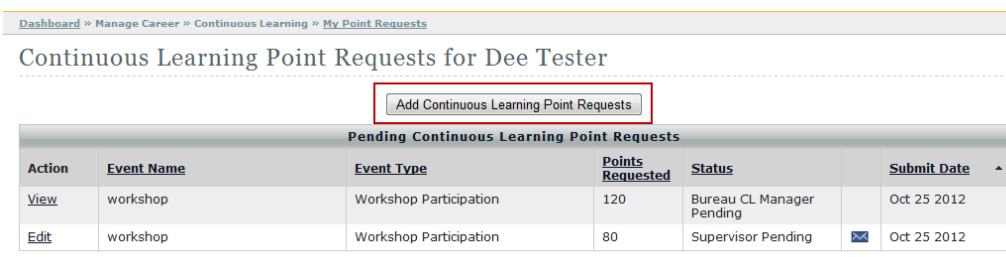


Figure 2: Add Continuous Learning Point Requests Link

4. The **Continuous Learning Point Request** screen opens.

5. In the **Event Information** area, enter information for the required fields. Required fields are identified by **red**, **bold** text with asterisks (*). Your Supervisor and other approval authorities will be able to adjust the number of points you request. Click the **Attach Supporting Documentation** link to upload documentation. There is a maximum of 4 Mb for each file upload.

Figure 3: Event Information

6. Click the **Submit Request** button**.** A green message confirms the CLP request was submitted successfully. Notice that the **Status** refreshes to say "Supervisor Pending" for the CL request just submitted.



Figure 4: Status Updates

➢ **EMPLOYEE ACTIVITY #2: Check Status of a Continuous Learning Point Request**
Employees should regularly check the status of their CLP requests. Requests can be Approved or Disapproved by any approval authority in the workflow.

**Activity Instructions:**

1. From the main navigation bar, go to **Manage Career** | **Continuous Learning** and click **My Point Requests.**

2. The **CLP Requests for [Employee Name]** opens confirming that the CLP Requests were Approved or Disapprove under the Processed Continuous Learning Point Requests section.



Figure 1: Status Updates

➢ **EMPLOYEE ACTIVITY #3: Respond to a "Return to Employee" Decision**

Supervisors and/or Bureau Continuous Learning Managers can return a CL Point request for more information. When a request is returned, Employees can add supporting documentation or enter a comment into the **Remark** textbox. Other fields cannot be edited.

**Activity Instructions:**

1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Point Requests**.

2. The **Continuous Learning Point Requests for [Employee Name]** screen displays with the updated status of the CLP Request: "Returned by XXX"

| | | | | | | |
|---|---|---|---|---|---|---|
| **Pending Continuous Learning Point Requests** | | | | | | |
| **Action** | **Event Name** | **Event Type** | **Points Requested** | **Status** | | **Submit Date** ▲ |
| Edit | workshop | Workshop Participation | 150 | Supervisor Pending | ✉ | Oct 25 2012 |
| View | workshop | Workshop Participation | 120 | Bureau CL Manager Pending | | Oct 25 2012 |
| Edit | workshop | Workshop Participation | 80 | Returned by Supervisor | | Oct 25 2012 |

Figure 1: CLP Request Returned by Supervisor

3. Click the **Edit** link under the **Action** column next to the CL Point Request that was returned. Your **Continuous Learning Point Request** screen opens. Scroll to the bottom to read your Supervisor's comment.

| | |
|---|---|
| **Remarks** | |
| **User Name/Remark Date** | **Remark** |
| Dee Lee Tester Oct 25 2012 (Supervisor) | Additional documentation is needed. |
| **Remark:** *Remarks are required for resubmission.* | |

Cancel   Resubmit Request

Figure 2: Supervisor's Remark

4. After reading the comment, click the **Attach Supporting Documentation** link.

**Supporting Documentation** *(allow file size under 4 MB)*
**Attach Document:**   Attach Supporting Documentation

Figure 3: Attach Supporting Documentation Link

5. The **Upload Document** pop-up window opens. In the **Attach File** field, click the **Browse** button, select a file, click the **Open** button, select the **Document Type** from the drop-down list, and enter a **File Description** so that the approval authority knows the file contents, and then click the **Submit** button to upload the selected file.
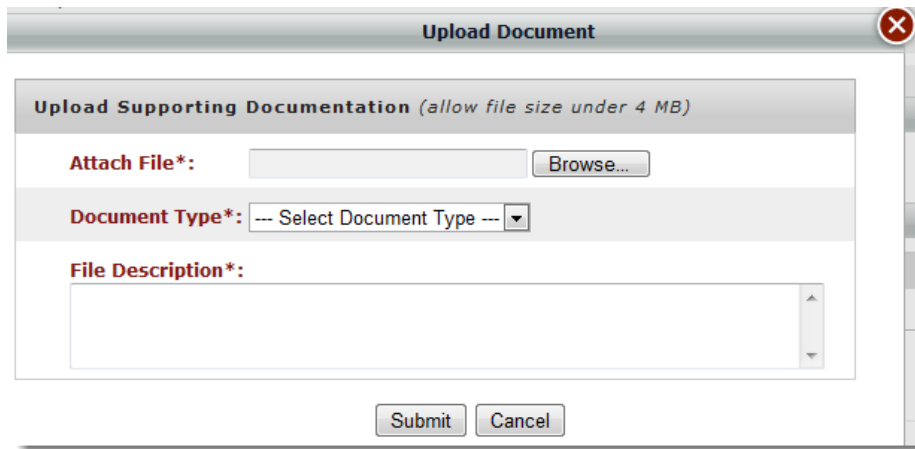
Figure 4: Upload Document Pop-Up Window

6.  The file name appears in the **Attach Document** field and the file name of your supporting documentation displays in the appropriate section.

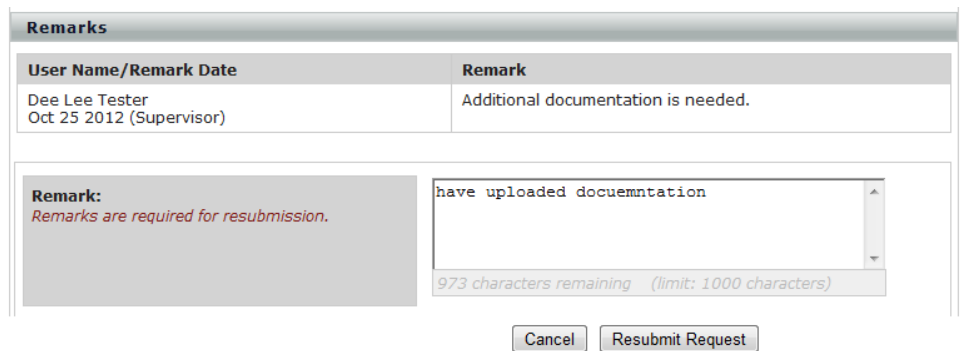7.  Enter a message such as: "Have uploaded supporting documentation" in the required **Remark** textbox.



Figure 5: Remark Entered by Employee

8.  Click the **Resubmit Request** button. The **Continuous Learning Point Requests for [Employee Name]** opens with a green text message that confirms the request has been resubmitted and an updated **Status**.
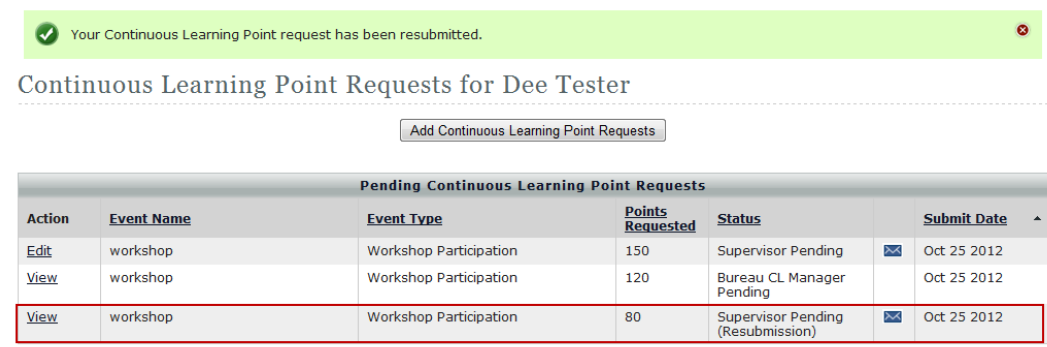


Figure 6: Updated Resubmission Status

> **EMPLOYEE ACTIVITY #4: Initiate Achievement Request**

After an Employee completes requirements, FAITAS v.2 automatically generates an email message. The Employee then submits the Achievement request.

**Activity Instructions:**

1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Achievement Requests**.
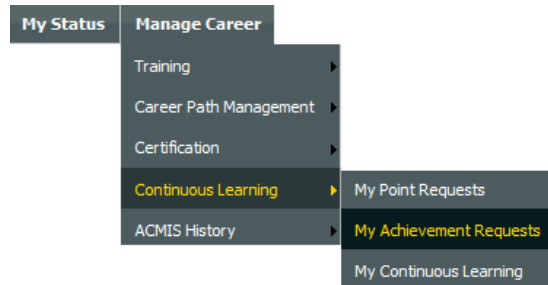


Figure 1: My Achievement Requests

2. The **Achievement Requests for [Employee Name]** window opens.



Figure 2: Achievement Requests Link

3. Under the Continuous Learning Periods section, click the **Achievement Request** button that is located in the **Action** column to initiate the achievement request process.

4. Review the information contained in the **Continuous Learning Achievement Request**.

5. Click the **Submit Achievement Request** button if the information is correct.

6. A text message displays confirming that your request has been submitted.
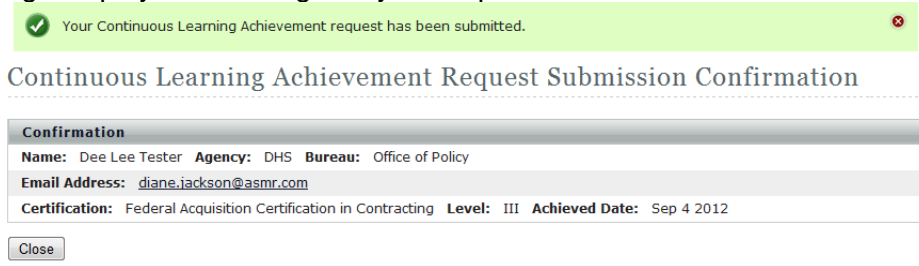


Figure 3: CL Achievement Request Confirmation

➢ **EMPLOYEE ACTIVITY #5: View Achievement Level Request Decision**

Supervisors or Bureau Continuous Learning Managers can approve or disapprove Achievement Level Requests. Employees should check the status of their requests on a regular basis.

**Activity Instructions:**
1. From the main navigation bar, go to **Manage Career | Continuous Learning** and click **My Continuous Learning**.
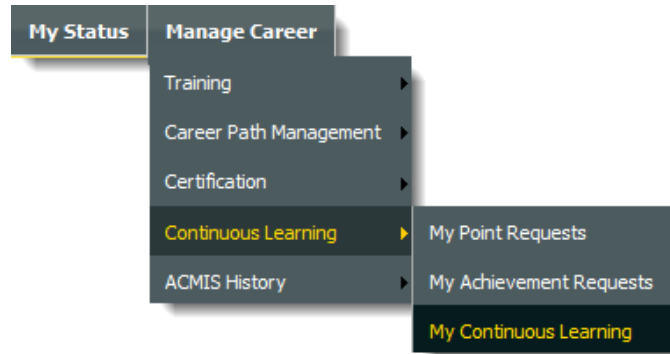


Figure 1: My Continuous Learning

2. The **Continuous Learning Periods for [Employee Name]** window opens with the updated **Achievement Status** noted.

## Continuous Learning Periods for Dee Tester

| | | | | | | |
|---|---|---|---|---|---|---|
| **Current Continuous Learning Periods** | | | | | | |
| Certification | Level | Period Begin Date | Period End Date | Points Awarded | Points Needed | Achievement Status |
| ⊞ Federal Acquisition Certification in Contracting | III | Oct 28 2011 | Oct 27 2013 | 1314 | 0 | *Approved* |
| ⊞ Contracting Officer's Representative | III | Jan 25 2012 | Jan 24 2014 | 1314 | 0 | *Approved* |
| ⊞ Program Financial Management | III | Jan 27 2012 | Jan 26 2014 | 1314 | 0 | Bureau CL Manager Pending |
| ⊞ Ordering Official Certification | I | Apr 10 2012 | Apr 9 2014 | 594 | 0 | *Approved* |
| ⊞ Life Cycle Logistics Manager | II | Apr 10 2012 | Apr 9 2014 | 594 | 0 | *Approved* |
| ⊞ Cost Estimating | II | Jun 6 2012 | Jun 5 2014 | 442 | 0 | *Approved* |
| ⊞ Federal Acquisition Certification in Contracting | III | Jun 6 2012 | Jun 5 2014 | 442 | 0 | Supervisor Pending |

Figure 2: Achievement Status Updates

3. Click the **Approved** link to view/print the Certification.

# APPENDIX G –
# CONTINUOUS LEARNING MODULE (SUPERVISOR) INSTRUCTIONS

➢ **SUPERVISOR ACTIVITY #1: Supervisor Approves CL Point Request.**

Supervisors can Approve or Disapprove CL Point requests. Supervisors can also return a CL Point request to an Employee. Employees can provide additional supporting documentation or enter a comment in the **Remark** textbox. Other fields cannot be edited.

**General Access Instructions:**

1. Enter the URL: https://www.atrrs.army.mil.faitas to display the **U.S. Government Information System** message screen.
2. Read the message and click the **I Agree** button.
3. In the FAITAS v.2 login screen, enter your email address and password to display the Dashboard.

**Activity Instructions:**

1. In your Dashboard, locate the **Continuous Learning Point Requests Pending Supervisor Review** widget, click **Manage Point Requests**.



Figure 1: Manage Point Requests

2. The **Manage Continuous Learning Point Requests** screen opens.



Figure 2: Manage CL Point Requests

3. Click the name of the Employee whose request you will process. The **Continuous Learning Point Request** screen opens.

4.  After you review the information, click the radio button next to **Approve** and enter the Points Awarded.



Figure 3: Points Awarded

5.  Click the **Process Request** button. The **Manage Continuous Learning Point Requests** window opens with a green text message confirming that the CL Point Request has been approved.

6.  The processed CL Point Request list updates to include the newly processed request.



Figure 4: Processed CLP Requests

➢ **SUPERVISOR ACTIVITY #2: Supervisor Disapproves CL Point Request.**

Supervisors can Disapprove CL Point requests.

**Activity Instructions:**

1.  Under the **CLP Requests Pending Supervisor Review** tab, click **Manage Point Requests**.



Figure 1: Manage Point Requests

2.  The **Manage Continuous Learning Point Requests** screen opens.



Figure 2: Manage CL Point Requests

3.  Click the name of the Employee whose request you will process. The **Continuous Learning Point Request** screen opens.

4.  After you review the information, click **Disapprove** under the **Approval Information** section. Enter a required explanation in the **Remarks** textbox.



Figure 3: Remark Textbox

5.  Click the **Process Request** button. The **Manage Continuous Learning Point Requests** window opens with a green text message confirming that the CL Point Request has been disapproved.
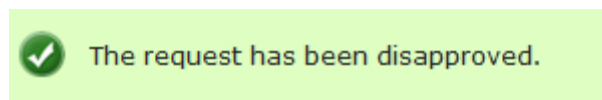


Figure 4: Confirmation Text Message

➢  **SUPERVISOR ACTIVITY #3: Supervisor Responds to Employee's Achievement Request**

Supervisors can Recommend Approval or Disapprove Employee's Achievement requests.

## Activity Instructions:

1. From the main navigation bar, go to **Manage Employees** | **Continuous Learning** and click **Manage Achievement Requests.**



Figure 1: Manage Achievement Requests

2. The **Manage Continuous Learning Achievement Requests** window opens.



Figure 2: Manage CL Achievement Requests

3. Click the name of the Employee whose CL Achievement Request you will review. The **Continuous Learning Point Request window** opens.



Figure 3: CL Point Request

4. Review the CL Point Request and click the **Recommend Approval** button. The Continuous Learning Achievement Approval Confirmation screen updates with a green text message that confirms the request was forwarded to the next approval authority.
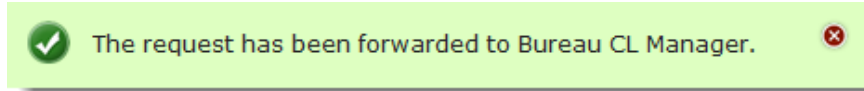


Figure 4: Confirmation Text Message

5. Click the **Close** button. The **Manage Continuous Learning Achievement Requests** screen opens. Notice that the **Status** updates to "Bureau CL Manager Pending"

# APPENDIX H - SAMPLE INDIVIDUAL DEVELOPMENT PLAN

## *S A M P L E*

### Individual Development Plan

| NAME | | CURRENT POSITION, SERIES, GRADE AND ORGANIZATION | FOR FY xx |
|---|---|---|---|
| J. Sample | | Purchasing Agent GS-1105-09, Department of Commerce | |
| **SHORT-RANGE GOALS (1 year)** | To develop knowledge, skills, and abilities for career advancement | | |
| **LONG-RANGE GOALS (3-5 years)** | To become supervisory contracting officer | | |

| DEVELOPMENTAL ACTIVITIES/FORMAL TRAINING | | | |
|---|---|---|---|
| **ACTIVITY/COURSE TITLE** | **PURPOSE** | **DURATION** | **PROJECTED COMPLETION DATE AND ESTIMATED COST** |
| (1) Obtain appropriate training and experience for developing strong procurement skills and leadership qualities. Take Intermediate Contracting (CON 202) course. Take class in Interpersonal Communication. | To increase knowledge and broaden contracting skills and to take core training course | 160 hours<br>8 hours | 11/98 $1,000.00<br>1/99 $ 250.00 |
| (2) Participate in government-wide procurement conferences, workshops, seminars, and outside professional organizations. | To broaden perspective and keep current by interacting with Government-wide personnel on acquisition topics. | 24 hours | 5/99 |
| (3) Obtain a procurement role model or mentor. | To obtain advice and guidance on career matters. | Ongoing | |
| (4) Request developmental assignment with senior level CO. | To assist in high-level acquisition for experience. | 90 days | 3/99 |
| (5) Learn to use spreadsheet applications. | To support contract projects and presentations. | 24 hours | 10/98 |
| (6) Join a professional organization. | To stay abreast of current acquisition issues. | Ongoing | 10/98 |

| EMPLOYEE'S SIGNATURE | DATE | SUPERVISOR'S SIGNATURE | DATE | SECOND LEVEL SUPERVISOR'S SIGNATURE | DATE |
|---|---|---|---|---|---|
| | | | | | |