



# FEDERAL ACQUISITION COUNCIL ON TRAINING (FACT)

## CHARTER

### I. PURPOSE AND BACKGROUND

The Federal Acquisition Council on Training (FACT) is the collaborative, federal-wide working group charged with focusing on acquisition training certification (certification and continuous learning) in order to optimize federal dollars and resources, as chartered by the Office of Federal Procurement Policy. The FACT solves existing and emerging challenges to ensure the future success of the Federal acquisition workforce.

The Federal Acquisition Institute (FAI) serves as the premier organization and nexus to promote the development of an agile and quality Government-wide acquisition workforce. Since 2006, in accordance with Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, federal acquisition workforce members are required to achieve the appropriate Federal Acquisition Certification (FAC) in their respective career field(s), as well as maintain certification currency through continuous learning opportunities. Outside of the Defense agencies the primary delivery method for training is through the use of commercial vendors. FAI has a statutory responsibility to assist with training delivery. In turn, agency Senior Procurement Executives (SPEs) also have a statutory requirement to provide for the training and development of their acquisition workforce.

The FACT will communicate and report issues as charged by this charter to the Federal Chief Acquisition Officers Council (CAOC) Human Capital Working Group and the Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP).

### II. GOALS AND RESPONSIBILITIES

Specific goals and responsibilities of the FACT are to:

- Explore opportunities to strategically source commercial training,
- Promulgate course development standards providing a “plug and play” capability for agency specific material,
- Increase awareness of and create synergies between agencies working on similar curricula development efforts,
- Identify a single agency to take a lead role in the development of curricula for agencies’ non-unique efforts, as appropriate, and
- Using the Federal Acquisition Institute Training Application System (FAITAS) as the official registration system, saving agencies time and money by reducing stove-piped systems, and operations & maintenance costs, while maximizing training opportunities to increase operational efficiencies.

### III. MEMBERSHIP

Members of the FACT shall be recognized leaders in the acquisition community within their respective organizations. They shall have the authority or be at the decision making level necessary to successfully accomplish the objectives of the FACT. Expertise in the Federal Acquisition Certification (FAC) programs is highly desired, as well as experience with human capital development and workforce management. The Chief Acquisition Officers (CAOs) of each of the 24 Chief Financial Officer (CFO) Act Agencies were invited to nominate a representative from their agency to participate as a voting member of the FACT. A member was also invited from the Small Agency Council. Membership selection and changes to membership will be determined by the FACT Chair to ensure appropriate, equitable representation among all agency types.

The FACT structure and membership will consist of the following positions:

- FAI Director serving as the FACT Chair
- FACT Co-Chair (may be established)
- FAI Chief Learning Officer (CLO) serving as the Executive Secretary and Acting Chair in the absence of the FACT Chair
- Associate Administrator for Acquisition Workforce Programs serving as the FACT Senior Functional Advisor
- Agency Nominated Representatives or their empowered representatives with a strong knowledge of the FAC programs
- External Subject Matter Experts (SMEs); as required

### IV. CONCEPT OF OPERATIONS

- Meetings will be held on a recurring basis as determined by the FACT membership.
- A standing meeting location will be established, but other locations may be selected as agreed to by the FACT membership.
- FACT administration will be provided by FAI.
- Agendas will be provided to the membership at least five working days prior to each meeting.
- Minutes and attendance list will be provided to the membership within ten working days following each meeting.
- FAI will maintain a website as a Community of Practice (COP) on the existing FAI infrastructure for FACT meeting minutes, briefing charts, and other related documents.
- The Chair will seek to resolve or mitigate any concerns and objections before final decisions are made. Whenever possible, the Chair will reach consensus on all decisions before providing recommendations to stakeholders or other decision forums.
- The FACT will establish and adopt a process for voting. The voting process may include a delayed voting strategy, via electronic means, to give FACT members time to consider their positions within their agencies before casting their votes.
- In the absence of consensus, final decisions will be made by the FACT Chair or the Acting Chair if so delegated. Dissenting Agency opinions and comments will go forward with the decision documents to the FACT Chair or the Acting Chair for their information and reference.

- Each FACT member may designate an individual to serve as an alternate in case of the primary's absence. However, since FACT meetings will be regularly scheduled, the need for alternates should be minimal. If an alternate attends the FACT, they will act with the full authority of the principal member. If neither the principal member nor an alternate can attend, the FACT member forgoes their opportunity to provide input at a FACT meeting.
- Appointed representatives are expected to be empowered by their Agency to act on their behalf and provide timely feedback to appropriate leadership within their organizations of issues discussed and decisions made at FACT meetings.
- As required, the Chair or Acting Chair can establish subgroups and/or assign representatives to work on specific projects.

## V. ROLES AND RESPONSIBILITIES

- **FACT Chair**
  - Maintains and ensures appropriate representation in the FACT, and approves changes in membership.
  - Provides overarching strategic direction and guidance.
  - Serves as final approval authority for this FACT Charter and any future revisions.
  - Represents the FACT at interagency meetings and councils, as appropriate.
  - Certifies, ratifies, or approves decisions related to training certification standards, and requirements.
- **FACT Co-Chair**
  - FACT Chair may identify a FACT Co-Chair from the FACT Members
  - Co-Chair would serve on a two-year rotational basis
  - Assists the FACT Chair with the responsibilities outlined under the FACT Chair
  - Serves as Acting Chair at the request of the FACT Chair.
- **FAI Chief Learning Officer (CLO)**
  - Serves as the senior FAI representative and Executive Secretary for the FACT.
  - Serves as Acting Chair at the request of the FACT Chair.
  - Establishes meeting agendas, assigns action items, and prepares meeting minutes.
  - Represents the FACT at interagency meetings and councils, as appropriate.
- **FACT Senior Functional Advisor**
  - Provides advice and assistance to the FACT Chair
  - Makes suggestions and recommendations to the FACT Membership based on OFPP initiatives regarding the acquisition workforce
  - Assists with OFPP approval of FACT decisions and initiatives, as appropriate.
- **FACT Members**
  - Actively participate in scheduled FACT meetings.
  - Submit agenda items via the Executive Secretary.
  - Share with the FACT organizational or Agency initiatives, projects, practices, lessons learned or processes related to acquisition training (certification and continuous learning).
  - Provide input to FACT training programs, revisions, and future requirements.

- Provide or identify subject matter expert support for FAI programs, including but not limited to course review and evaluation, training content development, Community of Practice inputs and queries, classroom guest speaker requests, and related requirements.
  - Be empowered to speak for their Agency.
  - Convey issues, taskings, and decisions discussed at FACT meetings to their appropriate Agency/organization acquisition leadership.
- **FAI Support**
    - Provides the FACT with the following tools and resources:
      - Executive Secretary and administrative support, including coordinating meetings, managing FACT communications, recording meeting minutes, and circulating documents and files.
      - Training to FACT members on their role and the function of the FACT.
      - Community of Practice website to post and share information.
      - Additional SMEs as required at FACT meetings.
      - Meeting space as necessary.
    - Acts as the clearinghouse across the Federal agencies for acquisition training (certification and continuous learning) through the actions of the FACT.
    - Communicates any OFPP policy that affects the acquisition community.

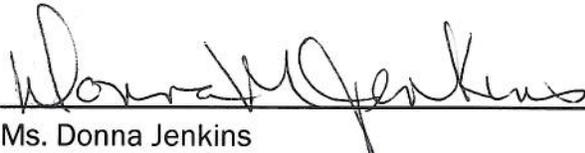
## VI. REFERENCES

- FAI Home Page <http://www.fai.gov/>
- OFPP Policy Letter 05-01, "Developing and Managing the Acquisition Workforce," 15 Apr 2005 [http://www.whitehouse.gov/omb/procurement\\_policy\\_letter\\_05-01](http://www.whitehouse.gov/omb/procurement_policy_letter_05-01)

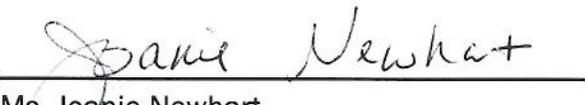
## VII. REVIEW CYCLE

This charter will be reviewed as directed by the FACT Chair and FAI Chief Learning Officer, or every year, whichever occurs soonest.

### APPROVED BY:

  
 Ms. Donna Jenkins  
 Director, Federal Acquisition Institute

13 Nov 2012  
 Date

  
 Ms. Joanie Newhart  
 Associate Administrator for Acquisition Workforce Programs  
 Office of Federal Procurement Policy

Nov. 13, 2012  
 Date