



DEPARTMENT OF THE TREASURY
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MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Thomas A. Sharpe, Jr. 
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SUBJECT: Acquisition Career Management Program Handbook Update

Purpose: The purpose of this Acquisition Bulletin (AB) is to communicate an update to the Acquisition Career Management Program Handbook (“Handbook”). The update includes procedures to ensure the continuous learning requirements of the Federal Acquisition Certification in Contracting (FAC-C) program and the Handbook are met. For your convenience, the Handbook is on the Treasury Intranet at:
<http://intranet.treas.gov/procurement/Career-Mgmt-Handbook.pdf>

Background: The Office of Management and Budget (OMB) established the FAC-C program in its January 20, 2006 memorandum to Chief Acquisition Officers (CAOs) and Senior Procurement Executives (SPEs) (attached). This memorandum set forth the policy that “[a] FAC-C will expire if the 80 [Continuous Learning Points] (CLPs) are not earned every two years, and the SPE, or other appropriate warranting authority, may choose to revoke or modify a warrant if this condition is not met.” Furthermore, to ensure a well-trained acquisition workforce, the Handbook has long required every GS-1102 to obtain 80 CLPs every two years.

To actively ensure that this policy is followed and managed, and to ensure consistent support for the required levels of training for our acquisition professionals, the Department of the Treasury’s Office of the Procurement Executive (OPE) is requiring an annual bureau review of the CLP progress of each of its employees with a report of the results to the Acquisition Career Manager in OPE. See the revised Chapter II, Section 5.e and Appendix 9 of the Handbook for details.

It continues to be Treasury policy to encourage each and every procurement professional to pursue a FAC-C. Certification enhances the quality of the workforce, enhances an individual employee’s credentials with a federally-recognized qualification, and promotes career advancement and flexibility. It continues to require that each employee have an Individual Development Plan (IDP) and that each IDP addresses the requirement to pursue a FAC-C and to

maintain the 80 CLP continuous learning requirement.

In addition, this update to the Handbook also clarifies that valid, current DAWIA certifications are equivalent to FAC-C of the same level for warranting purposes.

Required Bureau Action:

- (1) BCPOs and Bureau Acquisition Career Managers (ACMs) shall continue to adhere to the Handbook, and plan for the changes required in Chapter II, Section 5.e, which require enhanced management and annual reporting of continuous learning each December 1.
- (2) BCPOs shall ensure that all Individual Performance Plans address the requirement to pursue a FAC-C and to maintain the 80 CLP continuous learning requirement.

Effective Date: Effective upon issuance.

Expiration Date: This AB will expire when cancelled or superseded.

Questions about this AB may be directed to Nick Olson at Nicholas.Olson@do.treas.gov or telephone (202) 927-8924.

Attachment: Acquisition Career Management Program Handbook, updated August 2010.