*[NOTE: The contents of this document should be copied into the body of the email. This document should not be attached to the email. Be sure to prepare and include a separate “Instructor Information” sheet using the template provided.]*

Welcome to the ***Competition in Contracting (CICA), the Federal Acquisition Regulation (FAR), and the Federal Rulemaking Process*** course. We are excited for your participation!

As you may postulate from the course title, this course will draw from a wide variety of materials and resources. Please review each resource to ensure you have the requisite knowledge and familiarity with the course material.

In addition, some resources will provide an overview of the regulations and processes pertaining to the FAR and the federal rulemaking process. Please review each resource, to ensure you have the prerequisite knowledge and familiarity. Completing this pre-work individually will provide the foundation for a successful collaborative experience.

Attached are the two pre-work guides and instructor information:

1. Federal Rulemaking – Reading List
2. Federal Rulemaking – CICA Language Crosswalk
3. Instructor Information

***Course Description:*** The purpose of this course is to provide participants with the knowledge, skills and tools to be more involved in the Federal Rulemaking process. This involvement is intended to increase the knowledge of the Federal Acquisition Regulations (FAR), lead to more consensuses between acquisition team members, and improve the federal acquisition team effectiveness.

*[Course Date and Time]*

*[Course Location]*

*[Facility Directions/Information]*

Again, welcome to the class. We look forward to a great learning experience!