

# **Federal Acquisition Certification in Contracting Program (FAC-C) Continuous Learning Points (CLPs) Guide Reporting Period October 1, 2017 – October 31, 2019**

In accordance with the *Federal Acquisition Certification in Contracting Program*, dated January 20, 2006; Office of Management and Budget (OMB) Memorandum dated May 7, 2014, entitled *Revisions to the Federal Acquisition Certification in Contracting (FAC-C)*; and NASA Procurement Career Development and Training Program Policy Handbook, dated March 1, 2019, **Procurement Career Development and Training Policy**

- [NASA Procurement Career Development and Training Program Policy Handbook](#)  
*Dated March 1, 2019, Current as of Rev 3, March 1, 2019*
- [Policy Document Revision History Table](#)  
*Current as of Rev. 3, March 1, 2019*

Every member of NASA's procurement workforce (1101, 1102 & 1105) are required to earn 80 Continuous Learning Points (CLPs) of skills currency training every two years to maintain their FAC-C certification, regardless of level. Their FAC-C certification will lapse if the 80 CLP requirement is not met by the end of the two-year training period and that individual may have their warrant modified or revoked as determined by the Acquisition Career Manager and the Associate Administrator for Procurement in coordination with the Center Procurement Officer.

The current two-year FAC-C CLP training cycle/reporting period is from October 1, 2017 through October 31, 2019. All CLPs must be earned and counted in the year accomplished and within each discreet two-year reporting period. CLPs earned above the required 80 within any reporting period do not roll over to the subsequent period.

CLPs recorded in your SATERN Learning Hours history, will be used to track your 80-CLPs needed for continued FAC-C certification by the NSSC. So try to register for all internal training classes/events in SATERN as much as possible. However, CLPs earned outside SATERN can be tracked on your CLP tracker and in your FAITAS account.

**The protocol within SATERN for Learner hours reporting has changed. Learners are no longer able to run reports themselves. For learner hour reports the Supervisor can run reports for the learners or learners can place a ticket through esd.nasa.gov to have the NSSC run a report.**

CLPs can be earned through training, education, experience and/or professional activities. CLPs are earned for activities that include, but are not limited to, agency-sponsored training, management/executive seminars, special job and/or professional association related projects, participation in seminars/workshops, mentoring, and other appropriate developmental activities and brown-bag sessions on work-related topics. CLPs can be earned for giving a presentation on a work-related topic, speaking at a conference or seminar, or participating in a NASA-sponsored Procurement Management Review. **However, be advised that CLPs cannot be granted for activities that are part of your normal responsibilities. For example, contract specialists and contracting officers are expected to participate in source boards, therefore, continuous learning credit may not be granted for this activity. In addition, Retirement training and personal career training (like IDPs, Resume writing, etc.) do not count towards FAC-C CLPs.**

Continuous learning is not limited to procurement-related topics; however, topics must be related to skills necessary for the performance or enhancement of a person's ability to perform a current job or a future position. Examples of relevant topics include, but are not limited to:

Conferences (Leadership related)	Road to Mission Success	Safety Events	LDEM Workshop
Symposiums (Leadership related)	Topic Staff Meetings	Lunch and Learns	LDEM Mentor
Safety Awareness Campaign	Diversity Dialog Project	Resources Forum	LDEM Graduation
External Leadership Training	Leadership Colloquia	Masters Forum	Outreach Activities
Business Education Program	Mentoring Sessions	MVP	IT Training
Conflict Management Program	PM Challenge	APPEL Courses	Finance Training
SBA First Wednesday Webinars	Conduct Training Classes	Learning Webinars	Accounting Training
Procurement Management Reviews	Advisory Committee Meeting	FAI Training Classes	Ethics and Law Training

The CLP Credits and Maximums Table on the next page provides NASA's guidance for CLP credits and maximums for various creditable events/activities and courses.

### **FAC-C Continuous Learning Points (CLP) Credits & Maximums Table**

<b>CREDITABLE ACTIVITIES</b>	<b>POINT CREDIT</b>
<b>Education/Academic Courses</b>	
Quarter Hour	10 per Quarter Hour (not classroom hours)
Semester Hour	10 per Semester Hour (not classroom hours)
Continuing Education Unit (CEU)	10 per CEU (1 CEU equals 10 CLPs)

<b>CREDITABLE ACTIVITIES</b>	<b>POINT CREDIT</b>
Equivalency Exams	Same points as awarded for the course
<b>Training Courses/Modules</b>	
CON Courses/Modules	10 per CEU, Maximum of 40 per year unless pursuing certification at the next level
<ul style="list-style-type: none"> <li>• Awareness Briefing/Training (whether a test is required or not)</li> <li>• All DAU Continuous Learning Modules</li> </ul>	1 point per hour of instruction  1 point per hour of instruction
Other Functional Training/Brown Bag training events	1 point per hour of instruction
Leadership Training (FEI, Harvard etc.)	1 point per hour of instruction. Maximum of 40 points per year
<b>Professional Activities</b>	
Professional Exam/License/Certificate	20 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 (Procurement Training Forum)	1 point per hour. Maximum of 8 points per day
Publications/Publishing	30 points per article/paper in the year published.
Procurement Management Review Team participation	As provided by team leader
<b>Experience</b>	
On-the-Job Experiential Assignments/ Rotational Assignments/ Training With Industry	Maximum of 40 points per year (based on length of assignment)
12 Months	40
9 Months	30
6 Months	20

<b>CREDITABLE ACTIVITIES</b>	<b>POINT CREDIT</b>
3 Months	15
2 Months	10
1 Month	5
IPT/Special Project Leader (Note: Not source boards)	1 point per hour of activity. Maximum of 20 points per year
IPT/Special Project Member (Note: Not source boards)	1 point per hour of activity. Maximum of 10 points per year
Mentoring	1 point per hour of activity. Maximum of 20 points per year