

# FEDERAL ACQUISITION INSTITUTE



## Charter of the Federal Acquisition Institute Board of Directors

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Donna M. Jenkins, *Director*  
9820 Belvoir Road, Building 205  
Fort Belvoir, VA 22060  
[www.fai.gov](http://www.fai.gov)



## **I. Purpose**

The Administrator for Federal Procurement Policy has established the Federal Acquisition Institute (FAI) Board of Directors (BoD)<sup>1</sup> to work with the Office of Federal Procurement Policy (OFPP) in providing general direction to FAI and to ensure FAI has a strategic plan in place to successfully achieve its statutory requirements and meet the challenges of the civilian agencies acquisition workforce.

## **II. Roles and Responsibilities**

1. The FAI BoD shall advise GSA and OFPP with respect to OFPP approval of FAI's strategic plan.
2. The FAI BoD shall engage in general oversight of FAI's activities and shall provide its views to the FAI Director, the GSA Administrator with respect to the following topics:
  - A. FAI meeting its statutory requirements;
  - B. FAI meeting the needs of the civilian agencies' acquisition workforce;
  - C. FAI's coordination with appropriate organizations and groups that have an impact on the Federal acquisition workforce (e.g., the Chief Acquisition Officers Council and the Chief Human Capital Officers Council);
  - D. FAI works with the Defense Acquisition University to leverage resources and increase efficiencies; and
  - E. FAI's development and implementation of programs and plans to meet current needs and future challenges of the civilian agency Federal acquisition workforce.

## **III. Membership**

- A. The Chairperson shall be OFPP's Associate Administrator for Acquisition Workforce Programs. At his/her discretion, the chairperson may designate a Senior Procurement Executive from one of the Chief Financial Officers (CFO) Act agencies as co-chair.
- B. The OFPP Administrator shall solicit and appoint members to the BoD. The Board shall have no more than eight voting members, excluding the Chairperson. Membership on the Board shall include senior level representatives from federal agencies in various disciplines, such as procurement, program management and human capital. The term of membership shall be two years. Members may serve consecutive terms to ensure continuity. Four of the members shall come from large acquisition agencies, two from mid-size agencies, and two from small agencies to ensure a broad representation of the acquisition community. A representative of the Defense Acquisition University will serve as an ex-officio member. Other ex-officio members may be added as necessary.

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<sup>1</sup> OFPP established the FAI Board of Directors in 2003, and Section 864 of the NDAA 2012 established the Board in statute - <http://www.gpo.gov/fdsys/pkg/PLAW-112publ81/pdf/PLAW-112publ81.pdf>. The Board's statute is at 41 U.S.C. § 1201(c).

#### **IV. Working Groups**

The Chairperson may form working groups to examine specific areas of interest as appropriate. These working groups will coordinate with FAI and report their findings and recommendations to the BoD, the GSA Administrator and the OFPP Administrator.

