

# Acquisition Policy DOT DASH 2012-05

**Date:** December 16, 2011

**To:** Chief of the Contracting Office (COCO)  
Acquisition Personnel

**From:** Office of the Senior Procurement Executive

**Subject:** Acquisition Workforce – Certification of Continuous Learning Points (CLPs)

## BACKGROUND/SUMMARY

Consistent with Department of Transportation (DOT) acquisition workforce policies, individuals who are Federal Acquisition Certified (FAC) - C, FAC-COTR, and FAC-PPM certified are required to complete specified levels of continuous learning within a two year period. The current continuous learning period ends December 31, 2011, consistent with the extension granted in DOT DASH 2011-19. This means that members of the acquisition workforce who received a FAC certification prior to October 1, 2009, are required to have completed the required level of continuous learning prior to December 31, 2011.

## POLICY/GUIDANCE

The required levels of continuous learning and officials responsible for verification are summarized below:

Certification	# of CLP's	Type of Acceptable CLP Activities	OA Official Responsible for Verification
FAC- C	80 CLP's	See Acquisition Workforce Policy – Chapter 4 for wide range of activities that may be considered: <a href="http://www.dot.gov/ost/m60/workforce/index.html">http://www.dot.gov/ost/m60/workforce/index.html</a>	Chief of Contracting Office (COCO)
FAC-COTR	40 CLP's	See COTR Policy - Appendix G for wide range of activities that may be considered: <a href="http://www.dot.gov/ost/m60/workforce/COTR_Program_0908.pdf">http://www.dot.gov/ost/m60/workforce/COTR_Program_0908.pdf</a>	COTR Supervisor
FAC-PPM	80 CLP's	See PPM Policy – Appendix E for range of activities that may be considered: <a href="http://www.dot.gov/ost/m60/workforce/FAC_PPM_Policy_SEPT_2008w_appendices.pdf">http://www.dot.gov/ost/m60/workforce/FAC_PPM_Policy_SEPT_2008w_appendices.pdf</a>	PPM Supervisor

Except where a completed course specifies the CLP's earned for completion, the value of learning/development activities for CLP credit purposes is generally at the discretion of the supervisor. In all cases, the employee should be able to provide documentary evidence in support of all CLP's. Where

no documentary evidence is available (i.e. a special project or other developmental assignment), a brief description of the project and number of CLP's credited would be sufficient.

### **Documenting Completion of CLP's**

Although the employee and her/his supervisor have primary responsibility for ensuring members of the acquisition workforce complete the required continuous learning to maintain certifications, operating administrations (OA's) have an organizational responsibility to identify, track, and ensure the overall qualifications of its acquisition workforce. Although the FAITAS system serves as the Government-wide system for recording acquisition workforce training and certification information, its full tracking capabilities and reporting capabilities are still emerging. As a practical matter, OA's should be able to document completion of required CLP's through more direct means.

A suggested best practice is for OA's to issue a certificate of CLP completion to individuals upon verification of the required CLP training, signed by the appropriate approving authority. Attached are samples of DOT- FAC CLP Completion Certificates that may be used to document attainment of the necessary CLP's for the current learning period. They could also be used by individuals, along with their original FAC, to support contracting officer warrant applications or COR appointments.

### **Departmental Oversight**

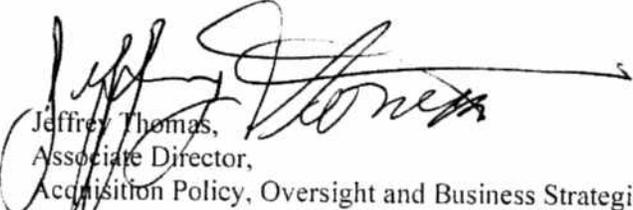
In addition to the collection of acquisition workforce data for OMB/OFPP reporting purposes, the Department may conduct periodic reviews of documentation supporting CLP completion for members of the acquisition workforce. Additionally, the Department will periodically gather information on the OA acquisition workforce, including current FAC certified individuals.

### **Actions Required by Operating Administrations:**

Operating Administrations must ensure their acquisition workforce (FAC-C/FAC-COR/FAC-PPM) maintains required levels of continuous learning. Consistent with operating administration procedures, an OA will be required to ensure that individual members of the acquisition workforce are able to provide documentary evidence of completion of required CLP's, and that OA's maintain necessary records documenting the certification status of their acquisition workforce.

This DASH will be available online at the following website: <http://www.dot.gov/ost/m60>, under Breaking News or Quick Picks, Policy DASHES.

Questions concerning this policy DASH should be directed to Jeffrey Thomas (202) 366-4226 or [jeff.thomas@dot.gov](mailto:jeff.thomas@dot.gov)

  
Jeffrey Thomas,  
Associate Director,  
Acquisition Policy, Oversight and Business Strategies Division  
Attachment



U.S. DEPARTMENT OF TRANSPORTATION

(Name of Operating Administration)

**Completion of Continuous Learning Education Requirement - Federal  
Acquisition Certification – Contracting Officer (FAC-C)**

**Jane R. Doe**

*Has completed the continuous learning education requirements in accordance with the  
DOT Acquisition Career Development Program*

Date of Issuance: December 31, 2011

Valid Through: December 31, 2013

Name/Chief of the Contracting Office



U.S. DEPARTMENT OF TRANSPORTATION  
(Name of Operating Administration)

**Completion of Continuous Learning Education Requirement - Federal  
Acquisition Certification – Contracting Officer Representative  
(FAC - COR)**

**Jane R. Doe**

*Has completed the continuous learning education requirements in accordance with the  
DOT Acquisition Career Development Program*

Date of Issuance: December 31, 2011  
Valid Through: December 31, 2013

---

Title/Supervisor Name



**U.S. DEPARTMENT OF TRANSPORTATION**  
(Name of Operating Administration)

**Completion of Continuous Learning Education Requirement - Federal  
Acquisition Certification – Program/Project Management (FAC - PPM)**

**Jane R. Doe**

*Has completed the continuous learning education requirements in accordance with the  
DOT Acquisition Career Development Program*

Date of Issuance: December 31, 2011  
Valid Through: December 31, 2013

---

Title/Supervisor Name