

CHARTER

INTERAGENCY ACQUISITION CAREER MANAGEMENT COMMITTEE

1. Official Designation. The name of this committee is the Interagency Acquisition Career Management Committee (IACMC), formerly known as the Interagency Procurement Career Management Committee (IPCMC).
2. Background. The Office of Federal Procurement Policy (OFPP) requires the Federal Acquisition Institute (FAI) to promote career management programs for a professional acquisition workforce. FAI is the focal point for civilian agency acquisition workforce training, development, and management. To support training objectives, FAI manages the Acquisition Workforce Training Fund (AWTF) established under section 1412 of the Services Acquisition Reform Act (SARA) (P.L. 108-136).
3. Functions. The IACMC supports the implementation of interagency plans and programs to accomplish the requirements of section 37 of the Office of Federal Procurement Policy Act (41 USC 433) for improving and maintaining the competence of federal acquisition personnel. As such, it will support OFPP and FAI in workforce program implementation consistent with this Charter. The functions of the committee include:
 - a. Identifying civilian agency training needs and assisting FAI in developing a training delivery strategy for courses funded by the AWTF. The IACMC will communicate all agency acquisition workforce training needs to FAI for core training, just-in-time classes, electives, and other classes. While agencies shall continue to budget for and provide workforce training as they normally do, the IACMC is the primary source of information that FAI will use to prioritize course offerings that will be funded through the AWTF.
 - b. Coordinating the development and implementation of acquisition career management plans and programs, primarily the federal acquisition certification programs;
 - c. Facilitating the exchange of information on agency acquisition career management programs covering personnel management; and
 - d. Assisting FAI in (1) developing recommendations for new initiatives and alternate methods of delivery; (2) making subject matter specialists available to review and evaluate course material and participate in course pilots; (3) ensuring that training meets civilian agencies' needs; and (4) ensuring that civilian agencies participate in decisions affecting long-range curriculum development.
4. Membership.
 - a. The committee Chairperson is the Director of the FAI. The Executive Secretary is from the FAI.

b. OFPP Policy Letter 05-01 requires that each civilian executive agency appoint an Acquisition Career Manager (ACM) and the IACMC comprises the ACMs from each agency. The ACMs are voting members of the IACMC.

c. Ex-officio members and guests approved by the Chairperson are nonvoting attendees. Representatives from the Office of Federal Procurement Policy, the General Services Administration's Federal Acquisition Service, and the Department of Defense (Defense Acquisition University) are ex-officio members. The Chairperson may designate ex-officio members to attend meetings for the benefit of the IACMC.

5. Support Services. The FAI provides staff support for the IACMC. The IACMC may establish subcommittees and interagency working groups needed to accomplish its functions. FAI shall establish a listserv to support communication that will include the ACMs, designees, and others approved by the Chairperson.

6. Meetings. Meetings are called by the Chairperson and are to be held at least twice each fiscal year to address current issues, discuss future plans, and report on subcommittee accomplishments. Non-government and contractor personnel may attend and present at meetings as approved by the committee Chairperson.

7. Minutes. Minutes are to be kept of each meeting of the committee. The Chairperson certifies the accuracy of the minutes, and the minutes are distributed to the group.

8. Records and Reports. The committee prepares the reports needed to accomplish its objectives and to keep agency officials advised. Its reports are exempt from the reports control program. The Chairperson maintains the records of committee activities needed for the effective performance of its functions. The records must be kept under GSA procedures.

For information on this committee, contact the Federal Acquisition Institute at questions@fai.gov or 703-805-2300.