

FEDERAL
ACQUISITION
INSTITUTE

FY14 **Annual** **Performance** PLAN



Maximizing Resources Through Optimization, Efficiencies, and Collaboration





MISSION

Serve as the nexus for developing an agile and quality government-wide acquisition workforce. Promote acquisition workforce excellence through:

- Human Capital Planning and Career Development
- Professional Certification Training
- Acquisition Research
- Tools and Technology

VISION

Enable the civilian acquisition workforce to achieve successful mission outcomes



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EXECUTIVE SUMMARY

During a challenging, complex, and budget-conscious time, it is important for the Federal Acquisition Institute (FAI) to leverage resources in the most efficient and effective manner possible. To achieve this objective, FAI identified 62 Performance Tasks that will support culture change through forward thinking, results-driven, and people-centric initiatives. FAI will demonstrate its commitment to effective financial stewardship by optimizing resources.

FAI must foster collaboration across agency boundaries and break down cultural walls. It is more important now than ever before to keep lines of communication open and work together to identify cost saving opportunities for the benefit of all parties. Office of Management and Budget (OMB), General Services Administration (GSA), and FAI leadership are actively involved in supporting the President's new performance management agenda and its four underlying principles of effectiveness, efficiency, economy, and people.

A major focus in FY14 is to better support the acquisition workforce in embracing—and meeting—the challenge of doing more with less. In this environment, the need to effectively train and develop the acquisition workforce takes on renewed urgency. This performance plan meets these needs while simultaneously fulfilling the broader mandates of FAI's mission. Improved interagency collaboration and the optimization of resources will help to improve FAI's effectiveness as well as that of the acquisition workforce and the government it serves.



FY14 PERFORMANCE OBJECTIVES AND METRICS

GOAL 1. Facilitate human capital planning and development to assist agencies to effectively manage their acquisition workforce

NO.	OBJECTIVE	FY14 PERFORMANCE TASKS	RESPONSIBILITY
1.1	Periodically analyze acquisition career fields to identify critical competencies and allocate training resources towards competencies that need to be strengthened	Re-validate competencies for each of the identified career fields by 30 Sep 2014 and update as necessary.	Functional Advisory Board (FAB)
		FY14 biannual Acquisition Workforce Competency Survey (AWCS). <ul style="list-style-type: none"> Conduct survey by 31 Mar 2014. Complete initial survey analysis by 31 May 2014. Report agency specific results to Acquisition Career Managers (ACM) by 30 Sep 2014. Increase proficiency for priority gaps by 10% from average of 3.54 in 2012 to 3.89 in 2014. 	Human Capital Initiatives (HCI)
		Lead the preparation of a Gap Analysis plan for each functional area based on the FY14 Competency Survey by 30 Apr 2014.	Acquisition Program Executives (APE)
		Conduct initial analysis and distribute AWCS agency-specific survey results report to the 23 Civilian Chief Financial Officer (CFO) Act agencies by 31 Oct 2014.	HCI
1.2	Collect and analyze acquisition workforce data from the Office of Personnel Management (OPM) and the heads of executive agencies through periodic surveys from individual employees	Provide a draft Acquisition Human Capital Plan (AHCP) template to the Office of Federal Procurement Policy (OFPP) for review by 31 Dec 2013.	HCI
		Distribute AHCP template to the 23 Civilian CFO Act agencies by 31 Jan 2014.	HCI
		Complete AHCP analysis by 30 Jun 2014.	HCI
		Compile a Quarterly Executive Report that provides information on FAI's government-wide working groups and acquisition workforce metrics.	HCI



NO.	OBJECTIVE	FY14 PERFORMANCE TASKS	RESPONSIBILITY
1.3	Facilitate, to the extent requested by agencies, interagency intern and training programs	Design a Presidential Management Fellows (PMF) topic area on FAI.gov by 30 Sep 2014.	HCI
		Hold annual Training Requirements Meeting to identify agency training needs by 28 Feb 2014.	Chief Learning Officer (CLO)
		To ensure efficiencies in course offerings, conduct initial analysis of offerings versus training requirements by 31 Mar 2014.	CLO
		Establish FY15 training schedule by 31 Jul 2014.	CLO
1.4	Assist civilian agencies with their acquisition and capital planning efforts	Provide agency-specific AWCS results to assist in AHCP planning by 31 May 2014.	HCI
		Provide pre-populated AHCP templates to streamline reporting and feedback on submissions by 30 Sep 2014.	HCI
		Present results of Federal AHCP data to the Interagency Career Managers Committee (IACMC) by 30 Sep 2014.	HCI
		Leverage existing technology to develop and implement a community of practice that will allow ACMs to collaborate on human capital initiatives by 30 Sep 2014.	HCI
1.5	Coordinate and assist agencies in identifying and recruiting highly qualified candidates for acquisition fields	Participate in PMF Acquisition Track Program (ATP) (Virtual) Job Fair events by 30 Sep 2014.	HCI





GOAL 2. Expand career development opportunities for the federal acquisition workforce

NO.	OBJECTIVE	FY14 PERFORMANCE TASKS	RESPONSIBILITY
2.1	Foster and promote the development of a Government-wide professional acquisition workforce	Conduct at least four Acquisition Learning Seminars (ALS) by 30 Sep 2014.	CLO
		<ul style="list-style-type: none"> Conduct two ALSs to address competency gaps with live Question & Answer (Q&A) to at least 1500 attendees. 	
		Complete Source Selection process and award multiple agency contract for vendor training delivery that addresses competency gaps and other training requirements by 31 Dec 2013.	Executive Operations Manager (EOM)/CLO
		Participate in two small-agency meetings to implement tools and technologies to maximize small-agency career development opportunities by 30 Sep 2014.	Contracting (CON) APE
		Review and update as necessary FAB charters and submit to OFPP for signature by 30 Sep 2014.	APE
		Conduct five FAB meetings by 30 Sep 2014.	APE
2.2	Evaluate the effectiveness of training and career development programs for acquisition personnel	Standardize and implement FAI end-of-course evaluation survey template by 28 Feb 2014.	CLO/HCI
		Monitor vendor training and performance using standardized forms, benchmarking performance with other teaching schools, and evaluating vendor corrective actions (if applicable) by 30 Sep 2014.	CLO/HCI
		Develop, document and field Federal Acquisition Certification (FAC) equivalency verification process for training providers' courseware by 31 Aug 2014.	APE
		Draft continuous learning policies and processes, and standardize classification and calculation of Continuous Learning Points (CLP) by 30 Sep 2014.	CLO



NO.	OBJECTIVE	FY14 PERFORMANCE TASKS	RESPONSIBILITY
2.3	Develop instructional materials for acquisition personnel in coordination with private and public colleges and training facilities	In collaboration with the Veterans Affairs Acquisition Academy (VAAA), field FPM 120 (DL) and FPM 121 by 31 Aug 2014.	Project/Program Management (P/PM) APE
		Determine the optimal cost-saving strategy for strategic sourcing curriculum development efforts by 30 Sep 2014.	CLO
2.4	Collaborate with other civilian agency acquisition training programs to leverage training supporting all members of the civilian agency acquisition workforce	Publish quarterly newsletter covering current acquisition topics and professional development information.	EOM/Staff
		In support of OMB memo dated 3 Sep 2013, schedule, facilitate, and manage four Federal Acquisition Council on Training (FACT) meetings.	CLO
2.5	Promote the establishment and utilization of academic programs by colleges and universities in acquisition fields	Draft an academic partnership program strategy by 30 Sep 2014.	CLO
		Identify potential public and private educational institutions with acquisition-related educational programs by 30 Sep 2014.	CLO





GOAL 3. Promote and coordinate government-wide research and studies to improve the federal acquisition process

NO.	OBJECTIVE	FY14 PERFORMANCE TASKS	RESPONSIBILITY
3.1	Promote and coordinate research that improves the federal acquisition process	Prepare technical requirements to host the Federal Acquisition Regulation (FAR) on FAI.gov by 31 Aug 2014.	Chief Technology Manager (CTM)
		Migrate the FAR to new publishing software tool by 30 Sep 2014.	CTM
		Draft FAC courseware development standards by 30 Sep 2014.	CLO/APE
		In conjunction with the P/PM FAB, submit revised OMB Circular A-109, "Major Systems Acquisition" (or revised language to OMB Cir. A-11) to OFPP/OMB for consideration by 31 Aug 2014.	P/PM APE
3.2	Promote and coordinate studies that evaluate outcomes of federal acquisition programs	In coordination with OFPP and the civilian agencies, draft a process to identify schools for potential FAI partnerships and research/study topics to improve government-wide acquisition by 30 Sep 2014.	APE/CLO
		Publish Acquisition Workforce (AWF) data on FAI.gov within 15 days of availability.	HCI
		Benchmark other agencies' implementation of Kirkpatrick Model for AWF training evaluation by 30 Sep 2014.	CLO/HCI



GOAL 4. Collaboratively develop and implement processes, tools, and metrics to support data-driven decision-making and ensure efficient and effective operations

NO.	OBJECTIVE	FY14 PERFORMANCE TASKS	RESPONSIBILITY
4.1	Enhance FAITAS functionality	Provide quarterly training on new enhancements to Federal Acquisition Institute Training Application System (FAITAS).	FAITAS PM
		Integrate FAI end-of-course survey into FAITAS by 31 Mar 2014.	CLO
		Publish FAITAS Change Advisory Board (CAB) charter by 30 Jun 2014.	FAITAS PM
		In coordination with OFPP, assist agencies with standardization and implementation requirements of the OMB increasing efficiencies memo dated 3 Sep 2013. FAI is tasked to lead initiatives to reduce duplication of workforce management systems and leverage scarce training resources across agencies: <ul style="list-style-type: none"> • Establish user profiles by 31 Jan 2014. • Manage FACs by 30 Apr 2014. • Track CLP achievement by 30 Jun 2014. • Provide agency training by 31 Oct 2013. 	FAITAS PM
		Enhance FAITAS capabilities to include: <ul style="list-style-type: none"> • Promotion of modules and support of standardization. • Fulfillment and Equivalency Module (to automate ability for ACMs to update AWF training history) by 31 Dec 2013. • Warrant Module (to streamline request, approval, issuance, and monitoring of contracting office warrants) by 31 Dec 2013. 	FAITAS PM
		Continue to promote FAITAS business analytics tool to review AWF registration by career fields, courses, class seats, or certifications by 30 Sep 2014. <ul style="list-style-type: none"> • Achieve a goal of 75% of agencies using FAITAS to make data-driven decisions. 	FAITAS PM





NO.	OBJECTIVE	FY14 PERFORMANCE TASKS	RESPONSIBILITY
4.1	Enhance FAITAS functionality (cont.)	Promote use of FAITAS “school house” functionality resulting in single E-catalog maximizing training opportunities across the civilian agency community by 30 Sep 2014. <ul style="list-style-type: none"> • Increase agency use of “school house” functionality from five to eight. • Achieve an 80% fill rate for 90% of FAI course offerings. 	CLO/FAITAS PM
		Evaluate capabilities to capture human capital data by 30 Sep 2014.	HCI
		In coordination with OPM, identify technical requirements and resources necessary to deliver data mining capabilities by 30 Sep 2014.	HCI
		Develop roadmap to document FAITAS accomplishments and proposed enhancements by 31 Mar 2014.	FAITAS PM
4.2	Develop an online AHCP template	Identify program requirements for online AHCP tool by 30 Sep 2014.	HCI
4.3	Develop internal process and procedures	Develop FAI roadmap to identify and document milestones and deliverables by 31 Dec 2013.	HCI
		Update FAI Strategic Plan to cover 2015-2018 by 30 Sep 2014.	Deputy Director (DD)
		Draft FY14 Annual Performance Plan tasks by 15 Nov 2013.	DD
		Develop FAI Operations Manual by 30 Sep 2014.	DD
4.4	Transform IT programs and processes	Develop an Information Technology (IT) tools and technology roadmap by 31 Dec 2013.	CTM
		Identify Information Technology Service Management (ITSM) process design and Information Technology Infrastructure Library (ITIL) Service Desk Tool strategy by 28 Feb 2014.	CTM
		Deploy ITSM ITIL Service Desk Tool to handle service requests, and incident/problem/change and configuration management processes by 30 Sep 2014.	CTM
		Establish IT continuous service improvement program by 30 Sep 2014.	CTM



GOAL 5. Professionally develop our staff in order to advance alongside the ever-changing acquisition workforce

NO.	OBJECTIVE	FY14 PERFORMANCE TASKS	RESPONSIBILITY
5.1	Establish a professional development process for job currency and future opportunities	Identify career broadening development opportunities at both the tactical and strategic levels.	FAI Director
		Conduct biannual review of staff Individual Development Plans (IDP) to monitor achievement of development goals.	FAI Director
5.2	Draft performance plans for staff to contain strategic goals and objectives	Develop individual performance plans to successfully achieve FY14 performance tasks by 30 Nov 2013.	FAI Director
		Provide opportunities for staff to lead FAI strategic development initiatives by 30 Sep 2014.	FAI Director





ACRONYM LIST

ACM	Acquisition Career Manager
AHCP	Acquisition Human Capital Plan
ALS	Acquisition Learning Seminar
APE	Acquisition Program Executive
ATP	Acquisition Track Program
AWCS	Acquisition Workforce Competency Survey
AWF	Acquisition Workforce
CAB	Change Advisory Board
CFO	Chief Financial Officer
CLO	Chief Learning Officer
CLP	Continuous Learning Point
CON	Contracting
CTM	Chief Technology Manager
DD	Deputy Director
EOM	Executive Operations Manager
FAB	Functional Advisory Board
FAC	Federal Acquisition Certification
FACT	Federal Acquisition Council on Training
FAI	Federal Acquisition Institute
FAITAS	Federal Acquisition Institute Training Application System
FAR	Federal Acquisition Regulation
GSA	General Service Administration
HCI	Human Capital Initiatives
IACMC	Interagency Acquisition Career Managers Committee
IDP	Individual Development Plan
IT	Information Technology
ITIL	Information Technology Infrastructure Library
ITSM	Information Technology Service Management
OFPP	Office of Federal Procurement Policy
OMB	Office of Management and Budget
OPM	Office of Personnel and Management
P/PM	Project/Program Management
PMF	Presidential Management Fellows
Q&A	Question and Answer
VAAA	Veterans Affairs Acquisition Academy





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