

### **Policy Letter 05-01**

- **Effective April 15, 2005**
- **Purpose is two-fold:**
  - Broadly define the acquisition workforce
  - Closely align civilian and defense workforce requirements

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### **Broadly Defining the Workforce**

- **Gives CAOs responsibility for identifying their workforce to include, at a minimum:**
  - All GS-1102s
  - All warranted Contracting Officers (COs) regardless of series
  - All GS-1105s
  - Program and project managers, as identified by the CAO
  - All CORs and COTRs
  - Any acquisition-related position identified by the CAO

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### **Aligning the Civilian and Defense Workforce Requirements**

- **Core competencies aligned**
- **Core training aligned**
- **No change to the qualification standard for civilian 1102s (no change to the education standard)**

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### Federal Acquisition Certification GS-1102

- Voluntary for general workforce
- Level I, II, and III (likely)
- Required for new COs warranted after January 1, 2007 (SPEs can waive on case-by-case basis w/documentation)
- 80 continuous learning points required to keep certification (and warrant, if applicable)
- FAI is developing certification program for CAOC approval in August
  - Prospective candidates
  - Legacy workforce
- All civilian agencies, at a minimum, shall accept this as evidence an employee meets the minimum requirements

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### CORs and COTRs

- CAOs responsible for developing basic and refresher training for agency CORs and COTRs
- CORs and COTRs shall enter training information into ACMIS

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### ACMIS

- By October 1, 2006:
  - All GS-1102s
  - All COs regardless of series
  - All GS-1105
- By April 1, 2007:
  - CORs/COTRs
  - Program and project managers as appropriate
- Hope to integrate OPM's competency management inventory system and ACMIS

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## Agency Acquisition Career Manager

- **CAO shall designate a person to manage implementation of this Letter at the agency level to include, but not limited to:**
  - Managing identification of the workforce
  - Proposing to the CAO an annual budget
  - Providing input to the Chief Human Capital Officer on human capital strategic planning
  - Proposing a transition plan
  - Recommending waivers, as necessary
  - Maintaining and managing agency -wide data
- **IACMC will assist FAI in determining quotas for civilian agency core and targeted training needs**

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