

FEDERAL ACQUISITION CERTIFICATION FUNCTIONAL ADVISORY BOARD CHARTER

1. BACKGROUND

As chartered by the Office of Federal Procurement Policy, the Federal Acquisition Certification Functional Advisory Boards (FAC FABs) are interagency, collaborative, working groups charged with shaping and evolving acquisition workforce management policies and practices of the Federal Contracting (CON), Contracting Officer's Representative (COR), and Program and Project Managers (P/PM) career fields.

This charter establishes the FABs to perform continuous review, evaluation, and update of the acquisition career fields in Federal civilian agencies. The FABs will address gaps, overlaps, risks and conflicts in authorities and guidance as they impact the key areas of human capital planning, hiring, identification, certification, and training of the acquisition workforce professionals.

The Board will proactively communicate and report issues as charged by this charter to the Office of Federal Procurement Policy (OFPP).

2. PURPOSE AND OBJECTIVES

- Provide FAB members, FAI Acquisition Program Managers, and OFPP's Associate Director of Acquisition Workforce Programs with requisite information, perspectives, and recommendations to guide discussions and decisions related to the continuous development of the civilian agency acquisition workforce.
- Specific activities include annual reviews to ensure accuracy and alignment in policies, practices and processes for the following:
 - Competency management and related activities.
 - Human Capital Management strategies.
 - Certification, training and continuous learning requirements.
 - Experience and career development opportunities.
 - Other related activities as deemed appropriate.
- Serve as a forum and clearing house for sharing in-process or proposed acquisition initiatives, lessons learned, and challenges.
- Provide a means for identifying and proposing efficiencies and opportunities to innovate.
- Proactively identify opportunities to leverage resources or partner in new developments.
- Establish working groups to actively develop, propose, or review specific topic areas and related activities.

3. MEMBERSHIP

Members shall be Subject Matter Experts (SMEs) with proven technical and acquisition workforce management expertise. Expertise in the specific functional area is required as well as experience in human capital management and workforce development. The Chief Acquisition Officer (CAO) or Senior Procurement Executive (SPE) of each CFO Act Agency shall appoint a representative(s) (i.e., an individual with technical expertise and an individual with acquisition workforce management expertise) to serve as a voting member of the respective FAB. The Chairman of the Small Agency Council (SAC) procurement committee shall also appoint a voting member who represents the larger SAC constituents.

Membership of each FAC FAB consists of the following positions:

- Co-Chairs - OFPP and FAI
- Executive Secretary - FAI Acquisition Program Managers who also serve as the

- Acting Co-Chairs in the absence of the Co-Chairs.
- Membership – Appointed Agency Subject Matter Experts (SMEs) with proven technical and acquisition workforce management expertise.
- Each appointed member shall:
 - Have decision making authority and empowered to act on behalf of their agency CAO or SPE.
 - Actively participate in working groups to ensure agency specific concerns are adequately addressed, but also consider the government-wide perspective.
 - Designate an individual to serve as an alternate in the event that the primary member is unable to attend. If an alternate attends the meeting, they are understood to have full authority of the primary member.

4. RULES OF ENGAGEMENT

- Meetings will be held on a quarterly basis as determined by the Co-Chairs and Executive Secretaries.
- Meetings will normally be conducted at GSA Headquarters.
- FABs will be administered by FAI.
- All meeting materials will be provided at least five working days prior to the scheduled meeting.
- Meeting minutes will be provided within ten working days after the meeting.
- The Co-Chairs, with Executive Secretary input, will evaluate and respond to concerns or issues for which the FAB cannot achieve consensus.

5. ROLES AND RESPONSIBILITIES

- CAO or SPE shall:
 - Appoint an Agency representative to serve as a voting member of the respective FAB.
 - Empower the appointed member to act on behalf of the CAO or SPE and the Agency.
 - Support the FAB member by providing recommendations and input on various working group activities, recommendations and requests.
- FAB Co-Chairs shall:
 - Coordinate with agency CAOs or SPEs to address any FAB membership issues.
 - Provide final recommendations to OFPP on any FAB Charter revisions.
 - Represent FABs at interagency meetings and councils, as appropriate.
 - Provide final recommendations to OFPP for career field competency revisions, certification standards, and training and experience requirements.
- FAI Executive Secretaries shall:
 - Serve as the Acting Co-Chair in the absence of the Co-Chairs.
 - Represent FABs at interagency meetings and councils, as requested by the Co-Chairs.
 - Establish meeting agendas, assign and monitor progress of action items, prepare meeting minutes and other related activities.
- FAB Members shall:
 - Actively participate in FAB meetings and working group activities.
 - Propose meeting agenda items.
 - Share organizational or agency human capital management and/or acquisition workforce training and development initiatives, projects, practices, lessons learned, and processes.
 - Provide input to action items and related requests within assigned suspense dates.
 - Coordinate with agency leadership and identify SMEs to support related activities and government-wide initiatives.
 - Proactively solicit input from their agency CAO or SPE and communicate requests, issues, recommendations and decisions made to the appropriate agency official.

6. REFERENCES


- Revisions to the Federal Acquisition Certification for Contracting (FAC-C), May 7, 2014; [May 7, 2014, OFPP Memo - Revisions to the Federal Acquisition Certification in Contracting \(FAC-C\)](#)
- Revisions to the Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR), September 6, 2011: [September 6, 2011 OFPP Memo - Revisions to the Federal Acquisition Certification for Contracting Officer's Representatives \(FAC-COR\)](#)
- Revisions to the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM), December 16, 2013: [December 16, 2013, OFPP Memo - Revisions to the Federal Acquisition Certification in Program and Project Managers \(FAC-P/PM\)](#)
- OFPP Policy Letter 05-01; https://obamawhitehouse.archives.gov/omb/procurement_policy_letter_05-01
- FAC Certification Requirements: <https://www.fai.gov/drupal/certification/certification-and-career-development-programs>
- FAI Contracting Competencies Models; [FAC-C core competency model](#)
- FAC-COR Competency Model; [FAC-COR core competency model](#)
- FAC -P/PM Competency Models; [FAC-P/PM core competency model](#)
- FAC-IT PM Specialization; [FAC-P/PM-IT core-plus competency model](#)
- FAI Home Page; <https://www.fai.gov/drupal/>
- FAITAS Catalog; <https://faitas.army.mil/Faitas/>

7. REVIEW CYCLE

This charter will be reviewed and/or revised annually to ensure content is accurate and relevant.


8. APPROVAL

This charter is approved by the below FAB Co-Chairs



Joanie Newhart
OFPP, Associate Administrator for
Acquisition Workforce Programs

Apr. 17, 2018
Date



Jeffrey B. Birch
FAI Director

APR. 17, 2018
Date