

November 4, 2003

MEMORANDUM FOR THOMAS LUEDTKE
ASSISTANT ADMINISTRATOR FOR PROCUREMENT
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

GLORIA SOCHON
DIRECTOR, FEDERAL ACQUISITION INSTITUTE

FROM: Robert A. Burton
Associate Administrator

SUBJECT: Federal Acquisition Institute Board of Directors Charter

The Office of Federal Procurement Policy (OFPP) has established a Board of Directors to oversee the Federal Acquisition Institute's (FAI) efforts to support the acquisition workforce. The approved charter, which is attached, outlines the duties and responsibilities of the Board. As required by section E of the charter, Tom Luedtke, Chairperson of the Federal Acquisition Council's Human Capital Working Group, shall serve as the Chairperson of the Board.

Please provide this office with recommendations for the remaining seven members of the Board by November 21, 2003. I recommend that the Board hold its first meeting no later than January 1, 2004, and quarterly thereafter.

Attachment

cc: Clay Johnson, Deputy Director for Management, OMB
Federal Acquisition Council Members

CHARTER OF THE
FEDERAL ACQUISITION INSTITUTE
BOARD OF DIRECTORS

- A. Official Designation: The Federal Acquisition Institute (FAI) Board of Directors (the Board)
- B. Objective and Scope: The Administrator for Federal Procurement Policy (OFPP) has established the Board to act on behalf of the OFPP to:
1. ensure that FAI fulfills its statutory responsibilities as listed in Appendix A;
 2. fulfill certain duties for the Administrator as they relate to the operation of FAI; and
 3. ensure that OFPP's priorities are addressed.
- C. Duties and Responsibilities:
- a. The Board shall provide general direction to FAI to ensure that FAI:
 1. meets its statutory requirements;
 2. meets the needs of the Federal acquisition workforce;
 3. implements appropriate programs;
 4. coordinates with appropriate organizations and groups that have an impact on the federal acquisition workforce (e.g., the Chief Human Capital Officers Council);
 5. develops and implements plans to meet future challenges of the federal acquisition workforce; and
 6. works closely with the Defense Acquisition University.
 - b. The Board shall make recommendations to OFPP regarding the development and execution of FAI's annual budget.
 - c. The Board shall report directly to the OFPP Administrator.
- D. Membership Appointment: The OFPP Administrator shall appoint members to the Board.
- E. Chairperson: The Chairperson of the Federal Acquisition Council Human Capital Working Group, who is appointed by the OFPP Administrator, will also serve as the Chairperson of the Board.
- F. Membership Composition: The Board shall have no more than eight members, including the Chairperson. Membership on the Board shall include senior level representatives from a mix of acquisition functional areas, such as procurement, program management, auditing, test and evaluation, logistics, and other functional areas. No more than three members can be from any one functional area. The term of membership shall generally be two years, and membership shall be staggered to ensure that there are always experienced members on the Board. Three of the members shall come from large acquisition agencies,

two from mid-size agencies, and two from small agencies to ensure a broad representation of the acquisition community.

- G. Ex-Officio Members: Representatives from OFPP and the Office of Personnel Management will serve as ex-officio members. Others may be added as necessary.
- H. Working Groups: The Chairperson may form working groups to examine specific areas of interest as appropriate. These working groups will report their findings and recommendations to the Chairperson.
- I. Sponsor: OFPP Administrator.
- J. Meetings: The Board will meet at least quarterly or more frequently at the discretion of the Chairperson.
- K. Date Charter Approved: October 31, 2003

Charter Appendix A

The role of the FAI is established in 41 U.S.C. 405 as follows:

“The functions of the Administrator shall include...providing for and directing the activities of the Federal Acquisition Institute (including recommending to the Administrator of General Services a sufficient budget for such activities), which shall be located in the General Services Administration, in order to -

(A) foster and promote the development of a professional acquisition workforce Government-wide;

(B) promote and coordinate Government-wide research and studies to improve the procurement process and the laws, policies, methods, regulations, procedures, and forms relating to acquisition by the executive agencies;

(C) collect data and analyze acquisition workforce data from the Office of Personnel Management, the heads of executive agencies, and, through periodic surveys, from individual employees;

(D) periodically analyze acquisition career fields to identify critical competencies, duties, tasks, and related academic prerequisites, skills, and knowledge;

(E) coordinate and assist agencies in identifying and recruiting highly qualified candidates for acquisition fields;

(F) develop instructional materials for acquisition personnel in coordination with private and public acquisition colleges and training facilities;

(G) evaluate the effectiveness of training and career development programs for acquisition personnel;

(H) promote the establishment and utilization of academic programs by colleges and universities in acquisition fields;

(I) facilitate, to the extent requested by agencies, interagency intern and training programs; and

(J) perform other career management or research functions as directed by the Administrator.”

OFPP File/Chron/Read

Burton

Field

OFPP:LField:rjh 10/31/03; mbdc 11/4/03

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