VA Acquisition Academy FY2021 Course Catalog

VA Acquisition Academy

7485 New Horizon Way
Frederick, Maryland 21701

Mission Statement

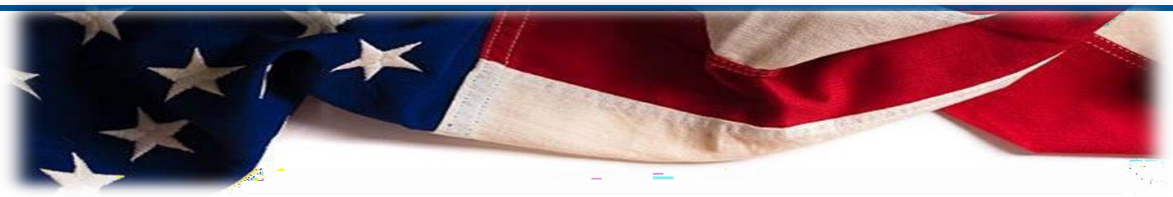
Serve the Veteran, the Federal workforce and the taxpayer by providing best-in-class training programs.

Vision Statement

We will be the Federal training academy of choice.

ACQUISITION ACADEMY

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**



Contact VAAA:

PHONE:

(240) 215-0561 – Academy Main Phone Number
(240) 215-0724 – Office of the Registrar/Registration Phone Number
(240) 215-8810 – Student Travel Office Phone Number

FAX:

(240) 215-0829 – Academy Main Fax Number

http://www.acquisitionacademy.va.gov - Academy Website

http://vaww.acquisitionacademy.va.gov - Academy Intranet

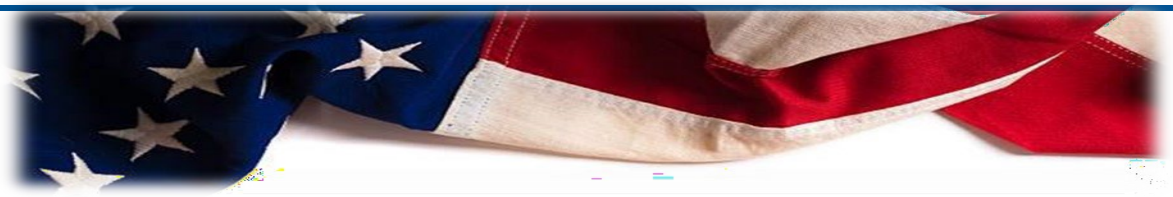
VAAARegistrar@va.gov - Office of the Registrar/Registration Email

vaaastudenttravel@va.gov - Student Travel Office Email

http://faitas.army.mil - Federal Acquisition Institute Training Application System

VAAA Business hours are 7:00 a.m. - 5:30 p.m. (EST) Monday through Friday

Please see https://www.acquisitionacademy.va.gov/docs/vaaaCourseCatalogAndSchedule.pdf for the most up-to-date edition of the VA Acquisition Academy courses and schedule.



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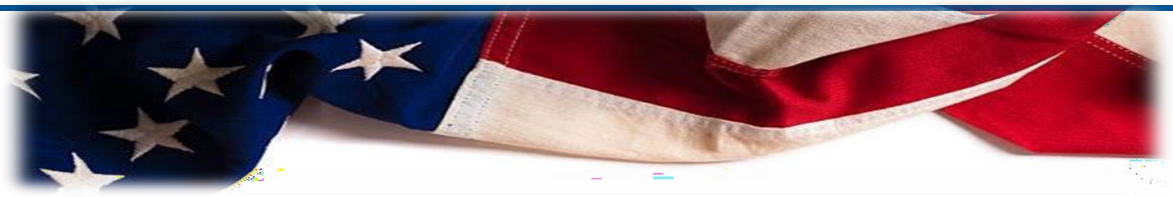

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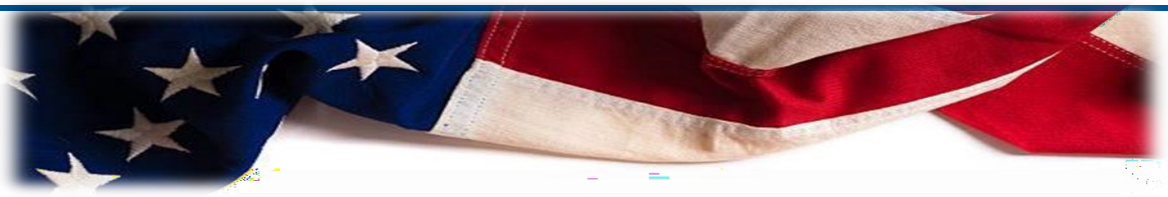


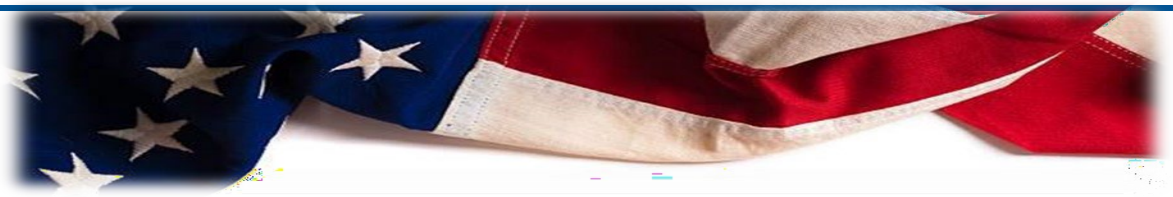
About Veterans Affairs Acquisition Academy

The Veterans Affairs Acquisition Academy (VAAA) addresses the growing acquisition workforce challenge facing the Department of Veterans Affairs (VA) and the Federal Government overall. With downsizing in the last decade and the loss of institutional knowledge resulting from baby-boomer retirements, the acquisition workforce has been strained to keep pace with theincreased complexities associated with outsourced work in support of the VA mission. In addition, oversight of the acquisition function across the entire Federal Government has grown dramatically in recent years. All of this, combined with the Office of Federal Procurement Policy (OFPP) mandates, as implemented by the (Federal Acquisition Institute (FAI)) to meet required certification standards for the acquisition workforce, supports the need for VAAA to service VA's acquisition workforce andmission.

Through our professional schools — Acquisition Internship School (AIS), Contracting Professional School (CPS), Program Management School (PM), and Supply Chain Management School (SCMS) — we are committed to not only meeting OFPP certification mandates, but also ensuring that our training 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 that is 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.

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**



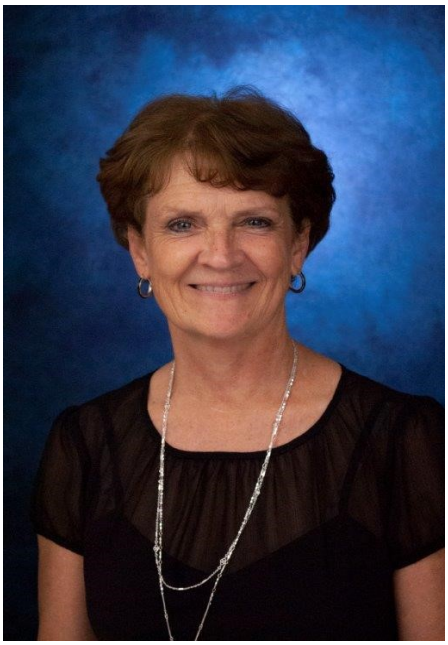
VAAA Leadership Biographies

James J. Wood, Chancellor

James Wood is the Chancellor of Veterans Affairs Acquisition Academy (VAAA), as a member of the Senior Executive Service, where he directs and oversees the training of VA's acquisition workforce. As Chancellor, he formulates and recommends policies, plans, and strategies for acquisition workforce training and career development initiatives that enable the VA acquisition workforce to effectively and efficiently buy and manage the goods and services, manage Federal facilities, and ensure supplies are where they are needed when they are needed to care for our Nation's Veterans. Mr. Wood oversees the Acquisition Internship, Program Management, Contracting Professional and Supply Chain Management Schools, as well as the Facilities Management and Warriors to Workforce Programs and an Enterprise Share Services office. Prior to his role as the Chancellor, Mr. Wood served as the Associate Executive Director for the Office of Facilities Acquisition (OFA) within the Office of Construction and Facilities Management (CFM), where he directed Major Construction, Architect and Engineering (A/E) contracting as well as Procurement Policy. He served as the principle advisor to the Executive Director of CFM providing procurement policy oversight, Federal Acquisition Certification (FAC-C) program management, and ensured creative, comprehensive, and effective facilities acquisition processes and procedures nationwide. Mr. Wood also directed major construction and A/E policy and procedure development and served as the Head of Contracting Activity (HCA) responsible for approving all VA major construction acquisitions.

Before that, Mr. Wood served as the CFM Director of National Acquisition Support and Director of Construction and A/E Policy. Mr. Wood is a 20-year Veteran of the U.S. Air Force. He earned an Associate in Arts and Bachelor of Science in Management from the University of Maryland in College Park, Maryland; a Master of Arts in Management from Webster University in St. Louis, Missouri; a Master of Divinity in Theology from Lutheran Theological Southern Seminary in Columbia, S.C.; and is Level III FAC-C certified.

Stephanie Belella, Deputy Chancellor



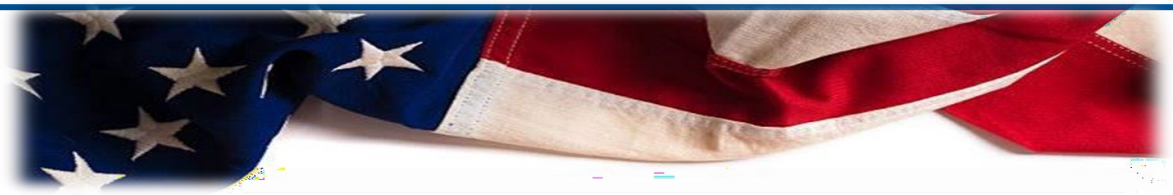
Stephanie Belella is Deputy Chancellor and Senior Advisor of the VA Acquisition Academy where she shares fully in the duties, responsibilities, and authorities of the Chancellor, directs multi-million-dollar acquisition workforce development programs, manages the budget, and assists with day-to-day operations of the Academy. She also formulates and recommends policies, plans, and strategies for acquisition workforce training and career development initiatives that enable the VA acquisition workforce to more effectively and efficiently acquire the supplies, equipment and services required for the provision of benefits and medical care to the Nation's Veterans. Prior to becoming Deputy Chancellor, Ms. Belella served as Vice-Chancellor of the VA Acquisition Internship School, where she oversaw the training of VA Acquisition interns, growing the next generation of contracting professionals and creating trusted business partners. As Vice-Chancellor, she led the growth of the Warriors to Workforce (W2W) program from one to three cohorts per years, and developed the “bridge concept” for the Acquisition Intern Program (AIP) which fills open training seats from field activities and most effectively focuses the funding resources for the benefit of contracting specialists.

Ms. Belella has more than 25 years of leadership, management, program management, training and employee development experience. Ms. Belella’s duties and responsibilities at VAAA include working closely with other acquisition senior leaders and supervisors throughout the organization to align the VA Acquisition Academy curriculum with the business and mission needs of VA.

Prior to her role as Vice-Chancellor, Mrs. Belella was the Director of Operations for the Acquisition Internship School and has been with the Department of Veterans Affairs since 2010. She has a wealth of leadership, knowledge and understanding in the field of career development and acquisition. During her time with the VA Acquisition Academy, Mrs. Belella has developed strong partnerships with internal and external stakeholders including VA administrations and program offices and external business colleagues.

Before coming to VA, she served as the Center for Devices and Radiological Health (CDRH) Training Coordinator at the Food and Drug Administration leading a mandated country wide inspection training program for the Division of Mammography Quality and Radiation Programs and then Scientific and Regulatory Team Lead for CDRH’s Staff College providing the leadership, program direction and general oversight of the Center’s science, medical device application review, and regulatory development training program for more than 1,500 employees.

Mrs. Belella has more than 25 years of Federal service and has been recognized for her contributions and outstanding work with program implementation and education while at FDA including: Conference of Radiation Control Program Board of Director’s Award for Meritorious Service; Conference of Radiation Control Program Board of Director’s Award for Outstanding Achievement; CDRH’s Director’s Award of Excellence; and CDRH’s Director’s Agency Group Recognition Award. Mrs. Belella earned her Bachelor of Science degree in Radiologic Technology from Hood College and an interdisciplinary master’s degree in Education and Management from Frostburg State University.



Course Catalog Overview

About the Catalog

The Veterans Affairs (VA) Acquisition Academy Course Catalog provides an overview of the training options available at VA Acquisition Academy (VAAA). This catalog assists you 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 VAAA website.

The following are categories included in the catalog:

1. **Course Name**: The abbreviated and the full name of a course (e.g. GOV 104 – GSA/Federal Supply Schedule Training). This is how courses are listed in Federal Acquisition Institute Training Application System (FAITAS).

2. **Course 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.

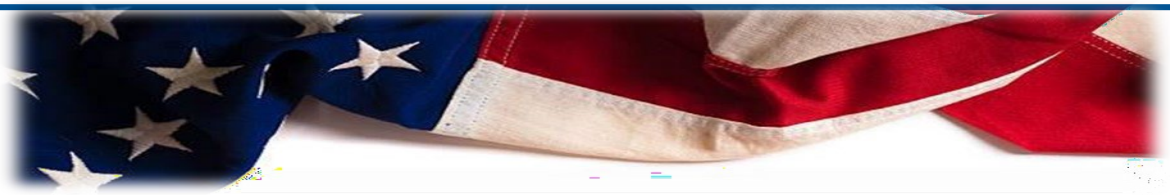
3. **Prerequisite**: Course(s) or conditions which may be required to complete prior to registering for advanced level courses.

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

5. **Continuous Learning Points (CLPs)**: The number of CLPs that a student will earn for attending a course.

6. **Delivery Method**: The delivery method is the method in which the course is presented. The following methods are used at VAAA:
    - **Face-to-Face (FTF):** Instructor-led training where instructor and student(s) meet in a specified classroom for a predetermined duration of time.
    - **Virtual Instructor-Led Training (VILT)**: VILT that is delivered by an instructor this may also be listed as Distance-Based Instructor-Led Training (DBILT).
    - **Self-Paced Training (SP)**: SP courses are delivered in a way which a student can complete them at their own pace, this may also be listed as **Web-Based Training (WBT)**.
    - **Blended (BLD)**: Combination of training modalities where students will complete fixed schedule classroom training and web-based content.

Please note: All instructors, working for either the provider or independent contractors, must divulge their interests in any products, instruments, devices or materials that may be included in the training.



VAAA Training Policies

Inclement Weather

VAAA falls under the jurisdiction of Fort Detrick regarding weather conditions and operating status. Decisions on delayed openings or closings are usually made by 4:00 a.m. EST. Please call Fort Detrick's recorded weather line at (301) 619-7611 or (800) 256-7621, or visit the Fort Detrick website.

Special Needs & Assistance

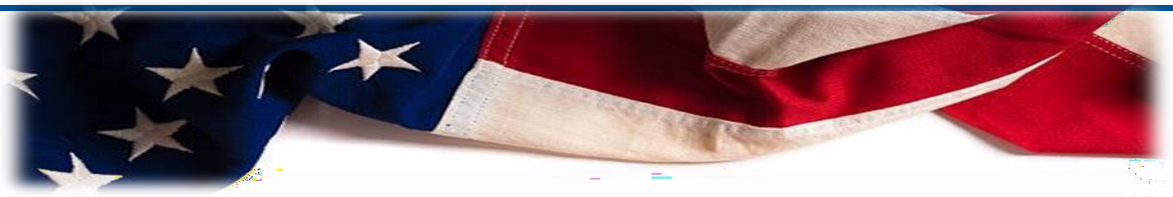
VAAA and the Office of the Registrar are dedicated to the highest quality of service. In order to achieve this goal, we have implemented standard operating procedures to be used when a student requires additional assistance and or consideration.

If special services are required to accommodate special needs (e.g. sign language interpreters or transcription service), students must contact the VAAA registrar at vaaaregistrar@va.gov or (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)**: A PIV card is required for access to the academy; all VA employees are **required** to bring their PIV card with them when attending courses at the academy. Students belonging to other Government agencies, who do not have a PIV card, must bring a Government ID with them in order 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:** If a course requires use of a computer device during class, one will be provided at the training site. You will not be able to remove your class device or other equipment off site. Some courses require outside work and you may wish to bring your own VA-assigned computer. 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 a course in which they are enrolled must cancel their registration using FAITAS **at least 25 calendar days prior to the start of the course**. Cancellation notices sent **less than 25 days prior to the start of a class** will not be accepted 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 diverse 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.

*Unforeseen, involuntary, and unavoidable circumstances as verified by a supervisor.

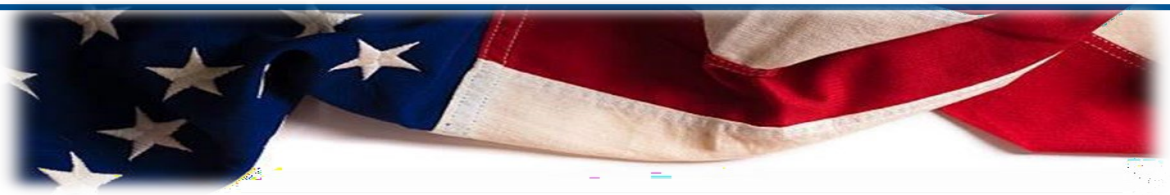
Smoking Policy

It is the policy of VAAA that use of tobacco products of any kind is prohibited within the building. This prohibition includes smoking within 35 feet of any entrance to the building. This includes all loading and receiving dock areas. Smoking is permissible in designated areas.

Emergency Procedures

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

- Call 911 if immediate medical attention is needed and notify reception that emergency services will be arriving shortly.
- Please notify the receptionist of any other emergency incidents, even if the individual(s) do not require immediate medical attention.
  Call (240) 215-0561 or email: vaacquisitionacademy@va.gov.



When an incident happens to individuals on official government business, **but not** at the Veteran Affairs Acquisition Academy (VAAA) facility or its property:

- The Full-Time Equivalent (FTE) 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 or leave a voice message to the facility manager and/or ESS director with this information.
  Call (202) 894-0676 or email: Shanna.Keene@va.gov

In both cases:

- The supervisor will immediately notify the facility manager and/or ESS director, record information on VAAA Incident Report Form and provide to facility manager. FTE employees will coordinate with the program point of contact to notify emergency contact if necessary.

- Facility manager/ESS director 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 provided below:

Email: VAAARegistrar@va.gov
Phone: (240) 215-0724
Website: http://www.acquisitionacademy.va.gov

ACQUISITION ACADEMY

Professional Schools

The VA Acquisition Academy (VAAA) trains VA's acquisition workforce through its four schools – Acquisition Internship, Contracting Professional, Program Management, and Supply Chain Management, and the Warriors to Workforce, Senior Acquisition Leadership Training, Program Management Fellows, and Facilities Management Programs – developing the next generation of forward-thinking acquisition professionals and business leaders in VA. The following pages provide detailed information on each school.

Acquisition Internship School
- Acquisition Intern Program
- Warriors to Workforce Program

Contracting Professional School
- Senior Acquisition Leadership Training

Program Management School
- Facilities Management Program
- PM Fellows Program

Supply Chain Management School

*To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil

Acquisition Internship School

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 generations 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.

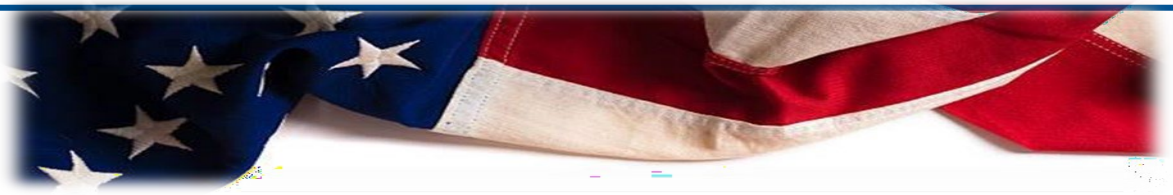
Acquisition Intern Program

AIP is an approximate two-year career development program starting at the GS-7 level with career potential. 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 70% of the program time) interspersed throughout the entire program. Other elements of the program include industry offsite trips, 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) Levels I and II.

AIP Training

Acquisition interns participate in rigorous acquisition classroom and distance learning training to attain the Office of Federal Procurement Policy (OFPP) mandated FAC-C education requirements www.fai.gov/drupal/certification/contracting-fac-c .

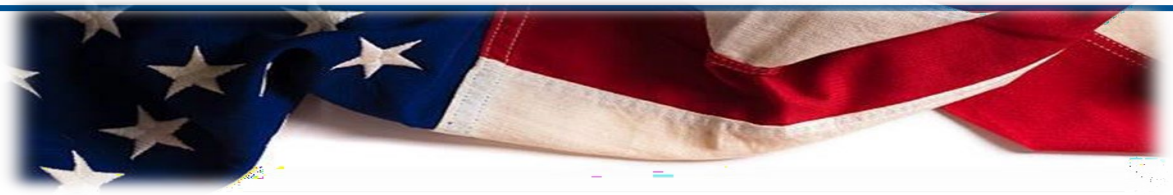
Interns alternate between academy-based-training (ABT) periods and on-the-job-training (OJT) periods. The interns return to their contracting organization, either VA or OGA, with higher levels of competence and confidence after each ABT period and have a positive impact on their organizations in supporting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



Program Components

Table 1: AIP Program Components

Contracting Courses (CON, FAC, FCN, CLC, HBS)	Federal Acquisition Institute (FAI) core courses designed to foster consistent technical competencies and standards related to the contracting function necessary to obtain OFPP's FAC-C Levels I and II.
Professional Courses (FLD)	Training focused on key FAI competencies critical to the 1102 field, such as leadership, program management, team building, interpersonal skills, and communication.
Contract Writing System Training (FCL, TMS)	Specific training on VA's contract writing systems, processes, and procedures.
Skill Building Workshops (FCN, FQN, FPM)	Using case studies and simulations of contracting scenarios, interns are given the opportunity to demonstrate and practice a number of competencies, such as critical thinking, risk management and problem solving, by reinforcing knowledge obtained during classroom training.
Mini-Missions	Pre-packaged, self-guided, one-hour training tools to reinforce contracting skills developed within the skill-building courses and workshops. Mini missions target one skill, one document, and are generally used to enhance eCMS skills.
On-the-Job Training (OJT)	Practical, hands-on experience applying knowledge and skills in the acquisition environment. Guided by seasoned professionals, interns are integrated into the day-to-day operations of a contracting office.
Mission Service & Industry Experience	Throughout the program, interns participate in mission service events to connect with the VA's mission. Industry off-site trips provide interns with an understanding of industry partners.

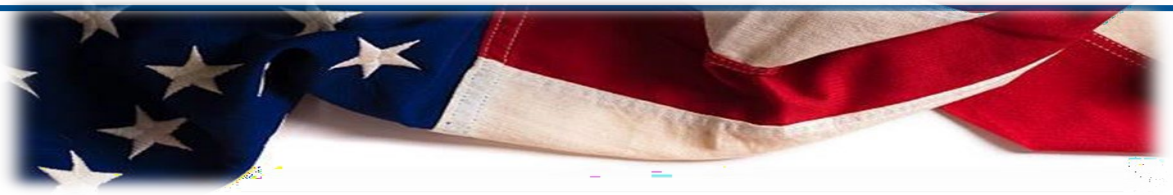


W2W Program

Warriors to Workforce (W2W) is an approximate one-year program that offers Veterans an opportunity to transition into a new career in the Federal Government by applying their military skills and experiences to the contract 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 environment 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 one-year program has four main components: business education, peak performance training, professional development, and mission service. 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 the 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. The fourth component of the program is the completion of a mission service project. This mission service project provides the interns with the opportunity to better understand the mission of the VA (or other agency) through a hands-on, community-based project.



Program Year One Components

Table 2: W2W 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.
Mission Service & Industry Experience	Throughout the program, interns participate in mission service events, to connect with the VA's mission. Industry off -site trips provide interns with an understanding of industry partners.

Upon successful completion of the W2W program, interns are converted to contract specialists (GS-1102) and advance into AIP. AIP provides a deep dive into the essential technical and professional competencies for contracting professionals, providing the training required for FAC-C Levels I and II certification (as set forth by OFPP); while also providing them a safe-to-fail experiential learning environment to work through a series of real-world sample work products. AIP takes a holistic training approach to develop technical, interpersonal, and leadership skills essential for the growth and development of entry-level acquisition professionals. AIP has been devoted to the training and development of the VA's next-generation acquisition professionals since 2008.

Upon successful completion of the program, interns are strategically infused into the acquisition workforce to meet the needs of the VA and OGA contracting organizations throughout the country.

AIS Contact Info: For questions regarding the Acquisition Internship School, visit or email vaaainternshipschool@va.gov for information about AIP or vaaaw2w@va.gov for information about W2W.

Contracting Professional School

The Contracting Professional School (CPS) 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 a diverse array of competency and technical skills training, as well as, resources and tools needed to support a robust and qualified contracting workforce.

The curricula includes 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, the school offers specialized tracks and continued professional development offerings, in areas such as construction, Federal appropriations, leasing, and source selection. The school also provides 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. The school incorporates civilian case studies and examples in training to increase relevance and strengthen the theory-to-practice connection. CPS 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 GS-1102s to attend courses provided by the CPS. Students in other career series are able to attend courses, based on seat availability and local office funding.

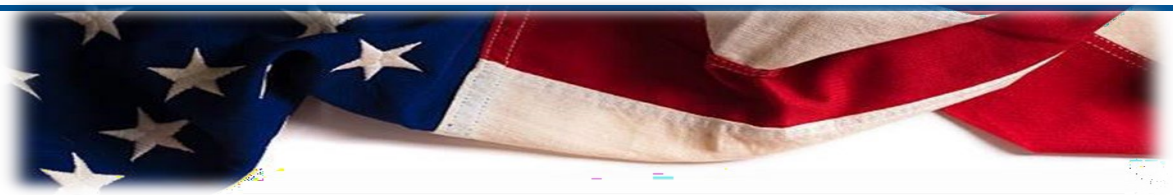
Contracting Professional Curriculum

The Contracting Professional School offers the VA acquisition workforce the fundamental courses for obtaining and maintaining the Federal Acquisition Certification in Contracting (FAC-C) requirements for Levels I, II, and III. To maintain certification, 80 continuous learning points (CLPs) must be accumulated every two years. CLPs can be earned 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-directed study, and mentoring). More information is available at OFPP's website.

Certification, Technical, Professional, and Leadership Training for the Acquisition Workforce - The Contracting Professional School 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 Federal Acquisition Certification in Contracting (FAC-C) for Levels I, II, and III in accordance with the OFPP.

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**



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 courses). 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 roadmap.

Mission and Policy Support Training Curriculum. Contracting Professional School develops customized training opportunities on topics deemed high-priority by acquisition leadership, and customized webinars and workshops to 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).

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.

Pay special attention to the courses identified with the AWF icon!

Acquisition Workforce Training AWF

These are courses intended for acquisition professionals across the acquisition workforce: 1102s, P/PMs, CORs, and other individuals critical to the acquisition lifecycle.

For questions regarding the Contracting Professional School, visit www.acquisitionacademy.va.gov or email vaaacontractprofessionalschool@va.gov

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**

FAC-C Certification and Curriculum

FAC-C Level 1 Requirements

Available Through VAAA

⇒ CON 091: Contract Fundamentals *(Available FTF at VAAA or SP at DAU)*

⇒ CON 170: Fundamentals of Cost and Price Analysis *(Available FTF and VILT at VAAA)*

⇒ FCL-CM-2500: Category Management 101

⇒ FCL-VA-0002: Welcome to VA: An Orientation for New 1102's^

⇒ FCL-VA-0034: Applying the Veterans First Contracting Program^

⇒ FCL-VA-0170: Contract Price Determination Workshop^

Available in FAITAS through DAU

⇒ CON 100: Shaping Smart Business Arrangements

⇒ FAC 023: Basic Contracting for GSA Schedules

⇒ FAC 031: Small Business Programs

⇒ CLC 056: Analyzing Contract Costs (SP at DAU)

⇒ CLC 057: Performance-Based Payment & Planning for Cash Flow

⇒ CLC 058: Introduction to Contract Pricing

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.

***NOTE: For more information detailing the experience, education, and training course requirements for FAC-C Levels I, II and III certifications, visit the** VAAA Federal Acquisition Certification in Contracting website.*

^ - Agency specific requirement for VA employees

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**

CON 091 (FED)| CONTRACT FUNDAMENTALS

Course Description: The course focuses on understanding contract formation and management principles, as well as regulatory fundamentals and their application within the Department of Defense (DoD). It provides fundamental knowledge and practical application that can be applied immediately in the workplace across the broad spectrum of DoD contracting organizations. The first week develops critical skills necessary to locate, interpret, and apply regulatory guidance in the Federal Acquisition Regulation (FAR); Defense Federal Acquisition Regulation Supplement (DFARS); DFARS Procedures, Guidance, and Information (PGI); and DoD Class Deviations. Subsequent weeks focus on the fundamentals of contract formation and management principles, to include the practical application of the FAR/DFARS/DFARS PGI/DoD class deviations to real-world scenarios.

Prerequisite(s): FCL-VA-0002: Welcome To the VA: An Orientation for New 1102s

Continuous Learning: FAC-C Level I or higher.

Instructional Hours: 104 (13 Class Days)

Continuous Learning Points: 104

Delivery Method: FTF, VILT, or BLD*

CON 170 (FED)| FUNDAMENTALS OF COST AND PRICE ANALYSIS

Course Description: This course is a FAC-C Level I certification training course. The course begins with a review of market research and contractor pricing strategies. Students will learn to calculate an objective using simple quantitative analysis. The course provides an overview of the regulations and processes for cost analysis, and requiring certified cost and pricing data. Students are also provided instruction on contract financing techniques. Finally, after learning the basic elements of price and cost analysis, students will build and defend a pre-negotiation objective. Students will apply cost analysis techniques during a week two proposal analysis capstone case, including writing a Price Negotiation Memorandum.

Prerequisite(s): Certification: CON 091, and highly encouraged to take CLC 057, CLC 058.

Continuous Learning: FAC-C Level I or higher.

Instructional Hours (F2F): 64 (8 Class Days)

FTF Continuous Learning Points: 64

Instructional Hours (VILT): 64 (8 Class Days)

VILT Continuous Learning Points: 64

Delivery Method: FTF or VILT*

FCL-VA-0170| CONTRACT PRICING DETERMINATIONS WORKSHOP

Course Description: This workshop will provide VA students an opportunity to apply the knowledge learned in CON 170 (FED). This application based class provides a detailed understanding of how to make a determination of fair and reasonable pricing prior to contract award. Students will practice various pricing techniques by using case studies to review requirements and evaluate pricing for reasonableness. Contract pricing techniques are covered in-depth, including relevant VA policy, regulation, and example language. Dedicated time is set-a-side to discuss application of the Vets First Contracting Program. VAAA will offer this 2-day course consecutively following an eight-day CON 170 offering. This course is to be taken in conjunction with completing CON 170 (FED). VA student should register for CON 170 and the consecutive offering of this course at the same time.

Prerequisite(s): CON 170

Continuous Learning Points: 16

Instructional Hours: 16 (2 Class Days)

Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**

FCL-CM-2500| CATEGORY MANAGEMENT 101

Course Description: This recorded presentation by the Government-wide Category Management Program Management Office gives an abbreviated overview of category management to Federal buyers. By the end of this course, participants will be able to:

1. Define category management
2. Explain why the government is adopting category management

Students will learn fundamental category management concepts as well as the government's specific approach, how category management will affect them, and about tools they can use to better utilize category management concepts.

Target Audience: The course targets members of the Federal acquisition workforce, especially those seeking FAC-C level 1.
Prerequisite(s): None
Instructional Hours: 1
Continuous Learning Points: 1
Delivery Method: SP*

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

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.
Prerequisite(s): None
Instructional Hours: 8 (1 Class Day)
Continuous Learning Points: 8
Delivery Method: VILT*

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 be 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, andpost-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.
Prerequisite(s): None
Continuous Learning Points: 2.5
Instructional Hours: 2.5
Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FAC-C Level 2 Requirements:
(All FAC-C Level 1 Training must be completed)

Available Through VAAA

⇒ CON 200: Business Decisions for Contracting *(Available FTF at VAAA or SP at DAU)*
⇒ CON 216: Legal Considerations in Contracting *(Available FTF at VAAA or SP at DAU)*
⇒ CON 280: Source Selection and the Administration of Service Contracts *(Available FTF at VAAA or VILT)*

⇒ CON 290: Contract Administration and Negotiation Techniques in a Supply Environment *(Available FTF at VAAA or VILT)*

Available in FAITAS through DAU

⇒ Harvard Business School (HBS) 428: Negotiating *(Available SP at DAU)*
⇒ CLC 051: Managing Government Property in the Possession of Contractors *(Available SP at DAU)*

In addition to the above listed courses, there are experiential and education requirements:

Experience: Two years 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.

***NOTE: For more information detailing the experience, education, and training course requirements for FAC-C Levels I, II and III certifications, visit the** VAAA Federal Acquisition Certification in Contracting website.*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

CON 200 (FED)| BUSINESS DECISIONS FOR CONTRACTING

Course Description: This course is a FAC-C Level II certification training course. Business Decisions for Contracting builds on contracting Level I pre-award business and contracting knowledge necessary to process complex procurements. The emphasis of this course is on planning successful mission-support strategies and executing an acquisition that optimizes customer mission performance. Students will learn various techniques for building successful business relationships, the benefits of strategic sourcing and spend analysis, and the ins and outs of providing contract financing. Students will also take an in-depth look at subcontracting, how to conduct a formal source selection, and how to analyze the information necessary to determine contractor responsibility.

NOTE: VA students are encouraged to enroll for the DAU distance learning course, FTF offerings are limited. Students can enroll in this course using FAITAS and access the DAU course.

Prerequisite(s): FAC-C Level I

Continuous Learning: FAC-C Level I or higher

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

CON 216 (FED)| LEGAL CONSIDERATIONS IN CONTRACTING

Course Description: This course is a FAC-C Level II certification training course. 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.

NOTE: VA students are encouraged to enroll for the DAU distance learning course, FTF offerings are limited. Students can enroll in this course using FAITAS and access the DAU course.

Prerequisite(s): FAC-C Level I

Continuous Learning: FAC-C Level I or higher

Instructional Hours: 40 (5 Class Days)

Continuous Learning Points: 40

Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

CON 280 (FED)| SOURCE SELECTION AND THE ADMINISTRATION OF SERVICE CONTRACTS

Course Description: This course builds on the foundation established through the Level I curriculum and the course prerequisites. The primary focus is on the acquisition of services under FAR Part 15 procedures, with an emphasis on performance-based acquisitions (PBA) for services, contract types, contract incentives, source selection, and contract administration. Students will learn the fundamentals of a performance based service acquisition -- from acquisition planning to contract closeout through a realistic case study. The course takes students through the solicitation process using the mandatory DoD Source Selection Procedures. Students will prepare contractual documents, and develop and deliver high-level source selection briefings with recommendations for contract award.

Prerequisite(s): CLC 051, CLC 056, CON 170, CON 200, CON 216, and HBS 428

Continuous Learning: FAC-C Level II or higher

Instructional Hours: 80 (10 Class Days)

Delivery Method: FTF or VILT*

CON 290 (FED)| CONTRACT ADMINISTRATION AND NEGOTIATION TECHNIQUES IN A SUPPLY ENVIRONMENT

Course Description: In this case-based course, students apply Contracting concepts and techniques learned in prerequisite courses to meet customer supply requirements and resolve complex Contracting issues. Special emphasis is placed on applying legal concepts from CON 216, intermediate pricing concepts from CON 270, and negotiation techniques from HBS 428. Students experience the full spectrum of Contracting processes and issues by following a supply requirement through all phases of the acquisition life cycle, from acquisition planning through contract close-out. Research, analysis, and communication skills are honed through development and presentation of a critical thinking project requiring in-depth focus on one area of Contracting. Negotiation skills are sharpened through active student participation in two simulated contract negotiations.

Prerequisite(s): CLC 051, CLC 056, CON 170, CON 200, CON 216, and HBS 428

Continuous Learning: FAC-C Level II or higher

Instructional Hours: 80 (10 Class Days)

Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FAC-C Level III Requirements:
(All FAC-C Levels I & II Training must be completed)

⇒ CON 360: Contracting for Decision Makers *(Available through DAU or FTF at VAAA)*

⇒ Complete 1 of the following courses:

- **Available through VAAA**
    - CON 244: Construction Contracting
    - ACQ 265: Mission-Focused Services Acquisition
    - ACQ 315: Understanding Industry
    - ACQ 370: Acquisition Law
    - 32 hours of electives*
- **Available in FAITAS through DAU**
    - CON 252: Fundamentals of Cost Accounting Standards
    - CON 370: Advanced Contract Pricing

⇒ Choose any HBS Module, other than HBS 428 *(Available in FAITAS through DAU)*

In addition to the above listed courses, there are experiential and education requirements:

Experience: Four years of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard

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

**These 32 hours of electives may be one course or a series of courses. Each course should be at least eight hours in length and can be taught in a classroom, online, or a combination of the two. Topics must be related to acquisition. Agencies have the option of specifying the courses their workforce members must take to meet the 32 hours of electives.*

NOTE: For more information detailing the experience, education, and training course requirements for FAC-C Levels I, II, and III certifications, visit the VAAA Federal Acquisition Certification in Contracting website.

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

CON 360 (FED)| CONTRACTING FOR DECISION MAKERS

Course Description: This course is a FAC-C Level III certification training course. Through realistic scenario-based learning, students work individually and in teams to practice developing sound business solutions as a valued strategic and expert business advisor. Students will learn to analyze complex contracting situations with emphasis on critical thinking, problem solving, research, and risk reduction. Student course work is designed to contribute real solutions on real acquisition problems to senior leadership and local supervisors.
Prerequisite(s): FAC-C Level II
Continuous Learning: FAC-C Level III
Instructional Hours: 64 (8 Class Days)
Continuous Learning Points: 64
Delivery Method: FTF or VILT*

Technical and Professional Competencies

ACQ 265 (FED)| MISSION-FOCUSED SERVICES ACQUISITION

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. 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.
Prerequisite(s): CLC 013 – Services Acquisition
Continuous Learning Points: 32
Instructional Hours: 32 (4 Class Days)
Delivery Method: FTF*

ACQ 370 (FED)| ACQUISITION LAW

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. The employment of integrated product teams in the acquisition process has resulted in the involvement of many non-contracting government personnel. ACQ 370 provides an overview of government contract law, specifically laws and regulations that are applicable to government contracts.
Prerequisite(s): Students cannot have graduated from course: ACQ 370 (FED)
Continuous Learning Points: 51
Instructional Hours: 36 (4.5 Class Days)
Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

ACQ 315| UNDERSTANDING INDUSTRY

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 defense products.

Prerequisite(s): None

Continuous Learning Points: 38

Instructional Hours: 38

Delivery Method: FTF*

CON 270 (FED)| INTERMEDIATE COST AND PRICE ANALYSIS

Course Description: Intermediate Cost and Price Analysis continues to build upon the fundamental contract pricing principles covered in the Level I Contracting curriculum, Contract Pricing Reference Guide, and DOD Policy. The course is divided into three segments addressing contract pricing issues from a Pre-Award, Negotiation Preparation-Award, and Post-Award perspective. In the course students will be introduced to quantitative techniques and tools used to quantify and facilitate decision making in determining a fair and reasonable price. Students will apply various cost analysis techniques and quantitative tools to analyze a contractor's cost proposal and to develop a government negotiation range and objective. The course is designed to prepare students for follow on DAWIA Level II certification courses, serve as a gateway into more advanced targeted contract pricing courses, and give the students some practical tools in pricing government contracts. The ultimate objective of the course is to help students become better business advisors in developing contract arrangements that are in the best interest of the government.

Prerequisite(s): Recommended: A college level course in statistics, and basic proficiency in Excel.

Continuous Learning: FAC-C Level II or higher.

Instructional Hours: 80 (10 Class Days)

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCN 195| FAR REFRESHER

Course Description: This three-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.

Prerequisite(s): None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: VILT or FTF*

FCN 400| EMERGENCY CONTRACTING BASICS

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. Please note that it partially fulfills the 32 required hours; therefore, an additional course must be taken. 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.

Prerequisite(s): None

Instructional Hours: 16 (2 Class Days)

Continuous Learning Points: 16

Delivery Method: VILT or FTF*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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

Who Should Attend: Employees who are in or entering the acquisition workforce and others involved in the acquisition process.

Prerequisite(s): None

Instructional Hours: 40 (5 Class Days)

Continuous Learning Points: 40

Delivery Method: VILT or FTF*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCN 501| ADAPT TO CHANGE AND MAINTAIN ACCOUNTABILITY

Course Description: This foundational course will help students hone skills on staying flexible while being accountable for their actions. It's crucial for everyone to know when to say yes, no, or it depends; stick to your decision and defend that decision, if necessary. Synchronous and asynchronous virtual learning resources are included. Adapt to Change and Maintain Accountability focuses on the professional competencies of Accountability and Flexibility 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 two virtual instructor-led training sessions, all within the same week, which will require 7 hours to complete.

Prerequisite(s): None

Instructional Hours: 7

Continuous Learning Points: 7

Delivery Method: VILT*

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.

NOTE: This course was previously named "Business Writing for 1102s" and contains many of the same learning objectives.

Prerequisite(s): None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: VILT or FTF*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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.

Prerequisite(s): None

Instructional Hours: 28 (3.5 Class Days)

Continuous Learning Points: 28

Delivery Method: FTF*

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. There are approximately three (3) hours of pre-course work required for this class. After the VILT session, the individual assignments will be due one week later.

Prerequisite(s): None

Instructional Hours: 8 (1 Class Day)

Continuous Learning Points: 8

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**

FCN 505| PROBLEM SOLVING FOR ACQUISITION DECISION MAKING

Course Description: Do you feel like you have a growing list of problems that need to be solved? Are you trying to get work accomplished and cannot get a group decision made? This foundational course will provide students with basic techniques and tips to solve problems and make decisions. Students will work through a series of case studies, participate in group activities and conduct discussions around common Acquisition problems. Problem Solving for Acquisition Decision Making focuses on the professional competencies of Problem Solving and Decisiveness 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. This course includes one virtual instructor-led training (VILT) classroom. Also, during the course week, individual assignments are required to be completed, prior to the virtual classroom session. There are approximately five (5) hours of pre-course work required for this course.

Prerequisite(s): None

Instructional Hours: 10

Continuous Learning Points: 10

Delivery Method: VILT*

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. Communicate, Collaborate and Connect focuses on the professional competency of Oral Communication 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.

NOTE: This course was previously named "Wow the Crowd! Making Engaging Presentations" and contains many of the same learning objectives.

Prerequisite(s): None

Instructional Hours: 32 (4 Class Days)

Continuous Learning Points: 32

Delivery Method: FTF*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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 (7) 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.

Prerequisite(s): None

Instructional Hours: 12 (1.5 Class Days)

Continuous Learning Points: 12

Delivery Method: VILT*

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 Level II and III 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.

Prerequisite(s): None

Instructional Hours: 9

Continuous Learning Points: 9

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCN 520| ADVANCED TECHNICAL WRITING FOR 1102s

Course Description: This foundational course will provide techniques to master the writing of routine contracting documents, to include an e-mail response, sole source justification, and best value document. The course is designed for professionals with intermediate grammar and writing skills and general knowledge of source selection, who wish to concentrate on consistent and persuasive writing. Advanced Technical 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.
NOTE: This course was previously named "Advanced Business Writing for 1102s" 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 Tuesdays and Thursdays, from 11:00 AM – 1:00 PM ET. Independent assignments, totaling approximately 8 hours, will be required before and after the VILT classroom sessions.
Prerequisite(s): None
Instructional Hours: 20 (2.5 Class Days)
Continuous Learning Points: 20
Delivery Method: VILT*

FCN 521| ADVANCED PROBLEM SOLVING FOR 1102s

Course Description: This foundational course is an advanced problem-solving course that will assist students in solving complex problems involving groups with differing priorities. Students will learn techniques for mastering the people and processes involved in multifaceted problems. The course is designed for Level II or Level III or senior/team leader contracting professionals interested in driving solutions to complex problems. Advanced Problem Solving for 1102s focuses on the professional competency of Problem Solving 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 "Identifying Problems and Creating Solutions" 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, Wednesday and Thursday, from 1:00 PM – 3:00 PM ET. Independent assignments, totaling approximately four (4) hours, will be required before and after the VILT classroom sessions.
Prerequisite(s): None
Instructional Hours: 10
Continuous Learning Points: 10
Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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 includes: 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.

Prerequisite(s): CON 243 - Architect and Engineering Contracting

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

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

Prerequisite(s): FAC-C Level II

Instructional Hours: 16 [2 Class Days)

Continuous Learning Points: 16

Delivery Method: VILT or FTF*

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.

Prerequisite(s): FAC-C Level II

Instructional Hours: 8

Continuous Learning Points: 8

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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.
Prerequisite(s): None
Instructional Hours: 24 (3 Class Days)
Continuous Learning Points: 24
Delivery Method: FTF or VILT*

FFM 421| APPLIED FAIR AND REASONABLE PRICING WORKSHOP

Course Description: This in-person 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."
Prerequisite(s): None
Instructional Hours: 16 (2 Class Days)
Continuous Learning Points: 16
Delivery Method: VILT or FTF*

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.
Prerequisite(s): None
Instructional Hours: 24 (3 Class Days)
Continuous Learning Points: 24
Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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.

Prerequisite(s): None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

FQN 440| BASIC SOURCE SELECTION

Course Description: This course provides complete and comprehensive coverage on source selection principles and processes. The 40-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.

Prerequisite(s): None

Instructional Hours: 40 (5 Class Days)

Continuous Learning Points: 40

Delivery Method: FTF or VILT*

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.

Prerequisite(s): None

Instructional Hours: 16 (2 Class Days)

Continuous Learning Points: 16

Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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 Level II certification.

Prerequisite(s): None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

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.

Prerequisite(s): None

Instructional hours: 16 (2 Class Days)

Continuous Learning Points: 16

Delivery Method: FTF or VILT*

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 or not a requirement falls within the definition of "commercial item", and whether or not the requirement is covered by FAR Part 12 "Acquisition of Commercial Items."
- Special Requirements for the Acquisition of Commercial Items
- Market Research - Sole Source Acquisitions 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.

Prerequisite(s): None

Instructional Hours: 16 (2 Class Days)

Continuous Learning Points: 16

Delivery Method: VILT or FTF*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FQN 481| APPLIED SIMPLIFIED ACQUISITION PROCEDURES

Course Description: This in-person skill-building workshop focuses on 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 procurements up to $7 million. This hands-on workshop is available to be relocated to field locations by request.

Prerequisite(s): None

Instructional Hours: 16 (2 Class Days)

Continuous Learning Points: 16

Delivery Method: VILT or FTF*

FCL-VA-0037| MINI MISSION: RFQ DIALOG SESSION IN ECMS

Course Description: Document creation occurs in a three-step process in eCMS: completing the dialog session, making necessary changes to the baseline content in the Content Manager (i.e., completing data values and fill-ins), and then formatting the document in Microsoft Word. In this self-paced exercise, learners will focus on the first step of the document creation process, completing the RFQ dialog session. Since the eCMS Dialog session is dynamic, the questions asked may vary based on previous responses. Therefore, continued practice with developing RFQs for different scenarios will lead to more efficiency and comfort with using eCMS and in identifying the appropriate resources to create the solicitation. Learners will be provided with a scenario and relevant acquisition documents to complete the RFQ Dialog Session in eCMS using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0038| MINI MISSION: SF 30 CONTRACT MODIFICATION

Course Description: Every change to an original contract requires a written modification. Creating FAR-compliant modifications is a required skill and one that a contract specialist will regularly perform. In this self-paced exercise, learners will develop and practice skills in contract modifications. Learners will identify the characteristics of the Standard Form (SF) 30 Contract Modification, complete an SF 30 Contract Modification in eCMS based on the provided scenario information and acquisition documents, and review the SF 30 Contract Modification for accuracy and completeness using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

FCL-VA-0039| MINI MISSION: PRE-SOLICITATION NOTICE

Course Description: In this self-paced exercise, learners will complete the Pre-Solicitation Notice in eCMS, using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices. Learners will identify the characteristics of the Pre-Solicitation Notice, complete the Pre-Solicitation Notice based upon the scenario information and acquisition documents provided, and review the Pre-Solicitation Notice for accuracy and completeness.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

FCL-VA-0040| MINI MISSION: INTENT TO SOLE SOURCE

Course Description: FAR subpart 6.3 allows for other than full and open competition for a contract award in only seven situations. Subpart 5.2 requires the Contracting Officer to publish the intent to make an award without competition, commonly called "sole source," and FAR subpart 6.303 requires an approved Justification and Approval (J&A) memo that contains specific information. The J&A is attached to the Intent to Sole Source notice. In this self-paced exercise, learners will explore the circumstances that permit the use of other than full and open competition, the justification requirements, and the content of the Intent to Sole Source notice. Learners will practice creating the documents using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices. Learners will be provided a scenario and relevant acquisition documents to complete the exercise.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0041| MINI MISSION: SOURCES SOUGHT NOTICE

Course Description: The purpose of a Sources Sought Notice is to determine the potential extent of competition under the designated NAICS code. In this self-paced exercise, learners will acquire the skills to create the Sources Sought Notice. Learners will practice those skills by creating a Source Sought Notice in eCMS and posting it via FBO, using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices. Learners will be provided a scenario and relevant acquisition documents to complete the exercise.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

FCL-VA-0042| MINI MISSION: VA 2268

Course Description: FAR Part 19, Small Business Program, outlines the requirements for contracting with small businesses. The VA Form 2268 is used in the Office of Small Disadvantaged Business Utilization (OSDBU) procurement review process to help the VA meet its annual small business and socio-economic goals. In this self-paced exercise, learners will identify the characteristics of VA Form 2268 and complete the VA Form 2268 in eCMS using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices. Learners will be provided a scenario and relevant acquisition documents to complete the exercise.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

FCL-VA-0043| MINI MISSION: RFG FORMATTING IN ECMS

Course Description: Document creation occurs in a three-step process in eCMS: completing the dialog session, making necessary changes to the baseline content in the Content Manager (i.e., completing data values and fill-ins), and then formatting the document in Microsoft Word. In this self-paced exercise, learners will focus on the third step of the document creation process: formatting the RFQ in Microsoft Word. Learners, provided with a scenario and relevant acquisition documents, will complete the exercise using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0044| MINI MISSION: COVER PAGE OF THE AWARD

Course Description: FAR 12.303 specifies Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items, to be used as the cover page of a solicitation for commercial items or services, as well as the cover page of the resultant contract or order. Being able to identify data sources and required information for completing the SF 1449 is a necessary 1102 skill. In this self-paced exercise, learners, provided with a scenario and relevant acquisition documents, will practice drafting the SF 1449 cover page of the award in eCMS using accurate acquisition sources, eCMS training procedures, and Contracting Officer best practices.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

FCL-VA-0045| MINI MISSION: RFQ CONTENT MANAGER IN EMCS

Course Description: Document creation occurs in a three-step process in eCMS: completing the dialog session, making necessary changes to the baseline content in the Content Manager (i.e., completing data values and fill-ins), and then formatting the document in Microsoft Word. In this self-paced exercise, the learner will focus on the second step of the document creation process: using the Content Manager. Learners, provided with a scenario and relevant acquisition documents, will use the Content Manager to complete data values and fill-ins, manage text segments, and make necessary changes to the baseline content provided as a result of the Dialog Session. Learners will use accurate acquisition sources, eCMS procedures, and Contracting Officer best practices to complete the exercise.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

FCL-VA-0046| MINI MISSION: ORGANIZING YOUR ECMS DESKTOP

Course Description: Use of the VA's Electronic Contract Management System (eCMS) is mandatory for procurement actions. To organize the eCMS desktop effectively, users must understand how to use the system's built-in functions and procedure guide to add and connect acquisition actions accurately. In this self-paced exercise, learners will organize their eCMS desktops. Learners, after being provided with a scenario and relevant acquisition documents, will review the acquisition Planning Phase steps; create a new Acquisition Plan action using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices; retrieve and connect a Purchase Request to the Acquisition Plan action; and complete data values for the Acquisition Plan.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0047| MINI MISSION: ORGANIZING YOUR DIGITAL DESKTOP

Course Description: This course is intended for Department of Veterans Affairs acquisition professionals. This self-paced exercise presents concepts and practices to help learners get - and stay - organized as they grow in the contract specialist/1102 career. This organizational skill is essential for eCMS usage. Learners will examine the digital desktop organization skills necessary for a contract specialist. Learners will then, through the use of a scenario and relevant acquisition documents, practice implementing those skills by creating an effective digital filing system, naming files consistently and purposefully, and using digital desktop organization tools, based on Contracting Officer best practices.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

FCL-VA-0048| MINI MISSION: COVER PAGE OF THE SOLICITATION

Course Description: FAR 12.303 specifies Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items, to be used as the cover page of a solicitation for commercial items or services, as well as the cover page of the resultant contract or order. Being able to identify data sources and required information for completing the SF 1449 is a necessary 1102 skill. In this self-paced exercise, learners will review the purpose of the SF 1449, identify required information and data sources for completing the SF 1449, and develop an SF 1449 for solicitation by using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices. The learner will be provided with a scenario and the relevant acquisition documents to complete the exercise.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

FCL-VA-0049| MINI MISSION: LINE ITEM STRUCTURE

Course Description: Contract Line Item Numbers (CLINs) and Sub-Contract Line Item Numbers (SLINs) identify the supplies or services acquired. This separation provides for delivery, acceptance, inventory, and accounting traceability. All property delivered to the Government must be delivered on a contract line item or subline item. In this self-paced exercise, learners will explore CLIN and SLIN structure as defined by FAR subpart 4.10. Learners will develop an understanding of the policy, applicability, and data elements for line items and subline items by developing several CLINs/SLINs in eCMS using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices. Learners will be provided a scenario and relevant acquisition documents to complete the exercise.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0050| MINI MISSION: AWARD CREATION IN eCMS

Course Description: This course is intended for Department of Veterans Affairs acquisition professionals. Award document creation occurs in a three-step process in eCMS: copying the RFQ document to create the Award document, making necessary changes to the baseline content in the Content Manager (i.e., completing data values and fill-ins), and then formatting the Award document in Microsoft Word. In this self-paced exercise, learners will focus on the second step of the Award document creation process: using the Content Manager. Learners, provided with a scenario and relevant acquisition documents, will complete the exercise using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices. Students will complete this course in Blackboard.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

FCL-VA-0051| MINI MISSION: AWARD FORMATTING IN eCMS

Course Description: This course is intended for Department of Veterans Affairs acquisition professionals. Award document creation occurs in a three-step process in eCMS: copying the RFQ document to create the Award document, making necessary changes to the baseline content in the Content Manager (i.e., completing data values and fill-ins), and then formatting the Award document in Microsoft Word. In this self-paced exercise, learners will focus on the third step of the document creation process: formatting the Award document in Microsoft Word. Learners, provided with a scenario and relevant acquisition documents, will complete the exercise using accurate acquisition sources, eCMS procedures, and Contracting Officer best practices. Students will complete this course in Blackboard.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

Acquisition Writing System

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. Before attending the 3.5-day classroom training, students must have completed the three web-based eLearning module prerequisites to establish a baseline level of eCMS knowledge. 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.
Prerequisite(s): eCMS and Integrated Systems, eCMS FPDS Information Channel, and eCMS in the Acquisition Lifecycle.
Continuous Learning Points: 28
Instructional Hours: 28 (3.5 Class Days)
Delivery Method: FTF or VILT*

TMS ID: 3860842| eCMS & INTEGRATED SYSTEMS

Course Description: eCMS is integrated with numerous acquisition systems, including FedBizOpps (FBO), Forecasting of Contracting Opportunities (FCO), Vendor Portal, eBuy, Federal Procurement Data System (FPDS), System for Award Management (SAM), Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP), and the Centralized Administrative Accounting Transaction System (CAATS). These systems enrich the capabilities of eCMS by allowing it to be a single point of entry for all integrated systems. This web-based tutorial module will convey the purpose of each of these systems, the relationships between them, and their impact within the eCMS lifecycle.
Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

TMS ID: 3864515| eCMS BASIC SYSTEM ADMINISTRATION

Course Description: This web-based tutorial shows eCMS users performing a system administration function how to create and maintain user accounts, use shared desktops, and administer eCMS data.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

TMS ID: 3864508| eCMS CONTENT MANAGER AND BRIEFCASE

Course Description: eCMS is integrated with numerous acquisition systems, including FedBizOpps (FBO), Forecasting of Contracting Opportunities (FCO), Vendor Portal, eBuy, Federal Procurement Data System (FPDS), System for Award Management (SAM), Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP), and the Centralized Administrative Accounting Transaction System (CAATS). These systems enrich the capabilities of eCMS by allowing it to be a single point of entry for all integrated systems. This web-based tutorial module will convey the purpose of each of these systems, the relationships between them, and their impact within the eCMS lifecycle.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

TMS ID: 3870692| eCMS CURRICULUM UPDATES

Course Description: This course is a pre-recorded webcast describing the eCMS curriculum updates, including changes to the classroom-based training format, addition of web-based training modules, and the eCMS User Guide on SharePoint.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

TMS ID: 3860843| eCMS FPDS INFORMATION CHANNEL

Course Description: As VA's Official System of Record, eCMS works closely with FPDS for reporting purposes. The accuracy of data entered into FPDS is reliant upon appropriate usage of the eCMS system, primarily from the standpoint of correct completion of data value prompts. This web-based tutorial will educate users on the relay of information, between eCMS and FPDS and importance of correct completion of data value prompts, to improve VA's organizational reporting to the FPDS database.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

TMS ID: 3860841| eCMS IN THE ACQUISITION LIFECYCLE

Course Description: This web-based tutorial will increase user understanding of how the eCMS lifecycle supports the pre-award, award, and post-award phases of the Acquisition Lifecycle, and is intended to provide users with a holistic understanding of the eCMS system as it supports VA's acquisition requirements. It will describe eCMS terminology and link terminology concepts to acquisition concepts as defined by the Federal Acquisition Regulation (FAR).
Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: SP*

TMS ID: 3864516| eCMS MICROSTRATEGY REPORTING

Course Description: This web-based tutorial describes how MicroStrategy can be used as a performance support tool and highlights its many functions. Learners will become acquainted with sample reports and learn how to generate and customize their own MicroStrategy reports.
Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: SP*

TMS ID: 3864517| eCMS MODIFICATION ACTIONS & CHANGE ORDERS

Course Description: This web-based tutorial discusses modification actions and change orders. Students will dive into the many purposes of the modification action, build their understanding of this integral action, and understand how it is used in order to facilitate each of its specific uses.
Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: SP*

TMS ID: 3864512| eCMS TRAIN THE TRAINER: CONVEYING YOUR eCMS EXPERTISE TO OTHERS

Course Description: This web-based tutorial provides eCMS users with learning techniques that can be used to teach their peers and respond to common questions and workplace challenge. Learners will understand the importance of training and gain insight into the challenges faced by every day eCMS users. This tutorial will also point out useful resources that can be used to support learning efforts.
Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

TMS ID: 3864518| eCMS USER GUIDE REFRESHER

Course Description: This web-based tutorial serves as an interactive standard operating procedure, to reference the eCMS User Guide.

Prerequisite(s): None

Continuous Learning Points: 1

Instructional Hours: 1

Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

Acquisition Specializations and Certifications

CON 243 (FED)| ARCHITECT-ENGINEER SERVICES CONTRACTING

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. 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.
Prerequisite(s): FAC-C Level I, CON 216 – Legal Considerations in Contracting
Instructional Hours: 40 (5 Class Days)
Continuous Learning Points: 40
Delivery Method: FTF or VILT*

CON 244 (FED)| CONSTRUCTION CONTRACTING

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. 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.
Prerequisite(s): CLC 056 – Analyzing Contract Costs, CON 127 – Contract Management and CON 216 – Legal Considerations in Contracting
Continuous Learning Points: 40
Instructional Hours: 40 (5 Class Days)
Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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.
Prerequisite(s): Highly recommend that most students have previously completed Con 244, this class is intended as a refresher.
Continuous Learning Points: 24
Instructional Hours: 24 (3 Class Days)
Delivery Method: FTF or VILT*

FCN 406| LEASE ACQUISITION TRAINING (LAT)

Course Description: Leasing specialists have to 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.
Prerequisite(s): None
Continuous Learning Points: 36
Instructional Hours: 36 (4.5 Class Days)
Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCN 408| COST AND 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 exercises. This is one of the courses required to qualify for a higher-level leasing warrant.

Prerequisite(s): FCN 406 – Lease Acquisition Training

Continuous Learning Points: 40

Instructional Hours: 40 (5 Class Days)

Delivery Method: FTF or VILT*

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.

Prerequisite(s): FCN 406 – Lease Acquisition Training / Recommended: FCN 408 – Cost and Price Analysis of Lease Proposals

Continuous Learning Points: 40

Instructional Hours: 40 (5 Class Days)

Delivery Method: FTF or VILT*

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.

Prerequisite(s): FCN 406 – Lease Acquisition Training

Continuous Learning Points: 40

Instructional Hours: 40 (5 Class Days)

Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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.

Prerequisite(s): FCN 406 – Lease Acquisition Training

Continuous Learning Points: 40

Instructional Hours: 40 (5 Class Days)

Delivery Method: FTF or VILT*

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.

Prerequisite(s): None

Continuous Learning Points: 40

Instructional Hours: 40 (5 Class Days)

Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

Acquisition Leadership

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 (3) VILT classroom sessions.

Prerequisites: FAC-C Level II

Instructional Hours: 18 (FTF*) / 21 (VILT*)

Continuous Learning Points: 18

Delivery Method: FTF or VILT*

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.

Prerequisite(s): FAC-C Level II

Instructional Hours: 16 (3 Class Days)

Continuous Learning Points: 16

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCN 705| MASTERING DIFFICULT CONVERSATIONS WITH DIRECT REPORTS

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. This three-week course will be held using a distance learning platform. Students are expected to complete an estimated six (6) hours of individual assignments. Students must also attend three virtual classroom sessions and an orientation. The virtual orientation session will be held on the first Tuesday of the course, from 1:30 PM - 2:30 PM ET. Virtual classroom sessions will be held on Tuesdays, from 12:30 PM - 4:00 PM ET.

Prerequisite(s): FAC-C Level II

Instructional Hours: 16 (3 Class Days)

Continuous Learning Points: 16

Delivery Method: VILT*

FCN 802| MANAGERIAL CONTRACTING OFFICER, 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.

Prerequisite(s): FAC-C Level II

Instructional Hours: 16 (3 Class Days)

Continuous Learning Points: 16

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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 diverse 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.

Prerequisite(s): None

Instructional Hours: 16 (2 Class Days)

Continuous Learning Points: 16

Delivery Method: FTF or VILT*

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 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, but who need to get work done through others.

Prerequisite(s): None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

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? This course provides the opportunity to explore the core skills and techniques crucial to effective leadership and management. 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.

Prerequisite(s): None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FLD 151| CRITICAL THINKING FOR 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.
Who Should Attend: This course is intended for acquisition professionals who want to change thinking patterns to solve workplace problems.
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

Prerequisite(s): None
Instructional Hours: 24 (3 Class Days)
Continuous Learning Points: 24
Delivery Method: FTF or VILT*

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

Course Description: This orientation is for GS-1102, Supervisory Contracting Specialist. In this course, students will reflect upon and develop 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 diverse 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 leaders needed in VA's 1102 workforce. There are approximately five (5) hours of pre-course work required for this course.
Prerequisite(s): None
Instructional Hours: 40 (5 Class Days)
Continuous Learning Points: 40
Delivery Method: FTF*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FLD 411| THINK ABOUT IT: SYSTEMS THINKING IN THE VA

Course Description: 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 face-to-face 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.

Prerequisite(s): None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF*

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 11AM - 3PM EST three consecutive days during the weeks that it is scheduled.

Prerequisite(s): None

Instructional Hours: 12 (1.5 Class Days)

Continuous Learning Points: 12

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

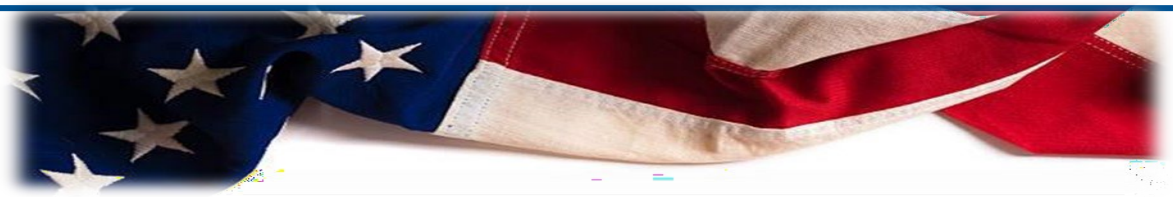
Program Management School

The VAAA Program Management School (PMS) curriculum was developed to address the certification requirements derived from the Office of Management and Budget (OMB) mandate to certify all Federal program/project managers and contracting officer's representatives (CORs). The school's curriculum implements best-in-class acquisition training in VA and throughout the Federal service to include the related requirements for construction, facilities, and engineering.

Completing program/project management or COR training fulfills the Federal Acquisition Certification education requirements for Program and Project Managers (FAC-P/PM) and Contracting Officer's Representatives (FAC-COR) and supports the new requirements of the FE/C certification related to §211 of the MISSION Act. Trainees will subsequently need to document work experiences and apply for these Federal certifications upon completing training, along with meeting additional requirements identified by their Acquisition Career Manager's (ACM) office.

Acquisition is an integral component of Federal program execution. The school trains proficient program/project managers and CORs by delivering best-in-class educational products that achieve superior mission outcomes for the Federal acquisition workforce, the Veteran, and – ultimately – the taxpayer. The school's foundational learning offerings help VA meet OMB-mandated certification requirements while maturing the department's program/project management and COR capabilities. Additional, tailored operational solutions strategically address emerging needs – distinguishing the school's product lines from the other Federal training institutions. This integrated, collaborative, programmatic approach ensures across-the-board, value-added personal and professional efficiencies.

The PMS proactively and collaboratively identifies and administers professional development products to develop and enrich the acquisition competencies of the entire Federal workforce.



Federal Acquisition Certificate Programs

Contracting Officer's Representative (FAC-COR)

The Program Management School's FAC-COR Levels I and II courses fulfill certification training requirements and provide the requisite knowledge and skills for properly executing COR responsibilities in VA and throughout the Federal service. The PMS offers COR Level I training as a self-paced, virtual e-learning course and COR Level II training in both virtual instructor-led and classroom 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.

Project and Program Management (FAC-P/PM)

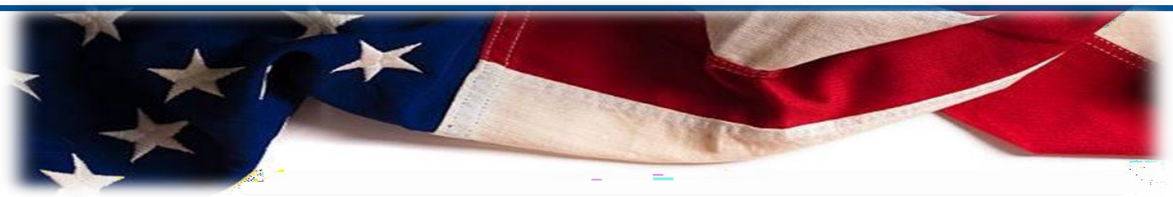
The program/project management curriculum was designed around the Enterprise Program Management (EPM) framework in order to satisfy training requirements for FAC-P/PM Entry, Mid, and Senior level certifications. This approach allows trainees to learn VA process-specific best practices and successfully adapt the knowledge to their specific organizational requirements. The curriculum includes competency assessments, classroom and online learning, coaching and mentoring, and on-the-job qualification development activities. The training ensures that participants can apply knowledge and new skills to their work immediately and enhance program/project performance.

Continuous Learning

The PMS 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 foundational knowledge, best practices, and lessons learned applicable to a wide range of functional competencies. The continuous learning curriculum includes the Continuous Topics for Program and Project Managers series (FCL-VA-0101–12), which provides virtual, industry SME-led CLP courses for the acquisition workforce on a monthly basis. Deliveries include 12 distinct courses, each covering topics relating to one of the FAC-P/PM competencies, or an associated performance outcome, found in FAI and tailored to program management trends within VA.

PM Engagement

This suite of strategic training initiatives includes the PM Fellows program and PM Engagement workshops and offers products and solutions tailored to the needs of program leaders and teams overseeing mission-critical programs and/or project investments.



PM Engagement Workshops

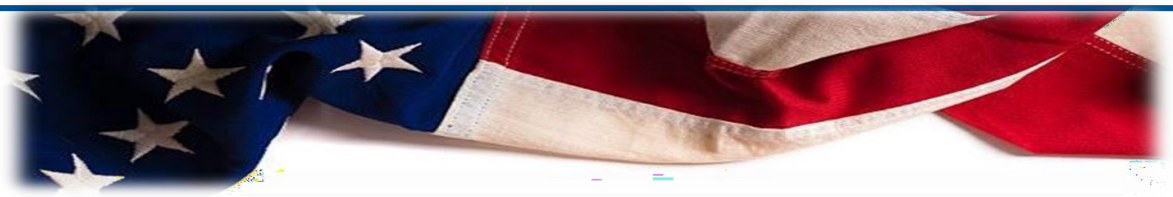
This suite of strategic training initiatives includes the PM Fellows program and PM Engagement workshops and offers products and solutions tailored to the needs of program leaders and teams overseeing mission-critical programs and/or project investments.

This series of tailored, on-site workshops creates a cohesive integrated program/project team (IPT) that both proficiently manages a specific program or major project while mastering generalized PM skills in other functional areas. The program's team of PM practitioners expertly assists the customer to analyze their current program/project state and identify issues, isolate and address cost, schedule, performance, and/or satisfaction impediments, develop new or updated support artifacts, and create a revitalization plan realign the program/project.

Workshops focus on critical project management disciplines, processes, and artifacts, such as work breakdown structure (WBS), program requirements, integrated master schedules, the acquisition package, and the risk management plan. The value to the customer includes increased competency by the entire IPT to directly and immediately improve performance outcomes, sustainable, repeatable process improvement, and an improved Federal framework that enhances P/PM performance, transparency, and oversight – ultimately keeping major programs and projects on schedule and within budget.

Program Management Fellows

Program Management Fellows (PMF) is a selective professional development initiative propelling aspiring program/project managers through an accelerated, experiential learning curriculum to attain Mid-Level P/PM competencies and ready them to lead mission-critical initiatives. The program reinforces Fellows' foundational knowledge through action learning, skill-building workshops, self-paced exercises, virtual collaboration, coaching, mentoring, and development of the entire cohort team and community of practice. Additionally, the program exposes participants to a range of different P/PM functional areas within their career field through job rotation opportunities.



Applied Program Management Training

The Applied Program Management Training (APMT) program was created to address the delay between construction funding requests and final approval, whereby evolution and shifting priorities within medical centers often results in inadequate adherence to requirements and organizational activities necessary to complete said projects. The PMS, in tandem with Veterans Health Administration (VHA) and Office of Construction & Facilities Management (CFM), has developed applied program management training that can be delivered in person or online to confirm projects' mission objectives, identify capital and non-capital aspects of projects, validate pricing, needs, functionalities, and dependencies, address campus-wide implications of projects, and clarify the roles of CFM, Capital Asset Manager, and site leadership.

Academic Quality Program (IACET)

The PM School currently chairs the VAAA independent program team (IPT) and is leading the development of a VAAA-wide quality program using the International Association for Continuing Education and Training (IACET) requirements as a template and guide. This effort will result in accreditation for the entire Academy and provide a united approach to development, presentation, and quality to better serve stakeholders, customers, staff, and veterans.

For questions regarding the Program Management School, visit www.acquisitionacademy.va.gov or email vaaaprogrammanagementschool@va.gov.

FAC-COR

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

Course Description: The FAC-COR Level l 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 l CORs in the VA and throughout the Federal government.

Prerequisite(s): None

Instructional Hours: 8 hours

Continuous Learning Points: 8

Delivery Method: SP*

FCR 201| CONTRACTING OFFICER'S REPRESENTATIVE (COR) LEVEL II

Course Description: The FAC-COR Level II course is a 40-hour, instructor-led training for CORs seeking FAC-COR Level II certification. The course allows trainees to gain the fundamental knowledge and skills necessary to perform the duties of a COR through an understanding of the standards of conduct and ethics and development of requirements documents, contract documentation, inspection procedures, changes, terminations, and disputes. At the completion of the course, participants will possess a clear understanding of how to fulfill obligations as a COR Level II and will receive a certificate of completion which can be used, along with other unique agency requirements, to apply for COR Level II certification.

Prerequisite(s): None

Instructional Hours: 40 hours (FTF* 5 Class Days/8 Hours Per Day or VILT* 8 Class Days/5 Hours Per Day)

Continuous Learning Points: 40

Delivery Method: FTF* or VILT*

FTF* This course requires coordination efforts from a training officer representative located at your station to email the VAAA Program Management School at vacovaaapr@va.gov.

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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). 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 requirements development and management, systems engineering, test and evaluation, lifecycle logistics, contracting, business cost estimating and financial management, and leadership.
Prerequisite(s): None
Instructional Hours: 40 (5 Class Days)
Continuous Learning Points: 40
Delivery Method: FTF*

FPM 121| ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT II

Course Description: The target audience for this training is new program and project management professionals seeking FAC-P/PM Entry Level certification. This course will help entry-level project managers gain the basic knowledge and skills necessary to successfully manage a small project or to become an effective member of an integrated project team (IPT). Upon successful completion of this course, trainees will understand how to fulfill entry-level program/project management obligations.
Prerequisite(s): FPM 120 FED or 120A + 120B
Instructional Hours: 40 (FTF* 5 Class Days/8 Hours Per Day or VILT* 10 Class Days/4 Hours Per Day)
Continuous Learning Points: 40
Delivery Method: FTF* and VILT*

FPM 271| FAC-P/PM CONCEPT DEFINITION SBW

Course Description: Practical application workshop designed to provide Fellows with additional hands on experience in performing key activities associated with the Concept Definition phase of a program/project's life cycle to expand on skills acquired in Year 1 of the program. This workshop will provide opportunities for Fellows to address problems of increased level of difficulty. Fellows will have the opportunity to define requirements utilizing the concepts and techniques introduced in the Concept Definition FAC-P/PM Entry and Mid-Level courses and skills obtained during the Concept Definition 100 workshop and job rotations. Using a VA-specific problem scenario (of moderate to more advanced level of complexity), Fellows will conduct an analysis of alternatives, develop a Strategic Statement of Need, and articulate a Business Case to support proposed solution. Fellows will be challenged to defend their proposed solution. The dynamics of working within an IPT will also be addressed. Differences related to IT, Healthcare, and Construction in the Concept Definition phase will be further examined.
Prerequisite(s): FPM 120 FED or 120A + 120B
Instructional Hours: 32 (4 Class Days)
Continuous Learning Points: 32
Delivery Method: FTF*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FPM 272| MID LEVEL - CONCEPT PLANNING SBW

Course Description: Practical application workshop designed to provide Fellows with hands-on experience in performing key activities associated with the Concept Planning phase of a project's life cycle. This Skill Building Workshop 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 Concept Planning Workshop 100 and to expand the Fellows knowledge base, understanding, and practice of PM planning related to more complex projects and programs. Fellows will develop key elements of an Acquisition Plan in compliance with the Federal Acquisition Regulation (FAR) and existing VA policy and guidelines. As part of this activity, Fellows will identify alternative contracting strategies for satisfying identified needs. Fellows will work within a mock Acquisition IPT to analyze and solve an acquisition problem. This workshop will also reinforce the principles of Performance Based Acquisition (PBA) by asking fellows to write a Performance Work Statement (PWS). Fellows will also develop a WBS and MS Project schedule with resource allocations for implementing the acquisition strategy defined in the Acquisition Plan.

Prerequisite(s): FPM 120 FED or 120A + 120B

Instructional Hours: 40 (5 Class Days)

Continuous Learning Points: 40

Delivery Method: FTF*

FPM 274| FAC-P/PM DEVELOPMENT THROUGH CLOSEOUT SBW

Course Description: Practical application workshop designed to provide Fellows with hands-on experience in performing key activities associated with the Operations, Maintenance, and Close-out phase of a project's life cycle. This Skill Building Workshop will focus on performance measurement and reporting mechanisms to monitor and evaluate the program process and evaluate program success. By analyzing program variances from the program plan, Fellows will work to identify corrective actions and recognize the value reporting measures have on successful operations. Different strategies for communicating status to stakeholders will be addressed. Differences related to IT, Healthcare, and Construction in this phase will also be introduced.

Prerequisite(s): None

Instructional Hours: 16 (2 Class Days)

Continuous Learning Points: 16

Delivery Method: FTF*

FPM 281| MID LEVEL - FAC-P/PM PART I

Course Description: Mid-Level FAC-P/PM Part 1 builds upon the base of knowledge and skills from the Entry Level FAC-P/PM curriculum and prepares students to lead and oversee larger projects, multiple projects, and coordinate these related projects into a program. Specifically, Mid-Level FAC-P/PM Part 1 will introduce students to an enterprise level program/project management framework, the program/project management governance models, and will explore how projects are created, funded, and aligned to strategic missions/objectives and attain a desired outcome.

Prerequisite(s): None

Instructional Hours: 32 (4 Class Days)

Continuous Learning Points: 32

Delivery Method: FTF*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FPM 282| MID LEVEL - FAC-P/PM PART ii

Course Description: Mid-Level FAC-P/PM Part 2 continues preparing participants to operate and lead programs and projects at the Mid-Level FAC-P/PM level of complexity. This course will progress through the enterprise level program/project management framework and will continue project planning activities and focus on program/project development, implementation, and closeout activities. A special emphasis will cover verifying program/project outcomes align with strategic goals and program/project sustainability and support after implementation and continuous improvement.

Prerequisite(s): FPM 281

Instructional Hours: 40 (5 Class Days)

Continuous Learning Points: 40

Delivery Method: FTF*

FPM 283| MID LEVEL - FAC-P/PM APPLIED PROGRAM/PROJECT MANAGEMENT

Course Description: Mid-Level FAC-P/PM Lab (VHA) is primarily for VA employees who are involved in programs, projects, and improvement tasks in a health care setting. This course builds upon the general program/project management best practices from FPM 281/282 and integrates specific program/project management tools and methodologies unique to the Federal government and health care systems.

Prerequisite(s): FPM 282 or FPM 262

Instructional Hours: 40 (5 Class Days)

Continuous Learning Points: 40

Delivery Method: FTF*

FPM 370| FAC-P/PM SENIOR-LEVEL INTRODUCTION

Course Description: This 2-hour webinar is the first prerequisite and prepares participants for the FAC-P/PM Senior Level course series.

Prerequisites: None

Instructional Hours: 1.5 hours (90-minute webinar followed by an on-line self-assessment)

Continuous Learning Points: 2

Delivery Method: VILT*

FPM 371| FAC-P/PM SENIOR-LEVEL PRE-COURSE EVENT

Course Description: Registration eligibility for this course is determined by the successful completion of the self-assessment in FPM 370. This second FAC-P/PM Senior Level prerequisite course begins with a 90-minute webinar that reviews the requirements to succeed in the classroom course. This is followed by online exercises and activities with specified due dates and times. Senior Level participants perform exercises and prepare artifacts that they will use in the classroom. Successful completion is required to attend FPM 372.

Prerequisites: FPM 370

Instructional Hours: 10

Continuous Learning Points: 10

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FPM 372| FAC-P/PM SENIOR-LEVEL RESIDENT COURSE

Course Description: This ten-day, classroom-based course is designed specifically for professionals with program and project management skills, training, and experience who have successfully completed the two prerequisite FAC-P/PM Senior Level courses. It is the third and final course in the FAC-P/PM Senior-Level series. Success in this course requires FAC-P/PM Mid-Level certification and/or equivalent knowledge along with extensive experience in Federal Government program management, including the application of multiple PM frameworks, an above average command of program/project management activities, and leadership skills. Successful completion of the FAC-P/PM Senior Level course series meets the training requirements for certification. Experience requirements for certification are set by FAI and verified by the Acquisition Career Manager (ACM) office.

Prerequisites: FPM 370 and FPM 371

Instructional Hours: 80 (10 Class Days)

Continuous Learning Points: 80

Delivery Method: FTF*

Continuous Learning

FCE 400| LIFE CYCLE COST ESTIMATION (LCCE)

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.

Prerequisite(s): None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF*

FPM 458| WORK BREAKDOWN STRUCTURE (WBS) DICTIONARY

Course Description: Work Breakdown Structures (WBSs) can sometimes feel overwhelming — but they need not be. This one-hour, virtual, self-paced WBS Dictionary course is the perfect introduction to simplifying project monitoring and controlling using WBSs. Participants will learn tips and best practices for linking basic requirements to the program/project's business needs, creating strategic requirements, and defining key performance metrics. Course activities underscore the importance of the WBS Dictionary for managing project scope, cost, schedule, and quality with concepts and best practices applicable to the entire acquisition workforce.

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: SP*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0021| BUILDING SUCCESSFUL ACQUISITION PACKAGES

Course Description: This self-paced training course provides a baseline for how to build successful acquisition packages. The course provides learners with a basic knowledge foundation of acquisition planning for use in the creation of more concise requirements, better estimates, and comprehensive acquisition packages. The training focuses on the following acquisition elements: Work Breakdown Structure (WBS), Performance Work Statement (PWS), Independent Government Cost Estimate (IGCE), and evaluation criteria that guide the Technical Evaluation (TE).

Prerequisite(s): None

Instructional Hours: 4

Continuous Learning Points: 4

Delivery Method: SP*

FCL-VA-0022| CONTINUOUS PROCESS IMPROVEMENT

Course Description: Continuous Process Improvement is a 1-hour, asynchronous, web-based training (WBT) course. The course consists of three topics, covering an overview of CPI, how CPI applies to program/project management through the EP/PMM phases, and a scenario applying lessons learned.

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: SP*

FCL-VA-0101| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 1

Course Description: Requirements Development and Management Process course covering select topics associated with program/project management and COR competencies. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities. The discussion can be leveled to individual certification levels, including the following:

- FAC-P/PM Entry Level: define the requirements of the development process; identify needs relating to the organizational mission and goals; understand preliminary and subsequent capital planning, budget formulation, cost/benefit analyses, and investment decision documents for evaluation and justification of project and program costs; identify the major organizations that control and execute the Federal acquisition process
- FAC-P/PM Mid-Level: integrate multiple technical disciplines as part of a structured development process throughout a system's life cycle and incorporate systems engineering practices into the systems framework
- FAC-P/PM Senior Level: identify all needs and match identified needs to the organizational mission and goals; develop preliminary and subsequent capital planning, budget formulation, cost/benefit analyses, and investment decision documents for evaluation and justification of project and program costs
- FAC-COR Competency – Acquisition Planning
- FAC-COR Competency – Defining Government Requirements
- FAC-COR Competency – Market Research (Understanding the Marketplace)

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0102| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 2

Course Description: Systems Engineering course covering select topics associated with program/project management and COR competencies. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities. The discussion can be leveled to individual certification levels, including the following:

- FAC-P/PM Entry Level: generalize the multiple technical disciplines as part of a structured development process throughout a system's life cycle and incorporate systems engineering practices into the systems framework
- FAC-P/PM Mid-Level: apply multiple technical disciplines as part of a structured development process throughout a system's life cycle and incorporate systems engineering practices into the systems framework
- FAC-P/PM Senior Level: integrate multiple technical disciplines as part of a structured development process throughout a system's life cycle and incorporate systems engineering practices into the systems framework

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: VILT*

FCL-VA-0103| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 3

Course Description: Test and Evaluation course covering select topics associated with program/project management and COR competencies. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities. The discussion can be leveled to individual certification levels, including the following:

- FAC-P/PM Entry level: identify the principles, methods, and tools for analyzing and developing systems testing and evaluation procedures of the technical characteristics of systems, including identifying critical operational issues
- FAC-P/PM Mid-Level: apply principles, methods, and tools for analyzing and developing systems testing and evaluation procedures of the technical characteristics of systems, including identifying critical operational issues
- FAC-P/PM Senior Level: demonstrate the principles, methods, and tools for analyzing and developing systems testing and evaluation procedures of the technical characteristics of systems, including identifying critical operational issues
- FAC-COR Competency – Effective Inspection & Acceptance
- FAC-COR Competency – Contract Quality Assurance & Evaluation

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0104| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 4

Course Description: Life Cycle Logistics course covering select topics associated with program/project management and COR competencies. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities. The discussion can be leveled to individual certification levels, including the following:

- FAC-P/PM Entry level: relate how systems life cycle management concepts are used to plan, develop, implement, operate, and maintain system operations and formulate plans to support a systems life cycle
- FAC-P/PM Mid-Level: apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain system operations and formulate plans to support a systems life cycle
- FAC-P/PM Senior Level: illustrate systems life cycle management concepts used to plan, develop, implement, operate, and maintain system operations and formulate plans to support a systems lifecycle

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: VILT*

FCL-VA-0105| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 5

Course Description: Acquisition Contracting course covering select topics associated with program/project management and COR competencies. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities. The discussion can be leveled to individual certification levels, including the following:

- FAC-P/PM Entry Level: describe the various contracting requirements used when developing statements of work, concepts of operation, cost, schedule, scope, and support documents to provide best planning for intended procurement activities
- FAC-P/PM Mid-Level: formulate statements of work, concepts of operation, cost, schedule, scope, and support documents to provide best planning for intended procurement activities
- FAC-P/PM Senior level: develop statements of work, concepts of operation, cost, schedule, scope, and support documents to provide best planning for intended procurement activities
- FAC-COR Competency – Contract Administration Management
- FAC-COR Competency – Contract Closeout
- FAC-COR Competency – Contract Reporting
- FAC-COR Competency – Effective Pre-Award Communication
- FAC-COR Competency – Proposal Evaluation
- FAC-COR Competency – Contract Negotiation

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0106| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 6

Course Description: Business Financial Management course covering select topics associated with program/ project management and COR competencies. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities. The discussion can be leveled to individual certification levels, including the following:

- FAC-P/PM Entry Level: relate the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance
- FAC-P/PM Mid-Level: apply the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance
- FAC-P/PM Senior Level: operationalize the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance

Prerequisite(s): None

Instructional Hours: 1 hour

Continuous Learning Points: 1

Delivery Method: VILT*

FCL-VA-0107| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 7

Course Description: Leadership Professional course covering select topics associated with program/project management and COR competencies. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities. The discussion can be leveled to individual certification levels, including the following:

- FAC-P/PM Entry Level: describe the principles, methods, and tools required to lead and manage a program/ project team and assign areas of responsibility
- FAC-P/PM Mid-Level: apply principles, methods, and tools required to lead and manage a program/project team and assign areas of responsibility
- FAC-P/PM Senior Level: evaluate the principles, methods, and tools required to lead and manage a program/ project team and assign areas of responsibility
- FAC-COR Competency – Business Acumen and Communications Skill Sets

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0108| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 8

Course Description: Program and Project Tools course covering the tools available to a program/project manager to help perform tasks. Focus topics may include identifying the tools available to a PM to help perform a task with optimum efficiency, demonstrating available tools for performance efficiency, program/project documentation, risk management, and continuity of effort. This course is intended to be delivered annually with each delivery tailored to the current needs of the PM and COR communities.
Prerequisite(s): None
Instructional Hours: 1
Continuous Learning Points: 1
Delivery Method: VILT*

FCL-VA-0109| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 9

Course Description: PM and COR Career Development course covering program/project manager and COR career development, including the certification program overview, changes in certification training and experience requirements, and changes in Continuous Learning requirements and availability. This course also covers career changes and mixing and a discussion of resources available for career decision making.
Prerequisite(s): None
Instructional Hours: 1
Continuous Learning Points: 1
Delivery Method: VILT*

FCL-VA-0110| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 10

Course Description: Government PM Community Updates and Impacts course covering current changes to the program/project management environment that have had – or may have – an impact on associated programs and projects. Focus topics may include change details, OGA sharing, Inner VA sharing, civilian or commercial resources, and building community support. This course is intended to be delivered annually with each delivery tailored to the current needs of the PM and COR communities.
Prerequisite(s): None
Instructional Hours: 1
Continuous Learning Points: 1
Delivery Method: VILT*

FCL-VA-0111| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 11

Course Description: Lessons Learned course covering the value and use of lessons learned and how these lessons can be applied to attendee programs and projects. The course will also reflect on completed programs/projects that may validate or dispute these findings. Focus topics may include current trends, OIG reviews and reports, program/project success rates, and lessons learned sharing strategies. This course is intended to be delivered annually with each delivery tailored to the current needs of the PM and COR communities.
Prerequisite(s): None
Instructional Hours: 1
Continuous Learning Points: 1
Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FCL-VA-0112| CURRENT GOVERNMENT PM MANAGEMENT TOPICS NUMBER 12

Course Description: Innovations in Program/Project Management course covering current changes to the tools and techniques used in the program/project management environment that have had – or may have – an impact on associated programs and projects. Focus topics may include PMIAA, FATURA, ALF, and other initiatives. This course will also focus on such topics as agile, process improvement, and new processes or methods. This course is intended to be delivered annually with each delivery tailored to the current needs of the PM and COR communities.

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

Supply Chain Management School

The Supply Chain Management School (SCMS) creates an innovative and high-quality academic environment that is the supply chain training academy of choice for VA and other Federal Government agencies. The curriculum offered by the program strengthens the knowledge, skills, and abilities of the supply chain and logistics workforce in order to implement a more standardized, cost effective, and streamlined Federal supply chain resulting in measurable return on investments.

The school has faculty of both industry and VA logistics subject matter experts, along with an energetic network of former students who maintain relationships and return to SCMS as their careers advance. The SCMS's competency-based training model creates a more comprehensive and structured approach to employee development and will have a transformative impact on organizations.

SCMS's 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 (face-to-face) and virtual classroom (synchronous and asynchronous) training. SCMS 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.

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 and 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

For questions regarding the Supply Chain Management courses, visit www.acquisitionacademy.va.gov or email vaaascmschool@va.gov.

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**

FLG 100| PRINCIPLES OF INVENTORY MANAGEMENT (PIM)**

Course Description: This course is 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 (4 Class Days)

Continuous Learning Points: 32

Delivery Method: FTF or VILT*

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

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

Course Description: This course is 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 have the opportunity to 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.

Prerequisites: None

Instructional Hours: 40 (5 Class Days)

Continuous Learning Points: 40

Delivery Method: FTF or VILT*

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

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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

Course Description: This course is 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.

Prerequisites: None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

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

FLG 105|INTRODUCTION TO MATERIAL MANAGEMENT AND OPERATION**

Course Description: This course is 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 or FLG 103

Instructional Hours: 32 (4 Class Days)

Continuous Learning Points: 32

Delivery Method: FTF or VILT*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

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: 11

Continuous Learning Points: 11

Delivery Method: SP*

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

FLG 107| INTRODUCTION TO SUPPLY CHAIN FUNDAMENTALS**

Course Description: This is an introductory course that provides an overview of VHA supply chain management processes, concepts, and methodologies. Emphasis is given toward how the supply chain supports the mission of the VHA, strategic roles and responsibilities of those involved, understanding of essential operations, and the importance of data management.

Prerequisites: None

Instructional Hours: 10

Continuous Learning Points: 10

Delivery Method: SP*

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

FLG 109| INTRODUCTION TO BUSINESS SKILLS**

Course Description: This course 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. 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

Delivery Method: BLD*

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

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FLG 112| INTRODUCTION TO LIFECYCLE LOGISTICS**

Course Description: This course introduces the technical and management activities associated with total lifecycle logistics support focused on the costs associated with maintenance operations, production and support and deployment planning. Topics include strategies for achieving required performance capabilities while minimizing support costs, understanding the logistics footprint and providing the user with the resources to sustain the system.

Prerequisites: None

Instructional Hours: 11

Continuous Learning Points: 11

Delivery Method: SP*

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

FLG 125| FORKLIFT OPERATOR SAFETY TRAINING (ELECTIVE)**

Course Description: This course provides trainees with forklift truck-specific topics such as its basic controls, purpose of operations, limitations, safe operation, vehicle stability, vehicle inspection, maintenance, refueling, recharging and proper parking. Trainees will also learn workplace specific subjects on pedestrian safety, assessing danger in the workplace, risk analysis, work coordination, warning and signage precautions, driving on different surfaces, stability of materials transported, stacking and de-stacking, working in restricted and tight areas, performing work at hazardous location, working in different weather conditions, and working in different work environments. The course will contain OSHA requirements, standards and forklift operation. These important subjects are critical for successful completion of the forklift certification course.

Prerequisites: None

Instructional Hours: 16 (2 Class Days)

Continuous Learning Points: 16

Delivery Method: FTF or VILT*

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

FLG 202| INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS**

Course Description: This course 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.

Prerequisites: FLG 102 or FLG 103

Instructional Hours: 32 (4 Class Days)

Continuous Learning Points: 32

Delivery Method: FTF or VILT* / ***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**

FLG 203| INTERMEDIATE MATERIALS MANAGEMENT**

Course Description: This course 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.

Prerequisites: None

Instructional Hours: 32 (4 Class Days)

Continuous Learning Points: 32

Delivery Method: FTF or VILT*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

FLG 206| INTERMEDIATE VA STRATEGIC PROGRAMS**

Course Description: This course 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.

Prerequisites: None

Instructional Hours: 25

Continuous Learning Points: 25

Delivery Method: VILT*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

FLG 207| INTERMEDIATE CONTRACTING AND PROCUREMENT**

Course Description: In this course, 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.

Prerequisites: None

Instructional Hours: 3

Continuous Learning Points: 3

Delivery Method: SP*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FLG 208| INTERMEDIATE STRATEGIC SOURCING**

Course Description: 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: 4

Continuous Learning Points: 4

Delivery Method: SP*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

FLG 209| INTERMEDIATE BUSINESS SKILLS**

Course Description: This course introduces students to concepts and techniques for inspiring, influencing, and guiding others towards accomplishment of goals and assigned duties. Students learn techniques to conduct effective meetings and develop communications strategies for stakeholders.

Prerequisites: None

Instructional Hours: 18

Continuous Learning Points: 18

Delivery Method: BLD*

***GS-7-11; WG 7 and Above; All WS/WL Grades*

FLG 210| INTERMEDIATE PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS**

Course Description: This course is 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.

Prerequisites: FPM 120 (FED) or any FPM 200-series course

Instructional Hours: 12

Continuous Learning Points: 12

Delivery Method: VILT*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

FLG 211| QUALITY ASSURANCE, RISK MANAGEMENT, AND MANUAL SUPPLY OPERATIONS**

Course Description: In this course, 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 effects, mitigating outcomes, and managing the overall risk avoid and/or minimize damage and loss.

Prerequisites: None

Instructional Hours: 32 (4 Class Days)

Continuous Learning Points: 32

Delivery Method: FTF or VILT*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FLG 212| INTERMEDIATE LIFECYCLE LOGISTICS**

Course Description: In this course, students 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.

Prerequisites: None

Instructional Hours: 15

Continuous Learning Points: 15

Delivery Method: BLD*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

FLG 215| LEADERSHIP IN LOGISTICS (ELECTIVE)**

Course Description: 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.

Prerequisites: None

Instructional Hours: 18

Continuous Learning Points: 18

Delivery Method: BLD*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

FLG 220| RETURN ON INVESTMENTS (ROI) FUNDAMENTALS (ELECTIVE)**

Course Description: This course 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: 6

Continuous Learning Points: 6

Delivery Method: SP*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

FLG 307| CONTRACTING AND PROCUREMENT FOR SUPPLY CHAIN MANAGERS**

Course Description: This course 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.

Prerequisites: None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

***GS-12 thru 15*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

***To view and/or register for the most current VAAA course offerings please visit: https://faitas.army.mil**

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 recommendand 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

Delivery Method: VILT*

***GS-12 thru 15*

FLG 310| PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS**

Course Description: This course is designed to offer 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.

Prerequisites: FLG 210 or any other FPM 200-series course OR hold a FAC P/PM mid-level certification

Instructional Hours: 8

Continuous Learning Points: 8

Delivery Method: VILT*

***GS-12 thru 15*

FLG 312| ADVANCED LIFECYCLE LOGISTICS**

Course Description: This course is 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.

Prerequisites: None

Instructional Hours: 22

Continuous Learning Points: 22

Delivery Method: BLD*

***GS-12 thru 15*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FLG 313| LEAN LOGISTICS (ELECTIVE)**

Course Description: This course is 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.

Prerequisites: None

Instructional Hours: 14 hours

Continuous Learning Points: 14

Delivery Method: BLD*

***GS-12 thru 15*

FLG 320| OPERATIONS MANAGEMENT FOR HEALTHCARE PROFESSIONALS (CAPSTONE)**

Course Description: This course offers 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.

Prerequisites: None

Instructional Hours: 40 (5 Class Days)

Continuous Learning Points: 40

Delivery Method: FTF or VILT*

***GS-11 with professional resume reflecting 5 SCM yrs. of experience; GS-12 thru 15*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

Penn State University Supply Chain Operations Certificate

Complete 3 of 5 courses for Professional Certificate

FLG 116| FULFILLMENT OPERATIONS MANAGEMENT **

Course Description: This program offers a primary understanding of end-to-end fulfillment operations within firms, from forecast development to successful customer delivery. 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.

SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15 (2 Class Days)

Continuous Learning Points: 15

Delivery Method: FTF or VILT*

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

****Please note: Other Government Agency students are exempt from prerequisites courses.*

FLG 117| INTRODUCTION TO SUPPLY CHAIN ANALYTICS**

Course Description: This program in the Supply Chain Operations Certificate sequence will provide 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.

SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15 (2 Class Days)

Continuous Learning Points: 15

Delivery Method: FTF or VILT*

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

****Please note: Other Government Agency students are exempt from prerequisites courses.*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

FLG 118| FORECASTING & INVENTORY MANAGEMENT**

Course Description: This course will provide 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. SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15 (2 Class Days)

Continuous Learning Points: 15

Delivery Method: FTF or VILT*

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

****Please note: Other Government Agency students are exempt from prerequisites courses.*

FLG 119| TRANSPORTATION OPERATIONS & SOURCING**

Course Description: This program 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. SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15 (2 Class Days)

Continuous Learning Points: 15

Delivery Method: FTF or VILT*

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

****Please note: Other Government Agency students are exempt from prerequisites courses.*

FLG 120| STRATEGIC PROCUREMENT & PURCHASING**

Course Description: This program 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! SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15 (2 Class Days)

Continuous Learning Points: 15

Delivery Method: FTF or VILT*

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

****Please note: Other Government Agency students are exempt from prerequisites courses.*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

Penn State University Supply Chain Management Certificate

Complete all 3 courses for Professional Certificate

FLG 217| ESSENTIALS OF SUPPLY CHAIN MANAGEMENT**

Course Description: This program offers 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. SCM Professional Level II students must complete the prerequisite before attending Penn State Supply Chain Management Certificate courses.

Prerequisites: FLG 202***

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

****Please note: Other Government Agency students are exempt from prerequisites courses.*

FLG 218| SUPPLY CHAIN TRANSFORMATION**

Course Description: This program 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. SCM Professional Level II students must complete the prerequisite before attending Penn State Supply Chain Management Certificate courses.

Prerequisites: FLG 202***

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

****Please note: Other Government Agency students are exempt from prerequisites courses.*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

Penn State University Supply Chain Management Certificate

Complete all 3 courses for Professional Certificate

FLG 219| PROCESSES AND TOOLS FOR SUPPLY CHAIN SUCCESS**

Course Description: This course provides insight through the lens of the SCOR® (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® Model perspective, planning and demand-driven processes for supply chain success, and design and simulation of global supply chains. SCM Professional Level II students must complete the prerequisite before attending Penn State Supply Chain Management Certificate courses.

Prerequisites: FLG 202***

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

***GS-7 thru 11; WG-7 and Above; All WS/WL Grades*

**** Please note: Other Government Agency students are exempt from prerequisites courses.*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

Penn State University Supply Chain Leadership Certificate

Complete all 3 courses for Professional Certificate

FLG 316| DEVELOPING STRATEGIC SUPPLY CHAIN LEADERS**

Course Description: This course is 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. SCM Professional Level III (GS 12 – GS 15) can register for PSU Certification Level I and Certification Level II courses without completing the prerequisites**.**

Prerequisites: None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

***GS-12 thru 15*

FLG 318| BUILDING A SUSTAINABLE SUPPLY CHAIN**

Course Description: This program is 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. SCM Professional Level III (GS 12 – GS 15) can register for PSU Certification Level I and Certification Level II courses without completing the prerequisites**.**

Prerequisites: None

Instructional Hours: 24 (3 Class Days)

Continuous Learning Points: 24

Delivery Method: FTF or VILT*

***GS-12 thru 15*

FLG 319| ALIGNING SUPPLY CHAIN ORGANIZATIONS**

Course Description: This program covers 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). SCM Professional Level III (GS 12 – GS 15) can register for PSU Certification Level I and Certification Level II courses without completing the prerequisites.

Prerequisites: None

Instructional Hours: 15 (2 Class Days)

Continuous Learning Points: 15

Delivery Method: FTF or VILT*

***GS-12 thru 15*

**Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*

Enterprise Shared Services

The Enterprise Shared Services (ESS) is a division within the academy that supports the VAAA, VA acquisition workforce within VA, and other Government agencies. The business functions listed below support VAAA in the development, marketing, delivery, standardization, and evaluation of training offered by the VAAA onsite, offsite, and virtually. ESS provides these services in order to improve efficiency, increase quality, and achieve a greater return on investment on an on-going basis.

ESS Critical Business Functions include:

- Registration
- Academy Travel
- Learning Standards
- Facility Management
- Stakeholder Engagement
- Administrative Services
- Reporting

The Office of the Registrar provides an intuitive and seamless registration process for students. ESS is committed to providing excellent customer service to enhance the overall student experience for training delivered at the academy.

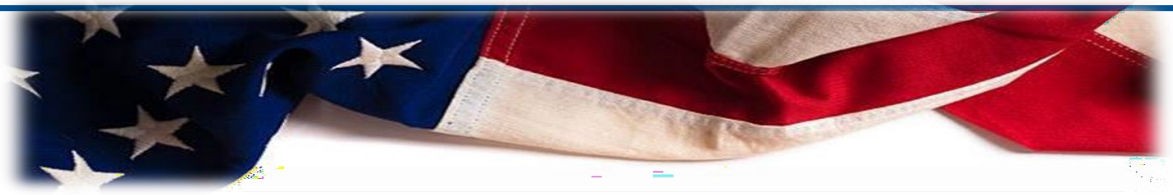
The Learning Standards Office is responsible for ensuring that students receive a data-driven, results-oriented, and people-centric education.

The VAAA Travel Office provides timely and efficient customer service for students attending classes.

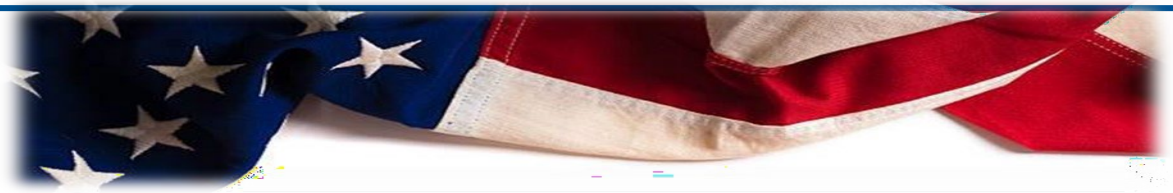
For more information regarding VAAA Travel and to access Instruction to Travelers documents, please visit: https://dvagov.sharepoint.com/sites/OITVAAA/esssite/SitePages/ESS_Travel.aspx

Glossary

ACRONYM	DEFINITION
ABT	Academy Based Training
ACQ	Advanced/Specialized Acquisition
AIP	Acquisition Intern Program
AIS	Acquisition Internship School
ATT	Academy Travel Team
BLD	Blended
BAS	Building Automation System
BMET	Biomedical Equipment Technician
BUS	Business Education
CAA	Control Activity Accounting
CAATS	Computer Assisted Audit Techniques
CBET	Certified Biomedical Equipment Technician
CFM®	Certified Facilities Management®
CGE	Concur Government Edition
CLPs	Continuous Learning Points
CLC	Continuous Learning Center
CO	Contracting Officer
CON	Contracting Courses
CoP	Community of Practice
COR	Contracting Officer's Representative
CPD	Capital Project Delivery
CPS	Contracting Professional School
CWS	Contract Writing System Training
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DBILT	Distance Based Instructor Led Training
DFARS	Defense Federal Acquisition Regulation Supplement
eCMS	Electronic Contract Management System
eIDP	Electronic Individual Development Plan
ESS	Enterprise Shared Services
EWI	Education with Industry
FAC	Federal Acquisition Certification
FAC-C	Federal Acquisition Certification in Contracting
FAC-COR	Federal Acquisition Certification for Contracting Officer Representative
FAC-P/PM	Federal Acquisition Certification Program and Project Managers
FAI	Federal Acquisition Institute
FAITAS	Federal Acquisition Institute Training Application System
FAR	Federal Acquisition Regulation
FATAs	Federal Agency Travel Administrators



ACRONYM	DEFINITION
FBO	Federal Business Opportunity
FBPTA	Federal Buildings Personnel Training Act
FCE	Federal Cost Estimating
FCL-VA	Continuous Learning Specific to VA
FCN	Federal Contracting
FCO	Federal Coordinator Officer
FCR	Federal Contracting Officer's Representative (COR)
FFM	Federal Business and Financial Management
FLCP	Foundational Learning for Contracting Professionals
FLD	Federal Leadership and Development
FLG	Federal Logistics
FM	Facilities Management
FMP®	Facilities Management Professional®
FMS	Facilities Management School
FPDS	Federal Procurement Data System
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
IDB	Institute of Defense and Business
IFCAP	Integrated Funds Distribution, Control Point Activity Accounting & Procurement
IFMA	International Facilities Management Association
IGCE	Independent Government Cost Estimate
LAT	Lease Acquisition Training
LSO	Learning Standards Office
MERS	Medical Equipment Reporting System
NCA	National Cemetery Administration
NFPA	National Fire Protection Association
OALC	Office of Acquisition Logistics and Construction
OFPP	Office of Federal Procurement Policy
OGAs	Other Government Agencies
OJT	On-the-Job-Training
OMB	Office of Management and Budget
OOC	Office of the Chancellor
OOR	Office of the Registrar



ACRONYM	DEFINITION
OSHA	Occupational Safety and Health Administration
PBA	Performance-Based Acquisition
PIM	Principles of Inventory Management
PIV	Personal Identity Verification
PM	Program Management
POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
PPT	Peak Performance Training
PROD	Professional Development
PROF	Professional Courses
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
RBCC	Role-Based Competencies in Context
SAM	System Award Management
SBW	Skill Building Workshops
SCMS	Supply Chain Management School
SLBD	Skill Building Workshops
SOW/PWS	Statement of Work/Performance Work Statement
SFP®	Sustainability Facilities Professional®
ST	Synchronous Training
SP	Self-paced
TA	Travel Authorization
TED	Technology, Entertainment, Design
TDY	Tour of Duty
TI	Tenant Improvement
TMS	Talent Management System
TV	Travel Voucher
VAAA	VA Acquisition Academy
VBA	Veterans Benefits Administration
VHA	Veterans Health Administration
W2W	Warriors to Workforce
VILT	Virtual Instructor Led Training
WBS	Work Breakdown Structure
WBT	Web Based Training

Department of Veterans Affairs

REPORT OF ACCIDENT

ACCIDENT IDENTIFICATION SECTION

ORGANIZATION NO. (1-4): 0 7 9 8 (1 2 3 4)

CASE NUMBER (5 6 7 8)

TYPE OF REPORT (9): [X] I. INITIAL [ ] C. CORRECTED [ ] S. SUPPLEMENTAL

REPORT SEQUENCE NO. (10 11)

CARD (12): 1

RESULT OF ACCIDENT (13): [ ] P. PROPERTY ONLY [ ] B. BOTH [X] I. INJURY OR ILLNESS

ACCIDENT CLASSIFICATION BY SURROUNDINGS (14) *(Check appropriate box)*

[ ] A. MOTOR VEHICLE [ ] G. ASSEMBLY [ ] M. GROUNDS
[ ] B. LABORATORY [ ] J. PATIENT CARE [ ] N. DIETETICS
[ ] C. OFFICE [ ] L. STORAGE [ ] Z. OTHER

DATE OF OCCURRENCE (15 16 17 18 19 20): MONTH DAY YEAR

TIME OF OCCURRENCE (21 22 23 24) *(Military Clock)*: 0

SITE OF ACCIDENT (25 26): 9 9

(27) [ ] A. ON REPORTING ACTIVITY PROPERTY [ ] B. OFF REPORTING ACTIVITY PROPERTY

TORT CLAIMS POSSIBLE? (28) [ ] Y. YES [ ] N. NO

PERSONNEL INVOVLED SECTION

NOTE: *Leave blocks 29-73 blank if no person is involved. Use supplemental report for each additional person invovled.*

LAST NAME OF PERSON INVOLVED (29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44)

INITIALS (45)

SOCIAL SECURITY NUMBER (46 47 48 49 50 51 52 53 54)

SEX (55): [ ] M. MALE [ ] F. FEMALE

PERSONNEL STATUS (56): [ ] A. EMPLOYEE [ ] C. CONTRACTOR CONSULTANT [ ] E. OUTPATIENT [ ] G. VISITOR [ ] B. VOLUNTEER [ ] D. INPATIENT [ ] F. STUDENT [ ] Z. PERSON N.E.C.

AGE (57 58) PAY PLAN (59 60) OCCUPATIONAL CODE (61 62 63 64 65) GRADE (66 67)

HOME ADDRESS *(Including Zip Code)*

HOME PHONE NUMBER

WORK PHONE NUMBER

FORM CA1 OR CA2 FILED? (68) [ ] Y. YES [ ] N. NO

TIME ON DUTY BEFORE ACCIDENT (69 70)

DUTY STATUS (71)

ACTIVITY AT TIME OF ACCIDENT (72 73)

DIVISION/SERVICE NO. (74 75 76 77)

CARD (12): 2

INJURY/ILLNESS DATA SECTION

NOTE: *Leave this section blank if no injury or illness is involved.*

SEVERITY OF INJURY/ILLNESS (13) *(Check appropriate box)*

[ ] 1. NO TREATMENT REQUIRED [ ] 4. OCCUPATIONAL ILLNESS
[ ] 2. FIRST AID ONLY [ ] 5. DISABLING INJURY
[ ] 3. MEDICAL TREATMENT ONLY [ ] 8. FATALITY

CULMINATION (14) *(Check appropriate box)*

[ ] 1. NO RESTRICTION [ ] 4. PERMANENT TRANSFER
[ ] 2. RESTRICTED [ ] 5. TERMINATED

DAYS AT WORK, BUT RESTRICTED IN ACTIVITY BECAUSE OF ACCIDENT (15 16 17 18): 0

DAYS AWAY FROM WORK BECAUSE OF ACCIDENT (19 20 21 22): 0

NATURE OF INJURY ILLNESS OR DISEASE (23 24)

BODY PART MOST AFFECTED (25 26)

CAUSE OF INJURY ILLNESS OR DISEASE (27)

PROPERTY INVOLVED SECTION

NOTE: Leave this section blank if there is no property damaged. Use supplemental report for each additional major item or property damaged.

PROPERTY OWNERSHIP (28)

AMOUNT OF DAMAGE OR LOSS (29 30 31 32 33 34 35): 0 0

PROPERTY DAMAGE (36 37)

YEAR OF MANUFACTURE OR CONSTRUCTION (38 39 40 41): 2 0

ACCIDENT ANALYSIS SECTION

WEATHER FACTOR (42)

SOURCE OF ACCIDENT (43 44 45 46)

CAUSE OF ACCIDENT (47 48)

ADDITIONAL CAUSE OF ACCIDENT (49 50)

MANAGEMENT ACTION (51 52): A A

ADDITIONAL ACTION (53 54): 2 2

FIRE-FORM OF HEAT OF IGNITION (55 56)

FIRE-TYPE OF MATERIAL BURNED (57 58)

FIRE-FORM OF MATERIALS BURNED (59 60)

BEST REPRESENTATIVE (61)

STATUS OF CORRECTIVE ACTION (62)

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Adobe LiveCycle Designer 7,1

PROVIDE INFORMATION TO FULLY NARRATE ACCIDENT OR INCIDENT, EXPLAIN WHAT LED UP TO THE ACCIDENT, HOW THE ACCIDENT HAPPENED, EQUIPMENT FAILURES, MATERIAL DEFECTS, ETC. USE SEPARATE SHEETS AS REQUIRED.		
WITNESSES		
CORRECTIVE ACTION TAKEN OR PLANNED		
SIGNATURE AND TITLE OF REPORT INITIATOR ~~*(Supervisor)*~~	DATE	TELEPHONE NO.
SIGNATURE AND TITLE OF REVIEWING AUTHORITY *(Service Chief)*	DATE	TELEPHONE NO.
EVALUATION OF THIS REPORT BY SAFETY PERSON		
SIGNATURE OF SAFETY OFFICER	DATE	TELEPHONE NO.
SIGNATURE OF SAFETY AND FIRE PROTECTION ENGINEER	DATE	TELEPHONE NO.

NOTICE OF CONDITIONS UNDER WHICH THIS INFORMATION IS COLLECTED

In compliance with the Privacy Act of 1974, the following is provided:

1. Solicitation of the information is authorized by the Occupational Safety and Health Act of 1970 (PL. 91-596); 5 USC 7902; 29 CFR 1960; 28 USC 2671-80 and Executive Order 12196 (1 Oct 1980); these authorities do not require that penalties be imposed for failure to respond to this report.
2. The principal purpose for which this information is collected is to provide statistical data and analysis of injury, illness and property loss experience in support of the Departmental, Agency, Region and Staff Office Safety and health Programs as well as required statistical summations or reports to the Department of Labor and other governmental entities or functions requiring such information.
3. Routine uses of this information include: a) Providing the means for complying with the reporting requirements of the Occupational Safety and Health Act of 1970; 29 CFR 1960; and such other reports as may be required by legislative or regulatory obligations; b) Providing such summary statistical data and analysis as is necessary to appropriately evaluate the effectiveness of the safety management programs and assist appropriate departmental functions in the initiation and support of corrective or preventive action; c) Responding to a court subpoena or court of competent jurisdictions in a criminal or civil suit; and d) Transferring to the appropriate governmental or regulatory entities, whether federal, state, local or foreign, such information as is relevant to investigative action or when a violation of a statute or regulation is indicated.
4. The effect on the individual of not providing all or part of the requested information may be to render impossible or to delay the Department's documenting the injury, illness, and/or property loss. Every effort will be made to obtain the factual information relating to an incident from other sources should the individual involved refuse to provide the requested information.

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CODING INSTRUCTIONS
(VA FORM 2162, REPORT OF ACCIDENT)

NOTE: Listed below are acceptable codes for insertion in the coard column blocks of VA Form 2162. These codes are for computer entry and subsquent accident analysis only. They are not intended to establish fault or to fix blame. Unless noted otherwise, ***all blocks must be filled in****. Choose the code which most closely defines what is being described. Provide appropriate narrative in the report to fully explain the accident/incident and what is being coded. The abbreviation "N.E.C." means "Not Elsewhere Classified."*

CARD 1 COLUMN ITEMS	INFORMATION	CODING INSTRUCTIONS
1 - 4	ORGANIZATION NUMBER	Item 1: VACO designation is O; VBA designation is 7, NCA designation is 8; VHA designation is your Region No.; and all others is 9. Items 2 through 4: Insert your station number.
5 - 8	CASE NUMBER	Starting with 0001 at the beginning of each calendar year and subsequently thereafter, assign a case number to each initial type report.
9	TYPE OF REPORT	Check the most appropriate box. Supplemental Reports are used only to provide information not contained in the initial report. Complete Card 1, Items 1 through 28 and also the entire section(s) of the report(s) which contains the supplemental information. Corrected Reports are used only to change an entry previously submitted in an initial report. Complete Card 1, items 1 through 24 and then only the blocks to be corrected.
10 - 11	REPORT SEQUENCE NUMBER	Use on Supplemental Reports only. Start with 02 and number each supplemental report of the same case number sequentially there after. Leave blank for all others.
12	CARD NUMBER	1 (Precoded)
13	RESULT OF ACCIDENT	Check most appropriate box.
14	ACCIDENT CLASSIFICATION BY SURROUNDINGS	Check most appropriate box.
15 - 20	DATE OF OCCURRENCE	Actual. Estimate if actual unknown. Example: January 1, 2006 — MONTH 0 1 (15, 16); DAY 0 1 (17, 18); YEAR 0 6 (19, 20)
21 - 24	TIME OF OCCURENCE (MILITARY CLOCK)	Actual. Estimate if actual unknown. Example: (2:30 p.m.) — 1 4 3 0 (21, 22, 23, 24)
25 - 26	STATE OF TERRITORY	99 (Precoded)
27	SITE OF ACCIDENT	Check most appropriate box.
28	TORT CLAIM POSSIBLE	Check most appropriate box.
29 - 45	PERSON INVOLVED	Actual. Start with first letter of last name in Item 29.
46 - 54	SOCIAL SECURITY NO.	Actual for employee. Leave blank for all others, if actual unknown.
55	SEX	Check appropriate box.
56	PERSONNEL STATUS	Check appropriate box.
57 - 58	AGE	Actual for employee. Estimate for all others, if actual unknown.
59 - 67	PAY PLAN, OCCUPATIONAL CODE AND GRADE	Actual for employee. Leave blank for all others. Can be obtained from current copy of employee's "Service Record Card" (VA Form 4644-2), items 29, 30, and 32. Example: (Full, Permanent, Full-Time Reg. Nurse) — PAY PLAN V N (59, 60); OCCUPATIONAL PLAN 0 0 6 1 0 (61, 62, 63, 64, 65); GRADE 0 9 (66, 67)
68	FORM CA 1 OR CA 2 FILED	Check most appropriate box for employee. Leave blank for all others.
69 - 70	TIME ON DUTY BEFORE ACCIDENT	Actual to nearest whole hour for employee. Leave blank for all others. Example: 0 9 (69, 70)
71	DUTY STATUS	A - Full-Time Employee on Duty B - Temporary Employee on Duty C - Part - Time Employee on Duty D - Non-paid Employee on Duty Z - Status N.E.C.
72 - 73	ACTIVITY AT TIME OF ACCIDENT	AA - Administrative (Include Visitor Accidents) BA - Construction CA - Maintenance or Repairs DA - Patient Care EA - Food Service FA - Cleaning and Building Management GA - Materials Handling and Storage HA - Training IA - Recreational JA - Laboratory and Research KA - Motor Vehicles and Transportation ZA - Activity/Operation N.E.C.
74 - 77	DIVISION/SERVICE NO.	For employee, use number where assigned. For all others, use number where accident occurred. All CO employee's use 9999. Example: (VHA Medical service.) — 0 1 1 1 (74, 75, 76, 77)

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CARD 2 COLUMN ITEMS	INFORMATION	CODING INSTRUCTIONS
12	CARD NUMBER	2 (Precoded)
13	SEVERITY OF INJURY/ ILLNESS	Check most appropriate box.
14	CULMINATION	Check the box which indicates the most probable permanent and final result of injury.
15 - 22	DAYS LOST *(Employees Only)*	Actual or estimated if actual unknown. File corrected report when actual becomes known or when controversion of claim is upheld by O.W.C.P.
23-24	NATURE OF INJURY, ILLNESS OR DISEASE *(Code the one most serious)*	AB - Amputation AF - Burn BA - Laceration, Abrasion or Puncture BI - Contusion (Bruise) DC - Fracture DE - Sprain/Strain EW - Injury - N.E.C. FA - Ocupational Skin Disease GA - Dust Disease of the Lungs HA - Respiratory Conditions from Toxic Agents IA - Poisoning (Systemic Effects of Toxic Materials) JA - Disorders from Physical Agents (Other than Toxic) KA - Disorders from Repeated Trauma LZ - Illness - N.E.C.
25 - 26	BODY PART MOST AFFECTED *(Location of)*	01 - Head or Neck 16 - Chest or Abdomen 45 - Back 46 - Shoulder, Arm or Hand 61 - Hip, Leg or Foot
27	CAUSE OF INJURY ILLNESS OR DISEASE	A - Struck Against B - Struck By D - Slip, Trip, Fall F - Caught in, Under or Between I - Illness J - Over Exertion K - Electric Current L - Extreme Temperatures M - Chemicals O - Radiation T - Assault X - Cause - N.E.C.
28	PROPERTY OWNERSHIP	A - Department of Veterans Affairs C - Other Federal Agency H - Private L - Ownership - N.E.C.
29 - 35	AMOUNT OF DAMAGE OR LOSS	Actual or estimated if actual unknown File corrected report when actual becomes known. Round off to nearest dollar. Example: ($82.49) $ 0 0 0 0 0 8 2 .00 29 30 31 32 33 34 35
36 - 37	PROPERTY DAMAGED	AA - Motor Vehicle AG - Other Vehicle EA - Building or Structure FA - Equipment GA - Supplies IA - Furniture JA - Reords KA - Trees, Grass, Plants, etc. BA - Bedding, clothes, etc. CA - Interior Finish and Decor HA - Trash, Rubbish ZA - Property - N.E.C.
38 - 41	YEAR OF MANUFACTURE	Actual or Estimated
42	WEATHER FACTOR	A - Snow/Ice B - Dust Storm C - Lightning D - High Temperature E - Low Temperature F - Humidity H - Fog J - Rain N - Winstorm P - Weather - N.E.C. Z - Weather Not a Factor
43 - 46	SOURCE OF ACCIDENT	01AA - Unpwered Equipment, Furnishings, Supplies 11AA - Powered Equipment, Appliances, Machines 33AA - Building Material, Feature or Condtion 44AA - Toxic Substance, Radiation Source 77AA - Vehicle 81AA - Weather - N.E.C. 82ZZ - Source - N.E.C.
47 - 48	CAUSE OF ACCIDENT	AA - Equipment or Environment BA - Person CA - Nature FA - Cause Unknown
49 - 50	ADDITIONAL CAUSE OF ACCIDENT	AA - Equipment or Environment BA - Person CA - Nature ZZ - No Additional Cause
51 - 52	MANAGEMENT ACTION	AA (Precoded)
53 - 54	ADDITIONAL ACTION	22 (Precoded)
55 - 56	FIRE IGNITION SOURCE	21 - Electrical Arc 31 - Smoking Material (Cigarettes, etc.) 61 - Source - N.E.C. 71 - Source Unknown
57 - 58	FIRE-COMPOSITION OF MATERIAL BURNED *(Fuel)*	11 - Gas 21 - Liquid 31 - Solid 41 - Liquid and Gas 71 - Solid and Gas 81 - Solid and Liquid
59 - 60	FIRE-FORM OF MATERIAL BURNED	Insert the letters GZ for all Fires, leave blank for all others.
61	BEST PREVENTIVE	A - Training B - More Staff C - Motivation D - Better Equipment or Material E - Better Planning and Coordination F - Improved written Procedures G - More Funds for Hazard Elimination H - Personnel Action I - Preventive - N.E.C. Z - None
62	STATUS OF CORRECTIVE ACTION	A - Taken B - Requested and Anticipated C - Requested D - None

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