

**CHARTER**  
**INTERAGENCY ACQUISITION CAREER MANAGEMENT COMMITTEE**

**1. Official Designation.** The name of this committee is the Interagency Acquisition Career Management Committee (IACMC); formerly known as the Interagency Procurement Career Management Committee (IPCMC).

**2. Background.** The Federal Acquisition Institute is responsible for executing requirements outlined in 41 U.S. Code 1201(a). The Office of Federal Procurement Policy (OFPP) provides FAI with strategic oversight in promoting the development of a high-performing qualified civilian acquisition workforce. FAI serves as focal point for civilian agency acquisition workforce training and career development activities. To support these activities, FAI manages the Acquisition Workforce Training Fund (AWTF) established under section 1412 of the Services Acquisition Reform Act (SARA) (P.L. 108-136).

**3. Functions.** The IACMC supports the implementation of interagency plans and programs for advancing the competence of the federal acquisition workforce. As such, IACMC members and designees will support OFPP and FAI in workforce program implementation consistent with this Charter. The functions of the IACMC include, but not limited to the following:

- a. Identifying civilian agency Federal Acquisition Certification (FAC) and elective training needs to include assisting FAI in the development of a training delivery strategy for AWTF funded training. The training delivery strategy shall be prioritized and include specific training courses required, geographic training location and timeframe.
- b. Coordinating the development, modification and implementation of acquisition certification requirements to include analyzing training curriculum to confirm all certification competencies are covered or if adjustments are necessary.
- c. Ensuring quality assurance for agency implementation of government-wide FAC training and certification standards.
- d. Facilitating the exchange of information on agency acquisition career development programs and related human capital management developments and activities.
- e. Assisting in (1) developing recommendations for new acquisition workforce initiatives, (2) making subject matter experts available to review and evaluate course materials and participate in course pilot, (3) ensuring that training meets civilian agencies' needs, and (4) ensuring that civilian agencies participate in decisions affecting long-range curriculum and human capital developments.
- f. Optimizing agency resources and tools to ensure the widest dissemination of information to agency acquisition workforce members that is provided during meetings and other forums.

**4. Support Services.** The FAI provides staff support for the IACMC. The IACMC may establish subcommittees and interagency working groups needed to accomplish its functions. FAI shall maintain a list of agency ACMs to include name, contact information and make such information available on fai.gov.

**5. Meetings.** Meetings are scheduled and conducted on a quarterly basis.

a. FAI shall prepare and disseminate meeting agendas, presentations, meeting minutes, related resources and ensure timely distribution to all committee members.

b. Meetings are conducted to address current issues, discuss future plans, and report on subcommittee accomplishments.

c. Non-government and contractor personnel may attend and present at meetings as approved by the committee co-chairs.

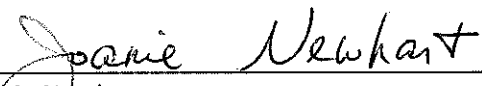
**6. Membership.** Consistent agency representation is critical to ensure efficient and effective operations of the committee and functions.

a. The committee is co-chaired by the OFPP Associate Administrator for Acquisition Workforce Program and Director, FAI

b. IACMC membership comprises agency Acquisition Career Managers (ACMs) pursuant to OFPP Policy Letter 05-01; ACMs are voting members of the IACMC.

c. Ex-officio members and guests approved by the co-chairs are nonvoting attendees. Representatives may include appropriate individuals from across both the civilian agency and Department of Defense communities.

APPROVED BY:

  
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Joanie Newhart  
Associate Administrator for Acquisition Workforce Programs  
Office of Federal Procurement Policy

March 1, 2017  
Date

  
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Jeffrey B. Birch  
Acting Director, Federal Acquisition Institute

March 1, 2017  
Date