

FAC-C Requirements

Requirements for:	Level I	Level II	Level III
Experience*	1 years of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard	2 years of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard	4 years of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard
Education**	Baccalaureate degree from an accredited institution or 24 semester hours of business-related college courses	Baccalaureate degree from an accredited institution or 24 semester hours of business-related college courses	Baccalaureate degree from an accredited institution and 24 semester hours of business-related college courses
Training	<p>10 Core Courses:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Choose 1 of the following: <ul style="list-style-type: none"> ○ CON 100 Shaping Smart Business Arrangements ○ FCN 101 Contracting Basics <input type="checkbox"/> CON 121 Contract Planning <input type="checkbox"/> CON 124 Contract Execution <input type="checkbox"/> CON 127 Contract Management <input type="checkbox"/> FAC 023 Basic Contracting for GSA Schedules <input type="checkbox"/> FAC 031 Small Business Programs 	<p>8 Core Courses:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CON 200 Business Decisions for Contracting <input type="checkbox"/> CON 216 Legal Considerations in Contracting <input type="checkbox"/> CLC 056 Analyzing Contract Costs <input type="checkbox"/> CON 270 Intermediate Cost and Price Analysis <input type="checkbox"/> CLC 051 Managing Government Property in the Possession of Contractors <input type="checkbox"/> HBS 428 Negotiating 	<p>2 Core Courses Plus 1 Elective:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CON 360 Contracting for Decisions Makers <input type="checkbox"/> Select an HBS module other than HBS 428 <input type="checkbox"/> Choose 1 of the following: <ul style="list-style-type: none"> ○ 32 hours of electives*** ○ ACQ 265 Mission-Focused Services Acquisition ○ ACQ 315 Understanding Industry ○ ACQ 370 Acquisition Law ○ CON 244 Construction Contracting

	<input type="checkbox"/> CLC 057 Performance-Based Payment & Value of Cash Flow <input type="checkbox"/> CLC 058 Introduction to Contract Pricing <input type="checkbox"/> CON 170 Fundamentals of Cost and Price Analysis <input type="checkbox"/> Choose 1 of the following: <ul style="list-style-type: none"> ○ CON 090 FAR Fundamentals ○ FCN 190 FAR Fundamentals 	<input type="checkbox"/> CON 280 Source Selection and Administration of Service Contracts <input type="checkbox"/> CON 290 Contract Administration & Negotiation Techniques in a Supply Environment Plus all required Level 1 training	<ul style="list-style-type: none"> ○ CON 252 Fundamentals of Cost Accounting Standards ○ CON 370 Advanced Contract Pricing Plus all required Level I and Level II training
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* Experience. The requirements for experience are generally based upon the Contract Specialist (GS-1102) Qualifications Standard. Experience may be time spent on the job in a contracting-related job assignment, either in the private or public sector, which reflects the accumulation of knowledge, skills and abilities during years of progressively responsible work assignments.

There is no exception to the experience requirements and candidates must provide evidence of their experience to their certifying official. Satisfaction of experience requirements from one certification level may be applied to the satisfaction of experience requirements of a higher certification level.

** Education. While a Senior Procurement Executive (SPE) of a civilian agency may waive the education and training requirements for an applicant for a GS-13 position and above, this waiver is not transferable to another agency and does not apply toward the requirements for the FAC-C.

*** 32 Hours of Electives. The 32 hours of electives may be one course or a series of courses. Each course should be at least eight hours in length and can be classroom, online, or a combination of the two. Topics must be related to acquisition and may include general business courses such as statistics or budgeting. Topics of subject areas may also be in a technical area related to the individual's specific work, such as IT. Agencies have the option of specifying the courses their workforce members must take to meet the 32 hours of electives