

Appendix N-2

Simplified Acquisition Certificate Application Form

Memorandum

TO: Kimberly Doherty (Reviewing Official's name and title)
Acquisition Career Manager

FROM: _____ (Employee's name and title)

THROUGH: _____ (Employee's supervisor's name and title)

SUBJECT: Request for Simplified Acquisition Certification

I am submitting this form and the attached supporting documentation as my application for SAC Level _____ (A or B).

(To be filled out by the employee)

1) Employee information:

Title, series, grade	
Office	
E-mail address	

Experience:

SAC-A Certification

Minimum of six months ~~of~~ ~~at~~ ~~in~~ ~~of~~ ~~at~~ ~~in~~ experience in simplified acquisition.

Yes ___ No ___

SAC-B Certification

Minimum of one year experience in simplified acquisition, six month of which must be hands on experience in simplified acquisition procedures.

Yes ___ No ___

Training requirements:

Attach all certificates for applicable courses to the UCC application package and send the entire package to Ua] |ãããO { æËãO [ç.

Method of Completion (Check appropriate space and complete applicable information).
 Á

SAC-A Certification

Course name	Date completed
%r Basic Simplified Acquisition Procedures or DAU's CON 237 &r Advanced Simplified Acquisition Procedures ' r Appropriations Law (r Green Purchasing Training . .) r Gja d`jZYX'5 Wei jg]hcb/ `8 Y Y[UHYX'DfcW fYa Ybh	

SAC-B (if applicable)

Course name	Date completed
CON 100 SHAPING SMART BUSINESS ARRANGEMENTS	
CON 110 MISSION SUPPORT PLANNING	



MANDATORY SKILLS CURRENCY

To maintain a SAC certification, GS-1105s/GS-1106s and non GS 1100 series warranted Contracting Officers are required to earn 40 continuous learning points (CLPs) every two years. ACMs shall monitor the continuous learning requirements for employees holding SAC certification to ensure they meet this requirement. A SAC will expire if the 40 CLPs are not earned every two years, and an associated certification and warrant shall be considered invalid. Expired warrants shall be returned to the HCA.

(To be filled out by the employee's supervisor)

2) Employee's supervisor:

Recommend Approval
 Recommend Disapproval

(Signature, Title and Date)

(To be filled out by the reviewing official)

3) Reviewing Official:

Recommend Approval
 Recommend Disapproval

(Signature, Title and Date)

(To be filled out by the approving official)

4) Approving Official:

Recommend Approval
 Recommend Disapproval

(Signature, Title and Date)

Supporting Documentation Consists of:

- Training certificates and/or previous Acquisition Certificate
- OF 612 or Resume
- Most recent performance appraisal
- Proof of Mandatory Skills Currency