FEDERAL ACQUISITION INSTITUTE

Federal Acquisition Institute Student Training Guidebook

January 2016

Melissa A. Starinsky, *Director*
9820 Belvoir Road, Building 205
Fort Belvoir, VA 22060
www.fai.gov

PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES

Table of Contents

FAI Mission 3
FAI Vision 3
Introduction 3
Purpose of Guidebook 3
Student Dress Code 3
Academic Freedom and Non-Attribution 4
Academic Integrity & Standards of Conduct 4
Travel 7
Special Accommodations 7
Training Protocol 7
Attendance Policy 10
Course Prerequisites 11
Course Assignments 12
Course Completion 12
Continuous Learning 13
Inclement Weather & Emergency Situations 16
Care of Facilities 16
Instructor-led Virtual Training 17
Training Requirements Identification 17
Contact Information 17
Summary 18

FAI Mission

The Federal Acquisition Institute (FAI) serves as the nexus for developing an agile and quality government-wide acquisition workforce. It promotes acquisition workforce excellence through:

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

FAI Vision

Enable the civilian acquisition workforce to achieve successful mission outcomes.

Introduction

FAI is taking all measures to maximize taxpayer dollars, optimize training opportunities for acquisition workforce members, and leverage resources to increase efficiencies for Federal acquisition workforce career development opportunities. This is achieved through collaborating across agency boundaries and partnering with stakeholders to reduce duplicative development efforts. Attendees of FAI-sponsored training shall be civilian agency career or career conditional employees. Federal Contractors are not authorized to attend FAI training.

Purpose of Guidebook

This guidebook serves as a resource to civilian agency acquisition workforce students, acquisition career and training managers, training and development vendors, and others who participate in FAI-provided training. The goal is to ensure all parties are fully cognizant of the policies and expectations FAI has established for their training.

Students are expected to prepare, register for, and attend training in accordance with FAI's training registration requirements. All students shall conduct themselves and treat others in a professional and courteous manner at all times during the training event. Students should also consult with their agency's Acquisition Career Manager (ACM) who is accountable for the training, certification, and continuous learning of an agency's acquisition workforce to ensure agency-specific requirements are being considered and met. ACMs should refer to the FAI ACM Guidebook on FAI.gov for more specific details.

Student Dress Code

Classroom attire is business casual and students are expected to dress appropriately. Examples of inappropriate attire include: jeans, shorts, flip-flops, tank tops, strapless tops, excessively short or sheer garments, exposed midriffs, athletic wear, sweat suits, sports team or clothing

displaying sports logos, or any garment displaying inappropriate, abusive or vulgar language or graphics, etc., Students who dress inappropriately for class will be asked to leave the class.

Appropriate cleanliness and grooming is expected of all students. Additionally, students should avoid the heavy use of colognes and perfumes that can be a distraction in class and cause allergic reactions in other students.

Academic Freedom and Non-Attribution

Effective learning requires full and open exchanges of information to include experiences, perspectives, and ideas in a spirit of collaboration among students, instructors, and guest speakers. This policy on academic freedom and non-attribution creates learning environments where students and instructors are able to openly engage in meaningful dialogue without fear of retribution. When involved in the delivery of FAI-sponsored training, the following non-attribution policy applies to all individuals involved in attending, delivering, facilitating or involved in the learning event in any other way.

- Students may respectfully express their opinions and experiences concerning current or proposed policies, regulations, and procedures openly and honestly without fear of repercussion.
- Personal attacks on others' character, opinions or comments, personality or other personal attributes shall be avoided and WILL NOT be tolerated at any level.
- Students shall not repeat or associate an individual with any remark or comment that is made during the course of instruction. Each student is responsible for treating sensitive points or privileged information with discretion and shall refrain from repeating such information and content, or connecting the speaker with the views expressed outside the classroom group, with anyone to whom the speaker has not entrusted this information.
- Students shall not create audio or video recordings on any devices except on an approved case-by-case basis, and as pre-authorized by the FAI Chief Learning Officer (CLO) to accommodate students with special needs.

Academic Integrity & Standards of Conduct

All individuals shall accept full responsibility and credit for their opinions whether expressed orally or in writing. At the same time, all individuals are expected to fully acknowledge those ideas, words, and information obtained from other sources. It is not anticipated that students would deliberately plagiarize material.

Absolute integrity is expected of every individual in all academic undertakings. Integrity entails a firm adherence to a set of values. The values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal learning and coursework situations, but in all FAI relationships and interactions connected to the educational process, including the use of any academic resources provided for student use.

A student's submission of work for academic credit indicates that the work was developed by the student. All outside assistance and citations should be acknowledged and the student's academic position truthfully reported at all times. In addition, FAI students have a right to expect academic integrity from each of their peers. Students shall not:

- Misrepresent their work
- Fraudulently or unfairly advance their academic position
- Be party to another student's failure in an attempt to maintain academic integrity
- Violate the principle of academic integrity in any other manner

Academic Integrity and Standard of Conduct Violations include, but are not limited to:

- Knowingly representing the work of others (from any source) as one's own
- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work
- Fabricating data in support of research or field work
- Forging a signature to certify completion of a course assignment or a recommendation
- Misrepresenting one's academic accomplishments
- Viewing, removing, or copying any examination materials or any portions thereof by any means, including electronically
- The inappropriate or unauthorized use of any and all electronic devices to access information during examinations or assessments

<u>All Students Shall Adhere to the Following</u>

All submitted work shall be the result of a student's individual effort unless otherwise directed. Representing another's work as one's own is plagiarism and a violation of academic integrity. If materials are taken from published sources, the student must clearly and completely cite the source of such materials.

<u>Examinations</u>

No FAI student may take an examination for another student or provide assistance to another student during an examination.

<u>Course Assignments</u>

Students are encouraged to discuss the content of a course in an effort to help each other to master it, but no student should receive help in completing a course assignment unless specifically provided guidance indicates the assignment is a group exercise.

<u>Multiple Courses</u>

If a student submits all or part of the same work, simultaneously, for the determination of a grade in two or more different courses, the student must notify their representative instructors in the courses involved for approval of such submissions.

Principles for Computer Use and Network Systems

The use of computers and network systems does not exempt students from the normal requirements of ethical behavior. Use of computers and network systems shared by many users imposes certain additional obligations. While rules are built into computer and network systems, such restrictions cannot eliminate the opportunity for perusal of the work or resources of others.

Students who violate academic integrity and standards of conduct will be removed from the class and given a failing grade. The student will also be removed from any future classes for which he or she has confirmed reservations for a period of six months. Students will further be barred from registering for FAI-sponsored classes for the same six-month period.

Students shall be respectful and conduct themselves in a professional manner at all times. This includes but is not limited to:

- Being attentive and participating in all class activities
- Abiding by professional standards and courtesy when interacting with faculty, guest lecturers, and other students
- Arriving on time, returning promptly from breaks, and staying until the class day ends (*Reference Student Attendance Policy - Page 10*)
- Being respectful of the facilities and leaving student areas in the same condition found upon arrival
- Ensuring cell phones and other communicative or electronic devices not used in support of the instruction or for note-taking are either turned off or set to silent

All learning environments shall be free from any type of behavior which threatens morale, or is rude or intimidating. Leadership at all levels will ensure strict enforcement of this goal. Every instructor and student is personally responsible, through his or her own actions, for full implementation of equal opportunity principles.

All individuals shall comply with the letter and spirit of Federal Government policies governing equal opportunity. These policies prohibit discrimination for reasons of race, color, religion, gender, national origin, age, and physical or mental disability, or in retaliation for having participated in activity protected by the various civil rights laws.

The first step in most cases involving behavior contrary to these principles is to tell someone his or her behavior is offensive or discriminatory and to give the person a chance to correct the behavior. The chain of authority should be used to raise subsequent or serious incidents of abusive or discriminatory behavior. Any individual involved in an FAI learning event engaging in inappropriate or offensive behavior will be promptly addressed. Students and instructors discovering an apparent violation of academic integrity or standards of conduct should report the matter to FAI's CLO as soon as possible.

Travel

FAI does not pay any travel or per diem costs (TDY or local travel), or make any associated travel/lodging arrangements for students. Students are responsible for making, cancelling, and reconciling all activities and expenses associated with training. Students are expected to follow specific agency travel and training policies. Please keep this in mind when searching and registering for classroom training.

Special Accommodations

Any students requiring special accommodations must contact their Agency ACM and FAI at least 60 days prior to the class start date if they need special accommodations. Every reasonable effort to accommodate students with special needs will be made when the need is identified within the required time frame.

FAI training vendors provide:

- Training facilities to accommodate special needs
- Large-print materials are available as needed
- Course materials prior to class as needed

The student's agency* is responsible for funding the reasonable accommodations for all and services items such as:

- Assistive technology
- Assistive furniture
- Sign language interpreters

* The U.S. Equal Employment Opportunity Commission issued Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act on October 17, 2002. Question 15 under the section Reasonable Accommodation Related to the Benefits and Privileges of Employment indicates it is the employer's responsibility to provide the reasonable accommodation for both in-house training and that provided by outside entities. (http://www.eeoc.gov/policy/docs/accommodation.html.)

Training Protocol

The Federal Acquisition Institute Training Application System (FAITAS) is the recognized civilian agency training registration and acquisition workforce management system. In order to register for a course within FAITAS, the student must establish a profile completing all required information to include identifying their supervisor.

Guides for creating a profile and using FAITAS are available at https://faitas.army.mil/faitas/External/Information/UserGuides. When you initially view the site, only the Dashboard and Employee QuickStart Guides are seen. After creating a profile and signing into FAITAS, additional documents and videos are available that address other FAITAS functions, under the Help menu.

Searching for Training

Students can search for training using one of several methods depending on what the student knows about the course (i.e. course ID, course name, location, teaching school, etc.). Students can then register for the class offerings using the steps below.

The typical steps in searching for classroom and distance learning courses are:

- Login to FAITAS
- Go to **Manage Career | Training | Search for Training**
- Using the **Standard Search**, click the radio button to the left of 'Order by Course Number' below the **Resident and Web Offerings** heading
- From the drop-down menu that appears, select the desired course and click the '**Submit**' button
- If the selected course has a prerequisite and eligibility requirements have been met, click the **Continue with application** link

  NOTE: ***This step may not be required*** *if the course does not have prerequisites*
- Select the desired training **Location**
- Select the **Class** you wish to attend

The number of open seats remaining for a class will be shown in the Seats Available column; however, this number does not guarantee you will secure a reservation as there may be requests that reach the registrar's queue ahead of yours. If the number shown is zero, an application may still be submitted, but students should expect to be placed on a waitlist.

The typical steps in searching for continuous learning modules are;

- Login to FAITAS
- Go to **Manage Career | Training | Search for Training**
- Using the **Standard Search**, click the radio button to the left of 'Order by Course Number' below the **Continuous Learning Modules** heading
- From the drop-down menu that appears, select the desired course and click the '**Submit**' button
- Select the '**Submit Request'** button

Training Requests

After finding the desired course, location, and date, students submit a training request. Applications for classroom training enter the FAI registrar's processing queue only after supervisor and training manager approval is completed. Applications remain in a pending status until approval is granted at each level of authority. Applying for a class does not guarantee a seat in any given course offering.

Once FAI has received the approved application and the registrar processes the request, students will be notified with one of the following automated messages:

- they have a reserved seat in the class
- they are being placed on a waitlist (because all seats are filled)
- their application has been disapproved

Course Cancellation

FAI makes every effort to avoid cancelling classes because of the impact on the acquisition workforce. Unfortunately at times, cancellations are necessary. Students should register for FAI classes as soon as possible because FAI must ensure a class is 75% full at least 30 days before a class begins. Should a class not reach this minimum level of registration, FAI makes a decision to postpone or cancel the specific course offering.

Reservation Priorities

It is vitally important your FAITAS Profile accurately reflects your status as it affects your priority consideration for FAI classes. While seats in FAI classes are not reserved for specific agencies, they are prioritized according to acquisition workforce (AWF) member status, the type and level of certification being sought, and the type and level of certification achieved.

Student Training Priorities are as follows:

Training Priority	Definition
P1	AWF members seeking required training to earn a Federal Acquisition Certification or a particular level of certification.
P2	AWF members seeking training for continuous learning points and refresh training needed to maintain a certification level.
P3	Non-AWF seeking training.
P4	Department of Defense acquisition workforce members seeking training.

Student Waitlist

If there are no vacant seats in a given class offering, students may still register for that specific offering, but they will be placed on a waitlist. Students will be notified if a seat becomes available no less than 10 calendar days prior to the class start date at which time the status will change to "Reservation." Students will then receive an e-mail indicating their status has changed. Otherwise, students on the waitlist are encouraged to attend the first day of class to check for available seating on a "walk in" basis if the training facility is in the local area. When a scheduled student cancels at the last minute or fails to appear within the attendance time limits, the instructor may allow waitlisted students to fill any vacant seats. Priority for the vacant seats is determined by waitlist position.

Arriving as a walk-in student on the first day of class does not guarantee placement into that class. Once all seats are filled, any remaining individuals must leave the training facility and may apply for later offerings of the course.

Attendance Policy

Students shall attend all course training during the normally designated class delivery hours, 8:00 AM - 4:30 PM.

Student welcome letters are sent to each individual registered student approximately 30 days before the class start date. These letters contain detailed information such as class dates, agenda, training facility information, local amenities, etc., as they relate to a particular class. Additionally:

- Instructors may provide a further overview of the schedule on the first day of class
- Students must adhere to the time and attendance rules and are expected to be punctual arriving for class and when returning from all breaks or exercises
- Student travel arrangements must be made to allow for completing all course requirements and in accordance with start and finish times of the course

Excused Absence

On an exception basis, instructors may grant students up to 5% of the total course hours as an excused absence under mitigating circumstances. If students are late or miss more than 5% of the entire course time, they will not receive *any* credit and must retake the entire course to be credited with successful completion of the specific course. Students shall request permission from FAI and the instructor in advance of absences which must be for valid reasons beyond a student's control and shall not exceed 5% of the class time. Requesting an exception for an absence greater than 5% must be coordinated through the students ACM and the FAI CLO.

Reservation Cancellation

To ensure career development opportunities are optimized for all students, it is imperative that students, whether with confirmed reservations or on the waitlist, submit timely cancellation requests as soon as they are aware they be unable to attend scheduled training. Course cancellations must be processed in FAITAS ten or more calendar days prior to the class start date.

Note: Students on the waitlist should also cancel their requests when they find they are unable to attend a class. As long as students remain on a class waitlist, those students are affirming that they are committed to the class if a seat becomes available even if a confirmed reservation is received only ten days before the class begins. If students are unwilling to keep that commitment, they should cancel their training requests as soon as possible. When students on the waitlist cancel their requests, students with a lower priority setting on the wait list below them will rise.

If a student cancels their enrollment nine or fewer calendar days before the class start date, or fails to report the first day of class within the 5% excused absence time described above or the first 2 hours of class (whichever is less), the student will be marked as a "No-Show." No-show students are prevented from registering for *ANY* FAI sponsored classroom course offering *AND*

removed from any future class for which the student has a reservation, for a period of 6 months.

"No-Show" notifications are reported to the student, the student's Supervisor, Bureau Training Manager, and the OMB Associate Administrator of Acquisition Workforce Programs.

Dispute a No-Show Penalty

To dispute a No-Show penalty, which prevents enrollment from any FAI classroom course for a period of six months, please contact your agency's ACM so they may determine eligibility for a penalty waiver. If deemed appropriate, waiver requests may be escalated by the ACM to the FAI Deputy Chief Learning Officer (Deputy CLO) for consideration and request for approval. The Deputy CLO will inform FAI registrars of instances where the penalty should be lifted from an individual FAITAS account.

To find the appropriate ACM, visit http://www.fai.gov/drupal/humancapital/acquisition-career-manager-acm and hover over the relevant agency seal to reveal the contact information. Clicking the email address will automatically open an email to the proper authority.

Please note that FAI's excusable absences do not include professional schedule changes or job-related occurrences that prevent participation in reserved training opportunities, and should not be presented for waiver consideration.

Course Prerequisites

Prerequisites must be successfully completed before students are allowed to register for a given course. Prerequisite course requirements are deemed essential for successful completion in a higher-level course.

Course prerequisites are listed in the FAI Course Catalog along with a course's description, objectives, and other information. In the event that a student requests to enroll in a DAU-sponsored classroom course, all DAU course perquisites must be successfully completed **prior to enrolling** in the specific course.

Meeting Course Prerequisite Requirements

Prerequisites may take different forms such as; specified coursework or certification, individual grade/position requirements, or specific experience requirements. All students must demonstrate they have met course prerequisites prior to registering for the course in FAITAS. Students failing to demonstrate they have met the prerequisites will be disapproved for training.

Prerequisites are met by completing designated course(s) or approved equivalent course(s), or by any other means approved by the student's ACM and the FAI Training Manager.

Prerequisites may also be met if students have completed the predecessor course, as long as the predecessor has not expired at the time of application.

Walk-in students NOT on the waitlist will be required to provide documentation citing successful completion of prerequisites. Walk-in students who do not provide appropriate documentation will be refused entry to a class. Examples of appropriate documentation include the student's training transcript or an equivalent course completion certificate.

Course Assignments

Many courses have assignments that must be completed prior to attending class, and during the class itself. Such assignments facilitate the effective delivery of the course material. These requirements will be articulated to the student 30 days prior to the class start date, unless a Reservation is not secured until after that time. Welcome letters containing precoursework requirements are sent 30, 15, and 5 days before a start-date to ensure any new enrollees are notified of these requirements before attending class.

FAI courses may also require homework assignments that must be completed outside of the classroom to successfully master the course material.

Assignments are assessed activities that will impact the student's ability to achieve mastery criteria for a course. Class assignments may account for as much as 20% of the overall course completion requirements. Students who fail to complete the assignments may find it difficult to successfully complete a course if and when the assignments account for such a large portion of the final assessment. Students shall complete ALL course requirements to receive a course completion certificate.

Course Completion

Classroom Courses

Students must achieve a cumulative average minimum score of **80% across all course work and assessments** (e.g., examinations, quizzes, and participation in case studies and other course exercises) to successfully complete a course.

If a student achieves a score of less than 80%, those students must re-take the entire course. No partial credit will be given for participation in a course that was not successfully completed.

Note: Instructors are not authorized to provide remediation or re-test opportunities.

Student Surveys

On the final day of class, students will have access to a student survey in their FAITAS accounts. The purpose of these surveys is to provide FAI with information on the overall course delivery,

quality of the instructor, quality of training facilities, etc. Students are asked to identify successes as well as areas needing improvement.

Note: Surveys **must** be completed before students will be allowed to access their course completion certificates.

Course Completion Certificates

Course completion certificates are issued through FAITAS once the status reflects "Graduation," but only after students complete the student survey.

Online Courses

Students taking FAI or DAU provided online courses/modules must achieve a cumulative score of **100% on the final course assessment.** This does not include Virtual Instructor-Led Courses (see page 17).

Continuous Learning

Continuous learning is a critical element of a professional certification program. The purpose is to ensure the professional stays current in their field and enhances their skills and awareness in order to successfully perform their roles and responsibilities.

To maintain a Federal Acquisition Certification (FAC), workforce professionals are required to earn continuous learning points (CLPs) every two years, beginning with the date of their certification. Each FAC career field has a minimum number of CLPs a workforce member must earn within a two-year period. The CLP requirements for each Federal Acquisition Certification (FAC) area can be found on the Certification pages and are also included in the FAC Policy for each career field.

FAITAS tracks an individual's continuous learning status. It is the workforce member's responsibility to ensure that his/her continuous learning requirements are met within the specific time requirements.

Hours in excess of the minimum requirements *may not* be carried forward for credit into the next calendar year. In general, no single activity should be used to accumulate all CLPs required for maintenance of their certification. Acquisition professionals should make an effort to participate in a variety of acquisition-related activities designed to give the member a well-rounded perspective of the acquisition function.

Continuous learning can also be used to strengthen an individual's skills and capabilities in the specialized areas in which they work. An example would be taking basic information technology (IT) classes for those buying or supporting an IT program. Taking courses within other areas of acquisition helps broaden a workforce member's understanding of their role in the acquisition process.

Continuous learning is more than just taking classroom or online training. For example, CLPs can be awarded for participation in professional organizations, publishing acquisition, contracting, program/project management and COR articles, speaking at acquisition events, and completing developmental assignments.

When using these types of activities for CLP purposes, the workforce member and their supervisor should pre-define the number of CLPs recommended for the activity. Below are sample activities and the number of CLPs recommended for completing them. This is a sample list and is not intended to be all-inclusive.

Note: Agencies can establish different CLP values for the listed activities or require certain activities or courses are used for CLP purposes. Therefore, workforce members should seek agency guidance and consider the advice of their ACM in the assignment of CLP values for activities listed and those being contemplated.

Recommended Continuous Learning Points (CLPs)	
Sample Activity	**CLPs**
Formal and informal training (such as FAI and DAU classroom or online courses) **Length of Course** One-day Two-day Three-day Four-day Five-day Ten-day	1 CLP per hour of instruction. This would equate to the following: **CLPs** 8 16 24 32 40 80
Learning events such as YouTube and Acquisition Seminars, that are less than 1 hour	The minimum number of points requested is .5. CLPs may be awarded in increments of .25 after the initial .5.
Accredited higher education courses (from a college or university)	10 CLPs per semester or quarter hour (generally)
Continuing Education Unit (CEU)	10 CLPs per CEU
Equivalency Exam for a course, i.e. "testing out"	Same points as awarded for the course
A learning event such as a seminar, brown bag, or presentation	1 CLP per hour if attending the learning event 1 CLP per hour for preparation if leading the learning event A maximum of 20 CLPs per year for this type of activity
Attendance at professional association meetings	1 CLP per meeting hour with a maximum of 20 CLPs per year

Recommended Continuous Learning Points (CLPs)	
Sample Activity	**CLPs**
Participation in intra- or interagency groups where the topic is some element of acquisition	1 CLP per meeting hour with a maximum of 20 CLPs per year
Association leadership role	1 CLP per meeting hour with a maximum of 20 CLPs per year
Professional license or certification	20 to 40 CLPs
Publication of an article or articles on an element of acquisition	1 CLP per preparation hour with a maximum of 20 CLPs per year
On-the-job experiential learning	1 CLP per hour of activity with a maximum of 20 CLPs per year
Mentoring	1 CLP per hour of activity with a maximum of 20 CLPs per year
Rotational, developmental or detail assignments 12 months 9 months 6 months 3 months 2 months 1 month	Based on learning achieved and length of assignment or detail. CLP Recommendation: 80 64 45 35 30 20

The number of CLPs for a specific learning event will depend on the amount of time required to complete it. For FAC purposes, the smallest increment allowed for a learning event is .5 hours.

For classroom training, FAI considers a standard class day to be 8.5 hours in length. Student course completion certificates issued through the Federal Acquisition Institute Training Application System (FAITAS) will reflect the CLP credit noted in the above table.
For online courses, continuous learning modules, and instructor-led virtual courses, the number of CLPs to be awarded is available in the FAITAS catalog or in a student's training history once they have enrolled in the course.

Students should make every effort to identify alternative CLP activities before re-taking a classroom course previously completed for initial certification purposes.

Inclement Weather & Emergency Situations

In the event of inclement weather or emergency situations, FAI-sponsored learning events follow the operating status provided by the U.S. Office of Personnel Management (OPM). The operating status of Federal agencies in the Washington, D.C., metropolitan area is posted at http://www.opm.gov/status. Students are responsible for knowing the operating status of Federal agencies outside of the Washington, D. C. metropolitan area.

- ***Open or Open with option for unscheduled leave or unscheduled telework*** - All students are expected to report at the assigned course start time.

- ***Federal Offices are Closed - Emergency and Telework-ready Employees Must Follow Their Agency's Policies*** - Classes will be cancelled for the day if the U.S. Office of Personnel Management or local FEB closes Federal offices.

- ***Open - 2 hours Delayed Arrival - With Option for Unscheduled Leave or Unscheduled Telework*** - Classes will begin at 10:00 AM if the U.S. Office of Personnel Management or local FEB allows for a 2-hour delayed arrival.

Students shall adhere to the applicable OPM operational status, as described above, in addition to the following:

During the course introduction and student welcoming process, the instructor will provide a contact number for emergency situations. In the event of a prolonged shutdown due to inclement weather or hazardous conditions, disruption of public services, or other emergency situations, employees shall comply with the instructor's direction. If the instructor cannot be contacted, the student will contact the FAI Help Desk through the FAI Online Help Desk Ticket system.

All FAI-sponsored training providers will make decisions about arrival, dismissal and closure based on the principle of student safety. When weather-related and emergency absences affect significant segments of the course, FAI will determine how the affected course completion requirements will be satisfied and communicate any changes through the appropriate and available channels.

Care of Facilities

Students attending a class are responsible for the care and preservation of government and/or vendor-provided property and facilities. All classrooms must be free of distractions, clutter and litter to promote an effective learning environment. The following guidance applies to FAI-provided classroom training:

- Instructors will inform students whether or not food and drink is allowed in the classroom.
- All trash must be placed in appropriate containers.

- Instructors will inform the students whether or not any or all course materials should be removed at the end of the day.
- Students are responsible for their personal possessions at all times.
- Other related housekeeping rules and policies will be provided by the instructor.

Instructor-Led Virtual Training

Instructor-led virtual training is a training method in which a virtual environment is used. In this environment, instructors are able to facilitate and explain course content materials, while ensuring all students are engaged. Students are expected to follow the same standards as in the classroom and will be credited the same number of CLPs.

Training Requirements Identification

Agency ACMs are tasked with overseeing the development of the acquisition workforce, which includes identifying training requirements, assessing learning needs, and developing strategies. ACMs are responsible for ensuring the training received for Federal Acquisition Certifications (FACs) meets the requirements as stated in the various FAC policies.

FAI, in collaboration with the ACMs, conducts an annual training needs assessment to determine agency specific training needs. FAI-sponsored training is not intended to meet all of an agency's FAC training requirements; FAI-sponsored training supplements agency-provided training.

FAI uses information gathered from the Annual Acquisition Human Capital Plan (AHCP) and the biannual Acquisition Workforce Competency Survey (AWCS) to identify skills gaps in certification requirements or continuous learning modules. This information is used to prepare a proposed list of courses and training activities to be scheduled for the following fiscal year. ACMs are solicited for additional course considerations and training locations where classes should be held. ACMs also report the number of people needing training at given locations. FAI's goal is to host training in locations where acquisition workforce members are located. However, FAI-sponsored training is not able to be conducted in all geographic areas due to lack of student enrollments.

In the event an individual is interested in bringing training to a specific location, they should work with their agency's ACM. A list of ACMs can be found at http://www.fai.gov/drupal/humancapital/acquisition-career-manager-acm.

Contact Information

Specific questions and inquiries in this document, please use the FAI Help Desk ticketing system, http://www.fai.gov/help-desk.

Summary

FAI's goal is to ensure each student has a pleasant, informative, and thought-provoking training experience. Each student, instructor, and representative of FAI plays a vital role in successfully achieving this goal. FAI will continue to identify and evaluate additional learning modalities to ensure effective learning spans the reach to acquisition workforce members while maximizing available resources.