



U.S. Department
of Veterans Affairs

VA ACQUISITION ACADEMY

Contracting Professional School (CPS)

The Contracting Professional School (CPS) provides training that not only meets requirements for Federal Acquisition Certification in Contracting (FAC-C), but also **provides opportunity to grow into leaders in the contracting field.**

CPS does this by complementing the core FAC-C training courses with foundational and skill-building courses to further hone fundamental competencies. Additional training courses that focus on building strategic business skills by role provide an opportunity for further competency development. CPS also offers a leadership program designed specifically for contracting professionals ready to grow further in their professional development. Along the development journey, CPS offers many training resources and tools to supplement and build upon the training offered.



FAC-C Curriculum

CPS provides the VA acquisition workforce with the fundamental courses necessary to obtain the Office of Federal Procurement Policy's (OFPP) Federal Acquisition Certification in Contracting (FAC-C) at Levels I, II, and III. FAC-C classroom training at VAAA has 20 percent civilian examples and has undergone an independent quality assurance review. Multiple offerings of each course are scheduled throughout the fiscal year, including virtual opportunities for added flexibility.



CPS also offers a leadership program designed specifically for contracting professionals **ready to grow further in their professional development.**

FOR MORE INFORMATION:

**vaacontractingprofessionalschool@va.gov
www.acquisitionacademy.va.gov**

Technical Competencies

CPS offers multiple courses targeted to enhance one or more of the 28 FAC-C technical competencies.

Areas of focus include courses on:

- ▶ Acquisition planning and source selection
- ▶ Leasing
- ▶ Focused contract type (i.e. Federal Supply Schedule, construction)
- ▶ Focused skills (i.e. negotiations, protests)
- ▶ Acquisition systems training
- ▶ Basic leadership
- ▶ Emergency contracting
- ▶ Federal appropriations law

Professional Competencies

CPS offers courses that cover each of the 10 FAC-C professional competencies (e.g., problem solving, oral communication). These courses are delivered in a variety of ways including traditional classroom training and virtual instructor-led training. They use real-world examples and scenarios to give student a chance to develop these professional competencies using contracting-specific demonstrations and exercises.



Strategic Business Operating Skills

CPS provides training in key strategic business operating skills, based on competency profiles for the journeyman contracting officer, supervisory contracting officer, and the managerial contracting officer. These courses not only provide tools and resources for immediate use on the job, but they are also designed to foster a sense of community and encourage students to grow their professional network. The delivery method for these courses involves a combination of face-to-face and online training.



SENIOR ACQUISITION LEADERSHIP TRAINING (SALT) PROGRAM

This cohort-based development program for supervisory 1102s is designed to move the emphasis from technical to leadership competencies, creating leaders who are agile, understand themselves and others, think critically and strategically to get results, effectively communicate, can manage and lead change, and can lead from where they are now while readying themselves for the future. The program provides a multimodal experience of instructor-led courses, web-based training, social learning platforms, and interactive real-world application, and culminates in a Capstone project centered on applying program content and developmental learning skills to address an existent HCA-sponsored, contracting leadership challenge. Throughout the SALT Program, there are also numerous opportunities for cross-organizational information exchange, peer relationship-building, direct engagement with Senior Executives as teachers, and ongoing collaboration and innovation.



TRAINING RESOURCES AND TOOLS

CPS offers multiple resources and tools available online and on-demand.

✔ Course Competency Tool:

Designed to help users identify what classes to take based on alignment to 1102 specific competencies.

✔ Course Road Maps:

Provide suggestions for long-term professional development by outlining potential focus areas and continuous learning courses.

✔ Training Shorts:

Short videos developed to introduce common contracting topics to the acquisition workforce.