

## **ACQUISITION PROFESSIONAL CAREER INFORMATION**

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### **I. Purpose**

This Directive establishes the overarching policies for acquisition certification of the Department of Homeland Security (DHS) Acquisition Professional community. The DHS Acquisition Workforce includes professionals in various career fields.

### **II. Scope**

This Directive applies throughout DHS to all employees who perform or will perform acquisition related activities, unless exempted by statutory authority.

### **III. Authorities**

- A. Public Law 104-106, Divisions D and E, 110 Stat. 186 (as amended), Clinger-Cohen Act of 1996
- B. Title 41 United States Code, Chapter 7, Office of Federal Procurement Policy
- C. Federal Acquisition Regulation, Section 1.603, and Part 42
- D. Department of Homeland Security Acquisition Regulation (HSAR), Title 48, Code of Federal Regulations
- E. Department of Homeland Security Acquisition Manual (HSAM)
- F. Office of Procurement Policy (OFPP) Policy Letter 05-01, April 15, 2005
- G. OFPP Letter, The Federal Acquisition Certification in Contracting Program, January 20, 2006
- H. OFPP Letter, The Federal Acquisition Certification for Program and Project Managers, April 25, 2007
- I. Office of Personnel Management (OPM) Qualification Standards for General Schedule GS-1102 Contract Specialist positions

J. DHS Management Directive 0003, Acquisition Line of Business Integration and Management, or its successor.

## IV. Responsibilities

A. The **Chief Procurement Officer (CPO)** is responsible for the management and oversight of the Department-wide acquisition career program, and the definition of requirements for the designation of persons qualified in all acquisition career fields.

B. The **Chief Human Capital Officer** is responsible for ensuring the integrity of the Department's personnel process through review of these processes and application of any policy related to the hiring of acquisition personnel.

C. The **Component Acquisition Executive (CAE)** is responsible for ensuring that acquisition personnel other than contracting personnel meet the DHS mandatory education, training, and experience standards established for a given acquisition career field. In coordination with the appropriate Head of Contracting, finance, information technology, or other Component personnel, the CAE is responsible for ensuring that only qualified Federal personnel are assigned to DHS acquisition positions in accordance with this Directive. This responsibility includes managing acquisition professionals in accordance with this Directive, identifying training needs, and submitting funding requirements in accordance with the Clinger-Cohen Act.

D. The **Head of Contracting Activity (HCA) or designee**, in coordination with the appropriate Component Acquisition Executive, finance, information technology, or other Component personnel is responsible for ensuring that only qualified Federal personnel are assigned to DHS contracting or contracting officers technical representative positions in accordance with this Directive. This responsibility includes managing contracting and contracting officer's technical representative professionals in accordance with this Directive.

## V. Policy and Requirements

The CPO shall specify education, training, and experience requirements for all acquisition professionals and:

A. Component HCA's (or designees) shall ensure that contracting professionals and contracting officers technical representatives meet all requirements for the appropriate career field.

B. Component CAE's (or designees) shall ensure that all acquisition professionals in non-contracting career fields meet all requirements for their respective career fields.

## VI. Questions

Address any questions or concerns regarding this Directive to the Director of Acquisition Workforce within the Contracting Operations, Support and Oversight Division of the Office of the Chief Procurement Officer.



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Elaine C. Duke  
Under Secretary for Management

30 Oct 2009

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