

# FAC-C EXPERIENCE TRANSCRIPT TEMPLATE

(Required for FAC-C Levels I, II and III)

## PART A - APPLICANT IDENTIFICATION

*Note: Please fill out template in its entirety; and in areas where experience is lacking please provide knowledge of competency or statement addressing competency not yet experienced.*

Name (Last, First, Middle Initial) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Title, Series, Grade \_\_\_\_\_

**What type(s) of contract(s)/project(s) have you administered and/or are you managing?**

- Information Technology
- Construction
- Advanced Research and Development
- Other (Please Specify): \_\_\_\_\_

- 
- I am applying for FAC-C Level I
  - I am applying for FAC-C Level II
  - I am applying for FAC-C Level III

## PART B – EXPERIENCE

Please provide employment dates, agency/firm, position title, years of experience, and detailed accomplishment narratives for each competency listed that applies to your experience. **FAC-C Level I** requires *one (1) year* of contract work experience based on the Contract Specialist Qualification Standard. **FAC-C Level II** requires *two (2) years* of contract work experience based

on the Contract Specialist Qualification Standard. **FAC-C Level III** requires *four (4) years* of contract work experience based on the Contract Specialist Qualification Standard.

## **General Business and Technical Qualifications**

*Professional Experience Profile for FAC-C Qualifications:*

- FAC-C Level I: My experience includes at least 1 year of contracting experience. My knowledge and abilities applicable to Level I competencies are described in the narratives below.
  
- FAC-C Level II: My experience includes at least 2 years of contracting experience. My knowledge and abilities applicable to Level II competencies are described in the narratives below.
  
- FAC-C Level III: My experience includes at least 4 years of contracting experience. My knowledge and abilities applicable to Level II competencies are described in the narratives below.

**Competency 1: Pre-award and award:** *Determination of requirements for mission; Consideration of Social-economic Requirements; promote competition; source selection; solicitation of offers; responsibility determination; bid evaluation; proposal evaluation; contract award; process protests* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above:

**Competency 2: Develop and/or Negotiate Positions:** *JOFOC; Terms and conditions; preparation and negotiation* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above:

**Competency 3: Advanced Cost and/or Price Analysis:** *Advanced Cost and/or Price Analysis*  
(Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency): \_\_\_\_\_

Briefly describe your experience relating to the competency stated above:

**Competency 4: Contract Administration:** *Initiation of work; contract performance management; issue changes and modifications; approve payment requests; close-out contracts* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above:

**Competency 5: Small Business/Socio-Economic Programs:** *Addressing small business concerns* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above:

**Competency 6: Negotiate FPRAs & Administer Cost Accounting:** *Negotiate forward pricing rates agreements & administer cost accounting standards* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above:

**Competency 7: Contract Termination:** *Contract termination* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above:

**Competency 8: Procurement Policy:** *Procurement Analysis* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above:

**Competency 9: Other Competencies:** *E-business and automated tools; activity program coordinator for purchase card; construction/architect & engineering* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above:

**Competency 10: Contract in a Contingent and/or Combat Environment:** *Contracting in a contingent and/or combat environment* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above:

**Competency 11: Professional Competency:** *Problem solving; customer service; oral communication; written communication; interpersonal skills; decisiveness; technical credibility; flexibility; resilience; accountability* (Please view [FAC-C Competency Model](#) for further details).

- Employment dates:
- Agency/Firm:
- Position Title:
- Years of Experience (relating to this competency):

Briefly describe your experience relating to the competency stated above: