

Federal Acquisition Institute



Classroom Courses Handbook

8 December 2007

Table of Contents

FAI Mission	3
FAI Policies	4
Academic Freedom and Non-Attribution Policy	4
Academic Integrity	4
Arrival and Departure	4
Attendance Policy	4
Care of Facilities	5
Course Cancellation Policy	5
<i>Pre-Class Cancellation</i>	6
<i>Cancellation after Class Starts</i>	6
<i>Substituting Students</i>	6
<i>Cancellation process</i>	6
Course Completion Certificates	7
Dismissal or Closure Policy	8
<i>Procedures before the workday begins</i>	8
<i>Procedures after the Class Begins</i>	9
<i>Procedures for Classes outside the Washington DC Area</i>	9
<i>Dismissal/Closure Due To Extended Emergencies</i>	9
Guest Speakers	9
Harassment	10
In-Class Behavior	10
Lodging	10
Smoking Policy	10
Special Accommodations	10
Student Evaluations/Grading Policy	11
Student Course Surveys	11
Student Dress Code	11
Students Traveling from Abroad	11

FAI Mission

The Federal Acquisition Institute fosters and promotes the development of a professional acquisition workforce and is responsible for performing a wide range of activities supporting management of the acquisition workforce.

FAI's priorities are to:

- Establish general performance measures for assessing agency acquisition workforce development programs
- Support the identification, development and maintenance of core acquisition workforce competencies
- Establish career development programs to assist the workforce in competency and skill development
- Establish and administer federal acquisition certification programs
- Manage the Acquisition Workforce Training Fund (AWTF)

Our Vision

FAI seeks to:

- Ensure availability of exceptional training
- Provide compelling research
- Promote professionalism
- Improve acquisition workforce management

FAI Policies

Academic Freedom and Non-Attribution Policy

Effective learning requires an open exchange of ideas. Policies of academic freedom and non-attribution create an environment where students and faculty are able to engage in a meaningful dialogue without fear of retribution. FAI non-attribution policy:

- Means that you may express your opinions concerning current or proposed policies, regulations and procedures openly and honestly. It does not mean that you may attack the character, personality or other personal attributes of any individual. Personal attacks will not be tolerated.
- Means that what you say in class will not be attributed to you if and when your thoughts or ideas are repeated outside of class.
- Require that each person treat each other with mutual respect as professionals. Students should expect to be treated as professionals by our faculty and staff and should be prepared to treat each other in like manner.

Academic Integrity

The FAI expects all employees to accept full responsibility and credit for their opinions-whether expressed orally or written. At the same time, all students are expected to fully acknowledge those ideas, words and information obtained from other sources. It is not anticipated that any employee would deliberately plagiarize material.

Arrival and Departure

Specific information such as course dates, hours, and class location are provided in the welcome letter sent to each student before a class begins. Additionally, instructors provide an overview of the schedule on the first day of class. Students must arrive on time. Contact your instructor if you have an excusable delay. Students should make return travel arrangements that allow the student to complete the entire course.

Attendance Policy

FAI goal is full-time attendance; however, FAI recognizes that this may not always be possible.

- Cumulative absences of instructional time may be grounds for failing the class. Students who miss extended periods of time may be required to make-up class work before receiving a graduation certificate. When

weather-related absences affect significant segments of the course, the Instructor determines if the missed material will be rescheduled. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course.

- Whenever possible, the student shall request permission from the instructor in advance of absences, which must be for valid reasons such as illness or family emergencies. If work emergencies may delay a student's return to class after breaks, the student should alert the instructor in advance of such delays, if at all possible. Early plane reservations before course graduation are not considered valid excused absences.
- Students are responsible to their agency for reporting leave taken during a course offering.

Care of Facilities

As a government employee, you have a fiduciary responsibility for the care and preservation of government property and facilities. Perhaps more important, the classroom represents a significant part of your learning environment. A classroom that is disorderly and cluttered with litter is a distraction that interferes with effective learning. The following applies:

- The instructor will tell you whether or not food and drink is allowed in the classroom.
- If drinks are allowed, they must be kept in covered containers at all times.
- All trash must be placed in appropriate containers.
- The instructor will tell you whether or not you should remove other materials when you leave at the end of the day.

Course Cancellation Policy

A "cancellation" is defined as a notification made by an enrolled student that he/she will not be attending a classroom course. The request must be made before the class start date. All cancellation requests must be submitted in the Federal Acquisition Institute Training Application System (FAITAS). Supervisors will be required to approve the request in FAITAS.

If the student's cancellation request is received by the FAI Registrar (via FAITAS) more than 30 days prior to the class start date, no penalty will be imposed, regardless of the reason.

If the student's cancellation request is received by the FAI Registrar (via FAITAS) within 30 days of the class start date, then a penalty may be imposed. Two or more unexcused cancellations from the same course could result in failure to re-register for that course for a period of 6 months.

Pre-Class Cancellation

Students who cannot attend a course after being enrolled must use the FAITAS application system at www.fai.gov to submit the cancellation electronically. The cancellation must be approved by the student's supervisor and processed by the FAI Registrar.

If the student wants to apply for the same course at a different date and time, a new application must be submitted after the cancellation has been processed.

If the cancellation request is received by the Registrar timely, another student will be automatically assigned from the class "wait list" and notified of their enrollment in the class.

Cancellation after Class Starts

Students who cannot attend a course after class starts must notify their supervisor, the FAI Registrar, and the course instructor by email (preferred) or phone. If the student wants to attend the same course at a different date and time, a new application must be submitted after the cancellation has been processed.

Substituting Students

The FAI Registrar enrolls all students. When a cancellation/vacancy occurs the Registrar will assign another student from the class wait list. Therefore, recommending a person to replace another student will not be approved.

Cancellation process

1. To cancel your training, access the FAI website at www.fai.gov
2. Select "Find and Register for Courses". Once on that page, select "Federal Acquisition Institute Training Application System".
3. Once you log into FAITAS, select "Cancel Training Request". Select the **C** next to the class to submit cancellation.
4. If you were **not enrolled or put on the class wait list**, your application will be cancelled immediately.
5. If you were **enrolled or put on the class wait list**, you will be prompted to enter a reason for wanting your class to be cancelled. After entering your reasons, select the "continue" button.

6. Your cancellation request is forwarded to your supervisor for approval. The supervisor has 14 days to approve the cancellation request.
7. Once the supervisor approves that cancellation, the request is then forwarded to the FAI Registrar for processing.
8. Once the cancellation request is processed by FAI Registrar, you will receive an email indicating the cancellation action. Please allow up to seven business days for the Registrar to process the cancellation request.
9. Once the cancellation is processed by the Registrar, you will be able to register for the same class at a later date.

The chart below highlights the action imposed for unexcused cancellations.

Reason	Excused	Result
Official travel/TDY	Yes	No penalty imposed
Illness/Medical	Yes	No penalty imposed
Work assignment (non-TDY)	No	Unexcused absence
Family Emergency	Yes	No penalty imposed
Change in Job	Yes	No penalty imposed
Other	Will be evaluated on a case by case basis, reason must be included.	If no reason is given, it will be considered an unexcused absence.

A “No show” is defined as when an enrolled student fails to report to class and no cancellation is received in FAITAS prior to the class start date. A no-show action will result in the student unable to register for any classroom course offering for a period of 6 months.

Please note that it merely submitting a cancellation request to one’s supervisor is not sufficient. All cancellation requests must be received by the FAI Registrar via FAITAS or in an emergency by phone at 703-805-2300.

Course Completion Certificates

Course completion certificates will be issued NLT 30 days after the end date of the class. Students who have not received their course completion certificate by this time should contact the FAI Help Desk at (703) 805-2300 or through the FAI [Online Customer Service Ticket](#).

Dismissal or Closure Policy

Policy will apply in situations that prevent FAI students from attending courses in the Washington DC Area. These procedures will apply in the DC area when emergency situations and major disasters, adverse weather conditions, natural disasters, and other incidents causing disruptions of Government operations.

Procedures before the workday begins

The Office of Personnel Management will provide one of the following five announcements to the media when a disruption occurs before the workday begins. FAI students will follow the OPM announcement as follows:

Announcement	What Announcement Means
1. "Federal agencies in the Washington, DC, area are OPEN ; employees are expected to report for work on time."	Employees are expected to report for work on time
2. "Federal agencies in the Washington, DC, area are OPEN under an UNSCHEDULED LEAVE policy. "	Employees who cannot report for work may request unscheduled leave for their entire scheduled workday. Employees must notify their supervisors and instructors of their intent to take unscheduled leave.
3. "Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL policy. "	Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work.
4. "Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL/UNSCHEDULED LEAVE policy. "	Employees should plan their commute so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Employees who cannot report for work may request unscheduled leave for their entire scheduled workday. Employees must notify their supervisors and instructors of their intent to take unscheduled leave.
5. "Federal agencies in the Washington, DC, area are CLOSED. "	Federal agencies in the Washington, DC, area are closed. Employees will be granted excused absence for the number of hours they were scheduled to report. Employees are expected to report the next workday unless notified by the instructor.

Procedures after the Class Begins

OPM will determine when Federal agencies in the Washington, DC, area are operating under an early dismissal policy. Employees should be dismissed by the instructor as soon as possible.

Procedures for Classes outside the Washington DC Area

When FAI students attending courses outside the Washington, DC, area are confronted by emergency situations and major disasters, adverse weather conditions, natural disasters, and other incidents, they should:

- Comply with the OPM or local government announced decisions on dismissal or closure.
- In the event there is no OPM or local government announcement students shall comply with the instructor's directions. If the student can not contact the instructor then contact your supervisors for instructions.

Notes:

- FAI encourages all concerned to make decisions about dismissal and closure based on the principle of employee safety.
- Any decision regarding make-up sessions beyond the schedule class period will be made by the Director FAI.

Dismissal/Closure Due To Extended Emergencies

In the event of a prolonged shutdown due to severe or hazardous conditions, disruption of public services, or other emergency situations, employees shall comply with the instructor's direction. If the instructor can not be contacted, the student will contact the FAI Helpdesk at 703.805-2300 or through the FAI Online Customer Service Ticket.

Guest Speakers

The FAI courses may include guest speakers. Presentations by guest speakers constitute an important part of the curriculum. So that those guests may speak candidly, FAI offers speakers assurance that presentations to students will be held in strict confidence. This assurance, based on a policy of non-attribution, is morally binding on all who attend. Without the expressly stated permission of the speaker, nothing he/she says will be attributed to him/her directly or indirectly in the presence of anyone who was not authorized to attend the presentation. This does not intend to preclude student and faculty discussions of opinions and views expressed by speakers within the academic environment; however, students may not attribute views and opinions to one speaker by name or other

identification while questioning the speakers who appear subsequently. Students may not tape lectures.

Harassment

No individual, under any circumstances should be subjected to harassment. A hostile environment is detrimental to the learning process and will not be tolerated. Certain types of harassment, such as harassment due to race, religion, national origin or gender are against public law, policy and regulation. However, any behavior that is disruptive to the class or hinders the learning experience of the other students will not be tolerated and could also lead to dismissal from the course. Students and faculty alike should treat each other with dignity and respect.

In-Class Behavior

Students are expected to behave in a professional manner at all times. This includes but is not limited to:

- (1) Being attentive and participating in all class activities. Instructors will be sympathetic and supportive of students who use moderate methods to maintain alertness or relieve physical discomfort.
- (2) Abiding by professional standards and courtesy when interacting with faculty, guest lecturers, and other students.
- (3) Arriving on time, returning promptly from breaks, and staying until the class day ends.

Lodging

A federal employee on official travel for training should contact their supervisor or training office for lodging policy and/or instructions. The FAI does not pay travel costs or make lodging arrangements for students.

Smoking Policy

Smoking is prohibited in classroom areas. During classes contact your instructor to confirm what areas may be available for smoking. Thank you for your cooperation and assistance in maintaining a healthy work environment for all members of our community.

Special Accommodations

When an employee is enrolled in a course and needs special accommodations, they should contact FAI [online](#) or phone at 703-805-2300 at least 60 days prior to

the class start date. Every reasonable effort to accommodate students with special needs will be made when the need is identified and made known to FAI.

Student Evaluations/Grading Policy

Students are evaluated on their performance, including contribution in the classroom and written assignments. The evaluation process is focused on providing students with substantive feedback to facilitate their professional growth. Faculty will evaluate students in every course, both core courses and elective studies.

A pass/fail system used in lieu of letter grades for students.

Student Course Surveys

Students critique each instructor, course materials and the services provided. The primary purpose of these critiques is to provide the FAI with information on the overall course and on specific areas that need improvement. Students are asked to identify successes as well as highlight any areas needing improvement.

Students are not required to sign the critiques, but may provide their names voluntarily.

Student Dress Code

Students should wear business casual attire. Shorts, sandals, tank tops, and athletic sweat suits are inappropriate.

Students Traveling from Abroad

When an employee from an overseas location is enrolled in a course and needs special assistance, they should contact FAI online or by phone at 703-805-2300.