VA Acquisition Academy

Dedicated to Developing
Our Professional Acquisition Workforce

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

*Please note: While the hard copy catalog is only able to be updated on an annual basis, our online copy will be updated periodically throughout the year. Please see https://www.acquisitionacademy.va.gov/docs/vaaacourseCatalogAndSchedule.pdf for the most up-to-date edition of the catalog.
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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.
**VAAA’S Mission**

Serve the Veteran, the taxpayer by providing programs.

**VAAA’S Vision**

We will be the choice.

Federal workforce and the best-in-class training

Federal training academy of
Ruby B. Harvey - VAAA Chancellor

Paul Gregory - VAAA Deputy Chancellor

"To care for him who shall have borne the battle, and for his widow, and his orphan.

A. Lincoln"
Message from the Chancellor

I am pleased to present the Department of Veterans Affairs Acquisition Academy (VAAA) Fiscal Year (FY) 2018 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 internships, 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 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:** Continue robust employee engagement and development to ensure a collaborative, competent, and innovative professional workforce.

- **Operational Excellence:** Continue to refine business systems, operations, and programs to optimize efficiency and effectiveness.
The Academy provides interactive training based on the adult learning model to assist diverse employees from around the country establish relationships, build confidence, develop technical competencies, and network to form support systems with other employees. In its short history, the Academy has continued to evolve and modernize to meet the demands of our training audience by expanding learning opportunities and rapidly responding to changes. The Academy has expanded its programs into multiple functional areas, multiple teaching modalities and has become a resource center for developing solutions and quick responses to strategic initiatives. Through the utilization of multiple teaching modalities, including e-learning and instructor-led webinars, the Academy has been able to focus resources more efficiently.

Training solutions available through the Academy 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, flexible delivery options based on the most cost efficient means, 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, travel restrictions, and always with the taxpayer and Veteran in mind.

To keep pace with the fast-moving world of acquisition, we are continually adding to our curriculum, so please visit our website regularly at: 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.

Thank you 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 Federal Acquisition Institute Training Application System (FAITAS).

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

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

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

5. **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. **Virtual**:
      
      Online training with web-based content that students can access and complete at any time

   OR

   A combination of 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).

   **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.
Enterprise Shared Services

Director of Enterprise Shared Services
James Woods

Enterprise Shared Services (ESS) is a Division within the Academy that supports the Chancellor, VAAA Schools, VA Leadership and Staff, Acquisition Workforce within VA, and all other government agencies. ESS has Six Critical Business Functions:

* Administrative Services
* Facility Management
* Course Registration
* Academic and Statistical Reporting
* Learning Standards
* Stakeholder Engagement

These business functions support the VAAA with accreditation, development in the schools, marketing, delivery, standardization and evaluation of training offered by the VAAA on-site, off-site, and virtually. ESS provides these services in order to improve efficiency, increase quality, and achieve a greater return on investment on an on-going basis.

The next several pages will go into a more detailed description of two of the Offices within the ESS – the Office of the Registrar (OOR) and the Learning Standards Office (LSO). Each of these areas has a distinct objective in the functions of the VAAA Academy.
The OOR is responsible for providing course registration and to provide students help with navigating through the travel process.

The LSO is responsible for ensuring that students receive a data-driven, results-orient, and people-centric education.
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.

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.

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 25 days prior to the course start date.

Additional Supplies/Equipment
Students must bring to class:

- **PIV Card**; VA employees are required to bring their PIV card with them when attending courses at the academy. Students belonging to other government agencies, who do not have a PIV card, must bring a government ID with them in order to gain access to the academy.

- 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 cancel their registration using FAITAS at least 25 calendar days prior to the start of the course. Cancellation notices sent less than 25 days prior to the start of a class will not be accepted unless necessitated by *extenuating circumstances*. Violation of this policy may result in suspension of enrollment privileges for a period of six months, during which the affected student may not be permitted to enroll in any 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.

Contact Information

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

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

Once you have registered for your class and have received a registration confirmation email from FAITAS, here are a few tips to make your travel authorization easier:

- In order to have your travel approved, you will need your registration confirmation email that your class was approved attached to your travel voucher. **YOU WILL NOT BE APPROVED FOR TRAVEL IF YOUR CONFIRMATION EMAIL IS NOT ATTACHED!**
  - Keep your travel within the maximum thresholds:
    - 1 week of travel threshold is $2,000.00
    - 2 weeks of travel threshold is $3,500.00
    - 3 weeks of travel threshold is $5,000.00
  - All travel reservations **MUST** be made through Concur Government Edition (CGE); this ensures that you will be provided with the government rate for your travel expenses.
  - Rental vehicles are an authorized expense for training in Frederick, Maryland.

- Please make your travel arrangements 30 - 60 days in advance prior to the start of class. This will ensure the most cost effective travel options and timely approvals.

- If you have a need for special accommodations, please contact The Office of the Registrar as soon as possible using the contact information below.

If you have any questions on Travel, please contact the VAAA Student Travel Team using the information provided below:

**Email:** VAAASTudentTravel@va.gov  
**Phone:** 240-215-8810

*Please note: VAAA training has been approved through FY18. Also, this email constitutes Senior Executive travel approval for supervisor-approved formal training offered by the VAAA as required by SECVA memo of 29 June 2017.*
**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
The American Council on Education’s (ACE) College Credit Recommendation Service (ACE CREDIT)® has evaluated and recommended college credit for several VAAA’s courses. In addition to taking training that will help employees do their jobs better and 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 accredited courses qualify for college credit at that particular institution.

Founded in 1918, ACE is the major coordinating body for all 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 the VAAA will continue to add additional courses, the following 3 (THREE) courses are currently ACE College CREDIT eligible:

**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 accredited so 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 Beelka
Acquisition Internship School

Terry Horst
Contracting Professional School

Gregory McLean
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**


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.

**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.
Program Components

**Table 1: AIP Program Components**

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<td>Contracting Courses (CON, FAC, FCN, CLC, HBS)</td>
<td>FAI core courses designed to foster consistent technical competencies and standards related to the contracting function necessary to obtain OFPP’s FAC-C Levels I and II.</td>
</tr>
<tr>
<td>Professional Courses (FLD)</td>
<td>Training focused on key FAI competencies critical to the 1102 field, such as leadership, program management, team building, interpersonal skills, and communication.</td>
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<tr>
<td>Contract Writing System Training (FCL, TMS)</td>
<td>Specific training on VA’s contract writing systems, processes, and procedures.</td>
</tr>
<tr>
<td>Skill Building Workshops (FCN, FQN, FPM)</td>
<td>Using case studies and simulations of contracting scenarios, interns are given the opportunity to demonstrate and practice a number of competencies, such as critical thinking, risk management and problem solving, by reinforcing knowledge obtained during classroom training.</td>
</tr>
<tr>
<td>On-the-Job Training (OJT)</td>
<td>Practical, hands-on experience applying knowledge and skills in the acquisition environment. Guided by seasoned professionals, interns are integrated into the day-to-day operations of a contracting office.</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>
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**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**

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<tr>
<td><strong>Business Education (BUS)</strong></td>
<td>Instructor led college business courses from an accredited institution (which could be customized for specific career paths).</td>
</tr>
<tr>
<td><strong>Professional Development (PROF)</strong></td>
<td>Foundational acquisition and general business training.</td>
</tr>
<tr>
<td><strong>Peak Performance Training (PPT)</strong></td>
<td>Individualized training which provides critical mental skills to enhance personal resilience, self-confidence, adaptability, and mental agility.</td>
</tr>
<tr>
<td><strong>Mission Service &amp; Industry Experience</strong></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 the necessary skills and training required to meet the Office of Federal Procurement Policy’s (OFPP) requirements for Federal certification in contracting. The goal of CPS is to meet the needs of today’s acquisition professionals to accomplish the mission. We provide a diverse array of competency and technical skills training, as well as, resources tools needed to support a robust and qualified contracting workforce. The CPS curriculum includes a focus on technical contracting training professional business competencies, and strategic business skills. In addition to the core courses, the school offers specialized tracks and continued professional development offerings, in areas such as construction, federal appropriations, leasing, and source selection. 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 strategic operational skills. These proficiencies are vital and support VA’s organizational capabilities. The school incorporates civilian case studies and examples in training to increase relevance and strengthen the
theory-to-practice connection. CPS staff members have significant operational contracting experience, enabling VAAA to offer high-quality training at a lower cost than what agencies would otherwise typically incur. Since its opening, the school has trained thousands of acquisition professionals.

The VA has deployed a strategic central funding model for FAC-C certification and continuous learning training for all VA GS-1102s to attend courses provided by the CPS. Students in other career series are able to attend CPS courses, based on seat availability and local office funding.

**CPS Curriculum**

CPS offers the VA acquisition workforce the fundamental courses for obtaining and maintaining the Federal Acquisition Certification in Contracting (FAC-C) requirements for Levels I, II, and III. To maintain certification, 80 continuous learning points (CLPs) must be accumulated every 2 years. CLPs can be earned through educational activities (formal training and formal academic programs), professional activities (attending/speaking/presenting at professional seminars, symposia, conferences, publishing, and workshops), and training activities (teaching, self-directed study, and mentoring). More information is available at OFPP’s website.

CPS has designed an overarching framework, known as the 1102 Career Path Continuum, to delineate the multifaceted contracting-based curriculum being offered by the Academy. This effort advances 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, and leadership 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 Certification Track:** Leasing courses to meet GSA’s Lease Warrant certification requirements. Leasing courses are designed to provide students with a sound basis for writing, analyzing, and negotiating Federal leases.
   - **Acquisition System Track:** Specific training on VA’s acquisition systems, processes, and procedures, to include the electronic Contract Management System (eCMS).
   - **Professional Learning for Contracting Professionals Courses:** Professional Development courses focus on enhancing key professional competencies, as identified by the Federal Acquisition Institute (FAI).
• Role-Based 1102 Competencies Courses: The 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.

• Senior Acquisition Leadership Program (SALT): A cohort based development program for advancing critical GS-1102 leadership competencies among the VA contracting workforce. Emphasis is on real-world scenarios and the use of learning agility techniques to cultivate a strategic, results-oriented perspective among rising VA leaders. The program culminates in a Capstone project centered on applying program content and developmental learning skills to address an existent HCA-sponsored, VA challenge. A competitive application selection process is required for acceptance into the program. A call for applications is typically opened in the spring of each fiscal year.

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, which includes Veterans Health Administration (VHA), Veterans Benefits Administration (VBA), National Cemetery Association (NCA) and the Office of Construction & Facilities Management (CFM). Recognizing that each administration and program office 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 offers 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

*Courses supplemented by VAAA Contracting Professional and Program Management Schools

*Figure 1: VA Facilities Management Lifecycle Diagram
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

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.

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 is the supply chain school of choice for VA and other federal government agencies. The curriculum offered by the school will strengthen the knowledge, skills, and abilities of the supply chain and logistics workforce to implement a more standardized, cost effective, and streamlined federal supply chain resulting in measurable return on investment.

SCM School’s competency based training model will enhance the skills of the logistics management workforce and create a more comprehensive and structured approach to employee development. The VAAA SCM School will establish itself as creating an organizational culture of excellence and providing effective supply chain management training through streamlined daily operations.
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 6 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 7-11, WG 7 and above, 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 12-15

For questions regarding the Supply Chain Management School, visit 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*

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*Inaugural Intern Class of 2008*
## Contracting Professional School

### FAC-C Level I Requirements:

**Available Through VAAA**
- CON 090: FAR Fundamentals *(Available FTF at VAAA, requires two courses; Con 90 A&B and Con 90 C&D)*
- CON 121: Contract Planning *(Available FTF at VAAA or Virtually at DAU)*
- CON 124: Contract Execution *(Available FTF at VAAA or Virtually at DAU)*
- CON 127: Contract Management *(Available FTF at VAAA or Virtually at DAU)*
- CON 170: Fundamentals of Cost and Price Analysis *(Available FTF and Virtually at VAAA)*

**Available in FAITAS through DAU**
- CON 100: Shaping Smart Business Arrangements
- FAC 023: Basic Contracting for GSA Schedules
- FAC 031: Small Business Programs
- CLC 057: Performance-Based Payment & Planning for Cash Flow
- CLC 058: Introduction to Contract Pricing

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

*Experience:* 1 year of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard

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

**NOTE:** For more information detailing the experience, education, and training course requirements for FAC-C Levels I, II and III certifications, visit the VAAA Federal Acquisition Certification in Contracting website.
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 the 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: None

Continuous Learning: FAC-C Level I or higher.

Instructional Hours: 80 [10 Class Days]

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 the federal government acquisition (and for more advanced courses). MODULE C: CONTRACT FORMATION: Module C of this four-module course covers the second phase of the 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).

Continuous Learning: FAC-C Level I or higher.

Instructional Hours: 80 [10 Class Days]

Continuous Learning Points: 80

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar

[43]
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, FTF offerings are limited. Students can enroll in this course using FAITAS and access the DAU course.

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," and then continue with the registration process.

Instructional Hours: 16 [2 Class Days]

Continuous Learning Points: 16

Delivery Method: FTF or Virtual

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 this course using FAITAS and access the DAU course.

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

Instructional Hours: 16 [2 Class Days]

Continuous Learning Points: 16

Delivery Method: FTF or Virtual
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, FTF offerings are limited. Students can enroll in this course using FAITAS and access the DAU course.

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

Instructional Hours: 16 [2 Class Days]

Continuous Learning Points: 16

Delivery Method: FTF or Virtual

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: Highly encouraged to take CLC 057 and CLC 058.

Continuous Learning: FAC-C Level I or higher.

Instructional Hours (F2F): 80 [10 Class Days] FTF Continuous Learning Points: 80

Instructional Hours (Virtual): 80 [TBD Class Days] Virtual Continuous Learning Points: 80

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

**Available Through VAAA**

- CON 200: Business Decisions for Contracting (*Available FTF at VAAA or Virtually at DAU*)
- CON 216: Legal Considerations in Contracting (*Available FTF at VAAA or Virtually at DAU*)
- CON 270: Intermediate Cost and Price Analysis (*Available FTF at VAAA or Virtually*)
- CON 280: Source Selection and the Administration of Service Contracts (*Available FTF or Virtually*)
- CON 290: Contract Administration and Negotiation Techniques in a Supply Environment (*Available FTF or Virtually*)

**Available in FAITAS through DAU**

- Harvard Business School (HBS) 428: Negotiating (*Available Virtually at DAU*)
- CLC 056: Analyzing Contract Costs (*Available Virtually at 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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*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
CON 200 (FED) | BUSINESS DECISIONS FOR CONTRACTING

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

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

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

Instructional Hours: 24 [3 Class Days]
Continuous Learning Points: 24
Delivery Method: FTF or Virtual

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.

Instructional Hours: 40 [5 Class Days]
Continuous Learning Points: 40
Delivery Method: FTF or Virtual

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. Recommended: A college level course in statistics, and basic proficiency in Excel.

Continuous Learning: FAC-C Level II or higher.

Instructional Hours (F2F): 80 [10 Class Days]
Instructional Hours (Virtual): 80 [TBD Class Days]

Delivery Method: FTF

F2F Continuous Learning Points: 80
Virtual Continuous Learning Points: 80
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 (F2F): 80 [10 Class Days]  F2F Continuous Learning Points: 97
Instructional Hours (Virtual): 80 [TBD Class Days]  Virtual Continuous Learning Points: 80
Continuous Learning Points: 97
Delivery Method: FTF or Virtual

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 (F2F): 80 [10 Class Days]  F2F Continuous Learning Points: 80
Instructional Hours (Virtual): 80 [TBD Class Days]  Virtual Continuous Learning Points: 80
Delivery Method: FTF or Virtual
FAC-C Level III Requirements: (All FAC-C Levels I & II Training must be completed)

→ CON 360: Contracting for Decision Makers (*Available through DAU or FTF at VAAA*)
→ Complete 1 of the following courses:
  - **Available Through VAAA**
    - CON 244: Construction Contracting
    - CON 252: Fundamentals of Cost Accounting Standards
    - ACQ 265: Mission-Focused Services Acquisition
    - ACQ 370: Acquisition Law
    - 32 hours of electives*
  - **Available in FAITAS through DAU**
    - CON 370: Advanced Contract Pricing
    - ACQ 315: Understanding Industry
→ Choose any HBS Module, other than HBS 428 (*Available in FAITAS through DAU*)

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

**Experience:** 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.
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 [10 Class Days]

**Continuous Learning Points:** 80

**Delivery Method:** FTF

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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 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

**Continuous Learning Points:** 40

**Instructional Hours:** 40 [5 Class Days]

**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 [8 Class Days]

**Continuous Learning Points:** 64

**Delivery Method:** FTF

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Delivered Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar

[50]
ACQ 265 (FED) | MISSION-FOCUSED SERVICES ACQUISITION

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

Prerequisite(s): CLC 013 – Services Acquisition

Continuous Learning Points: 32

Instructional Hours: 32 [4 Class Days]

Delivery Method: FTF

ACQ 370 (FED) | ACQUISITION LAW

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. The employment of integrated product teams in the acquisition process has resulted in the involvement of many non-contracting government personnel. ACQ 370 provides an overview of government contract law, specifically laws and regulations that are applicable to government contracts.

Prerequisite(s): None

Continuous Learning Points: 51

Instructional Hours: 36 [4.5 Class Days]

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
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

Continuous Learning Points: 36

Instructional Hours: 36 [4.5 Class Days]

Delivery Method: FTF

FCN 408 | COST AND PRICE ANALYSIS OF LEASE PROPOSALS

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

Prerequisite(s): FCN 406 – Lease Acquisition Training

Continuous Learning Points: 40

Instructional Hours: 40 [5 Class Days]

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
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

Continuous Learning Points: 40

Instructional Hours: 40 [5 Class Days]

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

Continuous Learning Points: 40

Instructional Hours: 40 [5 Class Days]

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

Continuous Learning Points: 40

Instructional Hours: 40 [5 Class Days]

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
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.

**Continuous Learning Points:** 28

**Instructional Hours:** 28 [3.5 Class Days]

**Delivery Method:** FTF

**ECMS & Integrated Systems**

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

**Prerequisite(s):** None

**Continuous Learning Points:** 1

**Instructional Hours:** 1

**Delivery Method:** Virtual — TMS ID: 3860842

**ECMS Basic System Administration**

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

**Prerequisite(s):** None

**Continuous Learning Points:** 1

**Instructional Hours:** 1

**Delivery Method:** Virtual — TMS ID: 3864515

*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
**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

**Continuous Learning Points:** 1

**Instructional Hours:** 1

**Delivery Method:** Virtual — TMS ID: 3864508

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**ECMS CURRICULUM UPDATES**

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

**Prerequisite(s):** None

**Continuous Learning Points:** 1

**Instructional Hours:** 1

**Delivery Method:** Virtual — TMS ID: 3870692

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**ECMS FPDS INFORMATION CHANNEL**

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

**Prerequisite(s):** None

**Continuous Learning Points:** 1

**Instructional Hours:** 1

**Delivery Method:** Virtual — TMS ID: 3860843

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**ECMS IN THE ACQUISITION LIFECYCLE**

**Course Description:** This web-based tutorial will increase user understanding of how the eCMS lifecycle supports the pre-award, award, and post-award phases of the Acquisition Lifecycle, and is intended to provide users with a holistic understanding of the eCMS system as it supports VA’s acquisition requirements. It will describe eCMS terminology and link terminology concepts to acquisition concepts as defined by the Federal Acquisition Regulation (FAR).

**Prerequisite(s):** None

**Continuous Learning Points:** 1

**Instructional Hours:** 1

**Delivery Method:** Virtual — TMS ID: 3860841

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*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
ECMS MICROSTRATEGY REPORTING

Course Description: This web-based tutorial describes how MicroStrategy can be used as a performance support tool and highlights its many functions. Learners will become acquainted with sample reports and learn how to generate and customize their own MicroStrategy reports.

Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: Virtual — TMS ID: 3864516

ECMS MODIFICATION ACTIONS & CHANGE ORDERS

Course Description: This web-based tutorial discusses modification actions and change orders. Students will dive into the many purposes of the modification action, build their understanding of this integral action, and understand how it is used in order to facilitate each of its specific uses.

Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: Virtual — TMS ID: 3864517

ECMS TRAIN THE TRAINER: CONVEYING YOUR ECMS EXPERTISE TO OTHERS

Course Description: This web-based tutorial provides eCMS users with learning techniques that can be used to teach their peers and respond to common questions and workplace challenge. Learners will understand the importance of training and gain insight into the challenges faced by every day eCMS users. This tutorial will also point out useful resources that can be used to support learning efforts.

Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: Virtual — TMS ID: 3864512

ECMS USER GUIDE REFRESHER

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

Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: Virtual — TMS ID: 3864518

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
Professional Development: Traditional In-Person Classroom

**FCL-VA-0002 | WELCOME TO THE VA – AN ORIENTATION FOR NEW 1102S**

**Course Description:** 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.

**Prerequisite(s):** None

**Instructional Hours:** 24 [3 Class Days]

**Continuous Learning Points:** 24

**Delivery Method:** FTF

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**FCN 462 | PRACTICAL CONTRACTING WORKSHOP**

**Course Description:** This course is a practical application workshop designed to reinforce basic contracting and contract writing system skills. This workshop will have students create/conduct example procurements utilizing simplified acquisition procedures. Contract vehicles to be utilized include purchase orders using FAR Part 12 and FAR Part 13 procedures and guidance.

**Prerequisite(s):** FCL-VA-0003 eCMS New User Training

**Instructional Hours:** 24 [3 Class Days]

**Continuous Learning Points:** 24

**Delivery Method:** FTF

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**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:** 24 [3 Class 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: 28 [4 Class Days]

Continuous Learning Points: 28

Delivery Method: FTF
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: 32 [4 Class Days]

Continuous Learning Points: 32

Delivery Method: FTF
Professional Development: Virtual Instructor-Led Courses

**FQN 399-SIMPLIFIED ACQUISITION DEMYSTIFIED PART I**

**Course Description:** This virtual instructor-led course will discuss the use of Simplified Acquisition Procedures (SAP) flexibilities and procedures established in FAR Part 13. After completing this course, students will understand the benefits and uses of SAP, recognize VA-specific policies in relation to SAP, and debunk barriers that in the past may have limited our application of specific streamlining techniques.

This course will be held using a distance learning platform. Students are expected to complete an estimated 1.5 hours of individual assignments by 12:00 PM ET the day before the virtual session. Students must also attend a virtual classroom session between 11:00 AM - 4:00 PM ET (including a lunch break) and complete a brief post-test.

**Prerequisite(s):** None

**Instructional Hours:** One 5 Hr. Module/1 Hr. of Individual Work

**Continuous Learning Points:** 6

**Delivery Method:** Virtual

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**FCL-VA-0006| ECM TIPS**

**Course Description:** This webinar is intended for all Contracting Professionals who regularly use eCMS to create contract actions. This webinar is the second in a series of webinars focusing on A123 VA enterprise contract audit trends. We will discuss tips which can be used to correct common eCMS problem areas which have been identified via VA-wide A-123 contract audits. During the webinar tools and resources will be provided to correct these problems areas, including step-by-step videos, self-paced tutorials, interactive User Guide, and live demonstrations. Students will receive a separate link to webinar prior to course start.

**Prerequisite(s):** None

**Instructional Hours:** One 1.5 Hr. Webinar

**Continuous Learning Points:** 1.5

**Delivery Method:** Webinar

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**FCL-VA-0007| CONTRACT ADMINISTRATION FUNDAMENTALS**

**Course Description:** This webinar is intended for all Contracting Professionals who are involved in contract administration to include modifications, change orders, options, and invoice review/approval. This webinar is the third in a series of webinars focusing on A123 VA enterprise contract audit trends. This webinar will discuss different types of modifications and their authorities, determining what type of modification and authority is most appropriate, and whether or not a requested change is within scope. We will also discuss the importance of file documentation in contract administration. Students will receive a separate link to webinar prior to course start.

**Prerequisite(s):** None

**Instructional Hours:** One 1.5 Hr. Webinar

**Continuous Learning Points:** 1.5

**Delivery Method:** Webinar

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*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
**FCL-VA-0008| AWARD DECISION ESSENTIALS**

**Course Description:** This webinar is intended for all Contracting Professionals who are involved in documenting award decisions to include price reasonableness determinations and source selection decisions. This webinar is the fourth in a series of webinars focusing on A123 VA enterprise contract audit trends. This webinar will discuss different techniques for determining and documenting price reasonableness along with tips and tools for properly documenting a source selection decision. This webinar will focus on price reasonableness and source selection techniques outside of FAR Part 15, focusing on FAR Parts 8, 13, and 16. Students will receive a separate link to webinar prior to course start.

**Prerequisite(s):** None

**Instructional Hours:** One 1.5 Hr. Webinar

**Continuous Learning Points:** 1.5

**Delivery Method:** Webinar

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**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:** Two 4 Hr. Modules

**Continuous Learning Points:** 8

**Delivery Method:** Virtual

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**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:** One 3 Hr. Module

**Continuous Learning Points:** 3

**Delivery Method:** Virtual
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: Two 3 Hr. Modules w/ 1 Hr. of Individual Work

Continuous Learning Points: 7

Delivery Method: Virtual

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: One 3 Hr. Module w/ 5 Hrs. of Individual Work

Continuous Learning Points: 8

Delivery Method: Virtual

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
**FCN 505 | PROBLEM SOLVING FOR ACQUISITION DECISION MAKING**

**Course Description:** Do you feel like you have a growing list of problems that need to be solved? Are you trying to get work accomplished and cannot get a group decision made? This Foundational Learning for Contracting Professionals course will provide students with basic techniques and tips to solve problems and make decisions. Students will work through a series of case studies, participate in group activities and conduct discussions around common Acquisition problems.

Problem Solving for Acquisition Decision Making focuses on the professional competencies of Problem Solving and Decisiveness identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals’ competence in these topics.

This training includes one virtual classroom session on Wednesday, from 11:00 AM – 4:00 PM ET. Also, during the course week, individual assignments are required to be completed, prior to the virtual classroom session.

**Prerequisite(s):** None

**Instructional Hours:** One 5 Hr. Module w/ 3 Hrs. of individual work.

**Continuous Learning Points:** 8

**Delivery Method:** Virtual

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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:** One 5.5 Hr. Module w/ 7 Hrs. of Individual Work

**Continuous Learning Points:** 12

**Delivery Method:** Virtual
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.

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: Two 2 Hr. Modules & One 0.5 Hr. Module with 4.5 Hrs. of Individual Work

Continuous Learning Points: 9

Delivery Method: Virtual

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: Six 2 Hr. Modules w/ 8 Hrs. of Individual Work

Continuous Learning Points: 20

Delivery Method: Virtual

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
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.

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: Three 2 Hr. Modules w/ 4 Hrs. of Individual Work

Continuous Learning Points: 10

Delivery Method: Virtual

FCN 600 | JOURNEYMAN CONTRACTING OFFICER, PLANNING: HOW TO MAKE A PLAN AND WORK IT

Course Description: This course focuses on one or more competencies 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: 1 Hr. Orientation, One 2 Hr. Module, & One 4 Hr. Module w/ 6.5 Hrs. of Individual Work

Continuous Learning Points: 12

Delivery Method: Virtual

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
FCN 601 | JOURNEYMAN CONTRACTING OFFICER, PRIORITY SETTING: WHO’S ON FIRST

Course Description: This course focuses on one or more competencies 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: 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: 1 Hr. Orientation, One 2 Hr. Module, One 2.5 Hr. Module. & One 3 Hr. Module w/ 4.5 Hrs. of Individual Work

Continuous Learning Points: 12

Delivery Method: Virtual

FCN 602 | JOURNEYMAN CONTRACTING OFFICER, EFFECTIVE TIME MANAGEMENT

Course Description: This course focuses on one or more competencies 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: 1 Hr. Orientation & Three 3 Hr. Modules w/ 5 Hrs. of Individual Work

Continuous Learning Points: 14

Delivery Method: Virtual

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
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: FAC-C Level II

Instructional Hours: 1 Hr. Orientation & Four 3 Hr. Modules w/ 6 Hrs. of Individual Work

Continuous Learning Points: 18

Delivery Method: Virtual

FCN 700 | Supervisory Contracting Officer, Managing and Measuring Work

Course Description: This course focuses on one or more competencies 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

Continuous Learning Points: 16

Instructional Hours: 1 Hr. Orientation & Three 3 Hr. Modules w/ 5.75 Hrs. of Individual Work

Delivery Method: Virtual
FCN 701 | SUPERVISORY CONTRACTING OFFICER, ORGANIZING A WINNING TEAM

Course Description: This course focuses on one or more competencies 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: 1 Hr. Orientation & Three 3 Hr. Modules w/ 6 Hrs. of Individual Work

Continuous Learning Points: 15

Delivery Method: Virtual
FCN 702 | Supervisory Contracting Officer, Develop Others and Pay It Forward

Course Description: This course focuses on one or more competencies 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, 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 benefit 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

Prerequisite(s): FAC-C Level II

Instructional Hours: 1 Hr. Orientation & Three 3.5 Hr. Modules w/ 5 Hrs. of Individual Work

Continuous Learning Points: 16

Delivery Method: Virtual
FCN 703 | SUPERVISORY CONTRACTING OFFICER, MANAGE THE MESSAGE TO GET RESULTS

Course Description: This course focuses on one or more competencies 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 one-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

Prerequisite(s): FAC-C Level II

Instructional Hours: 1 Hr. Orientation & Three 3.5 Hr. Modules w/ 5.5 Hrs. of Individual Work

Continuous Learning Points: 16

Delivery Method: Virtual
FCN 704 | Supervisory Contracting Officer, Champion Differences to Improve Acquisition Outcomes

Course Description: This course focuses on one or more competencies 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: 1 Hr. Orientation, One 4 Hr. Module, One 3 Hr. Module, & One 3.5 Hr. Module w/ 5.5 Hrs. of Individual Work

Continuous Learning Points: 16

Delivery Method: Virtual
FCN 705 | Supervisory Contracting Officer, Mastering Difficult Conversations with Direct Reports

Course Description: This course focuses on one or more competencies 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: 1 Hr. Orientation & Three 3.5 Hr. Modules w/ 6 Hrs. of Individual Work

Continuous Learning Points: 16

Delivery Method: Virtual
FCN 800 | Managerial Contracting Officer, Delegating for Success

Course Description: This course focuses on one or more competencies 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 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: 1 Hr. Orientation & Three 3.5 Hr. Modules w/ 6 Hrs. of Individual Work

Continuous Learning Points: 16

Delivery Method: Virtual
FCN 801 | MANAGERIAL CONTRACTING OFFICER, BUILDING EFFECTIVE PEER RELATIONSHIPS

**Course Description:** This course focuses on one or more competencies 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:** 1 Hr. Orientation & Three 3.5 Hr. Modules w/ 6 Hrs. of Individual Work

**Continuous Learning Points:** 16

**Delivery Method:** Virtual

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FCN 802 | MANAGERIAL CONTRACTING OFFICER, DEVELOP AND MANAGE HIGH-PERFORMING TEAMS

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

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 Thursday of the course, from 1:30 PM - 2:30 PM eastern time. Virtual classroom sessions will be held on Tuesdays, from 12:30 PM - 4:00 PM eastern time for all three modules.

**Prerequisite(s):** FAC-C Level II

**Instructional Hours:** 1 Hr. Orientation & Three 3.5 Hr. Modules w/ 5.40 Hrs. of Individual Work

**Continuous Learning Points:** 16

**Delivery Method:** Virtual
### Table 3: Professional Development Training by Delivery Modality

#### PROFESSIONAL DEVELOPMENT: Traditional In Person Classroom

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DELIVERY</th>
<th>CLP’S</th>
<th>CLASSROOM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCL-VA-0002 - Welcome to the VA - An Orientation for New 1102s</td>
<td>In person classroom</td>
<td>24</td>
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<tr>
<td>FCN 462 - Practical Contracting Workshop</td>
<td>In person classroom</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>FCN 502 - Effective Writing for 1102s</td>
<td>In person classroom</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>FCN 503 - Build Networks: Maximizing Your Relationships</td>
<td>In person classroom</td>
<td>28</td>
<td>32</td>
</tr>
<tr>
<td>FCN 506 - Communicate, Collaborate, and Connect</td>
<td>In person classroom</td>
<td>32</td>
<td>32</td>
</tr>
</tbody>
</table>

#### Table 4: Professional Development Training by Virtual Instructor –Led Classroom

#### PROFESSIONAL DEVELOPMENT: Virtual Instructor-Led Classroom

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DELIVERY</th>
<th>CLP’S</th>
<th>CLASSROOM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FQN 399-Simplified Acquisition Demystified Part I</td>
<td>Virtual</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>FCL-VA-0006 - eCMS Tips</td>
<td>Virtual</td>
<td>1.5</td>
<td>1.5</td>
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<tr>
<td>FCL-VA-0007 - Contract Administration Fundamentals</td>
<td>Virtual</td>
<td>1.5</td>
<td>1.5</td>
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<tr>
<td>FCL-VA-0008 - Award Decision Essentials</td>
<td>Virtual</td>
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<td>1.5</td>
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<tr>
<td>FCN 418 - Protests, Disputes and Terminations Workshop</td>
<td>Virtual</td>
<td>8</td>
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<tr>
<td>FQN 438 - Negotiation Skills for Acquisition Professionals Workshop</td>
<td>Virtual</td>
<td>3</td>
<td>4</td>
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<tr>
<td>FCN 501 - Adapt to Change and Maintain Accountability</td>
<td>Virtual</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>FCN 504 - Effectively Interacting with Your Customer</td>
<td>Virtual</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>FCN 505 - Problem Solving for Acquisition Decision Making</td>
<td>Virtual</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>FCN 507 - Strengthen Your Resilience: Thrive As An 1102</td>
<td>Virtual</td>
<td>12</td>
<td>5.5</td>
</tr>
<tr>
<td>FCN 508 - Building Credibility and Trust in Contracting</td>
<td>Virtual</td>
<td>9</td>
<td>4.5</td>
</tr>
<tr>
<td>FCN 521 - Advanced Problem Solving for 1102s</td>
<td>Virtual</td>
<td>10</td>
<td>6</td>
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<tr>
<td>FCN 600 - Journeyman Contracting Officer, Planning: How To Make A Plan And Work It</td>
<td>Virtual</td>
<td>12</td>
<td>6</td>
</tr>
</tbody>
</table>

*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
# Professional Development: Virtual Instructor-Led Classroom

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Delivery Method</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCN 601</td>
<td>Journeyman Contracting Officer, Priority Setting: Who's On First?</td>
<td>Virtual</td>
<td>12</td>
<td>7.5</td>
</tr>
<tr>
<td>FCN 602</td>
<td>Journeyman Contracting Officer, Effective Time Management</td>
<td>Virtual</td>
<td>14</td>
<td>9</td>
</tr>
<tr>
<td>FCN 603</td>
<td>Journeyman Contracting Officer, Emotional Intelligence</td>
<td>Virtual</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>FCN 700</td>
<td>Supervisory Contracting Officer, Managing and Measuring Work</td>
<td>Virtual</td>
<td>16</td>
<td>9</td>
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<tr>
<td>FCN 701</td>
<td>Supervisory Contracting Officer, Organizing a Winning Team</td>
<td>Virtual</td>
<td>15</td>
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<tr>
<td>FCN 702</td>
<td>Supervisory Contracting Officer, Develop Others and Pay it Forward</td>
<td>Virtual</td>
<td>16</td>
<td>10.5</td>
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<tr>
<td>FCN 703</td>
<td>Supervisory Contracting Officer, Manage the Message to Get Results</td>
<td>Virtual</td>
<td>16</td>
<td>10.5</td>
</tr>
<tr>
<td>FCN 704</td>
<td>Supervisory Contracting Officer, Champion Differences to Improve Acquisition Outcomes</td>
<td>Virtual</td>
<td>16</td>
<td>10.5</td>
</tr>
<tr>
<td>FCN 705</td>
<td>Supervisory Contracting Officer, Mastering Difficult Conversations with Direct Reports</td>
<td>Virtual</td>
<td>16</td>
<td>10.5</td>
</tr>
<tr>
<td>FCN 800</td>
<td>Managerial Contracting Officer, Delegating for Success</td>
<td>Virtual</td>
<td>16</td>
<td>11.5</td>
</tr>
<tr>
<td>FCN 801</td>
<td>Managerial Contracting Officer, Building Effective Peer Relationships</td>
<td>Virtual</td>
<td>16</td>
<td>10.5</td>
</tr>
<tr>
<td>FCN 802</td>
<td>Managerial Contracting Officer, Develop and Manage High-Performing Teams</td>
<td>Virtual</td>
<td>16</td>
<td>11.5</td>
</tr>
</tbody>
</table>

**Delivery Method Legend:** Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
Specialized/Technical Acquisition and Contracting Electives

**CON 243 (FED) | ARCHITECT-ENGINEER SERVICES CONTRACTING**

**Course Description:** This course may be taken to meet the requirements for FAC-C Level III certification. This course, focusing on contracting for architect-engineers, covers issues across the contracting spectrum, including acquisition planning, source selection, proposal analysis, contract award and work, and contract management. Specific topics and practical exercises allow professionals to gain knowledge of the Brooks Act, SF-330, the slate and selection process, the review of government estimates, liability, Title II services, modifications, and Contracting Officer’s Representative responsibilities.

**Prerequisite(s):** FAC-C Level I, CON 216 – Legal Considerations in Contracting

**Instructional Hours:** 40 [5 Class Days]

**Continuous Learning Points:** 40

**Delivery Method:** FTF

**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

**Instructional Hours:** 24 [3 Class Days]

**Continuous Learning Points:** 24

**Delivery Method:** FTF

**FCN 400 | EMERGENCY CONTRACTING BASICS**

**Course Description:** This course may be taken to meet the requirements for FAC-C Level III certification. Please note that it partially fulfills the 32 required hours; therefore, an additional course must be taken. This course is designed for contracting professionals, or other personnel performing similar functions, who may assist federal agencies during the recovery from national disasters or other emergencies. Students receive an introduction to the knowledge necessary to procure goods and services required to support emergency and disaster recovery activities.

**Prerequisite(s):** None

**Instructional Hours:** 16

**Continuous Learning Points:** 16

**Delivery Method:** FTF

*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
FFM 403 | FEDERAL APPROPRIATIONS LAW

Course Description: 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.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

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

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

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

FQN 104 | CONSTRUCTION CLAIMS

Course Description: 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.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

FQN 401 | ADMINISTRATION OF COST-REIMBURSEMENT CONTRACTS

Course Description: 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.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
FQN 404 | FEDERAL SUPPLY SCHEDULE (FSS)

Course Description: 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.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

FQN 405 | MARKET RESEARCH AND COMMERCIAL ITEMS

Course Description: 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.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

FQN 406 | NEGOTIATION STRATEGIES AND TECHNIQUES

Course Description: 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.

Prerequisite(s): None

Instructional Hours: 40 [5 Class 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:** 24 [3 Class Days]

**Continuous Learning Points:** 24

**Delivery Method:** FTF

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**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:** 40 [5 Class Days]

**Continuous Learning Points:** 40

**Delivery Method:** FTF

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**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:** 24 [3 Class 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

**Instructional Hours:** 24 [3 Class Days]

**Continuous Learning Points:** 24

**Delivery Method:** FTF

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:** 40 [5 Class Days]

**Continuous Learning Points:** 40

**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:** 16 [2 Class Days]

**Continuous Learning Points:** 16

**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: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

FQN 449 | SERVICE CONTRACT LABOR STANDARDS STATUTE

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: 16 [2 Class Days]

Continuous Learning Points: 16

Delivery Method: FTF

Delivery Method: Virtual

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
Facilities Management School

**FMS 407 | BUILDING AUTOMATION SYSTEMS**

**Course Description:** An overview to how experienced personnel will write advanced programming for Building Automation Systems (BAS). The student will develop specific mechanical control applications using system Engineering Tools as well as build, modify, and troubleshoot programs they create. Students will explore the processes that occur at every level of the system to include; wiring the hardware, programming and installing the software. The student will understand topics such as BACnet, LONworks, PID, and Indoor Air Quality all by developing the BAS components and programming utilizing Hands-on Labs and Laptops.

**Prerequisites:** None

**Instructional Hours:** 40 [5 Class Days]

**Continuous Learning Points:** 40

**Delivery Method:** Virtual

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**FMS 408 | BUILDING AUTOMATION SYSTEMS ADVANCED**

**Course Description:** This course covers specific issues involved with Building Automation Systems (BAS) and will provide the student with an overview on how experienced personnel will write advanced programming for Building Automation Systems (BAS). The student will develop specific mechanical control applications using system Engineering Tools as well as build, modify, and troubleshoot programs they create. Students will explore the processes that occur at every level of the system to include; wiring the hardware, programming and installing the software. The student will understand topics such as BACnet, LONworks, PID, and Indoor Air Quality all by developing the BAS components and programming utilizing Hands-on Labs and Laptops.

**Prerequisites:** FMS 407

**Instructional Hours:** 40 [5 Class Days]

**Continuous Learning Points:** 40

**Delivery Method:** Virtual

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**FMS 411 | CERTIFIED BIOMEDICAL EQUIPMENT TECHNICIAN (CBET) PREPARATION COURSE**

**Course Description:** This online course helps students prepare for the Certified Biomedical Equipment Technician (CBET) Exam. The course material covers all six topics of the exam and includes sample questions to test your knowledge of the material. Topics covered include; Anatomy and Physiology, Fundamentals of Electricity and Electronics, Healthcare Technology Function and Operation, Healthcare Technology Problem Solving, Healthcare Information Technology, and Public Safety in the Healthcare Environment. The instruction is provided online via Blackboard for self-paced learning with an instructor available to provide assistance.

**Prerequisites:** None

**Instructional Hours:** Self-Paced

**Continuous Learning Points:** 70

**Delivery Method:** Virtual

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*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
FMS 412 | BASIC NETWORKING FOR BIOMEDICAL EQUIPMENT TECHNICIAN

Course Description: This course will present networking and systems administration concepts to students. Students will construct and configure a simulated hospital network using PC’s, Ethernet switches, routers, clients, associated cabling, instructions, network diagrams using DICOM simulation software, and industry network and operating system troubleshooting tools, to effectively troubleshoot and remedy issues on a simulated network.

Students will complete multiple labs involving the construction of a basic network and troubleshooting various problems. Students will demonstrate proficiency with a practicum on the last day of the class, demonstrating a detailed understanding of fundamental networking principles and advanced concepts while performing complete system integrity checks from client to server, client to client, and server to client. Students will also use wired interfaces and analyze problems with the DICOM protocol, analyze communication trends/issues within a simulated network, develop a plan to restore equipment to full operational status within the simulated network and identify specific DICOM formats to obtain medical images within the simulated environment, and troubleshoot instructor inserted malfunctions within the system.

Prerequisites: None

Instructional Hours: 40 [5 Class Days]

Continuous Learning Points: 40

Delivery Method: Virtual

FMS 203 | NATIONAL HISTORIC PRESERVATION FRONTLINE PERSONNEL

Course Description: This course provides Frontline personnel with an understanding of their role in historic preservation requirements. Topics include the role of Frontline personnel in executing the historic preservation stewardship and processes, knowledge, and ability to support historic preservation as part of agency mission, responsibilities and accountability, staff training initiatives, and the Federal laws and VA Directives. This training will model the skills and attitudes Frontline personnel need to be successful in support of VA historic preservation efforts as part of the VA mission, with a focus on establishing and maintaining site compliance with historic preservation regulations. Participants will learn the VA policy, federal laws, and Executive Orders relating to historic preservation activities at VA. Participants will learn about governing regulations and policies, focusing on the National Historic Preservation Act and VA Directive 7545.

Prerequisites: None

Instructional Hours: 5 hours

Continuous Learning Points: 5

Delivery Method: Virtual

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
NATIONAL HISTORIC PRESERVATION SUPERVISORY PERSONNEL

Course Description: This course provides supervisory level personnel with an understanding and the ability to perform their role in historic preservation requirements. Topics include the role of supervisors in executing the historic preservation stewardship and processes, knowledge, and ability to support historic preservation as part of agency mission, responsibilities and accountability, staff training initiatives, and the Federal laws and VA Directives. This training will model the skills and attitudes Supervisors need to be successful in support of VA historic preservation efforts as part of the VA mission.

Prerequisites: None

Instructional Hours: 2

Continuous Learning Points: 2

Delivery Method: Virtual

NATIONAL HISTORIC PRESERVATION EXECUTIVE VIDEO

Course Description: This 5-minute video provides Executive and Senior level VA personnel with an understanding of their role in historic preservation requirements within VA. Topics include the critical role of leadership support for historic preservation stewardship and processes, historic preservation as it supports the VA mission, leadership responsibilities and accountability, staff training initiatives, and the Federal laws and VA Directives.

Prerequisites: None

Instructional Hours: 0

Continuous Learning Points: 0

Delivery Method: Virtual

NATIONAL HISTORIC PRESERVATION CONTRACTOR VIDEO

Course Description: This 2-minute video will alert VA contractors to historical preservation requirements at the job site and provide them the information they need to contact local site resources in case of questions about the work being performed impacting historical assets.

Prerequisites: None

Instructional Hours: 0

Continuous Learning Points: 0

Delivery Method: Virtual
ONLINE CERTIFICATION PROGRAMS

OSHA 30-HOUR CONSTRUCTION TRAINING

Course Description: This OSHA 30-hour Outreach Training Course covers training modules, required by the Occupational Safety and Health Administration (OSHA) that apply toward the 30-hour Department of Labor wallet card. Course topics include Introduction to OSHA, Managing Safety and Health, Struck and Caught Hazards, Personal Protective Equipment (PPE), Hearing Conservation, Respiratory Protection, Lead and Crystalline Silica, Asbestos, GHS Hazard Communication, Electrical Safety, Hand and Power Tools, Fall Protection, Ladder Safety, Excavations, Scaffolds, Crane Safety, Heavy Equipment, Forklift Safety, Materials Handling, Permit-required Confined Spaces, Fire Safety, Welding and Cutting, Concrete and Masonry, Steel Erection, Ergonomics.

Prerequisites: None

Instructional Hours: Self-paced

Continuous Learning Points: 30

Delivery Method: Virtual

FMS 429 | ASSE 6020 MEDICAL GAS SYSTEMS INSPECTOR CERTIFICATION

Course Description: The ASSE 6020 Medical Gas Systems Inspector Certification Program was developed to provide qualified individuals, who are responsible for the proper inspection of the installation of medical gas and vacuum distribution systems, with the certification necessary to ensure that the individual has met the requirements of the ASSE Series 6000 Professional Qualifications Standard and are technically competent and experienced in the field of medical gas systems inspection.

Prerequisites: Application Required

Instructional Hours: 24

Continuous Learning Points: 24

Delivery Method: Virtual

FMS 430 | ASSE 6040 MEDICAL GAS SYSTEMS MAINTENANCE CERTIFICATION

Course Description: The ASSE 6040 Medical Gas Systems Maintenance Personnel Certification Program was developed to provide qualified individuals, who are responsible for the proper inspection, testing, and maintenance of medical gas and vacuum systems, with the certification necessary to ensure that the individual has met the requirements of the ASSE Series 6000 Professional Qualifications Standard and are technically competent and experienced in the field of medical gas systems inspection, testing, and maintenance.

Prerequisites: Application Required

Instructional Hours: 32

Continuous Learning Points: 32

Delivery Method: Virtual
ASSE 6000R MEDICAL GAS RECERTIFICATION TRAINING COURSE

Course Description: The ASSE 6000 Recertification Training Course that will renew ANY ASSE 6000 certification will be provided at a field location and includes ASME IX Brazing. The ASSE 6000 Re-Certification Training Program was developed to satisfy the requirements of the ASSE 6000 Professional Qualification Standard. It is web based and self-paced, and the program content is all provided online. This training is suitable for ANY of the ASSE 6000 certifications for update and renewal.

Prerequisites: Application Required

Instructional Hours: 8

Continuous Learning Points: 8

Delivery Method: Virtual, brazing offsite

ASSE 6005 MEDICAL GAS SYSTEM SPECIALIST CERTIFICATION

Course Description: The ASSE 6005 program was developed for medical gas system supervisors, architects, engineers, project managers, project estimators, code officials, administrators, or anyone else who has an interest in the proper design, installation, use, and maintenance of medical gas and vacuum systems. The program is based on the code requirements identified in the NFPA 99, Health Care Facilities Code and the NFPA 55 Compressed Gasses and Cryogenic Fluids Code. Candidates will also be given a basic understanding of the application, operation, and code requirements of all materials, components, and equipment that are used in medical gas systems.

Prerequisites: Application Required

Instructional Hours: 24

Continuous Learning Points: 24

Delivery Method: Virtual

ASSE 6010 MEDICAL GAS SYSTEM INSTALLER CERTIFICATION

Course Description: This certification provides for specific knowledge of medical gas and vacuum systems and is eligible to any person who installs medical gas and vacuum systems. The purpose of this course is to provide the general knowledge, product performance knowledge, product installation knowledge, system testing knowledge, terminology and documentation and record requirements identified by industry consensus to ensure competency of the individual to safely install medical gas and vacuum systems.

Prerequisites: Application Required

Instructional Hours: 32

Continuous Learning Points: 32

Delivery Method: Virtual
ASSE 6030 MEDICAL GAS SYSTEM VERIFIER CERTIFICATION

Course Description: A Medical Gas Verifier certification candidate is a qualified individual who can demonstrate competence within their scope and will be proficient in and experienced in the installation, inspection, and verification of medical gas and vacuum systems covered by the ASSE Series 6000 Standard. Verifiers include any individual who tests and verifies the operation of medical gas and vacuum systems. A qualified Medical Gas Verifier may perform these tasks alone, or through the supervision of other individuals.

Prerequisites: Application Required

Instructional Hours: TBD

Continuous Learning Points: TBD

Delivery Method: Virtual

INTERNATIONAL FACILITIES MANAGEMENT ASSOCIATION (IFMA) FACILITIES MANAGEMENT PROFESSIONAL ® (FMP ®) CERTIFICATION

Course Description: FMP Program: Enhance and demonstrate your knowledge of the core facilities management (FM) topics deemed critical for success in FM positions. The FMP credential covers these topics: Operations and Maintenance, Finance and Business, Project Management, Leadership and Strategy.

Prerequisites: Application Required

Instructional Hours: Self-paced

Continuous Learning Points: 30

Delivery Method: Virtual

INTERNATIONAL FACILITIES MANAGEMENT ASSOCIATION (IFMA) SUSTAINABILITY FACILITIES PROFESSIONAL ® (SFP ®) CERTIFICATION

Course Description: SFP Program: Envision, plan and implement strategic sustainability programs for your facilities to impact your organization’s economic, environmental and social bottom lines.

The SFP credential covers these topics: Strategy and Alignment for Sustainable Facility Management, Managing Sustainable Facilities, and Operation Sustainable Facilities.

Prerequisites: Application Required

Instructional Hours: Self-paced

Continuous Learning Points: 38

Delivery Method: Virtual

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
INTERNATIONAL FACILITIES MANAGEMENT ASSOCIATION (IFMA) CERTIFIED FACILITIES MANAGER ® (CFM ®)

Course Description: The CFM Program addresses a broad range of FM situations that covers the entire FM body of knowledge. The 11 competencies in the FM body of knowledge and tested on the CFM Exam are: Communication, Emergency Preparedness and Business Continuity, Environmental Stewardship and Sustainability, Finance and Business, Human Factors, Leadership and Strategy, Operations and Maintenance, Project Management, Quality, Real Estate and property, Management and Technology.

Prerequisites: Application Required

Instructional Hours: Self-paced

Continuous Learning Points: TBD

Delivery Method: Virtual
Program Management School

FCE 400 | 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: Virtual

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 course, either the VA FCR 104-Federal Acquisition Certification-Contracting Officer’s Representative (FAC-COR) Level 1 or the DAU’S CLC 106 Contracting Officer Representative with a Mission Focus. Both courses are found on FAITAS by searching their perspective course numbers: FCR104* or CLC106.

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

Instructional Hours: 8 Hours

Continuous Learning Points: 32

Delivery Method: Virtual

* VA employees’ course recommendation is FCR 104

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar

[90]
**FPM 121 | Acquisition Fundamentals of Project and Program Management II**

**Course Description:** Students will briefly review each module of the first two courses, FPM 120A & 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

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**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.

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, and FPM 262.

**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 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 and, FPM 262.

**Prerequisite(s):** FPM 260 - Mid-Level Concept Definition

**Instructional Hours:** 5 Days

**Continuous Learning Points:** 40

**Delivery Method:** FTF

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*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
**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, and FPM 262

**Prerequisite(s):** FMP 261 - Mid-Level Concept Planning

**Instructional Hours:** 5 Days

**Continuous Learning Points:** 40

**Delivery Method:** FTF

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**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 meets the FAI training requirements for VA FAC-P/PM Mid-Level certification.

**Prerequisite(s):** None

**Instructional Hours:** 14 Days

**Continuous Learning Points:** 112

**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 362 - Senior-Level Development Through Closeout, an Action Plan and FPM 363

**Prerequisite(s):** None

**Instructional Hours:** 5 Days

**Continuous Learning Points:** 40

**Delivery Method:** FTF

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*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
**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:** 40 (Upon Project Completion & Certification, an additional 20 CLPs will be awarded)

**Delivery Method:** BLD

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**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, FPM 400 – Lean Six Sigma Greenbelt

**Instructional Hours:** 5 Days

**Continuous Learning Points:** 40

**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 - Lean Six Sigma (LSS) Blackbelt Part 1, 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.

**Prerequisite(s):** FPM 401 – Lean Six Sigma Blackbelt Part I

**Instructional Hours:** 5 Days

**Continuous Learning Points:** 40 (Upon Project Completion & Certification, an additional 40 CLPs will be awarded)

**Delivery Method:** BLD

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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 Enterprise Program/Project Management.

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:** Virtual
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, FMP 404 - 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 FMP 404 - Introduction to Agile in the Federal Government course.

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

FPM 449 | Lean Six Sigma Yellowbelt (1 Day Course)

Course Description: Lean Six Sigma Yellow Belt is a one day course which uses 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 leader/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: 1 Day
Continuous Learning Points: 8
Delivery Method: FTF
FPM 450 | Lean Six Sigma Yellow Belt (2 Day Course)

Course Description: Lean Six Sigma Yellow Belt is a two day course which uses 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 leader/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

Continuous 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): FQN 430 - Performance Work Statement (PWS) for Performance-Based Acquisition or you have earned your Mid or Senior Level FAC-P/PM

Instructional Hours: 2 Days

Continuous Learning Points: 16

Delivery Method: BLD

FPM 462 | Foundations Course (PM Fellows)

Course Description: The Foundations Course is a 9-day face-to-face learning event and is the cornerstone of the Program Management Fellows (PM Fellows) curriculum series. The Foundations Course follows the FPM 120A and B courses, and builds upon the training by applying hands-on-exercises, classroom project scenarios, and simulated case studies. This course also contains presentation events, team building exercises, and leadership topics. In addition, the course initiates an action learning project that Fellows will complete during the remainder of their program. The course goal is to prepare PM Fellows to engage the Mid-Level FAC-P/PM curriculum, later in the PM Fellows program.

Prerequisite(s): None

Instructional Hours: 9 Days

Continuous Learning Points: 72

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
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): FQN 416 - Independence Government Cost Estimate (IGCE) for Performance-Based Acquisition or you have earned your Mid or Senior Level FAC-P/PM

Instructional Hours: 3 Days

Continuous Learning Points: 24

Delivery Method: BLD

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
**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

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**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):** FQN 418 – Work Breakdown Structure (WBS) for Performance-Based Acquisition or you have earned your Mid or Senior Level FAC-P/PM

**Instructional Hours:** 3 Days

**Continuous Learning Points:** 24

**Delivery Method:** BLD
**FQN 474 | MARKET RESEARCH AND VETERANS FIRST CONTRACTING**

**Course Description:** This 3-hour, virtual instructor-led course explores the role of Market Research for VA Acquisitions and outlines best practices for conducting and documenting Market Research for a variety of VA Acquisitions. Course participants discern the implications of Public Law 109-461 (38 U.S.C. 8127) by considering the Rule Two, set asides, and Office of Small and Disadvantaged Business Utilization (OSDBU) resources during the Market Research activities. Participants examine emerging requirements for documenting the determination and use of Veteran-owned small business in VA acquisitions.

Topics include:

- Learn how to identify Veteran-owned
- Discover best practices to reduce the potential of protests related to market research
- Determine methods to document market research to gain efficiencies with acquisition packages
- Gain knowledge to establish better collaboration with contracting offices to avoid acquisition delays.

**Prerequisite(s):** None

**Instructional Hours:** 3 Hours

**Continuous Learning Points:** 3

**Delivery Method:** Virtual

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**VA-1701572 | UNAUTHORIZED COMMITMENTS**

**Course Description:** This interactive course defines unauthorized commitments, discusses the causes, consequences, and the ratification process. In addition, participants will learn best practices to prevent and avoid unauthorized commitments. This course will be beneficial to any purchase card user, Contracting Officer Representative (COR), Project Manager (PM), and first line supervisor or anyone involved in federal acquisitions.

**Prerequisites:** None

**Instructional Hours:** 1 Hours

**Continuous Learning Points:** 1

**Delivery Method:** Virtual

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**FPM 560 | FAC-P/PM SENIOR-LEVEL INTRODUCTION**

**Course Description:** The first pre-requisites will introduce prospective participants to the FAC-P/PM Senior-Level training series and give those considering this course an opportunity to ask questions.

**Prerequisites:** Comprehensive understanding and practical application of all FAC-P/PM Mid-Level competencies and skills

**Instructional Hours:** 2 Hours

**Continuous Learning Points:** 2

**Delivery Method:** Virtual

*Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar*
FPM 561 | FAC-P/PM SENIOR-LEVEL PRE-COURSE EVENT

Course Description: The second pre-requisites for the FAC-P/PM Senior-Level training is a series of self-paced training modules designed to prepare participants through a knowledge review of FAC-P/PM Mid-Level competencies. In addition, these modules are designed to help participants identify areas/topics where they can refresh their knowledge prior to the residence course.

Prerequisites: FPM 560 - FAC-P/PM Senior-Level Introduction

Instructional Hours: 10 Hours

Continuous Learning Points: 10

Delivery Method: Virtual

FPM 562 | FAC-P/PM SENIOR-LEVEL RESIDENT COURSE

Course Description: This course is designed specifically for professionals with program and project management skills, training, and experience. It is targeted for Federal Government personnel with FAC-/PM Mid-Level certification and extensive experience in Federal Government program or project management principles, or former industry, Federal Government personnel with senior-level program or project management duties who may have minimal experience in Federal Government program or project management principles.

Prerequisites: FPM 560 - FAC-P/PM Senior-Level Introduction and FPM 561 - FAC-P/PM Senior-Level Pre-Course Event

Instructional Hours: 80 Hours

Continuous Learning Points: 80

Delivery Method: FTF


**Supply Chain Management School**

**FLG 010 | ACCOUNTABLE OFFICER**

**Course Description:** This is an online asynchronous course 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

**Continuous Learning Points:** 2

**Delivery Method:** Virtual

* Any person assigned the duties of Accountable Officer within the Department of Veterans Affairs

**FLG 015 | EQUIPMENT TRAINING FOR CUSTODIAL OFFICER**

**Course Description:** This is an online asynchronous course 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

**Continuous Learning Points:** 2

**Delivery Method:** Virtual

* Any person assigned the duties of Custodial Officer within the Department of Veterans Affairs

**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:** 24 [3 Class Days]

**Continuous Learning Points:** 24

**Delivery Method:** FTF

* GS-6 and Below; WG 6 and Below
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: 16 [2 Class Days]

Continuous Learning Points: 16

Delivery Method: FTF

* GS-6 and Below; WG 6 and Below

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

Course Description: This course is a combination of FLG101 and FLG 102. Collectively, these courses are 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. These courses also introduce 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. Students are provided 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. Students are further provided with an overview of GIP reporting to illustrate how daily tasks integrate into the overarching inventory process.

Prerequisites: None

Instructional Hours: 40 [5 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

* GS-6 and Below; WG 6 and Below

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
FLG 103 | INTRODUCTION TO IFCAP AND AUTOMATED ENGINEERING MANAGEMENT SYSTEMS / MEDICAL EQUIPMENT REPORTING SYSTEM (AEMS/MERS)*

Course Description: This course is a combination of FLG 101 and FLG 103. Collectively, these courses are 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. These courses also provide Level I Supply Chain Professionals 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 also learn the concepts of complete and accurate data entry and AEMS/MERS record keeping through class education and exercises.

Prerequisites: None

Instructional Hours: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

* GS-6 and Below; WG 6 and Below

FLG XXX | INTRODUCTION TO MAXIMO*

Course Description: This course is designed to provide the Level I Supply Chain Professional with an understanding of the MAXIMO 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 MAXIMO record keeping through class education and exercises.

Prerequisites: None

Instructional Hours: TBD

Continuous Learning Points: TBD

Delivery Method: TBD

* GS-6 and Below; WG 6 and Below

FLG 105 | INTRODUCTION TO MATERIALS MANAGEMENT AND OPERATIONS*

Course Description: Building on the supply chain fundamentals learned in FLG 107 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: FLG 107 Introduction to Supply Chain Fundamentals

Instructional Hours: 32 [4 Class Days]

Continuous Learning Points: 32

Delivery Method: FTF

* GS-6 and Below; WG 6 and Below

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
FLG 106 | 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: 16 Hours

Continuous Learning Points: 16

Delivery Method: Virtual

* GS-6 and Below; WG 6 and Below

FLG 107 | INTRODUCTION TO SUPPLY CHAIN FUNDAMENTALS*

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

Prerequisites: None

Instructional Hours: 16 Hours

Continuous Learning Points: 16

Delivery Method: Virtual

* GS-6 and Below; WG 6 and Below

FLG 109 | 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: 24 Hours

Continuous Learning Points: 24

Delivery Method: Virtual

* GS-6 and Below; WG 6 and Below

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
**FLG 112 | INTRODUCTION TO LIFECYCLE LOGISTICS**

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

**Prerequisites:** None

**Instructional Hours:** 22 Hours

**Continuous Learning Points:** 22

**Delivery Method:** Virtual

* GS-6 and Below; WG 6 and Below

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**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](http://www.dau.mil) for information on this course.

**Prerequisites:** None

**Instructional Hours:** 5 Hours

**Continuous Learning Points:** 5

**Delivery Method:** Virtual

* GS-6 and Below; WG 6 and Below

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**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 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:** Virtual – TMS ID: VAAA-001

* GS-6 and Below; WG 6 and Below
Supply Chain Management School

**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:** 32 [4 Class Days]

**Continuous Learning Points:** 32

**Delivery Method:** FTF

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

**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:** FLG 105 Introduction to Material Management and Operations

**Instructional Hours:** 32 [4 Class Days]

**Continuous Learning Points:** 32

**Delivery Method:** FTF

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

**FLG 206 | INTERMEDIATE VA STRATEGIC PROGRAMS**

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

**Prerequisites:** FLG 106 Introduction to Strategic Programs

**Instructional Hours:** 16 Hours

**Continuous Learning Points:** 16

**Delivery Method:** Virtual

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

* Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
FLG 207 | 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:** Virtual

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

FLG 208 | 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:** CLC 108 Introduction to Strategic Sourcing

**Instructional Hours:** 5 Hours

**Continuous Learning Points:** 5

**Delivery Method:** Virtual

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

FLG 209 | INTERMEDIATE BUSINESS SKILLS*

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

**Prerequisites:** FLG 109 Introduction to Business Skills

**Instructional Hours:** 24 Hours

**Continuous Learning Points:** 24

**Delivery Method:** Virtual

* GS-7-11; WG 7 and Above; All WS/WL Grades
FLG 210 | INTERMEDIATE PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS*

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

Prerequisites: None

Instructional Hours: 8 Hours

Continuous Learning Points: 8

Delivery Method: Virtual

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

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

Course Description: In this course, students learn about the different aspects of the quality assurance program as 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: 20

Delivery Method: FTF

* GS-7-11; WG 7 and Above

FLG 212 | INTERMEDIATE LIFECYCLE LOGISTICS*

Course Description: This course is designed to expand upon the topics of FLG 112 Introduction to Lifecycle Logistics. Students gain further understanding of the importance and implementation of total lifecycle logistics rules, regulations, processes and activities, and explore more advanced relationships between total costs of ownership versus purchase price. In this course, students identify, analyze and illustrate the steps required to develop action plans for total lifecycle logistics.

Prerequisites: FLG 112 Introduction to Lifecycle Logistics

Instructional Hours: 18 Hours

Continuous Learning Points: 18

Delivery Method: Virtual

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

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
FLG 215 | 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: Virtual

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

FLG 220 | RETURN ON INVESTMENTS (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

Continuous Learning Points: 8

Delivery Method: Virtual

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

FQN 408 | STRATEGIC SOURCING

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

Prerequisites: None

Instructional Hours: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: FTF

* GS-12-15

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
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:** FLG 207 Intermediate Contracting and Procurement

**Instructional Hours:** 24 [3 Class Days]

**Continuous Learning Points:** 24

**Delivery Method:** FTF

* GS-12-15

FLG 309 | **ADVANCED BUSINESS SKILLS**

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

**Prerequisites:** FLG 209 Intermediate Business Skills

**Instructional Hours:** 16 Hours

**Continuous Learning Points:** 16

**Delivery Method:** Virtual

* GS-12-15

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

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

**Prerequisites:** FLG 210 Intermediate Program/Project Management For Supply Chain Managers

**Instructional Hours:** 8 Hours

**Continuous Learning Points:** 8

**Delivery Method:** Virtual

* GS-12-15

* Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
FLG 312 | Advanced Lifecycle Logistics

Course Description: This course is designed to build upon the topics of SCM 212: 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: FLG 112 Intermediate Lifecycle Logistics

Instructional Hours: 22 Hours

Continuous Learning Points: 22

Delivery Method: Virtual

* GS-12-15

FLG 313 | 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: Virtual

* GS-12-15

FLG 320 | Operations Management for Healthcare Professionals (Capstone)

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

Prerequisites: None

Instructional Hours: 40 [5 Class Days]

Continuous Learning Points: 40

Delivery Method: FTF

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

Delivery Method Legend: Face-to-Face (FTF), Virtual, Blended (BLD), Webinar
FLG 400 | 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 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 105 Introduction to VA Strategic Programs and FLG 205 Intermediate VA Strategic Programs

Instructional Hours: 32 [4 Class Days]

Continuous Learning Points: 32

Delivery Method: FTF

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