



**FAI/DAU Vendor Meeting
March 17, 2005
Washington, DC
Meeting Minutes**

- I. Introductions
- II. Gloria Sochon's discussion points on the Federal Acquisition Institute's (FAI) activities
 - a. Explanation of FAI mission, training fund, partnership with the Defense Acquisition University (DAU), and direction from the FAI Board of Directors. The Office of Procurement Policy (OFPP) provides policy direction while the General Services Administration (GSA) manages their day to day operations.
 - b. Chief Acquisition Officer's (CAO) Council - Human Capital Working Group (HCWG), one of the four working groups under the CAO Council, parallels the President's Management Agenda - focuses on human capital strategic planning; skill gaps are being looked at; the Interagency Procurement Career Management Committee (IPCMC) meets quarterly and is made up of the chief procurement analysts from the federal agencies.
 - c. FAI has been co-located with DAU since 26 Jan 05 (ribbon cutting ceremony last week - press release on this came out on March 16) - great way to leverage the DAU infrastructure and team to develop common career development & performance tools - common competencies goal. DAU's competencies were adopted government-wide into the Federal Contracting Certification Program managed by FAI. Goals include better training, skills currency, mission focus, better tools, performance support, better involvement of the acquisition team, structured career growth, greater mobility/opportunities/mission focus - focus on the Big "A" in acquisition - contracting is a part of the support to the agency mission - better management and use of resources
 - d. Acquisition Workforce Training Fund (AWTF) – Services Acquisition Reform Act (SARA) established - funded by GSA, Federal Supply Service (FSS), Governmentwide Acquisition Contracts (GWACS), and other governmentwide contracts where 5% of the fees brought in based on civilian agency use are put into this fund to focus on the acquisition workforce (\$8.5 million balance).
 - e. Current training initiatives include working with the Civilian Agency Acquisition Council (CAAC) and the Defense Acquisition Regulations Council (DARC) to identify appropriate training on Federal Acquisition Regulation (FAR) updates.

- f. Contracting Certification Program – provides foundation for certification across agencies; timeframe for approval of program is December 2005.

III. Lyle Eesley's discussion points on DAU

- a. There have been discussions at DAU on how to enforce a requirement to take a CL module as a prerequisite - possibly have students provide course completion certificates (being discussed per Lyle).
- b. Lyle referred the Equivalency providers to the Acquisition Community Connection (ACC) website - go to www.dau.mil/ - go to Knowledge Sharing - ACC - to click on the circle area around mission support contracting to find course materials for CON 110, 111, 112 -- For materials on CON 120, CON 353, etc. contact Corey Davis at: corey.davis@dau.mil (Equivalency POC) or Lyle Eesley at: lyle.eesley@dau.mil
- c. Material from CON 120 will hopefully be available by the end of the month. Equivalencies to extend thru the end of this FY - 101/104 need to set expiration date in concert with new requirements federal wide per Gloria Sochon.
- d. DAU handles Department of Defense (DOD) students and that equivalent providers handle the federal wide employee training -- occasionally there are a few slots for federal/industry attendees but not many (and no plans to change this).
- e. There will be no more "pricing" course - will be integrated into the curriculum instead.
- f. We are getting away from "textbooks" - getting students to find things on the web and apply their knowledge - learn by doing.
- g. Blackboard will probably be used for facilitated on line (FOLE) courses.
- h. Level II - January to April 06 deployment plans
- i. Industry Feedback forum on the ACC website discussed – we are working with industry and some associations to deploy as a mechanism (other than protests) for industry to discuss pertinent issues and provide feedback for DOD.

IV. Lesley Field's discussion points on the new Policy Letter

- a. Exciting year for Acquisition Workforce - lots happening with partnering
- b. 97-01 OFPP Policy Letter update - currently in the clearance stage at the Office of Management and Budget (OMB) - hopefully will be ready by the end of March beginning of April and will be the framework for training and developing a broadened acquisition workforce. The Letter requires DAU core training, but gives the Chief Acquisition Officer (CAO) flexibility in defining the workforce. The Letter directs FAI to undertake their initiatives in support of workforce development. It will be published in the Federal Register and posted widely.
- c. Certification will not be mandatory for all.

- d. Draft policy states that by 1 January 2007, contracting officers issued new warrants at an agency must have a certification at an appropriate level.

- V. Questions and Answers
 - a. See question and answers below.

Questions were answered by Lyle Eesley (DAU), Gloria Sochon (FAI), and Lesley Field (OFPP)

1. Q: If FAI is adapting to DOD standards for certification, is there money available for training—agency tuition reimbursement? Or if the employee is in government, is there money available through FAI to support a career change to acquisition?

A: The AWTF was not established for agency tuition reimbursement. Qualifications for GS-1102s require certain things from different grade levels. We will work with any employee to make sure they get the training they need.

2. Q: I am seeking clarity as to what FAI does. FAI administers the AWTF, right? And FAI has courses that it will administer?

A: FAI is currently using some funds to have SRA provide subject matter expertise. We are looking at going to a third party for individual development of Earned Value Management training, or other training if needed.

3. Q: With the new Policy Letter, will individual agencies decide how program management personnel will be incorporated into acquisition?

A: In accordance with SARA, the definition of the acquisition workforce has been broadened. For now, 1102s, 1105s, and anyone with a warrant is included. Program Managers are also included. The Letter will give the agency CAO the discretion to determine who is a PM.

4. Q: Will Facilitated On Line Education (FOLE) training be available on the PM program also?

A: We are not quite there yet. DAU does not have a big part in this right now. It is going to be the biggest investment DAU has made, it is a huge step. It will be expanded if it works.

5. Q: After Policy Letter issuance, what is the time period before the program goes into place?

A: Certification is not mandatory. The Policy Letter (which is in draft form) requires that as of 1 January 2007 anyone issued a new warrant must be certified.

6. Q: For online components completed prior to class, what is the success rate of students actually doing the pre-class work? What happens if they have not done the pre-class work?

A: If you do not complete the pre-work and required continuous learning modules, you might not be let into class. We are currently debating about whether you should be let into classroom training if you don't first take the online course.

7. Q: Following up on the AWTF, will funds be used for individuals in acquisition workforce to get the training?

A: FAI would pay to sponsor a class and offer it to civilian agencies. The FAI Board of Directors helps us make decisions about what training is needed, so we are not making these decisions in a vacuum.

8. Q: Are you looking for existing providers or for providers to develop training for the civilian side of workforce?

A: We are looking for courses that will be equivalent to DAU curriculum. We are moving toward a common curriculum and to be consistent we're counting on equivalency.

9. Q: How much is being deposited into the AWTF each year?

A: The \$8.5 million already deposited was from 2004 and part of 2005. We are looking at \$5-6 million being deposited per year.

10. Q: DAU cannot support all of government with the classroom training. Are service providers lining up to provide training?

A: DAU provides for DOD workforce; providers will have to be identified for civilian workforce.

11. Q: Do we have to wait for the Policy Letter before acting on the mandatory courses?

A: Civilian agencies know what's coming. They have been part of the review process.

12. Q: As FAI and DAU develop new requirements, where will they be advertised so people can find them? As RFPs and SOWs come out, where do vendors go to learn about them?

A: It depends on the acquisition strategy. Best sources would be FedBizOpps and E-buy. We will look into establishing a vendor area on the FAI website so equivalent providers can go to one place to view upcoming opportunities.

13. Q: Comment about legacy workforce. Are you giving enough notice to agencies regarding the Policy Letter and new requirements guidelines so that they can provide for and get the training they need?

A: We are mapping from current courses to the revised courses. We will be giving agencies a reasonable amount of time. We are sensitive and want to give industry ample time to make these changes with us and be able to get certified as equivalent providers. We are currently building our time period.

14. Q: From the last vendor meeting, it was stated that current equivalencies will end on September 30 of this year. What is a reasonable timeframe if vendors get materials in April for them to have training available in time? When will the equivalencies expire for CON 101 and CON 104?

A: FAI and DAU need to be flexible and come up with a reasonable timeframe. We may consider extending the expiration date for equivalencies for CON 101 and CON 104.