

CONTRACTING FUNCTIONAL ADVISORY BOARD

CHARTER CHIEF ACQUISITION OFFICERS COUNCIL

I. PURPOSE AND BACKGROUND

The Contracting Functional Advisory Board (FAB) is the collaborative, federal-wide entity charged with shaping the management policies and practices of the Contracting career field, as chartered by the Chief Acquisition Officers Council (CAOC). The FAB solves existing and emerging challenges to ensure the future success of the Federal acquisitions community.

This charter establishes the Contracting FAB to perform continuous review, evaluation, and update of the Contracting career field in civilian agencies. The Contracting FAB will address gaps, overlaps and conflicts in authorities and guidance as they impact the key areas of human capital planning, hiring, identification, certification and training. Additionally, the FAB will establish, oversee, and maintain the following: (1) acquisition workforce position category descriptions; (2) education, training, and experience requirements; (3) workforce competencies; and (4) the Federal Acquisition Certification in Contracting (FAC-C) policy standards.

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

II. GOALS AND RESPONSIBILITIES

Specific goals and responsibilities of the Contracting FAB are to:

- Provide the FAB Functional Advisor and the FAI Acquisition Program Executive for Contracting with requisite information, perspectives, and recommendations to guide decisions related to the Contracting acquisition workforce including, but not necessarily limited to:
 - Competency management, including annual evaluation
 - FAC-C requirements, including biannual evaluation
 - Training and development requirements
 - Continuous Learning management
 - Other areas as deemed appropriate
- Serve as a forum and clearing house for cross-examining agency acquisition initiatives, lessons learned, and issues of mutual interest and concern.
- Provide a means for sharing information and leading practices across the acquisition community involved in education, training, and certification requirements to resolve common challenges and address issues.

- Establish subgroups to address specific topic areas, identify and prioritize areas for improvement or resolution, establish deliverables, and ensure delivery in a thorough, effective, and timely manner.

III. MEMBERSHIP

Members of the Board shall be the Acquisition Career Manager (ACM) or a designated representative from within their respective organization. Expertise in the functional area of contracting is highly desired as well as experience with human capital development and workforce management. The Chief Acquisition Officers (CAOs) of each of the 24 CFO Act Agencies were invited to nominate a representative from their agency to participate as a voting member of the Contracting FAB. A voting member was also invited from the Small Agency Council. Membership selection and changes to membership will be determined by the FAB Chair to ensure appropriate, equitable representation among all agency types (e.g., Cabinet-level, independent) and sizes.

The Contracting FAB structure and membership will consist of the following positions:

- Contracting Functional Advisory Board Chair
- FAI Acquisition Program Executive serving as Executive Secretary and Acting Chair in the absence of the FAB Chair
- Contracting personnel; senior professionals, high performers, and other leaders who are recognized as experts in their field.
- Acquisition Career Managers with a strong knowledge of contracting issues.
- External Subject Matter Experts as required.

IV. CONCEPT OF OPERATIONS

- Meetings will be held on a recurring basis as determined by the FAB membership.
- A standing meeting location will be established, but other locations may be selected as required.
- FAB 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 on the existing FAI infrastructure for FAB meeting minutes, briefing charts and other related documents.
- The Chair will seek to resolve or mitigate any concerns within the FAB. Whenever possible, the Chair will reach consensus on decisions before providing recommendations to stakeholders or other decision forums. In the absence of consensus, final decisions will be made by the FAB Chair or the Acquisition Career Executive.
- Each Board member may designate an individual to serve as an alternate in case of the primary's absence. However, since Board meetings will be regularly scheduled, the need for alternates should be minimal. If an alternate attends the Board, they will act with the full authority of the principal member. If neither the principal member nor an alternate can attend, the Board member forgoes their opportunity to provide input at a Board meeting.

- Appointed representatives are expected to be empowered by their Agency to act on their behalf, and will provide timely feedback to appropriate leadership within their organizations of issues discussed and decision made at FAB meetings.
- As required, the Chair can establish subgroups and/or assign representatives to work on specific projects.

V. ROLES AND RESPONSIBILITIES

- **Contracting FAB Chair**
 - Maintains and ensures appropriate representation in the FAB, and approves changes in membership.
 - Provides overarching strategic direction and guidance to the FAB.
 - Serves as final approval authority for this FAB Charter and any future revisions.
 - Represents the Contracting and the FAB at interagency meetings and councils, as appropriate.
 - Certifies, ratifies, or approves decisions related to competencies, certification program, and training requirements.
- **FAI Acquisition Program Executive**
 - Serves as the senior FAI representative and Executive Secretary for the FAB.
 - Serves as the Acting Chair at the request of the FAB Chair.
 - Establishes meeting agendas, assigns action items, and prepares meeting minutes.
 - Represents the Contracting community and the FAB at interagency meetings and councils, as appropriate.
- **Contracting FAB Members**
 - Actively participate in scheduled FAB meetings.
 - Submit agenda items via the Acquisition Program Executive.
 - Share with the FAB organizational or Agency initiatives, projects, lessons learned or processes related to human capital strategic planning and workforce professional development and retention.
 - Provide input to FAI training programs, revision, and future requirements.
 - Provide or identify subject matter expert support for FAI programs, including but not limited to training content development, Community of Practice queries, classroom guest speaker requests, and related requirements.
 - Empower designated representative(s) to speak on their behalf when unable to attend.
 - Convey issues, taskings, and decisions discussed at FAB meetings to your appropriate Agency/organization acquisition leadership.
- **FAI Support**
 - Provides the FAB with the following tools and resources:
 - Executive Secretary and administrative support, including coordinating meetings, managing FAB communications, recording meeting minutes, and circulating documents and files.
 - Training to FAB members on their role and the functioning of the FAB.
 - Community of Practice website to post and share information.
 - Additional Subject Matter Expertise as required at FAB meetings.
 - Meeting space as necessary.
 - Communicates any OFPP policy that affects the contracting community.

VI. REFERENCES

- FAI Contracting Competencies Models for Entry/Apprentice Level, Mid/Journeyman Level, and Senior/Expert Level <http://www.fai.gov/pdfs/FAC-C%20Competency%20Model.pdf>
- FAI FAC-C Level I Requirements <http://www.fai.gov/drupal/node/89>
- FAI FAC-C Level II Requirements <http://www.fai.gov/drupal/node/90>
- FAI FAC-C Level III Requirements <http://www.fai.gov/drupal/node/91>
- FAI Home Page <http://www.fai.gov/>
- FAI Training Catalog <http://www.fai.gov/drupal/training/find-and-register-for-courses>
- OFPP Policy Letter 05-01, "Developing and Managing the Acquisition Workforce," 15 Apr 2005 http://www.whitehouse.gov/omb/procurement_policy_letter_05-01
- OMB FAC-C Memo, "The Federal Acquisition Certification in Contracting Program," 20 Jan 2006 http://www.fai.gov/pdfs/fac_contracting_program.pdf

VII. REVIEW CYCLE

This charter will be reviewed as directed by the FAB Chair and FAI Acquisition Program Executive, or every year, whichever occurs soonest.

APPROVED BY:



Ms. Joanie Newhart
Contracting FAB Chair

26 Apr 13
Date



Ms. Donna Jenkins
FAI Executive Director

26 April 2013
Date