



FAI NEWSLETTER

ISSUE **1** Q1 FY 2013 | FAI QUARTERLY NEWSLETTER

From the Director



Donna Jenkins,
Director, FAI

I want to take this opportunity to thank the Chief Acquisition Officer Council membership, Senior Procurement Executives, Acquisition Career Managers (ACMs), the FAI Board of Directors and other acquisition professionals who have supported the FAI Team on the various interagency working groups. Each of you has been instrumental in the success that FAI

experienced in 2012 and will continue to be key players for our future. Your support and active participation fostered the sharing of ideas, expanded collaboration, aided in moving initiatives forward and in establishing new government-wide workforce initiatives. I also want to thank the FAI Team for their dedication and unwavering support in this evolving time as we move forward with new leadership direction and in their ability to balance the various initiatives they are leading.

In today's fiscally constrained environment, it becomes even more important that we work together to leverage resources, eliminate duplicative efforts and streamline processes to increase efficiencies across the Federal acquisition workforce community. It's our ability to work as "one Government," that enables us to maximize taxpayer dollars and look for ways to identify savings. I appreciate and look forward to your continued support and participation in the New Year as we embark on new opportunities to develop an agile and quality government-wide acquisition workforce.

Thank you and let's have an even greater success in 2013!

Donna M. Jenkins
Director
Federal Acquisition Institute

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MEET THE FAI TEAM!

It's with great pleasure that I introduce the FAI Team and areas of responsibility. The FAI team is here to support you and it's with their many years of experience and expertise that they are able to conquer the great challenge of shaping a government-wide acquisition workforce program. I feel very fortunate to have such a dedicated, professional and capable team.

ACQUISITION PROGRAM EXECUTIVES (APEs)



Bob Faulk,
APE, FAC-COR



Bruce Moler,
APE, FAC-P/PM

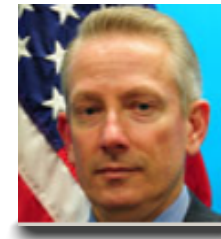


Molly Parker,
APE, FAC-C



Tony Grayson,
APE, FAC-C

These individuals are responsible for the day-to-day operation of the Federal Acquisition Certification (FAC) Programs. They work regularly with the Office of Federal Procurement Policy (OFPP) to identify, evaluate and establish certification requirements for the Contracting, Contracting Officers Representative and Program and Project Management functional areas. These individuals have numerous years of experience from working in numerous venues of acquisition – they've been there, done it and now share their expertise in developing an agile and quality government-wide acquisition workforce.



Jeff Birch,
Deputy Director, FAI

DEPUTY DIRECTOR

We are thrilled that Jeff Birch joined FAI as our Deputy Director in January, 2012. Jeff brings extensive experience and expertise from the Defense Acquisition University where he most recently served as the 4th Estate Director, Acquisition Career Manager (DACM).

TRAINING DEVELOPMENT TEAM



Jodie Paustian,
Chief Learning Officer

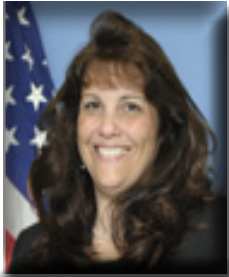


John André,
Deputy Learning Officer

These individual are responsible for the day-to-day training delivery and execution. They manage course requirements, training schedules, procurement of the training, school-house operations and collect training metrics to monitor efficiencies.

MEET THE FAI TEAM!

FAI OPERATIONS



Bonnie Hanger,
Executive Operations
Manager



Gloria Sawyers,
Business Process
Manager

Bonnie and Gloria manage the daily business operations of FAI. They work closely with the GSA Budget and Finance, Personnel and Contracting Offices to ensure all business operations run smoothly.



Ben Eng,
Human Capital
Initiatives PM

HUMAN CAPITAL INITIATIVES

Currently Ben is a team of one, but he has contractor support to assist him with the various workforce initiatives, such as the Bi-Annual Acquisition Workforce Competency Survey, Annual Acquisition Human Capital Plan, Annual Acquisition Workforce Report, Presidential Management Fellows – Acquisition Track Program, and other interagency human capital management developments.



John Varghese,
Chief Technology Manager

IT TOOLS AND TECHNOLOGY

Until recently, John was managing all IT and Technology projects – they included the FAI Training Application System (FAITAS) and numerous system enhancements, the new fai.gov website and many other internal and external IT developments. Bob Faulk stepped into the IT Tools and Technology arena based on his past experiences and is now leading the FAITAS development along with his APE-COR responsibilities. We are in the process of getting John some help to assist with the various IT projects – thanks, gentlemen for stepping up to the plate to carry the extra load.



This is a synopsis of the responsibilities my team manages, but I assure you they are working various other projects to ensure FAI successfully achieves its twelve statutory responsibilities. The FAI team is co-located between the GSA Headquarters at One Constitution Square in the District and at our Defense Acquisition University partner's facility on Ft Belvoir. Please know that the FAI Team is here to serve you and does so with great pride and professionalism.

-Donna Jenkins
Director, FAI

FAI's FY2013 STRATEGIC PLAN

What is Strategic Planning?

- Process of defining objectives and creating strategies to attain those objectives
- A management tool for organizing the present on the basis of the projections of the desired future
- Defining the organization's go-forward plan for the future and accompanying desired outcomes
- Systematic process of envisioning a desired future, and translating this vision into broadly defined goals or objectives and a sequence of steps to achieve them



Simply put

A road map to lead an organization from where it is now to where it would like to be in three, five, or ten years

The FAI FY-2013 Strategic Plan is in the “making”. Inputs from our Stakeholders, suggestions collected from our agency engagement visits and influences from the hill have enabled the development of the first FAI Strategic Plan. Obtaining stakeholder inputs is critical to gain buy-in and the highest level of leadership support. Our stakeholder population is composed of Strategic Partners, Consumers and Service Delivery Partners. Some of the members of this diverse group include Congress, Office of Federal Procurement Policy (OFPP), Chief Acquisition Officer Council (CAOC) members, Agency Acquisition Career Managers (ACM),

Defense Acquisition University (DAU), training vendors, federal acquisition workforce members and others. The FAI team initiated the strategic planning process in April 2012 and has since been drafted into a specific, actionable and measurable document.

The strategic plan will establish strategic goals/objectives and annual performance targets. Throughout the year, there will be on-going reviews of the Strategic Plan and annual Performance Plan, which will include assessing progress made towards achieving strategic goals/objectives and annual performance targets.

At the end of the fiscal year, there will be a review of the past year's performance. The analysis of the review will result in the FAI Annual Report which provides our stakeholders and customers with the major accomplishments for the preceding year.

The strategic planning process and the documents generated promote transparency into FAI operations and provide a process for collecting requirements from our stakeholders

in shaping the following years objectives. FAI's objective is to establish a method where we collect our stakeholder requirements, institutionalize consistent and repeatable processes and most importantly, establish metrics to measure results. In today's environment, it's imperative that all organizations have a process to monitor progress towards achieving organizational goals and the capability to measure results. Once finalized, the documents will be posted on the fai.gov website.

Strategic Planning Process

- Is systematic – structured and data-based, yet flexible
- Involves establishing priorities
- Builds commitment and buy-in
- Guides the acquisition and allocation of resources
- Generates
 - Clear understanding of organization's mission, vision, and values among key stakeholders
 - Alignment with stakeholders, organizational leadership and employees
 - Road map for action (long-term goals and near-term tasks/targets)
 - Benchmarks to evaluate achievement
- Results in a written plan that is
 - Clear and concise
 - Achievable
 - Measurable
 - Holds FAI accountable

FEDERAL ACQUISITION CERTIFICATIONS

Contracting (FAC-C) Update

FCN 112, MISSION PERFORMANCE ASSESSMENT

The new on-line FCN 112, Mission Performance Assessment course is now available and accepting enrollment. It provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance. Students will explore processes for working with their customers to ensure contract performance aligns with the contract requirements and is meeting mission requirements. Students will also explore assessment strategies and performance remedies, how to make and price contract changes after award, handle disputes, and finally how to close out completed contracts.

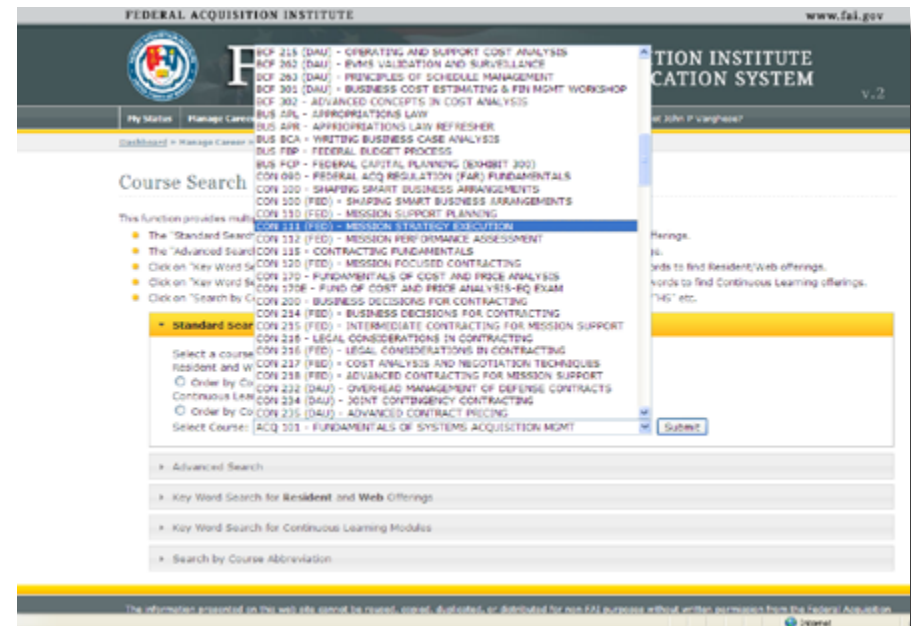
This course, once completed, can be used for FAC-C certification purposes in place of CON 112. This course can also be taken for Continuous Learning Points (CLP); 20 CLPs will be granted upon successful completion of this course.

CON 200, BUSINESS DECISIONS FOR CONTRACTING

This new on-line CON 200, Business Decisions for Contracting course is now available and accepting enrollment. FAC-C Level I certification is a pre-requisite for the course. The course builds on contracting Level I pre-award business and contracting knowledge necessary to process complex procurements. The emphasis of this course is on planning successful mission support strategies and executing an acquisition that optimizes customer mission performance. Students will learn various techniques for building successful business relationships, the benefits of strategic sourcing and spend analysis, and the “ins and outs” of providing contract financing. Students will also experience an in-depth look at subcontracting, how to conduct a formal source selection,

and how to analyze and evaluate the information necessary to determine contractor responsibility.

Upon successful completion of this course, it may be used for FAC-C certification purposes, as an equivalent or an acceptable substitute for CON 214. Nineteen CLP's will be granted upon successful completion of this course.



FEDERAL ACQUISITION CERTIFICATIONS

Program and Project Management (FAC-P/PM) Update

NEW FEDERAL CERTIFICATION POLICY IN P/PM

FAI has provided new draft certification policy to The Office of Federal Procurement Policy (OFPP) for review/approval which updates the certification standards for Federal Program and Project Managers. This revised (draft) policy, the Federal Acquisition Certification for Program and Project Management (FAC-P/PM), is the culmination of many months of hard work by the P/PM Functional Advisory Board (FAB) in their analysis of a 2010 report to OFPP containing recommendations on how the current (2007) certification policy could be improved. The new policy recommendations are accompanied by a revised competency model for Federal P/PMs composed of performance outcomes which identifies training and experience requirements in seven competency domains.

The new policy recommendations removed much of the supplemental information that was not policy-centric and consolidated this additional guidance on the FAI website, www.fai.gov. This more direct focus has clarified the document, allowing for easier interpretation and implementation by Federal acquisition career managers. Another important change is in the certification re-write as an addendum introducing certification procedures for FAC-P/PM specialty areas, such as Information Technology (IT). PMs whose primary duties involve acquiring IT assets must now satisfy additional competency requirements leading to certification in the FAC-P/PM-IT specialty. I sincerely appreciate and want to recognize those individuals who played a significant role in shaping this new P/PM certification policy. It was through collaboration and a dedication to “make a difference” that made this effort possible.

OFPP has targeted 2Q FY13 to approve and issue the new FAC-P/PM certification policy. For more information go to www.fai.gov or contact Bruce Moler at FAI: 202-695-0438; bruce.moler@fai.gov.

NEW ONLINE RESIDENT CLASSROOM COURSE FOR FAC-P/PM ENTRY-LEVEL CERTIFICATION

FAI has begun development of a new P/PM certification course consisting of an online, distance learning component matched to an instructor-led, classroom component. The new “blended” course will satisfy the training requirements for entry-level certification in the FAC-P/PM policy. The new course is currently titled FPM 110; Acquisition Fundamentals of Program and Project Management.

FPM 110 will consist of an online course of approximately 36 student “seat” hours, plus a one week classroom course covering another 36 hours of training. This new approach of combining online and classroom delivery will reduce the number of hours Federal students are away from the workplace, as well as reduce the number of total training hours previously required to meet entry-level certification requirements. I would like to thank the VA Acquisition Academy and the Department of Energy for their significant contribution to the on-line course content materials. The new FPM 110 course is scheduled to be deployed in the December 2013 timeframe.



FEDERAL ACQUISITION CERTIFICATIONS

Contracting Officer's Representative (FAC-COR)

FUNCTIONAL ADVISORY BOARD (COR-FAB)

The COR FAB has been busy, over the summer, revising the COR competencies and developing aligned skills for the three levels of certification. The FAB is recommending to the Office of Federal Procurement Policy (OFPP) that four new competencies be added to the current list of COR competencies. The FAB also edited the existing aligned skills, which were first published in 2007, and is recommending skills for each certification level, as appropriate for the competency. The FAB's perception is that some of the competencies' aligned skills would not be appropriate for the entry level. The FAB's recommendations on the revised list of competencies are:

- » Acquisition Planning
- » Market Research (Understanding the Marketplace)
- » Defining Government Requirements
- » Effective Pre Award Communication
- » Proposal Evaluation
- » Contract Negotiation
- » Contract Administration Management
- » Effective Inspection & Acceptance
- » Contract Quality Assurance & Evaluation
- » Contract Closeout
- » Contract Reporting
- » Business Acumen and Communications Skill Sets

The recommendations of the FAB will be forwarded to OFPP by the end of this month and will be published on the FAI web site as soon as they are approved by OFPP.

The COR FAB also reviewed the COR level I classroom course technical data package. The purpose of this package is to provide technical data outlining a one day instructor-led training (ILT) course, providing Federal agencies with the option to offer classroom-based instruction for their CORs. Third-party vendors can use this technical data package to develop and deliver a one day (seven hour) classroom-based COR Level 1 certification course and all associated materials, if they choose to do so.



TRAINING AND CAREER DEVELOPMENT

Registration is Open for FY13 Classes!

The FAI FY 2013 Training Schedule is now available at <http://www.fai.gov/drupal/training/find-and-register-for-courses>. Course descriptions are available at <http://www.fai.gov/drupal/training/course-descriptions>. You can find and register for these courses in FAI's Training Application System (FAITAS).

REGISTERING FOR CLASSES

To register for a specific class, a student and the student's supervisor must be registered in FAITAS.

- » Visit www.fai.gov and select FAITAS v2.0, or go directly to: <https://www.atrrs.army.mil/faitas/>
- » Click on I Agree
- » If you're already registered, log in with email and password
- » If you don't have a FAITAS account choose the link, Register Here, and proceed to register
- » After logging in, your Dashboard will appear
- » Above your Dashboard, you will see menu options such as My Status, Manage Career, etc.
- » Select Manage Career
- » Select Training
- » Select Search for Training
- » From the drop-down menus, you are able to search by Course Number or Course Name for the FAI Courses

- » Select the city where you wish to attend training, and then select the specific class offering
- » Follow the prompts to complete the registration process

You should note the Teaching School that is hosting the class. In addition to its own classes, FAI is pleased to include classes hosted by the Department of Homeland Security, Department of Health and Human Services, Department of Transportation, and the Treasury Acquisition Institute.

SEAT ALLOCATIONS & WAITLISTS

Teaching schools allocate seats in their classes to employees of their respective agencies. Sometimes they may offer seats to employees of other agencies. FAI allocates all of the seats in its classes spreading them among the agencies. That's why, if you are trying to enroll in an FAI class, you may see 0 or 1 or 2 seats available in a 30-seat class. Don't lose heart! Continue with the enrollment process, and you can be added to that class' waitlist even if it appears there are no available seats.

At 60 days before a class begins, FAI releases unreserved seats. That is, if an agency does not fill its seat allocations, those seats become available to the first available students. Students on the waitlist are given open seats in the order the students enrolled. If there are still open seats, they are filled on a first come, first served basis by any other student.

ADDITIONAL ASSISTANCE

Should you need further assistance, please contact the FAI Online Service desk by completing the fields at <http://www.fai.gov/drupal/content/help-desk>.



TRAINING AND CAREER DEVELOPMENT

FAI Launches the Federal Acquisition Council on Training (FACT)

The FACT was established in June 2012. The FACT is a collaborative, Federal-wide working group charged with focusing on acquisition certification and continuous learning training as well as curriculum development projects. The Office of Federal Procurement Policy chartered this initiative to optimize training dollars and resources. Representatives from each of the 24 CFO Act agencies as well as the Small Agency Council meet monthly and are working on the following goals:

- » Explore opportunities to strategically source commercial training
- » Promulgate course development standards providing a “plug and play” capability for agency specific material
- » Increase awareness of and create synergies between agencies working on similar curricula development efforts
- » Identify a single agency to take a lead role in the development of curricula for agencies’ non-unique efforts, as appropriate
- » Using the Federal Acquisition Institute Training Application System (FAITAS) as the official registration system, save agencies time and money by reducing stove-piped systems, and operations & maintenance costs, while maximizing training opportunities to increase operational efficiencies



Dollars will be maximized by strategically sourcing acquisition training from our vendor partners. Agency training data is being reviewed to ensure training demands will be available to the maximum extent practicable. The plan is for FAI to provide the minimum training requirements and the maximum requirements will be established through the agency training data reviews. As part of this process agencies will have the capability to purchase additional training if necessary. This should result in agencies paying the lowest price for the strategically sourced training and also standardizes training curriculum across the federal acquisition workforce sector.

We will keep you informed on the progress of this government-wide initiative in future issues of the FAI Newsletter.

TRAINING AND CAREER DEVELOPMENT


Have You Satisfied Your Continuous Learning Requirements?

Looking for Continuous Learning Points (CLPs)? Collectively, FAI and the Defense Acquisition University (DAU) offer in excess of 300 on-line courses that may be taken as a means for achieving your mandatory CLP requirements. These courses range in length from 0.5 CLP to over 20 CLPs and are a diverse array of subjects such as Small Business, Buying Green, Earned Value Management, Risk Management, Reverse Auctioning, GSA Schedules, Value Engineering, and many more. Based on the number of courses available, all acquisition workforce members should be able to find a course that would enhance their existing skill-sets and competencies. Find a list of available courses at: <http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx>, and then register through FAITAS for the course(s) that pique your interest or meet your current career field training needs. Upon successful registration and approval, you'll have 60 days to complete the course. New courses continue to be added so check the website often to find new training opportunities.

Are you aware of the number of CLPs required for your specific career field? If not, the CLP requirements can be found on the fai.gov website under the [certification tab](#).

Remember, CLPs may be earned through training, professional activities, education and experience. Specific continuous learning examples are available in the OFPP memorandum, [The Federal Acquisition Certification in Contracting Program](#), Appendix B, "Guidance on Meeting Continuous Learning Points Requirements".

In addition to on-line courses, FAI sponsors Acquisition Learning Seminars (ALS) which highlights current acquisition topics. Past webcasts have included CORs, Going Big for Small Business, Meet the Administrator, and the Automated Requirements Roadmap Tool (ARRT) which is designed to assist in requirements generation for Performance-Based Acquisitions. Other ALS events are being planned and once finalized will be posted on <http://www.fai.gov> under Upcoming Events.

Online Courses Deployed		FEDERAL ACQUISITION INSTITUTE 	
Module	Title	CLPs	Launch Date
FAC 023	Basic Contracting for GSA Schedules	4	3/19/2012
FAC 024	GSA Global Supply	2	8/10/2012
FAC 027	GSA Schedules and the Utilization of Small Business	2	8/10/2012
FAC 028	GSA Schedules and Sustainable Acquisition	1	9/10/2012
FAC 029	GSA Schedules vs. Open Market	2	9/4/2012
FAC 034	Interagency Acquisitions Basics	1	8/10/2012
FAC 035	Guide to Preparing an Independent Government Cost Estimate	1	8/10/2012
FAC 036	GSA Schedules DPAs and CTAs	2	9/4/2012
FAC 037	GSA eBuy: An Overview	2	10/3/2012

TRAINING AND CAREER DEVELOPMENT

Managing Your Continuous Learning Points

Now that you are aware of the various sources for achieving your CLPs, did you know that the Federal Acquisition Institute Training Application System (FAITAS) has the capability to manage your CLPs and track your progress? Here's a synopsis on how the CLP Module works:

REQUEST CONTINUOUS LEARNING POINTS

The Continuous Learning Point Requests function allows FAITAS v.2 users to add and manage their CLP requests. There is no need to submit CL Point requests for training that is already tracked by FAITAS because classes in an employee's training history will already be included in the CL History.

1. To begin, follow this path: Manage Career | Continuous Learning | My Point Requests. The Continuous Learning Point Requests for [Employee Name] window opens.
2. Click the Add Continuous Learning Point Requests button.
3. Complete the required fields: Event Name, Event Description, Event Type, Start Date, End Date, and Number of Points Requested.
4. Use the View Event Type Information link to define the event types and the View Continuous Learning Point Information link to convert different Continuous Learning values like CEU to CL Points.
5. Upload Supporting Documentation, if necessary.
6. Click the Submit Request button. Depending on your Bureau's workflow, the Request will go to your Supervisor who will make a decision or it will go through the Supervisor and Bureau CL Manager.

UPLOAD SUPPORTING CL DOCUMENTATION

FAITAS v.2 users can upload supporting documentation to a CLP request. The maximum file size per upload is 4 Mb.

1. Click the Attach Supporting Documentation link.
2. In the Attach File field, click the Browse button, select a file from your directories, click the Open button, select the Document Type from the drop-down list, enter a File Description, and click the Submit button to upload the file.
3. The name of the file will appear under Supporting Documentation. Others who view your request will be able to view the supporting documentation files.
4. The process can be repeated for each supporting document that needs to be uploaded.

VIEW CONTINUOUS LEARNING POINT REQUESTS

FAITAS v.2 users can view the status of their Continuous Learning Point Requests. To begin, select Manage Career | Continuous Learning | My Point Requests.

1. The Continuous Learning Point Requests screen opens.
2. Both Pending and Processed CLP Requests are visible.
3. To view the status of Pending CLP Requests, view the Status column.
4. Employees can resend CLP requests to Supervisors and/or Bureau Continuous Learning Managers. Click the envelope icon located next to the right of the Status column.
5. A pop-up window message confirms request notification email verification.

HUMAN CAPITAL MANAGEMENT

Acquisition Workforce Competency Survey

Many thanks to all members of the Federal acquisition workforce (AWF) that responded to the 2012 Acquisition Workforce Competency Survey (AWCS)! YOUR input directly contributes to the success and insight that will help guide the continued development and strengthening of the AWF.

FAI, in collaboration with the Office of Federal Procurement Policy (OFPP), conducted the 2012 AWCS through FAI's new web-based survey tool. Through your participation, we were able to gain the perspective of almost 10,000 Federal AWF members across 23 Chief Financial Officer's (CFO) Act agencies and 25 small agencies in the roles of Contracting Officer, Contracting Officer's Representative, and Program and Project Manager. AWCS participants provided a self-assessment of their competencies associated with their Federal Acquisition Certification (FAC) area. This was the 3rd iteration of the AWCS, which enables us to track the growth and developmental requirements of the workforce.

The U.S. Government Accountability Office's (GAO) High Risk list states that, "the shortage of trained acquisition personnel impedes the capacity and capability of agencies to oversee and manage contracts that have become more expensive and increasingly complex."

The purpose of this survey was to (1) Identify and prioritize the developmental needs of the Federal acquisition workforce and (2) Inform the allocation of resources to enhance acquisition-related developmental opportunities. The results of the AWCS are currently being used by FAI and OFPP to identify the FAC competencies requiring the most development. FAI and OFPP, along with government-wide functional advisory boards (FABs), will be using the AWCS results to identify and prioritize developmental needs and allocate resources to enhance your access to high quality developmental opportunities. Agency specific AWCS data has been provided to Acquisition Career Managers (ACMs) for planning and analysis. Acquisition leaders within each of the civilian CFO Act agencies can use their agency-specific results to inform the development of their annual Acquisition Human Capital Plan (AHCP) strategies.

We identified areas where the acquisition workforce risks losing key competencies as a result of impending retirements over the next 5 years. Preserving and transferring the wealth of knowledge that senior Acquisition workforce members possess is critical to the continued success of our community.

Highlights from the 2012 AWCS include:

- » An increase of 42% over the number of participants that completed the survey in 2010
- » Overall, the 2012 sample of AWCS participants is slightly less experienced than previous AWCS samples
- » An expanded number of competencies within each of the FAC program areas, yielding a more detailed understanding of the strengths and opportunities for developing this critical workforce
- » Evidence of a strong relationship between time spent and technical proficiency within each FAC program area
- » Trend analysis identifying declining proficiencies within certain competencies dating back to 2008

Thanks again to all those who participated in this significant effort! We are committed to transforming your input into actionable strategies that will benefit you in your stewardship of taxpayer dollars.

TOOLS AND TECHNOLOGY

Implementation of the FAI Training Application System (FAITAS) for Small Agencies

The 24 CFO Act agencies as well as several of the small agencies, currently use the FAI Training Application System (FAITAS) as the primary source for managing Federal Acquisition Certifications, training requests and continuous learning for their workforces. FAI's FY13 Strategic Plan contains a goal to extend the FAITAS certification management process to all small agencies.

There are over 90 small agencies. FAI has been working with Jim Blades of the Procurement Committee of the Small Agency Council (SAC) and the FAITAS contractor, ASMR, to identify alternative ways to support certification and continuous learning management across the small agency community.

FAI and Jim Blades agreed to divide the small agencies into six groups for certification purposes and identified six "Super Acquisition Career Managers (ACM)" who would serve as the certification agent for their respective small agency groups. The six "Super ACMs" are:

- » Corporation for National and Community Service (CNS)
- » Executive Office of the President (EOC)

- » Institute of Museum and Library Services (IMLS)
- » Millennium Challenge Corporation (MCC)
- » National Mediation Board (NMB)
- » Peace Corps (PC)

The Super ACMs will be responsible for managing certification requests and continuous learning achievement requests for individuals of agencies within their assigned groups. Supervisors will be responsible for approval of training requests and continuous learning point requests for individuals they supervise within their agency.

The FAITAS contractor will move the appropriate agencies that are currently using FAITAS into the agency identifier Small Executive Agency Council (SEAC) and rename this identifier as SAC. They will also create an identifier for any of the small agencies that currently do not use FAITAS and place those agency identifiers in the bureau list for the SAC. FAI will list the names of the six "Super ACMs" in each of the agencies as the Agency Administrator, the Agency Career manager as well as the Bureau Continuous Learning Manager. In these roles each of the "Super ACMs" will be

able to see all requests for certification and CL Achievement Requests and select their respective sub-agencies' personnel for approval.

When individuals from small agencies register within FAITAS they will select SAC as their agency, and their respective agency as a bureau, unless their agency retains its independent status within FAITAS.

The FAC and CL Achievement Request approval workflow will be:

1. Individual submits certification package for approval
2. Supervisor reviews and either returns package for additional information or sends it forward
3. Super ACM reviews and either returns package for additional information or approves
4. Individual's profile is updated to reflect approval of the specific request

This is another example of how collaborating across agency boundaries affords opportunities to increase efficiencies in how we manage our acquisition workforce.

TOOLS AND TECHNOLOGY

MAX.gov

MAX ... It's a Web site, available government-wide, called the MAX Federal Community. The free tool is technically part of OMB's budget execution and formulation line of business; however, agencies have found uses for the system that go well beyond budgeting. Agencies say they're saving millions of dollars and countless hours of work thanks to a simple "wiki" tool provided by the Office of Management and Budget. Go to MAX.gov and see how "MAX" can assist you in achieving your agency's mission goals.

Notes from the OFPP Administrator are also available on MAX.gov - click [here](#) to view that Notes (once you have registered).

Hours of Operation (ET):

- Weekdays: available 24 hours
Support available 8:30AM-8:30PM
- Weekends: Available all hours except Sun 2AM-8AM
Support available 9AM-6PM (response within 2 hrs)

Contact maxsupport@omb.eop.gov, 202-395-6860



GOVERNMENT-WIDE COMMUNITIES

Acquisition	Homeland Security	Planning
Budget	Human Capital	Recovery Act
E-Government	IT Infrastructure	Small Agencies
Financial Management	Management	Sustainability
Grants	Open Government	Web and New Media
	Performance	

TOOLS AND TECHNOLOGY

FAI.gov Reaches Over One Million Hits!

Our state-of-the-art website is designed as a one-stop-shop to support the Federal acquisition workforce community. The site includes a variety of interactive tools and resources to keep the acquisition workforce community informed and connected. Since our new website launched in February, we have received over 1.2 million hits! Check out what has made us so popular - www.fai.gov

- Connect to the **FAI Training Application System (FAITAS v.2)**, the primary source for managing acquisition-related training registration and certification for the Federal civilian workforce.
- Explore the **Training** section to learn about FAI course offerings and learning events or watch an On-demand videos for continuous learning points.
- Visit the **Certification** section maintained by FAI's Acquisition Program Executives to stay informed about the latest certification requirements and policies that affect your Federal Acquisition Certification (FAC) as an acquisition professional.



- Search the **Careers** section to find current job openings in Federal contracting and information on Acquisition-related intern programs.
- Visit the **Community** section to stay connected to the major resources required for success as an Acquisition workforce member, including your agency's ACM contact information, policies, guides and manuals, and much more.
- Keep up-to-date with **Upcoming FAI sponsored Events and Classes**, including the Acquisition Learning Seminar Series which is broadcast live through fai.gov's state-of-the-art webcast system that can reach the entire Federal Acquisition workforce at once!
- Several exciting new fai.gov features will launch in 2013, including a searchable version of the FAR, communities of practice to foster government-wide collaborations, and a mobile site to stay connected from anywhere!

PROCESS AND PROCEDURES

FAI Cancellation Policy — Are You Ready?

FAI's goal is to optimize training opportunities for all Federal acquisition workforce members - we all play a role in achieving this goal. Working with your leadership is an important step in this process - ensure they know when you plan to attend training so that mission work will continue to be accomplished in your absence. I think everyone has experienced the challenge of trying to balance your work-load with required training, but with proper planning this challenge can be much less stressful.

Early registration for FAI sponsored courses is critical to maximize training opportunities for the federal acquisition workforce community. On October 1st, FAI implemented a Course Cancellation Policy for FAI sponsored classroom courses. FAI must make a go/no-go decision on holding a course at least 30 days prior to the class start date. If there are at least 23 students registered at the 30 day mark, FAI will notify the vendor that the class will be held as scheduled. If there are less than 23 students registered at the 30 day mark, FAI will cancel the class for the scheduled date and possibly reschedule the class for a later time. All students will be notified via FAITAS of the cancellation.

If you register for a class and need to cancel, please cancel as early as possible to ensure that other students have a chance to take your slot.

- » If you cancel at least 35 days prior to the course start date, there are no consequence for cancelling out of the class.
- » If you cancel 34 days prior to the course start date you will be prevented from registering for the same course for a period of 90 days.
- » If you register, fail to cancel, and fail to show up on the first day of the class, you will be prevented from registering for any FAI sponsored course for 6 months.

Please note that all late cancellations and no-shows will be reported to the Agency Acquisition Career Manager (ACM) for corrective action.

This policy is necessary to ensure that FAI courses are fully attended and that no taxpayer dollars are wasted because of last minute cancellations and no-shows. Plan your training carefully throughout the fiscal year to avoid having to cancel required acquisition training. Let's work together to get the "most bang" for our training dollars!

We Want to Hear from You!

The FAI Team along with our tools, technology and resources are here to help YOU! As we plan, design and implement new assets and capabilities, it's critical that we get your feedback. As consumers of our resources, your constructive feedback enables us to make your FAI experience a pleasant one. Whether it's our website at www.fai.gov, an Acquisition Learning Seminar (ALS), an FAI sponsored training class or any other asset, we want your feedback - both good and bad! Submit your feedback to Feedback@fai.gov. Please be specific when providing your feedback so that we can evaluate and take appropriate action on your comments.

We really do want to hear from YOU!



ACQUISITION WORKFORCE RESOURCES

Student Support

If you have training and development questions, always begin with your agency Acquisition Career Manager (ACM)

[LIST OF ACMs](#)

[FAI.GOV](#)

[FAI HELP DESK](#)

[DAU.MIL](#)

