

APD ALERT



Registration Online for All Federal Acquisition Institute (FAI) Training

Purpose

FAI currently provides pre-paid training for the classes the acquisition workforce is required to complete in order to meet their warrant requirements. Up until this point, the Office of Procurement and Property Management registered all attendees after coordination with Agency Acquisition Career Managers (Denise Roberts). This procedure is changing.

Effective November 1, 2006, attendees will self-register at www.fai.gov for all training starting after January 1, 2007. The acquisition workforce should follow existing procedures if taking a class prior to this date. Please follow the instructions on the online registration system for your FAI classroom course requirements. If you have an existing registration that was already processed, you are still confirmed in the course and should receive an update via e-mail. Please note, that your supervisor will receive an e-mail that must be responded to in order for your course material to be approved.

If you have any questions regarding this Alert, please contact Faith McNamee at 301-504-1734.

Enclosure

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