EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

DEPUTY DIRECTOR
FOR MANAGEMENT

January 20, 2006

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES

FROM: Clay Johnson III
Deputy Director for Management

SUBJECT: The Federal Acquisition Certification in Contracting Program

In April 2005, the Office of Federal Procurement Policy (OFPP) published Policy Letter 05-01, *Developing and Managing the Acquisition Workforce*, which required the Federal Acquisition Institute (FAI) to develop, and the Chief Acquisition Officers Council (CAOC) to approve, a certification program for contracting professionals in civilian agencies that reflects common standards. The goal of the certification program is to standardize the education, training, and experience requirements for contracting professionals, which will improve workforce competencies and increase career opportunities. The attached Federal Acquisition Certification in Contracting Program was approved by the CAOC in December 2005.

The program mirrors, as closely as possible, the requirements that the Department of Defense established for its contracting workforce under the Defense Acquisition Workforce Improvement Act. The program will be administered by each civilian agency, and FAI will conduct periodic reviews to ensure that the program is being managed consistently. The certification shall be accepted by, at minimum, all civilian agencies as evidence that an employee meets the core education, training, and experience requirements to be a contracting professional (generally the GS-1102 series).

A well-trained acquisition workforce is critical to ensuring that agencies accomplish their mission goals. Investment in the development of the federal acquisition workforce will improve our ability to meet mission needs and continue being effective stewards of taxpayer dollars. If you have questions regarding the implementation of the program, please call Lesley Field on the OFPP staff at (202) 395-7579.

Attachment

cc: Chief Human Capital Officers

Attachment

The Federal Acquisition Certification in Contracting Program

1. Purpose. The purpose of the Federal Acquisition Certification in Contracting (FAC-C) program is to establish core requirements for education, training, and experience for contracting professionals in civilian agencies.

2. Authority. This certification program is issued pursuant to section 6(a) of the Office of Federal Procurement Policy (OFPP) Act, as amended (41 U.S.C. § 405(a)), 6(c)(5) of the OFPP Act, as amended (41 U.S.C. § 405(c)(5)), sections 37(b)(3) and (g) of the OFPP Act, as amended (41 U.S.C. § 433(b)(3) and (g)), and OFPP Policy Letter 05-01, paragraph 8(b).

Based on these authorities, all executive agencies, except those subject to the Defense Acquisition Workforce Improvement Act (DAWIA), shall accept the FAC-C as evidence that an employee meets the applicable core education, training, and experience requirements for the general schedule (GS)-1102 series.

3. Background. OFPP Policy Letter 05-01 established a requirement for federal acquisition certification programs. Section 8(b) of this Letter required the Federal Acquisition Institute (FAI) to develop, and the Chief Acquisition Officers Council (CAOC) to approve, a FAC-C program. The FAC-C program was approved by the CAOC in December 2005.

4. Applicability. The FAC-C program applies to all executive agencies, except those subject to DAWIA (10 U.S.C. §§ 1701-64).

The federal certification in contracting is not mandatory for all GS-1102s; however, members of the workforce issued new Contracting Officer (CO) warrants on or after January 1, 2007, regardless of GS series, must be certified at an appropriate level to support their warrant obligations, pursuant to agency policy. New CO warrants are defined in Policy Letter 05-01 as warrants issued to employees for the first time at a department or agency. This requirement does not apply to:

- senior level officials responsible for delegating procurement authority;
- non-1102s whose warrants are generally used to procure emergency goods and services; or
- non-1102s whose warrants are so limited as to be outside the scope of this program, as determined by the Chief Acquisition Officer (CAO).

Agencies have discretion to make additional warranting requirements, and employees should review carefully agency warranting policy. CAOs shall establish agency-specific requirements for tying warrant levels to certification levels based on agency needs. However, agencies are encouraged to require a senior level certification for any employee issued an unlimited

Contracting Officer's warrant on or after January 1, 2007. All agency warranting programs should be updated to reflect the need for a minimum of 80 continuous learning points every two years (see paragraph 6.e.).

The SPE of a civilian agency may waive the requirement for obtaining a certification for warranting purposes in writing, on a case-by-case basis, if granting a waiver is in the best interest of the agency. This authority may not be delegated, and the use of this authority shall be adequately documented. This waiver is not transferable to another agency.

The certification program is available to all members of the federal acquisition workforce and the volume of requests may be significant when the program begins. For agency planning purposes, priority for consideration will be as follows:

- all warranted COs in the GS-1102 contracting series and non-DOD uniformed personnel in comparable positions;
- all warranted COs regardless of general schedule series with authority to obligate funds above the micropurchase threshold;
- other GS-1102s;
- other eligible individuals.

5. Certification Program Oversight and Administration. The FAI Board of Directors, in consultation with FAI, the Interagency Acquisition Career Management Council (IACMC), and other organizations as appropriate, shall provide general program oversight and shall recommend program changes to the Administrator for Federal Procurement Policy to ensure that the program reflects the needs of all civilian agencies. Changes to the program may be communicated formally through the CAOC or through other means, depending on the significance of the change. FAI shall maintain the most current version of the FAC-C program on its website, www.fai.gov.

FAI shall administer the program through issuance of guidance, processes, and information dissemination, principally through its website. Additionally, FAI shall periodically review agencies' implementation to ensure that the program remains rigorous and that the standards for certification for education, training, experience, and continuous learning are consistently applied by all civilian agencies.

FAI shall conduct periodic agency audits to validate that the standards for the certification program are being met. Audit checks may include:

- verifying that the agency maintains FAC-C applications;
- auditing an individual's records for documentation that they attended the training reported on the FAC-C application;
- verifying that a rigorous fulfillment process is being followed by the agency and that this process is aligned with the Department of Defense (DOD) DAWIA fulfillment process; and
- after January 1, 2007, verifying that new warrant holders are appropriately certified in accordance with agency-specific policy.

The certification process, including verification and assessment of applications, will be managed by each agency. Authority for overseeing the agency FAC-C program, resolving disputes, and granting certifications shall be at the Senior Procurement Executive (SPE) level. The SPE may delegate, in writing, certain functions to a level no lower than the Acquisition Career Manager (ACM), as needed, to ensure effective and efficient management of the program. The SPE may not delegate the waiver function as defined in the GS-1102 Qualification Standard.

The ACM, appointed by the CAO under Policy Letter 05-01, or designee, is responsible for administering the agency certification program, including developing a communications strategy, in accordance with this and any subsequent guidance provided by OFPP or FAI. The ACM shall also serve on the Interagency Acquisition Career Management Committee (IACMC), which is run by FAI, to ensure that workforce development policies and opportunities meet the needs of the acquisition workforce.

6. General Information on Core Competencies and the FAC-C Requirements for Education, Training, Experience, and Continuous Learning.

a. Competencies - Although DOD and OFPP retain responsibility for managing their respective workforces, the establishment of core competencies will ensure that the acquisition community develops common skills. The objective of the FAC-C is to align the core competencies and training requirements across the acquisition workforce, and the current competencies for the GS-1102 workforce shall be maintained on the FAI website, www.fai.gov. However, these core competencies will periodically be updated, expanded, or otherwise modified to meet the current and future acquisition workforce requirements, and specialized competencies may be developed to support emerging trends in the government's acquisition practices. OFPP, Dodd, and OPM shall establish a competency management process to ensure that the core competencies remain relevant and current and are integrated into the curriculum, as appropriate.

b. Education - This program does not change the education requirement in the Qualification Standard for Contract Specialist (GS-1102). The civilian (non-DOD) and DOD education requirements for the GS-1102 series differ at grades 5 through 12 (or equivalent). In accordance with the Qualification Standard, available on www.opm.gov, persons in civilian (non-DOD) GS-1102 positions grades 5 through 12 are required to have, from an accredited institution, either 24-semester hours of business related education OR a baccalaureate degree. Persons seeking positions subject to DAWIA must have both 24-semester hours of business related education AND a baccalaureate degree at all grade levels.

Civilian agency employees in GS-1102 positions will be considered to have met the standard, including the education requirement, for positions they occupied on January 1, 2000. Appendix A provides guidance on the subject areas and types of classes that meet the education requirement, and agencies shall use this guidance to ensure consistent interpretation of the standard. FAI and the Defense Acquisition University (DAU) will make further guidance available on their respective websites, as needed.

Education waivers granted by an agency, in accordance with the Qualification Standard, are not transferable to other agencies and do not satisfy the education requirement for a FAC-C. An employee must meet the appropriate education requirements to be certified.

c. Training - In accordance with OFPP Policy Letter 05-01, civilian agencies shall follow the training curriculum established by DOD (see paragraph 7). Core courses must be provided by DAU or be considered DAU-equivalent courses. Agencies may require agency-specific training as part of the elective requirements or continuous learning requirements, but additional agency-specific training beyond the training specified under paragraph 7 is not required for certification. Business-related academic courses that are recognized by DAU as equivalent to core courses may be used to meet training requirements for this program.

When DAU modifies its curriculum, it publishes a list of predecessor classes that allows an individual to associate past training with the new requirements. That list is provided in the DAU catalog (www.dau.mil/catalog), and will assist individuals in determining the DAU courses or DAU-equivalent courses that meet these requirements. FAI will make this information available on its website as well.

As agreed to by the employee and supervisor, electives may be any training opportunity related to the employee's job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities. Employees are encouraged to take courses that add to their knowledge base or enhance existing skills; electives should generally be increasingly more complex throughout an employee's career progression. There are no DAU equivalency requirements for electives.

d. Experience - The requirements for experience are generally based on the Contract Specialist (GS-1102) Qualification Standard. Experience may be time spent on the job in a contracting related job assignment, either in the private or public sector, that reflects the accumulation of knowledge, skills, and abilities during years of progressively more responsible work assignments.

e. Continuous Learning – To maintain a FAC-C, acquisition professionals are required to earn 80 continuous learning points (CLPs) of skills currency training every two years beginning October 1, 2007. During the transition to the FAC-C program, agencies are encouraged to be flexible on how this requirement is met initially to ensure that employees are given credit for earlier continuous learning activities. ACMs, or designees, shall monitor the continuous learning requirements for employees holding FAC-Cs to ensure they meet this requirement. A FAC-C will expire if the 80 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. If the SPE revokes or modifies a warrant, he or she must notify the warrant holder in writing when the revocation or modification is to be effective, providing enough time and sufficient instruction to ensure that no unauthorized obligations are made.

Civilian agencies shall generally follow the guidance provided by Dodd on how CLPs can be earned. DAU equivalency is not required for continuous learning. Agencies are encouraged to use continuous learning opportunities to assist individuals in obtaining core competencies,

maintaining critical acquisition skills, and acquiring agency-specific training. Continuous learning activities include, but are not limited to, the following:

- training activities, such as teaching, self-directed study, mentoring;
- courses completed to achieve certification at the next higher level;
- professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, publishing, and attending workshops; or
- educational activities, such as formal training, and formal academic programs.

Appendix B provides guidance on earning CLPs and assigning points to various developmental activities. FAI will provide additional guidance, as needed, on its website.

7. FAC-C Requirements for Education, Training, Experience, and Continuous Learning.

a. General - The FAC-C program is based on the DAWIA requirements for certification at the junior, intermediate, and senior levels to reflect the need for an individual to meet increasingly more rigorous standards for education, training, and experience throughout his or her career. Federal certification levels are not directly associated with warrant limits as certification requirements for warrants are determined by each agency. However, agencies are encouraged to require a senior level certification for any employee issued an unlimited CO's warrant on or after January 1, 2007. Achievement of the FAC-C is based on three requirements: education, training, and experience and the requirements are cumulative, (i.e., a person must meet the requirements of each previous certification level). Maintenance of a FAC-C is a function of continuous learning, which is addressed in paragraph 6.e.

The requirements for the FAC-C are shown below. Agencies may determine that an assignment requires additional training beyond the FAC-C requirements. Many civilian agencies are moving toward implementing new personnel systems that are not based on the general schedule system. However, the education requirements in the Qualification Standard are tied to grade level and are reflected in these requirements.

b. Level I -

1) Education (see also paragraph 6.b) – Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training –

- CON 100 Shaping Smart Business Arrangements*
- CON 110 Mission Support Planning
- CON 111 Mission Strategy Execution
- CON 112 Mission Performance Assessment
- CON 120 Mission Focused Contracting
- 1 Elective

3) Experience – 1 year of contracting experience

* CON 100 should be taken by those just entering the acquisition workforce or those new to the government. Employees who are beginning a level I certification program must take CON 100. Employees pursuing Level II or Level III certifications may consider taking CON 100 as an elective.

c. Level II* -

1) Education (see also paragraph 6.b) – Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training –

- CON 202 Intermediate Contracting
- CON 204 Intermediate Contract Pricing
- CON 210 Government Contract Law
- 2 Electives

3) Experience – 2 years of contracting experience

* DAU is in the process of revising the level II curriculum for FY07. Employees are encouraged to complete CON 202, 204, and 210 training in FY06, if possible, to facilitate the transition to the new curriculum.

d. Level III -

1) Education (see also paragraph 6.b) - Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2) Training -

- CON 353 Advanced Business Solutions for Mission Support
- 2 Electives

3) Experience - 4 years of contracting experience

8. Ways to Meet the Requirements.

a. Education and Experience – A candidate must meet the education and experience requirements established in the Contract Specialist (GS-1102) Qualification Standard. There are no exceptions to these requirements and candidates must provide evidence of this to the ACM. In accordance with the Qualification Standard, employees in GS-1102 positions will be considered to have met the standard, including the education requirement, for positions they occupied on January 1, 2000. Please see the Qualification Standard on www.opm.gov for specific requirements for the GS-5 through GS-12 level, and for GS-13 and above.

b. Training – A candidate must meet the training requirements by taking DAU training, DAU-equivalent courses, or through fulfillment.

1) **DAU training or DAU-equivalent courses -** A full list of the currently required courses and their predecessor courses is available on www.dau.mil/catalog and www.fai.gov. Candidates must provide evidence of satisfactory completion of these courses.

2) **Fulfillment -** The FAC-C fulfillment process will follow the fulfillment process for DOD agencies so that the DAWIA certification and FAC-C programs are closely aligned. Details regarding and tools for using DOD's fulfillment process will be maintained on the DAU and FAI websites, but generally candidates must submit, and supervisors must review, evidence as to how the required competencies for a particular certification level were attained through alternative training, experience, education, certification by another recognized organization, or other developmental activities.

- Alternative training: If an applicant obtained competencies through courses that were not DAU or DAU-equivalent courses, he or she must provide for each competency the dates of training, course descriptions, provider names, grades (if applicable), and competencies achieved, to the maximum extent practicable. To facilitate this process, the IACMC will recommend and FAI will approve certain common acquisition training courses that members of the civilian agency workforce completed in the past to meet the requirements of their agency training program. The IACMC and FAI will review course information to determine if the necessary competencies were presented to fulfill all or part of a course requirement, and this information will be available on the FAI website. This process will facilitate fulfillment determinations by establishing common alternative training courses that were taken previously by current members of the acquisition workforce.

- Experience: If the applicant is using job experience, he or she must provide the agency name, dates, location, position title, and the duties performed that provided the relevant competencies.
- Education: If an applicant obtained competencies through academic courses provided at an accredited institution, he or she must provide the dates of each class, course descriptions, provider names, grades (if applicable), and competencies achieved.
- Certification by a recognized organization: Civilian agencies shall follow the determinations made by DOD as to which certifications by organizations outside the federal government are eligible for full or partial consideration under the DAWIA and FAC-C programs. These determinations are maintained by DAU as part of DOD's fulfillment program and shall be maintained on the DAU and FAI websites.

c. DAWIA Certification – A valid, current DAWIA certification in contracting is equivalent to a FAC-C at the same certification level. The employee is responsible for providing the necessary documentation of the DAWIA certification and the appropriate continuous learning history to ensure validity and currency of the DAWIA certification.

9. Application Processes. In consultation with the CAO and other agency stakeholders, the SPE shall establish the agency process for applying for a FAC-C, verifying information, granting the FAC-C, and maintaining currency. At a minimum, an individual meeting the FAC-C requirements shall request certification through their immediate supervisor. The individual is responsible for producing certificates, transcripts, and records that provide evidence that he or she satisfies the requirements for the program. The supervisor should take this opportunity to assess the skills and competencies of the applicant and develop a plan for enhancing or adding to the employee's competencies, if appropriate. FAI will develop checklists that agencies can use for the FAC-C application process and will make these available on the FAI website.

The certification will be issued at the employing agency, but will represent the achievement of government-wide standards. This decentralized approach will allow for efficiency, especially during the first year of the FAC-C program. Authority to grant the FAC-C shall be at the SPE level and may be delegated no lower than the ACM (see paragraph 5 above). The ACM is responsible for ensuring that certification applications are available for audit purposes.

10. Acquisition Career Management Information System (ACMIS). ACMIS will be the official system of records for the FAC-C program for all civilian agencies and will support the application process. However, agencies must maintain supplemental records for quality assurance (e.g., copies of course certificates, etc.). FAI is responsible for managing ACMIS and will issue guidance, as necessary, to support ACMIS implementation.

11. Information Contact. Questions regarding this program should be directed to Lesley A. Field, Office of Federal Procurement Policy (lfield@omb.eop.gov), or call (202) 395-7579.

12. Effective Date. This program is effective January 20, 2006.

APPENDIX A

Guidance on Meeting the Business Course Requirements for the
Contract Specialist (GS-1102) Qualification Standard

Below are types of courses that generally satisfy the Qualification Standard requirement for 24-semester hours (or equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Additional information about accreditation can be found on: ope.ed.gov/accreditation.

The following is based on guidance provided by the Defense Acquisition University to the defense workforce and lists subject areas identified by the American Council on Education for each of the business disciplines listed above. Although not an exhaustive list, this guidance should be used by civilian agencies to determine if certain courses provide enough business instruction to count toward the 24-semester hour business requirement. ACMs should work with their human resources departments to ensure a consistent interpretation of which types of courses should count toward the requirement.

BUSINESS/MANAGEMENT DISCIPLINE	***AMERICAN COUNCIL ON EDUCATION SUBJECT AREA***
Accounting	Cost Accounting Standards
Business Finance	Business Communications Business and Personnel Business Statistics Cost Analysis Financial Cost Management Financial Planning and Analysis Inventory Management Resource Planning Risk Analysis
Contracts	Acquisition Contracting Acquisition Management Business Communications in Contracting Writing Business Contract Law Contract Administration Contract Law Contract Management Contract Pricing and Negotiation Contracting Management Cost & Price Analysis Government Contracting

BUSINESS/MANAGEMENT DISCIPLINE	*AMERICAN COUNCIL ON EDUCATION SUBJECT AREA*
	Government Contract Law Procurement Procurement and Contracting Procurement Management
Economics	Cost and Price Analysis Cost Analysis Economic Analysis Economic Principles and Decision Making Economics and Financial Management Economics
Industrial Management	Automated Systems in Logistics Management Civil Engineering Management Environmental Management Engineering and Analysis Logistics Management Logistics and Materiel Management Manufacturing Management Materiel Acquisition Process & Support Systems Property Disposal Management Supply Management Systems Engineering Technology Warehousing Operations
Law	Commercial or Business Contracts Contract Law
Organization & Management	Business Administration Advanced Management (Math) Business Business Management Business and Personnel Management Computer Programming Computer Programming & Systems Development Computer Sciences, Data Processing Data Entry and Automated Systems Input General Management Human Resource Development Leadership and Group Decision Process

BUSINESS/MANAGEMENT DISCIPLINE	***AMERICAN COUNCIL ON EDUCATION SUBJECT AREA***
	Management Science Management & Leadership Managerial Analysis Manpower Management Materiel Management Methods of Adult Education Organizational Behavior Personnel Administration Principles of Management Quality and Reliability Assurance Research and Development Management Strategic Management Survey of Program Operations
Purchasing	Basic Purchasing
Quantitative Methods	Business Statistics Computer Science Decision Risk Analysis Operations Research Probability Statistics Quantitative Analysis Statistics

APPENDIX B

Guidance on Meeting Continuous Learning Points Requirements

These guidelines are generally based on DOD's requirements for achieving continuous learning points (CLPs). Agencies have flexibility in assigning points and ACMs and/or supervisors, as appropriate, should work with employees to identify appropriate opportunities. Below is guidance on how training, professional activities, education, and experience can be used to meet the CLP requirements. All activities must be job-related.

A. Training

1) *Completing awareness training*. Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required.

2) *Completing learning modules and training courses*. These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions, which include some form of testing/assessment for knowledge gained.

3) *Performing Self-Directed Study*. An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.

4) *Teaching*. Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules. Teaching is also a part of the Professional Activities category.

5) *Mentoring*. Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved. Mentoring is also a part of the experience category.

B. Professional Activities

1) *Participating in Organization Management*. Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that you are permitted to join under current ethics law and regulation. The employee must first ensure that participating in the management of an organization is allowed by the agency.

2) *Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences.* Employees can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.

3) *Publishing*. Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.

4) *Participating in Workshops*. Points should be awarded for workshops with planned learning outcomes.

C. Education

1) *Formal training.* ACMs and supervisors should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10 CLP points per CEU.

2) *Formal academic programs.* For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

CREDITABLE ACTIVITIES	**POINT CREDIT (see note)**
Academic Courses:	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules:	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
• Awareness Briefing/Training—no testing/assessment associated • Continuous Learning Modules—testing/assessment associated	• .5 point per hour of instruction • 1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
Professional Activities:	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

Note - All activities may earn points only in the year accomplished, awarded or published.

D. Experience

Experience includes on-the-job experiential assignments, and intra/interorganizational rotational career broadening and developmental experiences. While agencies can use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table below.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to the agency, and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

CREDITABLE ACTIVITIES	**POINT CREDIT**
Experience:	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Integrated Product Team (IPT)/ Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per years
Mentor	Maximum of 5 points per year
Assignment Length (Rotational Assignments or Training with Industry):	**Recommended Points:**
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5