

## **GSA ORDER**

Subject: General Services Administration Acquisition Manual; GSAM Case  
2020-G516, Program and Project Manager Guidance

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to incorporate guidance on the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM), including the Information Technology Core-Plus Specialization (FAC-P/PM-IT) found in Acquisition Letter MV-15-02 and Supplements.
2. Background. The Office of Federal Procurement Policy (OFPP) issued a memo on 12/16/2013 revising the FAC-P/PM certification program policy. Acquisition Letter MV-15-02 and its supplements were issued to implement the FAC-P/PM and FAC-P/PM-IT Specialization for GSA. The FAC-P/PM is applicable to all GSA P/PMs and Integrated Project Team (IPT) leads assigned to programs GSA considers major acquisitions. The FAC-P/PM-IT Specialization is applicable to all GSA P/PMs and IPT leads who support IT specific projects. While the GSAM includes guidance on FAC-C and FAC-COR, it does not include guidance on FAC-P/PM. This change adds the FAC-P/PM and FAC-P/PM-IT Specialization certification guidance found in Acquisition Letter MV-15-02 and its supplements.
3. Effective date. February 19, 2021.
4. Explanation of changes. This amendment includes non-regulatory changes. For full text changes of the amendment see Attachment A, GSAM Line-In/Line-Out Text.

This amendment revises the language of GSAM subpart 501.6 as summarized below:

Add section, "501.671 Program and Project Managers" This new section incorporates the FAC-P/PM and FAC-P/PM-IT Specialization certification requirements for GSA employees assigned to perform P/PM duties.

a. All GSA employees, regardless of their series, must be certified (FAC-P/PM) at the appropriate level (Level I, II, or III) in order to be assigned as a program manager, project lead or integrated project team (IPT) lead. HCAs determine the certification level required for an acquisition. Any program manager for a major acquisition, including major programs as defined by OMB Circular A-11, must be Level III certified.

b. FAC-P/PM-IT is required for all GSA P/PMs and IPT leads who support IT projects or programs included in the [GSA IT Dashboard](#) (meaning they have been designated as major IT investments by the GSA Chief Information Officer), and IT projects or programs designed by Heads of Contracting Activity as major or mission critical.

5. Cancellation. Acquisition Letter MV-15-02 and its supplements are hereby cancelled.
6. Point of contact. For clarification of content, contact Clarence Harrison Jr, GSA Acquisition Policy Division, at [gsarpolicy@gsa.gov](mailto:gsarpolicy@gsa.gov).

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## GSAM Text, Line-In/Line-Out

### GSAM Baseline: Change 121 effective 12/30/2020

- Additions to baseline made by rule are indicated by **[bold text in brackets]**
- Deletions to baseline made by rule are indicated by ~~strikethroughs~~
- Five asterisks (\* \* \* \* \*) indicate that there are no revisions between the preceding and following sections
- Three asterisks (\* \* \*) indicate that there are no revisions between the material shown within a subsection

## Part 501—General Services Administration Acquisition Regulation

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Subpart 501.6 - Career Development, Contracting Authority, and Responsibilities

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### **[501.671 Program and Project Managers (P/PM).**

**(a) *General.* The Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) core certification program certifies program and project managers at three levels: Entry, Mid and Senior. This certification program is based upon a competency model of performance outcomes which measures the knowledge, skills and abilities gained by program and project managers through professional training, job experience and continuous learning. Program and Project Managers (P/PMs) are critical to project success, including developing accurate government requirements and managing life-cycle activities to ensure that intended outcomes are achieved. Information about FAC-P/PM is available at <https://www.fai.gov/> and GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.**

### **(b) *FAC-P/PM Certification.***

**All employees, regardless of their series, must be certified (FAC-P/PM) at the appropriate level (Level I, II or III) in order to be assigned as a program manager, project lead or integrated project team (IPT) lead. HCAs determine the certification level required for an acquisition. Any program manager for a major acquisition, including major programs as defined by OMB Circular A-11, must be Level III certified.**

### **(c) *FAC-P/PM-IT Specialization.***

**(1) *Applicability.* The FAC-P/PM-IT Specialization is required for all GSA P/PMs and IPT leads who support the following covered projects and programs:**

- (i) IT projects or programs included in the GSA IT Dashboard <https://itdashboard.gov/drupal/summary/023>, meaning they have been designated as major IT investments by the GSA Chief Information Officer;
  - (ii) IT projects or programs identified by GSA's IT Capital Planning and Investment Control (CPIC) team as a major investment and shared with the Acquisition Career Manager; or
  - (ii) IT projects or programs designated by HCA as major or mission critical.
- (2) *Certification requirements.* Any GSA employee pursuing the FAC-P/PM-IT must first hold a mid or senior level FAC-P/PM Certification (Levels II or III).

(d) *Timeframe.* Any GSA employee assigned to perform P/PM or P/PM-IT duties are required to obtain a certification within 12 months of project assignment.

(e) *Application process.*

(1) Applicants are responsible for preparing an application package for submission electronically through GSA's Career Management System, including the application form and copies of relevant training certificates.

(2) The supervisor is responsible for verifying the accuracy and completeness of the application package in GSA's Career Management System.

(f) *Waivers.*

(1) Waivers to extend the timeframe in paragraph (d) of this section will only be granted for exceptional and compelling circumstances for a period not to exceed 12 months.

(2) FAC-P/PM-IT waivers are not transferable to other agencies.

(3) Waiver requests shall be submitted by the HCA to the OGP Acquisition Workforce Division for review and routing to the SPE.

(4) The waiver request must address, at minimum all of the following-

- (i) the reason(s) for and proposed conditions of the waiver;
- (ii) the amount of time needed for the individual to obtain the certification; and
- (iii) the plan to complete the training requirements.]

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