



GSA Federal Acquisition Service

June 25, 2012

FAS INSTRUCTIONAL LETTER 2012-10

MEMORANDUM FOR ALL FAS ACQUISITION ACTIVITIES

FROM: HOUSTON W. TAYLOR
ASSISTANT COMMISSIONER
OFFICE OF ACQUISITION MANAGEMENT (QV)

SUBJECT: Required Training for the FAS Acquisition Workforce

A handwritten signature in blue ink, appearing to read "HTaylor", is written over the typed name and title of the sender.

1. **Purpose:** The purpose of this Instructional Letter (IL) is to require the training module *Basic Contracting for GSA Schedules* for the Federal Acquisition Service (FAS) Acquisition Workforce.

This training will also provide a Continuous Learning Point (CLP) credit to be applied to the Federal Acquisition Certification (FAC) Program Certifications. The required Continuous Learning Points for FAC-C and FAC-P/PM is 80 CLPs every two years and FAC-COR requires 40 CLPs every two years.

2. **Background:** Relevant and up-to-date training on the various acquisition programs across FAS contribute toward achieving acquisition excellence and creating a more knowledgeable and agile acquisition workforce. Specifically, this training is an initial step toward supporting FAS's long-term performance goal of enhancing workforce agility by ensuring that 25 percent of our acquisition workforce is knowledgeable and experienced in the use of all FAS acquisition programs by 2017.

The Federal Government's annual acquisition budget is approximately \$530 billion, of which \$50 billion or 10 percent is expended through the Multiple Award Schedules (MAS) Program. Despite the large amount of Federal procurement spending through the MAS Program - the largest acquisition vehicle program in Government - the acquisition workforce has received minimal training on the effective use of the MAS Program through the FAC programs.

To address the gap in acquisition workforce training across Government, in FY 2010 the FAS Office of Acquisition Management launched the MAS training initiative. FAS signed a Memorandum of Understanding (MOU) with the Federal Acquisition Institute (FAI) to address the training gap on the MAS Program. Through this partnership, FAS worked with both FAI and Defense Acquisition University (DAU) to incorporate instructor Led Training and a web-based training module into a course called *Basic Contracting for GSA Schedules*. This training is available through the online training systems FAITAS and DAU icatalog as Continuous Learning Module (CLM) FAC023.

To lead by example for the rest of the Federal Government, FAS is mandating this training for the FAS acquisition workforce. Additionally, mandating this training for the FAS acquisition workforce demonstrates how incorporation of training around FAS acquisition programs into the FAC core curriculum can be beneficial to the acquisition workforce across Government.

3. **Effective Date:** Date of signature.
4. **Termination Date:** This IL remains in effect until it is cancelled.
5. **Applicability:** This IL applies to all members of the FAS acquisition workforce, including Contracting Officers and FAC-C, FAC-COR, and FAC-P/PM certification holders. CLPs obtained from this training can be applied to FAC certification continuous learning requirements.
6. **Reference Regulations:** Office of Federal Procurement Policy Letter 05-01, GSAM 501.603-2 (2), GSA Acquisition Letter V06-06 and V-06-06 Supplement 2 and V-06-06 Supplement 4.
7. **Instructions/Procedures:** The training *Basic Contracting for GSA Schedules* is required for all members of the FAS acquisition workforce. The current FAS acquisition workforce - including Contracting Officers and FAC-C, FAC-COR, and FAC-P/PM certification holders - must complete this training within one year of issuance of this IL. New members of the FAS acquisition workforce will have one year from the date of entrance into the FAS acquisition workforce to complete this training.

The below chart outlines how *Basic Contracting for GSA Schedules* aligns to the Federal Acquisition Institute's FAC Program Core Competencies:

FAC-C Level I	FAC-COR II	FAC-P/PM Entry Level
Acquisition Strategy	Task and Delivery Order Contracting	Business Strategy
Contracting/Procurement	Market Research	Pre-Award Acquisition Planning
Planning and Evaluating	Compliance with FAR Guidelines	Knowledge of Role of Acquisition Strategy
Task and Delivery Order Contracting	Strategic Planning	Market Research (Socio-Economic Considerations)

8. Questions and Answers:

How do I register for web-based training?

Basic Contracting for GSA Schedules CLM FAC023 can be found through the Federal Acquisition Institute Training Application System (FAITAS).

To register you must first apply through FAITAS 2.0 at: <http://catalog.dau.mil/> and enroll in course FAC023.

This course can also be taken through a live webinar that will include a live chat and question and answer period following the training. To find a schedule of when these webinars are available please visit <http://interact.gsa.gov/gsa-training>.

Taking either FAC023 or the live webinar version, *Using Multiple Award Schedules - Basic Course* (4 CLPs), will satisfy the requirement of this IL.

If the course is taken through the live webinar version found on <http://interact.gsa.gov/gsa-training>, the training must be loaded by the trainee into the FAITAS system so it can be added to the trainee's transcript and properly credited.

If this course is taken through DAU icatalog found at <http://catalog.dau.mil/>, it will be automatically updated and added to the trainee's transcript through the FAITAS system.

Course Overview:

This CLM is an overview of the MAS Program as it applies to the Acquisition Life Cycle. There are eight topics:

CLPs Basic Contracting for GSA Schedules: 4 CLPs

Topic 1: Introduction to the MAS Program

Topic 2: Benefits of the MAS Program

Topic 3: Acquisition Lifecycle

Topic 4: Market Research

Topic 5: Acquisition Strategy

Topic 6: Acquisition Flexibility for Use of Schedules

Topic 7: Task/Delivery Order Award, Administration and Closeout

Topic 8: e-Tools

How will the FAS Acquisition Workforce find out when more required or designated CLP maintenance training is available?

The Office of Acquisition Management will amend this IL to include any additional required FAC Program or CLP maintenance training.

How will the Office of Acquisition Management monitor compliance with this mandatory training requirement?

The Office of Acquisition Management will run a report every six months from FAITAS to validate that the members of the FAS acquisition workforce are taking the required training.

The reports will be provided to the FAS business portfolio Director of Acquisition Operations.

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