VA Acquisition Academy

7485 New Horizon Way
Frederick, MD 21703
VAAA’s Mission and Vision Statement

**Mission Statement**

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

**Vision Statement**

We will be the Federal training academy of choice.
Contact Us:

**PHONE:**

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

**FAX:**

(240) 215-0829 – Academy Main Fax Number

[http://www.acquisitionacademy.va.gov](http://www.acquisitionacademy.va.gov) - Academy Website
[VAAARRegistrar@va.gov](mailto:VAAARRegistrar@va.gov) - Office of the Registrar/Registration Email
[vaaastudenttravel@va.gov](mailto:vaaastudenttravel@va.gov) - Office of the Registrar/Travel Email

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](https://www.acquisitionacademy.va.gov/docs/vaaacoursecatalogandschedule.pdf) for the most up-to-date edition of the catalog.*
Table of Contents

Mission Statement........................................................................................................................................... 3
VAAA’s Mission and Vision Statement........................................................................................................... 3
Vision Statement ........................................................................................................................................... 3
The Seal of the Department of Veterans Affairs – What does the Seal Represent? ...................................... 8
Veterans Affairs Acquisition Academy .......................................................................................................... 9
Chief Acquisition Officer’s (CAO) Guiding Principles ................................................................................. 10
VA Acquisition Academy Guiding Principles ................................................................................................ 10
Ruby B. Harvey, VAAA Chancellor ............................................................................................................... 13
Message from the Chancellor ......................................................................................................................... 14
Paul Gregory, VAAA Deputy Chancellor ..................................................................................................... 17
About our VAAA Deputy Chancellor ........................................................................................................... 18
Course Catalog Overview .............................................................................................................................. 19
   About the Catalog ..................................................................................................................................... 19
Enterprise Shared Services ............................................................................................................................. 21
James Woods, Director ..................................................................................................................................... 21
   Enterprise Shared Services Goal Statement ............................................................................................... 23
Office of the Registrar ..................................................................................................................................... 24
   Mission Statement ................................................................................................................................... 24
   VAAA Training Policies ............................................................................................................................. 25
      Inclement Weather ................................................................................................................................. 25
      Special Needs & Assistance ..................................................................................................................... 25
      Additional Supplies/Equipment ............................................................................................................... 25
      Cancellation Information ......................................................................................................................... 26
      Smoking .................................................................................................................................................. 26

~ 5 ~
Contact Information............................................................................................................................................ 26
Travel Guidelines.................................................................................................................................................. 27
VA Acquisition Academy (VAAA) Instructions to Traveler (ITT) Document................................................. 29
Learning Standards Office.................................................................................................................................. 45
Mission Statement.............................................................................................................................................. 45
Goals................................................................................................................................................................. 45
VAAA Professional Schools.............................................................................................................................. 47
VAAA Schools................................................................................................................................................... 48
CONTRACTING PROFESSIONAL SCHOOL..................................................................................................... 49
Mission Statement.............................................................................................................................................. 50
Terry Horst, Vice Chancellor............................................................................................................................. 51
Table 1: Professional Development Training by Delivery Modality................................................................. 94
FACILITIES MANAGEMENT SCHOOL........................................................................................................... 107
Mission Statement.............................................................................................................................................. 108
Vision Statement............................................................................................................................................... 108
Dr. Paul Krasley, Vice Chancellor...................................................................................................................... 109
PROGRAM MANAGEMENT SCHOOL............................................................................................................. 125
Mission Statement.............................................................................................................................................. 126
Vision Statement............................................................................................................................................... 126
Gregory McLean, Vice Chancellor...................................................................................................................... 128
Project Management Certification.................................................................................................................... 129
FAC-P/PM Program.......................................................................................................................................... 129
COR Certification.............................................................................................................................................. 129
SUPPLY CHAIN MANAGEMENT SCHOOL..................................................................................................... 141
SUPPLY CHAIN MANAGEMENT SCHOOL..................................................................................................... 141
Mission Statement.............................................................................................................................................. 142
Vision Statement............................................................................................................................................... 142
~ 6 ~
The Seal of the Department of Veterans Affairs – What does the Seal Represent?

In 1989 the Veterans Administration was made the Department of Veterans Affairs. When the agency changed to the Department of Veterans Affairs and made a Cabinet Agency by Congress, it needed a new VA seal.

A contest was held amongst the more than 225,000 VA employees to design the new Seal. A design submitted by David Gregory, a medical media production specialist from the Indianapolis VA Medical Center was the design winner. He created the seal from traditional American symbols and his own inventive representation to visually express the VA’s special mission.

This is what the sections of the seal represent:

- The five stars represent Army, Navy, Air Force, Marines, Coast Guard.
- The flags represent the span of America’s history from 13 colonies to present 50 states.
- The eagle holds the cord to perpetuate the memory of all slain Americans and their sacrifices.
- The golden cord symbolizes those who have fallen in defense of this country.
- The seal’s colors are derived from the American flag and the natural colors of the earth, representing the Nation’s commitment to its veterans.
Veterans Affairs Acquisition Academy

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

Through our professional schools — Acquisition Internship, Contracting Professional, Program Management, Facilities Management, and Supply Chain Management — we are committed to not only meeting OFPP certification mandates, but also ensuring that our training curriculum takes a holistic and synergistic approach to:

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

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

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

VA Acquisition Academy Guiding Principles

- We deliver business results for our stakeholders.
- We take a practical approach to learning, applying theory that is immediately relevant and useable.
We customize courses to meet specific VA and civilian business needs.

We build strong stakeholder relationships to create learning opportunities that improve performance.

We evaluate and assess to continuously improve our learning content, delivery, and instruction across the enterprise.

We engage in meaningful partnerships in the acquisition, academic, and federal community, leveraging industry expertise to deliver high quality training solutions.
I am pleased to present the Department of Veterans Affairs Acquisition Academy (VAAA) Fiscal Year (FY) 2019 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 à 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.

~ 15 ~
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
Paul Gregory is the Deputy Chancellor and Senior Technical Advisor of the VA Acquisition Academy (VAAA) where he shares fully in the duties, responsibilities, and authorities of the Chancellor, directs multi-million dollar acquisition workforce development programs, manages the budget, and assists with day-to-day operations of the Academy. He also formulates and recommends policies, plans, and strategies for acquisition workforce training and career development initiatives that enable the VA acquisition workforce to more effectively and efficiently acquire the supplies, equipment and services required for the provision of benefits and medical care to the Nation's Veterans.

Prior to his role as the Deputy Chancellor, Mr. Gregory served as Vice-Chancellor of VAAA’s Program Management School, and prior to that as the Vice-Chancellor of VAAA’s Facilities Management School.

Before joining VA, Mr. Gregory held various operational, training, acquisition, and programmatic leadership positions with the Department of the Navy and the private sector. He served as a team leader for the Marine Corps Systems Command, Director for the Engineering Systems Schools at the Naval Training Center in Great Lakes, Mich., Director of Operations at Xenotechnix, Inc., and Program Manager at BAE Systems. Mr. Gregory began his career as an Ensign in 1975 with the Department of Navy.

Mr. Gregory holds a Bachelor’s degree in Ocean Physics from the U.S. Naval Academy and is FAC-P/PM Senior-Level certified. He earned a Master of Science in Engineering Administration from The George Washington University, is a graduate of the Defense Systems Management College Program Management course, is a certified Program Management Professional by the Program Management Institute, and an accredited Belbin Professional.
Course Catalog Overview

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

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

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

   - Face-to-Face (FTF): Instructor-led training where instructor and student(s) meet in a specified classroom for a predetermined duration of time.
• **Virtual Instructor Led Training (VILT):** VILT that is delivered by an instructor this may also be listed as **Distance Based Instructor Led Training (DBILT).**

• **Self-Paced Training (SP):** SP courses are delivered in a way which a student can complete them at their own pace, this may also be listed as **Web Based Training (WBT).**

• **Blended (BLD):** Combination of training modalities where students will complete fixed schedule classroom training and web-based content. 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 [https://www.acquisitionacademy.va.gov/](https://www.acquisitionacademy.va.gov/).
Mr. Woods has 20 years of experience managing program offices and organizations that delivered shared services, and more than 10 years of experience supporting acquisition operations, policy, and training programs. The 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 seven critical business functions:

* Administrative Services
* Facility Management
* Course Registration
* Student Travel Services
* 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-oriented, and people-centric education.
Enterprise Shared Services Goal Statement

Enterprise Shared Services (ESS) will support the Veterans Affairs Acquisition Academy (VAAA) Chancellor, the VAAA schools, VA leadership/staff, and the acquisition workforce within VA and other government agencies. The ESS will support six critical business functions, including: administrative services, facility management, registration, reporting, learning standards, and stakeholder engagement. These business functions will support the VAAA with accreditation, and the schools in the development, 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.
Mission Statement

To provide an intuitive and seamless registration process for every student who comes in contact with the VA Acquisition Academy. We are committed to providing excellent customer service to enhance the overall student experience for training and travel delivered at the VA Acquisition Academy for VA employees and our civilian federal government partners.
VAAA Training 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 4:00 am EST. 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 operating procedures to be used when a student requires additional assistance and or consideration.

If special services are required to accommodate special needs (e.g. sign language interpreters or transcription service), students must contact the VAAA registrar at vaaaregistrar@va.gov or (240) 215-0724 as soon as possible, but no later than 25 days prior to the course start date.

Additional Supplies/Equipment

Students must bring to class:

- **Personal Identity Verification Card (PIV):** A PIV card is required for access to the academy; all VA employees are **required** to bring their PIV card with them when attending courses at the academy. Students belonging to other government agencies, who do not have a PIV card, must bring a government ID with them in order to gain access to the academy. **A PIV card is required for access to all VA desktops and laptops at the academy.**
- General supplies—pens, #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 for notebooks, etc. that the student may have received in class. Note: The VAAA will provide shipping boxes. Additional luggage fees will not be authorized due to course material weight.
If the class requires laptop use during your class, a laptop will be provided at the training site. You will not be able to remove your class laptop or other equipment off site. 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 VAAA course offerings. VAAA works diligently to meet the training needs of the acquisition workforce through diverse course offerings and high-quality learning experiences. We understand that unforeseen circumstances arise and may result in an unintended absence, but we ask that all students be mindful of limited course seats and training costs and submit their enrollment cancellation notice as soon as possible so that we may accommodate other interested students.

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

Smoking
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

~ 26 ~
Travel Guidelines

Once you have registered and been approved for your class and have received a registration confirmation email from FAITAS, it is time to enter your Travel Authorization (TA) request into the CONCUR/CGE travel system. Here are a few tips to make creating and submitting your TA request easier:

- All travel reservations MUST be made through Concur/CGE; this ensures that you will be provided with the government rate for your travel expenses.

- In order to have your TA request approved, you will need your FAITAS registration confirmation email (which states that you were approved to attend the class in which you are requesting travel for) attached to your TA request in CONCUR/CGE. **YOU WILL NOT BE APPROVED FOR TRAVEL IF YOUR CONFIRMATION EMAIL IS NOT ATTACHED!**

- Rental vehicles are an authorized expense for some training in Frederick, Maryland and **MUST** be pre-approved on your TA in order to receive reimbursement.

- 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, enter this in the NOTES/COMMENTS section of your TA request. Once you submit your TA request in CONCUR/CGE, please contact the Office of the Registrar/Travel Section as soon as possible using the contact information below.

  Please note: When there is a request for a Special Needs Accommodation, the following statement **must** be entered in the “Summary Tab” comment field of the TA request:

  “Traveler’s Station has documentation authorizing Special Need requirements for the following items: (Enter item(s): rental car, hotel, airplane, etc.)”.

~ 27 ~
Employee documentation should be provided to supervisor for review and approval. Please **DO NOT** enter, fax or attach sensitive information to any travel documents in CONCUR, with the exception of attaching the VA Form 0899: Request for Other Than Coach Class Travel Accommodations to your TA request in CONCUR/CGE.

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

**Email:** VAAAStudentTravel@va.gov

**Phone:** 240-215-8810

*Please note: VAAA training has been approved through FY19. Also, this notice constitutes Senior Executive travel approval for supervisor-approved formal training offered by the VAAA as required by SECVA memo of 29 June 2017.*

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VA Acquisition Academy (VAAA)
Instructions to Traveler (ITT) Document

**IMPORTANT: PLEASE READ THIS DOCUMENT IN ITS ENTIRETY**

The VAAA administers the travel program for VA employees attending VAAA courses. This document covers travel details for the VAAA Contracting Professional School (CPS), Supply Chain Management School (SCMS), and Program Management School (PMS) only.

VAAA has established specific requirements for submitting and processing Travel Authorization (TA) requests and Travel Vouchers (TV). These requirements are in addition to the established requirements set forth in the Federal Travel Regulation (FTR) and VA Travel Policy. Special approvals **must** be reviewed and approved in writing by the traveler’s supervisor and local station prior to contacting the Academy for approval.

Federal Travel Arrangers and/or Federal Travelers should contact their Local Federal Agency Travel Administrators (FATAs) with questions regarding Concur Government Edition (CGE or also known as “CONCUR”) authorization and voucher preparation. A list of VA FATAs can be found online. For “How To” documents and help with CONCUR document preparation, please contact the VAAA Academy Travel Team (ATT) at 240.215.8810 or by email at vaaastudenttravel@va.gov.

Local FATAs or travelers should contact the VAAA ATT with questions related to VAAA’s requirements and required corrective actions to resolve returned travel documents.

**ATT Hours of Operation:** Monday through Friday, 7:30 am – 5:00 pm EST.
- Phone: 240.215.8810
- Email: vaaastudenttravel@va.gov

**Emergency Procedures**

When an incident happens on site at the Veteran Affairs Acquisition Academy (VAAA) facility or its property:

- Call 911 if immediate medical attention is needed and notify reception medical care is on the way.
Any other incidents other than immediate medical attention, please notify reception of the incident.

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

- The involved Full Time Equivalent (FTE) employee will notify their supervisor as soon as possible providing the name, location, contact information, and a description of the incident. If notification is after hours, send an email or leave a voice message to the Facility Manager and/or ESS director with this information.

- Supervisor will immediately notify the Facility Manager and/or ESS Director, record information on VAAA Incident Report Form and provide to Facility Manager. For FTE employees coordinate with the School Chancellor to notify emergency contact if necessary.

- Facility Manager/ESS Director will notify and coordinate with the School POC and Chancellor as necessary and notify the OALC Watch Command.

To prevent delays in the approval of VAAA-funded travel documents, the following requirements must be adhered to:

1. VAAA will not process TA requests unless a copy of the student’s Federal Acquisition Institute Training Acquisition System (FAITAS) Registration Confirmation email has been uploaded into CONCUR with the TA request. (The student should have received this Confirmation email from FAITAS once the class registration request was approved by the Academy). The FAITAS Registration Confirmation email serves as proof that the student’s registration has been approved to attend a specified course at the VAAA.

2. Employees who travel away from their official duty station (e.g., beyond the established local travel area) are required to perform such travel under a TA request created in CONCUR. Travel arrangements should be submitted 30 to 60 days in advance prior to the start of class. This will ensure the most cost effective travel options and timely approvals.

3. VAAA-funded travel requires that a TA and TV is created using CONCUR cross-funded procedures. VAAA will not process expenditure transfers for Travel that is not
prepared using CONCUR cross-funded procedures. When completing a TA request and TV, the following information must be entered into the specified fields:

VAAA’s Cross-Funding Organization: VAOAL1 798 Acquisition Innovation CTR
VAAA’s Cross-Funding Cost Center by School:
- Contracting Professional School – 4537FF8TY666200
- Supply Chain Management School – 4537FF8TZ666400
- Program Management School - 4537FF8UA666300
VAAA’s Cross-Funding BOC: 2170
Label: VAOAL1 798

4. Local travel will be limited to mileage only.
   According to VA Travel Policy, local travel is defined as travel within the local radius of the official station AND travel within the 50-mile radius of the employee’s residence. Local mileage reimbursement is limited to round trip miles less the daily commute. For additional information, refer to Financial Policy Volume XIV Chapter 7 Local Travel, or contact the VAAA ATT at 240.215.8810 or by email at vaaastudenttravel@va.gov.

5. Official travel days are the day prior to the first day of training and, in most cases, the last day of training.
   If traveling on the last day of training does not permit arriving home at a reasonable hour, the traveler may stay overnight at the hotel at the government rate and travel home on the next day, with their supervisor’s written approval. This must be documented on the TA request, and the supervisor’s written approval must be uploaded into CONCUR as supporting documentation to the TA request.

   Note: Travelers attending a two-week course or multiple courses back-to-back and are within 100 miles of the VA Acquisition Academy are required to return to their residence over the weekend, thereby, creating two travel authorizations - one for each week of travel.

   Classes are scheduled from 8:00am - 4:30pm, as these are the core hours of the class, and students should prepare to be in class until 4:30pm on the last day of class.
6. **The Course/Training Title**

   The course/training title must be entered as the first entry in the “Trip Name” field on the Trip Booking Information page and in the “Trip Name and Document Description” field, under the General Tab. The course/training title should be entered as follows:

   VAAA - (Enter title of course/training)

   **Note:** If the course/training title is not entered exactly as shown in the FAITAS registration confirmation email, the TA request may be returned and could result in delayed approvals.

7. **Special Needs Accommodations**

   When there is a request for a Special Needs Accommodation, the following statement must be entered in the “Summary Tab” comment field:

   “Traveler’s Station has documentation authorizing Special Need requirements for the following items: (Enter item(s): rental car, hotel, airplane, etc.)”.

   Employee documentation should be provided to supervisor for review and approval. Please DO NOT enter, fax or attach sensitive information to any travel documents in CONCUR, with the exception of VA Form 0899: Request for Other Than Coach Class Travel Accommodations.

   **Note:** These types of special accommodations should relate to travel only. If special accommodations are needed in the training classroom, please contact Dr. Fabrione Donyeau at (240) 215-0701 or Fabrione.Donyeau@va.gov.

   For additional information refer to Financial Policy Volume XIV Chapter 5 Travel Policy.

8. **When making travel arrangements, select the most advantageous mode of travel while considering the following:**

   - Adequately provide necessary transportation requirements
   - Cost of Fare
• Have all airports within a reasonable distance (keep in mind that BWI, IAD and DCA are all approximately the same distance from Frederick, MD) been considered?
• Time Requirements and Ticketed in 24 hours or Less
• Reasonable Expectation to Meet the Flight Times
• Applicable Airline Penalties
• **DO NOT** book non-refundable unless no other option is available.
• Cost of parking for your Privately Owned Vehicle (POV), if used to get to and from airport. The cost for parking must be within the parking area that is the most advantageous to the Government.

For additional information refer to [Financial Policy Volume XIV Chapter 3 Travel Policy](#).

**Note:** City Pair Program Contract reservations are subject to cancellation by the airline if contracted flights are not ticketed by the date provided in CONCUR. Students should ensure that the TA request is approved prior to the ticketing deadline to void cancellation.

9. **Personal/Unofficial Travel Combined with Official Travel**

The TA request must be created to include inclusive dates for both Official and Personal Travel. Personal days (leave) must be indicated on the TA request. The TA request should reflect the travel days as if there were no personal days (leave) included. If personal days (leave) are not at the training location, VA Form 10079a “Personal Travel in Conjunction with Official Travel Cost Comparison Worksheet” must be completed.

**Note:** VA Form 10079a “Personal Travel in Conjunction with Official Travel Cost Comparison Worksheet” and all supporting documents must be uploaded into CONCUR with the TA request (estimate cost) and TV (actual cost). An updated VA Form 10079a “Personal Travel in Conjunction with Official Travel Cost Comparison Worksheet” may be required if amounts change. For additional information refer to [Financial Policy Volume XIV, Chapter 1 & Chapter 3 Travel Policy](#).
Alternate mode of transportation for personal convenience, if applicable

If traveler uses an alternate mode of transportation for personal convenience, VA Form 10079 “Cost Comparison Worksheet for Privately Owned Vehicle versus Common Carrier Transportation Worksheet” **must** be completed. This worksheet is required if the student is using their POV or a rental car as the mode of transportation instead of Air or Common Carrier Transportation (if traveling more than 250 miles one way).

VA Form 10079 “Cost Comparison Worksheet for Privately Owned Vehicle versus Common Carrier transportation Worksheet” and all supporting documents must be attached to the TA request (estimate cost) and TV (actual cost). An updated VA Form 10079 may be required if amounts change.

If POV or rental car is the most advantageous form of transportation, enter the information below on the TA request in the appropriate fields:

- Select “POV Authorized” as an “Expense”
- Enter total number of "Miles"
- Attach the cost comparison worksheet to the Authorization and Voucher

*Please note:* VA Form 10079 “Cost Comparison Worksheet for Privately Owned Vehicle versus Common Carrier Transportation Worksheet” is not required if mileage is less than 250 miles one way or if traveler refuses a Government Car.

If a Common Carrier is the most advantageous form of transportation but the traveler chooses to drive POV or rental car instead, the total reimbursable cost to the traveler is limited to the cost of the Common Carrier. The traveler would be personally responsible for any cost above the cost of the Common Carrier. For this option, enter the below information on the TA request in the specified fields:

- Enter the total amount to be reimbursed to Traveler as "Cost Com To Traveler"
- Attach VA Form 10079 “Cost Comparison Worksheet for Privately Owned Vehicle versus Common Carrier Transportation Worksheet” to the TA request and TV in CONCUR/CGE.
For additional information, please refer to Financial Policy Vol XIV Chapter 1 & Chapter 3 Travel Policy.

If driving the Government vehicle or GOV, attach the MapQuest directions supporting the necessity to be on TDY (i.e. outside the local radius) versus Local Travel.

*Please note: If the traveler is using their POV, a note from the traveler’s supervisor stating that a Government vehicle is not available for use must be included with the traveler’s TA request in CONCUR/CGE. If a Government vehicle is available to the traveler and the traveler chooses to use their POV rather than the Government vehicle, the traveler will be reimbursed at a lower rate for mileage.

10. Hotel Reservations
In accordance with VA Travel Policy Volume XIV Chapter 1 Travel Administration, hotel reservations shall be made using the Online Booking Engine in CONCUR, unless a block of rooms is provided by the VAAA Program Manager. The VAAA no longer maintains a regular block of rooms for travelers attending classes at the Academy in Frederick, MD. However, some of VAAA’s offsite classes (classes that are NOT held at the Academy) may provide a block of rooms for student travelers.

11. Rental Vehicles are an authorized expense for training events held at the Academy in Frederick, MD, and only when flying or as discussed above in #9. The following VA guidelines apply when using a rental car:

- Rental arrangements will only be reimbursed by the VAAA if made through CONCUR/CGE. If two or more employees from the same facility are attending training at the same time, they must coordinate their travel arrangements to ensure that they are able to carpool.

- When traveling solo, a “Rental Car Certification” form (see Page 13) must be used to certify that no other employees were available to share a rental car. This form can be found at the end of this document.

- Rental car taxes and fees should be included in the total rental car amount in CONCUR.
If attending an offsite class and the Program Manager has approved a rental car for the training, the written approval **must** be uploaded into CONCUR/CGE with the TA request and TV.

VA requires travelers to rent the lowest available compact/economy size car when conducting official travel unless they qualify for a larger size car under one of the following three exceptions (justification supporting the use of a different class of car must be uploaded and attached to the TA request and TV):

- The traveler is transporting equipment or materials required for the official portion of the trip that take up more space than is available in a compact car;

- The traveler is providing transportation to other VA employees on official travel; or

- The traveler experiences inclement weather conditions (snow or ice) or his or her trip includes off-road terrain and a 4x4 vehicle is required to safely complete the mission of the TDY trip.

Special Accommodations (proper documentation must be included in TA request in CONCUR/CGE – see #7 above)

If none of these exceptions above are met, employees may upgrade to a larger vehicle at their own expense. The Government issued travel card cannot be used for payment of an upgrade. The Government is self-insured and any additional insurance offered by the rental car company should be declined and this additional insurance is not reimbursable. **Other “Optional Services”** such as automated toll collection, GPS, satellite radio, roadside assistance, pre-paid fuel and refueling fees are **not** reimbursable. Additional information regarding Insurance and Accident reporting can be found in **Financial Policy Volume XIV Chapter 3 Travel Policy**.

Use of the rental car for purposes other than official travel is prohibited. Any additional costs incurred incidental to use of a rental car for personal reasons will not be reimbursed. For additional information refer to **Financial Policy Volume XIV Chapter 4 Travel Policy**.
*Please note:* A paid receipt which reflects the final cost must be uploaded in CONCUR/CGE with the TV; total estimated charges do not constitute a receipt.

*Please note:* Some states offer tax exemption status for rental cars. Please contact the car rental company directly to see what the exemption status is and what form(s) are needed, if any.

12. ATM withdrawals from a Government-issued travel card are limited to one withdrawal per week and must be requested and approved on the TA request in order to be reimbursed for the ATM fee.

13. Airport Parking: It is up to the traveler to research the cost of parking for their POV at the airport. Travelers must use the most cost advantageous form of parking. Hourly, daily, or Luxury parking is not authorized. Long-term parking or the most cost advantageous form (usually referred to as “economy” or “long-term” parking) should be used. Parking fees are authorized, but cannot exceed the cost of a taxi or shuttle (including tips) for one round-trip to common carrier terminal.

14. FedEx/UPS shipping fees

The cost of shipping training materials to or from the training location is the responsibility of the traveler’s home station. VAAA will not reimburse the cost of FedEx/UPS shipping fees or excess baggage (weight) fees.

15. Other Expenses

Other expenses must be listed separately on the TA request. Remember, these are estimates and the actual expenses must be itemized on the TV with proper receipts uploaded into CONCUR/CGE.

Below are some common “Expenses” that should be entered, if applicable. For additional information, refer to Financial Policy Vol XIV Chapter 4 & Chapter 3 Travel Policy.

**Hotel Taxes:**

Maryland is not a tax-exempt state; travelers will be charged for hotel taxes. Please see Page 11 of this document and reference the GSA Smartpay website.
(https://smartpay.gsa.gov/content/state-tax-information) for more information regarding tax exemption statuses and applicable required forms.

*Please note*: Hotel taxes must be itemized for each date.

**Baggage Fees:**

Receipts are no longer needed for baggage fees

Standard baggage allowances are listed below:

- One piece for one week of TDY
- Two pieces for two weeks of TDY
- Three pieces for three weeks or more of TDY

**Taxi or Shuttle**: Travelers must provide an official receipt with company’s name phone number, and date of service when the cost exceeds $75.00 (unless otherwise stated by the traveler’s organization).

*Please note*: Travelers are authorized the use of taxi for the following reasons:

- Travel between places of business at the official or TDY location, unless a rental car is authorized.
- Travel between lodging and TDY training location, unless a rental car is authorized.
- Travel between home and the airport.

**Tips**: A "reasonable tip" as defined by VA Travel Policy is **no more than 20%** of the total cost of the fare. Tips must be listed separately from the taxi and shuttle fares. For baggage handling tips, reimbursement is authorized under miscellaneous expenses to a traveler with disability/special needs or a traveler transporting Government property.
Otherwise, baggage handling tips are not miscellaneous travel expenses and are covered by the incidental expense portion of Meals and Incidental Expenses (M&IE) covered in. Any other type of tip (i.e., hotel maid, etc.) is not a separately reimbursable expense. Additional information regarding tips can be found at Financial Policy Vol XIV Chapter 4 Travel Policy.

**Internet Connection fees and Phone Calls are not authorized using VAAA funds.**

Internet access and a phone are available at the VAAA Business Center located on the first floor of the Academy.

**Terminal Mileage:** Mileage to the Common Carrier terminal for the most direct route or two round trips to drop off and/or pick up a traveler will be reimbursed at the rate of $.545 per mile.

**Tolls:** Receipts are not required, unless the amount exceeds $10.00 per transaction (unless otherwise required by the traveler’s organization).

**Common Carrier Fees:** Airline convenience fees or other miscellaneous airline costs will not be reimbursed unless prior approval has been requested and approved in writing. Any approval must be uploaded into CONCUR and attached to the TA request.

**Metro:** Receipts are not required, unless the amount exceeds $10.00 per transaction (unless otherwise required by the traveler’s organization).

**Laundry/Dry Cleaning:** Costs for personal laundry, dry cleaning and/or pressing of clothing, incurred during TDY travel involving at least six (6) consecutive nights lodging are a separately reimbursable travel expense. Laundry/dry cleaning will be reimbursed up to $25.00 for a 2-week course. The purpose of laundry/dry cleaning is for reusing clothes while on TDY. Expenses incurred on the last day of the TDY or after the completion of the TDY are not reimbursable.

*Please Note:* The use of coin operated machine where receipts are not available requires a “Missing Receipt Statement” to be completed and attached to the expense report. The statement can be found below in the VAAA Required Receipts section.
16. Voucher Requirements

When creating a voucher, select “VAOAL1 798 Acquisition Innovation CTR” from the Cross-Funded Organization field.

The voucher must be created and submitted within **five (5) business days** of the last day of travel. The Federal Traveler, **not** the Federal Traveler Arranger, is required to review and submit the TV.

A valid receipt is a written acknowledgement that indicates the amount paid for goods or services. It will show the name of the traveler, the date of the transaction and the company providing the goods or services. A credit card statement is **not** a receipt.

Expense amounts claimed **must** be accurate and match receipts.

Federal Travelers and/or Federal Traveler Arrangers are required to fax or upload into CONCUR all receipts and ensure that receipts are legible prior to submitting the TV.

**Ticketed Itinerary/Invoice must be attached regardless of the payment method.**

Travelers should ensure that the amount shown on the Itinerary/Invoice matches the airfare amount shown on the “Expense” line. An acceptable invoice includes the last 5 digits of the credit card that was used and the total amount charged. This invoice can be obtained by following the link provided previously by Duluth in the original flight confirmation email and then by clicking on the invoice tab.

**Hotel Receipt**: Compare the hotel receipt to the authorized amount. Adjust the TV accordingly.

*Please Note*: Hotel taxes **must** be itemized for each date. Some states are tax exempt. Please see the Information on the State Tax Information list on the next last pages of this document for further information.

*Please Note*: A zero balance receipt from the hotel **must** be uploaded into CONCUR and attached to the TV.

**VAAA Required Receipts:**
- Ticketed Itinerary/Flight Invoice provided by Duluth
- MapQuest screen print for all enroute mileage claimed, including any terminal mileage
- Rental Car (A zero balance or paid receipt must be attached)
- ATM Advance Fee
- Hotel (Hotel taxes must be itemized for each date and a zero balance receipt must be attached)
- If the amount exceeds $75.00 for Gasoline (Rental Car only) Note: Gas charged at the rental car company is not reimbursable as a separate expense
- Airport Parking
- Taxi or Shuttle
- Laundry/Dry Cleaning (to include coin operated laundry cost), if applicable
- Cost Comparison worksheets and all supporting documents
- Tolls and Metro, if the amount exceeds $10.00 per transaction
- If receipts are lost, misplaced or cannot be obtained from the vendor, the traveler must upload into CONCUR (or fax to the attention of the VAAA ATT at 240.215.0829) a signed statement with the following information:

I (enter name) made every attempt and was unsuccessful in obtaining receipts for the following expense(s) incurred during my travel to (enter location):

Name of Vendor:

Description of expense: (taxi, shuttle, baggage fees, etc.)

Date expense incurred:

Amount:

Signature of Traveler:

Date of Signature:
**STATE TAX INFORMATION**

Some states are tax exempt. Please see the information below to determine if the state that you are traveling to is tax exempt and what documentation is needed.

Please click the link below for a map showing the states:
[https://smartpay.gsa.gov/content/state-tax-information](https://smartpay.gsa.gov/content/state-tax-information)

<table>
<thead>
<tr>
<th>STATE NAME</th>
<th>LINK FOR TAX EXEMPT FORM (HOTEL)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska</td>
<td>A special form is not needed for tax exempt status at hotels</td>
<td></td>
</tr>
<tr>
<td>Florida</td>
<td><a href="https://smartpay.gsa.gov/content/state-tax-information">Exemption Certificate</a></td>
<td></td>
</tr>
<tr>
<td>Kansas</td>
<td>[CBA/IBA (Lodging) - Form ST-28G (Rev. 1/09)]</td>
<td></td>
</tr>
<tr>
<td>Louisiana</td>
<td><a href="https://smartpay.gsa.gov/content/state-tax-information">R-1376 Government Employees Hotel Lodging Sales/Use Tax Exemption Certificate</a></td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>A special form is not needed for tax exempt status at hotels</td>
<td>Only IBA travel accounts are exempt</td>
</tr>
<tr>
<td>Missouri</td>
<td>A special form is not needed for tax exempt status at hotels</td>
<td>A form is available, although not required. Please call 240.215.8810 if you would like a copy of the Missouri Tax Exempt form.</td>
</tr>
<tr>
<td>New York</td>
<td><a href="https://smartpay.gsa.gov/content/state-tax-information">New York State and Local Sales and use Tax Exemption Certificate ST-129 for Lodging</a></td>
<td></td>
</tr>
<tr>
<td>Oregon</td>
<td>A special form is not needed for tax exempt status at hotels</td>
<td></td>
</tr>
<tr>
<td>Pennsylvania</td>
<td><a href="https://smartpay.gsa.gov/content/state-tax-information">Pennsylvania Exemption Certificate</a></td>
<td></td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>[FormAS2916.1 (English Version)]</td>
<td></td>
</tr>
<tr>
<td>STATE NAME</td>
<td>LINK FOR TAX EXEMPT FORM (HOTEL)</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Texas</td>
<td><a href="#">Hotel Occupancy Tax Exemption Form</a></td>
<td></td>
</tr>
<tr>
<td>U.S. Virgin Islands</td>
<td>A special form is not needed for tax exempt status at hotels</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** For all states, regardless of whether or not they require a special form to be used for tax exemption status, travelers will need the following when checking into the hotel:

1. Government identification as proof of being a federal government employee.

2. Proof that the employee is traveling at the direction of the federal government during the period of occupancy (approved Travel Authorization).
Rental Car Request Form

Per the VA Acquisition Academy (VAAA) Travel Instructions, students are authorized one rental car when 1, 2, or 3 students are traveling from the same duty station to the VAAA to attend the same course. If 4 or more students are traveling from the same duty station to attend the same course, the number of rental cars may vary and will be decided by the VAAA.

Traveler Information

Traveler’s Email Address:

Traveler’s Name:

Traveler’s Contact Number:

TA NUM: EXAMPLE: 798T73708

Document Name: EXAMPLE: TA17061739

Course Name: EXAMPLE: FPM 121 - ACQUISITION FUNDAMENTALS OF PROJECT AND PM II

Class Number: EXAMPLE: 701

Training Location: EXAMPLE: FREDERICK, MD

Travel Dates: MM/DD/YYYY to MM/DD/YYYY

Request Details

I have coordinated my travel arrangements appropriately and I am requesting a rental car to be:

____ shared with ________________________________

____ not shared as there is no other student from my organization traveling at this time

Please Note:

If the review of a travel voucher request reflects that a rental car was not appropriately shared as required and authorized, the student will be personally responsible for a prorated share of the additional rental car expense that was paid for by the government.

_______________________________________________  ________

Student’s Signature  Date
Mission Statement

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

Goals

The primary goals of the LSO are to:

- Evaluate VAAA success in accomplishing its educational mission;
- Support program and course development;
- Share expertise on instructional methods and assessment; and
- Provide executive level reports and recommendations.
Evaluation

- Evaluate the effectiveness of VAAA programs and courses utilizing the New World Kirkpatrick® Model.
- Engage with stakeholders to ensure VAAA training meets the needs of the federal acquisition workforce.
- Administer a comprehensive quality assurance program, including audits and evaluations, to drive course improvement.

Program and Course Development

- Support and collaborate on in-house course development.
- Provide instructor training certification courses to develop best in class instructors.
- Develop and implement innovative continuing education and professional development for instructors and course developers.
- Facilitate stakeholder engagement for proactive development of programs and courses.

Expertise

- Leverage instructional technology developments to provide innovative methods across the VAAA.
- Remain technically and tactically proficient in instructional standards development.
- Support research and development opportunities for organizational performance improvement.
- Develop strategic partnerships with organizations committed to high-quality acquisition education standards for the promotion of educational standards from across the industry.

Reports

- Provide ongoing comprehensive assessments and evaluations of VAAA training effectiveness.
- Develop recommendations for improvements based on statistical analysis and qualitative review.
VAAA
Professional Schools
The VA Acquisition Academy (VAAA) trains the VA’s acquisition workforce through its five schools – Contracting Professional, Program Management, Facilities Management, Supply Chain Management, and Acquisition Internship – developing the next generation of forward-thinking acquisition professionals and business leaders in the VA. The following pages provide detailed information on each school.
Contracting Professional School (CPS)
Mission Statement

Training contracting professionals to obtain and maintain their FAC-C certification. Providing professional development opportunities to move beyond certification to qualification, developing future contracting leaders.

Vision:

To be the Contracting Professional training institution of choice for the Department of Veterans Affairs and civilian Federal Workforce. Developing qualified and innovative acquisition leaders who think strategically to deliver cost effective and mission-oriented solutions.
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 and tools needed to support a robust and qualified contracting workforce. The CPS curriculum includes a focus on technical contracting and professional business competencies, strategic business skills, along with supervisory and leadership training opportunities. In addition to the core courses, the school offers specialized tracks and continued professional development offerings, in areas such as construction, federal appropriations, leasing, and source selection. 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:
FAC-C Curriculum and Technical Acquisition Training

Includes FAC-C Level I, II, and III core courses.

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 Training (SALT) Program: A cohort based professional 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](http://www.acquisitionacademy.va.gov) or email vaacontractingprofessionalschool@va.gov
Contracting Professional School Courses

FAC-C Level I Requirements

Available Through VAAA

→ CON 090: FAR Fundamentals (Available FTF at VAAA, consisting of CON 090 A&B and CON 090 C&D)
→ CON 121: Contract Planning (Available FTF at VAAA or SP at DAU)
→ CON 124: Contract Execution (Available FTF at VAAA or SP at DAU)
→ CON 127: Contract Management (Available FTF at VAAA or SP at DAU)
→ CON 170: Fundamentals of Cost and Price Analysis (Available FTF and VILT 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): None

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 Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*
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):** CON 090 (FED) A & B: FAR Fundamentals (Part I - Modules A & B)

**Continuous Learning:** FAC-C Level I or higher and CON 090 A&B

**Instructional Hours:** 80 [10 Class Days]

**Continuous Learning Points:** 80

**Delivery Method:** FTF

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

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 SP

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
CON 127 (FED) | CONTRACT MANAGEMENT

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

NOTE: VA students are encouraged to enroll for the DAU distance learning course, 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 SP

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): Highly encouraged to take CLC 057, CLC 058 and CON 090
Continuous Learning: FAC-C Level I or higher
Instructional Hours (F2F): 80 [10 Class Days]  
FTF Continuous Learning Points: 80
Instructional Hours (VILT): 80 [TBD Class Days]  
VILT Continuous Learning Points: 80
Delivery Method: FTF or VILT
**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 SP at DAU)
- CON 216: Legal Considerations in Contracting (Available FTF at VAAA or SP at DAU)
- CON 270: Intermediate Cost and Price Analysis (Available FTF at VAAA or VILT)
- CON 280: Source Selection and the Administration of Service Contracts (Available FTF at VAAA or VILT)
- CON 290: Contract Administration and Negotiation Techniques in a Supply Environment (Available FTF at VAAA or VILT)

Available in FAITAS through DAU

- Harvard Business School (HBS) 428: Negotiating (Available SP at DAU)
- CLC 051: Managing Government Property in the Possession of Contractors (Available SP at DAU)
- CLC 056: Analyzing Contract Costs (Available SP at 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](#).

~ 59 ~

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*
CON 200 (FED) | BUSINESS DECISIONS FOR CONTRACTING

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

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

Prerequisite(s): FAC-C Level I
Continuous Learning: FAC-C Level I or higher
Instructional Hours: 24 [3 Class Days]
Continuous Learning Points: 24
Delivery Method: FTF or SP*

CON 216 (FED) | LEGAL CONSIDERATIONS IN CONTRACTING

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

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

Prerequisite(s): FAC-C Level I
Continuous Learning: FAC-C Level I or higher
Instructional Hours: 40 [5 Class Days]
Continuous Learning Points: 40
Delivery Method: FTF or SP*
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): 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] F2F Continuous Learning Points: 80
Instructional Hours (VILT): 80 [TBD Class Days] VILT Continuous Learning Points: 80
Delivery Method: FTF or VILT*

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): 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 (VILT): 80 [TBD Class Days] VILT Continuous Learning Points: 80
Delivery Method: FTF or VILT*
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): 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 (VILT): 80 [TBD Class Days]   VILT Continuous Learning Points: 80
Delivery Method: FTF or VILT*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
**FAC-C Level III Requirements:**
*(All FAC-C Levels I & II Training must be completed)*

- CON 360: Contracting for Decision Makers (Available through DAU or FTF at VAAA)
- Complete 1 of the following courses:
  - **Available through VAAA**
    - CON 244: Construction Contracting
    - ACQ 265: Mission-Focused Services Acquisition
    - ACQ 370: Acquisition Law
  - **32 hours of electives**
    - **Available in FAITAS through DAU**
      - CON 252: Fundamentals of Cost Accounting Standards
      - 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](https://www.va.gov/acquisition/certification/).
## 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):** 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
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: 40
Instructional Hours: 40 [5 Class Days]
Delivery Method: FTF

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

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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*

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*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FCN 412 | LEASE ADMINISTRATION

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

Prerequisite(s): FCN 406 – Lease Acquisition Training
Continuous Learning Points: 40
Instructional Hours: 40 [5 Class Days]
Delivery Method: FTF

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
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 (FCO), Vendor Portal, eBuy, Federal Procurement Data System (FPDS), System for Award Management (SAM), Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP), and the Centralized Administrative Accounting Transaction System (CAATS). These systems enrich the capabilities of eCMS by allowing it to be a single point of entry for all integrated systems. This web-based tutorial module will convey the purpose of each of these systems, the relationships between them, and their impact within the eCMS lifecycle.

Prerequisite(s): None

Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: SP — TMS ID: 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:** SP — TMS ID: 3864515*

### 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:** SP — TMS ID: 3864508*

### ECMS CURRICULUM UPDATES

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

**Prerequisite(s):** None  
**Continuous Learning Points:** 1  
**Instructional Hours:** 1  
**Delivery Method:** SP — TMS ID: 3870692*

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

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

**Prerequisite(s):** None  
**Continuous Learning Points:** 1  
**Instructional Hours:** 1  
**Delivery Method:** SP — TMS ID: 3860843

ECMS IN THE ACQUISITION LIFECYCLE

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

**Prerequisite(s):** None  
**Continuous Learning Points:** 1  
**Instructional Hours:** 1  
**Delivery Method:** SP — TMS ID: 3860841

ECMS MICROSTRATEGY REPORTING

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

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

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*
ECMS MODIFICATION ACTIONS & CHANGE ORDERS

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

Prerequisite(s): None
Continuous Learning Points: 1
Instructional Hours: 1
Delivery Method: SP—TMS ID: 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: SP—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: SP—TMS ID: 3864518*
**Professional Development: Traditional In-Person Classroom**

**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:** 16  
**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.

**Prerequisite(s):** None  
**Instructional Hours:** 28 [4 Class Days]  
**Continuous Learning Points:** 28  
**Delivery Method:** FTF

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*
FCN 506 | COMMUNICATE, COLLABORATE, AND CONNECT

Course Description: This Foundational Learning for Contracting Professionals course is designed to improve the quality and impact of students’ briefings and produce productive communication strategies. The class consists of practice presentations, small and large group discussions, practical exercises, and individual coaching and feedback sessions. Students learn how to prepare for and deliver briefings and presentations. They examine how effective communication impacts professional success. Students practice the art and science of debriefing unsuccessful offers. The course ends with students exploring strategies to manage difficult conversations and identifying communication strategies to engage leadership, peers, and customers. Communicate, Collaborate and Connect focuses on the professional competency of Oral Communication identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals’ competence in this topic.

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

Prerequisite(s): None
Instructional Hours: 32 [4 Class Days]
Continuous Learning Points: 32
Delivery Method: FTF

FLD 410 | NEW SUPERVISOR ORIENTATION (FOR 1102S): GETTING YOUR TEAM TO GREAT

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

Note: Students shall also register for FLD 411 – New Supervisor Orientation: Follow-Up.

Prerequisite(s): None
Instructional Hours: 45
Continuous Learning Points: 45
Delivery Method: FTF

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

FCL-VA-0006 | ECMS TIPS

Course Description: This webinar is intended for all Contracting Professionals who regularly use eCMS to create contract actions. 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: 1.5
Continuous Learning Points: 1.5
Delivery Method: VILT*

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 will discuss different types of modifications and their authorities, determining what type of modification and authority is most appropriate, and if 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: 1.5
Continuous Learning Points: 1.5
Delivery Method: VILT*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
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 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:** 1.5

**Continuous Learning Points:** 1.5

**Delivery Method:** VILT*

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

**Prerequisite(s):** None

**Instructional Hours:** 8

**Continuous Learning Points:** 8

**Delivery Method:** VILT*
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 instructor-led training sessions, all within the same week, which will require 9 hours to complete. The classroom sessions will be held the Wednesday and Thursday, from 1:00 PM – 4:00 PM ET.

Prerequisite(s): None
Instructional Hours: 9
Continuous Learning Points: 9
Delivery Method: VILT*

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 instructor-led training (VILT) session, which will total 8 hours of course work. The VILT session will be held the Monday of the course week, from 1:00 PM – 4:00 PM ET. After the VILT session, the individual assignments will be due one week later.

Prerequisite(s): None
Instructional Hours: 8
Continuous Learning Points: 8
Delivery Method: VILT*
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 course includes one virtual instructor-led training (VILT) 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: 10
Continuous Learning Points: 10
Delivery Method: VILT*
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 instructor-led class that will run from 10:30 AM – 4:00 PM ET.

Prerequisite(s): None
Instructional Hours: 12
Continuous Learning Points: 12
Delivery Method: VILT*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
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 instructor-led training (VILT) classroom sessions will be held: Tuesday from 1:00 PM – 3:00 PM ET, Wednesday from 1:00 PM – 2:00 PM ET, and Thursday from 1:00 PM – 2:30 PM ET. Independent assignments (totaling approximately 4.5 hours) will be required before and after the VILT classroom sessions.

Prerequisite(s): None
Instructional Hours: 9
Continuous Learning Points: 9
Delivery Method: VILT

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FCN 520 | ADVANCED TECHNICAL WRITING FOR 1102S

Course Description: This Foundational 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 instructor-led training (VILT) classroom sessions will be held Tuesdays and Thursdays, from 11:00 AM – 1:00 PM ET. Independent assignments, totaling approximately 8 hours, will be required before and after the VILT classroom sessions.

Prerequisite(s): None
Instructional Hours: 20
Continuous Learning Points: 20
Delivery Method: VILT*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
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 instructor-led training (VILT) classroom sessions will be held Tuesday, Wednesday and Thursday, from 1:00 PM – 3:00 PM ET. Independent assignments, totaling approximately four (4) hours, will be required before and after the VILT classroom sessions.

Prerequisite(s): None

Instructional Hours: 10

Continuous Learning Points: 10

Delivery Method: VILT*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FCN 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 instructor-led training (VILT) sessions, independent assignments, and collaborative team activities to understand and apply key planning principles and best practices to the acquisition environment.

This two-week course will be held using a VILT 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) VILT classroom sessions, including an orientation.

Prerequisite(s): FAC-C Level II
Instructional Hours: 12
Continuous Learning Points: 12
Delivery Method: VILT*
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 instructor-led training (VILT) sessions, independent assignments, and collaborative team activities to understand and apply key priority setting techniques and best practices to the acquisition environment.

This three-week course will be held using a VILT 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) VILT classroom sessions, including an orientation.

Prerequisite(s): FAC-C Level II
Instructional Hours: 12
Continuous Learning Points: 12
Delivery Method: VILT*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
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 instructor-led training (VILT) course, students will engage in live VILT sessions, independent assignments, and collaborative team activities to understand and apply key time management techniques and best practices to the acquisition environment. Students are expected to complete individual assignments over the two weeks that will require an estimated five (5) hours to complete.

Students must attend orientation and three (3) VILT classroom sessions.

Prerequisite(s): FAC-C Level II  
Instructional Hours: 14  
Continuous Learning Points: 14  
Delivery Method: VILT*

FCN 603 | JOURNEYMAN CO, EMOTIONAL INTELLIGENCE

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 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 instructor-led training (VILT) course, students will engage in live VILT sessions, independent assignments, and collaborative team activities to understand and apply key emotional intelligence techniques and best practices to the acquisition environment. Students must attend orientation and four (4) VILT classroom sessions.

Prerequisites: FAC-C Level II  
Instructional Hours: 18  
Continuous Learning Points: 18  
Delivery Method: VILT*

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

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 virtual instructor-led training (VILT) sessions, including an orientation. Students are expected to attend all sessions and complete assignments prior to attending the VILT sessions. Independent time for the assignments is approximately 6 hours.

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

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

Prerequisite(s): FAC-C Level II
Instructional Hours: 15
Continuous Learning Points: 15
Delivery Method: VILT*
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.

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

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

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.

Prerequisite(s): FAC-C Level II
Instructional Hours: 16
Continuous Learning Points: 16
Delivery Method: VILT*
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 instructor-led training (VILT) sessions, independent assignments, and collaborative team activities to understand and apply key principles and leading practices to the acquisition environment.

**Prerequisite(s):** FAC-C Level II  
**Instructional Hours:** 16  
**Continuous Learning Points:** 16  
**Delivery Method:** VILT*
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, and to create meaningful growth opportunities that challenge and develop your employees. The course will discuss the benefits and barriers of delegation and apply a five-step process to: identify both routine and important delegable tasks; determine the most appropriate person for a task; provide constructive and relevant feedback; and evaluate performance. During this course, students will engage in live virtual instructor-led training (VILT) sessions, independent assignments, and collaborative team activities, to understand and apply key principles and leading practices to the acquisition environment.

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

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

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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 instructor-led training (VILT) sessions, independent assignments, and collaborative team activities to understand and apply key principles and leading practices to the acquisition environment. Sixteen (16) CLPs will be awarded for the course.

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

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FLD 411| NEW SUPERVISOR ORIENTATION: FOLLOW-UP

Course Description: This course is the second part of New Supervisor Orientation for 1102s course. In this course, students will virtually meet with classmates and instructors to review progress on action plans developed during the New Supervisor Orientation course. Together, students and instructors will celebrate victories, discuss challenges, and brainstorm solutions.

Note: Students shall also register for FLD 410 - New Supervisor Orientation: Getting Your Team to Great.

Prerequisite(s): FLD 410 - New Supervisor Orientation: Getting Your Team to Great
Instructional Hours: 2
Continuous Learning Points: 2
Delivery Method: VILT*

FQN 438| NEGOTIATION SKILLS FOR ACQUISITION PROFESSIONALS WORKSHOP

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

Prerequisite(s): None
Instructional Hours: 3
Continuous Learning Points: 3
Delivery Method: VILT*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
### Table 1: Professional Development Training by Delivery Modality

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DELIVERY</th>
<th>CLPs</th>
<th>CLASSROOM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROFESSIONAL DEVELOPMENT: Traditional In Person Classroom</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCN 502 - Effective Writing for 1102s</td>
<td>FTF</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>FCN 503 - Build Networks: Maximizing Your Relationships</td>
<td>FTF</td>
<td>28</td>
<td>28</td>
</tr>
<tr>
<td>FCN 506 - Communicate, Collaborate, and Connect</td>
<td>FTF</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>FLD 410 - New Supervisor Orientation: Getting Your Team To Great</td>
<td>FTF</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td><strong>PROFESSIONAL DEVELOPMENT: Virtual (VILT) Instructor-Led Classroom</strong></td>
<td></td>
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<td>FCL-VA-0006 - eCMS Tips</td>
<td>VILT</td>
<td>1.5</td>
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<tr>
<td>FCL-VA-0007 - Contract Administration Fundamentals</td>
<td>VILT</td>
<td>1.5</td>
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<tr>
<td>FCL-VA-0008 - Award Decision Essentials</td>
<td>VILT</td>
<td>1.5</td>
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<td>FCN 418 - Protests, Disputes and Terminations Workshop</td>
<td>VILT</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>FCN 501 - Adapt to Change and Maintain Accountability</td>
<td>VILT</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>FCN 504 - Effectively Interacting with Your Customer</td>
<td>VILT</td>
<td>8</td>
<td>3</td>
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<tr>
<td>FCN 505 - Problem Solving for Acquisition Decision Making</td>
<td>VILT</td>
<td>10</td>
<td>5</td>
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<td>FCN 507 - Strengthen Your Resilience: Thrive As An 1102</td>
<td>VILT</td>
<td>12</td>
<td>5.5</td>
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<tr>
<td>FCN 508 - Building Credibility and Trust in Contracting</td>
<td>VILT</td>
<td>9</td>
<td>4.5</td>
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<tr>
<td>FCN 521 - Advanced Problem Solving for 1102s</td>
<td>VILT</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>VILT</td>
<td>12</td>
<td>6</td>
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<tr>
<td>FCN 601 - Journeyman Contracting Officer, Priority Setting: Who's On First?</td>
<td>VILT</td>
<td>12</td>
<td>7.5</td>
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<tr>
<td>FCN 602 - Journeyman Contracting Officer, Effective Time Management</td>
<td>VILT</td>
<td>14</td>
<td>9</td>
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</tbody>
</table>

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<th>Course Title</th>
<th>Delivery Method</th>
<th>Weeks</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCN 603</td>
<td>Journeyman Contracting Officer, Emotional Intelligence</td>
<td>VILT</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>FCN 700</td>
<td>Supervisory Contracting Officer, Managing and Measuring Work</td>
<td>VILT</td>
<td>16</td>
<td>9</td>
</tr>
<tr>
<td>FCN 701</td>
<td>Supervisory Contracting Officer, Organizing a Winning Team</td>
<td>VILT</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>FCN 702</td>
<td>Supervisory Contracting Officer, Develop Others and Pay It Forward</td>
<td>VILT</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>VILT</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>VILT</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>VILT</td>
<td>16</td>
<td>10.5</td>
</tr>
<tr>
<td>FCN 800</td>
<td>Managerial Contracting Officer, Delegating for Success</td>
<td>VILT</td>
<td>16</td>
<td>11.5</td>
</tr>
<tr>
<td>FCN 801</td>
<td>Managerial Contracting Officer, Building Effective Peer Relationships</td>
<td>VILT</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>VILT</td>
<td>16</td>
<td>11.5</td>
</tr>
<tr>
<td>FLD 411</td>
<td>New Supervisor Orientation: Follow-Up</td>
<td>VILT</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>FQN 438</td>
<td>Negotiation Skills for Acquisition Professionals Workshop</td>
<td>VILT</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
**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*
FCN 190 (FED) | FAR FUNDAMENTALS

Course Description: FAR Fundamentals provides foundational knowledge of the Federal Acquisition Regulation (FAR) System. Students will be immersed in the FAR throughout this course and emerge knowledgeable of the government contracting process; the FAR and FAR supplement structure; FAR Parts 1-53; and will be able to locate and understand FAR regulations, guidance, provisions, and clauses. Students will navigate the online FAR as they wrestle with realistic scenario-based contracting problems. This training course is designed for personnel new to Federal contracting workforce who are seeking FAC-C Level I training and non-contracting personnel who play a role in the acquisition process and require this course for certification.

Upon successful completion of this course, the student will be able to:

- Identify the basic framework of the federal acquisition environment and locate, cite, and interpret information in the FAR.

- Identify the policies and procedures related to acquisition planning, preferred and required sources, competition requirements, types of contracts, special contracting methods, describing agency needs, publicizing contract actions, and socioeconomic programs.

- Identify policies and procedures for soliciting offers, evaluating bids and offers, conducting exchanges with offerors, awarding contracts, managing protests, and conducting simplified acquisitions.

- Identify the fundamental concepts of administration, the rights of parties when contract performance is unacceptable, applicable payment clauses, contract modifications, contract disputes, terminations, and closeout.

Prerequisite(s): None

Instructional Hours: 80

Continuous Learning Points: 80

Delivery Method: VILT*
Contracting Professional School Courses

**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*  

**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*  

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*
**FLD 150 | LEADERSHIP SKILLS AND TECHNIQUES**

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

**Prerequisite(s):** None

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

**Continuous Learning Points:** 24

**Delivery Method:** FTF

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**FLD 400 | CONGRESS AND FEDERAL AGENCIES**

**Course Description:** This three-day course is intended to provide federal employees with a firm grasp of congressional protocols and the relationship between federal agencies and Congress. This course will also review the legislative process, how OMB and GAO interact with agencies, the appropriations and budget process, the principles and methods of congressional committees and hearings, and how special interest groups and the media may affect policy making. Learning Objectives and Outcomes: Upon successful completion of this training course, the student will be able to:

- Identify how Congress may influence agency policies.
- Understand the congressional budget development and approval process.
- Comprehend the budget amendment and modification process.
- Understand how congressional hearings and committees may affect budget.
- Gain knowledge and resources that support more effective communication with Congress and congressional members.

**Prerequisite(s):** None

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

**Continuous Learning Points:** 24

**Delivery Method:** FTF

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

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 399 | SIMPLIFIED ACQUISITION PROCEDURES DEMYSTIFIED

Course Description: This virtual instructor-led training (VILT) course will discuss the use of Simplified Acquisition Procedures (SAP) 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. In this course, students complete independent assignments including pre-tests and reading, attend two 3.5-hour VILT classroom sessions, and complete a post-test.

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

FQN 481 | APPLIED SIMPLIFIED ACQUISITION PROCEDURES

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

Prerequisite(s): None
Instructional Hours: 16 [2 Class Days]
Continuous Learning Points: 16
Delivery Method: FTF*

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

### FQN 404 | FEDERAL SUPPLY SCHEDULE (FSS)

**Course Description:** This course walks acquisition professionals through the FSS ordering process from A-Z, using FAR Part 8. 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 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*

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

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

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

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

The Facilities Management School provides professional development, training, certification, and continuous learning opportunities for the Department of Veterans Affairs Facilities Management Lifecycle workforce to enable them to cost effectively construct, operate, maintain, and manage facilities and medical equipment to better serve our Nation's Veterans and their families. These services are provided through an extensive array of relevant competency-based training delivered via multiple modalities.

**Vision Statement**

To be recognized as the premier training provider for the Facilities Management workforce of the Government.
The VA Facilities Management School (FMS) serves as the primary learning and development resource for the VA federal facility community and other government agencies. Recognizing that each administration and program office (Veterans Health Administration (VHA), Veterans Benefits Administration (VBA), National Cemetery Administration (NCA) and the office of Construction & Facilities Management (CFM)) has distinct facility operations and maintenance and Capital Project Delivery (CPD) 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, construction, project activations, facility operations and maintenance, 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 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

For questions regarding the Facilities Management School, visit [www.acquisitionacademy.va.gov](http://www.acquisitionacademy.va.gov) or email vaaafms@va.gov
Facilities Management School Courses

**FMS 113 | CFM SRE SUPERVISORY TRAINING**

Course Description: Supervisors for CFM SRE will receive training on Performance Management, Performance Appraisal, & Giving Employee Feedback, IDP & Employee Development, Conflict Management and Decision Making: The Importance of Making Timely Decisions as a Resident Engineer.

Prerequisites: None  
Instructional Hours: 8 [1 Class Day]  
Continuous Learning Points: 8  
Delivery Method: ILT*

**FMS 408 | BUILDING AUTOMATION SYSTEMS ADVANCED**

Course Description: This course shall cover advanced topics involved with BAS while providing the student with hands on experience. Students shall understand topics such as open systems and integration using BACnet, LONworks, Modbus, and Proprietary Protocols. Student shall learn fundamental terminology such as PID Loops, Optimal Start/Stop, Economizer, Demand Limiting, and Indoor Air Quality by developing the BAS components, Sequences of Operation, and programming utilizing Hands-on Labs and Laptops. The concept of integrating Lighting, Card Access, Fire Alarm, and Metering systems into BAS shall be discussed. Classroom instruction shall utilize several BAS manufacturers’ hardware and software including ALC, Tridium, Johnson Controls, Diatech and Siemens; if preferred only one system can be the focus of the class.

Prerequisites: None  
Instructional Hours: 40 [5 Class Days]  
Continuous Learning Points: 40  
Delivery Method: FTF*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FMS 411 | CERTIFIED BIOMEDICAL EQUIPMENT TECHNICIAN (CBET) PREPARATION COURSE

**Course Description:** FMS 411 is an online self-paced course that is designed to prepare you to take the Certified Biomedical Equipment Technician (CBET) Exam. The training materials are presented to mirror the content on the CBET Exam and provide a comprehensive preparation and review for students. The CBET Exam is one of the most respected assessments for healthcare workers in the industry. The CBET Exam is very content driven and questions on the exam have been tailored to the real issues of a practicing technicians, The course material covers all six topics of the exam and includes topic knowledge checks and mock exams to test your knowledge of the materials.

**The following topics are covered on the CBET exam:**

- Anatomy and Physiology
- Public Safety in the Healthcare Facility
- Fundamentals of Electricity and Electronics
- Healthcare Technology Function and Operation
- Healthcare Technology Problem Solving
- Healthcare Information Technology

**Target Audience:** This training is open to all BMET Professionals for review in overall Biomedical knowledge or in preparation for the CBET Exam that is offered twice a year. The registration windows are designed to coincide with the 2 application and testing windows, Qualifications to sit for the exam can be found at [AAMI](https://aami.org).

**Prerequisites:** None

**Instructional Hours:** SP

**Continuous Learning Points:** 85

**Delivery Method:** Sp*
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: FTF

FMS 203 | NATIONAL HISTORIC PRESERVATION FACILITY PERSONNEL

Course Description: This course provides Facility personnel with an understanding of their role in historic preservation requirements. Topics include the role of facility 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 Facility 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: SP
Continuous Learning Points: 5
Delivery Method: Sp
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: SP
Continuous Learning Points: 2
Delivery Method: Sp*

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: SP
Continuous Learning Points: 0
Delivery Method: Sp*

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: SP
Continuous Learning Points: 0
Delivery Method: Sp*
ONLINE CERTIFICATION PROGRAMS
*Coordinated by FMS

OSHA 30-HOUR CONSTRUCTION SAFETY TRAINING

Course Description: This OSHA 30-hour Construction Safety 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: 30
Continuous Learning Points: 30
Delivery Method: SP*

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: Employment by a governmental unit as a plumbing and/or mechanical inspector, or administrator of such inspectors, or regular involvement in the design, inspection or verification of medical gas systems, or a 6010 Installer certification. A minimum of two (2) years of documented practical experience, or any combination of the above.
Instructional Hours: 24 [3 Class Days]
Continuous Learning Points: 24
Delivery Method: SP or FTF*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
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: Employment or contracting by a health care facility, or active engagement in working with medical gas systems, and one (1) year minimum experience in the maintenance of medical gas and vacuum systems.

Instructional Hours: 24 [3 Class Days]

Continuous Learning Points: 24

Delivery Method: SP or FTF*

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: 4

Continuous Learning Points: 4

Delivery Method: SP*

~ 118 ~
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 [3 Class Days]
Continuous Learning Points: 24
Delivery Method: SP or FTF*

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: A minimum of four (4) years of documented practical experience in the field of installation of plumbing or mechanical piping systems.
Instructional Hours: 32 [4 Class Days]
Continuous Learning Points: 32
Delivery Method: FTF*
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: A minimum of two (2) years of documented practical experience in the verification of medical gas systems.

Instructional Hours: 32 [4 Class Days]

Continuous Learning Points: 32

Delivery Method: FTF*

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: SP

Continuous Learning Points: 30

Delivery Method: SP*

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: SP

Continuous Learning Points: 38

Delivery Method: SP*
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: SP
Continuous Learning Points: TBD
Delivery Method: SP*

NATIONAL FIRE PROTECTION CODE 101: LIFE SAFETY ESSENTIALS FOR HEALTH CARE OCCUPANCIES – CURRENT CODE YEAR

Course Description: NFPA 101, Life Safety Code®, aims to provide safety to life from fire for occupants by establishing minimum requirements for the design, operation, and maintenance of buildings and structures. The Life Safety Code’s chapters on new and existing health care facilities provide requirements to minimize the possibility of a fire emergency requiring evacuation, relying instead on compartmentation, fire detection/alarm, and relocation of patients to safety while isolating the fire to its room of origin. This course focuses on code requirements within health care environments, including course topics:

1. History of Life Safety Code, Notable Fires
3. Review of Life Safety Standards
4. Overview of the Life Safety Assessment

Prerequisites: none
Instructional Hours: 24 [3 Class Days]
Continuous Learning Points: 24
Delivery Method: FTF*
Facilities Management School Courses

NATIONAL FIRE PROTECTION CODE 99: HEALTH CARE FACILITY CODE – CURRENT CODE YEAR

Course Description: **NFPA 99, Health Care Facility Code**, provides those who design, construct, inspect and operate health care facilities with minimum requirements for installation, inspection, maintenance, testing, performance, and safe work practices. These requirements, applicable to both new health care facilities and renovated portions of existing facilities, are based on four categories of potential risk to patients, staff, and visitors, as identified by an established risk assessment procedure. This course will review all elements of NFPA 99.

Prerequisites: none
Instructional Hours: 16 [2 Class Days]
Continuous Learning Points: 16
Delivery Method: FTF

NATIONAL FIRE PROTECTION CODE 70E: STANDARD FOR ELECTRICAL SAFETY IN THE WORKPLACE – CURRENT CODE YEAR

Course Description: **NFPA 70E, Standard for Electrical Safety in the Workplace**, focuses on the safety of employees who work with, or around, energized electrical conductors and components. Developed with the encouragement of OSHA (Occupational Safety and Health Administration), NFPA 70E prescribes safety-related work practices to help employees avoid injuries from electrical shock or arc flash hazards.

Prerequisites: none
Instructional Hours: 16 [2 Class Days]
Continuous Learning Points: 16
Delivery Method: SP or FTF
E-LEARNING LIBRARY

FMS provides access to more than 2,000 eLearning and partner classes and over 7,000 videos. These offerings support many knowledge aspects relevant to the facilities management/maintenance and construction workforce as well as continuous learning and educational requirements for many professional licenses, credentials, certifications, and certificates. Libraries include professional engineering, safety, as well as industrial libraries.

**Prerequisites**: none

**Instructional Hours**: various

**Continuous Learning Points**: various

**Delivery Method**: SP*
Program Management School (PM School)
Mission Statement
The Program Management School is committed to the education and professional development of Program/Project Managers to become experts in the art and science of program management to support current and future Veterans. This is accomplished through a holistic and quality first approach to training and education in the Department of Veterans Affairs and our civilian federal government partners.

Vision Statement
To be the Program Management training and education institution of choice for the Department of Veterans Affairs and other civilian federal agencies and to teach competencies that transform participant organizations into world-class centers of excellence.
**What sets us apart?**

The Program Management School was created to address the development requirements from the Office of Management and Budget mandate to certify all federal government program and project managers.

After completing the training and acquiring the appropriate work experience participants can apply for the federally-recognized Federal Acquisition Certification Program and Project Managers (FAC-P/PM) certification.

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 government.
The VAAA Program Management School (PM School) 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 VAAA PM School is a strategic partner in the effort to implement best-in-class program and project management in VA and throughout the Government.

After completing the training, students have fulfilled the FAC-P/PM education requirements. The student will then need to document work experience and apply for the federally-recognized FAC-P/PM certification.
Project Management Certification

**FAC-P/PM Program**
The information below is based on the Office of Federal Procurement Policy (OFPP) [policy memorandum](#) dated April 25, 2007 (updated on 12/16/2013 at [updated policy memorandum](#)), announcing the establishment of a structured development program for program and project managers identified as the FAC-P/PM.

FAC-P/PM establishes general training and experience requirements for program and project managers in civilian agencies. 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.

**COR Certification**
The Federal Acquisition Certification for Contracting Officer Representatives (FAC-COR) Levels I and 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 ensure 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 (8-hour for Level I) 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 gain necessary knowledge, skills, and abilities to apply COR practices in real-world situations. At the completion of the course, students have a clear understanding of how to fulfill obligations as a Level I or II COR and receive a certificate of completion. The student can apply for COR Level I or II certification by providing the certification document and fulfilling one year of COR experience.
**PM Fellows Program**

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 fosters 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.

For questions regarding the Program Management School, visit [www.acquisitionacademy.va.gov](http://www.acquisitionacademy.va.gov) or email [vaaprogrammanagementschool@va.gov](mailto:vaaprogrammanagementschool@va.gov)

~ 130 ~
FCE 400| LIFE CYCLE COST ESTIMATION (LCCE)
Course Description: To provide personnel with some acquisition background and the knowledge and skills needed to conduct program life cycle cost estimation. Using an in-class, interactive case study, students 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: 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 provides 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 VA and throughout the Federal Government.

Prerequisite(s): None
Instructional Hours: 8 Hours [1 Class Days]
Continuous Learning Points: 8
Delivery Method: SP*
FCR 202 | CONTRACTING OFFICER’S REPRESENTATIVE (COR) LEVEL II COURSE
Course Description: 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 receive a Certificate of Completion. The student can apply for COR Level II certification by providing the certification documentation and fulfilling one year of COR experience.

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 on FAITAS and can be accessed by searching their perspective course numbers: FCR 104** or CLC 106. 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 [1 Class Days]
Continuous Learning Points: 32
Delivery Method: VILT or FTF*
** VA employees’ course recommendation is FCR 104

FPM 121 | ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT II
Course Description: FPM 121 students briefly review each module of the first two courses, FPM120A and FPM 120B, and practice what they learn in a threaded case study as a member of a project team. At the completion, students 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*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FPM 121V | ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT II

**Course Description:** FPM 121 offers a virtual (VILT) option for those who have successfully completed the two pre-requisite entry level fundamentals courses (FPM 120A and FPM 120B). The course is a 10 half-day instructor-led VILT course. FPM 121 students briefly review each module of the first two courses, FPM 120A and FPM 120B, and then practice what they learn 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:** 10 half days

**Continuous Learning Points:** 40

**Delivery Method:** FTF*

FPM 260 | MID-LEVEL - CONCEPT DEFINITION

**Course Description:** FPM 260 guides participants through Concept Definition by practicing what they learn in a threaded case study. At completion, participants have a clear understanding of where programs/projects come from and how they support business needs. Participants 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. Participants must successfully complete all courses/events in the listed order: FPM 260, FPM 261, and FPM 262.

**Prerequisite(s):** None

**Instructional Hours:** 4 Days

**Continuous Learning Points:** 32

**Delivery Method:** FTF*

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

FPM 261 | MID-LEVEL - CONCEPT PLANNING
Course Description: FPM 261 guides participants through Concept Planning by practicing what they learn in a threaded case study. At completion, participants have a clear understanding of how to plan programs/projects to successfully accomplish business needs. Concept Planning for Mid-Level Program/Project Managers (P/PM) is designed to help participants obtain a complete understanding and awareness of activities in the Concept Planning phase. Participants examine program/project management, acquisitions, earned value management and cost estimating, and leadership practices as they relate to the Mid-Level P/PM.

This course is part of the Mid-Level FAC-P/PM series. The participants 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*

FPM 262 | MID-LEVEL - DEVELOPMENT THROUGH CLOSEOUT
Course Description: FPM 262 guides participants through Development through Closeout by practicing what they learn in a threaded case study. At completion, participants have a clear understanding of how to execute programs/projects to successfully accomplish business needs. Development through Closeout for Mid-Level Program/Project Managers (P/PM) is designed to help participants obtain a complete understanding and awareness of activities involved. Participants examine program/project management, acquisitions, earned value management and cost estimating, and leadership practices as they relate to the Mid-Level P/PM.
This course is part of the Mid-Level FAC-P/PM series. Participants 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 and FPM 261 - Mid-Level Concept Planning
Instructional Hours: 5 Days
Continuous Learning Points: 40
Delivery Method: FTF*
FPM 264 | MID-LEVEL - FAC-P/PM BOOT CAMP

Course Description: 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*

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 (P/PM).

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/Project Management (P/PM) and Contracting Officer Representative or Contracting.
Instructional Hours: 4 Days
Continuous Learning Points: 16
Delivery Method: VILT*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FQN 420 | MARKET INTELLIGENCE

Course Description: Market Intelligence is for the acquisition decision maker and provides a solid understanding of the industry and market through investigation and 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 aids 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 seek the ability to conduct Market Intelligence in order to perform Acquisition Professional duties. Specifically, participants can be anyone in the acquisition community which include the following:

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

Prerequisite(s): None
Instructional Hours: 3 Days
Continuous Learning Points: 24
Delivery Method: BLD*
FQN 474 | MARKET RESEARCH AND VETERANS FIRST CONTRACTING

Course Description: This 3-hour, virtual instructor-led course explores the role of Market Research for VA Acquisition 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 of 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: VILT*

VA-1701572 | UNAUTHORIZED COMMITMENTS

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

Prerequisites: None
Instructional Hours: 1 Hour
Continuous Learning Points: 1
Delivery Method: SP – TMS

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
**FPM 370 | FAC-P/PM SENIOR-LEVEL INTRODUCTION**

**Course Description:** This first prerequisite introduces participants to the FAC-P/PM Senior-Level course series and reviews the Program Level experience and other requirements for the next two courses in the series. In this 90-minute webinar, the FAC-P/PM series is reviewed, expectations are set for a Senior-Level P/PM, and those choosing to continue to FPM 371 will complete a required, on-line, self-assessment.

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

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

**Continuous Learning Points:** 2

**Delivery Method:** VILT*

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

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

**Prerequisites:** FPM 370 - FAC-P/PM Senior-Level Introduction.

**Instructional Hours:** 1.5 Hours (90-minute webinar followed by virtual coursework with due times/dates)

**Continuous Learning Points:** 10

**Delivery Method:** VILT*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FPM 372 | FAC-P/PM SENIOR-LEVEL RESIDENT COURSE

Course Description: This 10-day, classroom-based course is designed specifically for professionals with program and project management skills, training, and experience who have successfully completed the two prerequisite courses. It is the third and final course in the FAC-P/PM Senior-Level series. Success in this course requires FAC-P/PM Mid-Level certification and/or equivalent knowledge along with extensive experience in Federal Government program management, including the application of multiple PM frameworks, a very good command of project and program management activities, and leadership skills. Successful completion of the FAC-P/PM Senior-Level three-course series meets the training requirements for certification. Experience requirements for certification are set by FAI and verified by.

Prerequisites: FPM 370 - FAC-P/PM Senior-Level Introduction and FPM 371 - FAC-P/PM Senior-Level Pre-Course Events.

Instructional Hours: 80 Hours [10 Class Days]

Continuous Learning Points: 80

Delivery Method: FTF*

FPM 458 | WORK BREAKDOWN STRUCTURE (WBS) DICTIONARY

Course Description: The Work Breakdown Structure (WBS) Dictionary course is a one-hour, self-paced, interactive e-learning training. It is designed to enhance program/project management skills pertaining to the development of accurate criteria that are directly traceable to the requirements. Throughout the course, participants engaged in developing an appreciation of the value of the WBS Dictionary in defining the scope of a project or program. They complete activities that underscore the importance of the WBS Dictionary (which is a part of the acquisition package). Through the course, participants learn how the WBS Dictionary is the key that enables the project scope, cost, schedule, quality measures, and performance metrics to be defined. Participants also learn that the WBS Dictionary must demonstrate traceability to the program/project’s business needs and strategic requirements. Finally, participants learn that the WBS Dictionary is a key tool in monitoring and controlling a project to ensure that it meets projects goals and performs at or above target levels in designated performance metrics.

Prerequisite(s): None

Instructional Hours: 1 Hour

Continuous Learning Points: 1

Delivery Method: SP*

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FCL-VA-0021 | BUILDING SUCCESSFUL ACQUISITION PACKAGES

Course Description: This self-paced 3-hour Continuous Learning Point (CLP) training provides a baseline on how to build successful acquisition packages. It provides learners with the basic foundation of acquisition planning that result in the creation of more concise requirements, better estimates, and comprehensive acquisition packages. The training specifically focuses on the Work Breakdown Structure, the Performance Work Statement, the Independent Government Cost Estimate, and the evaluation criteria that guide the Technical Evaluation.

Prerequisite(s): None
Instructional Hours: 3 Hours
Continuous Learning Points: 3
Delivery Method: SP*

FCL-VA-0022 | CONTINUOUS PROCESS IMPROVEMENT

Course Description: The Continuous Process Improvement (CPI) training course is a 1-hour asynchronous web based training (WBT). This course provides Program/Project Managers (P/PM) the skillset to review their processes for improvement opportunities. It consists of three training modules covering an overview of CPI, how it applies to P/PM through the Enterprise Acquisition Program Management Framework phases, and a scenario to apply what has been learned.

Prerequisite(s): None
Instructional Hours: 1 Hour
Continuous Learning Points: 1
Delivery Method: SP*
Mission Statement

Our mission is to provide best-in-class education, training, professional development, and certification of the VA supply chain workforce.

Vision Statement

Our vision is to create an innovative and leading edge academic environment that is the supply chain school of choice for the federal government. Our school will strengthen the knowledge, skills and abilities of the workforce to implement a more standardized, cost-effective and streamlined federal supply chain, resulting in measurable return on investment.
“The VA Acquisition Academy was recognized as a 2017 ‘LearningElite!’ award finalist by Chief Learning Officer magazine due in part to the historical growth and performance in Supply Chain Management School training.”

“The Supply Chain Management School earned the 2017 Impact Award, for providing state-of-the-art, high quality instructor-led and online training in response to critical training need within the VA workforce.”

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

• Professional Level I (GS 1-6/ WG 6 and below)

• Professional Level II (GS 7-11/ WG 7 and above, All WS/ WL grades)

• Professional Level III (GS 12-15)

Each professional level provides a combination of Instructor-led (face to face) and virtual classroom (synchronous and asynchronous) training. SCMS methods of instruction are designed to support a blended learning environment by integrating VA-centric scenarios and industry best practices to strengthen relevance and improve supply chain performance at all professional levels.
Supply Chain Management School

The VA Acquisition Academy (VAAA) Supply Chain Management School’s (SCMS) global vision is to create an innovative and high quality academic environment that 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 in order to implement a more standardized, cost effective, and streamlined federal supply chain resulting in measurable return on investments.

The program has faculty of both industry and VA Logistics subject matter experts, along with an energetic network of former students who maintain relationships and return to SCMS as their careers advance. The SCMS’s competency-based training model creates a more comprehensive and structured approach to employee development and will have a transformative impact on your organization.
Three Levels of Technical Expertise

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

**Supply Chain Professional Level I:** Possesses a fundamental understanding of the general rules and logistics concepts/systems. These supply chain professionals perform basic administrative and frontline functions and data entries.

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

**Supply Chain Professional Level II:** Possesses an intermediate understanding of policies and procedures. Individuals are responsible for technical or supervisory support of logistics operations at the facility, network, regional administration, and central office levels.

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

**Supply Chain Professional Level III:** Possesses supply chain expertise. Individual advises senior leadership on logistics workforce considerations, how to best leverage supply chain operations in support of the mission, and may serve as a team lead/supervisor or senior staff member. The supply chain professional is responsible for ensuring 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](http://www.acquisitionacademy.va.gov) or email [vaaascmschool@va.gov](mailto:vaaascmschool@va.gov).
FLG 010 | ACCOUNTABLE OFFICER**

Course Description: This is an online self-paced 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: SP

**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 self-paced 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: SP

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

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FLG 100 | PRINCIPLES OF INVENTORY MANAGEMENT (PIM) **

Course Description: This course 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. This is not a systems course and will only use examples of GIP/PIP as potential screen shots to illustrate a inventory topic.

Prerequisites: None
Instructional Hours: 24 [3 Class Days]
Continuous Learning Points: 24
Delivery Method: FTF*

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

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

Course Description: This course is designed to provide a basic understanding of the IFCAP and GIP systems and how Level I Supply Chain Professionals utilize the systems in their assigned duties. Participants learn about the item requisition process within IFCAP. Students are taught the roles and responsibilities of IFCAP users and the relevance of each of these roles to their job. Students learn about management reporting mechanisms within IFCAP to assist with management of commodities and suppliers. Students also learn the different types of GIP inventory and GIP stock levels. Students can experience setting inventory points, removing items from inventory, and creating a picking ticket in the GIP system through interactive exercises and simulations. Students are also provided an overview of GIP reporting to illustrate how daily tasks integrate into the overarching inventory process.

Prerequisites: None
Instructional Hours: 40 [5 Class Days]
Continuous Learning Points: 40
Delivery Method: FTF*

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

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

Course Description: This course is designed to provide a basic understanding of the IFCAP and AEMS/MERS systems and how Level I Supply Chain Professionals utilize the systems in their assigned duties. Participants learn about the item requisition process within IFCAP. Students are taught the roles and responsibilities of IFCAP users and the relevance of each of these roles to their job. Students learn about management reporting mechanisms within IFCAP to assist with management of commodities and suppliers. Supply Chain Professionals learn how the AEMS/MERS system is used to manage non-expendable property and equipment. Students learn the roles, responsibilities, and skills required to perform daily property and equipment management tasks. Students also learn the concepts of complete and accurate data entry and AEMS/MERS record keeping through class education and exercises.

Prerequisites: None
Instructional Hours: 24 [3 Class Days]
Continuous Learning Points: 24
Delivery Method: FTF
**GS 1-6; WG 6 and below. However, this course is open to all grades

FLG XXX | INTRODUCTION TO MAXIMO**

Course Description: This course is designed to provide a fundamental 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 1-6; WG 6 and below. However, this course is open to all grades

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
**FLG 105 | INTRODUCTION TO MATERIALS MANAGEMENT AND OPERATIONS**

**Course Description:** This course supports the supply chain fundamentals learned in FLG 102 or FLG 103. FLG 105 introduces industry and VA practices related to requirements and demand planning, inventory planning, receiving and distribution processes.

**Prerequisites:** FLG 102 or FLG 103  
**Instructional Hours:** 32 (4 Class Days)  
**Continuous Learning Points:** 32  
**Delivery Method:** FTF*  
**GS 1-6; WG 6 and below. However, this course is open to all grades**

**FLG 106 | INTRODUCTION TO VA STRATEGIC PROGRAMS**

**Course Description:** This course provides an understanding of these strategic programs as they relate to supply chain management and the assigned duties of the VA logistician. The VA is striving towards transforming into a 21st century organization, and its strategic plan outlines how the organization will work together to accomplish this over the next five years. Students become familiar with VA standardization, the Federal Green Purchasing Program, prime vendor programs, and emergency/disaster planning. Students are also introduced to the basic concepts of developing and submitting a budget.

**Prerequisites:** None  
**Instructional Hours:** 8 Hours  
**Continuous Learning Points:** 8  
**Delivery Method:** SP*  
**GS 1-6; WG 6 and below. However, this course is open to all grades**
**FLG 107 | INTRODUCTION TO SUPPLY CHAIN FUNDAMENTALS**

**Course Description:** This 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:** 10 Hours

**Continuous Learning Points:** 10

**Delivery Method:** SP*

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

**FLG 109 | INTRODUCTION TO BUSINESS SKILLS**

**Course Description:** This course introduces the importance of expressing information effectively verbally and in writing, to individuals and groups, while considering the audience, usefulness of the information to the audience, and nature of the information. Students learn how to prepare written documents with clarity and accuracy as well as developing clear and convincing presentations. Students are introduced to different communication styles, understand how to differentiate between communication styles, listen to others, and identify nonverbal cues.

**Prerequisites:** None

**Instructional Hours:** 24 Hours

**Continuous Learning Points:** 24

**Delivery Method:** VILT/SP*

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

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
**FLG 112 | INTRODUCTION TO LIFECYCLE LOGISTICS**

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

**Prerequisites:** None

**Instructional Hours:** 10 Hours

**Continuous Learning Points:** 10

**Delivery Method:** SP*

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

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**FPM 120A | PROJECT MANAGEMENT BASICS**

**Course Description:** This course is available online through the Defense Acquisition University (DAU). The purpose of this web-based course is to provide the basic knowledge and comprehension skills that entry-level program and project managers in the federal sector need to manage a small project or participate as an effective member of an integrated project team. The target audience for this training is entry-level project managers within the federal civilian agencies desiring to complete the training requirements for the federal acquisition certification for program and project managers (FAC-P/PM). Using a scenario-based approach, FPM 120A covers project management roles, responsibilities, decision points, and key deliverables required for effective project management. Learners will comprehend acquisition basics for program and project management.

This course is Available in FAITAS (https://faitas.army.mil) through DAU (https://www.dau.mil).

**Prerequisites:** None

**Instructional Hours:** 20 Hours

**Continuous Learning Points:** 20

**Delivery Method:** SP*

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

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

FPM 120B | PROJECT MANAGEMENT AND PROJECT LIFECYCLE**

Course Description: This course is available online through the Defense Acquisition University (DAU). The purpose of this web-based course is to prepare entry-level project managers with the fundamental knowledge, skills, and understanding required to fulfill their responsibilities as project managers. It focuses on the identification of project management roles, responsibilities, decision points, and key deliverables required for effective systems acquisition management throughout all phases of a project's lifecycle. The target audience for this training is entry-level project managers within the Federal civilian agencies desiring to complete the training requirements for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM). Using a scenario-based approach, FPM 120B covers project management roles, responsibilities, decision points, and key deliverables required for effective project management. Learners will comprehend acquisition basics for program and project management.

This course is Available in FAITAS (https://faitas.army.mil) through DAU (https://www.dau.mil).

Prerequisites: None
Instructional Hours: 22 Hours
Continuous Learning Points: 22
Delivery Method: SP*
**GS 1-6; WG 6 and below. However, this course is open to all grades

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 Available in FAITAS (https://faitas.army.mil) through DAU (https://www.dau.mil).

Prerequisites: None
Instructional Hours: 5 Hours
Continuous Learning Points: 5
Delivery Method: SP*
**GS 1-6; WG 6 and below. However, this course is open to all grades

~ 152 ~

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
**VAAA-001 | THE CUSTOMERS’ ROLE ON THE ACQUISITION TEAM**

Course Description: This course is an introduction to the government acquisition process to serve 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: SP –TMS ID: VAAA-001*

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

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

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

Prerequisites: FLG 102 or FLG 103
Instructional Hours: 32 [4 Class Days]
Continuous Learning Points: 32
Delivery Method: FTF*

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

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**FLG 203 | INTERMEDIATE MATERIALS MANAGEMENT**

Course Description: This course explores industry and VA common practices associated with requirements and demand planning, inventory planning, receiving and distribution processes. Students explore more advanced relationships between inventory planning, receiving and internal distribution operations. 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 thru 11; WG-7 and Above; All WS/WL Grades**

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

**Continuous Learning Points:** 26.5

**Delivery Method:** VILT*

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

FLG 207 | INTERMEDIATE CONTRACTING AND PROCUREMENT**

**Course Description:** In this course students will 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:** 3 Hours

**Continuous Learning Points:** 3

**Delivery Method:** SP*

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

FLG 208 | INTERMEDIATE STRATEGIC SOURCING**

**Course Description:** This course builds 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:** 3 Hours

**Continuous Learning Points:** 3

**Delivery Method:** SP*

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

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FLG 209 | INTERMEDIATE BUSINESS SKILLS**

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

Prerequisites: None
Instructional Hours: 18 Hours
Continuous Learning Points: 18
Delivery Method: VILT/SP*

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

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

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

Prerequisites: FPM 120A Project Management Basics and FPM 120B Project Management and Project Lifecycle
Instructional Hours: 12 Hours
Continuous Learning Points: 12
Delivery Method: VILT*

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

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

Course Description: In this course, students learn about the different aspects of the quality assurance program as it applies to products and equipment. The course also instructs students on how to develop and organize a risk management plan for the logistics organization; measuring risk, determining the affects, mitigating outcomes, and managing the overall risk avoid and/or minimize damage and loss.

Prerequisites: None
Instructional Hours: 32 [4 Class Days]
Continuous Learning Points: 32
Delivery Method: FTF*

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

~ 155 ~

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FLG 212 | INTERMEDIATE LIFECYCLE LOGISTICS**

Course Description: In this course students will gain further understanding of the importance and implementation of total lifecycle logistics rules, regulations, processes and activities, and explore more advanced relationships between total costs of ownership versus purchase price. In this course, students identify, analyze and illustrate the steps required to develop action plans for total lifecycle logistics.

Prerequisites: None
Instructional Hours: 15 Hours
Continuous Learning Points: 15
Delivery Method: VILT/SP*
**GS-7 thru 11; WG-7 and Above; All WS/WL Grades

FLG 215 | LEADERSHIP IN LOGISTICS**

Course Description: This course prepares the Logistics Professional to participate in teams, propose communication and knowledge sharing, applies government and VA policies and procedures, and act as a SCM role model. Students will apply problem-solving and decision-making techniques to real world supply chain scenarios. This course will also provide the opportunity to interpret data.

Prerequisites: None
Instructional Hours: 18 Hours
Continuous Learning Points: 18
Delivery Method: VILT/SP*
**GS-7 thru 11; WG-7 and Above; All WS/WL Grades

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
**FLG 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. Additionally, students will learn how to use ROI to measure the contribution of programs, satisfy client needs, enhance program success, and build respect with stakeholders.

**Prerequisites:** None

**Instructional Hours:** 6 Hours

**Continuous Learning Points:** 6

**Delivery Method:** SP*

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

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

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

**Prerequisites:** FLG 207 Intermediate Contracting and Procurement

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

**Continuous Learning Points:** 24

**Delivery Method:** FTF*

**GS-12 thru 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: None
Instructional Hours: 32 Hours
Continuous Learning Points: 32
Delivery Method: VILT*
**GS-12 thru 15

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

Course Description: This course is designed to offer participants advanced knowledge of how to utilize program and project methodologies, documents, tools and techniques in their daily jobs as they interact with federal contracting and acquisition professionals. Execution of program management and the VA Acquisition Program Management Framework 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: VILT*
**GS-12 thru 15
**FLG 312 | ADVANCED LIFECYCLE LOGISTICS**

**Course Description:** This course is designed to build upon the topics of intermediate lifecycle logistics and further develop knowledge of the importance and implementation of total lifecycle logistics. Students master the rules, regulations, processes and activities, and enhance their understanding of the relationships between total costs of ownership versus purchase costs. This course introduces students to the process of creating the "as is" model, identifying the "to be" state, and formulating action plans for total lifecycle logistics management.

**Prerequisites:** None

**Instructional Hours:** 22 Hours

**Continuous Learning Points:** 22

**Delivery Method:** VILT/SP*

**GS-12 thru 15**

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**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. This course explains how to implement and sustain a lean transformation and use analysis to improve supply chain processes through a series of VA organization-specific scenarios.

**Prerequisites:** None

**Instructional Hours:** 12 Hours

**Continuous Learning Points:** 12

**Delivery Method:** VILT/SP*

**GS-12 thru 15**
FLG 320 | OPERATIONS MANAGEMENT FOR HEALTHCARE PROFESSIONALS (CAPSTONE)**

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

Prerequisites: None
Instructional Hours: 40 [5 Class Days]
Continuous Learning Points: 40
Delivery Method: FTF*

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

FLG 400 | ADVANCED SUPPLY CHAIN MANAGEMENT SYSTEMS AND VA STRATEGIC PROGRAMS**

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

Prerequisites: FLG 106 Introduction to VA Strategic Programs and FLG 206 Intermediate VA Strategic Programs
Instructional Hours: 32 [4 Class Days]
Continuous Learning Points: 32
Delivery Method: FTF*

**GS-12 thru 15

~ 160 ~

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FQN 408 | STRATEGIC SOURCING**

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

**Prerequisites:** None

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

**Continuous Learning Points:** 24

**Delivery Method:** FTF*

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

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
Penn State University Supply Chain Operations Certificate
Complete 3 of 5 courses for Professional Certificate

FLG 116 | FULFILLMENT OPERATIONS MANAGEMENT **

Course Description: This program offers a primary understanding of end-to-end fulfillment operations within firms, from forecast development to successful customer delivery. Basic terminology and underlying processes will be identified and explained, and best practices will be integrated to highlight effective fulfillment management. Quantitative techniques will be introduced to identify the financial or cost implications of fulfillment decisions.

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

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

Instructional Hours: 15 [2 Class Days]

Continuous Learning Points: 15

Delivery Method: FTF*

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

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

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FLG 117 | INTRODUCTION TO SUPPLY CHAIN ANALYTICS**

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

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

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

Instructional Hours: 15 [2 Class Days]

Continuous Learning Points: 15

Delivery Method: FTF*

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

***Please note: Other Government Agency students are exempt from prerequisites courses.
**FLG 118 | FORECASTING & INVENTORY MANAGEMENT**

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

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

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

**Instructional Hours:** 15 [2 Class Days]

**Continuous Learning Points:** 15

**Delivery Method:** FTF*

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

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

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**FLG 119 | TRANSPORTATION OPERATIONS & SOURCING**

**Course Description:** This program provides the foundational understanding to manage and optimize transportation operations. Participants learn common terminology as well as methods to effectively manage transportation operations, source carriers, and third-party providers to reduce transportation cost and maintain or increase service levels.

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

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

**Instructional Hours:** 15 [2 Class Days]

**Continuous Learning Points:** 15

**Delivery Method:** FTF*

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

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

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*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
FLG 120 | STRATEGIC PROCUREMENT & PURCHASING**

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

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

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

Instructional Hours: 15 [2 Class Days]

Continuous Learning Points: 15

Delivery Method: FTF*

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

***Please note: Other Government Agency students are exempt from prerequisites courses.
Penn State University Supply Chain Management Certificate
Complete all 3 courses for Professional Certificate

**FLG 216 | DEVELOPING STRATEGIC SUPPLY CHAIN**

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

**Prerequisites:** FLG 202 Intermediate Supply Chain Management Systems***

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

**Continuous Learning Points:** 24

**Delivery Method:** FTF*

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

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

**FLG 217 | ESSENTIALS OF SUPPLY CHAIN MANAGEMENT**

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

**Prerequisites:** FLG 202 Intermediate Supply Chain Management Systems***

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

**Continuous Learning Points:** 24

**Delivery Method:** FTF*

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

***Please note: Other Government Agency students are exempt from prerequisites courses.
FLG 219 | PROCESSES AND TOOLS FOR SUPPLY CHAIN SUCCESS**

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

Prerequisites: FLG 202 Intermediate Supply Chain Management Systems***

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

**GS-7 thru 11; WG-7 and Above; All WS/WL Grades
*** Please note: Other Government Agency students are exempt from prerequisites courses.
Supply Chain Management School Courses

Penn State University Supply Chain Leadership Certificate
Complete 3 of 4 courses for Professional Certificate

FLG 316 | DEVELOPING STRATEGIC SUPPLY CHAIN LEADERS**
Course Description: This course is created for executives charged with the design and orchestration of complex supply chain systems. You will learn practices that enhance supply chain speed, flexibility, and competitive differentiation. You will also learn how to: develop supply chain systems that are aligned with organizational strategy and create competitive advantage, communicate initiatives and outcomes to the executive team or boardroom, compete on value-added factors other than product and price, and link customer needs and supplier capabilities.

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

Prerequisites: None
Instructional Hours: 24 [3 Class Days]
Continuous Learning Points: 24
Delivery Method: FTF*
**GS-12 thru 15

FLG 317 | SUPPLY CHAIN TRANSFORMATION**
Course Description: This program delivers an in-depth understanding of adaptive supply chain management through the Pico business model. Participants will learn a step-by-step methodology of strategies and techniques for supply chain innovation and transformation. Topics include: complexity drivers and implication to supply chains, leadership for transformation, dimensions of high-performing operating models, and case studies in transformation.

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

Prerequisites: None
Instructional Hours: 24 [3 Class Days]
Continuous Learning Points: 24
Delivery Method: FTF*
**GS-12 thru 15

~ 168 ~

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)
**FLG 318 | BUILDING A SUSTAINABLE SUPPLY CHAIN**

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

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

**Prerequisites:** None

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

**Continuous Learning Points:** 24

**Delivery Method:** FTF*

**GS-12 thru 15**

**FLG 319 | ALIGNING SUPPLY CHAIN ORGANIZATIONS**

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

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

**Prerequisites:** None

**Instructional Hours:** 15 [2 Class Days]

**Continuous Learning Points:** 15

**Delivery Method:** FTF*

**GS-12 thru 15**

*Delivery Method Legend: Face-to-Face (FTF), Virtual Instructor Led Training (VILT), Self-Paced (SP), Blended (BLD)*
KNOWLEDGE
ACQUISITION INTERNSHIP SCHOOL
Mission Statement
Serve the Veteran, the Federal workforce, and the taxpayer by providing best-in-class training programs.

Vision Statement
AIS will be the provider of all entry-level acquisition workforce for civilian Federal agencies.
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 2: AIP Program Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting Courses (CON, FAC, FCN, CLC, HBS)</td>
<td>Federal Acquisition Institute (FAI) core courses designed to foster consistent technical competencies and standards related to the contracting function necessary to obtain OFPP’s FAC-C Levels I and II.</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>
</tr>
<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>
</tr>
</tbody>
</table>
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 3: W2W Program Year One Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Education (BUS)</td>
<td>Instructor led college business courses from an accredited institution (which could be customized for specific career paths).</td>
</tr>
<tr>
<td>Professional Development (PROF)</td>
<td>Foundational acquisition and general business training.</td>
</tr>
<tr>
<td>Peak Performance Training (PPT)</td>
<td>Individualized training which provides critical mental skills to enhance personal resilience, self-confidence, adaptability, and mental agility.</td>
</tr>
<tr>
<td>Mission Service &amp; Industry Experience</td>
<td>Throughout the program, interns participate in Mission Service events, to connect with the VA’s mission. Industry Offsite trips provide interns with an understanding of industry partners.</td>
</tr>
</tbody>
</table>
Upon successful completion of the W2W program, interns are converted to contract specialists (GS-1102) and advance into AIP. AIP provides a deep dive into the essential technical and professional competencies for contracting professionals, providing the training required for FAC-C Levels I and II certification (as set forth by OFPP); while also providing them a safe-to-fail experiential learning environment to work through a series of real-world sample work products. AIP takes a holistic training approach to develop technical, interpersonal and leadership skills essential for the growth and development of entry-level acquisition professionals. AIP has been devoted to the training and development of the VA’s next generation acquisition professionals since 2008.

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

For questions regarding the Acquisition Internship School, visit www.acquisitionacademy.va.gov.
For information regarding W2W, please email vaaaw2w@va.gov.

~ 177 ~
<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABT</td>
<td>Academy Based Training</td>
</tr>
<tr>
<td>ACQ</td>
<td>Advanced/Specialized Acquisition</td>
</tr>
<tr>
<td>AIP</td>
<td>Acquisition Intern Program</td>
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<tr>
<td>AIS</td>
<td>Acquisition Internship School</td>
</tr>
<tr>
<td>ATT</td>
<td>Academy Travel Team</td>
</tr>
<tr>
<td>BLD</td>
<td>Blended</td>
</tr>
<tr>
<td>BAS</td>
<td>Building Automation System</td>
</tr>
<tr>
<td>BMET</td>
<td>Biomedical Equipment Technician</td>
</tr>
<tr>
<td>BUS</td>
<td>Business Education</td>
</tr>
<tr>
<td>CAA</td>
<td>Control Activity Accounting</td>
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<tr>
<td>CAATS</td>
<td>Computer Assisted Audit Techniques</td>
</tr>
<tr>
<td>CBET</td>
<td>Certified Biomedical Equipment Technician</td>
</tr>
<tr>
<td>CFM®</td>
<td>Certified Facilities Management®</td>
</tr>
<tr>
<td>CGE</td>
<td>Concur Government Edition</td>
</tr>
<tr>
<td>CLPs</td>
<td>Continuous Learning Points</td>
</tr>
<tr>
<td>CLC</td>
<td>Continuous Learning Center</td>
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<tr>
<td>CO</td>
<td>Contracting Officer</td>
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<td>CON</td>
<td>Contracting Courses</td>
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<tr>
<td>CoP</td>
<td>Community of Practice</td>
</tr>
<tr>
<td>COR</td>
<td>Contracting Officer’s Representative</td>
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<tr>
<td>CPD</td>
<td>Capital Project Delivery</td>
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<tr>
<td>CPS</td>
<td>Contracting Professional School</td>
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<td>CWS</td>
<td>Contract Writing System Training</td>
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<tr>
<td>DAU</td>
<td>Defense Acquisition University</td>
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<td>DAWIA</td>
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<tr>
<td>DBILT</td>
<td>Distance Based Instructor Led Training</td>
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<td>DFARS</td>
<td>Defense Federal Acquisition Regulation Supplement</td>
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<td>eCMS</td>
<td>Electronic Contract Management System</td>
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<td>eIDP</td>
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<td>ESS</td>
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<td>EWI</td>
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<td>ACRONYM</td>
<td>DEFINITION</td>
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<tr>
<td>FAC</td>
<td>Federal Acquisition Certification</td>
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<td>FAC-C</td>
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<tr>
<td>FAC-COR</td>
<td>Federal Acquisition Certification for Contracting Officer Representative</td>
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<tr>
<td>FAC-P/PM</td>
<td>Federal Acquisition Certification Program and Project Managers</td>
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<td>FAI</td>
<td>Federal Acquisition Institute</td>
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<td>FAITAS</td>
<td>Federal Acquisition Institute Training Application System</td>
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<td>FATAs</td>
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<td>FBO</td>
<td>Federal Business Opportunity</td>
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<td>FBPTA</td>
<td>Federal Buildings Personnel Training Act</td>
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<td>FCE</td>
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<td>FCL-VA</td>
<td>Continuous Learning Specific to VA</td>
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<td>FCN</td>
<td>Federal Contracting</td>
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<tr>
<td>FCO</td>
<td>Federal Coordinator Officer</td>
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<td>FCR</td>
<td>Federal Contracting Officer’s Representative (COR)</td>
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<tr>
<td>FFM</td>
<td>Federal Business and Financial Management</td>
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<td>FLCP</td>
<td>Foundational Learning for Contracting Professionals</td>
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<tr>
<td>FLD</td>
<td>Federal Leadership and Development</td>
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<td>FLG</td>
<td>Federal Logistics</td>
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<tr>
<td>FM</td>
<td>Facilities Management</td>
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<td>Facilities Management Professional®</td>
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<td>FMS</td>
<td>Facilities Management School</td>
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<tr>
<td>FPDS</td>
<td>Federal Procurement Data System</td>
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<td>FPM</td>
<td>Federal Program Management</td>
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<td>FQN</td>
<td>Federal Specialized/Advanced Acquisition</td>
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<td>FTE</td>
<td>Full Time Equivalent</td>
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<td>FTF</td>
<td>Face-to-Face</td>
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<td>GIP</td>
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<td>General Services Administration</td>
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<tr>
<td>HBS</td>
<td>Harvard Business School</td>
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<tr>
<td>IDB</td>
<td>Institute of Defense and Business</td>
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<td>IFCAP</td>
<td>Integrated Funds Distribution, Control Point Activity Accounting &amp; Procurement</td>
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<td>International Facilities Management Association</td>
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<td>IGCE</td>
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<td>Program Management</td>
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<td>22</td>
<td>Peabody, Caroline</td>
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</table>
Index

A
ACQ 265 (FED)| MISSION-FOCUSED SERVICES ACQUISITION, 65
ACQ 370 (FED)| ACQUISITION LAW, 65
ASSE 6000R MEDICAL GAS RECERTIFICATION TRAINING COURSE, 118
ASSE 6005 MEDICAL GAS SYSTEM SPECIALIST CERTIFICATION, 119
ASSE 6010 MEDICAL GAS SYSTEM INSTALLER CERTIFICATION, 119
ASSE 6030 MEDICAL GAS SYSTEM VERIFIER CERTIFICATION, 120
ECMS CURRICULUM UPDATES, 70
ECMS FPDS INFORMATION CHANNEL, 71
ECMS IN THE ACQUISITION LIFECYCLE, 71
ECMS MICROSTRATEGY REPORTING, 71
ECMS MODIFICATION ACTIONS & CHANGE ORDERS, 72
ECMS TRAIN THE TRAINER: CONVEYING YOUR ECMS EXPERTISE TO OTHERS, 72
ECMS USER GUIDE REFRESHER, 72
E-LEARNING LIBRARY, 123

C
CLC 108 | INTRODUCTION TO STRATEGIC SOURCING, 153
CON 090 A&B (FED)| FAR FUNDAMENTALS (PART I - MODULES A & B), 55
CON 090 C&D (FED)| FAR FUNDAMENTALS (PART II - MODULES C & D), 56
CON 121 (FED)| CONTRACT PLANNING, 57
CON 124 (FED)| CONTRACT EXECUTION, 57
CON 127 (FED)| CONTRACT MANAGEMENT, 58
CON 170 (FED)| FUNDAMENTALS OF COST AND PRICE ANALYSIS, 58
CON 200 (FED)| BUSINESS DECISIONS FOR CONTRACTING, 60
CON 216 (FED)| LEGAL CONSIDERATIONS IN CONTRACTING, 60
CON 243 (FED)| ARCHITECT-ENGINEER SERVICES CONTRACTING, 96
CON 244 (FED)| CONSTRUCTION CONTRACTING, 64
CON 270 (FED)| INTERMEDIATE COST AND PRICE ANALYSIS, 61
CON 280 (FED)| SOURCE SELECTION AND THE ADMINISTRATION OF SERVICE CONTRACTS, 61
CON 290 (FED)| CONTRACT ADMINISTRATION AND NEGOTIATION TECHNIQUES IN A SUPPLY ENVIRONMENT, 62
CON 360 (FED)| CONTRACTING FOR DECISION MAKERS, 64

E
ECMS & INTEGRATED SYSTEMS, 69
ECMS BASIC SYSTEM ADMINISTRATION, 70
ECMS CONTENT MANAGER AND BRIEFCASE, 70
FCN 190 (FED)| FAR FUNDAMENTALS, 97
FCN 400| EMERGENCY CONTRACTING BASICS, 98
FCN 406| LEASE ACQUISITION TRAINING (LAT), 66
FCN 408| COST AND PRICE ANALYSIS OF LEASE PROPOSALS, 66
FCN 409| TECHNIQUES OF NEGOTIATING FEDERAL REAL PROPERTY LEASES, 67
FCN 411| FEDERAL REAL PROPERTY LEASE LAW, 67
FCN 412| LEASE ADMINISTRATION, 68
FCN 418| PROTESTS, DISPUTES AND TERMINATIONS WORKSHOP, 76
FCN 501| ADAPT TO CHANGE AND MAINTAIN ACCOUNTABILITY, 77
FCN 502| EFFECTIVE WRITING FOR 1102S, 73
FCN 503| BUILD NETWORKS: MAXIMIZING YOUR RELATIONSHIPS, 73
FCN 504| EFFECTIVELY INTERACTING WITH YOUR CUSTOMER, 77
FCN 505| PROBLEM SOLVING FOR ACQUISITION DECISION MAKING, 78
FCN 506| COMMUNICATE, COLLABORATE, AND CONNECT, 74
FCN 507| STRENGTHEN YOUR RESILIENCE: THRIVE AS AN 1102, 79
FCN 508| BUILDING CREDIBILITY AND TRUST IN CONTRACTING, 80
FLG 102 | INTRODUCTION TO GENERIC INVENTORY PACKAGE (GIP), 148
FLG 103 | INTRODUCTION TO IFCAP AND AUTOMATED ENGINEERING MANAGEMENT SYSTEMS / MEDICAL EQUIPMENT REPORTING SYSTEM (AEMS/MERS), 149
FLG 105 | INTRODUCTION TO MATERIALS MANAGEMENT AND OPERATIONS, 150
FLG 106 | INTRODUCTION TO VA STRATEGIC PROGRAMS, 150
FLG 107 | INTRODUCTION TO SUPPLY CHAIN FUNDAMENTALS, 151
FLG 109 | INTRODUCTION TO BUSINESS SKILLS, 151
FLG 112 | INTRODUCTION TO LIFECYCLE LOGISTICS, 152, 166
FLG 119 | TRANSPORTATION OPERATIONS & SOURCING, 165
FLG 202 | INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS, 154
FLG 203 | INTERMEDIATE MATERIALS MANAGEMENT, 154
FLG 206 | INTERMEDIATE VA STRATEGIC PROGRAMS, 155
FLG 207 | INTERMEDIATE CONTRACTING AND PROCUREMENT, 155
FLG 208 | INTERMEDIATE STRATEGIC SOURCING, 155
FLG 209 | INTERMEDIATE BUSINESS SKILLS, 156
FLG 210 | INTERMEDIATE PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS, 156
FLG 211 | QUALITY ASSURANCE, RISK MANAGEMENT, AND MANUAL SUPPLY OPERATIONS, 156
FLG 212 | INTERMEDIATE LIFECYCLE LOGISTICS, 157
FLG 215 | LEADERSHIP IN LOGISTICS, 157, 167
FLG 216 | DEVELOPING STRATEGIC SUPPLY CHAIN, 167
FLG 220 | RETURN ON INVESTMENTS (ROI) FUNDAMENTALS, 158
FLG 307 | CONTRACTING AND PROCUREMENT FOR SUPPLY CHAIN MANAGERS, 158
FLG 309 | ADVANCED BUSINESS SKILLS, 159
FLG 310 | PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS, 159
FLG 312 | ADVANCED LIFECYCLE LOGISTICS, 160
FLG 313 | LEAN LOGISTICS, 160, 170
FLG 316 | DEVELOPING STRATEGIC SUPPLY CHAIN LEADERS, 169
FLG 319 | ALIGNING SUPPLY CHAIN ORGANIZATIONS, 170
FLG 320 | OPERATIONS MANAGEMENT FOR HEALTHCARE PROFESSIONALS (CAPSTONE), 161
FLG 400 | ADVANCED SUPPLY CHAIN MANAGEMENT SYSTEMS AND VA STRATEGIC PROGRAMS, 161
FLG XXX | INTRODUCTION TO MAXIMO, 149
FMS 113 | CFM SRE SUPERVISORY TRAINING, 112
FMS 203 | NATIONAL HISTORIC PRESERVATION FACILITY PERSONNEL, 114
FMS 408 | BUILDING AUTOMATION SYSTEMS ADVANCED, 112
FMS 411 | CERTIFIED BIOMEDICAL EQUIPMENT
TECHNICIAN (CBET) PREPARATION COURSE, 113
FMS 412 | BASIC NETWORKING FOR BIOMEDICAL
EQUIPMENT TECHNICIAN, 114
FMS 429 | ASSE 6020 MEDICAL GAS SYSTEMS INSPECTOR
CERTIFICATION, 117
FMS 430 | ASSE 6040 MEDICAL GAS SYSTEMS
MAINTENANCE CERTIFICATION, 118
FPM 120A | PROJECT MANAGEMENT BASICS, 152
FPM 120B | PROJECT MANAGEMENT AND PROJECT
LIFE CYCLE, 153
FPM 121 | ACQUISITION FUNDAMENTALS OF PROJECT
AND PROGRAM MANAGEMENT II, 133, 134
FPM 260 | MID-LEVEL - CONCEPT DEFINITION, 134
FPM 261 | MID-LEVEL - CONCEPT PLANNING, 135
FPM 262 | MID-LEVEL - DEVELOPMENT THROUGH
CLOSEOUT, 135
FPM 264 | MID-LEVEL - FAC-P/PM BOOT CAMP, 136
FPM 370 | FAC-P/PM SENIOR-LEVEL INTRODUCTION, 139
FPM 371 | FAC-P/PM SENIOR-LEVEL PRE-COURSE EVENT,
139
FPM 372 | FAC-P/PM SENIOR-LEVEL RESIDENT COURSE,
140
FPM 404 | INTRODUCTION TO AGILE IN THE FEDERAL
GOVERNMENT, 136
FPM 458 | WORK BREAKDOWN STRUCTURE (WBS)
DICTIONARY, 140
FQN 104 | CONSTRUCTION CLAIMS, 100
FQN 399 | SIMPLIFIED ACQUISITION PROCEDURES
DEMystIFIED, 100
FQN 401 | ADMINISTRATION OF COST-REIMBURSEMENT
CONTRACTS, 101
FQN 404 | FEDERAL SUPPLY SCHEDULE (FSS), 101
FQN 406 | NEGOTIATION STRATEGIES AND TECHNIQUES,
101
FQN 408 | STRATEGIC SOURCING, 162, 169
FQN 408 | STRATEGIC SOURCING, 102
FQN 415 | PERFORMANCE-BASED SERVICES ACQUISITIONS
WITH QASP, 102
FQN 420 | MARKET INTELLIGENCE, 137
FQN 423 | SIMPLIFIED ACQUISITIONS, 103
FQN 427 | WRITING PERFORMANCE-BASED WORK
STATEMENTS, 103
FQN 438 | NEGOTIATION SKILLS FOR ACQUISITION
PROFESSIONALS WORKSHOP, 93
FQN 440 | BASIC SOURCE SELECTION, 104
FQN 442 | BEST VALUE SOURCE SELECTION, 104
FQN 446 | ADVANCED SOURCE SELECTION, 105
FQN 449 | SERVICE CONTRACT LABOR STANDARDS
STATUTE, 105
FQN 474 | MARKET RESEARCH AND VETERANS FIRST
CONTRACTING, 138
FQN 481 | APPLIED SIMPLIFIED ACQUISITION
PROCEDURES, 100
FULFILLMENT OPERATIONS MANAGEMENT, 163

INTERNATIONAL FACILITIES MANAGEMENT ASSOCIATION
(IFMA) CERTIFIED FACILITIES MANAGER ® (CFM ®), 121
INTERNATIONAL FACILITIES MANAGEMENT ASSOCIATION
(IFMA) FACILITIES MANAGEMENT PROFESSIONAL ®
(FMP ®) CERTIFICATION, 120
INTERNATIONAL FACILITIES MANAGEMENT ASSOCIATION
(IFMA) SUSTAINABILITY FACILITIES PROFESSIONAL ®
(SFP ®) CERTIFICATION, 120
INTRODUCTION TO SUPPLY CHAIN ANALYTICS, 164

NATIONAL FIRE PROTECTION CODE 101: LIFE SAFETY
ESSENTIALS FOR HEALTH CARE OCCUPANCIES –
CURRENT CODE YEAR, 121
NATIONAL FIRE PROTECTION CODE 70E: STANDARD FOR
ELECTRICAL SAFETY IN THE WORKPLACE – CURRENT
CODE YEAR, 122
NATIONAL FIRE PROTECTION CODE 99: HEALTH CARE
FACILITY CODE – CURRENT CODE YEAR, 122
NATIONAL HISTORIC PRESERVATION CONTRACTOR VIDEO,
115
NATIONAL HISTORIC PRESERVATION EXECUTIVE VIDEO,
115
NATIONAL HISTORIC PRESERVATION SUPERVISORY
PERSONNEL, 115

OSHA 30-HOUR CONSTRUCTION TRAINING, 117

PROCESSES AND TOOLS FOR SUPPLY CHAIN SUCCESS, 168

VA-1701572 | UNAUTHORIZED COMMITMENTS, 138
VAAA-001 | THE CUSTOMERS' ROLE ON THE ACQUISITION
TEAM, 154

~ 190 ~
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