

**TITLE: CIB 95-26 - Waiver Procedure for Procurement Management
Certification Program (PMCP)**

December 4, 1995

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List, FAC

FROM: DAA/M, Michael D. Sherwin
Procurement Executive

SUBJECT: Waiver Procedure for Procurement Management Certification
Program (PMCP)

CONTRACT INFORMATION BULLETIN 95-26

Attached is a self-explanatory action memorandum that establishes a procedure whereby attendance at mandatory PMCP courses may be waived based on work experience at Level 3 or 4 Competency.

This waiver procedure will be used on an exception basis, where it can be clearly demonstrated that on-the-job experience has been at a level, which exceeds what would be learned in a classroom situation.

Waiver requests should be addressed to the Agency's Procurement Career Manager, James D. Murphy.

October 3, 1995

ACTION MEMORANDUM FOR JAMES MURPHY, PROCUREMENT CAREER MANAGER

FROM: M/OP/E, Elizabeth Cordaro
SUBJECT: Waiver Procedure for Procurement Manager Certification Program

Problem: To establish a procedure whereby attendance at mandatory courses can be waived under the Procurement Manager Certification Program.

Discussion: The Procurement Management Certification Program was established for USAID on April 30, 1993. It is a system whereby USAID contracting personnel are expected to take several mandatory courses and achieve a specified level of knowledge or experience in 106 competencies. After these two elements are completed, they will be considered "Certified Procurement Managers."

For 1102 and BS-93 contracting personnel, the eight mandatory courses are:

- Federal and AID Acquisition Regulations (FAAR) (or other introductory course to the Federal Acquisition Regulations system)
- Competition in Contracting Act and the Role of the Competition Advocate in USAID (CICA)
- Contract Law
- Contract Administration
- Cost and Price Analysis
- Small Purchases
- Grants and Cooperative Agreements
- PSC Seminar

BS-92 Commodity Officers are not required to take the Grants or PSC courses, and BS-03 Executive Officers are not required to take the Grants course.

These mandatory courses are at the introductory level, although credit is also given for more advanced courses in the same topic area.

However, there are individuals who have attained or exceeded the level of competency through work experience that would be granted by attendance at the required course. This possibility was not addressed in the Procurement Management Certification Program when it was originally established.

The April 30, 1993, memorandum from the Procurement Executive designates you as the Procurement Career Manager "with authority for agency-wide policy and oversight responsibility for the procurement management certification program."

Recommendation: I recommend that you modify the procedure as originally established to allow certification of individuals under the PMCP who have not taken all the mandatory courses. Such exceptions would have to be approved on a case-by-case basis by the Procurement Career Manager, and would be based on significant experience at the 3 (application) or 4 (analysis) skill level. The individual requesting the waiver would have to prepare a memorandum setting forth the experience to be used in lieu of the course.

Approved: _____

Disapproved: _____

Date: _____