



Federal Acquisition *Insight*

November 2005 Edition

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From the Desk of the Director

by Gloria Sochon

Fiscal year 06 is here, and with it, FAI has exciting news about upcoming courses and new initiatives to support you. This issue focuses on courses that have been offered in the past few months, whose success has generated the need for additional sessions to be offered. You will also find information on:

- The IACMC, who will be working with FAI to develop a training strategy for courses funded by the AWTF and coordinating the development and implementation of the federal acquisition certification programs;
- Course names and descriptions for the FY06 classroom and on-line training, including a new series of contracting courses that has replaced CON101 and CON104;
- The designation of new biobased products and the enactment of the Energy Policy Act of 2005;
- An overview of the new look of the FAI website;
- A sneak peek at OFPP Policy Letter 06-01; and
- Celebrating the JWOD Program during National Disability Awareness Month.

Welcome the IACMC

The first meeting of the Interagency Acquisition Career Management Committee (IACMC) was held on October 13, 2005. The IACMC includes Acquisition Career Managers (ACMs) appointed by Chief Acquisition Officers (CAOs) of agencies to provide career management and support for acquisition personnel in the Federal government. The functions of the committee include: identifying civilian agency training needs and assisting FAI in developing a training delivery strategy for courses funded by the Acquisition Workforce Training Fund; coordinating the development and implementation of acquisition career management plans and programs, primarily the federal acquisition certification programs; facilitating the exchange of information on agency acquisition career management programs covering personnel management; and assisting FAI in developing recommendations for new initiatives and training methods, providing subject matter specialists to review courses, and ensuring civilian agency participation in decisions related to curriculum development.

The ACMs play a vital role, as identified in OFPP Policy Letter 05-01. An agency's ACM will be responsible for ensuring that the agency's workforce meets the requirements set forth in the Letter. At a minimum, the ACM will:

1. Manage the identification and development of the acquisition workforce, including identifying staffing needs, training requirements, and other workforce development strategies.
2. Propose to the CAO an annual budget for the development of the acquisition workforce to fulfill the requirements of this Letter and other agency human capital objectives;

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To find out what's new with FAI, visit us at www.fai.gov. In addition to a newly revamped site, you will also find:

- *DAU Hurricane Katrina Community of Practice*
- *Instructions to Register for Free EVM Training for Non-DOD Agencies*

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Acquisition Learning Seminar Focuses on “Green IT”

by Maria Hernandez, FAI

On August 10, 2005, the Federal Acquisition Institute (FAI) and Defense Acquisition University (DAU) cosponsored the Acquisition Learning Seminar on “Green IT”. The speakers, Laura Nazef and Oliver Voss from the Environmental Protection Agency, provided information on the Federal Electronics Challenge and the Recycling Electronics and Asset Disposition (READ) Services. They focused on the role of procurement in Sustainable Electronics Stewardship. They also presented useful information on how agencies properly dispose of their obsolete electronics in an environmentally friendly manner at an affordable cost.

For those who didn't have an opportunity to attend, the presentation can be viewed at the FAI website at www.fai.gov under the *Acquisition Learning Seminars* section of the *Learning Resources and Tools* tab. It is also available on the DAU website at www.dau.mil under the *DAU Video Library* Quick Pick link, *03 Continuous Learning & Conferences* section. Materials related to this and other seminars are also available online at www.fai.gov, such as information about October's Acquisition Learning Seminar, “**Strategic Sourcing**”. The seminar was held October 25th at the GSA Central Office Auditorium.

For more information on Acquisition Learning Seminars, contact Maria Hernandez via email at maria.hernandez@gsa.gov.

A Year of Learning: Courses in FY06

Beginning in January 2006, FAI will be offering a range of classroom training for the federal acquisition workforce. The schedule will include several classroom sessions of the core contracting courses. These courses will be funded through the Acquisition Workforce Training Fund (AWTF). Though the schedule has not yet been finalized, below you will find a description of the courses that FAI expects will be offered. Check the *Classroom Training* page at <http://www.fai.gov/resource/classtrain.htm> in the near future for a schedule and other information about training available to support your development as an acquisition professional.

Please note that CON101 and CON104 have been replaced by a new series of contracting courses. CON110 Mission Support Planning, CON111 Mission Strategy Execution, CON112 Mission Performance Assessment, and CON120 Mission Focused Contracting are the new courses. This track of contracting courses develops a foundational understanding of contracting basics while also focusing on the business advisor's role in shaping successful mission outcomes. CON110, CON111, and CON112 are online courses available at www.dau.mil.

- **CON100: Shaping Smart Business Arrangements**

Personnel new to the contracting specialty will gain a comprehensive understanding of the environment in which they will serve. Students will develop professional skills for making business decisions and for advising other acquisition team members in successfully meeting customers' needs. Before beginning their study of technical knowledge and contracting procedures, students will learn about the different DOD mission areas and the procurement alternatives for each. Knowledge management and information systems will be introduced as well. Small group exercises will prepare the students to provide contracting support within the overarching business relationships of government and industry.

- **CON120: Mission Focused Contracting**

This is the capstone course for CON Level I students. This course engages the students in the entire acquisition process from meeting with the customer to completing the contract closeout process. Students will have an opportunity to learn and apply leadership, problem-solving, and negotiation skills. Using an integrated case study approach, students will apply the knowledge and skills gained in the previous CON Level I courses.

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Green Purchasing Update

by Dana Arnold, Office of the Federal Environmental Executive

This month, I'd like to update you on biobased products and the new Energy Policy Act of 2005.

Biobased Products. As we reported in previous articles, the Farm Security and Rural Investment Act of 2002 (FSRIA) established a Federal biobased products purchasing program. The U.S. Department of Agriculture is responsible for designating biobased products for Federal agencies to purchase and for providing guidance for purchasing those products. On July 5, 2005, USDA proposed to designate the following six products: mobile equipment hydraulic fluids, urethane roof coatings, water tank coatings, diesel fuel additives, penetrating lubricants, and bedding/bed linens/towels. Public comments were due September 6, 2005. You can find a copy of the Federal Register notice of proposed rulemaking on the Office of the Federal Environmental Executive (OFEE) web site at <http://www.ofee.gov/usdapro.pdf>.

Once USDA publishes the final rule designating these items, Federal agencies will have one year to review and revise any applicable specifications, test products, and begin purchasing them. While the July 5 Federal Register notice did not include specific guidance such as sample solicitation provisions, USDA's acquisition office is developing such guidance for the agencies to use. In addition, the Federal Acquisition Regulation Council is developing revisions to the Federal Acquisition Regulation to implement this program.

One issue is whether the new biobased products program applies only to Federal agency purchases of supplies or to both supplies and services contracts. The Energy Policy Act of 2005 revises FSRIA to make clear that the program applies to procurements of both supplies and services.

OFEE encourages you to begin speaking with your facilities and fleet staff to determine if they use these products, either directly or as part of a support services contract, and to check for upcoming contracting actions through which these products could be purchased. Examples are building construction, renovation, or maintenance contracts, and fleet maintenance contracts.

Energy Policy Act of 2005. Congress recently enacted the Energy Policy Act of 2005, which the President signed into law on August 8th. Among other things, the legislation requires Federal agencies to purchase Energy Star® and energy-efficient products. Purchasing of these products is already required by Executive Order 13123, and the legislation mirrors the E.O. directive. This means that the requirement is now legally enforceable, and agencies could be sued for failure to comply.

The new energy legislation also strengthens and expands the earlier Energy Policy Act and Executive Order 13149 requirements that agencies purchase alternative fuel vehicles and use alternative fuels. In addition, it adds requirements that agencies purchase or lease fuel cell vehicles and hydrogen energy systems, with funds to be provided through the Department of Energy. These latter requirements begin January 1, 2010. The Department of Energy will be developing implementing regulations and guidance.

Performance Based Services Acquisition Course

The Federal Acquisition Institute (FAI) recently sponsored two sessions of a targeted training course on Performance Based Services Acquisition (PBSA). This PBSA workshop for teams course is designed to guide an acquisition team in developing a performance-based statement of work. It is focused not only on contracting personnel, but calls for an integrated team to work together on a real requirement.

The course was designed by the Defense Acquisition University (DAU). FAI contracted with one of the DAU providers, Business Strategy Consultants, to facilitate the training. Eight teams from four agencies participated in the training. The agencies in attendance were: Department of Justice (DOJ), Environmental Protection Agency (EPA), Department of Transportation (DOT), and the United States Department of Agriculture (USDA). The feedback was very positive, with participants indicating that they gained significant understanding in PBSA principles and practical advice on how to apply them.

FAI will be offering additional sessions in FY06. The schedule has not yet been confirmed, but will soon be available on the FAI website at www.fai.gov.

Additional Offerings of Free EVM Training for Non-DOD Agencies

The Federal Acquisition Institute (FAI) and the Defense Acquisition University (DAU) recently established a new partnership to train and develop the federal acquisition workforce, including program and project managers. As part of this partnership, DAU is offering a free, online, self-paced course on Earned Value Management (EVM), available specifically for non-DOD agencies. The response to the initial announcement was overwhelming, with over 375 people registering for the course. Two additional sessions have been scheduled to accommodate those employees who are interested in completing the course.

The course summarizes the language, data reports, metrics, graphs, and management processes associated with EVM as they apply to acquisition management. The course emphasizes the processes related to the Performance Measurement Baseline (PMB), the Integrated Baseline Review (IBR), and the American National Standards Institute (ANSI) for EVM Systems. Students also evaluate and compute basic EVM metrics and EVM metric-based Estimates at Completion (EAC).

This is a fundamental course for people in positions requiring knowledge and use of EVM. It is available on a first-come, first-served basis and there are no pre-requisites. Course information is as follows:

Course Mode: Online, self-paced, lightly-facilitated environment. Registered students may begin the course the first day it is available, and must pass the final examination within 20 work days of the start date.

Course Objectives: Students who successfully complete this course will be able to:

- Describe, in plain language, the acronyms and meaning of EVM-associated vocabulary;
- Identify the program management data elements and processes associated with Performance Measurement Baseline development;
- Understand how the ANSI EVM Industry Standard is used to certify EVM-integrated management systems;
- Explain the Integrated Baseline Review process and purpose;
- Compute and comprehend the meaning of selected EVM metrics and EVM EACs; and
- Identify acquisition organizations, stakeholders, and formal agreements associated with EVM.

Section Number	Course Dates	Enrollment Information
Section 501	10/04/05 – 10/29/05	Full
Section 502	11/07/05 – 12/02/05	Full (Section 501 Overflow)
Section 503	04/03/06 – 04/28/06	Open – Capacity of 150

To register for April's session, follow the instructions provided at <http://www.fai.gov/pdfs/evmtraining.pdf>. Be sure to select "503" for the "Class". For questions, contact Art McCormick at arthur.mccormick@dau.mil, or at (703) 805-4498.

The New Look of FAI

FAI itself may not have gotten a new look, but its website certainly has! On September 30, 2005, FAI released a newly revamped version of its website. One of the first changes you may notice is the *Quick Links* area on the home page. This area provides a convenient way to access popular areas within FAI, as well as websites outside FAI. The *FAI Archive* is more extensive and displays various types of archived information such as policies, newsletters, and reports on the acquisition workforce. It can be accessed by clicking the *FAI Archive* link in the top menu bar, as well as in the footer. The content areas, such as *Manage Your Career*, have been organized so that information is easier to find. Below you will find an image of the new home page. We hope that you will take a look for yourself at www.fai.gov to see the improved look and feel, and benefit from the new design as it provides a more efficient way to access the acquisition-related material you need.

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FEDERAL ACQUISITION INSTITUTE

What's New

- [DAU Hurricane Katrina Community of Practice](#)
- [Save the Date! October Acquisition Learning Seminar \(PDF 112KB\)](#)
- [August 2005 FAI Newsletter \(PDF 292KB\)](#)
- [Additional Offerings of Free EVM Training for Non-DOD Agencies \(PDF 89KB\)](#)

Quick Links

- [Defense Acquisition University \(DAU\)](#)
- [FAI Online University](#)
- [ACMIS](#)
- [Policies](#)
- [Acquisition Community Connection \(ACC\)](#)
- [AT&L Knowledge Sharing System \(AKSS\)](#)
- [DAUs Continuous Learning Center](#)
- [Manage Your Workforce](#)

Manage Your Career

Manage Your Workforce

Learning Resources and Tools

Guiding Policies and Publications

Vendor Corner

Welcome

Since 1976, the **Federal Acquisition Institute (FAI)** has been working to promote the development of a professional acquisition workforce. In addition to providing information, management tools, and training opportunities, FAI also collects and analyzes acquisition workforce data, coordinates governmentwide research and studies to improve the procurement process, and assists agencies with recruitment of qualified candidates for acquisition fields. In conjunction with its partners, FAI seeks to ensure availability of exceptional training, provide compelling research, promote professionalism, and improve acquisition workforce management.

Manage Your Career

Locate information to support your role as an acquisition professional. FAI provides online courses, training blueprints, and other tools to further promote your acquisition workforce skills and knowledge. Information about the acquisition intern program and jobs available in the acquisition field can also be found here.

Manage Your Workforce

Locate information and tools to support your role as an acquisition career manager (ACM). Discover the resources available in the ACM Workspace, access training materials and other ACMIS-related news, and learn about job specific competencies.

Learning Resources and Tools

FAI provides a variety of ways to further your knowledge as an acquisition employee, through online and classroom learning, as well as links to accredited institutions. Get details about FACE, the annual conference co-sponsored by FAI, and bimonthly seminars that provide acquisition professionals with information on current and emerging issues in the field.

Guiding Policies and Publications

Read the publications, research, and studies that contain information on workforce trends, training, education, and policies. Also contained in this section are federal acquisition workforce policies and links to organizations conducting acquisition research.

Vendor Corner

Learn how industry can partner with FAI to promote training. Read more about the Acquisition Workforce Training Fund (AWTF) and the FAI/DAU partnership and see the notes from previous Industry Day meetings. Vendors can find information about opportunities to develop and deliver courses and anticipated RFPs for the delivery of other services funded by the Acquisition Workforce Training Fund.

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New Home Page at www.fai.gov

Coming Soon: OFPP Policy Letter 06-01

In April 2005, the Office of Federal Procurement Policy (OFPP) issued Policy Letter 05-01, focusing on improving the development of the acquisition workforce by more closely aligning civilian agency and Department of Defense (DOD) requirements. It called for the establishment of a federal contracting certification program, and recommendations for a federal certification program for program and project managers. These certification programs would reflect a standard for education, training, and experience leading to the fulfillment of core competencies.

OFPP Policy Letter 06-01, still being drafted, will establish the Federal Acquisition Certification in Contracting (FAC-C) Program. It also sets forth the requirements for education, training, and experience for those seeking a federal certification in the contracting function, and outlines the process for requesting and granting a FAC-C for the general schedule (GS)-1102 contracting series and other series. The program is being established to meet the requirement that members of the workforce issued new contracting officer warrants on or after January 1, 2007, must be certified at an appropriate level to support their warrant obligations. The FAC-C program will apply to all executive agencies, with the exception of those subject to DAWIA. The Chief Acquisition Officers Council, Human Capital Working Group, will oversee the program in consultation with the Federal Acquisition Institute (FAI) Board of Directors, and the Interagency Acquisition Career Management Committee (IACMC).

The final version of the Policy Letter will be released in the near future. Look for more details on the FAI website at www.fai.gov.

>> *Welcome the IACMC, continued from page 1*

3. Provide coordinated input to the CAO and Chief Human Capital Officer regarding short- and long-term human capital strategic planning for training, competency fulfillment, career development, accession, recruitment and retention, and other facets of human capital management affecting the acquisition workforce;
4. Recommend to the CAO a transition plan for meeting the requirements of this Letter;
5. Ensure that agency policies and procedures for workforce management are consistent with those established by OFPP, as appropriate;
6. Coordinate with agency functional advisors to ensure fulfillment of requirements of this Policy Letter 05-01;
7. Recommend to the Senior Procurement Executive (SPE) waivers to the GS-1102 education and training provisions of Policy Letter 05-01, as needed and in accordance with the qualification standards; and
8. Maintain and manage consistent agency-wide data on those serving in the agency's acquisition workforce in the Acquisition Career Management Information System (ACMIS).

Gloria Sochon, director of FAI and chair of the IACMC, conducted the meeting. Lesley Field, OFPP ex-officio member of the IACMC, discussed the Federal Acquisition Certification in Contract (FAC-C) Policy Letter, indicating that plans for its implementation will continue after incorporating revisions based on CAO Council comments.

The next meeting of the IACMC is scheduled for December 8 at 9:30am. Meetings will be held at least twice each fiscal year to address current issues, discuss future plans, and report on subcommittee accomplishments. More information about ACMs can be found at www.fai.gov under the *Manage Your Workforce* tab.

Fostering Knowledge Sharing within the Acquisition Community

by Jeffrey Birch, DAU

The Defense Acquisition University (DAU) offers a repository of contracting knowledge and resources to support the federal acquisition community, both government and industry. The Mission Support Contracting Community of Practice (MSC CoP) at <https://acc.dau.mil/msc> is just one of the many career field communities available on the Acquisition Community Connection (ACC) <https://acc.dau.mil>. The objective of the MSC CoP is to foster collaboration, capture knowledge assets, and share contracting knowledge across the federal acquisition community. Our focus is to support the acquisition workforce by providing tools and resources which promote smart business decisions. We also aim to increase job performance while supporting their mission goals and maintaining the integrity of the procurement process to ensure mission success. On several occasions, legislative initiatives required the immediate collection and dissemination of new policy information, training opportunities, and related learning assets with support and availability 24/7. The MSC CoP continues to evolve and has proven to be a premier knowledge sharing tool to respond to emergent requirements. A few of the more recent process & mission area developments include:

- **Contracting Officers Representative (COR)** - <https://acc.dau.mil/cor>

This COR CoP is designed to support the COR community. It also serves as a collaborative resource tool for the new online COR course. The goal is to provide a central clearinghouse of COR knowledge and learning assets. The community also includes a COR Forum Area which is designed for fostering collaboration and sharing of best practices and lessons learned with other COR's supporting specific mission areas.

- **Hurricane Katrina** – <https://acc.dau.mil/katrina>

As the federal government was still assessing the destruction left behind by Hurricane Katrina, DAU's Knowledge Sharing team was already eagerly at work developing a Hurricane Katrina Community of Practice (HK CoP). The goal was to develop a repository of applicable information and resources to support the acquisition workforce involved in the relief efforts. The topic areas include policy and guidance information, emergency acquisition resources, training materials, and supporting resources.

- **Proper Use of non-DoD Contracts** – <https://acc.dau.mil/usingnondodcontracts>

Currently, a partnership between the Defense Procurement and Acquisition Policy (DPAP), General Services Administration, and DAU is conducting "road shows" on the "Proper Use of non-DoD Contracts". The CoP includes the Defense Procurement and Acquisition Policy website which provides access to all service specific policy information. Also included is the GSA Federal Supply Services Center for Acquisition Excellence Virtual Campus. This campus provides access to online and classroom training, as well as other learning resources to support its customer base; our objective is to leverage existing resources.

- **Contingency Contracting** - <https://acc.dau.mil/contingency>

The contingency contracting community is increasingly more active and important in supporting the contingency contracting community worldwide. The goal continues to be to provide a repository for learning assets, resources, and "real-time" information. To assist in the building of this knowledge repository, this community leverages class projects from the CON234 Contingency Contracting course with actual deployment and after action reports. Currently, we have a multi-service team restructuring the content and layout to better support the contingency community.

An entire listing of process and mission areas is available by clicking on the *Process & Mission Areas* icon on the MSC CoP front page graphic. The need to foster human interaction, collaboration, and knowledge sharing in the workplace is both a challenge and opportunity. DAU's knowledge sharing objective is to ensure that every member of our workforce knows everything, not because they actually hold all the knowledge in their heads, but because they are aware of the DAU resources and know where to find information. To increase the visibility and awareness of the ACC and other DAU knowledge sharing resources and learning assets, we offer the DAU Online Resources Tour which is available from the DAU Homepage menu at www.dau.mil as well as http://www.dau.mil/about-dau/virtual_tour/index.html.

Celebrate the Javits-Wagner-O'Day (JWOD) Program during National Disability Employment Awareness Month

by Stephanie N. Lesko, Public Affairs Specialist
Committee for Purchase From People Who Are Blind or Severely Disabled

The Javits-Wagner-O'Day Program

October's observance of National Disability Employment Awareness Month is an ideal time to recognize the Javits-Wagner-O'Day (JWOD) Program. The JWOD Program is a unique Federal procurement program which employs more than 45,000 Americans who are blind or have other severe disabilities at more than 600 community-based nonprofit agencies nationwide. Working-age people who are blind or severely disabled constitute a significant proportion of the U.S. population – over 17 million or nearly 6 percent of adults. This population continues to experience an exceptionally high unemployment rate of nearly 70 percent. Formed by Congress to help alleviate this employment inequity, the JWOD Program enables people who are blind or have other severe disabilities to lead more productive and independent lives. This is accomplished by utilizing the purchasing power of the Federal Government to buy an array of quality products and services provided by participating nonprofit agencies employing such individuals.

According to President Bush, "All of our citizens should have the opportunity to live and work with dignity and freedom. Every October, we observe National Disability Employment Awareness Month, to recognize the talents, skills, and dedication of disabled Americans who are a vital part of our workforce." Not only are people who are blind or have other severe disabilities a vital part of the country's workforce, under the JWOD Program they are also essential suppliers of SKILCRAFT® and other JWOD products and services to the Federal Government and U.S. Armed Forces. The JWOD Program offers its customers a wide array of products and services, including: office supplies, such as pens and notepads; military-specific items, such as chemical protective suits and first aid kits; food items that support government international relief feeding programs; and services, such as janitorial/custodial, food services, call center operations, and digital imaging.

National Disability Employment Awareness Month

Congress designated National Disability Employment Awareness Month as a time to increase the public's awareness of the contributions and skills of American workers who are blind or severely disabled and to highlight the specific employment barriers that exist today that need to be addressed and removed. The JWOD Program uses National Disability Employment Awareness Month as a time to recognize both the contributions of JWOD employees whose efforts support the missions of various Federal agencies, as well as the Program's Federal customers who help the JWOD Program meet its employment mission by purchasing products and services provided by participating nonprofit agencies. Federal agencies may commemorate the JWOD Program in various ways during October as well as throughout the year. Please contact the JWOD Program if you require any assistance in planning a JWOD celebration during National Disability Employment Awareness Month at jwodworks@jwod.gov or visit www.jwod.gov for more information.



- **CON202: Intermediate Contracting**

Intermediate-level contracting personnel examine contracting, focusing on complex, noncommercial acquisitions. Through an integrated case study, students are challenged to accept their roles as business advisors and to apply ethical principles and sound judgment to resolve contracting issues.

- **CON204: Intermediate Contract Pricing**

This course reinforces pricing skills covered in the Level I Contracting curriculum and further develops skills in price and cost analysis. Through team case studies, students demonstrate their ability to recognize, resolve, and provide advice on pricing issues and appropriately use price and cost analysis in developing prenegotiation objectives.

- **CON210: Government Contract Law**

Attendees will understand the impact of government contract law on acquisition. The course introduces basic principles and sources of law relevant to acquisition. Court cases and administrative decisions emphasize how law affects the government-contractor relationship, legal disputes, and the maintenance of ethical business.

- **CON353: Advanced Business Solutions for Mission Support**

Advanced Business Solutions for Mission Support is the Level III Contracting certification course. Through realistic scenario-based learning, students work in teams to practice developing sound business solutions as valued strategic and expert business advisors. Student course work is designed to contribute solutions to senior leadership and local supervisors and to provide resources for the Contracting career field via the course community of practice.

- **Performance Based Services Acquisition (PBSA) – Workshop for Teams**

PBSA provides an overview of performance-based methods and how to determine when they are appropriate. It is designed for personnel who must work with program officials to plan, award, and administer performance-based contracts.

We thank guest authors for their contributions and views and present these as part of Federal Acquisition Insight for our readers' information.

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or to submit an article:**

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