



OFFICE OF FEDERAL  
PROCUREMENT POLICY

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

September 3, 2013

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS  
SENIOR PROCUREMENT EXECUTIVES

FROM:

Joseph G. Jordan *JGJ*  
Administrator

SUBJECT:

Increasing Efficiencies in the Training, Development, and Management of  
the Acquisition Workforce

In order to provide agencies with the goods and services that they need to accomplish their missions at the best value to taxpayers, the Federal Government needs talented and trained individuals who can plan, manage, and oversee acquisitions. The Federal Government's acquisition workforce also plays a critical role in many of the Office of Management and Budget's (OMB's) initiatives, such as promoting efficient spending and building the right supplier relationships. In a constrained fiscal environment, these individuals can make an even bigger impact by developing better requirements, leveraging spending volume to save money, and incorporating innovative acquisition strategies to achieve better acquisition outcomes. Therefore, increasing the capability of the Federal acquisition workforce through training and development continues to be one of my top priorities.

To achieve these desired outcomes as efficiently as possible, agencies must take steps to reduce duplicative training and development efforts and look for every opportunity to save taxpayer dollars. To that end, I have tasked the Federal Acquisition Institute (FAI) to lead the following acquisition workforce initiatives that will: 1) reduce duplication of workforce management information systems, and 2) leverage scarce training resources across agencies. In support of these efforts, all civilian Federal agencies<sup>1</sup> shall:

- *Increase Use of the Federal Acquisition Institute Training Application System (FAITAS).* Pursuant to 41 U.S.C. §1704(e), each civilian agency must collect and maintain standardized information to ensure effective management of the acquisition workforce. FAI maintains FAITAS, an integrated and Government-wide acquisition workforce career management system, which allows agencies to better manage their acquisition workforce members and training programs.

For example, through FAITAS, acquisition professionals are able to register for acquisition training courses and related career development opportunities, and can manage their certification by recording their education, training, and experience.

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<sup>1</sup> The Department of Defense is exempt from this requirement because it has its own acquisition workforce information management system as required under the Defense Acquisition Workforce Improvement Act (DAWIA) 10 USC § 1761.

Agencies benefit by having a central repository of information about their acquisition workforce members, and the system also provides the Office of Federal Procurement Policy (OFPP) and FAI with a comprehensive view of the civilian agency acquisition workforce from a Government-wide perspective. This global view allows for better planning and execution of important human capital initiatives to strengthen the acquisition workforce.

With limited exceptions,<sup>2</sup> civilian Chief Financial Officers (CFO) Act agencies<sup>3</sup> and acquisition workforce members shall use FAITAS to:

- *Collect individual acquisition workforce user profiles* – Information shall be entered directly into FAITAS for personnel who have been identified by the Chief Acquisition Officer (CAO) or Senior Procurement Executive (SPE) as being members of the Federal acquisition workforce.<sup>4</sup> This reduces duplicative data entry and increases efficiencies of the Federal acquisition workforce data. No later than January 1, 2014, each civilian agency shall have, at a minimum, accurate and complete records in FAITAS for the following:
  - Positions in the general schedule contracting series (GS-1102) and non-DOD uniformed personnel in comparable positions;
  - Contracting Officers regardless of general schedule series with authority to obligate funds above the micro-purchase threshold;
  - Project/Program Managers (P/PMs); and
  - Contracting Officer's Representatives (CORs).

Agencies, at their discretion, may include other career fields in FAITAS that they have identified as acquisition workforce members, such as logistics, test and evaluation, program financial management and cost estimating.

- *Register acquisition workforce members for agency-provided acquisition training* – All civilian agencies shall use FAITAS as their training registration system for agency-provided acquisition training as soon as possible, but no later than October 1, 2014.<sup>5</sup> This will facilitate registration for the agency's workforce and will allow them to open up classes to acquisition workforce members in other agencies if space is available.
- *Manage Federal Acquisition Certifications (FACs)* – Civilian agency acquisition workforce members shall use FAITAS to apply for certification as soon as possible, but no later than April 1, 2014. These workforce members shall also

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<sup>2</sup> Extensions to implementation dates and exceptions to full utilization of FAITAS may be granted for unique agency circumstances and must be approved by OFPP, in writing. Submit extension and exception requests to Joanie Newhart at [jnewhart@omb.eop.gov](mailto:jnewhart@omb.eop.gov), or as otherwise directed by OFPP.

<sup>3</sup> Civilian non-CFO Act agencies are strongly encouraged to utilize FAITAS.

<sup>4</sup> For a definition of the civilian agency acquisition workforce, see OFPP Policy Letter 05-01, "Developing and Managing the Acquisition Workforce," available at [http://www.whitehouse.gov/omb/procurement\\_policy\\_letter\\_05-01](http://www.whitehouse.gov/omb/procurement_policy_letter_05-01).

<sup>5</sup> To ensure a smooth transition and arrange for agency specific registrar functions, please contact [www.fai.gov](http://www.fai.gov), select "Help Desk," and enter a request by choosing topic "FAITAS v.2 System" from the drop-down menu.

maintain currency by using the FAITAS Continuous Learning Module to track continuous learning points as soon as possible, but no later than June 1, 2014.

Small agencies are not required to use FAITAS, but are encouraged to utilize its functionalities to manage their acquisition workforce members. Use of FAITAS will also provide these agencies access to the substantial acquisition training available through the system at no charge.

FAI continues to add new functionality to FAITAS to maximize its utility as an integrated and robust tool supporting the training and development of the acquisition workforce. For example, by using the mass email functionality, agencies can email targeted FAITAS users (i.e., level II CORs, or senior-level P/PMs) to distribute information, such as training opportunities and policy updates. Additionally, agencies can populate their “agency resource page” with agency specific data, forms and links, making that information readily available to their workforce. The following new features are planned as follows:

- A contracting officer warrant tracking module to provide agencies the capability to approve, track and report on issued warrants (planned for fall 2013);
- A fulfillment and equivalency module to allow the workforce to apply for and track approved fulfillments and equivalencies (planned for 2013);
- The capability for workforce members to obtain specialized certifications, such as core-plus specializations (planned for 2013);
- The capability for agencies to add additional unique certification requirements (planned for 2013);
- An interface between FAITAS and the Office of Personnel Management’s central workforce information system, Enterprise Human Resources Integration (EHRI), to exchange workforce and training data (planned for 2014); and
- An online training capability making both FAI and agency online acquisition training readily available to all acquisition workforce members (planned for 2014).

FAI has recently implemented a multi-agency Change Advisory Board (CAB) to perform evaluative continuous process improvement reviews of FAITAS capabilities and recommend system changes to FAI. The CAB will ensure that agencies’ needs are considered on an ongoing basis and will help FAI prioritize changes.

As FAI continues to enhance FAITAS capabilities and new features become available, announcements and implementation plans will be coordinated and communicated through the Chief Acquisition Officers Council, the Interagency Acquisition Career Managers Committee, and the CAB.

- *Leverage Training Dollars and Reduce Costs by Supporting the Federal Acquisition Council on Training (FACT)*. Pursuant to 41 U.S.C. §1201(a)(10), FAI is statutorily responsible for collaborating with other civilian agencies to leverage training supporting all members of the civilian agency acquisition workforce. To that end, I have directed

FAI to establish and chair the Federal Acquisition Council on Training (FACT), a Government-wide acquisition training council that will focus on increasing efficiencies in acquisition certification and continuous learning training and development to optimize Federal dollars and resources. Specifically, I have tasked the FACT to:

- Leverage commercially available acquisition training spend;
- Promulgate course development standards providing a “plug and play” capability for agency specific material;
- Increase awareness of and collaboration between agencies working on similar curricula development efforts; and
- Identify agencies to take lead roles in the development of common curricula for use by all agencies, and, as appropriate, potentially funding the development of this shared curricula.

In the next round of AcqStats, scheduled to be held later this year, agencies will be asked to share data indicating their progress utilizing FAITAS and supporting the FACT. Moving forward, these initiatives should also be included in agencies’ Acquisition Human Capital Plans, as directed by OFPP.

Your active participation, support and commitment are very much appreciated as we continue to advance OMB’s practices of efficiently and effectively developing the Federal acquisition workforce to ensure the best contracting practices take place for the American people. If you have any questions, please contact Joanie Newhart on (202) 395-4821 or [jnewhart@omb.eop.gov](mailto:jnewhart@omb.eop.gov).