



U.S. Department
of Veterans Affairs



VA Acquisition Academy

FY25 Course Catalog



VA Acquisition Academy

7485 New Horizon Way | Frederick, Maryland 21703 | 240-215-0561 |

[Go to academy home page](#)

About the VA Acquisition Academy (VAAA)

VAAA Business hours: 7:00 a.m.—5:30 p.m. (ET) Monday through Friday

The most up-to-date courses and schedules can be found in our [VAAA Course Schedule](#).

Register for classes through [Cornerstone On Demand](#) (CSOD). VAAA courses in CSOD are listed in all caps and identified as Federal - VA Acquisition Academy.

Mission: To deliver customer-focused training and professional development solutions that equip the Federal workforce to deliver acquisition excellence in service to the Veteran.

Vision: VAAA will be a Federal Acquisition Center of excellence providing workforce planning, training, and professional development to transform acquisition outcomes throughout the Federal Government.

Contact VAAA

Office of the Registrar | 240-215-0724 | vacovaaare@va.gov

Student Travel | 240-215-0844 | vaaastudenttravel@va.gov

VAAA Fax | 240-215-0829

Cornerstone On Demand Registration System | [Go to Cornerstone on Demand Page](#)

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ABOUT THE VETERANS AFFAIRS ACQUISITION ACADEMY

Through our professional schools in Acquisition Internship, Contracting Professional, Program Management, Facilities Management, and Supply Chain Management – VAAA is committed to meeting the Office of Federal Procurement Policy (OFPP) certification mandates. The VAAA is also committed to ensuring that our training curriculum takes a holistic and synergistic approach that implements new and emerging methods and technologies to modernize training and business solutions that advance learning outcomes.

In September 2021, VAAA achieved Accredited Provider (AP) status from the International Accreditors for Continuing Education and Training (IACET). As an IACET AP, VAAA offers IACET continuing education credits (CEUs) for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard. VAAA joins nearly 500 organizations around the globe that have matriculated through a rigorous peer-reviewed process by experts. In continuing education, thereby ensuring the highest possible standards are met. IACET is recognized internationally as a standard development organization and accrediting body that promotes the quality of continuing education and training.



VAAA trains the acquisition workforce, including existing and future contracting professionals, program and project managers, facilities managers, and supply chain managers and logisticians. VAAA training meets OFPP certification mandates and ensures VA has a qualified and certified acquisition workforce to deliver and manage the goods and services Veterans need, manage federal facilities, and ensure Veterans have what they need when and where they need it. VAAA curriculum takes a holistic and synergistic approach to:

- Create a workforce that is regarded as “best in class,” where acquisition professionals are referred to as “trusted business advisors” who are sought out by their peers and customers for their expertise in crafting the most effective and efficient acquisition strategies to meet mission needs.
- Incorporate electives that address the entire suite of competencies needed for success: innovation, leadership, team building communication, interpersonal skills, and others.
- Align course content to achieve greater consistency and standardization in performing the acquisition function grounded by the Federal Acquisition Regulation’s (FAR) guiding principles for exercising sound business judgment.
- Leverage institutional knowledge and wisdom of the VA’s existing acquisition workforce by creating knowledge-sharing activities and opportunities for all employees coming through our courses.

Course Catalog Overview

About the Catalog

The FY24 Course Catalog provides an overview of the training options available at VAAA. The catalog assists in course selection and program planning. While every effort is made to ensure the accuracy of the information in this catalog, course listings are subject to change through the normal academic process. New courses and changes in existing course work are initiated by the appropriate program and are published on the [Go to VAAA website](#).

The following are categories included in the [catalog](#):

Event Name: The abbreviated and the full name of a course (for example GOV 104 – GSA/ Federal Supply Schedule Training). This is how courses are listed in CSOD. VAAA events are listed in capitalized letters in the CSOD catalog i.e., CON 091 (FED) CONTRACT FUNDAMENTALS

Event Description: Course descriptions include a brief description of the academic content provided. Course descriptions **do not** include the instructor’s name, course syllabus, or textbook title.

Session: A specific scheduled instance of an instructor-led training event.

Prerequisite: Course(s) or conditions which may be required to complete prior to registering for advanced level courses.

Instructional Hours: The number of hours that class are in session.

Continuous Learning Points (CLP): The number of CLPs that a student will earn for successfully completing a course.

Continuing Education Unit (CEU): The number of CEUs that a student will be credited for successfully completing a course. VAAA events that award CEU credits will have an IACET stamp of accreditation.

Delivery Method: The method in which the course is presented. The following methods are used at VAAA:

- **Instructor-Led Training (ILT):** An instructor delivers the training face-to-face.
- **Virtual Instructor-Led Training (VILT):** An instructor delivers training virtually.
- **Online Training (OLT):** OLT courses are delivered utilizing a learning management system in a way which a student can complete them at their own pace.
- **Blended (BLD):** Combination of training modalities where students will complete ILT classroom training and OLT-based content.

Registration

VAAA has mandated CSOD account creation for all students attending VAAA training. All VAAA students must have an active CSOD account to register for VAAA courses. To view and register for the most current VAAA course offerings, please visit [CSOD](#).

Account Creation

Students must submit a System Authorization Access Request (SAAR) form to obtain an FAI CSOD user account. The FAI SAAR is available online at <https://saar.dau.edu/>. Refer to the Job Aid for guidance on how to complete the SAAR form.

Special Needs & Assistance

VAAA and the Office of the Registrar (OOR) are dedicated to the highest quality of service. To achieve this goal, we have implemented standard operating procedures to be used when a student requires additional assistance and/or consideration.

If special services are required to accommodate special needs (for example sign language interpreters or transcription service), students must contact the [VAAA Registrar](#) to 240-215-0724 as soon as possible, **but no later than 30 days prior to the course start date**.

Additional Supplies/Equipment

Students must bring to class:

- **Personal Identity Verification Card (PIV):** VA employees must bring their PIV card with them when attending courses at the facility. Students who do not have a PIV card must bring a Government ID with them to gain access to the academy. A PIV card is required for access to all VA desktops and laptops at the academy.
- **General supplies:** pens, pencils, highlighters, notepaper, post-it notes/tabs; mathematical calculators; and shipping box labels completed by students, with the student's local office account information. Local offices are responsible for shipping charges and any additional luggage fees associated with notebooks, etc., that the student may receive in class. Note: VAAA will provide shipping boxes.
- **Computer:** Students must bring their government provided computer to ILT learning

events held at the training site. If a student's laptop fails at the VAAA, VAAA IT will attempt to trouble shoot issues onsite or will provide a loaner laptop. Loaner laptop issuance requires students to sign a property pass. IT support for a learning event held offsite will be provided locally. There is no access to VAAA IT assets after 5:30 p.m. Monday – Friday or on weekends.

Cancellation Information

Students wishing to withdraw registration for an event in which they are enrolled must send a request to withdraw to the [VAAA Registrar](#) at least 25 calendar days prior to the start of the session. VAAA will not accept cancellation notices sent less than 25 days prior to the start of a class unless necessitated by extenuating circumstances.

*Violation of this policy may result in suspension of enrollment privileges for a period of six months, during which the affected student may not be permitted to enroll in any VAAA course offerings.

VAAA works diligently to meet the training needs of the acquisition workforce through various course offerings and high-quality learning experiences. We understand that unforeseen circumstances arise and may result in an unintended absence, but we ask that all students be mindful of limited course seats and training costs and submit their enrollment cancellation notice as soon as possible so that we may accommodate other interested students. A supervisor must verify unforeseen, involuntary, and unavoidable circumstances.

Inclement Weather

When determining operating status, VAAA employees, students and contractors should follow [OPM guidance](#) first. If inclement weather and/or emergency occurrences are specific to the Frederick County, Maryland area, employees and contractors should follow the weather operating status of [Frederick County Government](#). The full policy can be found [here](#).

Smoking Policy

The use of tobacco products of any kind is prohibited within the building. This prohibition includes smoking or vaping within 35 feet of any entrance to the building, including the loading and receiving dock areas. Smoking and vaping is only permissible in designated areas.

Emergency Procedures

If an incident happens on site at the VAAA facility or property:

- Call 9-911 if immediate medical attention is needed and notify the receptionist at 240-215-0561 that emergency services will be arriving shortly.
- Notify the receptionist of any other emergency incidents, even if the individual(s) do not require immediate medical attention.
- The employee involved in the incident must notify their supervisor as soon as possible providing the name, location, contact information and a description of the incident. If notification is after hours, send an email to the Facility Manager or call 202-297-7439 with this information.
- The supervisor will immediately notify the Facility Manager, record information on VAAA Incident Report Form (VA Form 2162) and provide the form to the Facility Manager.
- Employees will coordinate with the business unit (BU) representative to notify the emergency contact, if necessary.
- Facility Manager will notify and coordinate with the BU representative and Chancellor, as necessary, and notify the OALC Watch Command when appropriate.
- When an incident happens to an individual on official Government business, but not at the VAAA facility or its property.
- The Government employee involved in the incident will notify their supervisor as soon as possible providing the name, location, contact information, and a description of the incident. If notification is after hours, send an email to the Facility Manager or call 202-297-7439 with this information.

In both cases:

- The supervisor will immediately notify the Facility Manager, record information on the VAAA Incident Report Form and provide it to the Facility Manager. Employees will coordinate with the program point of contact to notify the emergency contact, if necessary.
- The Facility Manager will notify and coordinate with the program point of contact and Chancellor, as necessary, and notify the OALC Watch Command.

VAAA Contact Information

If you have any questions, please contact us using the information below:

Email: vacovaacqu@va.gov | Phone: (240) 215-0724

VAAA Training

VAAA trains VA's acquisition workforce to include existing and future contracting professionals, program and project managers, facilities managers, and supply chain managers and logisticians. For information about our Acquisition Workforce Internship Programs, including the Acquisition Intern and Warriors to Workforce Programs, visit our [website](#).

VAAA develops and delivers:

- i. Federal Acquisition Certification training in Contracting (FAC-C), Contracting Officer Representative (FAC-COR), and Program/Project Management (FAC-PPM), as well as continuous learning training.
- ii. Acquisition leadership training through the [Senior Acquisition Leadership Training Program](#) and the [CLIMB Leadership Program](#), as well as a Program Management Fellows Program. Training for the supply chain management workforce.
- iii. The figure below shows the course designation headings that will be found to the right-hand corner of the first page of the courses:

Contracting Professional Courses,

Program Management Courses,

Supply Chain Management Courses.

VAAA Pricing

Please note, pricing listed under each course is estimated.

Acquisition Internship School Training

The Acquisition Internship School (AIS) curricula offers two tracks that are designed to develop entry-level acquisition professionals for VA and other Government agencies (OGAs). Both tracks, the Acquisition Intern Program (AIP) and Warriors to Workforce Program (W2W), are competency-based and include a holistic curriculum focused on technical contracting, communication, program management, writing, professional business competencies, creative thinking, and interpersonal competencies. The cohort-based models focus on entry-level interns, create career-lasting networks, and lay a solid foundation for what it takes to be successful in the acquisition business. This approach allows interns to leverage and share the vast knowledge and expertise with the Federal Government acquisition community and apply innovative practices to help perform the acquisition function more effectively and efficiently.

The AIS learning curve is accelerated by the synergy of the program components, team building environment, and collegial atmosphere. Interns create a team “stand” to declare what they stand for as a cohort and how they will approach their work throughout their career. The learning experience is also enhanced from presentations by acquisition, Government and industry leaders who inspire and motivate the interns. AIS develops future generation of trusted business partners in acquisition for the VA and OGAs. Its comprehensive curricula and holistic approach assure that interns learn an array of skills and obtain the necessary training required for requisite certifications.

Acquisition Intern Program

AIP is an 11-month career development program starting at the GS-7 level. This unique program’s competency-based, holistic curriculum focuses on technical, communication, leadership, business acumen, critical thinking, and interpersonal skills. AIS is the succession planning arm building the next generation of contracting professionals for VA. The program offers unique skill-building workshops, business competency development, and on-the-job training (which constitutes approximately 60% of the program time) interspersed throughout the entire program. Other elements of the program include guest leadership speaker series, and mission service projects. Interns must satisfy all program and training requirements necessary to be eligible for Federal Acquisition Certification in Contracting (FAC-C) Professional.

AIP Training

Acquisition interns participate in rigorous acquisition classroom and virtual instructor lead training to attain the Office of Federal Procurement Policy (OFPP) mandated FAC-C Professional education requirements as defined by FAI: <https://www.fai.gov/certification/fac-c/new-fac-c-professional>.

Interns alternate between academy-based-training (ABT) periods and on-the-job-training (OJT) periods. The interns return to their contracting organization, either VA or OGA, with higher levels of competence and confidence after each ABT and have a positive impact on their organizations in supporting the contracting function.

Program Components

W2W Program

Warriors to Workforce (W2W) is an approximate seven-month program that offers Veterans an opportunity to transition into a new career in the Federal Government by applying their military skills and experience to the contact specialist field. The program focuses on transitional support, mentoring, professional development, and foundational career training activities. Interns complete the program as a cohort, fortified by a built-in support system that mirrors the team and camaraderie that they experienced in the military. These relationships create a foundation for a lasting professional network throughout their career. After successful completion of the program, interns advance to the two-year AIP which equips them with the skills and experiences they need to become full-time contract specialists. Through W2W and AIP, Veterans are taught in-demand skills and competencies that allow them to continue serving their country as civil servants.

W2W Training

The seven-month program has three main components: business education, peak performance training, and professional development. The business education component provides the necessary knowledge and college credits to meet the positive education requirement for the 1102 career field. Interns utilize their GI Bill benefit to cover the cost of their college-level coursework which is completed during the workday and on-site at VAAA. Interns participate in peak performance training which helps interns improve their day-to-day performance by learning to manage their workload, improve focus, boost confidence, and enhance mental control. In addition, interns also complete professional development courses which provide a foundation for their professional careers.

Program Year One Components

Business Education (BUS) Instructor-led college business courses from an accredited institution

(which could be customized for specific career paths). Professional Development (PROF) Foundational acquisition and general business training. Peak Performance Training (PPT) Individualized training which provides critical mental skills to enhance personal resilience, self-confidence, adaptability, and mental agility.

AIS Contact Information: For questions regarding the Acquisition Internship School, visit or email vaaainternshipschool@va.gov for more information about AIP, or vaaaw2w@va.gov.

Contracting Professional Training

VAAA's comprehensive curricula and engaging programs enable Government contracting professionals to learn the necessary skills and training required to meet the OFPP requirements for Federal certification in contracting. The goal of the curricula is to meet the needs of today's acquisition professionals to help accomplish the mission. We provide an array of competency and technical skills training, as well as resources and tools needed to support a robust and qualified contracting workforce.

The curricula include a focus on technical contracting and professional business competencies, strategic business skills, along with supervisory and leadership training opportunities. In addition to the core courses, VAAA offers specialized tracks and continued professional development offerings, in areas such as construction, Federal appropriations, leasing and source selection, as well as customized courses to meet targeted training needs. Course offerings provide significant career development opportunities for the mid-level acquisition workforce, to include cross-functional training and strategic operational skills. These proficiencies are vital and support VA's organizational capabilities. VAAA incorporates civilian case studies and examples in training to increase relevance and strengthen the theory-to-practice connection. Staff members have significant operational contracting experience, enabling VAAA to offer high-quality training at a lower cost than what agencies would otherwise typically incur.

VA has deployed a strategic central funding model for FAC-C certification and continuous learning training for all VA 1102 supply service personnel to attend VAAA courses. Students from other Government agencies and VA students in other career series may attend courses based on seat availability and local office funding.

VAAA offers the VA acquisition workforce the fundamental courses for obtaining and maintaining the FAC-C requirements. To maintain certification, acquisition professionals must earn 100 continuous learning points (CLPs) every two years, which they may earn through educational activities (formal training and formal academic programs), professional activities (attending/speaking/presenting at professional seminars, symposia, conferences, publishing, and workshops), and training activities (teaching, self-directing study, and mentoring). More information is available at [OFPP's website](#).

CERTIFICATION, TECHNICAL, PROFESSIONAL AND LEADERSHIP TRAINING FOR THE ACQUISITION WORKFORCE

VAAA offers courses in six main categories: FAC-C Certification and Curriculum, Technical and Professional Competencies, Mission and Policy Support Training Curriculum, Acquisition Writing System, Acquisition Specializations and Certifications and Acquisition Leadership. See below for a brief description of each.

FAC-C Certification and Curriculum

Offers the fundamental courses for obtaining and maintaining the FAC-C (Professional) in accordance with OFPP.

Technical and Professional Competencies

The program offers professional development courses that focus on enhancing the key technical and professional competencies identified by FAI. Specialized courses are designed to foster consistent technical and professional competencies and standards related to the Federal acquisition function (look for ACQ, FCN, FQN, FFM and CON events). Students can build their skills in courses that use case studies and contracting simulations to give learners the opportunity to put theory to practice by demonstrating and applying knowledge. Learners will leverage their experience and knowledge in addressing new contracting situations or challenges. Additionally, acquisition professionals can take courses in key strategic business operating skill areas based on where they are in the career road map.

Mission and Policy Support Training Curriculum

VAAA develops customized training opportunities on topics deemed high priority by acquisition leadership, and customized webinars and workshops address acquisition policy updates and customer support requests.

Acquisition Writing System

Specific training on VA's acquisition systems, processes, and procedures, to include the electronic Contract Management System (eCMS) and Integrated Financial and Acquisition Management System (iFAMS).

Acquisition Specializations and Certifications

Acquisition professionals can develop expertise in specific acquisition areas with courses that meet specialization and/or certification requirements, such as Leasing, Digital Services, and Construction.

Acquisition Leadership

Acquisition professionals can develop and enhance their leadership skills as they progress through their career. Courses are designed to foster VA's strategic leadership competencies and the Federal acquisition function (look for FCN and FLD courses). This category includes the award-winning [Senior Acquisition Leadership Training \(SALT\)](#) program, advancing critical acquisition professional leadership competencies among the VA contracting and program/project management workforce, [CLIMB](#) (Collaborate, Lead, Influence, Motivate, Build) foundational leadership program, and FLY (Find the Leader in You) entry level leadership course. Pay special attention to the courses identified with the Acquisition Workforce Training (AWF) icon! These are courses intended for acquisition professionals across the acquisition on workforce: 1102s, P/PMs, CORs, and other individuals critical to the acquisition lifecycle.

Contact Information: For questions regarding contracting professional training, visit our [website](#) or [email](#) us.

Contracting Professional Courses

FAC-C CERTIFICATION AND CURRICULUM

FAC-C (Professional)

Available in CSOD

- CON 1100V: Contract Foundational Skills,
- CON 1200V: (FED): Contract Pre-Award,
- CON 1300V: Contract Award,
- CON 1400V: Contract Post-Award,
- FCL-VA-0034: Applying the Veterans First Contracting Program (OLT),
- CON 3990V Contracting Certification Exam.

Upon successful completion of all necessary training, candidates may register for the CON 3990V Contracting Certification Exam. This closed-book, proctored examination evaluates critical competencies for initial readiness. The exam is graded on a pass/fail basis, with a minimum passing score of 70%.

In addition to the above listed courses, there are experiential and education requirements:
Experience: 1 year of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard.

Education: Baccalaureate degree from an accredited institution or 24 semester hours of business- related college courses.

To view and register for the most current VAAA course offerings please visit:
<https://dau.csod.com>.

Acquisition Leadership

FCL-VA-0207 | FINDING THE LEADER IN YOU (FLY)

Course Description: The course will provide GS 7-9 members of the acquisition workforce with a strong foundation of leadership while illustrating the importance of being a great team member. Participants will collaborate in small group discussions and projects to identify the various qualities of team players who make positive contributions and identify ways to apply those qualities to benefit their team's tasks and relationships.

Prerequisites: None

Instructional Hours: 28

Continuous Learning Points: 28

Continuous Education Units:0

Target Attendees: Students must be a minimum GS Level 7 to attend this training

Delivery Method: ILT*

Register Here: [FCL-VA-0207](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCL-VA-0401 | LEADING YOUR TEAM TO THE FUTURE

Course Description: This course is a series of modules for the SES and GS-15 workforce to promote their professional growth. The modules cover six topics that Senior Leaders identified as the most critical leadership skills. Those topics include: Critical Thinking, Mindful Meetings, High Performing Teams, Delegation, Empowering Employees, and Utilizing Technology. Each module will be approximately two (2) hours with a final four (4) hour capstone module. This course can be delivered either Face to Face or VITL or a hybrid of both.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units:0

Target Attendees: SES and GS-15 VA AWF Members

Delivery Method: vILT*

Register Here: [FCL-VA-0401](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCN 603 | EMOTIONAL INTELLIGENCE

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. In acquisition, technical skill is essential, but developing and strengthening emotional intelligence is the most critical aspect of professional success in any field. In this course, students will better understand how their own professional competency, personality, and emotional intelligence form the whole picture of their professional potential. During this three-session VILT course, students will engage in live VILT sessions, independent assignments, and collaborative team activities to understand and apply key emotional intelligence techniques and best practices to the acquisition environment. Students must attend orientation and three VILT classroom sessions.

Prerequisites: None

Instructional Hours: 18

Continuous Learning Points: 18

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 603](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Acquisition Leadership

FCN 702 | DEVELOP OTHERS AND PAY IT FORWARD

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. In Develop Others and Pay It Forward, you will learn how to adopt a leadership approach that heightens performance and improves the productivity of your direct reports and other associates. Acquisition professionals are naturally ambitious high achievers. They aspire to develop and prepare for positions with greater responsibility. As supervisors, you foster your associates, which directly benefits the organization you serve. As experienced acquisition professionals you have likely had the support of someone to help navigate your career. This course counts on your willingness to work with the next generation to pay it forward. You will begin by using a self-assessment tool to identify and explain your natural leadership style. Assignments will inform and allow you to practice techniques that facilitate a comfortable transition to a more appropriate style, given these variables: the acquisition-specific business cases, and the professional development and the maturity level of your associates. Upon completion of this course, you will acquire the skills needed to increase professional effectiveness, by providing clear direction, listening, observing, monitoring, and regimenting optimal feedback to your support staff. The state of the acquisition workforce will be discussed as well as techniques to keep morale high and retain high-potential individuals. Three sessions. Students will have pre-course work assignments prior to attending scheduled sessions. SUPERVISORY COURSE – only current supervisors will be approved for this course.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 1.5

Target Attendees: SUPERVISORY COURSE- only current supervisors will be approved for this course.

Delivery Method: VILT*

Register Here: [FCN 702](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Acquisition Leadership

FCN 705 | SUPERV CO: MASTERING DIFFICULT CONVERSATIONS

Course Description: This course focuses on one or more competency specific to the VA 1102 Career Path Continuum specific to the contracting (1102) job series. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals' competence in this topic. Supervisory Contracting Officers will be provided the strategies and tools to identify and deal with employees who present difficult behaviors. They will progress through a sequence of steps to help them address these behavioral challenges in a strategic manner that fosters trust, transparency, and accountability with the individual and helps them work towards a mutual solution. This course will discuss the cause and impact of certain challenging behaviors and apply practical techniques through a five-step process. During this course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key principles and leading practices to the acquisition environment. Students are expected to complete an estimated six (6) hours of individual assignments. Students must also attend three virtual classroom sessions. SUPERVISORY COURSE – only current supervisors will be approved for this course.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees: SUPERVISORY COURSE – only current supervisors will be approved for this course.

Delivery Method: VILT*

Register Here: [FCN 705](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Acquisition Leadership

FCN 802 | DEVELOP AND MANAGE HIGH-PERFORMING TEAMS

Course Description: The Develop and Manage High-Performing Teams course provides Managerial Acquisition Professionals with the knowledge, skills, and leading principles to blend people into teams to achieve a common goal. This requires a solid understanding of different types of teams, the requirements, attributes, and needs of a team, each individual team member, and the team's environment. Students will be introduced to different strategies and tools to progress successfully through the process for building an effective team. Students will also discuss how to apply the process and tools to a team that they may have inherited. During this course, students will engage in live virtual instructor-led training (VILT) sessions, independent assignments, and collaborative team activities to understand and apply key principles and leading practices to the acquisition environment. Sixteen (16) CLPs will be awarded for the course.

Prerequisites: None.

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 1.6

Target Attendees: SUPERVISORY COURSE – only current supervisors will be approved for this course.

Delivery Method: VILT*

Register Here: [FCN 802](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Acquisition Leadership

FCN 810 | DRIVING VISION AND PURPOSE

Course Description: This Managerial Level course is designed to increase engagement, support more efficient collaborations and strengthen strategic relationships across the organization. Students will be introduced to the role leadership credibility plays to drive vision and purpose. Students will examine how exemplary leadership practices are essential to drive vision and purpose. The class consists of peer-to-peer activities, small and large group discussions, coaching and feedback sessions. In addition, students will apply their knowledge and skills by practicing their presentation skills to support in-person and virtual engagements. Sixteen (16) CLPs will be awarded for the course. This virtual instructor-led course occurs over three consecutive half-days and will be held using a distance learning platform. Students are expected to complete an estimated 5.5 hours of individual assignments. Virtual classroom sessions will be held on three consecutive days from 12:00 PM - 4:00 PM Eastern Time.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 1.6

Target Attendees: SUPERVISORY COURSE – only current supervisors will be approved for this course.

Delivery Method: VILT*

Register Here: [FCN 810](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Acquisition Leadership

FLD 124 | THE ENGAGING LEADER

Course Description: Course provides leaders with practical tools necessary to cultivate and foster adaptability, innovation, resilience, and growth in others within the acquisition workplace. Course objectives are the ability to analyze impact of employee engagement, leverage the capabilities of individuals, utilize the power of conversation to encourage engagement and employ best practices for engaging employees in promoting continuous growth with all within an acquisition organization.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FLD 124](#)

Non-VA employees from Other Government Agencies: \$225.00

FLD 133 | LEADERSHIP AND MANAGEMENT SKILLS FOR NON-SUPERVISORY CONTRACTING PROFESSIONALS

Course Description: This course explores how to identify leadership opportunities and how to use your natural strengths to take on important leadership roles within your contracting organization. The student will enhance their leadership skills by learning the focus areas for leadership and management. This course is designed for individuals who are not in managerial positions in the acquisition environment, but who need to get work done through others.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FLD 133](#)

Non-VA employees from Other Government Agencies: \$276.00

Acquisition Leadership

FLD 150 | LEADERSHIP SKILLS AND TECHNIQUES

Course Description: What is leadership, and what are the essential traits and behaviors of leaders that foster high performance in an acquisition environment? This course provides the opportunity to explore the core skills and techniques crucial to the effective leadership and management of an acquisition workforce. You will identify your own leadership style and values and discover ways to increase your leadership flexibility in a variety of situations. You will practice skills that foster adaptive and resilient teams and generate an environment of creativity and innovation. Specific skill areas include engaging and motivating others, enhancing performance, coaching techniques, and resolving conflict. In this course, you will also explore the role ethical leadership plays in making high-quality decisions. You will leave the course ready to build a personal leadership network and commit to your ongoing leadership development.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FLD 150](#)

Non-VA employees from Other Government Agencies: \$276.00

Acquisition Leadership

FLD 151 | CRITICAL THINKING AND PROBLEM SOLVING

Course Description: The ability to think critically is a crucial skill set because an essential measure of an organization's success is its ability to overcome problems. Explore what critical thinking entails and the mindset of effective critical thinkers. Learn how to frame problems and formulate effective decision criteria to arrive at the best solution to a problem. Improve your ability to overcome obstacles to critical thinking and use creative thinking tools by applying critical thinking and problem-solving methods to your own contracting workplace situations.

Learning Objectives:

- Analyze qualities and patterns of effective critical thinkers.
- Use sound methods of framing problems and thinking critically to implement solutions.
- Overcome obstacles to critical thinking and problem solving.
- Use various tools to promote critical thinking for problem solving.
- Use creative thinking tools and methods to solve problems.
- Apply critical thinking strategies to solve work-related problems.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: This course is intended for acquisition professionals who want to change thinking patterns to solve workplace problems.

Delivery Method: ILT, VILT*

Register Here: [FLD 151](#)

Non-VA employees from Other Government Agencies: \$256.00

Acquisition Leadership

FLD 163 | CLIMB - LEAD FROM WHERE YOU ARE

Course Description: CLIMB (Collaborate Lead Influence Motivate Build) is designed to provide a basic introduction to leadership by focusing on what it means to be a good leader. The course will examine topics such as: the nature of leadership, recognizing leadership traits, developing leadership skills, creating a vision, setting the tone, listening to out-group members, handling conflict, overcoming obstacles, addressing ethics in leadership, critical thinking, and effective communication. Attention will be given to helping students to understand and improve their own leadership performance as an emerging leader and/or a team leader. Minimum grade level is GS-11.

Prerequisites: None

Instructional Hours: 80

Continuous Learning Points: 80

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FLD 163](#)

Non-VA employees from Other Government Agencies: \$0.00

FLD 410 | SUPERVISING 1102S: GETTING YOUR TEAM TO GREAT

Course Description: In this course, students will reflect upon and refine their vision for personal supervisory style, professional growth, and team development. Through topics such as accountability, critical thinking, performance management, self-awareness, and relationship management, students will better understand the benefits of building a positive culture to lead teams. Students will bolster their supervisory toolkit with an appreciation that it will evolve over time. Through dynamic instruction, peer discussion, and interactive guest speaker visits, students will gain the knowledge to become technically savvy and emotionally intelligent supervisors needed in VA's 1102 workforce.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: Only current supervisors will be approved for this course

Delivery Method: ILT*

Register Here: [FLD 410](#)

Non-VA employees from Other Government Agencies: \$700.00

Acquisition Leadership

FLD 413 | THINK ABOUT IT: SYSTEMS THINKING IN THE VA - VIRTUAL

Course Description: VIRTUAL CLASS Think About It is an introduction to Systems Thinking for VA Acquisition Professionals. Do you think about it? Of course you do, we think about things every day, all day! But are you aware of how you think? Join the VAAA Contracting Professional School on a three-day virtual journey on thinking. Topics in this course include: what is thinking, an introduction to critical thinking, the Systems Thinking Model, and how to use it for problem solving. We'll work through these topics with a little lecture and a lot of hands-on thinking activities. The course will be run through a virtual learning platform from 12PM-4PM EST three consecutive days during the weeks that it is scheduled.

Prerequisites: None

Instructional Hours: 12

Continuous Learning Points: 12

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FLD 413](#)

Non-VA employees from Other Government Agencies: \$225.00

Acquisition Specializations and Certifications

FCN 105 | FINANCIAL ANALYSIS COMM INVEST REAL ESTATE

Course Description: Introduces the CCIM Cash Flow Model, a tool for ensuring your investment decisions are based on wise finance fundamentals. During the course, you will learn how to use key financial concepts such as Internal Rate of Return (IRR), Net Present Value (NPV), Cap Rate, Capital Accumulation, and the Annual Growth Rate of Capital to compare different types of commercial real estate investments.

Prerequisites: None

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT, ILT*

Register Here: [FCN 105](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Acquisition Specializations and Certifications

FCN 406 | LEASE ACQUISITION TRAINING (LAT)

Course Description: Leasing specialists must master the fundamental concepts, involved in the leasing process to ensure they get the best value for their agency. You will participate in highly interactive, hands-on exercises using a lease acquisition case study that simulates the entire lease acquisition process-from requirements development through tenant improvement (TI) construction and acceptance. You will gain the knowledge and skills to bring value to your team and your agency.

- Provide practitioner-level training on the lease acquisition process.
- Engage and challenge through a comprehensive case study simulation of the actual lease acquisition process.
- Ensure consistency across regions.
- Select the appropriate lease model.

NOTE: This course replaces Federal Real Property Leasing as the foundation course for obtaining lease contracting officer warrants. It also serves as a refresher course for those who need training to maintain their warrants. The General Services Administration (GSA) has approved Management Concepts to deliver this course.

Prerequisites: None

Instructional Hours: 36

Continuous Learning Points: 36

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 406](#)

Non-VA employees from Other Government Agencies: \$535.00

Acquisition Writing Systems

FCN 408 | COST & PRICE ANALYSIS OF LEASE PROPOSALS

Course Description: Organizations involved in awarding Federal real property leases will be able to improve the performance of those individuals who analyze the costs proposed by the lessor to obtain the best value for the government. Students will learn the analysis techniques needed to establish realistic negotiation objectives through participation in realistic excises. This is one of the courses required to qualify for a higher-level leasing warrant.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: It is recommended students attend FCN 406 prior to attending this event.

Delivery Method: VILT*

Register Here: [FCN 408](#)

Non-VA employees from Other Government Agencies: \$535.00

FCN 409 | TECHNIQUES OF NEGOTIATING FEDERAL REAL PROPERTY LEASES

Course Description: When the Federal government leases real property, the life of the lease can span 5 to 20 years, involve the expenditure of millions of dollars, and sometimes cost more than purchasing the property. Negotiating a fair price and advantageous terms can make a key difference. Successfully negotiating real property leases requires use of basic negotiation skills such as developing pre-negotiation objectives, assessing bargaining strengths and weaknesses, identifying priorities and potential tradeoffs, and of course, negotiating and reaching agreement. These are not inherent skills. This course offers students the opportunity to practice their new skills in real property leasing negotiations and receive observer feedback to improve. Following this course, students should be well-prepared to make the deal. This is one of the courses required to qualify for a higher-level leasing warrant.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: It is recommended students attend FCN 406 prior to attending this event.

Delivery Method: VILT*

Register Here: [FCN 409](#)

Non-VA employees from Other Government Agencies: \$535.00

Acquisition Writing Systems

FCN 410 | REAL ESTATE APPRAISAL PRINCIPLES

Course Description: Provides you with a solid foundation in basic appraisal principles. Introduces you to real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, highest and best use, and ethical considerations. This is one of the courses required to qualify for a leasing warrant.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 410](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCN 411 | FEDERAL REAL PROPERTY LEASE LAW

Course Description: This training course explores ways to identify and avoid legal problems that arise while soliciting for and administering leases. Students will use the case study method to learn proper legal principles that apply to their daily leasing activities. Students also will work extensively with the clauses typically found in Federal leases, including General Service Administration (GSA) Form 3517B. This is one of the courses required to qualify for a leasing warrant.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: It is recommended students attend FCN 406 prior to attending this event.

Delivery Method: VILT*

Register Here: [FCN 411](#)

Non-VA employees from Other Government Agencies: \$535.00

Acquisition Writing Systems

FCN 412 | LEASE ADMINISTRATION

Course Description: Signing the lease is only the beginning. Successfully navigating the activities leading up to occupancy, during occupancy, and following occupancy can positively impact costs as well as tenant requirements. This course will familiarize leasing personnel with real estate contracts, providing technical direction, and enforcing lease terms. Topics range from contract management issues such as initial build-out of space through ongoing performance management to termination processes. Leasing personnel will leave the course confident in their ability to effectively administer Federal leases.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: It is recommended students attend FCN 406 prior to attending this event.

Delivery Method: VILT*

Register Here: [FCN 412](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCN 606 | FEDERAL REAL PROPERTY LEASING REFRESHER

Course Description: Federal leasing skills may diminish over time and lead to less effective execution of the process. You will review leasing forms, procedures, lease models, and look at the acquisition process from beginning to end. This is a great refresher to help you feel more confident in Federal real property leasing. Topics include: Introduction to Leasing; Requirements Development; Acquisition Planning; Market Survey Process; Solicitation Process; Negotiation Process; Fair and Reasonable Rents; Final Evaluation and Award; Tenant Improvements; Simplified Lease Acquisition; Small Lease Acquisition; Warehouse Lease Acquisition; Automated Advanced Acquisition Program; Lease Administration and Management; Alterations and Repairs; Contracting for Continuing Space Requirements; Documentation, Closeout, and Settlement; Standards of Conduct.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 606](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Acquisition Writing Systems

FFM 406 | FEDERAL BUDGET PROCESS

Course Description: Learning Objectives and Outcomes: Upon successful completion of this training course, the student will be able to: Identify the major legislation affecting the federal budget process. Track the budget timeline and the three phases of the budget process. Identify the roles of the major players in the budget process. Explain how agency budget submissions contribute to the President's Budget. Outline how agencies use and track their allocated funds. List the methods established to audit the use of federal funds. Quantify the size and scope of the President's current Budget. Identify trends in federal spending during the last 40 years.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FFM 406](#)

Non-VA employees from Other Government Agencies: \$228.00

Acquisition Writing Systems

Acquisition Writing Systems

FCL-VA-0003 | ECMS NEW USER TRAINING

Course Description: This course is targeted for new system users of the VA Electronic Contract Management System and will present the basic components and features of the system. The classroom-based training uses a sample Request for Quotation (RFQ) to cover topics such as acquisition planning, solicitation actions and documents, content manager and briefcase, award actions, and modifications and amendments. Live demonstrations will be accompanied by hands on exercises to increase the user's confidence in using the full functionality of the system.

Prerequisites: None

Instructional Hours: 28

Continuous Learning Points: 28

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FCL-VA-0003](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCL-VA-0203 | ECMS REFRESHER WEBINAR-BEST PRACTICES

Course Description: This course is targeted for new system users of the VA Electronic Contract Management System and will present the basic components and features of the system. The classroom-based training uses a sample Request for Quotation (RFQ) to cover topics such as acquisition planning, solicitation actions and documents, content manager and briefcase, award actions, and modifications and amendments. Live demonstrations will be accompanied by hands on exercises to increase the user's confidence in using the full functionality of the system.

Prerequisites: None

Instructional Hours: 2

Continuous Learning Points: 2

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCL-VA-0203](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Acquisition Writing Systems

FCL-VA-0204 | ECMS TIPS AND TRICKS - DOCUMENT GENERATION

Course Description: This eCMS Tips and Tricks Webinar will guide you through best practices for generating and managing documents in eCMS. It includes best practices on creating eCMS Documents and how to send them for review. We will also walk you through common errors and how to resolve them when publishing to Contract Opportunities and eBUY.

Prerequisites: None

Instructional Hours: 2

Continuous Learning Points: 2

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCL-VA-0204](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCL-VA-0206 | IFAMS ENTERPRISE ACQUISITION TRAINING

Course Description: This course is targeted for new acquisition system users of the VA integrated Financial and Acquisition Management System and will present the basic components and features of the system's acquisition module. The classroom-based training uses a sample acquisition to cover functional concepts across the acquisition lifecycle. Live demonstrations will be accompanied by hands on exercises to increase the user's confidence in using the full functionality of the system. Participants will learn how to create and manage actions, generate documents, award contracts and orders, post to SAM.gov, report to FPDS, and issue amendments and modifications.

Prerequisites: None

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FCL-VA-0206](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Acquisition Writing Systems

FCL-VA-0211 | IFAMS ECMS ENTERPRISE ACQUISITION INTERFACE

Course Description: iFAMS/AAMS (eCMS) Enterprise Acquisition Interface Training is intended for acquisition professionals who have used the Electronic Contract Management System (eCMS). This course will provide an Enterprise approach to actions within eCMS that interface with the iFAMS Finance component. The structure of the course supports the learners' comprehension of the fundamentals of iFAMS/eCMS interfaced actions to include demonstrations.

Prerequisites: None

Instructional Hours: 4

Continuous Learning Points: 4

Continuous Education Units:0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FCL-VA-0211](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FAC-C Professional

CON 1100V | CONTRACT FOUNDATIONAL SKILLS

Course Description: This Instructor-Led Training (ILT) course addresses those skills and competencies most basic and fundamental to the Contracting Functional Area/Career Field. These include general principles, such as an overview of the acquisition process and how to research the regulations, as well as an introduction to fundamental soft skills and professional skills that will serve these acquisitions professional at almost any point in their career. The Contract Foundational Skills curriculum (CON 1100) is required to be taken prior to Pre-Award (CON 1200), Award (CON 1300), and Post-Award (CON 1400).

Prerequisites: None

Instructional Hours: 64

Continuous Learning Points: 64

Continuous Education Units:0

Target Attendees: Federal acquisition workforce members pursuing FAC-C Certification.

Delivery Method: VILT*

Register Here: [CON 1100V](#)

Non-VA employees from Other Government Agencies: \$701.00

CON 1200 V | CONTRACT PRE-AWARD

Course Description: This course focuses on understanding the common, foundational pre-award contracting competency model jobs tasks and principles. The course describes the overarching business relationship between government and industry. Students develop skills and initial acumen in defining, describing and shaping customer requirements, developing a contract strategy and acquisition plan, and executing the solicitation development and release process to successfully meet customer needs. The course introduces fundamental knowledge and practical application that can be applied immediately in the workplace across the board spectrum of contracting organizations.

Prerequisites: CON 1100V - CONTRACT FOUNDATIONAL SKILLS

Instructional Hours: 64

Continuous Learning Points: 64

Continuous Education Units:0

Target Attendees: Federal acquisition workforce members pursuing FAC-C Certification.

Delivery Method: VILT*

Register Here: [CON 1200V](#)

Non-VA employees from Other Government Agencies: \$701.00

FAC-C Professional

CON 1300 V | CONTRACT AWARD

Course Description: This Virtual Instructor-Led Training (VILT) course addresses those skills and competencies most basic and fundamental to the contracting professional. These include general principles, such as conducting price or cost analysis, planning negotiations, selecting a course and understanding protests.

Prerequisites: CON 1200V - CONTRACT PRE-AWARD, FAC 069 - PRICE ANALYSIS, FAC 082 - B2B: CONDUCT PREAWARD AND POSTAWARD DEBRIEFING, FAC 085 BACK TO BASICS: PRICE REASONABLENESS FOR SIMPLIFIED ACQUISITIONS

Instructional Hours: 64

Continuous Learning Points: 64

Continuous Education Units:0

Target Attendees: Federal acquisition workforce members pursuing FAC-C Certification.

Delivery Method: VILT*

Register Here: [CON 1300V](#)

Non-VA employees from Other Government Agencies: \$701.00

CON 1400 V | CONTRACT POST AWARD

Course Description: This Virtual Instructor-Led Training (VILT) course includes the basic knowledge and skills required for a new contracting professional to demonstrate initial readiness for a contracting career and in post award contract administration.

Prerequisites: CON 1100V - CONTRACT FOUNDATIONAL SKILLS

Instructional Hours: 546

Continuous Learning Points: 56

Continuous Education Units:0

Target Attendees: Federal acquisition workforce members pursuing FAC-C Certification.

Delivery Method: VILT*

Register Here: [CON 1400V](#)

Non-VA employees from Other Government Agencies: \$622.00

FAC-C Professional

FCL-VA-0034 | APPLYING THE VETERANS FIRST CONTRACTING PROGRAM

Course Description: Students will complete this self-paced course in Blackboard. Students will receive an e-mail with Blackboard log-in information on the class reservation close date. The course will open in Blackboard for eight weeks. This self-paced course provides training on the Veterans First Contracting Program. Students will be provided a brief overview of the program as well as an in-depth review of its applicability to each phase of the procurement cycle – market research, procurement strategy, solicitation, evaluation, award and post-award. Implementation challenges will also be addressed, including file documentation, mandatory sources, Buy American Act requirements, fair and reasonable price determinations, and monitoring subcontractor compliance. This course is intended for all VA acquisition professionals.

Prerequisites: None

Instructional Hours: 2.5

Continuous Learning Points: 2.5

Continuous Education Units: 0

Target Attendees:

Delivery Method: OLT*

Register Here: [FCL-VA-0034](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Technical and Professional Competencies

ACQ 265 (FED) – MISSION-FOCUSED SERVICES ACQUISITION

Course Description: This course is designed to improve our tradecraft in the acquisition of services. It uses a multifunctional approach that provides acquisition team members with the tools and techniques necessary to analyze and apply performance-based principles when developing requirements documents and effective business strategies for contractor-provided services. The course uses the seven-step Service Acquisition process, a team-oriented approach and multiple interactive, hands-on, learning sessions to apply the principles. ACQ 265 is designed for individuals who need to improve their skills in developing and defining service requirements, supporting business strategies, and effectively managing the resulting contractor performance. However, this course may also serve as an opportunity for experienced acquisition personnel to improve their understanding of the Service Acquisition Process.

Prerequisites: None

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [ACQ 265](#)

Non-VA employees from Other Government Agencies: \$354.00

ACQ 315 (FED) – UNDERSTANDING INDUSTRY (BUSINESS ACUMEN)

Course Description: Course covers a wide range of business acumen competencies including industry orientation, organization, cost and financial planning, business strategy/development, supplier management, incentives and negotiating strategies. Business skills will be learned on aligning company strategies, finances and operations that motivate company decisions to meet their business goals, gain fair and reasonable profits, while providing best taxpayer value to the government on the defense products.

Prerequisites: CLM 005 Industry Proposals and Communication, HBS 428 Negotiating

Instructional Hours: 36

Continuous Learning Points: 36

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [ACQ 315 \(FED\)](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

ACQ 3700V – ACQUISITION LAW

Course Description: The employment of integrated product teams in the acquisition process has resulted in the involvement of many non-contracting government personnel. ACQ 3700 provides an overview of government contract law, specifically laws and regulations that are applicable to government contracts.

Prerequisites: None

Instructional Hours: 36

Continuous Learning Points: 51

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [ACQ 370](#)

Non-VA employees from Other Government Agencies: \$472.00

CON 216 (FED) – LEGAL CONSIDERATIONS IN CONTRACTING

Course Description: This course focuses on legal considerations in the procurement process. Participants are introduced to the basic principles and sources of law relevant to procurement, including fiscal law. The course also addresses various other legal issues that may develop during the course of a contract, such as protests, assignment of claims, disputes, fraud, contractor debt, performance issues and contract termination.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [CON 216](#)

Non-VA employees from Other Government Agencies: \$472.00

CON 2420V – ARCHITECT-ENGINEER INDIRECT RATES

Course Description: This virtual instructor-led training (VILT) course concentrates on how the Architect-Engineer (A-E) community develops indirect rates. Students learn how to analyze a company's overhead pools, develop a new rate based on allowable and reasonable costs, and how the base rate factors into the overall rate. Participants also learn how inflation affects indirect rates on Indefinite Delivery Indefinite Quantity contracts in the out years.

Prerequisites: None

Instructional Hours: 28

Continuous Learning Points: 28

Continuous Education Units:

Target Attendees:

Delivery Method: VILT*

Register Here: [CON 2420V](#)

Non-VA employees from Other Government Agencies: \$394.00

CON 2430V – ARCHITECT-ENGINEER CONTRACTING

Course Description: This course, focusing on contracting for architect-engineers, covers issues across the contracting spectrum, including acquisition planning, source selection, proposal analysis, contract award and work, and contract management. Specific topics and practical exercises allow professionals to gain knowledge of the Brooks Act, SF-330, the slate and selection process, the review of government estimates, liability, Title II services, modifications, and Contracting Officer's Representative responsibilities. Prerequisites: This course is intended for those who are certified in Contracting and are assigned contracting responsibilities for architect-engineer contracts. Whenever practical, professionals should attend CON 2430 prior to assuming architect-engineer contracting duties.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [CON 2340V](#)

Non-VA employees from Other Government Agencies: \$472.00

CON 2440V – CONSTRUCTION CONTRACTING

Course Description: This course focuses on unique construction contracting issues, such as acquisition planning, contract performance management, funding, environmental concerns, construction contract language, construction contracting in the commercial setting, the Construction Wage Rate Requirements Statute, design/build, basic schedule delay analysis, constructive changes, acceleration and construction contract quality management.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: This course is for those in the Contracting career field or assigned specific contract administration duties for construction contracts, e.g., professional engineers, quality assurance personnel, and legal counsel personnel. Whenever practical, professionals should attend this course prior to assuming duties related to construction contracting.

Delivery Method: ILT, VILT*

Register Here: [CON 2440V](#)

Non-VA employees from Other Government Agencies: \$472.00

CON 2450V – CONSTRUCTION MODIFICATION PROPOSAL ANALYSIS

Course Description: This construction-centric virtual instructor-led training (VILT) course is designed to improve a student’s ability to review and analyze contractor proposals, conduct technical and cost/price analysis, and adequately document modifications in a contract file. Content focuses on proposal analysis in a sole source environment (Contract Modifications, 8(a), etc.) utilizing examples, exercises, and case studies to expose students to reliable analysis tools and techniques. Issues encountered are based on actual findings of deficiencies in contract files. Students will analyze these issues and practice their writing skills daily. The content is presented in three Modules. Module One focuses on formal Technical Analysis and the foundation of the Independent Government Estimate. Module Two teaches students how to calculate and negotiate overhead rates by focusing on the cost principles of Allowability, Allocability, and Reasonableness. Module Three is a large case study that allows students to apply learning gained in Modules One & Two while analyzing multiple elements of a contractor’s proposal. Participants are expected to perform appropriate levels of technical, cost, and price analyses, develop negotiation positions, and document their results in formal Technical Analysis and Pre-Negotiation Memorandum formats.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units:

Target Attendees:

Delivery Method: VILT*, ILT

Register Here: [CON 2450V](#)

Non-VA employees from Other Government Agencies: \$472.00

FAC 101 | ADAPTIVE PROBLEM SOLVING FOR ACQUISITION

Course Description: This a foundational course in problem-solving applicable to all acquisition professionals. This course uses an adaptive learning “choose your own problem-solving adventure” approach to help students develop clear strategies and techniques to tackle problems and make sound decisions. Students are introduced to the fundamental concepts of problem solving, including the differences between problem solving and decision making, problem definition, and developing a solution focused mindset. The student can then explore the supporting methods and skills for mastering the people and processes involved by “choosing their own adventure” in a training hub of topics including: information gathering; problem solving techniques; decision making techniques; common fallacies; personality types and dealing with difficult people; and solutions obstacles. A final case study based on the Mt. Everest Tragedy of 1996 culminates the course and offers students practice in solving complex problems involving groups with differing experiences, priorities, and personalities. Scenarios based on common problems faced by acquisition professionals are provided throughout the course. Each lesson includes a training assessment on the topic covered, and offers additional supplemental materials to support further learning.

Prerequisites: None

Instructional Hours: 8

Continuous Learning Points: 8

Continuous Education Units:0

Target Attendees:

Delivery Method: OLT

Register Here: [FAC 101](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCL-VA-0002 | WELCOME TO THE VA: AN ORIENTATION FOR NEW 1102's

Course Description: This hands-on, interactive orientation is designed for contracting professionals new to the VA 1102 workforce. Students will gain an understanding of VA, the acquisition workforce, customer service, certification and professional development training, and available resources. This will assist in a smooth transition into the acquisition workforce, increased efficiency, and effectiveness as trusted business partners.

Prerequisites: None

Instructional Hours: 4

Continuous Learning Points: 4

Continuous Education Units:0

Target Attendees

Delivery Method: OLT

Register Here: [FCL-VA-0002](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCL-VA-0004 | UNDERSTANDING THE PROCUREMENT INTEGRITY ACT

Course Description: This training covers the history, implementation, regulations, violations and mitigation strategies of the Procurement Integrity Act, or PIA.

Prerequisites:

Instructional Hours: 1

Continuous Learning Points: 1

Continuous Education Units:

Target Attendees:

Delivery Method: OLT

Register Here: [FCL-VA-0004](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCL-VA-0131 | MASTER RESILIENCE TO THRIVE IN UNCERTAINTY

Course Description: This Self-Paced training focuses on a Foundational Learning for Contracting Professionals course that provides students with practical strategies to bounce back and thrive during times of change and uncertainty. Resilience is a learned skill that must be practiced and applied. Resilience is about how you recharge, not about how you endure hardship. Resilience is a professional competency identified in the FAI/DoD Contracting Competency Model because it is a critical aspect of professional longevity and personal happiness. Change and uncertainty are a reality for all professionals especially 1102's. In order to thrive personally and professionally, we need an action plan to master our emotions, manage stress, and handle change. This course will take you on a learning journey that you can customize and use to support the practice of bouncing back or charting a new course when the stakes are high, and the outcomes are uncertain!

Prerequisites: None

Instructional Hours: 2

Continuous Learning Points: 2

Continuous Education Units:0

Target Attendees:

Delivery Method: OLT

Register Here: [FCL-VA-0131](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCL-VA-0132 | MASTER OPTIMISM TO IMPROVE PERFORMANCE

Course Description: This Self-Paced training focuses on a Foundational Learning for Contracting Professionals course that provides students with practical strategies to utilize optimism as a skill to improve performance. Optimism helps us keep a positive attitude in difficult times. It is also a strategy that can be utilized to improve performance at the workplace. When we dwell on past mistakes and fill our days with worry, we waste time that could be used to develop a strategy to improve those things that we can control. Research shows that optimism can prevent depression, increase social connection, boost performance on the job, increase success, and make you more resilient in the face of setbacks. Although pessimism may seem to have its place, dwelling on negatively can harm your health, increase your stress level, and decrease performance and strategic thinking. This course will support you in transforming optimism into a strategy to get results, meet goals, overcome obstacles and thrive in a Volatile, Uncertain, Complex and Ambiguous (VUCA) environment. Change is hard, but change can also be a gift! When we accept and embrace change with an unwavering commitment to optimism, we can find success in our personal and professional lives.

Prerequisites: None

Instructional Hours: 2

Continuous Learning Points: 2

Continuous Education Units:0

Target Attendees:

Delivery Method: OLT

Register Here: [FCL-VA-0132](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCL-VA-0133 | MASTER AGILITY TO PREVENT BURNOUT

Course Description: This Self-Paced training focuses on a Foundational Learning for Contracting Professionals course that provides students with practical strategies to master learning agility in times of uncertainty. As professionals, we must develop tools and strategies to thrive during times of uncertainty and change. While we often have little control over external events, we can take control of our schedules, revisit our goals, and explore ways to use challenge and adversity to propel our commitment to work more efficiently. One key to unlocking our potential as people and professionals is through a concept called Learning Agility. Learning Agility as one's willingness and ability to learn from experience and then apply that learning to new situations. This is a component of leadership potential that can be developed and measured. In short you can leverage this skill to figure out ""what to do when one doesn't know what to do"". At its core, Learning Agility is built on mastery of breadth and depth. Breadth is being able to take skills and apply them across a variety of factors and situations. Depth is knowing your technical job well. This course explores the combination of these two factors.

Prerequisites: None

Instructional Hours: 2

Continuous Learning Points: 2

Continuous Education Units:0

Target Attendees:

Delivery Method: OLT

Register Here: [FCL-VA-0133](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCL-VA-0134 | MASTER VIRTUAL COMMUNICATION

Course Description: This Self-Paced training focuses on a Foundational Learning for Contracting Professionals course that provides students with practical strategies to communicate more effectively while working remotely. Virtual and remote work has evolved into a norm over the past several years. Many teams have now been compelled to explore new strategies to connect, collaborate, and communicate effectively in virtual formats. Executing meetings, giving presentations, and leading teams are challenging tasks even when everyone is in the office together. Shifts to new formats require shifts in how we engage in our work. Fortunately, there are excellent strategies for nurturing a consistent culture that keeps teams working together remotely. This course will provide tools and skills you can use to support the practice of engaging, teaching, and leading successfully in a remote and sometimes Volatile, Uncertain, Complex and Ambiguous (VUCA) work environment.

Prerequisites: None

Instructional Hours: 2

Continuous Learning Points: 2

Continuous Education Units:0

Target Attendees:

Delivery Method: OLT

Register Here: [FCL-VA-0134](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCN 170 | PROCUREMENT INNOVATION – FAR FLEXIBILITY

Course Description:

Today's fast-paced contracting environment requires contracting officers to have the ability to work in and around the Federal Acquisition Regulation (FAR) to provide innovative solutions to acquisition requirements. This course will enable participants to understand the use of long recognized, but under-utilized strategies described in the FAR as well new strategies currently being used by federal agencies. Participants will leave this course with the confidence and competence to successfully use the flexibility provided in FAR 1.02-4 to apply good judgment to make the best business decisions to support customers.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units:0

Target Attendees:

Delivery Method: VILT

Register Here: [FCN 170](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCN 195 | FED ACQ REGULATION (FAR) REFRESHER - 3 DAY

Course Description: This 3-day course will review basic concepts of government law and practices with a brief background of the FAR through the growth from federal laws that led to where we are today; it should address the three major areas of acquisition: supplies, services, and construction. The course should simplify the terminology and provide context related to specific FAR parts.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units:0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FCN 195](#)

Non-VA employees from Other Government Agencies: \$275.00

FCN 244 | CONSTRUCTION CONTRACTING REFRESHER

Course Description: Construction Contracting provides students with a comprehensive overview of construction contracting issues, including acquisition and project planning, contract award and performance management, funding issues, environmental and sustainability concerns, construction contract clauses and language, commercial construction contracting, construction laws and regulations, design/build project delivery systems, project scheduling and basic schedule delay analysis, schedule acceleration, and construction quality management. This three-day refresher class will provide a review of the knowledge and unique aspects of construction contracting and best practices. There will also be discussions to troubleshoot issues that arise in construction services and contract administration.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units:0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FCN 244](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCN 400 | EMERGENCY CONTRACTING BASICIS

Course Description: This course is designed for contracting professionals, or other personnel performing similar functions, who may assist Federal agencies during the recovery from national disasters or other emergencies. Students receive an introduction to the knowledge necessary to procure goods and services required to support emergency and disaster recovery activities.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees: Contracting professionals who may assist federal agencies during the recovery phase of national emergencies and disasters.

Delivery Method: ILT, VILT*

Register Here: [FCN 400](#)

Non-VA employees from Other Government Agencies: \$225.00

FCN 425 | TASK AND DELIVERY ORDER CONTRACTING

Course Description: This training course addresses the planning, use, and administration of task and delivery orders. Students will learn about the variety of existing contract vehicles available to them, as well as the process of developing new task and delivery order contracts. Learning Objectives: Explain when and how to use task and delivery order contracts and the rules that guide them Select an appropriate contract vehicle to fulfill requirements for a specific acquisition Use GSA Schedules correctly and innovatively Place task and delivery orders using existing non-schedule contract vehicles Describe the process to create task-order and delivery-order contracts Administer task and delivery orders.

Prerequisites:

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 425](#)

Non-VA employees from Other Government Agencies: \$225.00

FCN 435 | CONTRACT ADMINISTRATION

Course Description: This course addresses critical duties, functions, and responsibilities performed by contracting personnel during the contract administration phase of the acquisition process. The course format involves lecture, discussion and exercises that expose the student to the sequence of activities they may expect to encounter when administering both simple and complex procurements. The course highlights activities that must be performed during the administration phase of a contract, methods of avoiding issues that may negatively affect contract performance, performing activities that are required by law or statute and actions that should be taken to ensure that the government's interests are protected.

- Contract Administration Duties and Responsibilities
- Understanding Contract Language and Contract Terms and Conditions
- Contract Administration Planning
- Quality, Inspection and Acceptance
- Changes to Contracts
- Contract Disputes
- Contract Closeout

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: Employees who are in or entering the acquisition workforce and others involved in the acquisition process.

Delivery Method: VILT*

Register Here: [FCN 435](#)

Non-VA employees from Other Government Agencies: \$445.00

FCN 438 | CHANGES UNDER GOVERNMENT CONTRACTS

Course Description: Change is inevitable on a Government contract. Therefore, it is in the Government's best interest that all members of the acquisition team understand concepts such as scope, equitable adjustment, constructive changes, and unilateral and bilateral contract modifications. This three-day course will ensure acquisition professionals grasp the concept as well as the implications of the various types of contract changes on cost, schedule, and performance. Learning Objectives: - Determine if a change can be made to a contract - Determine what relief, if any, is due the contractor 14 If you know Government contracts, you know the significance of changes. If you don't know Government contracts, but are becoming involved, you had better know the significance of changes. For there is no doubt that the overwhelming number of operating problems and claims arising out of Government contracts center around questions of actual or constructive changes in the work. The contractors know this . . . the Government knows this . . . attorneys, accountants and professional representatives for both camps know this . . . and you (we are sure) know this. However, no matter how keen your sense of awareness, or how advanced your level of knowledge, Government contract changes is a subject about which you can never know enough. Because it is so active, so volatile, so prone to almost-daily development, that failure to pay it constant court can render your knowledge obsolete. Or, looking at it from the opposite angle, a dedicated effort to keep current without periodic reevaluations of the subject as a whole, can lead to the cliché-situation of having forgotten more than you know.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 438](#)

Non-VA employees from Other Government Agencies: \$276.00

FCN 502 | EFFECTIVE WRITING FOR 1102S

Course Description: This foundational course will build the knowledge and skills to confidently communicate to various audiences in an efficient and effective manner. It is designed for professionals who understand the basics of grammar and writing and who wish to make their writing more effective in achieving results. Effective Writing for 1102s focuses on the professional competency of Written Communication identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals' competence in this topic.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 502](#)

Non-VA employees from Other Government Agencies: \$256.00

FCN 503 | BUILD NETWORKS: MAXIMIZING YOUR RELATIONSHIPS

Course Description: This foundational course is designed to provide students with tools to improve interpersonal effectiveness. In the classroom, students will cover the following topics: communication strategies, power, and influence, building productive networks, emotional intelligence, conflict and organizational politics, and managing difficult conversations. Students will have the opportunity to explore and practice these interpersonal strategies to build productive networks and maximize professional collaborations. Build Networks: Maximizing Your Relationships focuses on the professional competency of Interpersonal Skills identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to acquisition professionals and designed to improve competence in this topic.

Prerequisites: Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT*

Register Here: [FCN 503](#)

Non-VA employees from Other Government Agencies: \$500.00

FCN 504 | EFFECTIVELY INTERACTING WITH YOUR CUSTOMER

Course Description: This foundational course will provide students with a foundation for working with their customers to meet their needs and the VA mission. The course includes hands-on activities, videos, blog entries, and techniques to provide excellent customer service. Effectively Interacting with Your Customer focuses on the professional competency of Customer Service identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to acquisition professionals and designed to improve competence in this topic. Students are expected to complete individual assignments and one virtual instructor-led training (VILT) session, which will total 8 hours of course work. After the VILT session, the individual assignments will be due one week later.

Prerequisites: None

Instructional Hours: 8

Continuous Learning Points: 8

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 504](#)

Non-VA employees from Other Government Agencies: \$150.00

FCN 506 | COMMUNICATE, COLLABORATE, AND CONNECT

Course Description: This foundational course is designed to improve the quality and impact of students' briefings and produce productive communication strategies. The class consists of practice presentations, small and large group discussions, practical exercises, and individual coaching and feedback sessions. Students learn how to prepare for and deliver briefings and presentations. They examine how effective communication impacts professional success. Students practice the art and science of debriefing unsuccessful offers. The course ends with students exploring strategies to manage difficult conversations and identifying communication strategies to engage leadership, peers and customers.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT*

Register Here: [FCN 506](#)

Non-VA employees from Other Government Agencies: \$500.00

FCN 507 | STRENGTHEN YOUR RESILIENCE: THRIVE AS AN 1102

Course Description: This foundational course provides students with information on how to strengthen professional resilience. Do you have a heavy workload? Manage many tight deadlines? Field numerous customer requests? Skills taught include how to manage these pressures effectively, while successfully achieving your objectives. Strengthen Your Resilience focuses on the professional competency of Resilience identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to acquisition professionals and designed to improve competence in this topic. Students are required to complete seven hours of self-paced work before they attend a virtual instructor-led class that will run from 10:30 AM to 4:00 PM ET.

Prerequisites: None

Instructional Hours: 12

Continuous Learning Points: 12

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 507](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCN 508 | BUILDING CREDIBILITY AND TRUST IN CONTRACTING

Course Description: This foundational course will aid students in developing technical credibility in the contracting profession. Students will learn how to not only build technical knowledge, but also practice behaviors that will enable them to navigate various relationships and build trust. The course is designed for Professional Level Certified contracting personnel who are interested in tools to become more credible in their professions. Building Credibility and Trust in Contracting focuses on the professional competency of Technical Credibility identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals' competence in this topic. NOTE: This course was previously named "Building Credibility and Sustaining Influence" and contains many of the same learning objectives. This course uses a distance learning platform. Virtual instructor-led training (VILT) classroom sessions will be held: Tuesday from 1:00 PM – 3:00 PM ET, Wednesday from 1:00 PM – 2:00 PM ET, and Thursday from 1:00 PM – 2:30 PM ET. Independent assignments (totaling approximately 4.5 hours) will be required before and after the VILT classroom sessions.

Prerequisites: None

Instructional Hours: 9

Continuous Learning Points: 9

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 508](#)

Non-VA employees from Other Government Agencies: \$150.00

FCN 516 | COMMUNICATE, COLLABORATE, CONNECT - VIRTUAL

Course Description: This foundational course is an experiential, virtual learning session designed to increase engagement, support more effective collaborations, and strengthen strategic relationships across the organization. In addition, students will practice briefing and presentation skills to support in-person and virtual engagements. At the end of this course, students will be able to apply their knowledge and skills in a virtual presentation environment. The class consists of practice presentations, small and large group discussions, practical exercises, and individual coaching and feedback sessions. Students will examine how effective communication impacts professional success. The course also explores strategies to manage difficult conversations and identify strategies to engage leadership, peers, and customers. This course focuses on the professional competency of Oral Communication identified in the FAI/DoD Contracting Competency Model. Course content is specific to acquisition professionals and designed to improve competence in this topic. Identify communication strategies to engage leadership, peers, and customers and explore communication strategies for managing difficult conversations.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 1.6

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 516](#)

Non-VA employees from Other Government Agencies: \$300.00

FCN 543 | ARCHITECT AND ENGINEER REFRESHER

Course Description: This course provides the participant with a review of the unique aspects of contracting for architect-engineer services. The course reviews Federal Acquisition Regulations Part 36, and VA Acquisition Regulations 836.6. Topics include: Architects and Engineers statute, design reviews, preparation and review of construction documents and drawings, solicitation and evaluation phase, negotiation objectives, contract award, quality reviews and administration of A&E contracts. This course also includes a review of general condition and requirements.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 543](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FCN 600 | PLANNING: HOW TO MAKE A PLAN AND WORK IT

Course Description: Planning: How to Make a Plan and Work It focuses on empowering the acquisition professional, using forward-thinking strategies that maximize planning effectiveness during the acquisition process. During this two-session course, students will engage in live virtual instructor-led training (VILT) sessions, independent assignments, and collaborative team activities to understand and apply key planning principles and best practices to the acquisition environment. Students are expected to complete individual assignments over two days that will require an estimated six-and-a-half hours to complete and attend two (2) VILT classroom sessions.

Prerequisites: None

Instructional Hours: 12

Continuous Learning Points: 12

Continuous Education Units: 1.2

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 600](#)

Non-VA employees from Other Government Agencies: \$225.00

FCN 601 | PRIORITY SETTING

Course Description: Priority Setting: focuses on empowering the Acquisition Professional through effective priority setting techniques. During this course, students will engage in live virtual instructor-led training (VILT) sessions, independent assignments, and collaborative team activities to understand and apply key priority setting techniques and best practices to the acquisition environment. Students are expected to complete individual assignments over the three days that will require an estimated four hours to complete.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 1.6

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 601](#)

Non-VA employees from Other Government Agencies: \$300.00

FCN 602 | EFFECTIVE TIME MANAGEMENT

Course Description: Effective Time Management focuses on empowering Acquisition Professionals through effective time management techniques. During this two-session virtual instructor-led training (VILT) course, students will engage in live VILT sessions, independent assignments, and collaborative team activities to understand and apply key time management techniques and best practices to the acquisition environment. Students are expected to complete individual assignments over the three days that will require an estimated five (5) hours to complete. Students must attend two (2) VILT classroom sessions.

Prerequisites: None

Instructional Hours: 10

Continuous Learning Points: 10

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 602](#)

Non-VA employees from Other Government Agencies: \$150.00

FCN 604 | BUSINESS ACUMEN: WHY SHOULD THEY LISTEN TO ME

Course Description: This course focuses on one or more competencies crucial to the "Big A" acquisition team to include Program/ Project Managers, Facilities Personnel, Supply Chain Personnel, Finance, or any other member of the larger acquisition team. Classroom discussions, exercises, assignments, case studies, and other activities are directed towards the "Big A" acquisition team and designed to improve acquisition professionals' competence in this topic.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 604](#)

Non-VA employees from Other Government Agencies: \$300.00

FCN 605 | INTERMEDIATE AGILE TECHNIQUES FOR CONTRACTING

Course Description: The acquisition work force must be aware of project management mandates set by the Office of Management and Budget (OMB) and Office of Federal Procurement Policy (OFPP) for implementing Agile information technology (IT) projects. You must employ Agile-based project management approaches to accomplish the adaptive acquisition framework. You will learn how to use flexible acquisition techniques that align with less rigid procurement policies and procedures. Learning Objectives:

- Describe Agile concepts and methodologies in the Federal acquisition environment.
- Determine the acquisition and pricing strategies and techniques appropriate for Agile projects and programs.
- Apply quality-focused acquisition methodologies in Agile projects and programs.
- Determine the most effective methods to use when simplifying deliverables, choosing an acquisition vehicle, or meeting reporting and compliance requirements.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 605](#)

Non-VA employees from Other Government Agencies: \$225.00

FCN 701 | SUPERVISORY CO, ORGANIZING A WINNING TEAM

Course Description: This course focuses on one or more competencies specific to the Acquisition Workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. Organizing a Winning Team is designed to empower Supervisory Acquisition Workforce Professionals through cultivating organizing strategies to marshal resources effectively and efficiently and to orchestrate multiple concurrent activities to accomplish organizational and team goals. Students will practice organizing skills in realistic scenarios such as addressing staff changes and performing dual functions as team members and supervisors, while maintaining a focus on the ability to organize oneself and one's team, peers, customers, and managers.

Prerequisites: None

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: SUPERVISORY COURSE- only current supervisors will be approved for this course.

Delivery Method: ILT, VILT*

Register Here: [FCN 701](#)

Non-VA employees from Other Government Agencies: \$300.00

FCN 706 | SUPERVISORY CONTRACTING OFFICER, DECISIONS IN CHANGING ENVIRONMENTS

Course Description:

In the Supervisory CO, Decisions in Changing Environments course, you will learn how to improve your decision-making skills to become a more decisive manager and employ successful strategies to overcome obstacles. In addition to practical application of a decision-making model, students will build awareness of an appraisal system that should be used to assess the quality and confidence level of their decision. The course is designed for new and established supervisory level COs who wish to hone their problem-solving skills by choosing wisely among viable alternatives and becoming confident about the next steps to implement and gauge the option.

Prerequisites: None

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: SUPERVISORY COURSE – only current supervisors will be approved for this course.

Delivery Method: VILT*

Register Here: [FCN 706](#)

Non-VA employees from Other Government Agencies: \$300.00

FCN 718 | PROTESTS, DISPUTES, AND TERMINATIONS WORKSHOP

Course Description: This course will allow students to review VA-specific cases pertaining to protests, disputes, and terminations. They will be able to understand and apply knowledge of types, procedures, authorities, timelines, approvals, forums, and required documentation. The course will be presented with both case studies and interactive discussions online. This is a virtual, instructor-led course featuring two, 4-hour sessions.

Prerequisites: None

Instructional Hours: 8

Continuous Learning Points: 8

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FCN 718](#)

Non-VA employees from Other Government Agencies: \$150.00

FCN 800 | MANAGERIAL CO: DELEGATING FOR SUCCESS

Course Description: This course focuses on one or more competencies specific to the Acquisition Workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. The Delegating for Success course provides Managerial Acquisition Professionals with the concepts, tools, and strategies to delegate effectively, in order to encourage development, manage workloads, and ultimately lead a team to achieve its goals. As a Manager, your workload is most likely full, and time is limited to complete everything on your task list. In this course, you will gain an understanding of the importance of delegation to management and how to leverage delegation strategies, and to create meaningful growth opportunities that challenge and develop your employees. The course will discuss the benefits and barriers of delegation and apply a five-step process to: identify both routine and important delegable tasks; determine the most appropriate person for a task; provide constructive and relevant feedback; and evaluate performance. During this course, students will engage in live virtual instructor-led training (VILT) sessions, independent assignments, and collaborative team activities, to understand and apply key principles and leading practices to the acquisition environment.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 1.6

Target Attendees: SUPERVISORY COURSE – only current supervisors will be approved for this course.

Delivery Method: VILT*

Register Here: [FCN 800](#)

Non-VA employees from Other Government Agencies: \$300.00

FCN 801 | MANAGERIAL CO: BLDG EFFECT PEER RELATIONSHPS

Course Description: This course focuses on one or more competencies specific to the Acquisition Workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. In Building Effective Peer Relationships, students will gain insight into the importance of developing and maintaining peer relationships within and outside of the acquisition community. Students will use various methods to engage peers in a meaningful and effective way to prepare them for establishing lasting work relationships. The course will also provide students with the opportunity to apply critical steps in developing a network of peers and will lay the foundation for them to use their network to address problems that they face in the workplace.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 1.6

Target Attendees: SUPERVISORY COURSE – only current supervisors will be approved for this course.

Delivery Method: VILT*

Register Here: [FCN 801](#)

Non-VA employees from Other Government Agencies: \$300.00

FFM 403 | FEDERAL APPROPRIATIONS LAW

Course Description: Contracting professionals must know how to properly use Federally-appropriated funds to be compliant with Federal appropriations law. Guided by GAO's Principles of Federal Appropriations Law (the Red Book), you will learn to comply with relevant laws and regulations, gain a deeper understanding of contracting and procurement activities and reinforce understanding through scenario-based exercises. You obtain the crucial background, tools and techniques to make sound decisions concerning appropriated funds back on the job.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FFM 403](#)

Non-VA employees from Other Government Agencies: \$299.00

FFM 421 | APPLIED FAIR AND REASONABLE PRICING WORKSHOP

Course Description: This skill-building workshop provides a detailed understanding of how to make a determination of fair and reasonable pricing. After covering a broad range of pricing concepts, pricing techniques are covered in-depth, including relevant policy, regulation and example language. Students practice various pricing techniques by using case studies to review requirements and evaluate pricing for reasonableness. Price reasonableness as it pertains to FAR Parts 8, 13, and 15 are covered. Material is relevant to the entire acquisition workforce as both skill-building and skill- refresher. This hands-on workshop is available to be relocated to field locations. **NOTE:** This course contains many of the same learning objectives as “FCL-VA-0170 Contract Pricing Determinations Workshop”.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FFM 421](#)

Non-VA employees from Other Government Agencies: \$300.00

FQN 104 | CONSTRUCTION CLAIMS

Course Description: Explore the full spectrum of claims arising under construction contracts. Learn about the aspects of recognizing a potential claim, pricing considerations, terminations and the roles of the boards of contract appeals and the courts. Gain knowledge on how to describe the claims process; recognize a potential claim; and provide options for resolving disputes.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FQN 104](#)

Non-VA employees from Other Government Agencies: \$276.00

FQN 170 | CONDUCTING ACQUISITIONS FOR CLOUD SERVICES

Course Description: Simply put, cloud computing is the access of information through the internet from a third-party provider. However, as Federal agencies move to the cloud, acquisition professionals are faced with complex challenges regarding interoperability, data security, reliability, and performance management. You will learn the unique terminology and issues at each stage of the cloud acquisition life cycle. By demystifying this concept, you'll be prepared to participate in a cloud acquisition with confidence.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FQN 170](#)

Non-VA employees from Other Government Agencies: \$225.00

FQN 402 | DEVELOPING AN INDEPENDENT GOVT COST ESTIMATE

Course Description: This course is designed to improve agency acquisitions and contractor performance by enhancing Federal employees' understanding of the uses, preparation, and evaluation of an Independent Government Cost Estimate.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FQN 402](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FQN 406 | CONTRACT NEGOTIATION STRATEGIES & TECHNIQUES

Course Description: This five-day, elective course teaches acquisition professionals how to use negotiation techniques to reach mutually beneficial agreements with vendors, internal departments, colleagues, and other stakeholders. This course focuses on finding creative, integrative solutions that satisfy each party's interests and needs, resulting in the best possible negotiated outcome. This interactive course includes dynamic hands-on negotiating exercises that allow participants to apply collaborative problem-solving techniques to realistic acquisition challenges.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FQN 406](#)

Non-VA employees from Other Government Agencies: \$445.00

FQN 408 | STRATEGIC SOURCING

Course Description: This workshop consists of intensive hands-on learning where, under the guidance of a strategic sourcing expert, students will analyze actual government spending data to make strategic sourcing decisions. Just as government agencies are doing today, students will form collaborative teams to work through a comprehensive case study that guides them through the strategic sourcing process. Students will analyze the organization's current spend strategy, assess, and prioritize opportunities for savings, develop a strategy, and then implement that strategy. Finally, students will establish processes to track and manage performance of their strategic contract. Following this course, students will be able to return to their agency confident in their ability to hit the ground running in a strategic sourcing initiative.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FQN 408](#)

Non-VA employees from Other Government Agencies: \$276.00

FQN 415 | PERFORMANCE BASED ACQUISITION - 5 DAY

Course Description: The Federal Acquisition Regulation (FAR) and agency policies encourage organizations to employ performance-based acquisition (PBA) methods. However, there are unique considerations surrounding PBAs, including standards of quality and methods of surveillance. You will learn the comprehensive process applied to PBAs-from analyzing requirements documents to preparing a QASP with a focus on robust case studies, examples, and exhibits.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FQN 415](#)

Non-VA employees from Other Government Agencies: \$445.00

FQN 427 | WRITING PERFORMANCE BASED WORK STATEMENTS

Course Description: Learn how to write performance-based work statements that tell contractors what to do, not how to do it. This is the guidance according to the Federal Acquisition Regulation (FAR) Part 37, which requires agencies to maximize the use of performance-based methods when contracting. You will determine requirements by developing high-level objectives, tasks, and performance standards. You will develop a performance work statement and quality assurance surveillance plan using the Acquisition Requirements Roadmap Tool (ARRT), and apply your learning to intensive exercises and activities.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: Acquisition professionals (CO, CORs, PMs).

Delivery Method: VILT*

Register Here: [FQN 427](#)

Non-VA employees from Other Government Agencies: \$256.00

FQN 440 | BASIC SOURCE SELECTION

Course Description: This course provides complete and comprehensive coverage on source selection principles and processes. The forty-hour format, using lecture, discussion, and exercises, has been designed to teach the competencies required of contract specialists in the FAI Contract Specialist Training Blueprint, and complies with FAI guidelines. The course highlights the development of source selection plan from the inception of the acquisition through award, and how the source selection process functions to obtain best value in specific types of acquisitions.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FQN 440](#)

Non-VA employees from Other Government Agencies: \$338.00

FQN 442 | BEST VALUE SOURCE SELECTION

Course Description: This course covers acquisition and source selection methods and procedures, as well as evaluation of offers and quotes. This training is designed to explore the procedural choices available to the government in achieving best value in negotiated procurements using the tradeoff process in accordance with Federal Acquisition Regulation (FAR) Part 15. This course addresses how the procedural choices impact competing contractors. COURSE TOPICS: Acquisition Planning, Selecting Evaluation Factors, Evaluating Technical and Cost Proposals, Exchanges Other than Discussions, Establishing the Competitive Range and Holding Discussions, Selecting a Contractor for Award, Notifications and Debriefings, Protest.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FQN 442](#)

Non-VA employees from Other Government Agencies: \$225.00

FQN 446 | ADVANCED SOURCE SELECTION

Course Description: The course provides the student with information on and knowledge of the source selection processes, with a focus on legislation leading to today's processes and procedures, the elements associated with planning acquisition, components of the source selection plan, rating methods and the development of factor language, including proposal preparation instructions and evaluation criteria. The course improves the students' understanding of the Congressional intent behind key FAR 15 requirements, FAR change regulatory analysis and GAO case law, which illustrates the broad discretion, afforded an agency during the source selection process. The student will gain a greater understanding and appreciation of legislated limits of the process, as well as actions and conduct that can be taken to reduce the risk of challenges to an acquisition. It is recommended that attendees have completed their FAC-C Professional certification.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FQN 446](#)

Non-VA employees from Other Government Agencies: \$338.00

FQN 449 | SERVICE CONTRACT LABOR STANDARDS STATUTE

Course Description: This training course is designed to help federal personnel administer the requirements of the Service Contract Labor Standards statute. The course focuses on the statute, the Department of Labor (DOL) regulations that implement it, and how it applies to the acquisition process. A detailed, comprehensive text is provided that contains copies of the law, DOL implementing regulations, Administrative Review Board decisions, and wage determinations.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FQN 449](#)

Non-VA employees from Other Government Agencies: \$225.00

FQN 450 | ACQUISITION OF COMMERCIAL ITEMS

Course Description: This two-day commercial item contracting class utilizes lecture, discussion, case studies, exercises, and a quiz to train contracting personnel on commercial item contracting. Learning Objectives:

- Identify the purpose of FAR Part 12
- Determine whether a requirement falls within the definition of “commercial item”, and whether the requirement is covered by FAR Part 12 “Acquisition of Commercial Items”
- Special Requirements for the Acquisition of Commercial Items
- Market Research – Sole Source Acquisition of Commercial Items – Soliciting Quotations – Request for Quotations – Commercial Pricing FAQs
- Streamlined Procedures for Evaluation and Solicitation for Commercial Items – Commercial Item Contract Administration Summarize the impact of FAR Part 12 on the award and administration of contracts covered by that FAR Part

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FQN 450](#)

Non-VA employees from Other Government Agencies: \$225.00

FQN 461 | MARKET RESEARCH - 1 DAY

Course Description: Market research can be a key differentiator in obtaining best value for the government. This course is designed to provide participants with the basic principles, tools, and methods for performing market research to understand the relevant industry, customary industry practices, availability of commercial solutions, and potential sources of products and services that will meet organizational requirements. Special focus is given to commercial versus developmental products and locating small business sources. Participants will analyze market data and provide recommendations for the acquisition plan.

Prerequisites: None

Instructional Hours: 8

Continuous Learning Points: 8

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FQN 461](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FQN 481 | APPLIED SIMPLIFIED ACQUISITION PROCEDURES

Course Description: This in-person skill-building workshop includes the use of Simplified Acquisition Procedures (SAP) established in FAR Part 13. Students gain understanding of the benefits of SAP, VA-specific policies, and specific streamlining techniques such as combined synopsis/solicitation and comparative evaluations. We encourage all levels of the procurement workforce to participate in this workshop to gain insight on how implementation of simplified procedures can streamline most procurement up to \$7 million. This hands-on workshop is available to be relocated to field locations by request.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FQN 481](#)

Non-VA employees from Other Government Agencies: \$300.00

Program Management Courses

Program and Facilities Management Training

The VAAA's Program Management School (PM School) curriculum was developed to address the certification training requirements for the Acquisition Workforce (AWF). The curriculum meets the requirements derived from the Office of Management and Budget (OMB) mandate to certify all Federal AWF members. The curriculum implements best-in class acquisition training in VA and throughout the Federal services.

Completing Federal Acquisition Certification (FAC) training satisfies requirements for Program and Project Managers (FAC-P/PM) and Contracting Officer's Representatives (FAC-COR) or supports the requirements of the VA Facilities, Engineering and Construction (VA-FE/C) certification related to §211 of the MISSION Act. Trainees will subsequently be eligible to submit an application for Federal certification(s) upon completing training, documented experience, as well as meeting additional requirements identified by their Acquisition Career Manager's (ACM) office.

Acquisition is an integral component of Federal program execution. The PM School trains proficient P/PMs and CORs by delivering best-in-class training products that achieve superior mission outcomes for the Federal AWF, the Veteran, and ultimately the taxpayer. The training offerings help VA meet OMB-mandated certification requirements while maturing the Department's AWF capabilities. The PM School tailored training with operational solutions strategically address emerging needs distinguishing product lines from the other Federal training institutions. This integrated, collaborative, and programmatic approach ensures across-the-board, value-added personal and professional efficiencies.

The PM School proactively and collaboratively identifies and administers professional development products to develop and enrich the acquisition competencies of the entire Federal AWF.

Pricing for FY 25 courses for OGA students:

Disclaimer: Current prices are reflected as FY-24 pricing and are subject to change in FY-25

Federal Acquisition Certificate Programs

1. Project and Program Management (FAC-P/PM)

Program and project managers (PPMs) are vital to identify and implement strategic objectives to improve services by writing appropriate requirements, establishing performance standards, and prudently acquiring goods and services. VAAA provides professional development courses at the entry, mid, and senior level for program and project managers that foster the skills to effectively lead Integrated Product Teams, oversee budgeting and governance processes, satisfy agency missions, and achieve expected outcomes. VAAA FAC-P/PM training meets the OFPP certification standards and the FAI FAC-P/PM competencies for federal civilian agencies.

2. PM Fellows Program Infrastructure

The PM Fellows program provides a deeper immersion into program/project management beyond the four FAC-P/PM Mid-Level core courses throughout a 9-month cohort. This 360+ hour immersion includes focused leadership training, skill building workshops that apply concepts learned to real world examples, job rotations to gain practical P/PM experience, focused topic webinars, and collaboration/networking among Fellows Cohort members. The PM Fellows program focuses on preparing the PM Fellow to obtain their FAC-P/PM Mid-Level certification and to better perform as a program/project manager. Fellow's experience in virtual and classroom training, guided application through exercises and simulators, and directed self-paced development. Additionally, PM Fellows are exposed to different PM functional areas within their career field through specialty track curriculum and job rotation opportunities. Visit the [PM Fellows Curriculum and Schedule Overview](#) page for course sequencing and dates.

Contact Information: For questions regarding program or facilities management training, visit our [website](#), or [email](#) us.

3. Contracting Officer's Representative (FAC-COR)

VAAA's FAC-COR Levels I, II and III courses fulfill certification training requirements and provide the requisite knowledge and skills for properly executing COR responsibilities in VA and throughout the Federal AWF. VAAA offers COR Level I training as an online course and COR Level II and III training in both virtual instructor-led and face-to-face formats, including demand-based offerings at select nationwide partner locations throughout the VA enterprise. The curriculum features a scenario-based learning framework with practical, interactive, and collaborative exercises to engage an array of learning styles.

4. Continuous Learning

VAAA offers several flexible options to enhance performance-based acquisition skills and obtain the continuous learning points (CLPs) required to maintain hard-earned Federal certifications. These courses include VAAA developed courses focused on VA-specific needs along with a variety of continuous learning courses relevant to the entire federal acquisition workforce.

Contact Information: For questions regarding program or facilities management training, visit our [website](#), or [email](#) us.

FAC-COR

FCR 102 - COR LEVEL 1 REFRESHER

Course Description: The FAC-COR refresher course is a highly engaging, interactive, virtual instructor-led online class, 8-hours conducted over 2 days (4-hours per day) and designed for anyone in an acquisition role seeking FAC-COR continuous learning points. Aligned with the FAI COR Competencies and Performance Outcomes, this training course provides individuals with refresher training on COR responsibilities such as acquisition planning, market research, and contract performance management. Accordingly, this course covers general roles and responsibilities of the PM, COR, and CO throughout the acquisition process.

Prerequisites: Current FAC-COR Level I Certification, Current FAC-C Professional Certification

Instructional Hours: 8

Continuous Learning Points: 8

Continuous Education Units: .80

Target Attendees: Current FAC-COR Level I Certification, Current FAC-C Professional Certification
Delivery Method: VILT, ILT*

Register Here: [FCR 102](#)

Non-VA employees from Other Government Agencies: \$1700.00

FCR 103 – CONTRACTING OFFICER REPRESENTATIVE LEVEL 1 – 1 DAY

Course Description: The Contracting Officer's Representative (COR) is essential to the efficient and effective management of acquisitions and acts as the eyes and ears of the contracting officer. You will learn the basic knowledge and skills needed to perform your duties as a Level I COR, such as proper communication, documentation, contract monitoring, payments, and ethics. You will also leave with a better understanding of the overall acquisition process.

Prerequisites: None

Instructional Hours: 8

Continuous Learning Points: 8

Continuous Education Units:

Target Attendees: Employees seeking FAC- COR Level I Certification

Delivery Method: ILT*

Register Here: [FCR 103](#)

Non-VA employees from Other Government Agencies: \$1700.00

FCR 104 - FEDERAL ACQUISITION CERTIFICATION TRAINING FOR COR - LEVEL I

Course Description: The FAC-COR Level I course is an eight-hour, self-paced, interactive e-learning training. This course is offered weekly for reservation purposes only. You will receive your login information on the start date of your class. This is the foundational course of the FAC-COR certification series. The course will provide participants with the foundational knowledge and skills needed to properly execute basic COR responsibilities such as acquisition planning, market research, ethical decision-making, and contract and performance management. Aligned with the FAI COR Level I Competencies and Performance Outcomes (January 23, 2013), the course provides the foundation, knowledge, and capabilities required of Level I CORs in the VA and throughout the Federal government. Self-paced sessions are offered.

weekly with a completion deadline date at the end of the quarter.

Students can register at any time, except the last 2 weeks of a quarter, but enrolling at the beginning of the quarter will allow for the most time to complete the course.

Prerequisites: None

Instructional Hours: 8

Continuous Learning Points: 8

Continuous Education: 0.80

Target Attendees: Employees seeking the FAC-COR Level I Certification.

Delivery Method: OLT*

Register Here: [FCR 104](#)

Non-VA employees from Other Government Agencies: \$0.00

FAC-COR

FCR 201 - CONTRACTING OFFICERS REPRESENTATIVE LEVEL 2

Course Description: This course is for employees new to the FAC-COR 2 discipline. Please do not register for this course if you are already FAC-COR 2 or FAC-COR 3 certified, or if you have previously attended FCR 201 or FCR 202. If you are already FAC-COR 2 or FAC-COR 3 certified, you will not see the course sessions below. The FAC-COR Level II course is an accredited IACET accredited course that is highly engaging,

interactive, instructor-led online class, held five hours per day for eight days and designed for anyone in an acquisition role seeking FAC-COR Level II certification. Aligned with the FAI COR Level II Competencies and Performance Outcomes, this virtual instructor led training course provides individuals with the knowledge and skills needed to properly execute the COR responsibilities such as acquisition planning, market research and contract performance management. These skills will ensure that the acquisition workforce continues its mission of providing a full range of innovative, cost- effective business solutions and responsive services tailored to meet the ongoing and emerging needs of our customers. The 40-hour online course consists of several modes of instruction to include lecture, webinar, individual and group exercises, and discussion.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 4

Target Attendees: Employees seeking FAC-COR Level II Certification.

This course is for employees new to the FAC-COR II discipline. Please do not register for this course if you are already FAC-COR II or FAC-COR III certified, or if you have previously attended FCR 201 or FCR 202.

Delivery Method: ILT, VILT*

Register Here: [FCR 201](#)

Non-VA employees from Other Government Agencies: \$1060.00

FAC-COR

FCR 400 - ADVANCED CONTRACTING OFFICER'S REPRESENTATIVE

Course Description: This course is specifically designed for the experienced COR who has held a FAC-COR certification for a year or more. FAC-COR certified professionals will increase their mastery of the FAC-COR competencies by applying them in an in-depth case study for a performance-based service acquisition. Students will navigate complex acquisition situations ranging from acquisition planning to contract management. This course will help students develop critical thinking, procurement strategy, requirements definition, and contract management skills necessary for successful contract performance. Learning Objectives and Outcomes: Upon successful completion of this training course, students will be able to: Explain the benefits of performance-based services acquisition.

Collect and analyze relevant market information and identify possible sources. Recommend acquisition strategies to the acquisition team. Define the requirement to fill mission needs. Develop technical evaluation factors and sub factors. Identify contract performance risk areas and develop a plan for contract management. Monitor contract performance and recommend necessary actions to the contracting officer. Recognize situations that will require a contract modification and communicate the requirement to the contracting officer. Document and report contractor's actual performance under the contract.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: Employees seeking FAC-COR Level III Certification.

Delivery Method: ILT, VILT*

Register Here: [FCR 400](#)

Non-VA employees from Other Government Agencies: \$1700.00

FAC-COR

FCR 404 - FAC-COR ADVANCED REFRESHER

Course Description: The FAC-COR Level refresher course is a highly engaging, interactive, blended learning class. This class combines both instructor-led online class and self-paced online training sessions, held five hours per day for eight days and designed for anyone in an acquisition role seeking continuous learning points towards a FAC-COR renewal for certification. Aligned with the FAI COR Level Competencies and Performance Outcomes, this training course provides individuals with the knowledge and skills needed to properly execute the COR responsibilities such as acquisition planning, market research, and contract performance management. These skills will ensure that the acquisition workforce continues its mission of providing a full range of innovative, cost-effective business solutions and responsive services tailored to meet the ongoing and emerging needs of our customers. The 40-hour online course consists of several modes of instruction to include lecture, self-paced learning, webinar, individual and group exercises, and discussion.

Prerequisites: Possess current FAC-COR Level II/III, FAC-P/PM Mid or Senior Level or FAC-C Level II or III current certification.

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units:4

Target Attendees: Contracting Officer's Representatives (CORs) level II /III pursuing CLPs for continued certification.

Delivery Method: ILT, VILT*

Register Here: [FCR 404](#)

Non-VA employees from Other Government Agencies: \$1060.00

FAC-P/PM

FPM 120 (FED) - ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT I

Course Description: This course provides basic knowledge and comprehension skills which entry-level project managers (PM) in the Federal sector need to manage a small project or participate as an effective member of an integrated project team (IPT). The target audience for this training is entry-level project managers within the Federal civilian agencies desiring to complete the training requirements for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM). This course, in conjunction with the FPM 121 course will satisfy the training requirement for the Entry Level FAC-P/PM certification application. Using a scenario-based approach, FPM 120 covers project management roles, responsibilities, decision points, and key deliverables required for effective systems-acquisition management within the context of the project lifecycle. Learners will comprehend acquisition and project management as an integration of FAI competencies such as requirements development and management, systems engineering, test and evaluation, lifecycle logistics, contracting, business cost estimating and financial management, and leadership. Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 4

Target Attendees: Entry-level Project Managers within the Federal civilian agencies seeking to complete the training requirements for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM). Delivery Method: VILT*

Register Here: [FPM 120 \(FED\)](#)

Non-VA employees from Other Government Agencies: \$1700.00

FAC-P/PM

FPM 121 - ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT II

Course Description: This five-day course will build on the basic concepts you learned in FPM 120 (FED) or FPM 120A and FPM 120B. You will review and extend the basic knowledge and practice and demonstrate skills needed by an entry-level project manager to successfully manage a small project and be an effective member of an integrated project team (IPT). Upon successful completion of this course, you will have gained an understand of how to fulfill entry-level program/project management obligations. Prerequisites: FPM 120 (FED) or FPM 120 A&B

Prerequisites:

- **FPM 120 (FED) or 120A + 120B,**
- **FPM 120 – ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT I,**
- **FPM 120A Project Management Basics,**
- **FPM 120B Project Management and the Project Lifecycle.**

Instructional Hours: 40

Continuous Learning Points:40

Continuous Education Units: 0

Target Attendees: Entry-level Project Managers within the Federal civilian agencies seeking to complete the training requirements for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM).

Register Here: [FPM 121](#)

Non-VA employees from Other Government Agencies: \$1700.00

FAC-P/PM

FPM 231 - APPLICATIONS IN PROJECT AND PROGRAM MANAGEMENT

Course Description: This four-day course will provide the foundation for effective requirements development and systems management. You will develop the necessary skills to construct an overall acquisition strategy approach in a simulated integrated project team (IPT) environment. This course will emphasize crafting an integrated approach to systems management, including developing requirements, technology and risk management, test and evaluation, and integrated logistics support.

Prerequisites: Entry-level Project Managers within the Federal civilian agencies seeking to complete the training requirements for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM).

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees: Intended for Program and Project Management professionals seeking their FAC-P/ PM Mid-level certification.

Delivery Method: VILT*

Register Here: [FPM 231](#)

Non-VA employees from Other Government Agencies: \$1600.00

FPM 232 - APPLICATIONS IN CONTRACTING

Course Description: This three-day course will provide you with discussion of the mission, purpose, vision, and goals of Federal contracting, discusses the Federal Acquisition Regulation System (FAR) and acquisition lifecycle, and reviews the various roles and responsibilities of the acquisition team. You will explore leadership and management processes associated with successful acquisition planning. This course will also cover elements of planning for source selection, and the key aspects of evaluating proposals, bids, and offers. You will come away from this course with a thorough understanding of planning contract administration and monitoring contractor performance.

Prerequisites: Students should have a foundational knowledge of project management or completed Entry-Level training.

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: Program and Project Management professionals seeking their FAC-P/PM Mid-level certification.

Delivery Method: VILT*

Register Here: [FPM 232](#)

Non-VA employees from Other Government Agencies: \$1200.00

FAC-P/PM

FPM 233 - APPLICATIONS IN BUSINESS, COST & FINANCIAL MANAGEMENT

Course Description: This three-day course is designed to explore key competencies for project managers relating to business and financial management. You will develop application and analysis skills for estimating cost by using cost-related information to manage project financials and assemble a viable business case. This course will teach earned value management (EVM) skills as a tool for tracking contractor performance, managing risk, and adjusting project strategy. You will be able to apply your skills managing the operational business dynamics within the scope of Federal projects.

Prerequisites: Students should have a foundational knowledge of project management or completed Entry-Level training.

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: Program and Project Management professionals seeking their FAC-P/PM Mid-level certification.

Delivery Method: VILT*

Register Here: [FPM 233](#)

Non-VA employees from Other Government Agencies: \$1200.00

FPM 234 - APPLIED LEADERSHIP IN PROJECTS & PROGRAMS

Course Description: This two-day course will provide you with skills in forming and leading integrated teaming arrangements. You will learn effective communication strategies to build alliances, focus decision making, and resolve interpersonal and organizational conflict. This course will teach you the critical thinking skills needed to process and synthesize information to arrive at new levels of insight regarding project risks, stakeholder engagement, and the political backdrop that affects projects and programs. Additionally, you will gain skills to lead a team, find solutions for issues that pose risk to project performance, and take responsibility and accountability.

Prerequisites: Students should have a foundational knowledge of project management or completed Entry-Level training.

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees: Program and Project Management professionals seeking their FAC-P/PM Mid-level certification.

Delivery Method: VILT*

Register Here: [FPM 234](#)

Non-VA employees from Other Government Agencies: \$900.00

FPM 271 – MID-LEVELSKILL BUILDING PLANNING AND ACQUISITION WORKSHOP

Course Description: The PM Fellows Mid-Level Skill Building Planning and Acquisition Workshop is a training workshop to supplement the foundational material in the FAC-P/PM Mid-level courses. This is a practical application workshop designed to provide Fellows with hands-on experience in performing key activities associated with the Conceptual, Program Definition, and Program Development phases of a project's life cycle based on the VA Acquisition Lifecycle Framework (ALF). This Skill Building Workshop enables students to apply program/project management to a practical case study and will encompass a variety of PM knowledge areas and enhances Fellows' core technical knowledge and proficiency in these planning areas through scenario-based application. The purpose of this skill building is two-fold: to build on the functional knowledge areas established in Planning and Acquisition and to expand the Fellows knowledge base, understanding and practice of PM planning related to more complex projects and programs.

Prerequisites: None.

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: Employees selected and attending the VA Acquisition Academy PM Fellows Program.

Delivery Method: ILT*

Register Here: [FPM 271](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

FPM 272 – MID-LEVEL SKILL BUILDING OPERATIONS AND SUPPORT WORKSHOP

Course Description: The PM Fellows Mid-Level Skill Building Operations and Support Workshop is a training workshop to supplement the foundational material in the FAC-P/PM Mid-level courses. This is a practical application workshop designed to provide Fellows with hands-on experience in performing key activities associated with the Program Delivery, Execution, and Operations; and Program Closeout phases of a project's life cycle and the support required, based on the VA Acquisition Lifecycle Framework (ALF). This Skill Building Workshop enables students to apply program/project management to a practical case study and will encompass a variety of PM knowledge areas and enhances Fellows' core technical knowledge and proficiency in these operations areas through scenario-based application. The purpose of this skill building is two-fold: to build on the functional knowledge areas established in Operations and Support and to expand the Fellows knowledge base, understanding and practice of PM operations and support related to more complex projects and programs.

Prerequisites: None.

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: Employees selected and attending the VA Acquisition Academy PM Fellows Program.

Delivery Method: VILT*

Register Here: [FPM 272](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

FPM 277 – MID-LEVELSKILL LEADERSHIP SBW

Course Description: Building on the previous courses and job rotation experience, this course will provide additional opportunities for participants to develop and apply leadership skills. In classroom discussions, participants will have the opportunity to reflect on the development of their leadership skills, how they have faced challenges in the workplace, and how they can continue to develop as a leader. Through classroom activities and exercises, participants will gain additional experience in motivating others, dealing with resistance, balancing risks that are inherent to the acquisition and PM process, and making quality decisions. The course is divided into three main modules: 1) Job Rotation presentations and lessons learned; 2) Leadership Challenge; and 3) Team Project presentation. The Job Rotation consists of briefing the results of an individual's job rotation and identifying their lesson learned as they relate to project management and leadership. The Leadership Challenge has individuals identify their top goals on how they will integrate what they have learned in Fellows to their jobs. The goals are developed using the SMART technique and reviewed by Fellows teammates. The Team Project presentation serves as the final project for PM Fellows. Teams select a Project/Program Management topic to conduct Panel Discussion for the increase and diffusion of PM knowledge to the Fellows Cohort.

Prerequisites: Students should have a foundational knowledge of project management or completed Entry-Level training.

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees: Employees selected and attending the VA Acquisition Academy PM Fellows Program.

Delivery Method: ILT*

Register Here: [FPM 277](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

FPM 331 - PROGRESSIVE CONCEPTS IN PROGRAM MANAGEMENT

Course Description: This four-day course will provide you with the technical knowledge and abilities required to orchestrate more complex projects collectively as programs. You will synthesize requirements into viable acquisition strategies and evaluate those strategies as programs evolve. This course will cover technology management processes with the goal of implementing a balanced system design, as well as how to track asset developer technical progress and reporting. At the end of this course, you will have gained viable approaches to product support and supply chain management that increase system readiness, maintain affordability, and reduce the logistics footprint.

Prerequisites: None.

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees:

Program and Project Management professionals seeking their FAC-P/PM Senior level certification.

Delivery Method: ILT, VILT*

Register Here: [FPM 331](#)

Non-VA employees from Other Government Agencies: \$1600.00

FPM 332 - PROGRESSIVE CONTRACTING STRATEGIES FOR PROGRAMS

Course Description: This three-day course will provide you with the knowledge and ability to integrate, evaluate, and lead program strategy into a viable approach for program procurement. You will evaluate acquisition planning actions, adjust those plans according to policy and program risk, and orchestrate source selection of a complex program. This course will teach you how exit criteria is developed and defended and how to balance stakeholder expectations. This course will emphasize the acquisition of services that support agency technical and business management requirements. After this course, you will understand how to facilitate a negotiated baseline of performance between the operational users and corresponding commercial and organic support providers.

Prerequisites: None.

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: Program and Project Management professionals seeking their FAC-P/PM Senior Level certification.

Delivery Method: ILT, VILT*

Register Here: [FPM 332](#)

Non-VA employees from Other Government Agencies: \$1200.00

FAC-P/PM

FPM 333 - PROGRESSIVE BUSINESS, COST & FINANCIAL MANAGEMENT

Course Description: This three-day course advances the experienced project manager into the business enterprise tasks of leading complex projects and larger, collective programs. You will evaluate for merit and evoke risk management strategies resulting in program-level adjustments to financial plans and cost benefit analyses. Earned value management (EVM) metrics are evaluated, followed by program adjustment decisions based on EVM data. This course will emphasize managing cost and financial risks within the broader context of a Total Life-Cycle Systems Management (TLCSM) approach to program management. You will understand how to present and defend a business case before program stakeholders, manage funds, and other key competencies for project managers.

Prerequisites: None.

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: Program and Project Management professionals seeking their FAC-P/PM Senior Level certification.

Delivery Method: ILT, VILT*

Register Here: [FPM 333](#)

Non-VA employees from Other Government Agencies: \$1200.00

FPM 334 - PROGRESSIVE LEADERSHP IN PROGRAM MANAGEMENT

Course Description: This two-day course will expand your interpersonal and mentoring skills required in complex programs. You will gain awareness of how modeling responsible and accountable behaviors relates to effective and efficient use of program resources. This course will teach you how to develop stakeholder relationships through critical thinking, problem solving, and decision making. You will gain global awareness of the linkage between organizational vision and objectives through plan execution.

Prerequisites: None.

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees: Program and Project Management professionals seeking their FAC-P/PM Senior Level certification.

Delivery Method: ILT, VILT*

Register Here: [FPM 334](#)

Non-VA employees from Other Government Agencies: \$900.00

FAC-P/PM

FPM 462 – FOUNDATIONS COURSE (PM FELLOWS)

Course Description: The Foundations Course gives the PM Fellow a vehicle in which to practice and hone the skills necessary to master the basic functionalities of a Project Manager in an environment that is equally relevant as it is engaging. The ultimate goal of the course is to bring the PM Fellow up to a competency level in skills, abilities, and knowledge congruent with Mid-Level PM capacity.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: Employees selected and attending the VA Acquisition Academy PM Fellows Program.

Delivery Method: VILT*

Register Here: [FPM 462](#)

Non-VA employees from Other Government Agencies: \$1700.00

FAC-P/PM

FPM 511 - MANAGING IT PROJECTS

Course Description: This four-day class will prepare you to manage IT projects and programs using processes based on modular procurement. You will learn to craft a contract strategy that accommodates rapid changes in technology, multiple contractors, interoperability, and integration risk. This course will begin with strategy development, and then progress through business re-engineering, Agile development, integration, and measurement of technical performance.

Compliance with IT-related Federal laws, regulations, and guidance will be highlighted throughout the course.

Prerequisites: It is highly recommended that the student have mid to senior level program management experience.

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees:

IT Project Managers who have completed their FAC-P/PM certification at the Mid or Senior level and are seeking to obtain the FAC-P/PM IT Core- Plus Specialization

Delivery Method: VILT*

Register Here: [FPM 511](#)

Non-VA employees from Other Government Agencies: \$1600.00

FAC-P/PM

FPM 512 - IT MANAGEMENT, SECURITY, AND PERFORMANCE ASSURANCE

Course Description: This four-day course will prepare you to manage 21st century IT projects and programs to meet needs in the most cost-effective way possible, while maintaining privacy and security. You will learn about IT modernization programs and initiatives that are improving the customers' experience. Given cybersecurity threats, you will come to understand how risks can be mitigated to ensure mission success. This course will teach you how to enable various cloud architectures and incorporate service-level agreements and analytics into an acquisition strategy.

Prerequisites: It is highly recommended that the student take FPM 511 prior to taking FPM 512 and have mid to senior level program management experience.

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees: IT Project Managers who have completed their FAC-P/PM certification at the Mid or Senior level and are seeking to obtain the FAC-P/PM IT Core- Plus Specialization.

Delivery Method: VILT*

Register Here: [FPM 512](#)

Non-VA employees from Other Government Agencies: \$1600.00

FPM 513 - IT INFRASTRUCTURE AND ARCHITECTURAL DESIGN

Course Description: This four-day course will address the latest understanding of Federal IT regulation and guidance. You will learn to incorporate agile principles and best practices into the program business case and use tools to manage backlogs and forecast resource needs. You will learn infrastructure design, data life cycle management, building digital services and cloud computing, as well as how to assess the readiness of legacy applications for cloud migration. This course will teach you how to incorporate security in accordance with the Federal Information and Security Management Act (FISMA), the new Cloud Smart Initiative, and the National Institute of Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity.

Prerequisites: It is highly recommended that the student take FPM 511 prior to taking FPM 513 and have mid to senior level program management experience.

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees: IT Project Managers who have completed their FAC-P/PM certification at the Mid or Senior level and are seeking to obtain the FAC-P/PM IT Core- Plus Specialization

Delivery Method: VILT*

Register Here: [FPM 513](#)

Non-VA employees from Other Government Agencies: \$1600.00

Continuous Learning

FCE 400 - LIFE CYCLE COST ESTIMATE

Course Description: To provide participants with the knowledge and skills needed to conduct program life cycle cost estimation. Using an in-class, interactive case study, participants will learn and practice the process for managing the cost estimate, including updating the estimate with actual data and revising the estimate to reflect changes.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 2.4

Target Attendees: Employees need to prepare a Life Cycle Cost Estimate for a project, program or Acquisition.

Delivery Method: ILT, VILT*

Register Here: [FCE 400](#)

Non-VA employees from Other Government Agencies: \$1700.00

FCL-VA-0191 ACQUISITION PROJECT SCHEDULING

Course Description: This course is part of a series of VA Acquisition Academy scheduling courses. This course focuses on the phase of the program from the approval of need [Gate Review ADE-A in the Acquisition Lifecycle Framework (ALF)] up to contract award to a general contractor (vendor). Participants will use a VA case study, with best practices from the GAO Schedule Assessment Guide, and will create a project schedule for the acquisition package process. Specific focus is on planning and creating the schedule for the acquisition package process, not completing the project deliverables which students would address in a companion course, the Acquisition Package course series.

This course is an ideal primer for students who wish to prepare for other courses in the series: FCL-VA-0198 (Project Scheduling) and FCL-VA-0199 (Program Scheduling). Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees: VA Employees who need a primer on basic project scheduling concepts.

Delivery Method: VILT*

Register Here: [FCL-VA-0191](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FCL-VA-0196 - CREATING A VA-STAFFED PROJECT SCHEDULE

Course Description

This course is part of a series of VA Acquisition Academy scheduling courses. This course applies the best practices from the GAO Schedule Assessment Guide and is ideal for VA employees who create or use/follow project schedules for their team. Participants will use a VA case study, with best practices from the GAO Schedule Assessment Guide, and create a VA-staffed project schedule. The course focuses on resource leveling, activity (task) sequencing, critical path identification and management, and tracking progress. This course applies scheduling best practices that apply to any software scheduling tools – participants do not need any scheduling software for the class.

Prerequisites: Participants may consider attending **FCL-VA-0191** prior to this course.

Instructional Hours: 10

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees: VA Employees who create or use/follow project schedules for their team.

Delivery Method: VILT*

Register Here: [FCL-VA-0196](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FCL-VA-0197 MANAGING SCHEDULES WITHIN A PORTFOLIO

Course Description: This course is part of a series of VA Acquisition Academy scheduling courses. This course is ideal for VA employees who manage multiple schedules where activities and outcomes from one, or multiple schedules, may impact other schedules or ongoing VA healthcare operations. Participants will use a VA case study, with best practices from the GAO Schedule Assessment Guide, and apply the practice of portfolio management using multiple schedules and an Integrated Master Schedule (IMS). This course applies scheduling best practices that apply to any software scheduling tools – participants do not need any scheduling software for the class.

Prerequisites: The VA Acquisition Academy recommends attending course **FCL-VA-0196 [Creating a VA-Staffed Project Schedule]** prior to attending this course.

Instructional Hours: 8

Continuous Learning Points:8

Continuous Education Units: 0

Target Attendees: VA Employees who manage multiple schedules within a portfolio.

Delivery Method: VILT*

Register Here: [FCL-VA-0197](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FCL-VA-0198 PROJECT SCHEDULING

Course Description: This course is part of a series of VA Acquisition Academy scheduling courses. This course is ideal for a COR or Project Manager who receives a project schedule from a vendor for contracted work at a VA facility or operation. In addition, this course will support Contracting Officers (COs) who interact with vendors and contracts with program/project schedule requirements. Participants will use a VA case study and will focus on one project schedule. The course begins after contract award when the COR, or project manager, (the student) receives a vendor supplied schedule. The COR/project manager will analyze, according to best practices contained in the GAO Schedule Assessment Guide, one vendor schedule, and then conduct a simulated (in class) Technical Kickoff Meeting and will arrive at an agreed upon Performance Measurement Baseline (PMB) between the vendor and the government, thus establishing a baseline schedule with a Critical Path for a PM to monitor and control using scenarios from the VA case study in the course. Participants should leave the class with a new (or renewed focus) on schedule analysis and schedule management for VA projects/contracts.

Course FCL-VA-0199 is similar but will focus on a Program [containing multiple contracts, multiple schedules, and usually an Integrated Master Schedule (IMS), and more schedule complexities]. Where this course, FCL-VA-0198 focuses on a single project (one contract/one schedule). Participants may consider attending FCL-VA-0191 prior to this course.

Prerequisites: Participants may consider attending FCL-VA-0191 prior to this course.

Instructional Hours:24

Continuous Learning Points:24

Continuous Education Units:2.4

Target Attendees: VA Employees who receive and manage a project using a vendor-supplied schedule. Basically one contract and one schedule at a time.

Delivery Method: ILT, VILT*

Register Here: [FCL-VA-0198](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FCL-VA-0199 PROGRAM SCHEDULING

Course Description: This course is part of a series of VA Acquisition Academy scheduling courses. This course is ideal for a Program Manager working a Major (over \$20M) construction/facility program, or managing other large, complex programs, even if lower than \$20M. For this course Program Manager is defined as an employee who manages multiple projects, that may contain multiple contracts, who integrates this program with various complexities within a VA Medical Center, and other business units such as health care operations, IT concerns, activations planning, and FTE work, and who receives a schedule, or schedules, from various vendors for contracted work within VA facilities and operations. Participants will use a VA case study and will focus on three project schedules, linked within an Integrated Master Schedule (IMS). Participants will analyze, according to best practices contained in the GAO Schedule Assessment Guide, these three schedules, and then conduct a simulated (in class) Technical Kickoff Meeting and will arrive at an agreed upon Performance Measurement Baseline (PMB) between the vendor and the government, thus establishing a baseline schedule for a PM to monitor and control using scenarios from the VA case study in the course. Participants should leave the class with a new (or renewed focus) on using schedule analysis to establish a baseline schedule and using the Critical Path Method (CPM) and the schedule to manage a large VA program.

This course, FCL-VA-0199, is like FCL-VA-0198 but contains multiple project schedules and more complexities with the goal of coordinating all the schedules. Participants may consider attending FCL-VA-0198 or FCL-VA-0191 prior to this course.

Prerequisites: Participants may consider attending FCL-VA-0198 or FCL-VA-0191 prior to this course.

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 2.4

Target Attendees: VA Employees who receive and manage a project using a vendor-supplied schedule. Frequently multiple contracts and multiple schedules at one time.

Delivery Method: ILT, VILT*

Register Here: [FCL-VA-0199](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FCL-VA-0200 – MANAGING SCHEDULES WITHIN A PORTFOLIO

Course Description: This course is ideal for a Project Manager who manages several different, unrelated schedules, at one facility or location. Students will explore how shared resources and sequencing impact projects across multiple schedules, and explore paths forward to delivery the best value. Students will use a VA specific case study and best practices from other courses in the VA Acquisition Academy Scheduling Series.

Prerequisites: Students are encouraged, to attend **FCL-VA-0191, Acquisition Project Scheduling, and FCL-VA-0198 Project Scheduling** prior to attending this course. However, it is not mandatory.

Instructional Hours: 8

Continuous Learning Points: 8

Continuous Education Units:

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: [FCL-VA-0200](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

FPM 451 – PROJECT DELIVERY TEAM (PDT) Pre-Design Team Training

Course Description: *****Note*****registration is by invitation only. Do not register for this course until you receive an invitation from the CFM/USACE Joint PMO. This course is for CFM/USACE Major Construction Project Delivery Teams (PDTs) who are in the conceptual and planning phases of a major renovation or new construction project at a VAMC or other facility.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees: VA and USACE employees on Major Programs at VA Medical Centers or VA facilities. Delivery Method: ILT*

Register Here: [FPM 451](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FPM 452 – PROJECT DELIVERY TEAM (PDT) – DESIGN

Course Description: ***Note***registration is by invitation only. Do not register for this course until you receive an invitation from the CFM/USACE Joint PMO. The Project Delivery Team Design Training is for PDTs that are starting a major renovation or new construction at a VAMC or other facility. This training is designed to equip the PDT to move in a cohesive direction so that the team can move forward with the design of the major construction project, avoiding pitfalls that occur due to lack of clarity and shared understanding.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units: 0

Target Attendees: VA and USACE employees on Major Programs at VA Medical Centers or VA facilities.

Delivery Method: ILT*

Register Here: [FPM 452](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FPM 453 – PROJECT DELIVERY TEAM (PDT) – CONSTRUCTION

Course Description: ***Note***registration is by invitation only. Do not register for this course until you receive an invitation from the CFM/USACE Joint PMO.

This course is for CFM/USACE Major Construction Project Delivery Teams (PDTs) who are starting the construction phase of a major renovation or new building of a VAMC or other facility. This is team-based training with the goal of gaining a shared understanding among the entire PDT and addressing specific problematic construction tasks to avoid downstream, unintended consequences.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points:16

Continuous Education Units:

Target Attendees: VA and USACE employees on Major Programs at VA Medical Centers or VA facilities.

Delivery Method: ILT*

Register Here: [FPM 453](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FPM 454 – PROJECT DELIVERY TEAM (PDT) – TURN OVER

Course Description: ***Note***registration is by invitation only. Do not register for this course until you receive an invitation from the CFM/USACE Joint PMO. This course is for CFM/USACE Major Construction Project Delivery Teams (PDTs) who are nearing the end of the construction phase of a major renovation or new construction at a VAMC or other facility. This is team-based training with the goal of gaining a shared understanding among the entire PDT with regards to transitioning the construction project to the operational state and crossing the finish line for the project.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units:

Target Attendees: VA and USACE employees on Major Programs at VA Medical Centers or VA facilities.

Delivery Method: ILT*

Register Here: [FPM 454](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FPM 455 – PROJECT DELIVERY TEAM (PDT) – ROLES, RESPONSIBILITIES AND PARTNERING

Course Description: ***Note***registration is by invitation only. Do not register for this course until you receive an invitation from the CFM/USACE Joint PMO. This course is for CFM/USACE Major Construction Project Delivery Teams (PDTs) who are nearing the end of the construction phase of a major renovation or new construction at a VAMC or other facility. This is team-based training with the goal of gaining a shared understanding among the entire PDT with regards to transitioning the construction project to the operational state and crossing the finish line for the project.

Prerequisites: None

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Education Units:

Target Attendees: VA and USACE employees on Major Programs at VA Medical Centers or VA facilities.

Delivery Method: ILT*

Register Here: [FPM 455](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Continuous Learning

FCL-VA-0301 ANNUAL ODC/ORP

Course Description: CFM Office of Design & Construction (ODC) and Office of Real Property (ORP) has Partnered together to bring the construction management staff another professional development experience. These workshops will provide a remarkable opportunity for CFM, SREs, RSs, PMs, and other construction support professionals to come together for three (Tuesday, Wednesday, and Thursday) days of dedicated time and space to address lessons learned from across CFM's Construction Management functions. The June and August 2022 workshops will be identical in nature. Staff will be divided between the two workshops ultimately providing the same training experience for all. These workshops will help CFM meet its AES- Employee Growth goal by delivering training that supports our work force.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points:24

Continuous Education Units:

Target Attendees: ODC & OPR SREs/Res/PMs and some support staff.

Delivery Method: VILT*

Register Here: [FCL-VA-0301](#)

Non-VA employees from Other Government Agencies: Not Applicable to OGA's

Supply Chain Management Courses

Supply Chain Management Training

VAAA's supply chain management curriculum strengthens the knowledge, skills, and abilities of the supply chain and logistics workforce to implement a more standardized, cost-effective, and streamlined Federal supply chain resulting in measurable return on investments. Faculty includes both industry and VA logistics subject matter experts, along with an energetic network of former students who maintain relationships and return to VAAA for training as they advance in their careers. The competency-based training model creates a more comprehensive and structured approach to employee development, providing a transformative impact on Government organizations.

The comprehensive curriculum roadmap standardizes training by supporting five general competencies and fourteen technical competencies within three professional levels:

- Professional Level I (GS 1-6/WG 6 and below),
- Professional Level II (GS 7-11/WG 7 and above, all WS/WL grades),
- Professional Level III (GS 12-15).

Each professional level provides a combination of instructor-led and self-paced training. VAAA supply chain training courses are integrated with real-world scenarios and VA-specific best practices to foster knowledge retention and immediate job application to improve supply chain performance at all professional levels.

Students who successfully pass all courses in a professional level are awarded a Professional Level Certificate of Completion. Each professional level minimum requirement is as follows: Level I -144 hours, Level II - 173 hours, and Level III – 146 hours.

Three Levels of Technical Expertise

The scope of the curriculum is designed to address the needs of the VA supply chain workforce and includes learning paths for three professional levels. Although each professional level has a suggested audience related to staff grade levels, individuals are not limited to only one level of training.

Below is a description of each level:

Supply Chain Professional Level I: Provides logistics support and capabilities at a facility, organizational, and entity level. Possesses a basic understanding of the general rules and concepts of the overall system. Performs basic administrative functions and data entries. In many instances, Level I professionals are the initial customer entry point into the system.

Target audience: GS 1-6; WG 6 or below. However, these courses are open to all grades.

Supply Chain Professional Level II: Provides technical and supervisory levels of support of logistics capabilities at facility, network, regional administration, and central office levels. Possesses an intermediate understanding of the policies and procedures. Can effectively review documents and ensure proper data entry into the system. Begins to supervise others and may serve as a team leader at this level. Conducts short-range planning and day-to-day tactical level execution of the mission.

Target audience: GS 7-11; WG 7 and above, all WS and WL grades.

Supply Chain Professional Level III: Provides operational and strategic supervisory and planning support for supply chain management at regional, network, administration, and central office levels. Subject matter expert in the field. Serves as a team leader or senior staff member. Conducts medium-range planning, supervises the tactical day-to-day functions to run the organization and executes the operations plans of the staff section, division, or department.

Target audience: GS 12-15.

Contact Information: For questions regarding supply chain management training, visit our [website](#) or [email](#) us.

Supply Chain Management Level 1

FLG 010 – LOGISTICS ACCOUNTABLE OFFICER TRAINING

Training Description: This course is designed to address topics for Accountable Officers and their responsibilities. The intent is to provide an overview of the responsibilities for the facility level Accountable Officer. The responsibilities of every Accountable Officer are vast, and this training covers major areas such as classification of property, Equipment Management Program, and Report of Survey program. Students will also learn various material management requirements, the storage and handling of hazardous materials, sales methods, mandatory sources of supply, and programs for utilization and disposal of property.

Prerequisites: None

Instructional Hours: 2

Continuous Learning Points: 0

Continuous Education Units: 0

Target Attendees:

Delivery Method: TMS Course- OLT.

Link: TMS Course

Non-VA employees from Other Government Agencies: \$0.00

FLG 015 – LOGISTICS EQUIPMENT TRAINING FOR CUSTODIAL (RESPONSIBLE) OFFICIALS

Training Description: This course is designed to address topics for Custodial Officers and their responsibilities for nonexpendable property. The intent is to provide an overview of the accountability and responsibilities of the Custodial Officer related to nonexpendable equipment, and the inventory process. You will also be given an opportunity to examine the Report of Survey Program and describe the full life cycle of property management, which includes topics such as equipment requests, property loans, turn-ins and trade-ins of property.

Prerequisites: None

Instructional Hours: 2

Continuous Learning Points: 0

Continuous Education Units: 0

Target Attendees:

Delivery Method: TMS Course- OLT.

Link: TMS Course

Non-VA employees from Other Government Agencies: \$0.00

Supply Chain Management Level 1

FLG 100 - PRINCIPLES OF INVENTORY MANAGEMENT (PIM)

Course Description: This is a 32-hour instructor-led course designed to provide supply chain management staff a basic understanding of the principles of inventory management. Students learn about operations management and explore their relationship to VHA operations. They are taught how the issues, functions, and consequences of inventory management align with VA directives and policies. Students examine the difference between basic inventory management and how the VHA manages inventory. They focus on inventory-related financial decisions and learn about process improvement with an emphasis on Lean philosophy and methods. Students have the opportunity to explore the process and policies aligned with purchasing of inventory. Students learn about the concept of quality management and will be introduced to common quality management tools.

Prerequisites: None

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 3.2

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 100](#)

Non-VA employees from Other Government Agencies: \$1334.00

Supply Chain Management Level 1

FLG 102 -INTRODUCTION TO IFCAP AND GENERIC INVENTORY PACKAGE (GIP) SYSTEMS

Course Description: This is a 40-hour instructor-led course designed to provide a basic understanding of the IFCAP and GIP systems and how Level I Supply Chain Professionals utilize the systems in their assigned duties.

Participants learn about the item requisition process within IFCAP. Students are taught the roles and responsibilities of IFCAP users and the relevance of each of these roles to their job. Students learn about management reporting mechanisms within IFCAP to assist with management of commodities and suppliers. Students also learn the different types of GIP inventory and GIP stock levels. Students can experience setting inventory points, removing items from inventory, and creating a picking ticket in the GIP system through interactive exercises and simulations. Students are also provided an overview of GIP reporting to illustrate how daily tasks integrate into the overarching inventory process.

NOTES: Students must take and pass course exams to receive credit.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 102](#)

Non-VA employees from Other Government Agencies: \$1667.00

Supply Chain Management Level 1

FLG 103 - INTRODUCTION TO IFCAP AND AUTOMATED ENGINEERING MANAGEMENT SYSTEMS / MEDICAL EQUIPMENT REPORTING SYSTEM (AEMS/MERS)

Course Description: This is a 24-hour instructor-led course designed to provide a basic understanding of the IFCAP and AEMS/MERS systems and how Level I Supply Chain Professionals utilize the systems in their assigned duties.

Participants learn about the item requisition process within IFCAP. Students are taught the roles and responsibilities of IFCAP users and the relevance of each of these roles to their job. Students learn about management reporting mechanisms within IFCAP to assist with management of commodities and suppliers. Supply Chain Professionals learn how the AEMS/MERS system is used to manage non-expendable property and equipment. Students learn the roles, responsibilities, and skills required to perform daily property and equipment management tasks. Students also learn the concepts of complete and accurate data entry and AEMS/MERS record keeping through class education and exercises.

NOTES: Students must take and pass course exams to receive credit.

Prerequisites: None

Instructional Hours:24

Continuous Learning Points: 24

Continuous Education Units:0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 103](#)

Non-VA employees from Other Government Agencies: \$1000.00

Supply Chain Management Level 1

FLG 105 -INTRODUCTION TO MATERIAL MANAGEMENT AND OPERATION

Course Description: This course is an instructor-led training intended to be an introduction to materials management and operation competencies. This course is designed to provide students with a solid background in demand planning, qualitative and quantitative forecasting techniques for inventory analysis and decision making, supply planning, computer-based and manual inventory management processes, and materials handling of both expendable (EX) supplies and non-expendable (NX) equipment. This course includes a foundation in safety, efficiency, and customer satisfaction regarding supply chain management at VHA.

Prerequisites: FLG 102 –INTRODUCTION TO IFCAP AND GENERIC INVENTORY PACKAGE (GIP) SYSTEMS OR FLG 103 – Introduction to IFCAP and Automated Engineering Management Systems / Medical equipment reporting system (AEMS/MERS)

Instructional Hours: 28

Continuous Learning Points: 28

Continuous Education Units: 2.8

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 105](#)

Non-VA employees from Other Government Agencies: \$1334.00

Supply Chain Management Level 1

FLG 106 - INTRODUCTION TO VA STRATEGIC PROGRAMS

Course Description: This course introduces you to VA strategic concepts, programs, and plans as they relate to Supply Chain Management and the assigned duties of the VA logistician. Throughout the course, you will gain a basic understanding of VA strategic plans and their impact on funding and budgets at the VA administration level and the local level. You will learn about the methodologies, techniques, goals, key concepts, policies, and procedures of supply chain-focused VA Strategic Initiatives, such as Federal Green Purchasing and Prime Vendor programs, and how standardization is employed at VA to simplify and support purchasing. You will also become familiar with the concepts, programs, and plans of VA emergency management and disaster planning. The course includes exploration of the challenges and opportunities associated with VA supply chain-focused strategic planning, and you will have the opportunity to apply what you have learned through case studies and scenarios.

Prerequisites: None

Instructional Hours:18

Continuous Learning Points:18

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 106](#)

Non-VA employees from Other Government Agencies: \$458.00

Supply Chain Management Level 1

FLG 107 - INTRODUCTION TO SUPPLY CHAIN FUNDAMENTALS

Course Description: This course is designed to provide a basic understanding of the general principles and fundamentals of supply chain management. This course explores key roles and responsibilities, regulations, SCM processes and activities and policies that govern stewardship, and guides students in the interpretation of metrics to evaluate performance.

1. Describe the elements that make up the organizational supply chain
2. Explain how supply chain operations support organization goals and mission
3. Describe roles and responsibilities, regulations, processes, and activities
4. Define customer needs and translate into actionable requirements
5. Define operating environments and metrics
6. Differentiate various performance indicators and predict positive and negative outcomes
7. Explain the importance of accurate data collection and the use of metrics in understanding customer requirements

Prerequisites: None

Instructional Hours:10

Continuous Learning Points:10

Continuous Education Units: 0

Target Attendees:

Delivery Method: OLT*

Register Here: [FLG 107](#)

Non-VA employees from Other Government Agencies: \$417.00

Supply Chain Management Level 1

FLG 109 - INTRODUCTION TO BUSINESS SKILLS

Course Description: This is a blended course with 4 hours of virtual, self-paced training and 20 hours of virtual, instructor-led training that introduces the importance of expressing information effectively verbally and in writing, to individuals and groups, while considering the audience, usefulness of the information to the audience, and nature of the information. Students learn how to prepare written documents with clarity and accuracy as well as developing clear and convincing presentations. Students are introduced to different communication styles, understand how to differentiate between communication styles, listen to others, and identify nonverbal cues.

NOTES:

- Students must take and pass course exams to receive credit.
- Students must have access to a headset with microphone to attend this course.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 109](#)

Non-VA employees from Other Government Agencies: \$834.00

Supply Chain Management Level 1

FLG 112 - INTRODUCTION TO LIFECYCLE LOGISTICS

Course Description: Using the Supply Chain Operations Reference (SCOR) Model, this course introduces you to the core components of effective supply chain management and how they are applied to Equipment Lifecycle Management (ELCM). Topics are structured around the five pillars of the supply chain-plan, source, deliver, maintain, and return-and introduce technical and management activities associated with ELCM that focus on the costs associated with total lifecycle logistics, maintenance operations, production and support, and deployment planning. Throughout the course, you will gain a basic understanding of the national, Veterans Integrated Service Network (VISN), and VA Medical Center (VAMC) stakeholder roles and responsibilities that support Veterans Health Administration's (VHA's) ELCM program.

Additionally, you will learn about the challenges and opportunities with ELCM facing the VHA Supply Chain and have a chance to apply what you have learned through VHA scenarios that require you to make decisions.

Prerequisites: None

Instructional Hours: 18

Continuous Learning Points: 18

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 112](#)

Non-VA employees from Other Government Agencies: \$458.00

Supply Chain Management Level 1

FLG 125 - FORKLIFT OPERATOR SAFETY TRAINING (ELECTIVE)

Course Description: This 4-hour virtual, self-paced course provides supply chain workforce personnel Occupational Safety and Health Administration (OSHA) compliant online safety and training for operators of forklifts prior to live operations. After the successful completion of the course, learners will receive Forklift Operator certificates and digital credentials (Digital Badges). Upon approved registration a link will be provided to the student to access the virtual classroom.

Prerequisites: None

Instructional Hours: 4

Continuous Learning Points: 4

Continuous Education Units: 0

Target Attendees:

Delivery Method: OLT*

Register Here: [FLG 125](#)

Non-VA employees from Other Government Agencies: \$125.00

Supply Chain Management Level 2

FLG 202 - INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS

Course Description: This is a 32-hour instructor-led course that takes a comprehensive look at the expendable (EX) and non-expendable (NX) inventory management systems and tools within the context of Cost, Quality, and Outcomes, the Healthcare industry-standard currently being adopted by the VHA Supply Chain. The material is taught from a managerial perspective, with an emphasis on where and how specific tools and reports can be used to: improve the overall performance and reduce the total cost of a supply chain, enhance the overall data quality of VHA's records, and aid in the accurate accountability of supplies and equipment. VHA Policy and requirements are interwoven throughout the course content. Classroom activities using reports generated from VHA's inventory management systems give students the opportunity to have hands-on experience with EX and NX Inventory Management Report analysis, while encouraging critical thinking skills when developing corrective strategies to maintain VA's high level of customer service. Real-world examples and engaging discussions also round out the course lecture.

NOTES:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites: **FLG 102-INTRODUCTION TO IFCAP AND GENERIC INVENTORY PACKAGE (GIP) SYSTEMS OR FLG 103-INTRODUCTION TO IFCAP AND AUTOMATED ENGINEERING MANAGEMENT SYSTEMS/MEDICAL EQUIPMENT REPORTING SYSTEMS (AEMS/MERS).**

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees: **Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades.**

Delivery Method: VILT*

Register Here: [FLG 202](#)

Non-VA employees from Other Government Agencies: \$1334.00

Supply Chain Management Level 2

FLG 203 - INTERMEDIATE MATERIALS MANAGEMENT

Course Description: This is a 32-hour instructor-led course that explores more advanced relationships between inventory planning, receiving, and internal distribution operations. It includes industry and Veterans Affairs (VA) common practices associated with requirements and demand planning, inventory planning, receiving, and distribution processes. Students compare current site operations with industry best practices. It prepares students to analyze, apply, and implement planning processes to make decisions on constraints that may affect source of supply and space. Students further their awareness of end measures of success, including forecast accuracy, fill rate, supplier performance, lead performance, stock-outs and backorders, inventory turns, and obsolescence.

NOTES:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites: None

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL grades.

Delivery Method: VILT*

Register Here: [FLG 203](#)

Non-VA employees from Other Government Agencies: \$1334.00

Supply Chain Management Level 2

FLG 206 - INTERMEDIATE VA STRATEGIC PROGRAMS

Course Description: This is a 25-hour virtual, instructor-led course that further explores the VA Strategic Plan and focuses on how to successfully enforce the concepts, policies and procedures related to supply-chain focused VA strategic initiatives and programs. Students learn how to manage the implementation of these programs, contribute to process improvement efforts, and coordinate team and individual activities in support of these initiatives.

NOTES:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites: None

Instructional Hours: 25

Continuous Learning Points: 25

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 206](#)

Non-VA employees from Other Government Agencies: \$1042.00

Supply Chain Management Level 2

FLG 207 - INTERMEDIATE CONTRACTING & PROCUREMENT

Course Description: Students learn about the roles and responsibilities and required documents to support each phase of contracting. Students will also learn about the characteristics of different contract types such as commodities and services contracts.

Learning Objectives:

1. Describe key concepts of the FAR and VAAR and how they impact contracting and procurement for supply chain management.
2. Explain the steps in the process of creating an acquisition plan, from market research to development of a statement of work, source selection, procurement, and close-out.
3. Describe the required procurement package documents: statement of work, funding document, and independent government cost estimate for a simple procurement.
4. Identify the different contract types, the advantages and disadvantages of each, and the implications for effective vendor management for each.
5. Identify techniques for source selection evaluation for a basic procurement.

Prerequisites: None

Instructional Hours: 3

Continuous Learning Points:3

Continuous Education Units: 0

Target Attendees:

Delivery Method: OLT*

Register Here: [FLG 207](#)

Non-VA employees from Other Government Agencies: \$125.00

Supply Chain Management Level 2

FLG 208 - INTERMEDIATE STRATEGIC SOURCING

Course Description: This is a 12-hour course. This intermediate course offers students the skills needed to support the development of acquisition vehicles and methodologies to support routine and surge requirements. Students are introduced to the concepts of business case analysis (BCA) and the integrated enterprise system supply plan documents for the purposes of strategic sourcing, and where/how to find required information to create these plans.

Prerequisites: None

Instructional Hours: 12

Continuous Learning Points: 12

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 208](#)

Non-VA employees from Other Government Agencies: \$167.00

Supply Chain Management Level 2

FLG 209 - INTERMEDIATE BUSINESS SKILLS

Course Description: This is a blended course with 2 hours of virtual, self-paced training and 16 hours of virtual, instructor-led training that introduces students to concepts and techniques for inspiring, influencing, and guiding others toward the accomplishment of goals and assigned duties. Students learn techniques necessary to conduct effective meetings and develop effective communications strategies for stakeholders.

NOTES:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites: None

Instructional Hours: 18

Continuous Learning Points: 18

Continuous Education Units: 0

Target Attendees: GS-7-11; WG 7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 209](#)

Non-VA employees from Other Government Agencies: \$667.00

Supply Chain Management Level 2

FLG 210 - INTERMEDIATE PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS

Course Description: This is a 12-hour virtual, instructor-led course designed to introduce the concepts of program and project management in the context of logistics execution. This course introduces Supply Chain Professionals to project management principles including designing, developing, scheduling, managing, and implementing projects and resources.

NOTES:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.
- Students must have access to a headset with microphone to attend this course.

Prerequisites: FPM 120A – PROJECT MANAGEMENT BASICS, FPM 120B – PROJECT MANAGEMENT AND PROJECT LIFECYCLE, FPM 120 (FED) – ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT I

Instructional Hours: 12

Continuous Learning Points: 12

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 210](#)

Non-VA employees from Other Government Agencies: \$500.00

Supply Chain Management Level 2

FLG 211 - QUALITY ASSURANCE, RISK MANAGEMENT, AND MANUAL SUPPLY OPERATIONS

Course Description: This is a 32-hour instructor-led course, where students learn about the different aspects of the quality assurance program as they apply to products and equipment. This course also instructs students on how to develop and organize a risk management plan for the logistics organization: measuring risk, determining the affects, mitigating outcomes, and managing the overall risk avoid and/or minimize damage and loss.

Note:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites: None

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 211](#)

Non-VA employees from Other Government Agencies: \$1334.00

Supply Chain Management Level 2

FLG 212 - INTERMEDIATE LIFECYCLE LOGISTICS

Course Description: This is a blended course with 7 hours of virtual, self-paced training and 8 hours of virtual instructor-led training where students will gain further understanding of the importance and implementation of total lifecycle logistics rules, regulations, processes, and activities, and explore more advanced relationships between total costs of ownership versus purchase price. In this course, students identify, analyze, and illustrate the steps required to develop action plans for total lifecycle logistics.

NOTES:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites: None

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 212](#)

Non-VA employees from Other Government Agencies: \$333.00

Supply Chain Management Level 2

FLG 215 - LEADERSHIP IN LOGISTICS (ELECTIVE)

Course Description: This is a blended course with 6 hours of virtual, self-paced training and 12 hours of virtual, instructor led training. This course prepares the Logistics Professional to participate in teams, propose communication and knowledge sharing, apply government and VA policies and procedures, and act as a SCM role model. Students will apply problem-solving and decision-making techniques to real-world supply chain scenarios. This course will also provide the opportunity to interpret data.

NOTE:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites: None

Instructional Hours: 18

Continuous Learning Points: 18

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 215](#)

Non-VA employees from Other Government Agencies: \$500.00

Supply Chain Management Level 2

FLG 220 - RETURN ON INVESTMENTS (ROI) FUNDAMENTALS

Course Description: This is a 12-hour course that outlines the basic ROI methodology and demonstrates why measuring return on investment (ROI) is such a valuable process. Students will learn to apply ROI techniques to supply chain solutions, link project objectives to business results, and develop evaluation plans for projects. Additionally, students will learn how to use ROI to measure the contribution of programs, satisfy client needs, enhance program success, and build respect with stakeholders.

Prerequisites: None

Instructional Hours: 12

Continuous Learning Points: 12

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 220](#)

Non-VA employees from Other Government Agencies: \$250.00

Supply Chain Management Level 2

FLG 221 - ABOVE PAT SUPER USER TRAINING

Course Description: This is a 24-hour instructor-led course designed to provide an advanced understanding of the capabilities and functionality of the (Advanced Prosthetics Acquisition Tool) APAT software and how advanced prosthetics professionals use the systems. DSS APAT integrates with Veterans Health Information Systems and Technology Architecture (VistA) and is designed to automate purchasing workflows and streamline the acquisition of prosthetics, orthotics, and other sensory aids by the VA hospitals and medical centers. APAT assists users in expediting the bidding process for the prosthetics department and supports secure electronic document management by helping users scan, index, and retrieve purchasing information. APAT enables electronic bid process and purchase order management, provides a full-color Graphical User Interface (GUI), tracks comprehensive workflow throughout the process, and allows access to standard and ad-hoc reporting capabilities for ongoing order improvement. This course is not intended as an introductory training course for new users. Participants will be provided advanced training in the GUI software package administrative roles. This training will produce an APAT "super user" at each facility to provide immediate assistance and instruction for existing and inexperienced users of the products. A super user is defined as an individual with extensive knowledge of advanced functionalities.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: [FLG 221](#)

Non-VA employees from Other Government Agencies: Not applicable to OGA's

Supply Chain Management Level 3

FLG 307 - CONTRACTING AND PROCUREMENT FOR SUPPLY CHAIN MANAGERS

Course Description: This is a 24-hour instructor-led course that prepares professionals to execute and lead the full lifecycle of the procurement process from the initial decision to buy through the final contract closeout. Students further their knowledge of the roles and responsibilities and required documents to support each phase of contracting.

NOTES:

- Students must take and pass course exams to receive credit.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: Target Grade levels to attend are GS 12-15.

- **Anyone below the grade requirements must submit a waiver to be considered.**

Delivery Method: VILT*

Register Here: [FLG 307](#)

Non-VA employees from Other Government Agencies: \$1000.00

FLG 309 - ADVANCED BUSINESS SKILLS

Course Description: This course prepares the Level III Supply Chain Professional to lead cross-functional teams, supervise day-to-day functions of the organization, and conduct medium-range planning for the organization. Students will apply problem-solving and decision-making techniques to recommend and execute an appropriate course of action and learn how to apply change management and communications strategies to implement these initiatives.

Prerequisites: None

Instructional Hours: 20

Continuous Learning Points: 20

Continuous Education Units: 0

Target Attendees: GS 12-15.

Delivery Method: VILT*

Register Here: [FLG 309](#)

Non-VA employees from Other Government Agencies: \$834.00

Supply Chain Management Level 3

FLG 310 - PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS

Course Description: This is an 8-hour virtual T course that offers participants advanced knowledge of how to utilize program and project methodologies, documents, tools, and techniques in their daily jobs as they interact with federal contracting and acquisition professionals. Execution of program management and the VA Enterprise Program/Project Management Manual (EP/PMM) principles are reinforced through a series of simulations that will draw from the advanced experiences of project managers in the Federal Government and specifically within the VA environment.

NOTES:

- Students must take and pass course exams to receive credit.
- Students must have access to a headset with microphone to attend this course.

Prerequisites: None

FPM 120A - PROJECT MANAGEMENT BASICS

**FPM 120B - PROJECT MANAGEMENT AND PROJECT LIFECYCLE
FPM 120 ACQUISITION
FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT**

FLG 210 -INTERMEDIATE PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS

Instructional Hours: 8

Continuous Learning Points: 8

Continuous Education Units: 0

Target Attendees: - Target Grade levels to attend are: GS 12-15.

- Anyone below the grade requirements must submit a waiver to be considered.

Delivery Method: VILT*

Register Here: [FLG 310](#)

Non-VA employees from Other Government Agencies: \$333.00

Supply Chain Management Level 3

FLG 312 - ADVANCED LIFECYCLE LOGISTICS

Course Description: This is a blended course with 6 hours of virtual, self-paced training and 16 hours of virtual, instructor-led training designed to build upon the topics of intermediate Lifecycle Logistics and further develop knowledge of the importance and implementation of total lifecycle logistics. Students master the rules, regulations, processes, and activities, and enhance their understanding of the relationships between total costs of ownership versus purchase costs. This course introduces students to the process of creating the "as is" model, identifying the "to be" state, and formulating action plans for total lifecycle logistics management.

NOTES:

- Students must take and pass course exams to receive credit.

Prerequisites: None

Instructional Hours: 22

Continuous Learning Points: 22

Continuous Education Units: 0

Target Attendees: - Target Grade levels to attend are GS 12-15.

- **Anyone below the grade requirements must submit a waiver to be considered.**

Delivery Method: BLD*

Register Here: [FLG 312](#)

Non-VA employees from Other Government Agencies: \$667.00

Supply Chain Management Level 3

FLG 313 - LEAN LOGISTICS (ELECTIVE)

Course Description: This is a blended course with 6 hours of virtual, self-paced training and 8 hours of virtual, instructor-led training designed to offer participants knowledge on managing a lean supply chain using non-traditional thinking processes. It provides VA Supply Chain Management employees information on how to recognize and eliminate wasteful activities in the supply chain in order to increase speed and flow. This course explains how to implement and sustain a lean transformation and use analysis to improve supply chain processes through a series of VA organization-specific scenarios.

NOTES:

- Students must take and pass course exams to receive credit.

Prerequisites: None

Instructional Hours: 14

Continuous Learning Points: 14

Continuous Education Units: 0

Target Attendees: - Target Grade levels to attend are: GS 12-15.

- Anyone below the grade requirements must submit a waiver to be considered.

Delivery Method: BLD*

Register Here: [FLG 313](#)

Non-VA employees from Other Government Agencies: \$333.00

Supply Chain Management Level 3

FLG 320 - OPERATIONS MANAGEMENT FOR HEALTHCARE PROFESSIONALS (CAPSTONE)

Course Description: This is a 40-hour instructor-led course offering the foundational graduate-level knowledge of operations and logistics management necessary to better understand and improve health care logistics. Topics include process analysis and management, overview of Lean Six Sigma (a process improvement methodology), forecasting, inventory management theory, and introduction to supply chain management. Students examine operations and logistics processes in healthcare and other settings.

NOTES:

- Students must take and pass course exams to receive credit.

Prerequisites: None

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: - Target Grade levels to attend are: GS 12-15.

- **GS-11 with professional resume reflecting 5 SCM yrs. of experience.**
- **Anyone below the grade requirements must submit a waiver to be considered.**

Delivery Method: VILT*

Register Here: [FLG 320](#)

Non-VA employees from Other Government Agencies: 1667.00

Supply Chain Management Level 3

FLG 323 - LEADING YOUR TEAM THROUGH CHANGE

Course Description: This course is designed to offer supply chain leaders, managers, and team leaders the understanding and tools to engage in change themselves. Learn to use the latest CLARC tools, concepts, and business practices for managing an environmentally and economically sustainable supply chain to proactively lead teams through change. This course will ultimately enable students to understand and apply Prosci's ADKAR Model.

Prerequisites: None

Instructional Hours: 12

Continuous Learning Points:12

Continuous Education Units: 0

Target Attendees: - Target Grade levels to attend are: GS 12-15.

- **GS-11 with professional resume reflecting 5 SCM yrs. of experience.**
- **Anyone below the grade requirements must submit a waiver to be considered.**

Delivery Method: VILT*

Register Here: [FLG 323](#)

Non-VA employees from Other Government Agencies: \$500.00

Supply Chain Management Level 3

FLG 400 - ADV SUPPLY CHAIN MGMNT SYS AND VA STRAT PROG

Course Description: This is a 32-hour instructor-led course designed to teach professionals to understand systems data integrity requirements, and understand, monitor, supervise and lead the organization in implementation of VA Strategic Initiatives. Students are taught to analyze system reports to identify process improvements and steps for implementing changes to gain efficiencies. Through course exercises, case studies, and simulations students apply skills to analyze IT system reports for completeness, accuracy, and quality. In addition, they learn how to improve quality, increase client satisfaction, raise readiness, and utilize systems to drive effective supply chain management.

Note: Students must take and pass course exams to receive credit.

Prerequisites: None

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees: Target Grade levels to attend are: GS 12-15.

- GS-11 with professional resume reflecting 5 SCM yrs. of experience.
- Anyone below the grade requirements must submit a waiver to be considered.

Delivery Method: VILT*

Register Here: [FLG 400](#)

Non-VA employees from Other Government Agencies: \$1334.00

Penn State University Supply Chain Operations Certificate Level 1

Complete 3 of 5 courses for Professional Certificate

FLG 116 - FULFILLMENT OPERATIONS MANAGEMENT

Course Description: This is a 15-hour instructor-led course that provides a primary understanding of end-to-end fulfillment operations within firms, from forecast development thru successful delivery to customers. Basic terminology and underlying processes will be identified and explained, and best practices will be integrated to highlight effective fulfillment management. Quantitative techniques will be introduced to identify the financial or cost implications of fulfillment decisions.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites include:

FLG 100, FLG 105, and either FLG 102 or FLG 103,

FLG 100 – PRINCIPLES OF INVENTORY MANAGEMENT (PIM),

FLG 102 – INTRODUCTION TO IFCAP AND GENERIC INVENTORY PACKAGE (GIP) SYSTEMS,

FLG 103 – INTRODUCTION TO IFCAP AND AUTOMATED ENGINEERING MANAGEMENT SYSTEMS/MEDICAL EQUIPMENT REPORTING SYSTEM (AEMS/MERS),

FLG 105 – INTRODUCTION TO MATERIAL MANAGEMENT AND OPERATION

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 116](#)

Non-VA employees from Other Government Agencies: \$1200.00

Penn State University Supply Chain Operations Certificate Level 1

Complete 3 of 5 courses for Professional Certificate

FLG 117 - INTRODUCTION TO SUPPLY CHAIN ANALYTICS

Course Description: This is a 15-hour instructor-led course that provides you with an understanding of key areas of logistics and supply chain management where relevant data analysis may be needed. The approach will focus on several key supply chain functions and provide hands-on learning for how to best understand and analyze data that may be available for the supply chain. This program highlights the use of Excel-based approaches for managing, understanding, and deriving value from actual supply chain databases. Additionally, the course will provide an understanding of the functional analytics to better understand the extent to which logistics and supply chain objectives are being achieved.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites include:

**FLG 100, FLG 105, and either FLG 102 or FLG 103,
FLG 100 – PRINCIPLES OF INVENTORY MANAGEMENT,
FLG 102 – INTRODUCTION TO IFCAP AND GENERIC INVENTORY PACKAGE (GIP) SYSTEMS,
FLG 103 – INTRODUCTION TO IFCAP AND AUTOMATED ENGINEERING MANAGEMENT
SYSTEMS/MEDICAL EQUIPMENT REPORTING SYSTEM (AEMS/MERS),
FLG 105 – INTRODUCTION TO MATERIAL MANAGEMENT AND OPERATION.**

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 117](#)

Non-VA employees from Other Government Agencies: \$1200.00

Penn State University Supply Chain Operations Certificate Level 1

Complete 3 of 5 courses for Professional Certificate

FLG 118 - FORECASTING AND INVENTORY MANAGEMENT

Course Description: This is a 15-hour instructor-led course that provides participants with practical techniques to generate more accurate forecasts and desired inventory level, as well as to monitor and improve forecasting and inventory management performance over time. This course also discusses which informational sources can be used to improve forecast and inventory management performance. In addition, the program investigates the critical financial impacts that overinflated inventory levels may cause.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites include:

FLG 100, FLG 105, and either FLG 102 or FLG 103,

FLG 100 – PRINCIPLES OF INVENTORY MANAGEMENT

FLG 102 – INTRODUCTION TO IFCAP AND GENERIC INVENTORY PACKAGE (GIP) SYSTEMS

FLG 103 – INTRODUCTION TO IFCAP AND AUTOMATED ENGINEERING MANAGEMENT SYSTEMS/MEDICAL EQUIPMENT REPORTING SYSTEM (AEMS/MERS)

FLG 105 – INTRODUCTION TO MATERIAL MANAGEMENT AND OPERATION.

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units:0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 118](#)

Non-VA employees from Other Government Agencies: \$1200.00

Penn State University Supply Chain Operations Certificate Level 1

Complete 3 of 5 courses for Professional Certificate

FLG 119 - TRANSPORTATION OPERATIONS AND SOURCING

Course Description: This is a 15-hour instructor-led course that provides the foundational understanding to manage and optimize transportation operations. Participants learn common terminology as well as methods to effectively manage transportation operations, source carriers, and third-party providers to reduce transportation cost and maintain or increase service levels.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites include:

FLG 100, FLG 105, and either FLG 102 or FLG 103

FLG 100 – PRINCIPLES OF INVENTORY MANAGEMENT,

FLG 102 – INTRODUCTION TO IFCAP AND GENERIC INVENTORY PACKAGE (GIP) SYSTEMS,

FLG 103 – INTRODUCTION TO IFCAP AND AUTOMATED ENGINEERING MANAGEMENT SYSTEMS/MEDICAL EQUIPMENT REPORTING SYSTEM (AEMS/MERS),

FLG 105 – INTRODUCTION TO MATERIAL MANAGEMENT AND OPERATION.

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 119](#)

Non-VA employees from Other Government Agencies: \$1200.00

Penn State University Supply Chain Operations Certificate Level 1

Complete 3 of 5 courses for Professional Certificate

FLG 120 - STRATEGIC PROCUREMENT AND PURCHASING

Course Description: This is a 15-hour instructor-led course that provides the foundational understanding to manage and optimize procurement and purchasing. Participants learn common terminology and will develop a working knowledge of basic principles in purchasing, as well as an understanding of how the purchasing function contributes to competitiveness. At the end of this course, you will be able to discuss the importance of purchasing in the supply chain—often the largest expense for a company (cost of goods sold), and more!

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites include:

FLG 100, FLG 105, and either FLG 102 or FLG 103,

FLG 202- INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS.

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: VILT*

Register Here: [FLG 120](#)

Non-VA employees from Other Government Agencies: \$1200.00

Penn State University Supply Chain Operations Certificate Level 2

Complete all 3 courses for Professional Certificate

FLG 216 - SUPPLY CHAIN SECURITY AND RISK MANAGEMENT

Course Description: This is a 16-hour instructor-led course that expands the professional's capability to critically examine their organization's supply chain to anticipate hostile and competitive threats. It helps them to understand: Techniques for assessing threats. Using security intelligence to mitigate risks. Course Learning Objectives:

- Recognize how geography is a key factor in supply chain security.
- Identify threats to the supply chain.
- Introduce target-centric intelligence methods to enhance threat identification.
- Apply security intelligence to a Medical Supply Chain case study.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level II students must complete all prerequisites before attending Penn State Supply Chain Management Certificate courses. Prerequisites include: FLG 202.
- GS 12 and above, all WS Grades holding a Bachelor's degree and 5 years of SCM experience, and OGA's are exempt from the prerequisite requirement.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites include:

FLG 202- INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS.

Instructional Hours: 16

Continuous Learning Points: 16

Continuous Learning Units: 0

Target Attendees: GS 7-11, WG 7 and above; All WS/WL grades.

Delivery Method: VILT*

Register Here: [FLG 216](#)

Non-VA employees from Other Government Agencies: \$1200.00

Penn State University Supply Chain Operations Certificate Level 2

Complete all 3 courses for Professional Certificate

FLG 217 - ESSENTIALS OF SUPPLY CHAIN MANAGEMENT

Course Description: This is a 24-hour instructor-led course that offers all the foundational understanding to manage effective supply chains. Learn common terminology, inventory methodologies, distribution concepts, and service performance. Topics include: A holistic approach to managing your supply chain to avoid functional pitfalls, perspectives of how to minimize supply chain costs while maintaining or improving customer service, concepts of pooling, and postponement.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level II students must complete all prerequisites before attending Penn State Supply Chain Management Certificate courses. Prerequisites include: FLG 202.
- GS 12 and above, all WS Grades holding a Bachelor's degree and 5 years of SCM experience, and OGA's are exempt from the prerequisite requirement.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites include:

FLG 202- INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS.

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 217](#)

Non-VA employees from Other Government Agencies: \$2000.00

Penn State University Supply Chain Operations Certificate Level 2

Complete all 3 courses for Professional Certificate

FLG 218 - SUPPLY CHAIN TRANSFORMATION

Course Description: This is a 24-hour instructor-led course that delivers an in-depth understanding of adaptive supply chain management through the PICO business model. Participants will learn a step-by-step methodology of strategies and techniques for supply chain innovation and transformation. Topics include complexity drivers and implication to supply chains, leadership for transformation, dimensions of high-performing operating models, and case studies in transformation.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level II students must complete all prerequisites before attending Penn State Supply Chain Management Certificate courses. Prerequisites include: FLG 202.
- GS 12 and above, all WS Grades holding a Bachelor's degree and 5 years of SCM experience, and OGA's are exempt from the prerequisite requirement.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites include:

FLG 202- INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS.

Instructional Hours:24

Continuous Learning Points:24

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 218](#)

Non-VA employees from Other Government Agencies: \$2000.00

Penn State University Supply Chain Operations Certificate Level 2

Complete all 3 courses for Professional Certificate

FLG 219 - PROCESSES AND TOOLS FOR SUPPLY CHAIN SUCCESS

Course Description: This is a 24-hour instructor-led course that provides insight through the lens of the SCOR(R) (Supply-Chain Operations Reference) Model. Participants will become familiar with tools, techniques, and approaches to define, analyze, and implement improvements for major functions and process areas within the supply chain. Topics include: supply chain management and SCOR(R) Model perspective, planning and demand-driven processes for supply chain success, and design and simulation of global supply chains.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level II students must complete all prerequisites before attending Penn State Supply Chain Management Certificate courses. Prerequisites include: FLG 202.
- GS 12 and above, all WS Grades holding a Bachelor's degree and 5 years of SCM experience, and OGA's are exempt from the prerequisite requirement.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites include:

FLG 202- INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS.

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.

Delivery Method: VILT*

Register Here: [FLG 219](#)

Non-VA employees from Other Government Agencies: \$2000.00

Penn State University Supply Chain Operations Certificate Level 3

Complete all 3 courses for Professional Certificate

FLG 316 - DEVELOPING STRATEGIC SUPPLY CHAIN LEADERS

Course Description: This is a 24-hour instructor-led course created for executives charged with the design and orchestration of complex supply chain systems. You will learn practices that enhance supply chain speed, flexibility, and competitive differentiation. You will also learn how to: develop supply chain systems that are aligned with organizational strategy and create competitive advantage, communicate initiatives and outcomes to the executive team or boardroom, compete on value-added factors other than product and price, and link customer needs and supplier capabilities.

NOTES:

- Students must take and pass course exams to receive credit.
- This is a Penn State Supply Chain Leadership Certificate.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: - Target Grade levels to attend are: GS 12-15.

- **Anyone in Grade 11 must submit a waiver to be considered.**

Delivery Method: VILT*

Register Here: [FLG 316](#)

Non-VA employees from Other Government Agencies: \$2000.00

Penn State University Supply Chain Operations Certificate Level 3

Complete all 3 courses for Professional Certificate

FLG 318 - BUILDING A SUSTAINABLE SUPPLY CHAIN

Course Description: This is a 24-hour instructor-led course designed to equip supply chain leaders with the latest tools, concepts, and business practices for managing an environmentally and economically sustainable supply chain. Traditional supply chain fundamentals are necessary but not sufficient in understanding and strategically managing new risks and opportunities in the realm of sustainability. Driving this change is a combination of pressures from customers, suppliers, competitors, employees, regulations, and resource constraints.

NOTES:

- Students must take and pass course exams to receive credit.
- This is a Penn State Supply Chain Leadership Certificate course.

Prerequisites: None

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: Target Grade levels to attend are: GS 12-15.

- **Anyone in Grade 11 must submit a waiver to be considered.**

Delivery Method: VILT*

Register Here: [FLG 318](#)

Non-VA employees from Other Government Agencies: \$2000.00

Penn State University Supply Chain Operations Certificate Level 3

Complete all 3 courses for Professional Certificate

FLG 319 - ALIGNING SUPPLY CHAIN ORGANIZATIONS

Course Description: This is a 15-hour instructor-led course covering improvement opportunities for internal process alignment as well as external alignment through key strategies between trading partners. Topics include: concepts and challenges of supply chain alignment; evolution of collaboration and its contributions to supply chain excellence; collaborative planning, forecasting, and replenishment (CPFR); successful sales and operations planning (S&OP); integrated business planning (IBP); and integrated business management (IBM).

NOTES:

- Students must take and pass course exams to receive credit.
- This is a Penn State Supply Chain Leadership Certificate course.

Prerequisites: None

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: Target Grade levels to attend are: GS 12-15.

- Anyone in Grade 11 must submit a waiver to be considered.

Delivery Method: VILT*

Register Here: [FLG 319](#)

Non-VA employees from Other Government Agencies: \$1200.00

Appendix A: Acronym List

Acronym	Definition
A	Architecture & Engineering
ABT	Academy
ACQ	Advanced/Specialized Acquisition
AIP	Acquisition Intern Program
ALF	Acquisition Lifecycle Framework
BLD	Blended
BUS	Business Education
CEU	Continuous Education Unit
CFM	Certified Facilities Management
CGE	CONCUR Government Edition
CLP	Continuous Learning Points
CLC	Continuous Learning Center
CO	Contracting Officer
CON	Contracting Courses
CoP	Community of Practice
COR	Contracting Officer's Representative
CPS	Contracting Professional School
CSOD	Cornerstone OnDemand

Acronym	Definition
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DFARS	Defense Federal Acquisition Regulation Summit
eCMS	Electronic Contract Management System
eIDP	Electronic Individual Development Plan
FAC	Federal Acquisition Certification
FAC-C	Federal Acquisition Certification in Contracting
FAC-COR	Federal Acquisition Certification in Contracting
FAC-P/PM	Federal Acquisition Certification Program and Project Managers
FAI	Federal Acquisition Institute
FAR	Federal Acquisition Regulation
FCE	Federal Cost Estimating
FCL-VA	Continuous Learning Specific to VA
FCN	Federal Contracting
FCR	Federal Contracting Officer's Representative (COR)
FFM	Federal Business and Financial Management
FLD	Federal Leadership and Development
FLG	Federal Logistics
FM	Facilities Management
FPDS	Federal Procurement Data System

Acronym	Definition
FPM	Federal Program Management
FQN	Federal Specialized/Advanced Acquisition
FTE	Full Time Equivalent
FTF	Face-to-Face
GIP	Generic Inventory Package
GSA	General Services Administration
HBS	Harvard Business School
IFCAP	Integrated Funds Distribution, Control Point Activity and Procurement
IFMA	International Facilities Management Association
IGCE	Independent Government Cost Estimate
ITT	Instructions to Travelers
LAT	Lease Acquisition Training
LSO	Learning Standards Office
MERS	Medical Equipment Reporting System
OAL	Office of Acquisition and Logistics
OALC	Office of Acquisition, Logistics, and Construction
OFPP	Office of Federal Procurement Policy
OGA	Other Government Agencies
OJT	On-the-Job-Training
OLT	Online Training

Acronym	Definition
OMB	Office of Management and Budget
OOC	Office of the Chancellor
OOR	Office of the Registrar
OSHA	Occupational Safety and Health Administration
PBA	Performance-Based Acquisition
PIM	Principles of Inventory Management
PIV	Personal Identity Verification
PM	Program Management
PROF	Professional Courses
PWS	Performance Worksheet
ST	Synchronous Training
STO	Student Travel Office
TI	Tenant Improvement
TMS	Talent Management System
VA	Veterans Affairs
VAAA	Veterans Affairs Acquisition Academy
VBA	Veterans Benefits Administration
VHA	Veterans' Health Administration
W2W	Warriors to Workforce
VILT	Virtual Instructor Led Training

Acronym	Definition
WBS	Work Breakdown Structure

VA



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