Department of Energy
Washington, DC 20585

MEMORANDUM FOR ACQUISITION CAREER MANAGER

FROM: Name
Position Title
Office Title

SUBJECT: Application for Renewal of FAC-C Level I

In accordance with DOE Order 361.1B, Acquisition Career Management Program, I hereby request renewal of the subject certification. I was last certified on _____ (see attached certificate). In the 2 years since then, I have reported at least 80 continuous learning points (CLPs), as described in the Acquisition Certifications Program Handbook, to ESS CLP Tracking.

For CLPs not logged in FAITAS or my ESS Training Summary, copies of certificates of attendance, transcripts, and/or other records supporting completion of such CLPs; e.g., written confirmation from the event organizer or my supervisor, were provided to my Site Acquisition Career Manager with this request.

Supervisory Recommendation:

By my signature below, I certify that the above applicant completed the activities entered in ESS CLP Tracking and recommend approval of this application.

_____ _____
(Supervisor name & title) Date
(Office Title)

Site Acquisition Career Manager:

I certify that this application meets the ACP Handbook requirements for renewal of the subject certification. Documentation for CLPs not logged in ESS or FAITAS is available upon request. Please issue a new certificate in this applicant's name effective for the 2-year period _____. The applicant understands that, during this timeframe, (s)he is required to complete 80 CLPs and apply for renewal to avoid a lapse in certification.

Name_____ _____
(Office Title) Date
Site Acquisition Career Manager