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The Veterans Affairs Acquisition Academy (VAAA) was created to address the growing acquisition workforce challenge facing the Department of Veterans Affairs (VA) and the Federal Government overall. With downsizing from the last decade and the loss of institutional knowledge resulting from baby-boomer retirements, the acquisition workforce has been strained to keep pace with the increased 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, prompted the VA to take action to establish the VAAA.

Through our professional schools — Acquisition Internship, Contracting Professional, Program Management, Facilities Management, and Supply Chain Management — 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 programs.

Chief Acquisition Officer’s (CAO) Guiding Principles

VAAA is proud to consider the CAO’s Guiding Principles in our decision making as it pertains to our products and services. The following principles ensure that we consider the interest of taxpayers, Veterans, and all VA employees:

- Conduct business with integrity, fairness, and openness;
Good requirements make for good contracts;
Decisions should be delegated to the lowest appropriate level;
Industry engagement enables better proposals and better execution;
Speed matters;
Competition is our default strategy;
Commercial products and services should be maximized;
Use of contractors who have a track record of successful past performance or who demonstrate a current, superior ability to perform is preferred;
Existing contracts should be used whenever possible; and
Meeting our public policy objectives is important.

**VA Acquisition Academy Guiding Principles**

- **We deliver business results** for our stakeholders.
- We take a **practical approach** to learning, applying theory that is immediately relevant and useable.
- We **customize** courses to meet specific VA and civilian business needs.
- We **build strong stakeholder relationships** to create learning opportunities that improve performance.
- We **evaluate and assess** to continuously improve our learning content, delivery, and instruction across the enterprise.
- We engage in **meaningful partnerships** in the acquisition, academic, and federal community, leveraging **industry expertise** to deliver high quality training solutions.
I am pleased to present the Department of Veterans Affairs Acquisition Academy (VAAA) Fiscal Year (FY) 2017 Course Catalog. The learning solutions reflected in this catalog enable acquisition workforce professionals from within VA, and across the Federal Government, to meet all Office of Federal Procurement Policy requirements for Federal Acquisition Certification in Contracting (FAC-C), Project/Program Management (FAC-P/PM), and Contracting Officer's Representative (FAC-COR). Additionally, our slate of offerings for the facilities management workforce complies with the Federal Buildings Personnel Training Act (FBPTA). We also provide training to address the needs of the supply chain management community.

We complement federally-established curricula with a robust range of learning formats, topical electives, and innovative development programs to address emerging and critical acquisition challenges, support career advancement, and drive mission results. Whether you select from our a la carte course offerings including core classes, electives, and continuous learning modules (earning continuous learning points (CLPs)), or gain admission to one of our award-winning internship, Warriors to Workforce (W2W), or fellows programs, we are committed to providing you with the highest quality and most cost effective training solutions.

Acquisition is a mission-critical function that is integral to the execution of all federal agency programs. Done well, it results in the proper exercise of the Federal Government’s fiduciary responsibility to the taxpayer and better mission outcomes for our Nation’s Veterans. We will continue to have a positive impact on the acquisition function through training education focusing on the following initiatives:

- **Outreach:** Continue to conduct outreach to internal and external stakeholders to include other government agencies, industry, and academia.

- **Technology:** Expand online offerings and provide innovative solutions through technology.
• **Employee Development**: Improve employee engagement and development to ensure a collaborative, competent, and innovative professional workforce.

• **Operational Excellence**: Refine business systems, operations, and programs to optimize efficiency and effectiveness.

The training solutions available through the VAAA are the direct result of strong senior VA leadership support and their commitment to invest in the acquisition workforce to better carry out our mission of serving Veterans. It is also the result of strong partnerships we have formed with internal partners and external partners like the Federal Acquisition Institute (FAI) and others. Our collaborative efforts with VA’s Senior Procurement and Acquisition Executive Councils, and the VAAA Learning Solutions Forum (an advisory body composed of acquisition representatives from across the VA), ensures that our catalog of offerings reflects stakeholder input and addresses the real-time challenges of the acquisition workforce while building a higher performing acquisition system.

As a result of our robust stakeholder engagement, we have expanded our offerings to include more team-based developmental opportunities, expanded career development opportunities for our contracting workforce, and significantly expanded continuous learning point class offerings in all of our schools. We design all of our offerings to deliver high-quality learning programs with consideration to organizational budget constraints, the need to minimize time away from the office, and travel restrictions, and always with the taxpayer and Veteran in mind.

To keep pace with the fast-moving world of acquisition, we are continuing to add to our curriculum so please visit our website regularly at: [http://www.acquisitionacademy.va.gov](http://www.acquisitionacademy.va.gov) for new offerings and updates. For information, help, or to share feedback about how you can better capitalize on the learning solutions listed here, please contact our Office of the Registrar, at [http://www.acquisitionacademy.va.gov/registrar.asp](http://www.acquisitionacademy.va.gov/registrar.asp).

Thanks for choosing the VA Acquisition Academy, and have a great year of learning!

*Ruby B. Harvey*

*VAAA Chancellor*
**About the Catalog**

The VAAA course catalog was created under the direction of James Woods, Director of Enterprise Shared Services to provide an overview of the training options available throughout the various schools at the VAAA. 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 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 instructional hour is the amount of time a student spends in an instructional environment.

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 the VAAA:
   a. **Face-to-Face (FTF):** Instructor-led training where instructor and student(s) meet in a specified classroom for a predetermined duration of time.
   b. **Asynchronous Training (AT):** Online training with web-based content that students can access and complete at any time.
   c. **Synchronous Training (ST):** Instructor-led online training where the instructor and student(s) meet in a virtual (online) classroom for a specific duration of time. Students may also be required to complete assignment(s) before or after the virtual classroom session(s).
   d. **Blended (BLD):** Combination of FTF & online training where students will complete fixed schedule classroom training and web-based content.
This catalog is provided to assist 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 school and are published on the VAAA website.
Office of the Registrar

**Mission Statement**

To provide an intuitive and seamless registration process for every student who comes in contact with the VA Acquisition Academy.

**Contact Information**

VA Acquisition Academy—Office of the Registrar
Email: vaaaregistrar@va.gov
Phone: (240) 215-0724

**Policies**

**Inclement Weather**

The VA Acquisition Academy falls under the jurisdiction of Ft. Detrick regarding weather conditions and operating status. Decisions on delayed openings or closings are usually made by 4am. Please call Ft. Detrick’s recorded weather line at (301) 619-7611 or (800) 256-7621, or visit the [Fort Detrick website](http://www.fortdetrick.mil/

**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 procedures to be used when a student requires additional assistance and/or consideration.

If special contractual 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 21 days prior to the course start date.
Additional Supplies/Equipment
Students must bring to class:

- General supplies—pens, #2 pencils, highlighter, note paper, post-it notes/tabs;
- Mathematical calculators; and
- Shipping box labels, with the student’s local office account information, to cover shipping charges. Note: The VAAA will provide shipping boxes. Additional luggage fees will not be authorized due to course material weight.
- Laptops will be provided at the training site, but you will not be able to remove IT equipment from VAAA. Some courses require outside work and you may wish to bring your own VA assigned laptop. There is no access to VAAA IT assets after 5:30pm.

Cancellation Information
Students wishing to withdraw registration for a course in which they are enrolled must have their supervisor send notice via email to vaaaregistrar@va.gov at least 21 calendar days prior to the start of the course. Cancellation notices sent less than 21 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 VA Acquisition Academy 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
It is the policy of VAAA that smoking 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.
Mission Statement

In keeping with the VA’s guiding principles, the Learning Standards Office’s (LSO) ensures that VAAA students receive a future-focused, results-oriented, data-driven, and people-centric education.

In addition, LSO provides expertise on measures and methods of assessing student learning, analyzing data, and produces executive level reports.

Goals

The primary goals of the LSO include evaluating the successful accomplishment of VAAA’s mission, supporting program and course development and evaluation, and coordinating of assessment activities.

- Leverage instructional technology standards to provide continuously innovative methods for obtaining greater learner achievement within the VAAA enterprise.

- Develop strategic partnerships with organizations committed to high-quality acquisition education standards.

- Remain technically and tactically proficient in the standards development process supporting research and development opportunities leading to organizational performance improvement.

- Provide a means and method for stakeholder engagement in development of a VAAA comprehensive continuous evaluation process.
The American Council on Education’s (ACE) College Credit Recommendation Service (ACE CREDIT)® has evaluated and recommended college credit for several of VAAA’s courses. In addition to taking training aimed to improve job performance and help employees qualify for federal acquisition certification, students coming through VAAA may also earn college credit toward an undergraduate degree through an accredited college or university by taking certain courses. Students are encouraged to consult with their college or university academic advisor/office of admissions/registrar to determine if VAAA ACE credit recommended courses qualify for college credit at that particular institution.

Founded in 1918, ACE is the major coordinating body for all of the nation’s higher education institutions, representing more than 1,600 college and university presidents, and more than 200 related associations nationwide. For more information, visit the ACE CREDIT website at www.acenet.edu/credit.

While VAAA will continue to add additional courses, the following courses are currently ACE College CREDIT eligible:

**Federal Acquisition Certification Program and Project Managers (FAC-P/PM) Senior-Level**

*ACE Course Number: VAQA-003*

**Credit Recommendation:** In the upper-division baccalaureate degree category, 1 semester hour in project management, 3 semester hours in program management, 2 semester hours in strategic planning, 2 semester hours in leadership or applied management, and 1 semester hour in contract management or purchasing or acquisition for a total of 9 semester hours.
CON 090 – Federal Acquisition Regulation (FAR) Fundamentals

ACE Course Number: VAQA-5001

Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in federal contract management, government contracting, or administration of federal contracts.

CON 216 – Legal Considerations in Contracting

ACE Course Number: VAQA-5008

Credit Recommendation: In the lower-division baccalaureate degree category, 2 semester hours in business administration, business law, or procurement. In the upper-division baccalaureate degree category, 2 semester hours in contract law, legal studies, or business law.

CON 244 – Construction Contracting

ACE Course Number: VAQA-5006

Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in contract management or contract administration.

The VAAA website will be updated as additional courses become ACE credit recommended. Please check back frequently.
VAAA
Professional Schools
The VA Acquisition Academy (VAAA) trains the VA’s acquisition workforce through its five schools – Acquisition Internship, Contracting Professional, Program Management, Facilities Management, and Supply Chain Management – developing the next generation of forward-thinking acquisition professionals and business leaders in the VA. The following pages provide detailed information on each school.

**VAAA Vice Chancellors**

*Stephanie Beella*
Acquisition Internship School

*Terry Horst*
Contracting Professional School

*Craig Bedard (Acting)*
Program Management School

*Dr. Paul Krasley*
Facilities Management School

*Clifton Blount*
Supply Chain Management School
The Acquisition Internship School (AIS) 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 18-22 month 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>
<thead>
<tr>
<th>Table 1: AIP Program Components</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracting Courses (CON)</strong></td>
</tr>
<tr>
<td><strong>Professional Courses (PROF)</strong></td>
</tr>
<tr>
<td>Contract Writing System Training (CWS)</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Skill Building Workshops (SBLD)</td>
</tr>
<tr>
<td>On-the-Job Training (OJT)</td>
</tr>
<tr>
<td>Mission Service &amp; Industry Experience</td>
</tr>
</tbody>
</table>

**W2W Program**

Warriors to Workforce (W2W) is a 10-month 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 Acquisition Intern Program (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 10-month 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**

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Education (BUS)</td>
<td>Instructor led college business courses from an accredited institution (which could be customized for specific career paths).</td>
</tr>
<tr>
<td>Professional Development (PROF)</td>
<td>Foundational acquisition and general business training.</td>
</tr>
<tr>
<td>Peak Performance Training (PPT)</td>
<td>Individualized training which provides critical mental skills to enhance personal resilience, self-confidence, adaptability, and mental agility.</td>
</tr>
<tr>
<td>Mission Service &amp; Industry Experience</td>
<td>Throughout the program, interns participate in Mission Service events, to connect with the VA’s mission. Industry Offsite trips provide interns with an understanding of industry partners.</td>
</tr>
</tbody>
</table>

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 acquisitions workforce to meet the needs of the VA and OGA contracting organizations throughout the country.

For questions regarding the Acquisition Internship School’s Programs, visit or email vaaainternshipschool@va.gov for information about AIP or vaaaw2w@va.gov for information about W2W.
The Contracting Professional School (CPS) develops trusted business advisors through innovative, practical training and world-class educational experiences. Its comprehensive curricula and engaging programs enable Government contracting professionals to learn an array of skills and obtain the necessary skills and training required to obtain FAC-C Levels I, II, and III. CPS’s goal is to meet the needs of today’s acquisition professionals and earn the distinction of being recognized as qualified contracting professionals. The curriculum includes a focus on technical contracting training, professional business competencies, and strategic business operating skills. In addition to the core courses, the school offers specialized tracks and continued professional development offerings in areas such as strategic sourcing, federal appropriations, and leasing and source selection. CPS also provides customized courses to meet targeted training needs.

CPS course offerings provide significant career development opportunities for the mid-level acquisition workforce, to include cross-functional training and classes focused on business and
strategic operational skills needed to mature organizational capability. Courses for continued professional development will be offered, as well as, opportunities to participate in cohort-based programs.

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. Since its opening, the school has trained thousands of acquisition professionals.

**CPS Curriculum**

CPS offers the existing VA acquisition workforce the fundamental courses necessary to obtain the OFPP FAC-C Levels I, II, and III. To maintain FAC-C 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 attending workshops), and training activities (teaching, self-directed study, and mentoring). More information is available at OFPP’s website [https://www.whitehouse.gov/omb/procurement_default](https://www.whitehouse.gov/omb/procurement_default).

The Office of Acquisition, Logistics, and Construction (OALC) provides central funding for FAC-C certification training and continuous learning opportunities for all VA GS-1102s to attend courses provided by the VAAA. Students in other career series are able to attend CPS courses, based on seat availability and local office funding.

CPS has designed an overarching framework, known as the 1102 Career Path Continuum, to delineate the multifaceted contracting-based curriculum being offered in order to advance the technical, tactical, operational, and strategic skillsets of the acquisition workforce. The CPS 1102 Career Path Continuum represents a graduated curriculum structure that integrates core FAC-C training, advanced technical acquisition training, and competency-based training comprised of the following areas:

1. **FAC-C Curriculum and Technical Acquisition Training**
   - Includes FAC-C Level I, II, and III core courses.

2. **Continued Professional Development Opportunities**
   - Acquisition Leasing Track: Leasing courses designed to provide students with a sound basis for writing, analyzing, and negotiating VA leases.
• Acquisition System Track: Specific training on VA’s acquisition systems, processes, and procedures, to include the electronic Contract Management System (eCMS).

• Foundational Learning for Contracting Professionals (FLCP) Offerings: Foundational Learning courses focus on enhancing key professional competencies, as identified by the Federal Acquisition Institute (FAI).

• Role-Based Competencies in Context (RBCC) Offerings: The RBCC offerings provide training in key strategic business operating skills, based on competency profiles for the journeyman contracting officer, supervisory contracting officer, and the managerial contracting officer.

• Specialized/Advanced Acquisition (ACQ or FQN) and Contracting (CON) Courses: Specialized courses are designed to foster consistent technical competencies and standards related to the Federal acquisition function.

• Skill-Building Workshops: Using case studies and contracting simulations, learners have the opportunity to put theory to practice, by demonstrating and applying technical knowledge. Learners will leverage their experience and knowledge in addressing new contracting situations or challenges.

• Education with Industry (EWI) Program: Highly-selective, competitive, non-degree, developmental program, to enhance the existing operational and technical skill sets of mid-level contracting, as well as construction and facilities management, professionals. The program uses a hands-on educational experience, to provide students with management skills and technical expertise, as they study best practices with leaders of industry. The program follows an academic year calendar, which begins in late August or early September, and ends in late June.

For questions regarding the Contracting Professional School, visit www.acquisitionacademy.va.gov or email vaacontractingprofessionalschool@va.gov
The VA Facilities Management School (FMS) serves as the primary learning and development resource for the entire VA facility community. Recognizing that each administration and program office (Veterans Health Administration (VHA), Veterans Benefits Administration (VBA), National Cemetery Association (NCA) and the Office of Construction & Facilities Management (CFM)) has distinct facility operations and
maintenance and capital project delivery needs. FMS can tailor training to enhance facility workforce performance in areas that matter the most to each organization.

From a facility life-cycle perspective, FMS offers courses, workshops, seminars, and online resources to help achieve better results in requirements planning, project design and delivery, project activations, facility operations and maintenance, construction, and leadership and innovation. FMS also offer training to enhance employee and workplace safety, infection control risk mitigation, sustainability, external accreditation and code compliance, and biomedical equipment maintenance.

From our inception, in response to the Federal Buildings Personnel Training Act of 2010 (FBPTA), Public Law 111-308, FMS has moved forward on a commitment to develop and deliver training that ensures VA complies with the law. By supporting the development of a well-trained and competent facility management (FM) workforce FMS can help optimize the quality, safety, and performance of VA's facility investments to better serve our nation’s Veterans.

Using the same competency-based, theory-to-practice training model employed across the VAAA enterprise, FMS provides training to address both technical and business competencies needed to perform both FM and capital project delivery (CPD) functions. FMS offerings emphasize the following major Competency Areas:

• Regulatory and Code Compliance

• Planning, Design, Construction, and Activation (PDCA)*

• Operations and Maintenance (including engineering, technology, energy management, safety, water efficiency, sustainability, building performance measures, and the trades)

• Contracting and Finance*

• Management and Administration (including planning, leadership and innovation)

• Healthcare Industry Fundamentals

• Healthcare Facility Safety

• Financial Stewardship
**Dedicated Offerings**

For facilities where a large group of employees is available to take a class, FMS can deliver training on-site at a facility to minimize impact on employee travel and organizational cost. Decisions are made on a case-by-case basis.

Those interested in dedicated training must be able to provide a training room large enough to accommodate all students for the entire course duration, as well as the technology needed during the course. Please plan at least 10 weeks ahead from the course request date to allow FMS time to process the request. To find out more about having training delivered at your facility, email vaaafms@va.gov

*Courses supplemented by VAAA Contracting Professional and Program Management Schools*

For questions regarding the Facilities Management School, visit www.acquisitionacademy.va.gov or email vaaafms@va.gov
The Program Management School (PMS) was created to address the development requirements from the Office of Management and Budget (OMB) mandate to certify all Federal Government program and project managers. The Program Management School is a strategic partner in the effort to implement best-in-class program and project management in the Department of Veterans Affairs and throughout the Government.

After completing the training, students receive the federally-recognized FAC-P/PM certification, which is also recognized to meet the training requirements for the Program Management Professional (PMP) certification from the Program Management Institute.
Program Management Certification

FAC-P/PM Program
The information below is based on the OFPP policy memorandum dated April 25, 2007, announcing the establishment of a structured development program for program and project managers identified as the FAC-P/PM.

The purpose of the FAC-P/PM is to establish general training and experience requirements for program and project managers in civilian agencies. The FAC-P/PM focuses on essential competencies needed for program and project managers; the program does not include functional or technical competencies, such as those for information technology, or agency-specific competencies.

FAC-P/PM Certification
Defense Acquisition University (DAU) Defense Acquisition Workforce Improvement Act (DAWIA)-Program Management Certification

If you are Level 1/2/3 DAWIA-Program Management certified, you are not required to take this course for FAC-P/PM certification. To transfer your Level 1/2/3 DAWIA certification into an Entry, Mid and Senior Level FAC-P/PM certification you will need to provide proof of your DAWIA-PM certification and 80 hours of continuing learning over the last two years.

COR Certification
The Federal Acquisition Certification for Contracting Officer Representatives (FAC-COR) Level II virtual course is designed to provide individuals with the knowledge and skills needed to properly execute the Contracting Officer’s Representative (COR) responsibilities such as acquisition planning, market research, and contract performance management. These skills will ensure that the acquisition workforce continues its mission of providing a full range of innovative, cost-effective business solutions and responsive services tailored to meet the ongoing and emerging needs of our customers. The 32-hour online course consists of several modes of instruction to include lecture, webinar, individual and group exercises and discussion, taking elements from both instructor-led and web-based training. The training is centered on a toolkit for everyday use to support future COR tasks and responsibilities. Students will gain necessary knowledge, skills, and abilities to apply COR practices in real-world situations. At the completion of the course, students will possess a clear understanding of how to fulfill obligations as a Level II COR, and will receive a certificate of completion which can be used,
along with documentation of COR Level I training (or previous certification) and one year of COR experience to apply for COR Level II certification.

**PM Fellows**

The PM Fellows Program provides fellows with a unique professional development opportunity that brings students quickly through entry and mid-level FAC-P/PM certification standards while integrating leadership training, business skills, practical application exercises and real world project/program management experience all under the guidance of a coach and mentor.

A key characteristic of the PM Fellows experience is the incorporation of specialty tracks that focus on PM related issues and considerations facing a particular career field. The program will foster a collaborative knowledge sharing culture across the PM Fellows’ career fields, keeping them active in the PM Fellow community long after their time at the Academy.

**Program Infrastructure**

This unique program offers a holistic approach to accelerate development of mission-critical program/project managers. Fellows experience in-classroom training, guided application through exercises and simulations, and directed self-paced development. Additionally, fellows are exposed to different PM functional areas within their career field through specialty track curriculum and job rotation opportunities.

Lastly, in order to provide a meaningful support structure for all students, fellows are matched with a mentor to serve as a resource before, during, and after the program. This mentoring component provides a network of experts who stand behind the student as a support system throughout his or her career. The network of mentors also plays a key role in establishing an ongoing PM community within VA, enabled through a PM Fellows knowledge collaboration site.

The PM Fellows supporting infrastructure consists of a foundational curriculum, skill building workshops, self-paced learning and application informed by an individual development plan and action plan, and directed job rotation periods. All of these elements are reinforced by an online knowledge collaboration site, mission service activities, coaching, mentoring, and development of a cohort team and community of practice (CoP).

For questions regarding the Program Management School, visit www.acquisitionacademy.va.gov or email vaaaprogrammanagementschool@va.gov.
The VAAA Supply Chain Management School’s (SCMS) global vision is to create an innovative and high quality academic environment to ensure that SCMS is the supply chain school of choice for VA and other government agencies. The curriculum offered by SCM strengthens the knowledge, skills, and abilities of the supply chain and logistics workforce to implement a more standardized, cost effective, and streamlined federal supply chain.

SCMS establishes itself by creating an organizational culture of excellence and providing effective supply chain management training through streamlined daily operations. SCMS’s competency based training model helps create a more comprehensive and structured approach to employee development.

**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 designed for the following three levels. Although each level has a
suggested audience related to grade levels of staff, this does not dictate staff is limited to only one level of training. Below is a description of each level:

**Supply Chain Professional Level I:** Possesses a basic understanding of the general rules and concepts of the overall system. Performs basic administrative and frontline functions and data entries. Target audience: GS 8 and below; WG 8 and below

**Supply Chain Professional Level II:** Possesses an intermediate understanding of policies and procedures. Responsible for effective operation of the supply chain. Plans for current and future needs of customers and ensures the effectiveness and efficiency of supply chain operations. May supervise or lead teams, involved in short range planning and day-to-day tactical level execution of the mission. Target audience: GS 9-12, WG 9, all WS and WL grades

**Supply Chain Professional Level III:** Supply chain subject matter expert. Advises senior leadership on logistics workforce considerations and how to best leverage supply chain operations in support of the mission. Serves as a team lead/supervisor or senior staff member and leads integrated cross functional teams. Responsible for synchronizing mission requirements, providing effective oversight of day-to-day mission support activities, and continuously improving supply chain operations. Ensures strategic alignment of requirements, resources, and plans. Target audience: GS 13-15

For questions regarding the Supply Chain Management School, visit [www.acquisitionacademy.va.gov](http://www.acquisitionacademy.va.gov) or email vaaascmschool@va.gov
VAAA
Course Descriptions
The following pages provide course names, descriptions and other relevant information for courses offered at the VA Acquisition Academy. They are organized by school:

Contracting Professional School

Facilities Management School

Program Management School

Supply Chain Management School

The Acquisition Internship School courses and descriptions are not included since they are delivered only to intern program participants.
CON 090 A&B (FED) | FAR FUNDAMENTALS (PART I - MODULES A & B)

**Course Description:** This course is comprised of the first two modules of a four-module FAC-C Level I certification training course. The four-module FAR Fundamentals course helps demystify the FAR to prepare students for careers in Federal Government acquisition (and for more advanced courses). **MODULE A: CONTRACTING OVERVIEW:** Module A of this course focuses on the basics of the FAR and acquisition planning. Students learn about the history, value, and shortcomings of the FAR. This module emphasizes the importance of the FAR’s procedures and policies, and the authority given to and restrictions placed on contracting officers. **MODULE B: CONTRACT PLANNING:** Module B of this four-module course focuses on the first phase of federal acquisition - acquisition planning. These modules are a practicum; the instructor lectures only briefly. Students work individually and in groups to locate parts of the FAR, interpret the FAR’s requirements, and resolve certain situations based on the information in the FAR and applicable agency FAR supplements. After completing the course, students will be more comfortable in completing their own research rather than relying on an instructor or supervisor to answer their questions.

**NOTE:** Students should take both CON 090 Parts I and II, within the same fiscal year.

**Prerequisite(s):** Certification: FAC 023 and FAC 031. Continuous Learning: FAC-C Level I or higher.

**Instructional Hours:** 80 Continuous Learning Points: 80

**Delivery Method:** FTF
CON 090 C&D (FED) | FAR FUNDAMENTALS (PART II - MODULES C & D)

Course Description: This course is comprised of the last two modules of a four-module FAC-C Level I certification training course. The four-module FAR Fundamentals course helps demystify the FAR to prepare students for careers in Federal Government acquisition (and for more advanced courses). MODULE C: CONTRACT FORMATION: Module C of this four-module course covers the second phase of Federal Government acquisition - solicitation and award - and policies and procedures related to contract formation. MODULE D: CONTRACT ADMINISTRATION: Module D of this four-module course covers the post-award phase of the contracting process -- contract administration - and the variety of issues that may arise during this phase. These modules are a practicum; the instructor lectures only briefly. Students work individually and in groups to locate parts of the FAR, interpret the FAR's requirements, and resolve certain situations based on the information in the FAR and applicable agency FAR supplements. After completing the course, students will be more comfortable in completing their own research rather than relying on an instructor or supervisor to answer their questions.

NOTE: Students should take both CON 090 Parts I and II, within the same fiscal year.

Prerequisite(s): Certification: CON 090 (FED) A & B: FAR Fundamentals (Part I - Modules A & B), FAC 023 and FAC 031. Continuous Learning: FAC-C Level I or higher.

Instructional Hours: 80 Continuous Learning Points: 80

Delivery Method: FTF

CON 121 (FED) | CONTRACT PLANNING

Course Description: This course is a FAC-C Level I certification training course. Contract Planning will introduce personnel new to the contracting field to their role as a business advisor in the acquisition process. It focuses on the students’ role in understanding their customers’ mission and their ability to plan successful mission support strategies based upon their knowledge of the contracting environment and their customer needs. Students will learn how to use the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), conduct effective market research, develop alternative acquisition strategies, and understand how socioeconomic programs support the acquisition planning process.

NOTE: VA students are encouraged to enroll for the DAU distance learning course, as appropriate with their learning style. FTF offerings are limited. Students can enroll in the DAU course using FAITAS.

Prerequisite(s): Certification: CON 100. Continuous Learning: When registering for this course in FAITAS, in the General Remarks box, enter "CON 090 has been waived for FAC-C."

Instructional Hours: 16 Continuous Learning Points: 16

Delivery Method: FTF or AT

CON 124 (FED) | CONTRACT EXECUTION

Course Description: This course is a FAC-C Level I certification training course. It focuses on executing the acquisition planning through soliciting industry and awarding a contract. It provides students with the knowledge necessary to execute an acquisition that optimizes customer mission performance. Students will learn the techniques and benefits of early industry involvement in shaping requirements. Students will learn basic procedures for acquisition of both commercial and noncommercial requirements, effectively conduct analysis of market data, and determine when a price is fair and reasonable. Finally students will learn how to conduct basic competitive acquisitions, process awards, and handle protests before and after contract award.

NOTE: VA students are encouraged to enroll for the DAU distance learning course, as appropriate with their learning style. FTF offerings are limited. Students can enroll in the DAU course using FAITAS.

Prerequisite(s): None. Highly encouraged to take CON 121, CON 124, and CON 127 in order.

Instructional Hours: 16 Continuous Learning Points: 16

Delivery Method: FTF or AT

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
CON 127 (FED) | CONTRACT MANAGEMENT

**Course Description:** This course is a FAC-C Level I certification training course. This course builds on the foundation established in CON 121 and CON 124 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance. Students will explore processes for working with their customer to ensure contract performance is meeting mission requirements. Students will explore performance assessment strategies and remedies for contractual non-compliance, how to make and price contract changes after award, handle disputes, and finally how to close out completed contracts. Additionally, students will gain a fundamental knowledge of the characteristics and principles of the contract termination process.

**NOTE:** VA students are encouraged to enroll for the DAU distance learning course, as appropriate with their learning style. FTF offerings are limited. Students can enroll in the DAU course using FAITAS.

**Prerequisite(s):** None. Highly encouraged to take CON 121, CON 124, and CON 127 in order.

**Instructional Hours:** 16

**Continuous Learning Points:** 16

**Delivery Method:** FTF or AT

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

**Course Description:** This course is a FAC-C Level I certification training course. Students learn how to apply quantitative tools to accomplish cost and price analysis in accordance with the FAR and the Contract Pricing Reference Guide; distinguish various seller pricing strategies; identify policies and procedures for applying Cost Accounting Standards; identify the contractor business systems that must comply with government requirements for contract award; and apply professional negotiation techniques to achieve success in a face-to-face negotiation.

**Prerequisite(s):** Certification: CLC 057 and CLC 058.

**Instructional Hours:** 80

**Continuous Learning Points:** 80

**Delivery Method:** FTF or Virtually

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FCN 603: JOURNEYMAN CO, EMOTIONAL INTELLIGENCE

**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. In contracting, 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 four-week virtual course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key emotional intelligence techniques and best practices to the acquisition environment.

**Prerequisites:** None

**Instructional Hours:** 18 hours

**Continuous Learning Points:** 18

**Delivery Method:** Virtual
### FAC-C Level II Requirements: (All FAC-C Level I Training must be completed)

- CON 200: Business Decisions for Contracting *(Available online through DAU or FTF at VAAA)*
- CON 216: Legal Considerations in Contracting *(Available online through DAU or FTF at VAAA)*
- CON 270: Intermediate Cost and Price Analysis *(Available through DAU or FTF at VAAA)*
- CON 280: Source Selection and the Administration of Service Contracts *(Available through DAU or FTF at VAAA)*
- CON 290: Contract Administration and Negotiation Techniques in a Supply Environment *(Available through DAU or FTF at VAAA)*
- Harvard Business School (HBS) 428: Negotiating *(Available online through DAU)*
- CLC 056: Analyzing Contract Costs *(Available online through DAU)*
- CLC 051: Managing Government Property in the Possession of Contractors *(Available online through DAU)*

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

**Experience:** 2 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.

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### 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.

**Prerequisite(s):** Certification: FAC-C Level I. Continuous Learning: FAC-C Level I or higher.

**Instructional Hours:** 24  
**Continuous Learning Points:** 24

**Delivery Method:** FTF or AT

### 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.

**Prerequisite(s):** Certification: FAC-C Level I. Continuous Learning: FAC-C Level I or higher.

*Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)*
CON 270 (FED) | INTERMEDIATE COST AND PRICE ANALYSIS

Course Description: This course is a FAC-C Level II certification training course. This course is specifically designed to help students become better business advisors while they develop contract arrangements that serve the best interests of the government. It expands upon the contract pricing principles addressed in the Level I Contracting curriculum, Contract Pricing Reference Guide, and Department of Defense policy. The course prepares students for subsequent DAWIA Level II certification courses that cover more advanced contract pricing content.

Prerequisite(s): Certification: FAC-C Level I, CON 170 and CLC 056. Continuous Learning: FAC-C Level II or higher.

Instructional Hours: 80
Continuous Learning Points: 80

Delivery Method: FTF

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

Course Description: This course is a FAC-C Level II certification training course. This course provides students with key information regarding the acquisition of services under FAR Part 15 procedures. It emphasizes performance-based acquisitions for services, source selection, contract types, contract incentives, and contract administration. It expands upon the foundation established through the Level I curriculum and the course prerequisites.

Prerequisite(s): Certification: CON 270, CLC 051 and HBS 428. Continuous Learning: FAC-C Level II or higher.

Instructional Hours: 80
Continuous Learning Points: 97

Delivery Method: FTF

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

Course Description: This course is a FAC-C Level II certification training course. In this course, students make practical use of the contracting concepts acquired in prerequisite courses. By doing so, they are better able to address customer supply requirements and resolve contracting issues. Students analyze the contracting process by following a supply requirement through the acquisition cycle beginning with acquisition planning and concluding with contract closeout. The course builds upon legal concepts from CON 216 and intermediate pricing concepts from CON 270.

Prerequisite(s): Certification: CON 270, CLC 051 and HBS 428. Continuous Learning: FAC-C Level II or higher.

Instructional Hours: 80
Continuous Learning Points: 96

Delivery Method: FTF
### 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)*
- Choose any HBS Module, other than HBS 428 *(Available online through DAU)*
- Choose 1 of the following:
  - CON 244: Construction Contracting *(Available through DAU or FTF at VAAA)*
  - CON 252: Fundamentals of Cost Accounting Standards *(Available through DAU or FTF at VAAA)*
  - CON 370: Advanced Contract Pricing *(Available through DAU)*
  - ACQ 265: Mission-Focused Services Acquisition *(Available through DAU or FTF at VAAA)*
  - ACQ 315: Understanding Industry *(Available through DAU)*
  - ACQ 370: Acquisition Law *(Available through DAU or FTF at VAAA)*
  - 32 hours of electives*

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

**Experience:** 4 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.

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### CON 360 (FED) | Contracting for Decision Makers

**Course Description:** This course is a FAC-C Level III certification training course. This intensive course for advanced students provides practice in applying skills and knowledge gained in previous training courses and work experience to realistic learning scenarios. Students confront an interrelated array of issues that require use of judgment and comprehensive knowledge to resolve. Students hone problem-solving and critical-thinking skills and develop real solutions to real acquisition problems, resulting in more effective managerial business decisions to support the organization’s mission.

**Prerequisite(s):** Certification: FAC-C Level II. **Continuous Learning:** FAC-C Level III.

**Instructional Hours:** 80

**Continuous Learning Points:** 80

**Delivery Method:** FTF

### CON 244 (FED) | Construction Contracting

**Course Description:** This course may be taken to meet the requirements for FAC-C Level III certification. This course provides contracting personnel involved in the formation and administration of construction contracts with a complete and extensive look at contracting for construction projects. Coverage includes project planning, specification and solicitation preparation, contract award and administration, and contract completion. Students learn to describe functional components of construction contracting from planning through closeout; use appropriate techniques for solicitation, evaluation, and award; identify methods of quality assurance for construction

**Delivery Method Legend:** Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
contract administration; identify sources of potential modifications and correct courses of action; and manage a construction contract.

**Prerequisite(s):** CLC 056 – Analyzing Contract Costs, CON 127 – Contract Management and CON 216 – Legal Considerations in Contracting

**Instructional Hours:** 40

**Continuous Learning Points:** 40

**Delivery Method:** FTF

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**CON 252 (FED) | FUNDAMENTALS OF COST ACCOUNTING STANDARDS**

**Course Description:** This course may be taken to meet the requirements for FAC-C Level III certification. Fundamentals of Cost Accounting Standards provides detailed, hands-on instruction in the various aspects of Public Law 100-679, including the rules and regulations of the Cost Accounting Standards Board, the requirements of the cost accounting standards, disclosure statements, cost accounting practice changes, and calculating cost impacts for federal contracts.

**Prerequisite(s):** Certification: FAC-C Level II. **Continuous Learning:** FAC-C Level III.

**Instructional Hours:** 64

**Continuous Learning Points:** 64

**Delivery Method:** FTF

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**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

**Instructional Hours:** 32

**Continuous Learning Points:** 32

**Delivery Method:** FTF

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**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):** None

**Instructional Hours:** 36

**Continuous Learning Points:** 51

**Delivery Method:** FTF
Continuous Learning Electives

Acquisition Leasing Courses

**FCN 406 | LEASE ACQUISITION TRAINING (LAT)**

**Course Description:** This new GSA leasing course addresses the fundamental concepts involved in GSA’s reformed real property leasing process. GSA leasing organizations and non-GSA organizations acquiring lease space under a GSA delegation will find this course essential for providing its newly assigned or experienced leasing personnel with a foundational knowledge of the reformed GSA leasing process. Students 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. Non-GSA organizations are required to assure their leasing personnel have taken this course to maintain the agency’s delegated leasing authority. The course is required for all levels of lease contracting officer warrants. **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

**Instructional Hours:** 36  
**Continuous Learning Points:** 36

**Delivery Method:** FTF

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**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

**Instructional Hours:** 40  
**Continuous Learning Points:** 40

**Delivery Method:** FTF

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**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 and FCN 408 – Cost and Price Analysis of Lease Proposals

**Instructional Hours:** 40  
**Continuous Learning Points:** 40

**Delivery Method:** FTF
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

Instructional Hours: 40
Continuous Learning Points: 40
Delivery Method: FTF

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

Instructional Hours: 40
Continuous Learning Points: 40
Delivery Method: FTF

Acquisition Systems Training

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 CON 100: Shaping Smart Business Arrangements and 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): CON 100 – Shaping Smart Business Arrangements, eCMS and Integrated Systems, eCMS FPDS Information Channel, and eCMS in the Acquisition Lifecycle.

Instructional Hours: 28 hours
Continuous Learning Points: 28
Delivery Method: FTF

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

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
Contracting Professional School

(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

**Instructional Hours:** 1

**Continuous Learning Points:** 1

**Delivery Method:** AT

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**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

**Instructional Hours:** 1

**Continuous Learning Points:** 1

**Delivery Method:** AT

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**TMS ID: 3864508 | eCMS CONTENT MANAGER AND BRIEFCASE**

**Course Description:** This web-based tutorial will describe the importance of correctly using Content Manager as a method of creating contractual documents, and define the importance of the Briefcase. Learners will increase their ability to navigate the Document Generation process, apply best practices during Document Generation, and understand how Content Manager and the Briefcase work together within eCMS.

**Prerequisite(s):** None

**Instructional Hours:** 1

**Continuous Learning Points:** 1

**Delivery Method:** AT

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**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

**Instructional Hours:** 1

**Continuous Learning Points:** 1

**Delivery Method:** AT

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**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

**Instructional Hours:** 1

**Continuous Learning Points:** 1

**Delivery Method:** AT

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*Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), 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

Instructional Hours: 1  
Continuous Learning Points: 1

Delivery Method: AT

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

Instructional Hours: 1  
Continuous Learning Points: 1

Delivery Method: AT

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

Instructional Hours: 1  
Continuous Learning Points: 1

Delivery Method: AT

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

Instructional Hours: 1  
Continuous Learning Points: 1

Delivery Method: AT

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

Instructional Hours: 1  
Continuous Learning Points: 1

Delivery Method: AT

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
Foundational Learning Courses

**FCN 501 | ADAPT TO CHANGE AND MAINTAIN ACCOUNTABILITY**

**Course Description:** This Foundational Learning for Contracting Professionals course will help students hone skills on staying flexible while being accountable for their actions. It’s crucial for every 1102 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 VA Learning University (VALU) 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 the contracting (1102) job series and designed to improve contracting professionals’ competence in this topic.

Students are expected to complete individual assignments and two virtual sessions, all within the same week, which will require 9 hours to complete. The virtual classroom sessions will be held the Wednesday and Thursday, from 1:00 PM – 4:00 PM ET.

**Prerequisite(s):** None

**Instructional Hours:** 9

**Continuous Learning Points:** 9

**Delivery Method:** ST

**FCN 502 | EFFECTIVE WRITING FOR 1102S**

**Course Description:** This Foundational Learning for Contracting Professionals 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:** 3 Days

**Continuous Learning Points:** 24

**Delivery Method:** FTF

**FCN 503 | BUILD NETWORKS: MAXIMIZING YOUR RELATIONSHIPS**

**Course Description:** This Foundational Learning for Contracting Professionals 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 the contracting (1102) job series and designed to improve contracting professionals’ competence in this topic.
At the end of this session, participants will be able to:

- Explore tools to engage, influence, and manage others (with or without authority) to support effective collaborations.
- Practice building and maintaining productive networks and connections to increase contracting professional competence.
- Explore how increased emotional intelligence can support more personal and professional goals.
- Identify strategies to manage conflict, navigate organizational politics, and plan for difficult conversations.
- Explore ways to turn challenging relationships into valuable collaborations.
- Use interpersonal skills and I-CARE Values to manage and enhance contracting outcomes.
- Complete and interpret the DISC assessment.

Prerequisite(s): None

Instructional Hours: 4 Days
Continuous Learning Points: 28

Delivery Method: FTF

FCN 504 | EFFECTIVELY INTERACTING WITH YOUR CUSTOMER

Course Description: This Foundational Learning for Contracting Professionals 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 the contracting (1102) job series and designed to improve contracting professionals’ competence in this topic.

Students are expected to complete individual assignments and one virtual session, which will total 8 hours of course work. The virtual session will be held the Monday of the course week, from 1:00 PM – 4:00 PM ET. After the virtual session, the individual assignments will be due one week later.

Prerequisite(s): None

Instructional Hours: 8
Continuous Learning Points: 8

Delivery Method: ST

FCN 505 | PROBLEM SOLVING FOR ACQUISITION DECISION MAKING

Course Description: This Foundational Learning for Contracting Professionals course will provide students with techniques to solve problems and make decisions. Do you have problems in your office? Are you trying to get work accomplished and cannot get a group decision made? Students will work through a series of case studies, respond to articles, and have group discussion 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 the contracting (1102) job series and designed to improve contracting professionals’ competence in this topic.

This training includes two virtual sessions Monday and Wednesday from 12:00 – 4:00 PM ET of the course week and individual assignments to be completed outside of class.

Prerequisite(s): None

Instructional Hours: 12
Continuous Learning Points: 12

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
**FCN 506 | COMMUNICATE, COLLABORATE AND CONNECT**

**Course Description:** This Foundational Learning for Contracting Professionals 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 the contracting (1102) job series and designed to improve contracting professionals’ 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:** 4 Days  
**Continuous Learning Points:** 32

**Delivery Method:** FTF

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**FCN 507 | STRENGTHEN YOUR RESILIENCE: THRIVE AS AN 1102**

**Course Description:** This Foundational Learning for Contracting Professionals 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: Thrive As An 1102 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 the contracting (1102) job series and designed to improve contracting professionals’ competence in this topic.

Students are required to complete seven (7) hours of self-paced work before they attend a virtual class that will run from 10:30 AM – 4:00 PM ET.

**Prerequisite(s):** None

**Instructional Hours:** 12  
**Continuous Learning Points:** 12

**Delivery Method:** ST

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**FCN 508 | BUILDING CREDIBILITY AND TRUST IN CONTRACTING**

**Course Description:** This Foundational Learning for Contracting Professionals 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.

**Delivery Method Legend:** Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
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 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 – 1:30 PM ET. Independent assignments (totaling approximately 4.5 hours) will be required before and after the virtual classroom sessions.

**Prerequisite(s):** None

**Instructional Hours:** 9  
**Continuous Learning Points:** 9

**Delivery Method:** ST

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**FCN 520 | Advanced Technical Writing for 1102s**

**Course Description:** This Foundational Learning for Contracting Professionals 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 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 virtual classroom sessions.

**Prerequisite(s):** None

**Instructional Hours:** 20  
**Continuous Learning Points:** 20

**Delivery Method:** ST

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**FCN 521 | Advanced Problem Solving for 1102s**

**Course Description:** This Foundational Learning for Contracting Professionals 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.

*Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)*
This course uses a distance learning platform. Virtual 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 virtual classroom sessions.

Prerequisite(s): None

Instructional Hours: 10  Continuous Learning Points: 10

Delivery Method: ST

**Role-Based Competencies in Context (RBCC) Courses**

**FCN 600 | Journeyman Contracting Officer, Planning: How to Make a Plan and Work It**

**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.

Planning: How to Make a Plan and Work It focuses on empowering the 1102 Journeyman Contracting Officer (CO), using forward-thinking strategies that maximize planning effectiveness during the acquisition process. During this two-week course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key planning principles and best practices to the acquisition environment.

This two-week course will be held using a virtual platform. Students are expected to complete individual assignments over the two weeks that will require an estimated six-and-a-half hours to complete. Students must also attend three (3) virtual classroom sessions, including an Orientation, at the following times:

- Virtual Orientation Session on Thursday from 12:30 PM – 1:30 PM ET
- First Virtual Classroom Session on Thursday from 12:30 PM – 2:30 PM ET
- Second Virtual Classroom Session on the following Thursday from 12:30 PM – 4:30 PM ET

Prerequisite(s): FAC-C Level II

Instructional Hours: 12  Continuous Learning Points: 12

Delivery Method: ST

**FCN 601 | Journeyman Contracting Officer, Priority Setting: Who’s On First?**

**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.

Priority Setting: Who’s On First? focuses on empowering the 1102 Journeyman Contracting Officer (CO) through effective priority setting techniques. During this course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key priority setting techniques and best practices to the acquisition environment.

This three-week course will be held using a virtual platform. Students are expected to complete individual assignments over the three weeks that will require an estimated five hours to complete. Students must also attend four (4) virtual classroom sessions, including an Orientation, at the following times:

- Virtual Orientation Session on Thursday from 12:30 PM – 1:30 PM ET
- First Virtual Classroom Session on Thursday from 12:30 PM – 2:30 PM ET
- Second Virtual Classroom Session on the following Thursday from 12:30 PM – 3:00 PM ET
- Third Virtual Classroom Session on the final Thursday from 12:30 PM – 3:30 PM ET
Prerequisite(s): FAC-C Level II

Instructional Hours: 12
Continuous Learning Points: 12

Delivery Method: ST

**FCN 602 | JOURNEYMAN CONTRACTING OFFICER, EFFECTIVE TIME MANAGEMENT**

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.

Effective Time Management focuses on empowering the 1102 Journeyman Contracting Officer (CO) through effective time management techniques. During this three-week virtual course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key time management techniques and best practices to the acquisition environment. Students are expected to complete individual assignments over the two weeks that will require an estimated five (5) hours to complete.

Students must attend orientation and three (3) virtual classroom sessions on the indicated Thursdays. The first virtual orientation session will take place from 12:30 PM – 1:30 PM ET, and subsequent virtual classroom sessions will be held from 12:30 PM – 3:30 PM ET.

Prerequisite(s): FAC-C Level II

Instructional Hours: 14
Continuous Learning Points: 14

Delivery Method: ST

**FCN 700 | SUPERVISORY CONTRACTING OFFICER, MANAGING AND MEASURING WORK**

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.

Managing and Measuring Work focuses on empowering Supervisory Contracting Officers, highlighting the importance and benefits of accounting for and actively managing work, and enhancing work processes using performance management techniques. The course will provide an understanding of the importance of organizational metrics and their alignment with the team’s mission, as well as methods to assess and assign work, manage stakeholders’ expectations, and monitor performance in the acquisition environment.

The course is comprised of four (4) live instructor-led virtual sessions, including an orientation. Students are expected to attend all sessions and complete assignments prior to attending virtual sessions. Independent time for the assignments is approximately 5.75 hours. The schedule is as follows:

- Virtual Orientation Session on course start date from 12:30 PM – 1:30 PM ET
- Virtual Classroom Sessions on Wednesdays for Modules 1 through Module 3 from 12:30 PM – 3:30 PM ET

Prerequisite(s): FAC-C Level II

Instructional Hours: 16
Continuous Learning Points: 16

Delivery Method: ST

*Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)*
FCN 701 | SUPERVISORY CONTRACTING OFFICER, ORGANIZING A WINNING TEAM

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.

Organizing a Winning Team is designed to empower Supervisory Contracting Officers (COs) through cultivating organizing strategies to marshal resources effectively and efficiently and to orchestrate multiple concurrent activities to accomplish organizational and team goals. Students will practice organizing skills in realistic scenarios such as addressing staff changes and performing dual functions as contract specialists and supervisors, while maintaining a focus on the ability to organize oneself and one’s team, peers, customers, and managers.

During this three-week virtual course, students will engage in:
- A one-hour-long virtual orientation
- Three virtual classroom sessions lasting three hours each
- Independent assignments that will require an estimated total of six (6) hours to complete

Students must attend all four (4) virtual sessions, including the orientation, to receive credit for the course. The first virtual orientation session will take place on Thursday, from 12:30 PM – 1:30 PM ET, and subsequent virtual classroom sessions will be held on Thursday, from 12:30 PM – 3:30 PM ET, on indicated session dates.

Prerequisite(s): FAC-C Level II

Instructional Hours: 15
Continuous Learning Points: 15

Delivery Method: ST

FCN 702 | SUPERVISORY CONTRACTING OFFICER, DEVELOP OTHERS AND PAY IT FORWARD

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.

In Develop Others and Pay it Forward course, you will learn how to adopt a leadership approach that heightens performance and improves the productivity of your direct reports and other associates. Contracting 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 contracting 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 contracting-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.

The course is comprised of four (4) live instructor-led virtual sessions, including an orientation. Students are expected to complete assignments, prior to attending scheduled sessions. Independent time for the assignments is approximately five (5) hours. The schedule is as follows:
- Virtual Orientation Session on course start date from 1:00 PM – 2:00 PM ET
- Virtual Classroom Sessions on Wednesdays from Modules 1 through Module 3 from 12:30 PM – 4:00 PM ET

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
FCN 703 | SUPERVISORY CONTRACTING OFFICER, MANAGE THE MESSAGE TO GET RESULTS

**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.

Manage the Message to Get Results will show students how to identify the best communication methods, to optimize relationships with key stakeholders to inform them, and in turn, be informed by them as they work in concert to accomplish goals. The student will understand their role as change agents within their organization and develop strategies and tactics to share good and difficult information. Assignments will include message planning and role-play scenarios to demonstrate the operational efficiency gained by fostering a transparent work environment; empowering their teams to make decisions; and align their messaging with their leaders vision, VA strategy, and ICARE values.

The course is comprised of four (4) live instructor-led virtual sessions, including an orientation. Students are expected to complete assignments, prior to attending scheduled sessions. Independent time for the assignments is approximately five and on-half hours (5.5) hours. The schedule is as follows:
- Virtual Orientation Session on course start date from 1:00 PM – 2:00 PM ET
- Virtual Classroom Sessions on Wednesdays for Modules 1 through Module 3 from 12:30 PM – 4:00 PM ET

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FCN 704 | SUPERVISORY CONTRACTING OFFICER, CHAMPION DIFFERENCES TO IMPROVE ACQUISITION OUTCOMES

**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.

In the Champion Differences to Improve Acquisition Outcomes course, Supervisory Contracting Officers will learn how to promote diversity principles to build, engage, and motivate your team. This is accomplished as students learn to conquer unconscious barriers of diversity, embrace a culture of inclusion, and foster an environment that promotes different perspectives and innovative approaches to solve complex problems.

Three virtual classroom sessions will be held over a four week period using a virtual platform. Students are expected to complete individual assignments over three weeks that will require an estimated five-and-a-half hours to complete. Students must also attend four (4) virtual classroom sessions, including an Orientation, at the following times:
- Virtual Orientation Session on Tuesday from 1:30 PM – 2:30 PM ET
- Week 1: First Virtual Classroom Session on Tuesday from 12:00 PM – 4:00 PM ET
- Week 2: Second Virtual Classroom Session on the following Tuesday from 12:00 PM – 3:00 PM ET
- Week 3: No class for Students - Instructor teamwork session in preparation for week 4
• Week 4: Third Virtual Classroom Session on the following Tuesday from 12:00 PM – 3:30 PM ET

Prerequisite(s): FAC-C Level II
Instructional Hours: 16
Continuous Learning Points: 16
Delivery Method: ST

**FCN 705 | Supervisory Contracting Officer, 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.

In Mastering Difficult Conversations with Direct Reports, 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
Continuous Learning Points: 16
Delivery Method: ST

**FCN 800 | Managerial Contracting Officer, Delegating for Success**

**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.

The Delegating for Success course provides Managerial Contracting Officers with the concepts, tools, and strategies to delegate effectively, in order to encourage development, manage workloads, and ultimately lead a team to achieve its goals. As a Managerial CO, your workload is most likely full and time is limited, to complete everything on your task list. In this course, you will gain an understanding of the importance of delegation to management and how to leverage delegation strategies, to create meaningful growth opportunities that challenge and develop your employees. The course will discuss the benefits and barriers of delegation and apply a five-step process to: identify both routine and important delegable tasks; determine the most appropriate person for a task; provide constructive and relevant feedback; and evaluate performance. During this course, students will engage in live virtual 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

*Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)*
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

**Continuous Learning Points:** 16

**Delivery Method:** ST

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**FCN 801 | MANAGERIAL CONTRACTING OFFICER, BUILDING EFFECTIVE PEER RELATIONSHIPS**

**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.

In Building Effective Peer Relationships, students will gain insight into the importance of developing and maintaining peer relationships within and outside of the contracting community. Students will use various methods to engage peers in a meaningful and effective way to prepare them for establishing lasting work relationships. The course will also provide students with the opportunity to apply critical steps in developing a network of peers and will lay the foundation for them to use their network to address problems that they face in the workplace.

This four week course will be held using a distance learning platform. Students are expected to complete an estimated six (6) hours of individual assignments, over a three week period. 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

**Continuous Learning Points:** 16

**Delivery Method:** ST

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**Specialized/Technical Acquisition and Contracting Electives**

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**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:** 5 days

**Continuous Learning Points:** 40

**Delivery Method:** FTF

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**CON 260B (FED) | THE SMALL BUSINESS PROGRAM, PART B**

**Course Description:** A follow-on course to CON 260A, this course focuses on developing the skills and knowledge necessary for a small business specialist. Associated programs and initiatives that support the program and DoD’s efforts to improve small business participation in both prime contracting and subcontracting will also be reviewed, with particular attention to the small business specialist’s role as a vital member of the acquisition team.

**Prerequisite(s):** CON 260A – The Small Business Program, Part A

**Delivery Method Legend:** Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
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<th>Course Description</th>
<th>Prerequisite(s)</th>
<th>Instructional Hours</th>
<th>Continuous Learning Points</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCL-VA-0002</td>
<td>WELCOME TO THE VA – AN ORIENTATION FOR NEW 1102S</td>
<td>This face-to-face orientation is designed for contracting personnel who are new to the VA workforce (including both new 1102s and experienced 1102s new to VA). Students will gain an understanding of VA contracting systems, and resources, resulting in a smooth transition into the acquisition workforce and increased efficiency and effectiveness as trusted business partners. During this training, students will also have an opportunity to seek strategic guidance and insights from VA Senior Leaders and Contracting Officers across VA. This course is designed to be hands-on with interactive components in each module.</td>
<td>None</td>
<td>3 days</td>
<td>24</td>
<td>FTF</td>
</tr>
<tr>
<td>FCN 400</td>
<td>EMERGENCY CONTRACTING BASICS</td>
<td>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.</td>
<td>None</td>
<td>2 days</td>
<td>16</td>
<td>FTF</td>
</tr>
<tr>
<td>FFM 403</td>
<td>FEDERAL APPROPRIATIONS LAW</td>
<td>This session provides agency personnel with the legal aspects of Federal Appropriations Law. The course is based on the Principles of Federal Appropriations Law published by the General Accounting Office. These materials are designed to provide the student with insight and information on Comptroller General decisions that impact an Agency’s expenditures.</td>
<td>None</td>
<td>3 days</td>
<td>24</td>
<td>FTF</td>
</tr>
<tr>
<td>FLD 133</td>
<td>LEADERSHIP AND MANAGEMENT SKILLS FOR NON-SUPERVISORY CONTRACTING PROFESSIONALS</td>
<td>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.</td>
<td>None</td>
<td>3 Days</td>
<td>24</td>
<td>FTF</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Course Description</td>
<td>Prerequisite(s)</td>
<td>Instructional Hours</td>
<td>Continuous Learning Points</td>
<td>Delivery Method</td>
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</tr>
<tr>
<td>FQN 104</td>
<td>CONSTRUCTION CLAIMS</td>
<td>This comprehensive training course covers the full spectrum of claims arising under construction contracts. It addresses the aspects of recognizing a potential claim, pricing considerations, terminations, and the roles of the boards of contract appeals and the courts. After successful completion of this training course, the student will be able to: describe the claims process; recognize a potential claim; and provide options for resolving disputes.</td>
<td>None</td>
<td>3 days</td>
<td>24</td>
<td>FTF</td>
</tr>
<tr>
<td>FQN 401</td>
<td>ADMINISTRATION OF COST-REIMBURSEMENT CONTRACTS</td>
<td>This course focuses on the unique demands of administering cost-reimbursement contracts for services, supplies and research development. It is specifically designed for students with a basic understanding of federal contracting principles and procedures and who are involved in the specialized area of cost – reimbursement contracts.</td>
<td>None</td>
<td>3 days</td>
<td>24</td>
<td>FTF</td>
</tr>
<tr>
<td>FQN 404</td>
<td>FEDERAL SUPPLY SCHEDULE (FSS)</td>
<td>This course walks acquisition professionals through the FSS ordering process from A-Z. Purchasing officials will gain an in-depth understanding of how the Federal Supply Schedule program works, benefits of using FSS Schedules and how to place orders against FSS contracts.</td>
<td>None</td>
<td>3 days</td>
<td>24</td>
<td>FTF</td>
</tr>
<tr>
<td>FQN 405</td>
<td>MARKET RESEARCH AND COMMERCIAL ITEM</td>
<td>Federal agencies are relying more and more on the commercial market for the goods, services, and systems required to achieve stated goals. Learn how to leverage the experience of similarly situated organizations to make market research most effective. This three-day course was developed to teach students the tools and techniques necessary to perform effective market research. Our interactive hands-on training provides students with the skills to develop and execute a comprehensive market research plan.</td>
<td>None</td>
<td>3 days</td>
<td>24</td>
<td>FTF</td>
</tr>
<tr>
<td>FQN 406</td>
<td>NEGOCIATION STRATEGIES AND TECHNIQUES</td>
<td>This course may be taken to meet the requirements for FAC-C Level III certification. A vital skill in procurement is the ability to negotiate effectively. Almost every level of contracting involves negotiations, in a wide range of settings, over small and large issues. This course provides you with a solid battery of strategies, tactics and skills that are effective in contract information and contract administration negotiations: Every key phase of the negotiation process - from start to finish - is covered in this dynamic course.</td>
<td>None</td>
<td>3 days</td>
<td>24</td>
<td>FTF</td>
</tr>
</tbody>
</table>
Prerequisite(s): None

Instructional Hours: 5 days  
Continuous Learning Points: 40

Delivery Method: FTF

FQN 408 | STRATEGIC SOURCING

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 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: 3 days  
Continuous Learning Points: 24

Delivery Method: FTF

FQN 415 | PERFORMANCE-BASED SERVICES ACQUISITIONS WITH QASP

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. This course provides buying and selling professionals with the knowledge and tools needed to plan, negotiate, and manage contracts using the statement of objectives approach. The course is a great source of performance-based acquisition guidance, policies, and best practices.

Prerequisite(s): None

Instructional Hours: 5 days  
Continuous Learning Points: 40

Delivery Method: FTF

FQN 423 | SIMPLIFIED ACQUISITIONS

Course Description: This course provides in-depth, up-to-the-minute coverage on the full range of small purchase policies and procedures, including the revised FAR language: In addition to explaining the many changes that have occurred in the simplified acquisition area, the course also emphasizes the well-established rules that have not changed with FASA, such as compliance with FAR Part 8, required source of supply, the regulatory prohibition against splitting orders and contract reporting.

Prerequisite(s): None

Instructional Hours: 3 days  
Continuous Learning Points: 24

Delivery Method: FTF

FQN 427 | WRITING PERFORMANCE-BASED WORK STATEMENTS

Course Description: This session provides the student with information and practical guidance on the development and use of performance-based work statements as required by the FAR. It is suitable for all personnel involved in the acquisition process, including Contracting Officers and CORs. The coverage includes an overview of the process, the linkage of sections of the contract, setting performance requirements, and the hands-on opportunity to review local problems and situations. Note: Students are encouraged to bring their own work efforts so that extremely relevant SOW’s may be created during the session.

Prerequisite(s): None

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
FQN 440 | BASIC SOURCE SELECTION

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

Prerequisite(s): None

Instructional Hours: 3 Days  
Continuous Learning Points: 24

Delivery Method: FTF

FQN 442 | BEST VALUE SOURCE SELECTION

Course Description: This course provides the student with an understanding of changes to the Federal Acquisition Regulation (FAR) and the contract formation process. It is appropriate for contracting and program personnel involved in contract formation and award. The course covers acquisition and source selection methods and procedures, as well as evaluation of offers and quotes.

Prerequisite(s): None

Instructional Hours: 5 Days  
Continuous Learning Points: 40

Delivery Method: FTF

FQN 446 | ADVANCED SOURCE SELECTION

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. 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: 3 Days  
Continuous Learning Points: 24

Delivery Method: FTF

FQN 449 | SERVICE CONTRACT LABOR STANDARDS STATUTE OVERVIEW

Course Description: This two-day course provides students with a general understanding of what Federal Service Contract Labor Standards statute means to them in the course of awarding and administering task orders under federal contracts. Roles and responsibilities of the contracting agency and Department of Labor are discussed, along
with procedures for preparing a task order and administration plan to meet the requirements. Administration issues are discussed using case studies.

Prerequisite(s): None

Instructional hours: 2 Days

Continuous Learning Points: 16

Delivery Method: FTF

**Skill Building Workshops (SBW)**

**FCN 418 | PROTESTS, DISPUTES AND TERMINATIONS WORKSHOP**

Course Description: This course will allow students to review VA-specific cases pertaining to protests and terminations. They will be able to understand and apply knowledge of protest procedures, authorities, timelines, forums, and required documentation. They will also be able to distinguish and demonstrate an understanding of contract Termination types, authorities, settlement processes, timelines, approvals, 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): None

Instructional Hours: 1 Day

Continuous Learning Points: 8

Delivery Method: ST

**FQN 438 | NEGOTIATION SKILLS FOR ACQUISITION PROFESSIONALS WORKSHOP**

Course Description: Jumpstart your negotiation skills with this online offering! This course will give students the basics of negotiation techniques and provide several scenarios for students to practice their skills. Join us on-line for this exciting, interactive training.

Prerequisite(s): None

Instructional Hours: 3 hours

Continuous Learning Points: 3

Delivery Method: ST
Facilities Management School

TRADES TRAINING
FMS provides several trades courses to teach best practices in the general operation and maintenance of federal buildings that have been difficult for individual facilities to secure for their workforce. These courses provide instruction in topics that are essential to the proper maintenance and efficiency of federal buildings, including but not limited to:

- HVAC
- Boilers
- Plumbing
- Electrical
- Operation and Maintenance

Please Note: The list of topics shown above is not exhaustive. There is a multitude of courses available pertaining to Trades Training. Please contact Facilities Management School at VAAAFMS@va.gov or 240-215-0834, for more information.

CODES AND COMPLIANCE COURSES
National Fire Protection Agency (NFPA) is an industry leader in code development and knowledge. NFPA helps you understand, interpret, implement and enforce fire, electrical and building safety codes through instruction from experts who develop codes. Popular courses include but are not limited to:

- NFPA 99 Health Care Facilities Code
- NFPA 70E Electrical Safety in the Workplace

***Instructor led and online courses are both available.

Please Note: The list of topics shown above is not exhaustive. There is a multitude of courses available pertaining to Codes and Compliance. Please contact Facilities Management School at VAAAFMS@va.gov or 240-215-0834, for more information.

FACILITIES MANAGEMENT COURSES
Trainings designed to improve the skills of the FM and construction workforce include but are not limited to the following:

- Introduction to Building Automation Systems
- Building Automation Systems Advanced
- Certified Biomedical Equipment Technician (BMET) Preparation Course (Online)
- Basic Networking for BMETs
- Water Safety
- Physical Security
- Boilers
- National Historic Preservation

Please Note: The list of topics shown above is not exhaustive. There is a multitude of courses available pertaining to Facilities Management. Please contact Facilities Management School at VAAAFMS@va.gov or 240-215-0834, for more information.
ONLINE CERTIFICATION PROGRAMS

FMS is committed to strengthening its FM and construction personnel and providing them with the educational resources to align with FBPTA compliance. To help fulfill this mission, FMS provides certification and training credentials to enhance the skills of the FM and construction workforce and create a more comprehensive and structured approach to employee development and training. These programs offer professional development and continuing education opportunities through online certification programs, including:

- DOL-OSHA Construction Safety Completion Card (30 Hour)
- Certified Biomedical Equipment Technician (CBET)
- MEDGAS ASSE 6000 Series

International Facilities Management Association (IFMA) Certifications:

- Facility Management Professional (FMP)
- Sustainability Facility Professional (SFP)
- Certified Facility Manager (CFM)

Please Note: The list of topics shown above is not exhaustive; there is a multitude of courses available. Please contact Facilities Management School at VAAAFMS@va.gov or 240-215-0834, for more information.

E-LEARNING LIBRARY

FMS provides access to more than 1,400 eLearning and partner classes. These offerings support many knowledge aspects relevant to the FM and construction workforce as well as continuous learning and educational requirements for many professional licenses, credentials, certifications, and certificates, including but not limited to:

- Coastal Engineering: Hurricanes - The Basics (2 hours)
- 2011 NEC Code Changes - Chapter 6, Chapter 7 & Chapter 8 (8 hours)
- Safety: Machine Operation (4 hours)

Please Note: The list of topics shown above is not exhaustive; there is a multitude of courses available. Please contact Facilities Management School at VAAAFMS@va.gov or 240-215-0834, for more information.
**Program Management School**

**FCE400 | LIFE CYCLE COST ESTIMATION (LCCE)**

Course Description: To provide personnel, with some acquisition background, the knowledge and skills needed to conduct program life cycle cost estimation. Using an in-class, interactive case study, students 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: 3 Days  
Continuous Learning Points: 24  
Delivery Method: FTF

**FCR 104 | CONTRACTING OFFICER’S REPRESENTATIVE (COR) LEVEL I COURSE**

Course Description: The FAC-COR Level I course is an eight-hour, self-paced, interactive e-learning training. This is the foundational course of the FAC-COR certification series. The course will provide participants with the foundational knowledge and skills needed to properly execute basic COR responsibilities such as acquisition planning, market research, ethical decision-making, and contract and performance management. Aligned with the FAI COR Level I Competencies and Performance Outcomes (January 23, 2013), the course provides the foundation, knowledge, and capabilities required of Level I CORs in the VA and throughout the Federal Government.

Prerequisite(s): None  
Instructional Hours: 8 Hours  
Continuous Learning Points: 8  
Delivery Method: AT

**FCR 202 | CONTRACTING OFFICER’S REPRESENTATIVE (COR) LEVEL II COURSE**

Course Description: The Contracting Officer’s Representative (COR) Level II Course provides instruction and practical exercises about the roles and responsibilities of a COR. In addition, course instruction includes best practices regarding COR communication, documentation, and technical support duties to the Contracting Officer (CO) within the acquisition process. After successful completion of this course, students will receive a Certificate of Completion, which they can use, along with documentation of COR Level I training (or previous certification) and one year of COR experience, to apply for COR Level II certification.

Prerequisite(s): All prospective, Level II CORs must have completed the 8-hour, COR Level 1, online training (course CLC-106), through the DAU. The VA Talent Management System (TMS) provides information about registering for DAU course CLC-106, TMS Item ID DOD 74359, and COR - CLC 106 Contracting Officer Representative with a Mission Focus.

All current Level II CORs may attend this course to receive 32 Continuous Learning Points (CLPs) [40 CLPs every 2 years are required for Level II CORs to maintain certification].

Instructional Hours: 8 Days  
Continuous Learning Points: 32  
Delivery Method: ST

**FLD 131 | CRITICAL THINKING FOR THE ACQUISITION INDIVIDUAL CONTRIBUTOR**

Course Description: Critical Thinking for the Acquisition Individual Contributor is an interactive, outcome-focused facilitated course that blends individual development with rational and creative critical thinking processes to create a comprehensive approach to problem solving, decision making, and planning. Over sixty percent of this program involves acquisition participants in learner-driven activities and on-the-job application. The course offers a dynamic blend of instructor presentation, on-the-job application, and skill practice in each of the processes using

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
acquisition work-related concerns brought by participants. Principles of teamwork and effective meeting management are practiced by participants throughout the facilitated course.

The adaptability of this program makes it applicable for a wide range of organizational levels from acquisition senior managers wanting to enhance their critical thinking skills to acquisition front-line staff who have had little experience with problem solving training. Organizations wanting to create a positive culture where complex problems are solved and difficult decisions are made will find this program provides a relevant, readily useable solution.

**Prerequisite(s):** None

**Instructional Hours:** 2 Days

**Continuous Learning Points:** 16

**Delivery Method:** FTF

### FLD132 | CRITICAL THINKING FOR ACQUISITION LEADERS

**Course Description:** Critical Thinking for Acquisition Leaders is the latest release of a unique blend of training and coaching which produces results. This facilitated course is designed to improve personal and organizational effectiveness by teaching time-tested, practical critical thinking tools that have been developed and refined over the past 30 years. Critical Thinking was defined as creative thinking, strategic thinking, problem solving and decision making.

Critical Thinking Tools for Acquisition Leadership training and coaching includes Pearson’s Watson-Glaser II Critical Thinking Appraisal®, the industry standard for evaluating critical thinking strengths and challenges and an assessment currently used by over 50% of Fortune 500 companies for selection.

One of the reasons this training is so effective is its 3 phase structure. Prior to beginning, the students and their Manager identify a current problem they are facing. Then the “Action Learning” techniques taught in the facilitated course are used to address and resolve this particular issue for an immediate Return-On-Investment. An action plan is also developed to implement what was learned going forward. After the facilitated course, there is follow-up with the facilitator and accountability with the student’s Manager to enforce the techniques and make the learning more effective and longer lasting.

**Prerequisite(s):** None

**Instructional Hours:** 3 Days

**Continuous Learning Points:** 24

**Delivery Method:** FTF

### FPM 121 | ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT II

**Course Description:** Students will briefly review each module of the first two courses, FPM120A & FPM 120B, and then practice what they learned in a threaded case study as a member of a project team. At the completion, students will have a clear understanding and the skills to manage entry-level projects in real world situations to successfully accomplish business needs.

**Prerequisite(s):** FPM 120A – Project Management Basics and FPM 120B – Project Management and Project Lifecycle

**Instructional Hours:** 5 Days

**Continuous Learning Points:** 40

**Delivery Method:** FTF

### FPM 260 | MID-LEVEL - CONCEPT DEFINITION

**Course Description:** Participants will be guided through Concept Definition by practicing what they learn in a threaded case study. At completion, participants will have a clear understanding of where programs/projects come from and how they support business needs. Participants will examine program/project management and leadership practices as they relate to the Mid-Level program/project manager.

**Delivery Method Legend:** Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
This course is part of the Mid-Level FAC-P/PM series. The participant must successfully complete all courses/events in the listed order: FPM 260, FPM 261, FPM 262, an Action Plan and FPM 263.

Prerequisite(s): Webinar - An Introduction to the VA Program/Project Management FAC-P/PM Certification

Instructional Hours: 4 Days
Continuous Learning Points: 32
Delivery Method: FTF

FPM 261| MID-LEVEL - CONCEPT PLANNING

Course Description: Participants will be guided through Concept Planning by practicing what they learn in a threaded case study. At completion, participants will have a clear understanding of how to plan programs/projects to successfully accomplish business needs. Concept Planning for Mid-Level Program/Project Managers is designed to help participants obtain a complete understanding and awareness of activities in the Concept Planning phase. Participants will examine program/project management, acquisitions, earned value management and cost estimating, and leadership practices as they relate to the Mid-Level program/project manager.

This course is part of the Mid-Level FAC-P/PM series. The participant must successfully complete all courses/events in the listed order: FPM 260, FPM 261, FPM 262, an Action Plan and FPM 263.

Prerequisite(s): Mid-level Concept Definition

Instructional Hours: 5 Days
Continuous Learning Points: 40
Delivery Method: FTF

FPM 262| MID-LEVEL - DEVELOPMENT THROUGH CLOSEOUT

Course Description: Participants will be guided through Development through Closeout by practicing what they learn in a threaded case study. At completion, participants will have a clear understanding of how to execute programs/projects to successfully accomplish business needs. Development through Closeout for Mid-Level Program/Project Managers is designed to help participants obtain a complete understanding and awareness of activities involved. Participants will examine program/project management, acquisitions, earned value management and cost estimating, and leadership practices as they relate to the Mid-Level program/project manager.

This course is part of the Mid-Level FAC-P/PM series. The participant must successfully complete all courses/events in the listed order: FPM 260, FPM 261, FPM 262, an Action Plan and FPM 263.

Prerequisite(s): Mid-level Concept Planning

Instructional Hours: 5 Days
Continuous Learning Points: 40
Delivery Method: FTF

FPM 264| MID-LEVEL - FAC-P/PM BOOT CAMP

Course Description: The FAC-P/PM boot camp training includes the three initial courses (Concept Definition, Concept Planning, and Development through Closeout) combined into three weeks of in-residence, continuous training. The series is designed to provide program/project management skills to the participant.

Completion of this course, the Action Plan, and the Mid-Level Capstone meets the training requirements for VA FAC-P/PM Mid-Level certification.

Prerequisite(s): None

Instructional Hours: 14 Days
Continuous Learning Points: 112
Delivery Method: FTF

Program Management School
FPM 360| **SENIOR LEVEL - CONCEPT DEFINITION**

**Course Description:** Participants will be guided through Concept Definition by practicing what they learn in a threaded case study. At completion, participants will have a clear understanding of where programs/projects come from and how they support business needs. Participants will examine program/project management and leadership practices as they relate to the Senior-Level program/project manager.

This course is part of the Senior-Level FAC-P/PM series. The participant must successfully complete all courses/events in the listed order: FPM 360, FPM 361, FPM 362, an Action Plan and FPM 363.

**Prerequisite(s):** Webinar - An Introduction to the VA Program/Project Management FAC-P/PM Certification

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 32

**Delivery Method:** FTF

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FPM 361| **SENIOR LEVEL - CONCEPT PLANNING**

**Course Description:** Participants will be guided through Concept Planning by practicing what they learn in a threaded case study. At completion, participants will have a clear understanding of how to plan programs/projects to successfully accomplish business needs. Concept Planning for Senior-Level Program/Project Managers is designed to help participants obtain a complete understanding and awareness of activities in the Concept Planning phase. Participants will examine program/project management, acquisitions, earned value management and cost estimating, and leadership practices as they relate to the Senior-Level program/project manager.

This course is part of the Senior-Level FAC-P/PM series. The participant must successfully complete all courses/events in the listed order: FPM 360, FPM 361, FPM 362, an Action Plan and FPM 363.

**Prerequisite(s):** Senior-level Concept Definition

**Instructional Hours:** 5 Days

**Continuous Learning Points:** 40

**Delivery Method:** FTF

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FPM 362| **SENIOR LEVEL – DEVELOPMENT THROUGH CLOSEOUT**

**Course Description:** Participants will be guided through Development through Closeout by practicing what they learn in a threaded case study. At completion, participants will have a clear understanding of how to execute programs/projects to successfully accomplish business needs. Development through Closeout for Senior-Level Program/Project Managers is designed to help participants obtain a complete understanding and awareness of activities involved. Participants will examine program/project management, acquisitions, earned value management and cost estimating, and leadership practices as they relate to the Senior-level program/project manager.

This course is part of the Senior-Level FAC-P/PM series. The participant must successfully complete all courses/events in the listed order: FPM 360, FPM 361, FPM 362, an Action Plan and FPM 363.

**Prerequisite(s):** Senior-level Concept Planning

**Instructional Hours:** 5 Days

**Continuous Learning Points:** 40

**Delivery Method:** FTF

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FPM 364| **SENIOR LEVEL - FAC-P/PM BOOT CAMP**

**Course Description:** The FAC-P/PM boot camp training includes the three initial courses (Concept Definition, Concept Planning, and Development through Closeout) combined into three weeks of in-residence, continuous training. The series is designed to provide program/project management skills to the participant.

Completion of this course, the Action Plan, and the Mid-Level Capstone meets the training requirements for VA FAC-P/PM Senior-Level certification.

*Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)*
Prerequisite(s): Webinar - An Introduction to the VA Program/Project Management FAC-P/PM Certification
Instructional Hours: 14 Days
Continuous Learning Points: 112
Delivery Method: FTF

FPM 400 | LEAN SIX SIGMA GREENBelt

Course Description: This blended course focuses on Lean Six Sigma methodology and tools and is intended to lead to Green Belt certification. It supports the DMAIC (Define-Measure-Analyze-Improve-Control) roadmap for achieving more efficient and effective processes and services. The course centers around a one week face-to-face class utilizing many examples, simulations and hands-on exercises to provide a practical-working knowledge that will be used in conducting a Green Belt Project. It is expected that students will collaborate with their supervisor and/or management to identify a suitable project. Prior to the class students participate in virtual instruction sessions, complete eLearning modules, and develop a project plan. After the class students will have access to coaching from the classroom instructors as they complete their projects. A certificate of completion will be provided to students meeting minimum requirements of 90% attendance and an 80% or greater score on the course test. Full credit and certification is provided once project is completed and confirmed that the work meets both certification criteria and expectations of the project sponsor.

Prerequisite(s): None
Continuous Learning Points: Certificate of Completion (Upon Project Completion & Certification - 60 CLPs)
Delivery Method: BLD

FPM 401 | LEAN SIX SIGMA (LSS) BLACKBelt PART I

Course Description: This course is the first of two face-to-face classes that prepare participants to conduct an advanced process improvement project expanding upon LSS capabilities developed through Green Belt Certification. Classroom learning focuses on providing a greater depth of knowledge in the tools and methods of Lean Six Sigma. Learning is reinforced through dynamic exercises and methods taught to expand the problem-solving ability of the students to support larger projects in the organization. Students are expected to bring a sponsored project with them to class. Projects will be discussed during the course, with more in-depth project coaching available after the classroom experience. Skills acquired in class will additionally enhance the individual’s performance to better perform their functional role and further enable them to effectively execute projects. A certificate of completion will be provided to students meeting minimum requirements of 90% attendance.

Prerequisite(s): Lean Six Sigma Green Belt Certification
Continuous Learning Points: Certificate of Completion
Instructional Hours: 5 Days
Delivery Method: BLD

FPM 402 | LEAN SIX SIGMA (LSS) BLACKBelt PART II

Course Description: This course is the second of two face-to-face classes that prepare participants to conduct an advanced process improvement project expanding upon LSS capabilities developed through Green Belt Certification. FPM 402 is a continuation of FPM 401 and focuses on providing a greater depth of knowledge in the tools and methods of Lean Six Sigma. Learning is reinforced through dynamic exercises and methods taught to expand the problem-solving ability of the students to support larger projects in the organization. Students are expected to bring a sponsored project with them to class. Projects will be discussed during the course, with more in-depth project coaching available after the classroom experience. Skills acquired in class will additionally enhance the individual’s performance to better perform their functional role and further enable them to effectively execute projects. A certificate of completion will be provided to students meeting minimum requirements of 90% attendance and a 70% or greater score on the course test. Full credit and certification is provided once project work is completed and confirmed that the work meets both certification criteria and expectations of the project sponsor.

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
**FPM 404 | INTRODUCTION TO AGILE IN THE FEDERAL GOVERNMENT**

**Course Description:** Agile management or agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This course provides an introduction to Agile values and principles and how they are applied to Acquisition in the Federal Government. The purpose of Introduction to Agile in the Federal Government is to provide the knowledge and best practices to apply Agile values and principles to the VA Enterprise Program/Project Management Model (EP/PMM).

This course provides practical, hands-on Agile P/PM skills development and an Agile Toolkit that can be applied to the specific programs and projects of Federal Government acquisition. Learners will participate in interactive lectures, discussions, small group and individual activities.

**Prerequisite(s):** Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting).

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 16

**Delivery Method:** ST

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**FPM 405 | AGILE FOR THE PRODUCT OWNER**

**Course Description:** Agile management or agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This course, builds upon the foundational knowledge and concepts introduced in the first course, Introduction to Agile in the Federal Government. The course further defines the role and responsibilities of the Product Owner for projects applying the Agile values and principles in the Federal Government. It discusses the benefits of a collaborative relationship among the Contracting Officer’s Representative (COR), Product Owner and Project Manager (PM).

Next the course explores the roles and responsibilities of the Product Owner in setting the project vision. This includes articulating high level goals, decomposing requirements, building support from senior leadership and other stakeholders, prioritizing the work to be done, and ensuring the project is following approved acquisition processes. The course then focuses on the role and responsibilities of the Product Owner in sharing the project vision with the development team through release and iteration planning to build the software product. The course continues by exploring ways to assist the Product Owner in achieving the project vision through Agile teams. The students review the Product Owner’s key characteristics of leadership, influencing teams, and achieving successful outcomes. The course concludes with a review of case studies and examples of Agile projects within the Federal Government.

**Prerequisite(s):** Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting); completion of Introduction to Agile in the Federal Government course.

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 32

**Delivery Method:** FTF

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**FPM 406 | MONITORING AGILE PROJECTS IN THE FEDERAL GOVERNMENT**

**Course Description:** Agile management or agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This course provides an introduction to Agile values and principles and how they are applied to Acquisition in the Federal Government. The purpose of Introduction to Agile in the Federal Government is to provide the knowledge and best practices to apply Agile values and principles to the VA Enterprise Program/Project Management Model (EP/PMM).

This course provides practical, hands-on Agile P/PM skills development and an Agile Toolkit that can be applied to the specific programs and projects of Federal Government acquisition. Learners will participate in interactive lectures, discussions, small group and individual activities.

**Prerequisite(s):** Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting).

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 16

**Delivery Method:** ST

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**FPM 404 | INTRODUCTION TO AGILE IN THE FEDERAL GOVERNMENT**

**Course Description:** Agile management or agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This course provides an introduction to Agile values and principles and how they are applied to Acquisition in the Federal Government. The purpose of Introduction to Agile in the Federal Government is to provide the knowledge and best practices to apply Agile values and principles to the VA Enterprise Program/Project Management Model (EP/PMM).

This course provides practical, hands-on Agile P/PM skills development and an Agile Toolkit that can be applied to the specific programs and projects of Federal Government acquisition. Learners will participate in interactive lectures, discussions, small group and individual activities.

**Prerequisite(s):** Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting).

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 16

**Delivery Method:** ST

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**FPM 405 | AGILE FOR THE PRODUCT OWNER**

**Course Description:** Agile management or agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This course, builds upon the foundational knowledge and concepts introduced in the first course, Introduction to Agile in the Federal Government. The course further defines the role and responsibilities of the Product Owner for projects applying the Agile values and principles in the Federal Government. It discusses the benefits of a collaborative relationship among the Contracting Officer’s Representative (COR), Product Owner and Project Manager (PM).

Next the course explores the roles and responsibilities of the Product Owner in setting the project vision. This includes articulating high level goals, decomposing requirements, building support from senior leadership and other stakeholders, prioritizing the work to be done, and ensuring the project is following approved acquisition processes. The course then focuses on the role and responsibilities of the Product Owner in sharing the project vision with the development team through release and iteration planning to build the software product. The course continues by exploring ways to assist the Product Owner in achieving the project vision through Agile teams. The students review the Product Owner’s key characteristics of leadership, influencing teams, and achieving successful outcomes. The course concludes with a review of case studies and examples of Agile projects within the Federal Government.

**Prerequisite(s):** Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting); completion of Introduction to Agile in the Federal Government course.

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 32

**Delivery Method:** FTF

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**FPM 406 | MONITORING AGILE PROJECTS IN THE FEDERAL GOVERNMENT**

**Course Description:** Agile management or agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This course provides an introduction to Agile values and principles and how they are applied to Acquisition in the Federal Government. The purpose of Introduction to Agile in the Federal Government is to provide the knowledge and best practices to apply Agile values and principles to the VA Enterprise Program/Project Management Model (EP/PMM).

This course provides practical, hands-on Agile P/PM skills development and an Agile Toolkit that can be applied to the specific programs and projects of Federal Government acquisition. Learners will participate in interactive lectures, discussions, small group and individual activities.

**Prerequisite(s):** Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting).

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 16

**Delivery Method:** ST
Program Management School

Development projects in a highly flexible and interactive manner. This course, builds upon the foundational knowledge and concepts introduced in the first course, Introduction to Agile in the Federal Government, and further details the skills and role of the Product Owner discussed in the second course, Agile for the Product Owner. The course details the metrics and tools used by the Product Owner in Federal Government Agile projects to assess status, determine progress, and communicate project information to the stakeholders.

Next the course compares monitoring Agile projects versus traditional monitoring and control used in waterfall projects. The students review roles and responsibilities related to monitoring in Agile projects, and how Agile metrics can be used to addressing documentation requirements. Finally, the course addresses how to determine the status of an Agile project, including determining when a project is in trouble as well when the project is finished.

By the conclusion of this course, the student will be able to use Agile metrics to determine project status, speak to appropriate monitoring techniques, and be able to communicate with stakeholders concerning Agile metrics.

Prerequisite(s): Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting); completion of Agile for the Product Owner course.

Instructional Hours: 2 Days
Continuing Learning Points: 16
Delivery Method: FTF

FPM 450 | LEAN SIX SIGMA YELLOWBELT
Course Description: Lean Six Sigma Yellow Belt is a two day course which utilizes simulations and hands-on exercises to introduce tools which can be applied to participants’ day-to-day work. The goal of the course is for the learner to be able to articulate the fundamental Lean and Six Sigma concepts applicable across an organization and to be able to utilize these concepts to participate in and contribute to their organization’s continuous improvement program.

Prerequisite(s): None
Instructional Hours: 2 Days
Continuing Learning Points: 16
Delivery Method: FTF

FQN 416 | INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) FOR PERFORMANCE-BASED ACQUISITION
Course Description: The IGCE for Performance-Based Acquisition course is the third of the four-course Acquisition Package Series and is to be taken after the Performance Work Statement (PWS) for Performance-Based Acquisition course. The PBA course is designed to enhance skills pertaining to the development of an accurate and verifiable IGCE. Within the course, students will learn and apply estimating techniques and methodologies as well as develop an IGCE based on a simulated project. This course, as a part of the Acquisition Package Series, will provide a skill set that will elicit improvement in acquisition package development.

IGCE for PBA is a 16-hour blended course designed to enhance skills pertaining to development the IGCE. Through hands-on, real-world applications, acquisition professionals will improve their skills in determining cost estimating methodology, conducting and documenting market research that justifies the estimate and the acquisition strategy, and creating the IGCE. The Government must provide training in this area to address observed deficiencies and improve the quality of acquisition packages submitted for approval. Students will complete a variety of synchronous and asynchronous activities to prepare them to create accurate and verifiable IGCEs.

Prerequisite(s): None
Instructional Hours: 2 Days
Continuing Learning Points: 16
Delivery Method: BLD

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
**FQN 417 | TECHNICAL EVALUATION FOR PERFORMANCE-BASED ACQUISITION**

**Course Description:** The Technical Evaluation for Performance-Based Acquisition course is the fourth of the four-course Acquisition Package Series and is to be taken after the Independent Government Cost Estimate (IGCE) for Performance-Based Acquisition course. The course is designed to enhance skills pertaining to the development of accurate evaluation criteria that are directly traceable to the Performance Requirements Summary (PRS). Throughout the course, students will be engaged in developing measurable evaluation criteria, building elements of a source selection plan, and applying criteria to proposals as part of a successful source selection process. They will complete activities that underscore the importance of the evaluation criteria (included in the acquisition package) as an external communication effort that can directly impact the quality of the source selection process.

The Technical Evaluation for Performance-Based Acquisition (PBA) course is a 24-hour blended course designed to enhance the skills that pertain to the development of accurate evaluation criteria and the formation of the Technical Evaluation Team, both integral to a successful performance-based acquisition. Through hands-on, real-world applications, students will improve their skills in building elements of a source selection plan, establishing evaluation criteria, and applying and weighting those criteria to proposals as part of a successful source selection process. Through the application of standards and best practices, students will complete a variety of synchronous, asynchronous, group and individual activities and assessments to ensure that they are proficient in creating evaluation criteria based on previously established performance requirements. Training must be provided in this area to address observed deficiencies and improve the quality of acquisition packages submitted for approval.

**Prerequisite(s):** None

**Instructional Hours:** 3 Days

**Continuous Learning Points:** 24

**Delivery Method:** BLD

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**FQN 418 | WORK BREAKDOWN STRUCTURE (WBS) FOR PERFORMANCE-BASED ACQUISITION**

**Course Description:** The WBS for Performance-Based Acquisition is the first of the four-course Acquisition Package Series. The purpose of the course is to address shortfalls in the requirements gathering and project planning aspects of PBA. By applying industry standards to the creation of a service or product-oriented WBS and development of requirements in the WBS dictionary, course students create a live blueprint for scheduling, resource accountability, and most importantly, performance expectations. As these elements define success for a project, the mastery of related skills should improve project outcomes.

WBS for Performance-Based Acquisition is a 16-hour blended course designed to enhance skills pertaining to the development of an accurate performance-based WBS. Within the course, students develop requirements fully through the creation of the WBS dictionary, beginning with identification of business requirements and initial stakeholder communication. They develop a high-level service or product-oriented WBS and the performance requirements traceable to each element. Through the application of standards and best practices, students complete a variety of synchronous, asynchronous, group, and individual activities and assessments. These help ensure that students are proficient in the industry-supported methods of WBS creation, gathering and tracking of requirements for a performance-based WBS dictionary, and stakeholder management, in order to create a strong foundation for the rest of the performance-based acquisition package.

**Prerequisite(s):** None

**Instructional Hours:** 3 Days

**Continuous Learning Points:** 24

**Delivery Method:** BLD

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**FQN 420 | MARKET INTELLIGENCE**

**Course Description:** Market Intelligence is a solid understanding of the industry and market through investigation & discovery, surveys, requests for information, trade events, associations, site visits, “industry days,” etc. Solid market research and the larger construct of Market Intelligence can be used to: validate requirements, or not;
identify more efficient requirements – to eliminate gold-plating; ensure that requirements are consistent with industry practices; and, importantly, ensure that requirements are inclusive of small business. Market Intelligence will aid Acquisition professionals and industry in identifying, refining and establishing requirements to fulfill capability gaps. Market intelligence also informs decisions during the acquisition process to establish best value for government acquisitions.

Participants will be seeking the ability to conduct Market Intelligence in order to perform Acquisition Professional duties. Specifically participants will be anyone in the acquisition community to include the following:

- Contracting professionals
- Program/Project management professionals
- Contracting Officer’s Representatives
- Industry
- Other Acquisition professionals

Prerequisite(s): None

Instructional Hours: 3 Days

Continuous Learning Points: 24

Delivery Method: BLD

**FQN 430 | PERFORMANCE WORK STATEMENT (PWS) FOR PERFORMANCE-BASED ACQUISITION**

**Course Description:** The Performance Work Statement (PWS) for Performance-Based Acquisition course is the second of the four-course Acquisition Package Series and is to be taken after the Work Breakdown Structure Course for Performance-Based Acquisition. The course is designed to enhance program/project management skills pertaining to the development of an accurate PWS, the cornerstone of performance-based acquisition. Throughout the course, students will be engaged in the process of applying PWS industry standards in defining requirements as measurable outcomes, establishing measurable performance standards, and detailing performance assessment plans.

The Performance Work Statement (PWS) for Performance-Based Acquisition course is a 24-hour blended course designed to address a vital element of the performance-based acquisition package, the PWS. Throughout the course, students will develop the PWS and performance outcomes in alignment with established business need and requirements. Students will complete a variety of synchronous, asynchronous, group and individual activities and assessments. These activities will help to ensure that they are proficient in the proper methods of defining requirements as outcomes as well as establish performance standards, incentives and assessment plans.

Prerequisite(s): None

Instructional Hours: 3 Days

Continuous Learning Points: 24

Delivery Method: BLD

**VAAA-001 | THE CUSTOMERS’ ROLE ON THE ACQUISITION TEAM**

**Course Description:** This introduction to the Government Acquisition Process serves as an overview for non-procurement personnel. The intent is to familiarize and better prepare these individuals for work in Government procurements, and to acknowledge the importance of their role as members of the Procurement Team.

Prerequisite(s): None

Instructional Hours: 7 Hours

Delivery Method: AT

Continuous Learning Points: 7
ACCOUNTABLE OFFICER

Course Description: This course is designed to address topics for Accountable Officers and their responsibilities. The intent is to provide an overview of the responsibilities for the facility level Accountable Officer. The responsibilities of every Accountable Officer are vast, and this training covers major areas such as classification of property, the Supply Fund, Equipment Management Program, and Report of Survey program.

Prerequisites: None

Instructional Hours: 2 Hours

Delivery Method: AT

* Course ID to be determined at a future date

EQUIPMENT TRAINING FOR CUSTODIAL OFFICER

Course Description: This course is designed to address topics for Custodial Officers and their responsibilities for nonexpendable property. The intent is to provide an overview of the accountability and responsibilities of the Custodial Official related to the Nonexpendable equipment, and the inventory process.

Prerequisites: None

Instructional Hours: 2 Hours

Delivery Method: AT

* Course ID to be determined at a future date

FLG 100 | PRINCIPLES OF INVENTORY MANAGEMENT (PIM)

Course Description: PIM is an Instructor-led course taught by certified American Production and Inventory Control Society (APICS) instructors and is designed to educate the logistics workforce on the basics of effective inventory management.

Prerequisites: None

Instructional Hours: 3 Days

Delivery Method: FTF

FLG 101 | INTRODUCTION TO INTEGRATED FUNDS DISTRIBUTION, CONTROL POINT ACTIVITY, ACCOUNTING AND PROCUREMENT (IFCAP)

Course Description: This course is designed to provide a basic understanding of the IFCAP system and how Level I Supply Chain Professionals utilize it 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.

Prerequisites: None

Instructional Hours: 2 Days

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
FLG 102 | INTRODUCTION TO GENERIC INVENTORY PACKAGE (GIP)

**Course Description:** This course introduces the Level I Supply Chain Professional to the GIP system and how it is used throughout the inventory process. Students learn the different types of GIP inventory and GIP stock levels. This course provides students with 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. This course provides an overview of GIP reporting to illustrate how daily tasks integrate into the overarching inventory process.

**Prerequisites:** FLG 101 Introduction to IFCAP

**Instructional Hours:** 3 Days  
**Continuous Learning Points:** 24

**Delivery Method:** FTF

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

**Course Description:** This course is designed to provide the Level I Supply Chain Professional with an understanding of the AEMS/MERS system and how it is used to manage non-expendable property and equipment. Students are taught the roles, responsibilities, and skills required to perform daily property and equipment management tasks. Students learn the concepts of complete and accurate data entry and AEMS/MERS record keeping through class education and exercises.

**Prerequisites:** FLG 101 Introduction to IFCAP

**Instructional Hours:** 3 Days  
**Continuous Learning Points:** 24

**Delivery Method:** FTF

INTRODUCTION TO SUPPLY CHAIN FUNDAMENTALS

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

**Prerequisites:** None

**Instructional Hours:** 2 Days  
**Continuous Learning Points:** 16

**Delivery Method:** AT

*Course ID to be determined at a future date*

INTRODUCTION TO MATERIALS MANAGEMENT AND OPERATIONS

**Course Description:** Building on the supply chain fundamentals learned in Introduction to Supply Chain Fundamentals, students explore the relationships between inventory planning, receiving and internal distribution operations. This course introduces industry and VA practices related to requirements and demand planning, inventory planning, receiving and distribution processes.

**Prerequisites:** Introduction to Supply Chain Fundamentals

**Instructional Hours:** 4 Days  
**Continuous Learning Points:** 32

**Delivery Method:** FTF

*Course ID to be determined at a future date*
INTRODUCTION TO VA STRATEGIC PROGRAMS

Course Description: The VA is striving towards transforming itself into a 21st century organization, and the VA strategic plan outlines how the organization will work together to accomplish this over the next five years. This course provides an understanding of these strategic programs as they relate to supply chain management and the assigned duties of the VA logistician.

Prerequisites: None

Instructional Hours: 2 Days  
Continuous Learning Points: 16

Delivery Method: AT

* Course ID to be determined at a future date

INTRODUCTION TO BUSINESS SKILLS

Course Description: In this course, students learn the importance of expressing information effectively verbally and in writing. Students learn how to prepare written documents with clarity and accuracy.

Prerequisites: None

Instructional Hours: 3 Days  
Continuous Learning Points: 24

Delivery Method: ST

* Course ID to be determined at a future date

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: 3 Days  
Continuous Learning Points: 24

Delivery Method: AT

* Course ID to be determined at a future date

CLC 108 | INTRODUCTION TO STRATEGIC SOURCING

Course Description: This course is available online through the Defense Acquisition University (DAU). The U.S. Department of Defense, like the rest of the Federal Government, is discovering how Strategic Sourcing can be a key enabler for achieving improved quality and cost related to the purchase of goods and services. This course provides an overview of Strategic Sourcing concepts and techniques for helping organizations make the shift from tactical to strategic purchasing.

This course is offered by DAU. Visit www.dau.mil for information on this course.

Prerequisites: None

Instructional Hours: 5 Hours  
Continuous Learning Points: 5

Delivery Method: AT

VAAA-001 | THE CUSTOMERS’ ROLE ON THE ACQUISITION TEAM

Course Description: This course is available online through the VA Talent Management System (TMS) and is an introduction to the Government Acquisition Process. It serves as an overview for

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
non-procurement personnel. The intent is to familiarize and better prepare these individuals for work in Government procurements, and to acknowledge the importance of their role as members of the Procurement Team.

**Prerequisites:** None

**Instructional Hours:** 7 Hours

**Continuous Learning Points:** 7

**Delivery Method:** AT

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**FLG 202 | INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS**

**Course Description:** This course provides a review of the regulations related to inventory/property reporting and how to apply IT systems reports to comply with VA requirements. Classroom activities offer students the opportunity to prepare reports and analyze data. This course outlines the roles and responsibilities in generating, analyzing, and utilizing these reports to comply with VA reporting requirements.

**Prerequisites:** FLG 101/102 or FLG 101/103

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 32

**Delivery Method:** FTF

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**FLG 203 | INTERMEDIATE MATERIALS MANAGEMENT**

**Course Description:** Students explore more advanced relationships between inventory planning, receiving and internal distribution operations. This course explores industry and VA common practices associated with requirements and demand planning, inventory planning, receiving and distribution processes. Students compare current site operations with industry best practices.

**Prerequisites:** Introduction to Material Management

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 32

**Delivery Method:** FTF

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**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:** Introduction to Strategic Programs

**Instructional Hours:** 2 Days

**Continuous Learning Points:** 16

**Delivery Method:** ST

* **Course ID to be determined at a future date**

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**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:** Introduction to Business Skills

**Instructional Hours:** 3 Days

**Continuous Learning Points:** 24

**Delivery Method:** ST

* **Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)**
INTERMEDIATE CONTRACTING AND PROCUREMENT

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

Prerequisites: VAAA-001 The Customer’s Role on the Acquisition Team

Instructional Hours: 4 Hours
Continuous Learning Points: 4

Delivery Method: AT

INTERMEDIATE STRATEGIC SOURCING

Course Description: Building off of Introduction to Strategic Sourcing, 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: Introduction to Strategic Sourcing

Instructional Hours: 5 Hours
Continuous Learning Points: 5

Delivery Method: AT

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: None

Instructional Hours: 8 Hours
Continuous Learning Points: 8

Delivery Method: AT

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 it applies to products and equipment. The course also instructs students on how to develop and organize a risk management plan for the logistics organization; measuring risk, determining the affects, mitigating outcomes and managing the overall risk avoid and/or minimize damage and loss.

Prerequisites: None

Instructional Hours: 32 [4 Class Days]
Continuous Learning Points: 32

Delivery Method: FTF

INTERMEDIATE LIFECYCLE LOGISTICS

Course Description: This course is designed to expand upon the topics of Introduction to Lifecycle Logistics: Introduction to Lifecycle Logistics. Students gain further understanding of the importance and

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
Supply Chain Management School

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: Introduction to Lifecycle Logistics

Instructional Hours: 18 Hours  
Continuous Learning Points: 18

Delivery Method: ST

* Course ID to be determined at a future date

LEADERSHIP IN LOGISTICS

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.

Prerequisites: None

Instructional Hours: 12 Hours  
Continuous Learning Points: 12

Delivery Method: AT

* Course ID to be determined at a future date

ROI FUNDAMENTALS

Course Description: This course outlines the basic ROI methodology and explains why measuring return on investment (ROI) is such a valuable process. Students will learn to apply ROI techniques to Supply Chain solutions, how to link project objectives to business results, and develop evaluation plans for projects.

Prerequisites: None

Instructional Hours: 8 Hours  
Continuous Learning Points: 8

Delivery Method: AT

* Course ID to be determined at a future date

FQN 114 | STRATEGIC SOURCING

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

Prerequisites: None

Instructional Hours: 3 Days  
Continuous Learning Points: 24

Delivery Method: FTF

FLG 305 | ADVANCED SUPPLY CHAIN MANAGEMENT SYSTEMS AND VA STRATEGIC PROGRAMS

Course Description: This course is designed to teach professionals to provide systems data integrity requirements specific to IFCAP, GIP and AEMS/MERS and understand, monitor, supervise and lead the

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)
organization in implementation of VA Strategic initiatives. Students are taught to analyze GIP and AEMS/MERS reports to identify process improvements and steps for implementing changes to gain efficiencies. Through course exercises, case studies, and simulations students apply skills to analyze IT system reports for completeness, accuracy, and quality. In addition they learn how to improve quality, increase client satisfaction, raise readiness, and utilize systems to drive effective supply chain management.

**Prerequisites:** FLG 202 Intermediate SCM Systems and FLG 205 Intermediate VA Strategic Programs

**Instructional Hours:** 4 Days  
**Continuous Learning Points:** 32

**Delivery Method:** FTF

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**ADVANCED BUSINESS SKILLS**

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

**Prerequisites:** Intermediate Business Skills

**Instructional Hours:** 16 Hours  
**Continuous Learning Points:** 16

**Delivery Method:** ST

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**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:** Intermediate Contracting and Procurement

**Instructional Hours:** 3 Days  
**Continuous Learning Points:** 24

**Delivery Method:** FTF

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**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:** Intermediate Program/Project Management

**Instructional Hours:** 8 Hours  
**Continuous Learning Points:** 8

**Delivery Method:** AT

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*Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)*
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: Intermediate Lifecycle Logistics

Instructional Hours: 22 Hours
Continuous Learning Points: 22
Delivery Method: ST
* Course ID to be determined at a future date

LEAN LOGISTICS

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.

Prerequisites: None

Instructional Hours: 12 Hours
Continuous Learning Points: 12
Delivery Method: AT
* Course ID to be determined at a future date

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: 5 Days
Continuous Learning Points: 40
Delivery Method: FTF
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# Appendix A : FY 2017-Learning Solutions Forum

## Learning Solutions Forum Membership

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<th>Organization</th>
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</thead>
<tbody>
<tr>
<td>1. Woods, James</td>
<td>VAAA</td>
</tr>
<tr>
<td>2. Manos, Jordan</td>
<td>VAAA</td>
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<td>3. Heibeck, Chris</td>
<td>VAAA</td>
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<td>4. Greber, Stacy</td>
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<td>5. Harris, Erik</td>
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<td>6. Hurdle, Laine</td>
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<tr>
<td>7. Gaessler, Annette</td>
<td>VHA</td>
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<td>8. Connors, Mary</td>
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<td>9. Heusmann, Linda</td>
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<td>10. Douglas, Michael</td>
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<td>11. Wright, Reginald</td>
<td>OALC</td>
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<td>12. Moore, Tongela</td>
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<td>13. Nelson, Kristen</td>
<td>VHA</td>
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<td>14. Underwood, Derek</td>
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<tr>
<td>15. Dawson, Judith</td>
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<tr>
<td>16. Weinstein, Mark</td>
<td>VHA</td>
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<tr>
<td>17. Wells, Beverley</td>
<td>OALC</td>
</tr>
<tr>
<td>18. Crichlow Jr., Philmore</td>
<td>VHA</td>
</tr>
</tbody>
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### Table 3: LSF Membership

*Note: LSF membership will change in 2nd quarter of each year*
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GLOSSARY

Computer Assisted Audit Techniques (CAATS)
Community of Practice (CoP)
Control Activity Accounting (CAA)
Continuous Learning Points (CLPs)
Contract Writing System (CWS) Training
Contracting Courses (CON)
Contracting Officer (CO)
Contracting Professional School (CPS)
Defense Acquisition University (DAU)
Defense Acquisition Workforce Improvement Act (DAWIA)
Defense Federal Acquisition Regulation Supplement (DFARS)
Education with Industry (EWI)
Electronic Contract Management System (eCMS)
Electronic Individual Development Plan (eIDP)
Enterprise Program/Project Management Training Model (EP/PMM)
Face-to-Face (FTF)
Facilities Management (FM)
Federal Acquisition Certification (FAC)
Federal Acquisition Institute (FAI)
Federal Business Opportunity (FBO)
Federal Acquisition Certification for Contracting Officer Representative (FAC-COR)
Federal Acquisition Certification in Contracting (FAC-C)
Federal Acquisition Certification Program and Project Managers (FAC-P/PM)
Federal Acquisition Regulation (FAR)
Federal Coordinator Officer (FCO)
Federal Procurement Data System (FPDS)
Generic Inventory Package (GIP)
General Services Administration (GSA)
Independent Government Cost Estimate (IGCE)
Institute of Defense and Business (IDB)
Integrated Funds Distribution, Control Point Activity Accounting & Procurement (IFCAP)
Learning Standards Office (LSO)
Lease Acquisition Training (LAT)
Medical Equipment Reporting System (MERS)
Office of Acquisition Logistics and Construction (OALC)
National Fire Protection Association (NFPA)
Office of Management and Budget (OMB)
Occupational Safety and Health Administration (OSHA)
On-the-Job Training (OJT)
Peak Performance Training (PPT)
Professional (PROF) Courses
Professional Development (PROD)
Principles of Inventory Management (PIM)
Program Management (PM)
Performance-Based Acquisition (PBA)
Performance Work Statement (PWS)
Quality Assurance Surveillance Plan (QASP)
Role-Based Competencies in Context (RBCC)
System Award Management (SAM)
Statement of Work/Performance Work Statement (SOW/PWS)
Skill Building Workshops (SBW)
Synchronous Training (ST)
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If you have any questions, please contact us using the information provided below:

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