VA Acquisition Academy

FY23 Course Catalog

VA Acquisition Academy

7485 New Horizon Way | Frederick, Maryland 21703 | 240-215-0561 |
www.acquisitionacademy.va.gov

VA Acquisition Academy
Acting Chancellor *Stephanie Belella*

About the VA Acquisition Academy (VAAA)

VAAA Business hours: 7:00 a.m.—5:30 p.m. (ET) Monday through Friday

The most up-to-date courses and schedules can be found in our VAAA Course Schedule.

Register for classes through Cornerstone OnDemand (CSOD). VAAA courses in CSOD are listed in all caps and identified as Federal - VA Acquisition Academy.

Mission: Serve the Veteran, the Federal workforce, and the taxpayer by providing best-in- class training programs.

Vision: We will be the Federal training academy of choice.

Contact VAAA

Important Contacts:
Office of the Registrar | 240-215-0724 | vacovaaare@va.gov
Student Travel | 240-215-0844 | vaaastudenttravel@va.gov
VAAA Fax | 240-215-0829

Cornerstone OnDemand Registration System | https://dau.csod.com

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About the Veterans Affairs Acquisition Academy

The VA Acquisition Academy (VAAA) addresses the growing acquisition workforce challenge facing the Department of Veterans Affairs (VA) and the Federal Government overall. With downsizing in the last decade and the loss of institutional knowledge resulting from baby-boomer retirements, the acquisition workforce has been strained to keep pace with the increased complexities associated with outsourced work in support of the VA mission. In addition, oversight of the acquisition function across the entire Federal Government has grown dramatically in recent years. All of this, combined with the Office of Federal Procurement Policy (OFPP) mandates, as implemented by the Federal Acquisition Institute (FAI) to meet required certification standards for the acquisition workforce, supports the need for VAAA to service VA's acquisition workforce and mission.

In September 2021, VAAA achieved Accredited Provider (AP) status from the International Accreditors for Continuing Education and Training (IACET). As an IACET AP, VAAA offers IACET continuing education credits (CEUs) for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard. VAAA joins nearly 500 organizations around the globe that have matriculated through a rigorous peer-reviewed process by experts in continuing education, thereby ensuring the highest possible standards are met. IACET is recognized internationally as a standard development organization and accrediting body that promotes the quality of continuing education and training.

VAAA trains the acquisition workforce, including existing and future contracting professionals, program and project managers, facilities managers, and supply chain managers and logisticians. VAAA training meets OFPP certification mandates and ensures VA has a qualified and certified acquisition workforce to deliver and manage the goods and services Veterans need, manage federal facilities, and ensure Veterans have what they need when and where they need it. VAAA curriculum takes a holistic and synergistic approach to:

- Create a workforce that is regarded as "best in class," where acquisition professionals are referred to as "trusted business advisors" who are sought out by their peers and customers for their expertise in crafting the most effective and efficient acquisition strategies to meet mission needs.
- Incorporate electives that address the entire suite of competencies needed for success: innovation, leadership, team building communication, interpersonal skills, and others.
- Align course content to achieve greater consistency and standardization in performing the acquisition function grounded by the Federal Acquisition Regulation's (FAR) guiding principles for exercising sound business judgment.
- Leverage institutional knowledge and wisdom of the VA's existing acquisition workforce by creating knowledge-sharing activities and opportunities for all employees coming through our courses.

Course Catalog Overview

About the Catalog

The FY23 Course Catalog provides an overview of the training options available at VAAA. The catalog assists in course selection and program planning. While every effort is made to ensure the accuracy of the information in this catalog, course listings are subject to change through the normal academic process. New courses and changes in existing course work are initiated by the appropriate program and are published on the *VAAA website*.

The following are categories included in the catalog:

Event Name: The abbreviated and the full name of a course (for example GOV 104 – GSA/ Federal Supply Schedule Training). This is how courses are listed in CSOD. VAAA events are listed in capitalized letters in the CSOD catalog i.e. CON 091 (FED) CONTRACT FUNDAMENTALS

Event Description: Course descriptions include a brief description of the academic content provided. Course descriptions **do not** include the instructor's name, course syllabus, or textbook title.

Session: A specific scheduled instance of an instructor-led training event.

Prerequisite: Course(s) or conditions which may be required to complete prior to registering for advanced level courses.

Instructional Hours: The number of hours that class are in session.

Continuous Learning Points (CLP): The number of CLPs that a student will earn for successfully completing a course.

Continuing Education Unit (CEU): The number of CEUs that a student will be credited for successfully completing a course. VAAA events that award CEU credits will have an IACET stamp of accreditation.

Delivery Method: The delivery method is the method in which the course is presented. The following methods are used at VAAA:

- **Instructor-Led Training (ILT)**: An instructor delivers the training face-to-face.
- **Virtual Instructor-Led Training (VILT):** An instructor delivers training virtually.
- **Online Training (OLT)**: OLT courses are delivered utilizing a learning management system in a way which a student can complete them at their own pace.
- **Blended (BLD)**: Combination of training modalities where students will complete ILT classroom training and OLT-based content

VAAA Training Policies

Registration

VAAA has mandated CSOD account creation for all students attending VAAA training. All VAAA students must have an active CSOD account to register for VAAA courses. To view and register for the most current VAAA course offerings, please visit **CSOD**.

Account Creation

Students must submit a System Authorization Access Request (SAAR) form to obtain an FAI CSOD user account. The FAI SAAR is available online at **https://saar.dau.edu/.** Refer to the **SAAR JobAid** for guidance on how to complete the SAAR form.

Special Needs & Assistance

VAAA and the Office of the Registrar (OOR) are dedicated to the highest quality of service. To achieve this goal, we have implemented standard operating procedures to be used when a student requires additional assistance and/or consideration.

If special services are required to accommodate special needs (for example sign language interpreters or transcription service), students must contact the **VAAA registrar** at 240-215-0724 as soon as possible, **but no later than 30 days prior to the course start date.**

Additional Supplies/Equipment

Students must bring to class:

- **Personal Identity Verification Card (PIV):** VA employees must bring their PIV card with them when attending courses at the facility. Students who do not have a PIV card must bring a Government ID with them to gain access to the academy. A PIV card is required for access to all VA desktops and laptops at the academy.
- **General supplies:** pens, pencils, highlighters, notepaper, post-it notes/tabs; mathematical calculators; and shipping box labels completed by students, with the student's local office account information. Local offices are responsible for shipping charges and any additional luggage fees associated with notebooks, etc., that the student may receive in class. Note: VAAA will provide shipping boxes.
- **Computer**: Students must bring their Government provided computer to ILT learning events held at the training site. If a student's laptop fails at the VAAA, VAAA IT will attempt to trouble shoot issues onsite or will provide a loaner laptop. Loaner laptop issuance requires students to sign a property pass. IT support for a learning event held offsite will be provided locally. There is no access to VAAA IT assets after 5:30 p.m. Monday – Friday or on weekends.

Cancellation Information

Students wishing to withdraw registration for an event in which they are enrolled must send a request to withdraw to the **VAAA Registrar at least 25 calendar days prior to the start of the session**. VAAA will not accept cancellation notices sent **less than 25 days prior to the start of a class** unless necessitated by extenuating circumstances.

*Violation of this policy may result in suspension of enrollment privileges for a period of six months, during which the affected student may not be permitted to enroll in any VAAA course offerings.

VAAA works diligently to meet the training needs of the acquisition workforce through diverse course offerings and high-quality learning experiences. We understand that unforeseen circumstances arise and may result in an unintended absence, but we ask that all students be mindful of limited course seats and training costs and submit their enrollment cancellation notice as soon possible so that we may accommodate other interested students. Unforeseen, involuntary, and unavoidable circumstances must be verified by a supervisor.

Inclement Weather

When determining operating status, VAAA employees, students and contractors should follow **OPM guidance** first. If inclement weather and/or emergency occurrences are specific to the Frederick County, Maryland area, employees and contractors should follow the weather operating status of **Frederick County Government**. The full policy can be found **here**.

Smoking Policy

The use of tobacco products of any kind is prohibited within the building. This prohibition includes smoking or vaping within 35 feet of any entrance to the building, including the loading and receiving dock areas. Smoking and vaping is only permissible in designated areas.

Emergency Procedures

If an incident happens on site at the VAAA facility or property:

- Call 9-911 if immediate medical at attention is needed and notify the receptionist at 240-215-0561 that emergency services will be arriving shortly.
- Notify the receptionist of any other emergency incidents, even if the individual(s) do not require immediate medical at attention.
- The employee involved in the incident must notify their supervisor as soon as possible providing the name, location, contact information and a description of the incident. If notification is after hours, send an email to the Facility Manager or call 202-297-7439 with this information.
- The supervisor will immediately notify the Facility manager, record information on VAAA Incident Report Form (VA Form 2162) and provide the form to the **Facility Manager.**

- Employees will coordinate with the business unit (BU) representative to notify the emergency contact, if necessary.
- Facility Manager will notify and coordinate with the BU representative and Chancellor, as necessary, and notify the OALC Watch Command when appropriate.
- When an incident happens to an individual on official Government business, but not at the VAAA facility or its property.
- The Government employee involved in the incident will notify their supervisor as soon as possible providing the name, location, contact information, and a description of the incident. If notification is after hours, send an email to the Facility Manager or call 202-297-7439 with this information.

In both cases:

- The supervisor will immediately notify the Facility Manager, record information on the VAAA Incident Report Form and provide it to the Facility Manager. Employees will coordinate with the program point of contact to notify the emergency contact, if necessary.
- The Facility Manager will notify and coordinate with the program point of contact and Chancellor, as necessary, and notify the OALC Watch Command.

VAAA Contact Information

If you have any questions, please contact us using the information below: Email: vacovaaare@va.gov| Phone: (240) 215-0724

VAAA Training

VAAA trains VA's acquisition workforce to include existing and future contracting professionals, program and project managers, facilities managers, and supply chain managers and logisticians. For information about our Acquisition Workforce Internship Programs, including the Acquisition Intern and Warriors to Workforce Programs, visit our website.

VAAA develops and delivers:

   i.   Federal Acquisition Certification training in Contracting (FAC-C), Contracting Officer Representative (FAC-COR), and Program/Project Management (FAC-PPM), as well as continuous learning training.
   ii. Acquisition leadership training through the **Senior Acquisition Leadership Training program** and the **CLIMB leadership program,** as well as a Program Management Fellows Program. Training for the supply chain management workforce.
   iii. The figure below shows the course designation headings that will be found to the right hand corner of each page of course descriptions:

Figure 1 Course Designation Headings Key

Contracting Professional Training

VAAA's comprehensive curricula and engaging programs enable Government contracting professionals to learn the necessary skills and training required to meet the OFPP requirements for Federal certification in contracting. The goal of the curricula is to meet the needs of today's acquisition professionals to help accomplish the mission. We provide a diverse array of competency and technical skills training, as well as resources and tools needed to support a robust and qualified contracting workforce.

The curricula include a focus on technical contracting and professional business competencies, strategic business skills, along with supervisory and leadership training opportunities. In addition to the core courses, VAAA offers specialized tracks and continued professional development offerings, in areas such as construction, Federal appropriations, leasing and source selection, as well as customized courses to meet targeted training needs. Course offerings provide significant career development opportunities for the mid-level acquisition workforce, to include cross-functional training and strategic operational skills. These proficiencies are vital and support VA's organizational capabilities. VAAA incorporates civilian case studies and examples in training to increase relevance and strengthen the theory-to-practice connection. Staff members have significant operational contracting experience, enabling VAAA to offer high-quality training at a lower cost than what agencies would otherwise typically incur.

VA has deployed a strategic central funding model for FAC-C certification and continuous learning training for all VA 1102 supply service personnel to at end VAAA courses. Students from other Government agencies and VA students in other career series may at end courses based on seat availability and local office funding.

VAAA offers the VA acquisition workforce the fundamental courses for obtaining and maintaining the FAC-C requirements. To maintain certification, acquisition professionals must earn 80 continuous learning points (CLPs) every two years, which they may earn through educational activities (formal training and formal academic programs), professional activities (at ending/speaking/presenting at professional seminars, symposia, conferences, publishing, and workshops), and training activities (teaching, self-directing study, and mentoring). More information is available at **OFPP's website**.

Certification, Technical, Professional and Leadership Training for the Acquisition Workforce

VAAA offers courses in six main categories: FAC-C Certification and Curriculum, Technical and Professional Competencies, Mission and Policy Support Training Curriculum, Acquisition Writing System, Acquisition Specializations and Certifications and Acquisition Leadership. See below for a brief description of each.

FAC-C Certification and Curriculum
Offers the fundamental courses for obtaining and maintaining the FAC-C for Levels I, II, III in accordance with OFPP.

Technical and Professional Competencies

The program offers professional development courses that focus on enhancing the key technical and professional competencies identified by FAI. Specialized courses are designed to foster consistent technical and professional competencies and standards related to the Federal acquisition function (look for ACQ, FCN, FQN, FFM and CON events). Students can build their skills in courses that use case studies and contracting simulations to give learners the opportunity to put theory to practice by demonstrating and applying knowledge. Learners will leverage their experience and knowledge in addressing new contracting situations or challenges. Additionally, acquisition professionals can take courses in key strategic business operating skill areas based on where they are in the career road map.

Mission and Policy Support Training Curriculum

VAAA develops customized training opportunities on topics deemed high priority by acquisition leadership, and customized webinars and workshops address acquisition policy updates and customer support requests.

Acquisition Writing System

Specific training on VA's acquisition systems, processes, and procedures, to include the electronic Contract Management System (eCMS).

Acquisition Specializations and Certifications

Acquisition professionals can develop expertise in specific acquisition areas with courses that meet specialization and/or certification requirements, such as Leasing, Digital Services, and Construction.

Acquisition Leadership

Acquisition professionals can develop and enhance their leadership skills as they progress through their career. Courses are designed to foster VA's strategic leadership competencies and the Federal acquisition function (look for FCN and FLD courses). This category includes the award-winning *Senior Acquisition Leadership Training (SALT)* program, advancing critical acquisition professional leadership competencies among the VA contracting and program/project management workforce and the *CLIMB* (Collaborate, Lead, Influence, Motivate, Build) foundational leadership program. Pay special attention to the courses identified with the Acquisition Workforce Training (AWF) icon! These are courses intended for acquisition professionals across the acquisition on workforce: 1102s, P/PMs, CORs, and other individuals critical to the acquisition lifecycle.

Contact Information: For questions regarding contracting professional training, visit our website or email us.

FAC-C Certification and Curriculum

FAC-C Level 1 Requirements

Available Through VAAA

- CON 091 (FED): Contract Fundamentals *(Available ILT/VILT at VAAA or OLT at DAU)*
- CON 170 (FED): Fundamentals of Cost and Price Analysis *(Available FTF/VILT at VAAA)*
- FCL-VA-0002: Welcome to VA: An Orientation for New 1102's *(Available FTF/VILT at VAAA)*
- FCL-VA-0034: Applying the Veterans First Contracting Program *(OLT)*
- FCL-VA-0170: Contract Price Determination Workshop *(Available FTF/VILT at VAAA)*

Available in CSOD through FAI and DAU (OLT)

- CON 100: Shaping Smart Business Arrangements
- FAC 023: Basic Contracting for GSA Schedules
- FAC 031: Small Business Programs
- CLC 056: Analyzing Contract Costs
- CLC 057: Performance-Based Payment and Planning for Cash Flow
- CLC 058: Introduction to Contract Pricing
- FCL-CM-2500: Category Management 101 *(OLT)*

In addition to the above listed courses, there are experiential and education requirements:
Experience: 1 year of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard.

Education: Baccalaureate degree from an accredited institution or 24 semester hours of business-related college courses.

NOTE: For more information detailing the experience, education, and training course requirement for FAC-C Levels I, II, III certifications, visit the VAAA Federal Acquisition Certification in Contracting website.

*To view and/or register for the most current VAAA course offerings please visit: https://dau.csod.com

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-C Level 1

CON 091 (FED) | CONTRACT FUNDAMENTALS

Course Description: The course focuses on understanding contract formation and management principles, as well as regulatory fundamentals and their application within the Department of Defense (DoD). It provides fundamental knowledge and practical application that can be applied immediately in the workplace across the broad spectrum of DoD contracting organizations. The first week develops critical skills necessary to locate, interpret, and apply regulatory guidance in the Federal Acquisition Regulation (FAR); Defense Federal Acquisition Regulation Supplement (DFARS); DFARS Procedures, Guidance and Information (PGI); and DoD Class Deviations. Subsequent weeks focus on the fundamentals of contact formation and management principles, to include the practical application of the FAR/DFARS/DFARS PGI/DoD class deviations to real-world scenarios.
Prerequisites: FCL-VA-0002: Welcome To the VA: An Orientation for New 1102s
Instructional Hours: 104
Continuous Learning Points: 104
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *CON 091 (FED)*

CON 170 (FED)| FUNDAMENTALS OF COST AND PRICE ANALYSIS

Course Description: This course is a FAC-C Level I certification training course. The course begins with a review of market research and contractor pricing strategies. Students will learn to calculate an objective using simple quantitative analysis. The course provides an overview of the regulations and processes for cost analysis, and requiring certified cost and pricing data. Students are also provided instruction on contract financing techniques. Finally, after learning the basic elements of price and cost analysis, students will build and defend a pre-negotiation objective. Students will apply cost analysis techniques during a week two proposal analysis capstone case, including writing a price negotiation memorandum.
Prerequisites: CON 091, and highly encouraged to take CLC 057, CLC 058
Instructional Hours: 64
Continuous Learning Points: 64
Continuous Education Units: 0
Target Attendees: New Hires to the Contracting Career Field (civilian OCC Series 1102), and for those certified before CON 170 implemented and now seeking higher level certification.
Delivery Method: ILT, VILT*
Register Here: *CON 170(FED)*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-C Level 1

FCL-VA-0170| CONTRACT PRICING DETERMINATIONS WORKSHOP

Course Description: This workshop will provide VA students an opportunity to apply the knowledge learned in CON 170 (FED). This application-based class provides a detailed understanding of how to make a determination of fair and reasonable pricing prior to contract award. Students will practice various pricing techniques by using case studies to review requirements and evaluate pricing for reasonableness. Contract pricing techniques are covered in-depth, including relevant VA policy, regulation, and example language. Dedicated time is set-a-side to discuss application of the Vets First Contracting Program. VAAA will offer this 2-day course consecutively following an eight-day CON 170 offering. This course is to be taken in conjunction with completing CON 170 (FED). VA student should register for CON 170 and the consecutive offering of this course at the same time.
Prerequisites: CON 170 (FED)
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FCL-VA-0170*

FCL-VA-0002| WELCOME TO THE VA: AN ORIENTATION FOR NEW 1102

Course Description: This hands-on, interactive orientation is designed for contracting professionals new to the VA 1102 workforce. Students will gain an understanding of VA, the acquisition workforce, customer service, certification and professional development training, and available resources. This will assist in a smooth transition into the acquisition workforce, increased efficiency and effectiveness as trusted business partners.
Prerequisites:
Instructional Hours: 8
Continuous Learning Points: 8
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0002*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-C Level 1

FCL-VA-0034|APPLYING THE VETERANS FIRST CONTRACTING PROGRAM

Course Description: Students will complete this self-paced course in Blackboard. Students will receive an e-mail with Blackboard log-in information on the class reservation close date. The course will open in Blackboard for eight weeks. This self-paced course provides training on the Veterans First Contracting Program. Students will be provided a brief overview of the program as well as an in-depth review of its applicability to each phase of the procurement cycle – market research, procurement strategy, solicitation, evaluation, award and post-award. Implementation challenges will also be addressed, including file documentation, mandatory sources, Buy American Act requirements, fair and reasonable price determinations, and monitoring subcontractor compliance. This course is intended for all VA acquisition professionals.

Prerequisites:

Instructional Hours: 2.5 **Continuous Learning Points:** 2.5 **Continuous Education Units:** 0 **Target Attendees:**

Delivery Method: OLT*****

Register Here: *FCL-VA-0034*

FAC-C Level 2 Requirements
(All FAC-C Level 1 Training must be completed)

Available Through VAAA

- CON 200: Business Decisions for Contracting (Available FTF at VAAA or OLT at DAU)
- CON 216: Legal Considerations in Contracting (Available FTF at VAAA or OLT at DAU)
- CON 280: Source Selection and the Administration of Service Contracts (Available FTF at VAAA or VILT)
- CON 290: Contract Administration and Negotiation Techniques in a Supply Environment (Available FTF at VAAA or VILT)

Available in CSOD through FAI and DAU (OLT)

- Harvard Business School (HBS) 428: Negotiating (Available OLT at DAU)
- CLC 051: Managing Government Property in the Possession of Contractors (Available OLT at DAU)

In addition to the above listed courses, there are experiential and education requirements:
Experience: Two years of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard.

Education: Baccalaureate degree from an accredited institution or 24 semester hours of business-related college courses.

NOTE: For more information detailing the experience, education, and training course requirement for FAC-C Levels I, II, III certifications, visit the VAAA Federal Acquisition Certification in Contracting website.

*To view and/or register for the most current VAAA course offerings please visit: https://dau.csod.com

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-C Level 2

CON 200 (FED| BUSINESS DECISIONS FOR CONTRACTING

Course Description: This course is a FAC-C Level II certification training course. Business Decisions for Contracting builds on contracting Level I pre-award business and contracting knowledge necessary to process complex procurements. The emphasis of this course in on planning successful mission-support strategies and executing an acquisition that optimizes customer mission performance. Students will learn various techniques for building successful business relationships, the benefits of strategic sourcing and spend analysis, and the ins and outs of providing contract financing. Students will also take an in-depth look at sub-contracting, how to conduct a formal source selection and how to analyze the information necessary to determine contractor responsibility.
Prerequisites: FAC-C Level I
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: VA students are encouraged to enroll for the DAU distance learning course, FTF offerings are limited. Students can enroll in this course using CSOD and access the DAU course. This course is for intermediate-level contracting personnel who are Level I certified in Contracting and have 2 years of contracting experience.
Delivery Method: ILT, VILT*
Register Here: *CON 200 (FED)*

CON 216 (FED)| LEGAL CONSIDERATIONS IN CONTRACTING

Course Description: This course is a FAC-C Level II certification training course. This course focuses on legal considerations in the procurement process. Participants are introduced to the basic principles and sources of law relevant to procurement, including fiscal law. The course also addresses various other legal issues that may develop during the course of a contract, such as protests, assignment of claims, disputes, fraud, contractor debt, performance issues and contract termination.
Prerequisites: FAC-C Level I
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees: VA students are encouraged to enroll for the DAU distance learning course, FTF offerings are limited. Students can enroll in this course using CSOD and access the DAU course. This course is for intermediate-level contracting personnel who are Level I certified in Contracting and have 2 years of contracting experience.
Delivery Method: ILT, VILT*
Register Here: *CON 216 (FED)*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

FAC-C Level 2

CON 280 (FED)| SOURCE SELECTION AND THE ADMINISTRATION OF SERVICE CONTRACTS

Course Description: This course builds on the foundation established through the Level I curriculum and the course prerequisites. The primary focus is on the acquisition of services under FAR Part 15 procedures, with an emphasis on performance-based acquisitions (PBA) for services, contract types, contract incentives, source selection and contract administration. Students will learn the fundamentals of a performance-based service acquisition from acquisition planning to contract closeout through a realistic case study. The course takes students through the solicitation process using the mandatory DoD Source Selection Procedures. Students will prepare contractual documents and develop and deliver high-level source selection briefings with recommendations for contract award.
Prerequisites: FAC-C Level II or higher
Instructional Hours: 80 **Continuous**
Learning Points: 80
Continuous Education Units: 0
Target Attendees: This course is designed for Level I certified contracting personnel with at least 2 years of contracting experience in the Contracting Career Field (Civilian OCC Series 1102) seeking Level II certification.
If you have met the prerequisites and receive an error message please submit an exception request.
Delivery Method: ILT, VILT*
Register Here: *CON 280 (FED)*

CON 290 (FED| CONTRACT ADMINISTRATION AND NEGOTIATION TECHNIQUES IN A SUPPLY ENVIRONMENT

Course Description: In this case-based course, students apply Contracting concepts and techniques learned in prerequisite courses to meet customer supply requirements and resolve complex contracting issues. Special emphasis is placed on applying legal concepts from CON 216, intermediate pricing concepts from CON 270, and negotiation techniques from HBS 428. Students experience the full spectrum of Contracting processes and issues by following a supply requirement through all phases of the acquisition life cycle, from acquisition planning through contract close-out. Research, analysis and communication skills are honed through development and presentation of a critical thinking project requiring in-depth focus on one area of contracting. Negotiation skills are sharpened through active student participation in two simulated contract negotiations.
Prerequisites: CLC 051, CLC 056, CON 170, CON 200, CON 216, and HBS 428
Instructional Hours: 80
Continuous Learning Points: 80
Continuous Education Units: 0
Target Attendees: Intermediate-level contracting personnel who are Level I certified in contracting and have a minimum of 2 years of contracting experience. If you have met the prerequisites and receive an error please submit an exception request.
Delivery Method: ILT, VILT*
Register Here: *CON 290(FED)*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-C Level 3 Requirements
(All FAC Levels 1 and 2 Training must be completed)

Available Through VAAA

- CON 360 (FED): Contracting for Decision Maker (Available through DAU or FTF at VAAA)

And
Complete one of the following
courses:

Available Through VAAA

- CON 244 (FED): Construction Contracting
- ACQ 265 (FED): Mission-Focused Services Acquisition
- ACQ 315 (FED): Understanding Industry
- ACQ 370 (FED): Acquisition Law
- 32 hours of electives*

Available in CSOD through FAI and DAU (OLT)

- CON 252: Fundamentals of Cost Accounting Standards
- CON 370: Advanced Contract Pricing

In addition to the above listed courses, there are experiential and education requirements:
Experience: Four years of contract work experience based on the Contract Specialist (GS-1102) Qualification Standard.

Education: Baccalaureate degree from an accredited institution or 24 semester hours of business-related college courses.

* These 32 hours of electives may be one course or a series of courses. Each course should be at least eight hours in length and can be taught in a classroom, online or a combination of the two. Topics must be related to acquisition. Agencies have the option of specifying the courses their workforce members must take to meet the 32 hours of electives.

NOTE: For more information detailing the experience, education, and training course requirement for FAC-C Levels I, II, III certifications, visit the VAAA Federal Acquisition Certification in Contracting website.

*To view and/or register for the most current VAAA course offerings please visit: https://dau.csod.com

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-C Level 3

CON 360 (FED)| CONTRACTING FOR DECISION MAKERS

Course Description: This course is a FAC-C Level III certification training course. Through realistic scenario-based learning, students work individually and in teams to practice developing sound business solutions as a valued strategic and expert business advisor. Students will learn to analyze complex contracting situations with emphasis on critical thinking, problem solving, research and risk reduction. Student course work is designed to contribute real solutions on real acquisition problems to senior leadership and local supervisors.

Prerequisites: FAC-C Level II
Instructional Hours: 64
Continuous Learning Points: 64
Continuous Education Units: 0
Target Attendees: This course is designed for contracting professionals who work, or are projected to work, in a position requiring Level III DAWIA certification. If you have met the prerequisites and receive an error please submit an exception request.
Delivery Method: ILT, VILT*

Register Here: *CON 360 (FED)*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

ACQ 265 (FED)| MISSION-FOCUSED SERVICES ACQUISITION

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. This course is designed to improve our trade craft in the acquisition of services. It uses a multi-functional approach that provides acquisition team members with the tools and techniques necessary to analyze and apply performance-based principles when developing requirements documents and effective business strategies for contractor-provided services. The course uses the seven-step service acquisition process, a team-oriented approach and multiple interactive, hands-on, learning sessions to apply the principles. ACQ 265 is designed for individuals who need to improve their skills in developing and defining service requirements, supporting business strategies and effectively managing the resulting contractor performance. However, this course may also serve as an opportunity for experienced acquisition personnel to improve their understanding of the Service Acquisition Process.
Prerequisites: CLC 013 – Services Acquisition
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *ACQ 265 (FED)*

ACQ 315 (FED)| UDERSTANDING INDUSTRY

Course Description: Course covers a wide range of business acumen competencies including industry orientation, organization, cost and financial planning, business strategy/development, supplier management, incentives and negotiating strategies. Business skills will be learned on aligning company strategies, finances and operations that motivate company decisions to meet their business goals, gain fair and reasonable profits, while providing best taxpayer value to the government on defense products.
Prerequisites: None
Instructional Hours: 36
Continuous Learning Points: 36
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *ACQ 315 (FED)*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

ACQ 370 (FED)| ACQUISITION LAW

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. The employment of integrated product teams in the acquisition process has resulted in the involvement of many non- contracting Government personnel. ACQ 370 provides an overview of Government contract law, specifically laws and regulations that are applicable to Government contracts.

Prerequisites:

Instructional Hours: 36

Continuous Learning Points: 51

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*****

Register Here: *ACQ 370 (FED)*

CON 270 (FED)| INTERMEDIATE COST AND PRICE ANALYSIS

Course Description: Intermediate Cost and Price Analysis continues to build upon the fundamental contract pricing principles covered in the Level I Contracting curriculum, Contract Pricing Reference Guide and DOD Policy. The course is divided into three segments addressing contract pricing issues from a Pre-Award, Negotiation Preparation-Award and Post-Award perspective. In the course students will be introduced to quantitative techniques and tools used to quantify and facilitate decision making in determining a fair and reasonable price. Students will apply various cost analysis techniques and quantitative tools to analyze a contractor's cost proposal and to develop a government negotiation range and objective. The course is designed to prepare students for follow on DAWIA Level II certification courses, serve as a gateway into more advanced targeted contract pricing courses, and give the students some practical tools in pricing government contracts. The ultimate objective of the course is to help students become better business advisors in developing contract arrangements that are in the best interest of the government.

Prerequisites: FAC-C Level II or higher

Instructional Hours: 80

Continuous Learning Points: 80

Continuous Education Units: 0

Target Attendees: Level I certified contracting personnel with 2 years of contracting experience.

Delivery Method: ILT, VILT*

Register Here: *CON 270 (FED)*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FAC 101 - ADAPTIVE PROBLEM SOLVING FOR ACQUISITION

Course Description: This a foundational course in problem-solving applicable to all acquisition professionals. This course uses an adaptive learning "choose your own problem-solving adventure" approach to help students develop clear strategies and techniques to tackle problems and make sound decisions. Students are introduced to the fundamental concepts of problem solving, including the differences between problem solving and decision making, problem definition, and developing a solution focused mindset. The student can then explore the supporting methods and skills for mastering the people and processes involved by "choosing their own adventure" in a training hub of topics including: information gathering; problem solving techniques; decision making techniques; common fallacies; personality types and dealing with difficult people; and solutions obstacles. A final case study based on the Mt. Everest Tragedy of 1996 culminates the course and offers students practice in solving complex problems involving groups with differing experiences, priorities, and personalities. Scenarios based on common problems faced by acquisition professionals are provided throughout the course. Each lesson includes a training assessment on the topic covered, band offers additional supplemental materials to support further learning.
Prerequisites: None
Instructional Hours: 8
Continuous Learning Points: 8
Continuous Education Units: 0
Target Attendees:
Delivery Method: OLT*****
Register Here: *FAC 101*

FCL-VA-0032 - DESIGN BUILD WEBINAR

Course Description: This 4 hour webinar provides an overview of the Two Phase Design Build for small projects to include guidance for the preparation of the Request for Proposal, Source Selection, and Post-Award Administration.
Prerequisites: None
Instructional Hours: 4
Continuous Learning Points: 4
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0032*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

Technical and Professional Competencies

FCL-VA-0033 - SOLUTIONS FOR ENTEPRISE WIDE PROCURE (SEWP)

Course Description: Students will learn about the requirements and benefits of NASA' Solutions for Enterprise-Wide Procurement (SEWP, pronounced 'soup'), a multi-award Government-Wide Acquisition Contract (GWAC) vehicle for commercial IT products and product based services. With over 140 pre-competed Prime Contract Holders, SEWP offers a wide range of commercial advanced technology solutions. The webinar will discuss: Product scope; FAR Part 16 guidance; Fair Opportunity; Demonstration of acquisition tool set; Supply Chain Risk Management; Small business designation and selection (SDVOSB); Established Authorized Reseller Program (EARP); Reports, Agency Catalogs and DOWOs; Tracking & Reporting

Prerequisites: None
Instructional Hours: 2
Continuous Learning Points: 2
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0033*

FCL-VA-0036 - VHA ACQUISITION BUSINESS INTELLIGENCE TOOL

Course Description: Join this webinar to learn about the VHA Acquisition Business Intelligence Tool (VABIT). The VABIT was created to assist the Acquisition Workforce and is a living resource with documents that are reviewed on a regular basis to ensure accurate and compliant information. The VABIT contains the best available sample statement of work, performance work statement, quality assurance surveillance plan, and evaluation factors along with other helpful resources. The webinar is designed to increase awareness of the VABIT resource as well as provide insight into the development, maintenance, and growth of this tool.

Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register He re: *FCL-VA-0036*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCL-VA-0131 - MASTER RESILIENCE TO THRIVE IN UNCERTAINTY

Course Description: ******Students must be GS-07 or higher in order to be approved for this course.****** This webinar focuses on a Foundational Learning for Contracting Professionals course that provides students with practical strategies to bounce back and thrive during times of change and uncertainty. Resilience is a learned skill that must be practiced and applied. Resilience is about how you recharge, not about how you endure hardship. Resilience is a professional competency identified in the FAI/DoD Contracting Competency Model because it is a critical aspect of professional longevity and personal happiness. Change and uncertainty are a reality for all professionals especially 1102s. In order to thrive personally and professionally, we need an action plan to master our emotions, manage stress, and handle change. This course will take you on a learning journey that you can customize and use to support the practice of bouncing back or charting a new course when the stakes are high, and the outcomes are uncertain! The course will contain discussions, inspirational stories, thought provoking questions, and practical strategies designed to improve work and life satisfaction for individual contributors and supervisors. Students are required to complete 30 minutes of self-paced enrichment before they attend a virtual instructor led class. In this course, students attend a 1.5-hour webinar and complete pre-class assignments to earn 2 CLPs. LEARNING OBJECTIVES: 1. Identify challenges and strategies to improve resilience in times of stress 2. Explore critical change management strategies to decrease stress and increase productivity 3. Identify and customize techniques to minimize conflict and overcome challenges to prevent burnout and increase employee engagement.
Prerequisites: None
Instructional Hours: 2
Continuous Learning Points: 2
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0131*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCL-VA-0132 - MASTER OPTIMISM TO IMPROVE PERFORMANCE

Course Description: ******Students must be GS-07 or higher in order to be approved for this course.****** This webinar focuses on a Foundational Learning for Contracting Professionals course that provides students with practical strategies to utilize optimism as a skill to improve performance. Optimism helps us keep a positive attitude in difficult times. It is also a strategy that can be utilized to improve performance at the workplace. When we dwell on past mistakes and fill our days with worry, we waste time that could be used to develop a strategy to improve those things that we can control. Research shows that optimism can prevent depression, increase social connection, boost performance on the job, increase success, and make you more resilient in the face of setbacks. Although pessimism may seem to have its place, dwelling on negatively can harm your health, increase your stress level, and decrease performance and strategic thinking. This course will support you in transforming optimism into a strategy to get results, meet goals, overcome obstacles and thrive in a Volatile, Uncertain, Complex and Ambiguous (VUCA) environment. Change is hard, but change can also be a gift! When we accept and embrace change with an unwavering commitment to optimism, we can find success in our personal and professional lives. Students are required to complete 30 minutes of self-paced enrichment before they attend a virtual instructor led class. In this course, students attend a 1.5-hour webinar and complete pre-class assignments to earn 2 CLPs. LEARNING OBJECTIVES: 1. Explore the history of optimism in life and work. 2. Examine the connection between personality, culture, and experiences that impact optimism. 3. Explore the pros and cons of optimism to thrive in a VUCA environment. 4. Identify and customize techniques to increase optimism to improve performance and sharpen management skills.
Prerequisites: None
Instructional Hours: 2
Continuous Learning Points: 2
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0132*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCL-VA-0133 - MASTER AGILITY TO PREVENT BURNOUT

Course Description: ******Students must be GS-07 or higher in order to be approved for this course.****** This webinar focuses on a Foundational Learning for Contracting Professionals course that provides students with practical strategies to master learning agility in times of uncertainty. As professionals, we must develop tools and strategies to thrive during times of uncertainty and change. While we often have little control over external events, we can take control of our schedules, revisit our goals, and explore ways to use challenge and adversity to propel our commitment to work more efficiently. One key to unlocking our potential as people and professionals is through a concept called Learning Agility. Learning Agility as one's willingness and ability to learn from experience and then apply that learning to new situations. This is a component of leadership potential that can be developed and measured. In short you can leverage this skill to figure out "what to do when one doesn't know what to do". At its core, Learning Agility is built on mastery of breadth and depth. Breadth is being able to take skills and apply them across a variety of factors and situations. Depth is knowing your technical job well. This course explores the combination of these two factors. Students are required to complete 30 minutes of self-paced enrichment before they attend a virtual instructor led class. In this course, students attend a 1.5 hour webinar and complete pre-class assignments to earn 2 CLPs. LEARNING OBJECTIVES: 1. Define productivity and weigh the benefits of creating a daily schedule 2. Analyze the distinctions between building mastery and depth in contracting 3. Explore meaningful goals setting and apply systems thinking to overcome personal and professional roadblocks to productivity 4. Create a customized schedule that supports happiness and satisfaction in life and at work.

Prerequisites:
Instructional Hours: 2
Continuous Learning Points: 2
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0133*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCL-VA-0134 - MASTER VIRTUAL COMMUNICATION

Course Description: ****Students must be GS-07 or higher in order to be approved for this course.**** This webinar focuses on a Foundational Learning for Contracting Professionals course that provides students with practical strategies to communicate more effectively while working remotely. Virtual and remote work has evolved into a norm over the past several years. Many teams have now been compelled to explore new strategies to connect, collaborate, and communicate effectively in virtual formats. Executing meetings, giving presentations, and leading teams are challenging tasks even when everyone is in the office together. Shifts to new formats require shifts in how we engage in our work. Fortunately, there are excellent strategies for nurturing a consistent culture that keeps teams working together remotely. This course will provide tools and skills you can use to support the practice of engaging, teaching, and leading successfully in a remote and sometimes Volatile, Uncertain, Complex and Ambiguous (VUCA) work environment. Students are required to complete 30 minutes of self-paced enrichment before they attend a virtual instructor led class. In this course, students attend a 1.5-hour webinar and complete pre-class assignments to earn 2 CLPs. LEARNING OBJECTIVES: 1. Examine the best strategies to improve virtual communication and presentations 2. Identify best practices for running virtual meetings 3. Explore unique challenges to virtual and remote collaboration 4. Practice virtual engagement techniques.
Prerequisites:
Instructional Hours: 2
Continuous Learning Points: 2
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0134*

FCN 170 - PROCUREMENT INNOVATION - FAR FLEXIBILITY

Course Description: Today's fast-paced contracting environment requires contracting officers to have the ability to work in and around the Federal Acquisition Regulation (FAR) to provide innovative solutions to acquisition requirements. This course will enable participants to understand the use of long-recognized, but under-utilized strategies described in the FAR as well new strategies currently being used by federal agencies. Participants will leave this course with the confidence and competence to successfully use the flexibility provided in FAR 1.02-4 to apply good judgment to make the best business decisions to support customers.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 170*

Technical and Professional Competencies

FCN 195 - FED ACQ REGULATION (FAR) REFRESHER - 3 DAY

Course Description: This 3-day course will review basic concepts of government law and practices with a brief background of the FAR through the growth from federal laws that led to where we are today; it should address the three major areas of acquisition: supplies, services, and construction. The course should simplify the terminology and provide context related to specific FAR parts.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FCN 195*

FCN 400 - EMERGENCY CONTRACTING BASICS

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. Please note that it partially fulfills the 32 required hours; therefore, an additional course must be taken. This course is designed for contracting professionals, or other personnel performing similar functions, who may assist Federal agencies during the recovery from national disasters or other emergencies. Students receive an introduction to the knowledge necessary to procure goods and services required to support emergency and disaster recovery activities.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees: Contracting professionals who may assist federal agencies during the recovery phase of national emergencies and disasters.
Delivery Method: ILT, VILT*
Register Here: *FCN 400*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 425 - TASK AND DELIVERY ORDER CONTRACTING

Course Description: This training course addresses the planning, use, and administration of task and delivery orders. Students will learn about the variety of existing contract vehicles available to them, as well as the process of developing new task and delivery order contracts. Learning Objectives: Explain when and how to use task and delivery order contracts and the rules that guide them. Select an appropriate contract vehicle to fulfill requirements for a specific acquisition. Use GSA Schedules correctly and innovatively. Place task and delivery orders using existing non-schedule contract vehicles. Describe the process to create task-order and delivery-order contracts. Administer task and delivery orders.
Prerequisites:
Instructional Hours: 0
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 425*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 435 - CONTRACT ADMINISTRATION

Course Description: This course addresses critical duties, functions, and responsibilities performed by contracting personnel during the contract administration phase of the acquisition process. The course format involves lecture, discussion and exercises that expose the student to the sequence of activities they may expect to encounter when administering both simple and complex procurements. The course highlights activities that must be performed during the administration phase of a contract, methods of avoiding issues that may negatively affect contract performance, performing activities that are required by law or statute and actions that should be taken to ensure that the Government's interests are protected.

- Contract Administration Duties and Responsibilities
- Understanding Contract Language and Contract Terms and Conditions
- Contract Administration Planning
- Quality, Inspection and Acceptance
- Changes to Contracts
- Contract Disputes
- Contact Closeout

Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees: Employees who are in or entering the acquisition workforce and others involved in the acquisition process.
Delivery Method: ILT, VILT*
Register Here: *FCN 435*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 438 - CHANGES UNDER GOVERNMENT CONTRACTS

Course Description: Change is inevitable on a Government contract. Therefore, it is in the Government's best interest that all members of the acquisition team understand concepts such as scope, equitable adjustment, constructive changes, and unilateral and bilateral contract modifications. This three day course will ensure acquisition professionals grasp the concept as well as the implications of the various types of contract changes on cost, schedule and performance. Learning Objectives: Determine if a change can be made to a contract. Determine what relief, if any, is due the contractor. If you know Government contracts, you know the significance of changes. If you don't know Government contracts, but are becoming involved, you had better know the significance of changes. For there is no doubt that the overwhelming number of operating problems and claims arising out of Government contracts center around questions of actual or constructive changes in the work. The contractors know this . . . the Government knows this . . . attorneys, accountants and professional representatives for both camps know this . . . and you (we are sure) know this. However, no matter how keen your sense of awareness, or how advanced your level of knowledge, Government contract changes is a subject about which you can never know enough. Because it is so active, so volatile, so prone to almost-daily development, that failure to pay it constant court can render your knowledge obsolete. Or, looking at it from the opposite angle, a dedicated effort to keep current.

Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 438*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 501 - ADAPT TO CHANGE AND MAINTAIN ACCOUNTABILITY

Course Description: This foundational course will help students hone skills on staying flexible while being accountable for their actions. It's crucial for everyone to know when to say yes, no or it depends; stick to your decision and defend that decision, if necessary. Synchronous and asynchronous virtual learning resources are included. Adapt to Change and Maintain Accountability focuses on the professional competencies of accountability and flexibility identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to acquisition professionals and designed to improve competence in this topic. Students are expected to complete individual assignments and two virtual instructor-led training sessions, all within the same week, which will require seven hours to complete.
Prerequisites:
Instructional Hours: 7
Continuous Learning Points: 7
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FCN 501*

FCN 502 - EFFECTIVE WRITING FOR 1102S

Course Description: This foundational course will build the knowledge and skills to confidently communicate to various audiences in an efficient and effective manner. It is designed for professionals who understand the basics of grammar and writing and who wish to make their writing more effective in achieving results. Effective Writing for 1102s focuses on the professional competency of Written Communication identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals' competence in this topic.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FCN 502*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 503 - BUILD NETWORKS: MAXIMIZING YOUR RELATIONSHIPS

Course Description: This foundational course is designed to provide students with tools to improve interpersonal effectiveness. In the classroom, students will cover the following topics: communication strategies, power and influence, building productive networks, emotional intelligence, conflict and organizational politics, and managing difficult conversations. Students will have the opportunity to explore and practice these interpersonal strategies to build productive networks and maximize professional collaborations. Build Networks: Maximizing Your Relationships focuses on the professional competency of Interpersonal Skills identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to acquisition professionals and designed to improve competence in this topic.

Prerequisites: Instructional
Hours: 28
Continuous Learning Points: 28
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT*
Register Here: *FCN 503*

Technical and Professional Competencies

FCN 504 - EFFECTIVELY INTERACTING WITH YOUR CUSTOMER

Course Description: This foundational course will provide students with a foundation for working with their customers to meet their needs and the VA mission. The course includes hands-on activities, videos, blog entries, and techniques to provide excellent customer service. Effectively Interacting with Your Customer focuses on the professional competency of Customer Service identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to acquisition professionals and designed to improve competence in this topic. Students are expected to complete individual assignments and one VILT session, which will total 8 hours of course work. There are approximately three hours of pre-course work required for this class and two hours of post course work required for this class. After the VILT session, the individual assignments will be due one week later.

Prerequisites:
Instructional Hours: 8
Continuous Learning Points: 8
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 504*

Technical and Professional Competencies

FCN 506 - COMMUNICATE, COLLABORATE, AND CONNECT

Course Description: This foundational course is designed to improve the quality and impact of students' briefings and produce productive communication strategies. The class consists of practice presentations, small and large group discussions, practical exercises, and individual coaching and feedback sessions. Students learn how to prepare for and deliver briefings and presentations. They examine how effective communication impacts professional success. Students practice the art and science of debriefing unsuccessful offers. The course ends with students exploring strategies to manage difficult conversations and identifying communication strategies to engage leadership, peers and customers. Communicate, Collaborate and Connect focuses on the professional competency of oral communication identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to acquisition professionals and designed to improve competence in this topic.

NOTE: This course was previously named "Wow the Crowd! Making Engaging Presentations" and contains many of the same learning objectives.

Prerequisites:

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT*

Register Here: *FCN 506*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 507 - STRENGTHEN YOUR RESILIENCE: THRIVE AS AN 1102

Course Description: This foundational course provides students with information on how to strengthen professional resilience. Do you have a heavy workload? Manage many tight deadlines? Field numerous customer requests? Skills taught include how to manage these pressures effectively, while successfully achieving your objectives. Strengthen Your Resilience focuses on the professional competency of resilience identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to acquisition professionals and designed to improve competence in this topic. Students are required to complete seven hours of self-paced work before they attend a virtual instructor-led class that will run from 10:30 AM to 4:00 PM ET.
Prerequisites: Instructional Hours: 12
Continuous Learning Points: 12
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 507*

FCN 508 - BUILDING CREDIBILITY AND TRUST IN CONTRACTING

Course Description: This foundational course will aid students in developing technical credibility in the contracting profession. Students will learn how to not only build technical knowledge, but also practice behaviors that will enable them to navigate various relationships and build trust. The course is designed for Level II and III contracting personnel who are interested in tools to become more credible in their professions. Building Credibility and Trust in Contracting focuses on the professional competency of technical credibility identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals' competence in this topic.
NOTE: This course was previously named "Building Credibility and Sustaining Influence" and contains many of the same learning objectives. This course uses a distance learning platform. VILT classroom sessions will be held: Tuesday from 1:00 PM – 3:00 PM ET, Wednesday from 1:00 PM – 2:00 PM ET, and Thursday from 1:00 PM – 2:30 PM ET. Independent assignments (totaling approximately 4.5 hours) will be required before and after the VILT classroom sessions.
Prerequisites:
Instructional Hours: 9
Continuous Learning Points: 9
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 508*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 516 - COMMUNICATE, COLLABORATE, CONNECT - VIRTUAL

Course Description: This foundational course is an experiential, virtual learning session designed to increase engagement, support more effective collaborations, and strengthen strategic relationships across the organization. In addition, students will practice briefing and presentation skills to support in-person and virtual engagements. At the end of this course, students will be able to apply their knowledge and skills in a virtual presentation environment. The class consists of practice presentations, small and large group discussions, practical exercises, and individual coaching and feedback sessions. Students will examine how effective communication impacts professional success. The course also explores strategies to manage difficult conversations and identify strategies to engage leadership, peers, and customers. This course focuses on the professional competency of oral communication identified in the FAI/DoD Contracting Competency Model. Course content is specific to acquisition professionals and designed to improve competence in this topic. Identify communication strategies to engage leadership, peers, and customers. Explore communication strategies for managing difficult conversations.

Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 516*

Technical and Professional Competencies

FCN 520 - ADVANCED TECHINCAL WRITING FOR 1102S

Course Description: This foundational course will provide techniques to master the writing of routine contracting documents, to include an e-mail response, sole source justification and best value document. The course is designed for professionals with intermediate grammar and writing skills and general knowledge of source selection, who wish to concentrate on consistent and persuasive writing. Advanced Technical Writing for 1102s focuses on the professional competency of written communication identified in the FAI/DoD Contracting Competency Model. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals' competence in this topic. **NOTE:** This course was previously named "Advanced Business Writing for 1102s" and contains many of the same learning objectives. This course uses a distance learning platform. VILT classroom sessions will be held Tuesdays and Thursdays, from 11:00 AM – 1:00 PM ET. Independent assignments, totaling approximately 8 hours, will be required before and after the VILT classroom sessions.
Prerequisites:
Instructional Hours: 20
Continuous Learning Points: 20
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 520*

FCN 543 - ARCHITECT AND ENGINEER REFRESHER

Course Description: This course provides the participant with a review of the unique aspects of contracting for architect-engineer services. The course reviews Federal Acquisition Regulations Part 36, and VA Acquisition Regulations 836.6. Topics include: Architects and Engineers statute, design reviews, preparation and review of construction documents and drawings, solicitation and evaluation phase, negotiation objectives, contract award, quality reviews and administration of A&E contracts. This course also includes a review of general condition and requirements.
Prerequisites: CON 243 - Architect and Engineering Contracting
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 543*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 600 - PLANNING: HOW TO MAKE A PLAN AND WORK IT

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. Planning: How to Make a Plan and Work It focuses on empowering the acquisition professional, using forward-thinking strategies that maximize planning effectiveness during the acquisition process. During this two-session course, students will engage in VILT sessions, independent assignments, and collaborative team activities to understand and apply key planning principles and best practices to the acquisition environment. This course will be held using a VILT platform. Students are expected to complete individual assignments over two days that will require an estimated six-and-a-half hours to complete. Students must also attend two (2) VILT classroom sessions, including an orientation.
Prerequisites:
Instructional Hours: 12
Continuous Learning Points: 12
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here : *FCN 600*

FCN 601 - PRIORITY SETTING

Course Description: Priority Setting: focuses on empowering the acquisition professional through effective priority setting techniques. During this course, students will engage in live VILT sessions, independent assignments, and collaborative team activities to understand and apply key priority setting techniques and best practices to the acquisition environment. This three-session course will be held using a VILT platform. Students are expected to complete individual assignments over the three days that will require an estimated five hours to complete. Students must also attend three (3) VILT classroom sessions, including an orientation.
Prerequisites:
Instructional Hours: 12
Continuous Learning Points: 12
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 601*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

Technical and Professional Competencies

FCN 602 - EFFECTIVE TIME MANAGEMENT

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. Effective Time Management focuses on empowering acquisition professionals through effective time management techniques. During this three-session VILT course, students will engage in live VILT sessions, independent assignments, and collaborative team activities to understand and apply key time management techniques and best practices to the acquisition environment. Students are expected to complete individual assignments over the three days that will require an estimated five (5) hours to complete. Students must attend orientation and three (3) VILT classroom sessions.
Prerequisites:
Instructional Hours: 14
Continuous Learning Points: 14
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 602*

FCN 604 - BUSINESS ACUMEN: WHY SHOULD THEY LISTEN TO ME

Course Description: This course focuses on one or more competencies crucial to the "Big A" acquisition team to include Program/ Project Managers.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here : *FCN 604*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 605 - INTERMEDIATE AGILE TECHNIQUES FOR CONTRACTING

Course Description: The acquisition work force must be aware of project management mandates set by the Office of Management and Budget (OMB) and Office of Federal Procurement Policy (OFPP) for implementing Agile information technology (IT) projects. You must employ Agile-based project management approaches to accomplish the adaptive acquisition framework. You will learn how to use flexible acquisition techniques that align with less rigid procurement policies and procedures. Learning Objectives:

- Describe Agile concepts and methodologies in the Federal acquisition environment
- Determine the acquisition and pricing strategies and techniques appropriate for Agile projects and programs
- Apply quality-focused acquisition methodologies in Agile projects and programs
- Determine the most effective methods to use when simplifying deliverables, choosing and acquisition vehicle, or meeting reporting and compliance requirements

Prerequisites: FAC-C Level II
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: FCN 605

FCN 700 - SUPERVISORY CO: MANAGING AND MEASURING WORK

Course Description: This course focuses on one or more competencies specific to the Acquisition Workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. Managing and Measuring Work focuses on empowering supervisory acquisition workforce professional, highlighting the importance and benefits of accounting for and actively managing work, and enhancing work processes using performance management techniques. The course will provide an understanding of the importance of organizational metrics and their alignment with the team's mission, as well as methods to assess and assign work, manage stakeholders' expectations, and monitor performance in the acquisition environment. The course is comprised of three (3) live VILT sessions, including an orientation. Students are expected to attend all sessions and complete assignments prior to attending the VILT sessions. Independent time for the assignments is approximately 6 hours.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: FCN 700

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 701 - SUPERVISORY CO, ORGANIZING A WINNING TEAM

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. Organizing a Winning Team is designed to empower supervisory acquisition workforce professionals through cultivating organizing strategies to marshal resources effectively and efficiently and to orchestrate multiple concurrent activities to accomplish organizational and team goals. Students will practice organizing skills in realistic scenarios such as addressing staff changes and performing dual functions as team members and supervisors, while maintaining a focus on the ability to organize oneself and one's team, peers, customers, and managers.
Prerequisites:
Instructional Hours: 15
Continuous Learning Points: 15
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 701*

FCN 703 - MANAGE THE MESSAGE TO GET RESULTS

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. Manage the Message to Get Results will show students how to identify the best communication methods, to optimize relationships with key stakeholders to inform them, and in turn, be informed by them as they work in concert to accomplish goals. The student will understand their role as change agents within their organization and develop strategies and tactics to share good and difficult information. Assignments will include message planning and role-play scenarios to demonstrate the operational efficiency gained by fostering a transparent work environment; empowering their teams to make decisions; and align their messaging with their leaders' vision, VA strategy, and ICARE values.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 703*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 704 - SUPER CO: CHAMPION DIFFERENCES TO IMPROV

Course Description: This course focuses on one or more competency specific to the VA 1102 Career Path Continuum specific to the contracting (1102) job series. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals' competence in this topic. In the Supervisory CO, Champion Diversity to Improve Acquisition Outcomes course, you will learn how to promote diversity principles to build, engage, and motivate your team. This is accomplished as students learn to conquer unconscious barriers of diversity, embrace a culture of inclusion, and foster an environment that promotes different perspectives and innovative approaches to solve complex problems. Independent assignments include reading material, independent research, discussion questions, and video viewing. The classes will provide collaborative team activities and ample opportunities to understand and apply key principles and best practices to the acquisition environment. Your contributions and insights, based on individual work experience as well as timely completion of self-paced assignments, will be critical to supporting rich, dynamic classroom discussions in this supervisory level course. Your attention to these expectations will ensure an engaging virtual environment that fosters meaningful exchanges among your peers.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 704*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FCN 706 - SUPERVISORY CONTRACTING OFFICER, DECISIONS IN CHANGING ENVIRONMENTS

Course Description: In the Supervisory CO, Decisions in Changing Environments course, you will learn how to improve your decision making skills to become a more decisive manager and employ successful strategies to overcome obstacles. In addition to practical application of a decision making model, students will build awareness of an appraisal system that should be used to assess the quality and confidence level of their decision. The course is designed for new and established supervisory level COs who wish to hone their problem-solving skills by choosing wisely among viable alternatives and becoming confident about the next steps to implement and gauge the option. The pre-requisite for this course is a FAC-C Level II certification. Although targeted to the supervisory level CO, all qualified journeymen contracting specialists and above are welcome to attend this course.
Prerequisites:
Instructional Hours: 15
Continuous Learning Points: 15
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 706*

FCN 718 - PROTESTS, DISPUTES, AND TERMINATIONS WORKSHOP

Course Description: This course will allow students to review VA-specific cases pertaining to protests, disputes, and terminations. They will be able to understand and apply knowledge of types, procedures, authorities, timelines, approvals, forums, and required documentation. The course will be presented with both case studies and interactive discussions online. This is a VILT course featuring two, four-hour sessions.
Prerequisites: FAC-C Level II
Instructional Hours: 8
Continuous Learning Points: 8
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 718*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

Technical and Professional Competencies

FCN 800 - MANAGERIAL CO: DELEGATING FOR SUCCESS

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. The Delegating for Success course provides managerial acquisition professionals with the concepts, tools, and strategies to delegate effectively, in order to encourage development, manage workloads, and ultimately lead a team to achieve its goals. As a manager, your workload is most likely full, and time is limited to complete everything on your task list. In this course, you will gain an understanding of the importance of delegation to management and how to leverage delegation strategies, and to create meaningful growth opportunities that challenge and develop your employees. The course will discuss the benefits and barriers of delegation and apply a five-step process to: identify both routine and important delegable tasks; determine the most appropriate person for a task; provide constructive and relevant feedback; and evaluate performance. During this course, students will engage in live VILT sessions, independent assignments, and collaborative team activities, to understand and apply key principles and leading practices to the acquisition environment.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 800*

FCN 801 - MANAGERIAL CO: BLDG EFFECT PEER RELATIONSHPS

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. In Building Effective Peer Relationships, students will gain insight into the importance of developing and maintaining peer relationships within and outside of the acquisition community. Students will use various methods to engage peers in a meaningful and effective way to prepare them for establishing lasting work relationships. The course will also provide students with the opportunity to apply critical steps in developing a network of peers and will lay the foundation for them to use their network to address problems that they face in the workplace.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 801*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FFM 403 - FEDERAL APPROPRIATIONS LAW

Course Description: Contracting professionals must know how to properly use Federally-appropriated funds to be compliant with Federal appropriations law. Guided by GAO's Principles of Federal Appropriations Law (the Red Book), you will learn to comply with relevant laws and regulations, gain a deeper understanding of contracting and procurement activities and reinforce understanding through scenario-based exercises. You obtain the crucial background, tools and techniques to make sound decisions concerning appropriated funds back on the job.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FFM 403*

FFM 421 - APPLIED FAIR AND REASONABLE PRICING WORKSHOP

Course Description: This skill-building workshop provides a detailed understanding of how to make a determination of fair and reasonable pricing. After covering a broad range of pricing concepts, pricing techniques are covered in-depth, including relevant policy, regulation and example language. Students practice various pricing techniques by using case studies to review requirements and evaluate pricing for reasonableness. Price reasonableness as it pertains to FAR Parts 8, 13, and 15 are covered. Material is relevant to the entire acquisition workforce as both skill-building and skill-refresher. This hands-on workshop is available to be relocated to field locations. **NOTE:** This course contains many of the same learning objectives as "FCL-VA-0170 Contract Pricing Determinations Workshop."
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FFM 421*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FLD 400 - CONGRESS & FEDERAL AGENCIES

Course Description: This is intended to provide Federal employees with a firm grasp of congressional protocols and the relationship between federal agencies and Congress. This course will also review the legislative process, how OMB and GAO interact with agencies, the appropriations and budget process, the principles and methods of congressional committees and hearings, and how special interest groups and the media may affect policy making. Learning Objectives and Outcomes: Upon successful completion of this training course, the student will be able to: Identify how Congress may influence agency policies. Understand the congressional budget development and approval process. Comprehend the budget amendment and modification process. Understand how congressional hearings and committees may affect budget. Gain knowledge and resources that support more effective communication with Congress and congressional members.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FLD 400*

FQN 104 - CONSTRUCTION CLAIMS

Course Description: Explore the full spectrum of claims arising under construction contracts. Learn about the aspects of recognizing a potential claim, pricing considerations, terminations and the roles of the boards of contract appeals and the courts. Gain knowledge on how to describe the claims process; recognize a potential claim; and provide options for resolving disputes.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 104*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FQN 170 - CONDUCTING ACQUISITIONS FOR CLOUD SERVICES

Course Description: Simply put, cloud computing is the access of information through the internet from a third-party provider. However, as Federal agencies move to the cloud, acquisition professionals are faced with complex challenges regarding interoperability, data security, reliability, and performance management. You will learn the unique terminology and issues at each stage of the cloud acquisition life cycle. By demystifying this concept, you'll be prepared to participate in a cloud acquisition with confidence.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FQN 170*

FQN 402 - DEVELOPING AN INDEPENDENT GOVT COST ESTIMATE

Course Description: This course is designed to improve agency acquisitions and contractor performance by enhancing Federal employees' understanding of the uses, preparation and evaluation of an Independent Government Cost Estimate.
Prerequisites:
Instructional Hours: 0
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FQN 402*

FQN 406 - CONTRACT NEGOTIATION STRATEGIES & TECHNIQUES

Course Description: This five-day, elective course teaches acquisition professionals how to use negotiation techniques to reach mutually beneficial agreements with vendors, internal departments, colleagues and other stakeholders. This course focuses on finding creative, integrative solutions that satisfy each party's interests and needs, resulting in the best possible negotiated outcome. This interactive course includes dynamic hands-on negotiating exercises that allow participants to apply collaborative problem-solving techniques to realistic acquisition challenges.
Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 406*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FQN 408 - STRATEGIC SOURCING

Course Description: This workshop consists of intensive hands-on learning where, under the guidance of a strategic sourcing expert, students will analyze actual government spending data to make strategic sourcing decisions. Just as government agencies are doing today, students will form collaborative teams to work through a comprehensive case study that guides them through the strategic sourcing process. Students will analyze the organization's current spend strategy, assess and prioritize opportunities for savings, develop a strategy, and then implement that strategy. Finally students will establish processes to track and manage performance of their strategic contract. Following this course, students will be able to return to their agency confident in their ability to hit the ground running in a strategic sourcing initiative.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 408*

FQN 415 - PERFORMANCE BASED ACQUISITION - 5 DAY

Course Description: The Federal Acquisition Regulation (FAR) and agency policies encourage organizations to employ performance-based acquisition (PBA) methods. However, there are unique considerations surrounding PBAs, including standards of quality and methods of surveillance. You will learn the comprehensive process applied to PBAs-from analyzing requirements documents to preparing a QASP with a focus on robust case studies, examples, and exhibits.
Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FQN 415*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FQN 427 - WRITING PERFORMANCE BASED WORK STATEMENTS

Course Description: Learn how to write performance based work states that tell contractors what to do, not how to do it. This is the guidance according to the Federal Acquisition Regulation (FAR) Part 37, which requires agencies to maximize the use of performance-based methods when contracting. You will determine requirements by developing high-level objectives, tasks, and performance standards. You will develop a performance work statement and quality assurance surveillance plan using the Acquisition Requirements Roadmap Tool (ARRT), and apply your learning to intensive exercises and activities. **Prerequisites:**
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: Acquisition professionals (CO, CORs, PMs)
Delivery Method: VILT*
Register Here: *FQN 427*

FQN 440 - BASIC SOURCE SELECTION

Course Description: This course provides complete and comprehensive coverage on source selection principles and processes. The forty-hour format, using lecture, discussion, and exercises, has been designed to teach the competencies required of contract specialists in the FAI Contract Specialist Training Blueprint, and complies with FAI guidelines. The course highlights the development of source selection plan from the inception of the acquisition through award, and how the source selection process functions to obtain best value in specific types of acquisitions.
Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 440*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FQN 442 - BEST VALUE SOURCE SELECTION

Course Description: This course covers acquisition and source selection methods and procedures, as well as evaluation of offers and quotes. This training is designed to explore the procedural choices available to the government in achieving best value in negotiated procurements using the tradeoff process in accordance with Federal Acquisition Regulation (FAR) Part 15. This course addresses how the procedural choices impact competing contractors. Course Topics: Acquisition Planning, Selecting Evaluation Factors, Evaluating Technical and Cost Proposals, Exchanges Other than Discussions, Establishing the Competitive Range and Holding Discussions, Selecting a Contractor for Award, Notifications and Debriefings, Protest.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 442*

FQN 446 - ADVANCED SOURCE SELECTION

Course Description: The course provides the student with information on and knowledge of the source selection processes, with a focus on legislation leading to today's processes and procedures, the elements associated with planning acquisition, components of the source selection plan, rating methods and the development of factor language, including proposal preparation instructions and evaluation criteria. The course improves the students' understanding of the Congressional intent behind key FAR 15 requirements, FAR change regulatory analysis and GAO case law, which illustrates the broad discretion, afforded an agency during the source selection process. The student will gain a greater understanding and appreciation of legislated limits of the process, as well as actions and conduct that can be taken to reduce the risk of challenges to an acquisition. It is recommended that attendees have completed their FAC-C Level II certification.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 446*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FQN 449 - SERVICE CONTRACT LABOR STANDARDS STATUTE

Course Description: This training course is designed to help federal personnel administer the requirements of the Service Contract Labor Standards statute. The course focuses on the statute, the Department of Labor (DOL) regulations that implement it, and how it applies to the acquisition process. A detailed, comprehensive text is provided that contains copies of the law, DOL implementing regulations, Administrative Review Board decisions, and wage determinations.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 449*

FQN 450 - ACQUISITION OF COMMERCIAL ITEMS

Course Description: This two-day commercial item contracting class utilizes lecture, discussion, case studies, exercises and a quiz to train contracting personnel on commercial item contracting.
Learning Objectives:
- Identify the purpose of FAR Part 12
- Determine whether a requirement falls within the definition of "commercial item", and whether the requirement is covered by FAR Part 12 "Acquisition of Commercial Items"
- Special Requirements for the Acquisition of Commercial Items
- Market Research – Sole Source Acquisition of Commercial Items – Soliciting Quotations – Request for Quotations – Commercial Pricing FAQs
- Streamlined Procedures for Evaluation and Solicitation for Commercial Items – Commercial Item Contract Administration
- Summarize the impact of FAR Part 12 on the award and administration of contracts covered by that FAR Part

Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 450*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Technical and Professional Competencies

FQN 461 - MARKET RESEARCH - 1 DAY

Course Description: Market research can be a key differentiator in obtaining best value for the government. This course is designed to provide participants with the basic principles, tools, and methods for performing market research to understand the relevant industry, customary industry practices, availability of commercial solutions, and potential sources of products and services that will meet organizational requirements. Special focus is given to commercial versus developmental products and locating small business sources. Participants will analyze market data and provide recommendations for the acquisition plan.

Prerequisites:
Instructional Hours: 8
Continuous Learning Points: 8
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 461*

FQN 481 - APPLIED SIMPLIFIED ACQUISITION PROCEDURES

Course Description: This in-person skill-building workshop includes the use of Simplified Acquisition Procedures (SAP) established in FAR Part 13. Students gain understanding of the benefits of SAP, VA-specific policies, and specific streamlining techniques such as combined synopsis/solicitation and comparative evaluations. We encourage all levels of the procurement workforce to participate in this workshop to gain insight on how implementation of simplified procedures can streamline most procurement up to $7 million. This hands-on workshop is available to be relocated to field locations by request.

Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FQN 481*

Technical and Professional Competencies

FCE 401 - ECMS COORDINATOR WORKSHOP

Course Description: This workshop provides acquisition systems training to the eCMS Application Coordinators for all the systems Enterprise Acquisition Systems is responsible for.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCE 401*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Writing Systems

FCL-VA-0003 - ECMS NEW USER TRAINING

Course Description: This course is targeted for new system users of the VA Electronic Contract Management System and will present the basic components and features of the system. The classroom-based training uses a sample Request for Quotation (RFQ) to cover topics such as acquisition planning, solicitation actions and documents, content manager and briefcase, award actions, and modifications and amendments. Live demonstrations will be accompanied by hands on exercises to increase the user's confidence in using the full functionality of the system.

Prerequisites: eCMS and Integrated Systems, eCMS FPDS Information Channel, and eCMS in the Acquisition Lifecycle.

Instructional Hours: 28

Continuous Learning Points: 28

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: *FCL-VA-0003*

FCL-VA-0203 - ECMS REFRESHER WEBINAR-BEST PRACTICES

Course Description: This webinar will share VA's eCMS best practices and documentation requirements for FY 2020. Together we will discuss essential tips and tricks to help users be in compliance with contract file documentation requirements. The webinar will cover an array of topics, to include: Action Categorization; Publishing to Contract Opportunities; Creating Items; Connected & Related Actions; Milestones. The webinar will be approximately 1.5 hour in length and include a question and answer period.

Prerequisites:

Instructional Hours: 1.5

Continuous Learning Points: 1.5

Continuous Education Units: 0

Target Attendees:

Delivery Method: VILT*

Register Here: *FCL-VA-0203*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Writing Systems

FCL-VA-0204 - ECMS TIPS AND TRICKS - DOCUMENT GENERATION

Course Description: This eCMS Tips and Tricks Webinar will guide you through best practices for generating and managing documents in eCMS. It includes best practices on creating eCMS documents and how to send them for review. We will also walk you through common errors and how to resolve them when publishing to Contract Opportunities and eBUY.
Prerequisites:
Instructional Hours: 2
Continuous Learning Points: 2
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0204*

CON 243 (FED) - ARCHITECT-ENGINEER CONTRACTING

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. This course, focusing on contracting for architect-engineers, covers issues across the contracting spectrum, including acquisition planning, source selection, proposal analysis, contract award and work, and contract management. Specific topics and practical exercises allow professionals to gain knowledge of the Brooks Act, SF-330, the slate and selection process, the review of government estimates, liability, Title II services, modifications, and Contracting Officer's Representative responsibilities.
Prerequisites: FAC-C Level I, CON 216 – Legal Considerations in Contracting
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees: This course is intended for those who are Level I certified in Contracting and are assigned contracting responsibilities for architect-engineer contracts. Whenever practical, professionals should attend CON 243 prior to assuming architect-engineer contracting duties.
Delivery Method: ILT, VILT*
Register Here: *CON 243 (FED)*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Writing Systems

CON 244 (FED) - CONSTRUCTION CONTRACTING

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. This course focuses on unique construction contracting issues, such as acquisition planning, contract performance management, funding, environmental concerns, construction contract language, construction contracting in the commercial setting, the Construction Wage Rate Requirements Statute, design/build, basic schedule delay analysis, constructive changes, acceleration and construction contract quality management.
Prerequisites: CLC 056 – Analyzing Contract Costs, CON127– Contract Management and CON 216 – Legal Considerations in Contracting
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees: This course is for those in the Contracting career field or assigned specific contract administration duties for construction contracts, e.g., professional engineers, quality assurance personnel, and legal counsel personnel. Whenever practical, professionals should attend this course prior to assuming duties related to construction contracting.
Delivery Method: ILT, VILT*
Register Here: *CON 244 (FED)*

FCN 105 - FINANCIAL ANALYSIS COMM INVEST REAL ESTATE

Course Description: Introduces the CCIM Cash Flow Model, a tool for ensuring your investment decisions are based on wise finance fundamentals. During the course, you will learn how to use key financial concepts such as Internal Rate of Return (IRR), Net Present Value (NPV), Cap Rate, Capital Accumulation, and the Annual Growth Rate of Capital to compare different types of commercial real estate investments.
Prerequisites:
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 105*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Writing Systems

FCN 244 - CONSTRUCTION CONTRACTING REFRESHER

Course Description: Construction Contracting provides students with a comprehensive overview of construction contracting issues, including acquisition and project planning, contract award and performance management, funding issues, environmental and sustainability concerns, construction contract clauses and language, commercial construction contracting, construction laws and regulations, design/build project delivery systems, project scheduling and basic schedule delay analysis, schedule acceleration, and construction quality management. This three-day refresher class will provide a review of the knowledge and unique aspects of construction contracting and best practices. There will also be discussions to troubleshoot issues that arise in construction services and contract administration.

Prerequisites: Highly recommend that most students have previously completed CON 244, this class is intended as a refresher.

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:

Delivery Method: ILT, VILT*

Register Here: *FCN 244*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Specialization and Certifications

FCN 406 - LEASE ACQUISITION TRAINING (LAT)
Course Description: Leasing specialists have to master the fundamental concepts
involved in the leasing process to ensure they get the best value for their agency. You will participate in highly interactive, hands-on exercises using a lease acquisition case study that simulates the entire lease acquisition process-from requirements development through tenant improvement (ti) construction and acceptance. You will gain the knowledge and skills to bring value to your team and your agency.

- Provide practitioner-level training on the lease acquisition process
- Engage and challenge through a comprehensive case study simulation of the actual lease acquisition process
- Ensure consistency across regions
- Select the appropriate lease model

NOTE: This course replaces Federal Real Property Leasing as the foundation course for obtaining lease contracting officer warrants. It also serves as a refresher course for those who need training to maintain their warrants. The General Services Administration (GSA) has approved Management Concepts to deliver this course.
Prerequisites: FCN 406 – Lease Acquisition Training
Instructional Hours: 36
Continuous Learning Points: 36
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: FCN 406

Acquisition Specializations and Certifications

FCN 409 - TECHNIQUES OF NEGOTIATING FEDERAL REAL PROPERTY LEASES

Course Description: When the Federal Government leases real property, the life of the lease can span five to 20 years, involve the expenditure of millions of dollars, and sometimes cost more than purchasing the property. Negotiating a fair price and advantageous terms can make a key difference. Successfully negotiating real property leases requires use of basic negotiation skills such as developing pre-negotiation objectives, assessing bargaining strengths and weaknesses, identifying priorities and potential tradeoffs, and of course, negotiating and reaching agreement. These are not inherent skills. This course offers students the opportunity to practice their new skills in real property leasing negotiations and receive observer feedback to improve. Following this course, students should be well-prepared to make the deal. This is one of the courses required to qualify for a higher-level leasing warrant.
Prerequisites: FCN 406 – Lease Acquisition Training / Recommended: FCN 408 – Cost and Price Analysis of Lease Proposals
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees: It is recommended students attend FCN 406 prior to attending this event.
Delivery Method: ILT, VILT*****
Register Here: *FCN 409*

FCN 410 - REAL ESTATE APPRAISAL PRINCIPLES

Course Description: Provides you with a solid foundation in basic appraisal principles. Introduces you to real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, highest and best use, and ethical considerations. This is one of the courses required to qualify for a leasing warrant.
Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 410*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Specializations and Certifications

FCN 411 - FEDERAL REAL PROPERTY LEASE LAW

Course Description: This training course explores ways to identify and avoid legal problems that arise while soliciting for and administering leases. Students will use the case study method to learn proper legal principles that apply to their daily leasing activities. Students also will work extensively with the clauses typically found in Federal leases, including General Service Administration (GSA) Form 3517B. This is one of the courses required to qualify for a leasing warrant.
Prerequisites: FCN 406 – Lease Acquisition Training
Instructional Hours: 40 **Continuous Learning**
Points: 40 **Continuous Education Units:** 0
Target Attendees: It is recommended students attend FCN 406 prior to attending this event.
Delivery Method: ILT, VILT*
Register Here: *FCN 411*

FCN 412 - LEASE ADMINISTRATION

Course Description: Signing the lease is only the beginning. Successfully navigating the activities leading up to occupancy, during occupancy, and following occupancy can positively impact costs as well as tenant requirements. This course will familiarize leasing personnel with real estate contracts, providing technical direction, and enforcing lease terms. Topics range from contract management issues such as initial build-out of space through ongoing performance management to termination processes. Leasing personnel will leave the course confident in their ability to effectively administer Federal leases.
Prerequisites: FCN 406 – Lease Acquisition Training
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees: It is recommended students attend FCN 406 prior to attending this event.
Delivery Method: ILT, VILT*
Register Here: *FCN 412*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Specializations and Certifications

FCN 500 (ICF) - DITAP FOUNDATIONS - ICF

Course Description: Buying digital services is not a skill that is gained through the Federal Acquisition Certification in Contracting (FAC-C) curriculum, thereby necessitating a specialized and immersive training and development program called the Digital IT Acquisition Professional (DITAP) Certification Program, which leads to the FAC-C-DS. This specialization meets an urgent need for digital services expertise, will be part of a larger effort to raise the overall competency of the acquisition workforce in acquiring IT solutions and will help Government contracting professionals understand how to craft acquisitions.
Prerequisites:
Instructional Hours: 80
Continuous Learning Points: 80
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 500 (ICF)*

FCN 606 - FEDERAL REAL PROPERTY LEASING REFRESHER

Course Description: Federal leasing skills may diminish over time and lead to less effective execution of the process. You will review leasing forms, procedures, lease models, and look at the acquisition process from beginning to end. This is a great refresher to help you feel more confident in Federal real property leasing. Topics include: Introduction to Leasing; Requirements Development; Acquisition Planning; Market Survey Process; Solicitation Process; Negotiation Process; Fair and Reasonable Rents; Final Evaluation and Award; Tenant Improvements; Simplified Lease Acquisition; Small Lease Acquisition; Warehouse Lease Acquisition; Automated Advanced Acquisition Program; Lease Administration and Management; Alterations and Repairs; Contracting for Continuing Space Requirements; Documentation, Closeout, and Settlement; Standards of Conduct.
Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FCN 606*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Specializations and Certifications

FFM 406 - FEDERAL BUDGET PROCESS

Course Description: Learning Objectives and Outcomes: Upon successful completion of this training course, the student will be able to: Identify the major legislation affecting the federal budget process. Track the budget timeline and the three phases of the budget process. Identify the roles of the major players in the budget process. Explain how agency budget submissions contribute to the President's Budget. Outline how agencies use and track their allocated funds. List the methods established to audit the use of federal funds. Quantify the size and scope of the President's current Budget. Identify trends in federal spending during the last 40 years

Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FFM 406*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Leadership

FCN 603 - EMOTIONAL INTELLIGENCE

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. In acquisition, technical skill is essential, but developing and strengthening emotional intelligence is the most critical aspect of professional success in any field. In this course, students will better understand how their own professional competency, personality, and emotional intelligence form the whole picture of their professional potential. During this three-session VILT course, students will engage in live VILT sessions, independent assignments, and collaborative team activities to understand and apply key emotional intelligence techniques and best practices to the acquisition environment. Students must attend orientation and three VILT classroom sessions.

Prerequisites: FAC-C Level II
Instructional Hours: 18
Continuous Learning Points: 18
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FCN 603*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Leadership

FCN 702 - DEVELOP OTHERS AND PAY IT FORWARD

Course Description: This course focuses on one or more competencies specific to the acquisition workforce. Classroom discussions, exercises, assignments, case studies and other activities are specific to the acquisition professional and designed to improve professionals' competence in this topic. In Develop Others and Pay It Forward, you will learn how to adopt a leadership approach that heightens performance and improves the productivity of your direct reports and other associates. Acquisition professionals are naturally ambitious high achievers. They aspire to develop and prepare for positions with greater responsibility. As supervisors, you foster your associates, which directly benefits the organization you serve. As experienced acquisition professionals you have likely had the support of someone to help navigate your career. This course counts on your willingness to work with the next generation to pay it forward. You will begin by using a self-assessment tool to identify and explain your natural leadership style. Assignments will inform and allow you to practice techniques that facilitate a comfortable transition to a more appropriate style, given these variables: the acquisition-specific business cases, and the professional development and the maturity level of your associates. Upon completion of this course, you will acquire the skills needed to increase professional effectiveness, by providing clear direction, listening, observing, monitoring, and regimenting optimal feedback to your support staff. The state of the acquisition workforce will be discussed as well as techniques to keep morale high and retain high-potential individuals. Three sessions. Students will have pre-course work assignments prior to attending scheduled sessions.

Prerequisites: FAC-C Level II
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 1.5
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FCN 702*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Leadership

FCN 705 - SUPERV CO: MASTERING DIFFICULT CONVERSATIONS

Course Description: This course focuses on one or more competency specific to the VA 1102 Career Path Continuum specific to the contracting (1102) job series. Classroom discussions, exercises, assignments, case studies and other activities are specific to the contracting (1102) job series and designed to improve contracting professionals' competence in this topic. Supervisory contracting officers will be provided the strategies and tools to identify and deal with employees who present difficult behaviors. They will progress through a sequence of steps to help them address these behavioral challenges in a strategic manner that fosters trust, transparency, and accountability with the individual and helps them work towards a mutual solution. This course will discuss the cause and impact of certain challenging behaviors and apply practical techniques through a five-step process. During this course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key principles and leading practices to the acquisition environment. This three-week course will be held using a distance learning platform. Students are expected to complete an estimated six (6) hours of individual assignments. Students must also attend three virtual classroom sessions and an orientation. The virtual orientation session will be held on the first Tuesday of the course, from 1:30 PM - 2:30 PM ET. Virtual classroom sessions will be held on Tuesdays, from 12:30 PM - 4:00 PM ET.
Prerequisites: FAC-C Level II
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 705*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Leadership

FCN 802 - DEVELOP AND MANAGE HIGH-PERFORMING TEAMS

Course Description: The Develop and Manage High-Performing Teams course provides Managerial Acquisition Professionals with the knowledge, skills, and leading principles to blend people into teams to achieve a common goal. This requires a solid understanding of different types of teams, the requirements, attributes, and needs of a team, each individual team member, and the team's environment. Students will be introduced to different strategies and tools to progress successfully through the process for building an effective team. Students will also discuss how to apply the process and tools to a team that they may have inherited. During this course, students will engage in live VILT sessions, independent assignments, and collaborative team activities to understand and apply key principles and leading practices to the acquisition environment. Sixteen (16) CLPs will be awarded for the course.
Prerequisites: FAC-C Level II
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCN 802*

FLD 124 - THE ENGAGING LEADER

Course Description: Course provides leaders with practical tools necessary to cultivate and foster adaptability, innovation, resilience, and growth in others within the acquisition workplace. Course objectives are the ability to analyze impact of employee engagement, leverage diverse capabilities of individuals, utilize the power of conversation to encourage engagement and employ best practices for engaging employees in promoting continuous growth with all within an acquisition organization.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FLD 124*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Leadership

FLD 133 - LEADERSHIP AND MANAGEMENT SKILLS FOR NON-SUPERVISORY CONTRACTING PROFESSIONALS

Course Description: This course explores how to identify leadership opportunities and how to use your natural strengths to take on important leadership roles within your contracting organization. The student will enhance their leadership skills by learning the focus areas for leadership and management. This course is designed for individuals who are not in managerial positions in the acquisition environment, but who need to get work done through others.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FLD 133*

FLD 150 - LEADERSHIP SKILLS AND TECHNIQUES

Course Description: What is leadership, and what are the essential traits and behaviors of leaders that foster high performance in an acquisition environment? This course provides the opportunity to explore the core skills and techniques crucial to the effective leadership and management of an acquisition workforce. You will identify your own leadership style and values and discover ways to increase your leadership flexibility in a variety of situations. You will practice skills that foster adaptive and resilient teams and generate an environment of creativity and innovation. Specific skill areas include engaging and motivating others, enhancing performance, coaching techniques, and resolving conflict. In this course, you will also explore the role ethical leadership plays in making high-quality decisions. You will leave the course ready to build a personal leadership network and commit to your ongoing leadership development.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FLD 150*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Leadership

FLD 151 - CRITICAL THINKING AND PROBLEM SOLVING

Course Description: The ability to think critically is a crucial skill set because an essential measure of an organization's success is its ability to overcome problems. Explore what critical thinking entails and the mindset of effective critical thinkers. Learn how to frame problems and formulate effective decision criteria to arrive at the best solution to a problem. Improve your ability to overcome obstacles to critical thinking and use creative thinking tools by applying critical thinking and problem-solving methods to your own contracting workplace situations.

Learning Objectives:
- Analyze qualities and patterns of effective critical thinkers
- Use sound methods of framing problems and thinking critically to implement solutions
- Overcome obstacles to critical thinking and problem solving
- Use various tools to promote critical thinking for problem solving
- Use creative thinking tools and methods to solve problems
- Apply critical thinking strategies to solve work-related problems

Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: This course is intended for acquisition professionals who want to change thinking patterns to solve workplace problems.
Delivery Method: ILT, VILT*
Register Here: *FLD 151*

FLD 163 - CLIMB - LEAD FROM WHERE YOU ARE

Course Description: CLIMB (Collaborate Lead Influence Motivate Build) is designed to provide a basic introduction to leadership by focusing on what it means to be a good leader. The course will examine topics such as: the nature of leadership, recognizing leadership traits, developing leadership skills, creating a vision, setting the tone, listening to out-group members, handling conflict, overcoming obstacles, addressing ethics in leadership, critical thinking, and effective communication. Attention will be given to helping students to understand and improve their own leadership performance as an emerging leader and/or a team leader. Minimum grade level is GS-11.

Prerequisites:
Instructional Hours: 80
Continuous Learning Points: 80
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FLD 163*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Leadership

FLD 410 - SUPERVISING 1102S: GETTING YOUR TEAM TO GREAT

Course Description: In this course, students will reflect upon and refine their vision for personal supervisory style, professional growth, and team development. Through topics such as accountability, critical thinking, performance management, self-awareness, and relationship management, students will better understand the benefits of building a positive culture to lead diverse teams. Students will bolster their supervisory toolkit with an appreciation that it will evolve over time. Through dynamic instruction, peer discussion, and interactive guest speaker visits, students will gain the knowledge to become technically savvy and emotionally intelligent supervisors needed in VA's 1102 workforce.

Prerequisites:
Instructional Hours: 45
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FLD 410*

FLD 411 - THINK ABOUT IT: SYSTEMS THINKING IN THE VA

Course Description: Think About It is an introduction to Systems Thinking for VA Acquisition Professionals. Do you think about it? Of course you do, we think about things every day, all day! But are you aware of how you think? Join this three-day face-to-face journey on thinking. Topics in this course include: what is thinking, an introduction to critical thinking, the Systems Thinking Model, and how to use it for problem solving. We'll work through these topics with a little lecture and a lot of hands on thinking activities. There will be pre-course work to complete prior to attending this training.

Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT*
Register Here: *FLD 411*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

Acquisition Leadership

FLD 413 - THINK ABOUT IT: SYSTEMS THINKING IN THE VA – VIRTUAL

Course Description: Think About It is an introduction to Systems Thinking for VA Acquisition Professionals. Do you think about it? Of course you do, we think about things every day, all day! But are you aware of how you think? Join the VAAA Contracting Professional School on a three day virtual journey on thinking. Topics in this course include: what is thinking, an introduction to critical thinking, the Systems Thinking Model, and how to use it for problem solving. We'll work through these topics with a little lecture and a lot of hands on thinking activities. The course will be run through a virtual learning platform from 11AM - 3PM EST three consecutive days during the weeks that it is scheduled.
Prerequisites:
Instructional Hours: 12
Continuous Learning Points: 12
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FLD 413*

FLD 420 - SENIOR ACQ LEADERSHIP TRAINING (SALT) MISSION 1

Course Description: This is the first of four missions that comprise the full Senior Acquisition Leadership Training (SALT) program. This mission includes an orientation, live virtual training sessions, live in-person training, and independent assignments. In this mission, students will evaluate the importance of building constructive and effective relationships with people at all levels, and apply their understanding of self and others toward enhancing their leadership style and organizational reach. Assess their EQ360(C) assessment results with a certified EQ360 coach to recognize your strengths and development areas as it relates to relationships with others.
Prerequisites:
Instructional Hours: 82
Continuous Learning Points: 82
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FLD 420*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Leadership

FLD 421 - SENIOR ACQ LEADERSHIP TRAINING (SALT) MISSION 2

Course Description: This is the second of four missions that comprise the full Senior Acquisition Leadership Training (SALT) program. This mission includes live virtual training sessions, live in-person training, and independent assignments. In this mission, students will develop strategic thinking and problem solving skills in 1102 situations to effectively anticipate, manage, assess, and improve performance. Apply new innovation and creativity techniques to expand solutions that promote one vision and mission, organizational learning among all stakeholders, and improve culture as a leader within their organization.
Prerequisites:
Instructional Hours: 57.5
Continuous Learning Points:
57.5
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FLD 421*

FLD 422 - SENIOR ACQ LEADERSHIP TRAINING (SALT)

Course Description: In this semester, students employ learning
agility, the systems thinking approach, and emotional awareness to develop and execute communication techniques to implement solutions and manage change, while transforming negative perceptions into positive outcomes. Enlist advocates to further cultivate opportunities and communicate across diverse stakeholders in a way that solicits buy-in and motivates others to deliver the desired change.
Prerequisites:
Instructional Hours: 100
Continuous Learning Points: 100
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FLD 422*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Acquisition Leadership

FLD 423 - SENIOR ACQ LEADERSHIP TRAINING (SALT)

Course Description: In this semester, students reflect upon the program period, equipped to confidently take steps forward as a leader with actionable short-term and long-term plans to succeed in their contracting responsibilities. The program concludes with a benchmarking expedition to model the key leadership competencies students now possess. Students will conclude their time honing their capstone presentation and paper with their team and then present their solutions to distinguished contracting senior leaders and sponsors.
Prerequisites:
Instructional Hours: 100
Continuous Learning Points: 100
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT, VILT*
Register Here: *FLD 423*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Program and Facilities Management Training

VAAA's curriculum was developed to address the certification requirements derived from the Office of Management and Budget (OMB) mandate to certify all Federal program/project managers and contracting officer's representatives (CORs). The curriculum implements best-in-class acquisition training in VA and throughout the Federal service to include the related requirements for construction, facilities, and engineering.

Completing program/project management or COR training fulfills the Federal Acquisition Certification education requirements for Program and Project Managers (FAC-P/PM) and Contracting Officer's Representatives (FAC-COR) and supports the new requirements of the FE/C certification related to §211 of the MISSION Act. Trainees will subsequently need to document work experiences and apply for these Federal certifications upon completing training, along with meeting additional requirements identified by their Acquisition Career Manager's (ACM) office.

Acquisition is an integral component of Federal program execution. The school trains proficient program/project managers and CORs by delivering best-in-class educational products that achieve superior mission outcomes for the Federal acquisition workforce, the Veteran, and ultimately the taxpayer. The foundational learning offerings help VA meet OMB-mandated certification requirements while maturing the Department's program/project management and COR capabilities. Additional, tailored operational solutions strategically address emerging needs distinguishing product lines from the other Federal training institutions. This integrated, collaborative, programmatic approach ensures across-the-board, value-added personal and professional efficiencies.

VAAA proactively and collaboratively identifies and administers professional development products to develop and enrich the acquisition competencies of the entire Federal workforce.

Federal Acquisition Certificate Programs

Contracting Officer's Representative (FAC-COR)
VAAA's FAC-COR Levels I and II courses fulfill certification training requirements and provide the requisite knowledge and skills for properly executing COR responsibilities in VA and throughout the Federal service. VAAA offers COR Level I training as an online course and COR Level II training in both virtual instructor-led and face-to-face formats, including demand-based offerings at select nationwide partner locations throughout the VA enterprise. The curriculum features a scenario-based learning framework with practical, interactive, and collaborative exercises to engage an array of learning styles.

Project and Program Management (FAC-P/PM)
Program and project managers (PPMs) are vital to identify and implement strategic objectives to improve services by writing appropriate requirements, establishing performance standards, and prudently acquiring goods and services. VAAA provides professional development courses for program and project managers that foster the skills to effectively lead Integrated Product Teams, oversee budgeting and governance processes, satisfy agency missions, and achieve expected outcomes. VAAA FAC-P/PM training meets the OFPP certification standards and the FAI FAC-P/PM competencies for federal civilian agencies.

Continuous Learning

VAAA offers several flexible options to enhance performance-based acquisition skills and obtain the continuous learning points (CLPs) required to maintain hard-earned Federal certifications. These courses include VAAA developed courses focused on VA-specific needs along with a variety of continuous learning courses relevant to the entire federal acquisition workforce.

Contact Information: For questions regarding program or facilities management training, visit our **website**, or **email** us.

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-COR

FCR 102 - COR LEVEL 1 REFRESHER

Course Description: The FAC-COR refresher course is a highly engaging, interactive, virtual instructor-led online class, 8-hours conducted over 2 days (4-hours per day), and designed for anyone in an acquisition role seeking FAC-COR continuous learning points. Aligned with the FAI COR Competencies and Performance Outcomes, this training course provides individuals with refresher training on COR responsibilities such as acquisition planning, market research, and contract performance management. Accordingly, this course covers general roles and responsibilities of the PM, COR, and CO throughout the acquisition process. Prerequisites: Possess current FAC-COR Level I, FAC-P/PM Entry Level or FAC-C Level I current certification.
Prerequisites:
Instructional Hours: 8
Continuous Learning Points: 8
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCR 102*

FCR 104 - FEDERAL ACQUISITION CERTIFICATION TRAINING FOR COR - LEVEL I

Course Description: The FAC-COR Level l course is an eight-hour, self-paced, interactive e-learning training. This course is offered weekly for reservation purposes only. You will receive your login information on the start date of your class. This is the foundational course of the FAC-COR certification series. The course will provide participants with the foundational knowledge and skills needed to properly execute basic COR responsibilities such as acquisition planning, market research, ethical decision-making, and contract and performance management. Aligned with the FAI COR Level I Competencies and Performance Outcomes (January 23, 2013), the course provides the foundation, knowledge, and capabilities required of Level l CORs in the VA and throughout the Federal Government.
Prerequisites:
Instructional Hours: 8
Continuous Learning Points: 8
Continuous Education Units: 0
Target Attendees:
Delivery Method: OLT*
Register Here: *FCR 104*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-COR

FCR 201 - CONTRACTING OFFICERS REPRESENTATIVE LEVEL 2

Course Description: The FAC-COR Level II course is an accredited IACET accredited course that is highly engaging, interactive, instructor-led online class, held five hours per day for eight days and designed for anyone in an acquisition role seeking FAC-COR Level II certification. Aligned with the FAI COR Level II Competencies and Performance Outcomes, this virtual instructor led training course provides individuals with the knowledge and skills needed to properly execute the COR responsibilities such as acquisition planning, market research and contract performance management. These skills will ensure that the acquisition workforce continues its mission of providing a full range of innovative, cost-effective business solutions and responsive services tailored to meet the ongoing and emerging needs of our customers. The 40-hour online course consists of several modes of instruction to include lecture, webinar, individual and group exercises, and discussion.
Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 4
Target Attendees: Contracting Officer's Representatives (CORs) seeking FAC-COR Level II
Delivery Method: VILT*
Register Here: *FCR 201*

FCR 400 - ADVANCED CONTRACTING OFFICER'S REPRESENTATIVE

Course Description: This course is specifically designed for the experienced COR who has held a FAC-COR certification for a year or more. FAC-COR certified professionals will increase their mastery of the FAC-COR competencies by applying them in an in-depth case study for a performance-based service acquisition. Students will navigate complex acquisition situations ranging from acquisition planning to contract management. This course will help students develop critical thinking, procurement strategy, requirements definition, and contract management skills necessary for successful contract performance. Learning Objectives and Outcomes: Upon successful completion of this training course, students will be able to: Explain the benefits of performance-based services acquisition. Collect and analyze relevant market information and identify possible sources. Recommend acquisition strategies to the acquisition team. Define the requirement to fill mission needs. Develop technical evaluation factors and sub factors. Identify contract performance risk areas and develop a plan for contract management. Monitor contract performance and recommend necessary actions to the contracting officer. Recognize situations that will require a contract modification and communicate the requirement to the contracting officer. Document and report contractor's actual performance under the contract.
Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCR 400*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-COR

FCR 404 - FAC-COR ADVANCED REFRESHER

Course Description: The FAC-COR Level refresher course is a highly engaging, interactive, blended learning class. This class combines both instructor-led online class and self-paced online training sessions, held five hours per day for eight days and designed for anyone in an acquisition role seeking continuous learning points towards a FAC-COR renewal for certification. Aligned with the FAI COR Level Competencies and Performance Outcomes, this training course provides individuals with the knowledge and skills needed to properly execute the COR responsibilities such as acquisition planning, market research, and contract performance management. These skills will ensure that the acquisition workforce continues its mission of providing a full range of innovative, cost-effective business solutions and responsive services tailored to meet the ongoing and emerging needs of our customers. The 40-hour online course consists of several modes of instruction to include lecture, self-paced learning, webinar, individual and group exercises, and discussion.

Prerequisites: Possess current FAC-COR Level II/III, FAC-P/PM Mid or Senior Level or FAC-C Level II or III current certification.

Instructional Hours: 40

Continuous Learning Points: 40

Continuous Education Units: 0

Target Attendees: Contracting Officer's Representatives (CORs)

Delivery Method: VILT*

Register Here: *FCR 404*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

FAC-P/PM

FPM 120 (FED) - ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT I

Course Description: This course provides basic knowledge and comprehension skills which entry-level project managers (PM) in the Federal sector need to manage a small project or participate as an effective member of an integrated project team (IPT). The target audience for this training is entry-level project managers within the Federal civilian agencies desiring to complete the training requirements for the FAC-P/PM. Using a scenario-based approach, FPM 120 covers project management roles, responsibilities, decision points, and key deliverables required for effective systems-acquisition management within the context of the project lifecycle. Learners will comprehend acquisition and project management as an integration of requirements development and management, systems engineering, test and evaluation, lifecycle logistics, contracting, business cost estimating and financial management, and leadership.
Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FPM 120 (FED)*

FPM 121 - ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT II

Course Description: This five-day course will build on the basic concepts you learned in FPM 120A and FPM 120B. You will acquire the basic knowledge and skills needed by an entry-level project manager to successfully manage a small project and be an effective member of an integrated project team (IPT). Upon successful completion of this course, you will clearly understand how to fulfill entry-level program/project management obligations.
Prerequisites: FPM 120 (FED) or 120A + 120B
Instructional Hours: 40 **Continuous Learning Points:** 40 **Continuous Education Units:** 0
Target Attendees: Designed for new Program and Project Management professionals seeking their FAC-P/PM entry level certification.
Delivery Method: VILT* **Register Here:** *FPM 121*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-P/PM

FPM 231 - APPLICATIONS IN PROJECT AND PROGRAM MANAGEMENT

Course Description: This four-day course will provide the foundation for effective requirements development and systems management. You will develop the necessary skills to construct an overall acquisition strategy approach in a simulated integrated project team (IPT) environment. This course will emphasize crafting an integrated approach to systems management, including developing requirements, technology and risk management, test and evaluation, and integrated logistics support.
Prerequisites: Students should have a foundational knowledge of project management or completed Entry-Level training
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees: Intended for Program and Project Management professionals seeking their FAC-P/PM Mid-level certification.
Delivery Method: VILT*
Register Here: *FPM 231*

FPM 232 - APPLICATIONS IN CONTRACTING

Course Description: This three-day course will provide you with discussion of the mission, purpose, vision, and goals of Federal contracting, discusses the Federal Acquisition Regulation System (FAR) and acquisition lifecycle, and reviews the various roles and responsibilities of the acquisition team. You will explore leadership and management processes associated with successful acquisition planning. This course will also cover elements of planning for source selection, and the key aspects of evaluating proposals, bids, and offers. You will come away from this course with a thorough understanding of planning contract administration and monitoring contractor performance.
Prerequisites: Students should have a foundational knowledge of project management or completed Entry-Level training
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: Intended for Program and Project Management professionals seeking their FAC-P/PM Mid-level certification.
Delivery Method: VILT*
Register Here: *FPM 232*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

FAC-P/PM

FPM 233 - APPLICATIONS IN BUSINESS, COST & FINANCIAL MANAGEMENT

Course Description: This three-day course is designed to explore key competencies for project managers relating to business and financial management. You will develop application and analysis skills for estimating cost by using cost- related information to manage project financials and assemble a viable business case. This course will teach earned value management (EVM) skills as a tool for tracking contractor performance, managing risk, and adjusting project strategy. You will be able to apply your skills managing the operational business dynamics within the scope of Federal projects.
Prerequisites: Students should have a foundational knowledge of project management or completed Entry-Level training
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: Intended for Program and Project Management professionals seeking their FAC-P/PM Mid-level certification.
Delivery Method: VILT*
Register Here: *FPM 233*

FPM 234 - APPLIED LEADERSHIP IN PROJECTS & PROGRAMS

Course Description: This two-day course will provide you with skills in forming and leading integrated teaming arrangements. You will learn effective communication strategies to build alliances, focus decision making, and resolve interpersonal and organizational conflict. This course will teach you the critical thinking skills needed to process and synthesize information to arrive at new levels of insight regarding project risks, stakeholder engagement, and the political backdrop that affects projects and programs. Additionally, you will gain skills to lead a team, find solutions for issues that pose risk to project performance, and take responsibility and accountability.
Prerequisites: Students should have a foundational knowledge of project management or completed Entry-Level training
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees: Intended for Program and Project Management professionals seeking their FAC-P/PM Mid-level certification.
Delivery Method: VILT*
Register Here: *FPM 234*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-P/PM

FPM 331 - PROGRESSIVE CONCEPTS IN PROGRAM MANAGEMENT

Course Description: This four-day course will provide you with the technical knowledge and abilities required to orchestrate more complex projects collectively as programs. You will synthesize requirements into viable acquisition strategies and evaluate those strategies as programs evolve. This course will cover technology management processes with the goal of implementing a balanced system design, as well as how to track asset developer technical progress and reporting. At the end of this course, you will have gained viable approaches to product support and supply chain management that increase system readiness, maintain affordability, and reduce the logistics footprint.
Prerequisites: FAC-P/PM Mid-Level Certified or FPM 370
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees: Intended for Program and Project Management professionals seeking their FAC-P/PM Senior level certification.
Delivery Method: VILT*
Register Here: *FPM 331*

FPM 332 - PROGRESSIVE CONTRACTING STRATEGIES FOR PROGRAMS

Course Description: This three-day course will provide you with the knowledge and ability to integrate, evaluate, and lead program strategy into a viable approach for program procurement. You will evaluate acquisition planning actions, adjust those plans according to policy and program risk, and orchestrate source selection of a complex program. This course will teach you how exit criteria is developed and defended and how to balance stakeholder expectations. This course will emphasize the acquisition of services that support agency technical and business management requirements. After this course, you will understand how to facilitate a negotiated baseline of performance between the operational users and corresponding commercial and organic support providers.
Prerequisites: FAC-P/PM Mid-Level Certified or FPM 370
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: Intended for Program and Project Management professionals seeking their FAC-P/PM Senior Level certification
Delivery Method: VILT*
Register Here: *FPM 332*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-P/PM

FPM 333 - PROGRESSIVE BUSINESS, COST & FINANCIAL MANAGEMENT

Course Description: This three-day course advances the experienced project manager into the business enterprise tasks of leading complex projects and larger, collective programs. You will evaluate for merit and evoke risk management strategies resulting in program-level adjustments to financial plans and cost benefit analyses. Earned value management (EVM) metrics are evaluated, followed by program adjustment decisions based on EVM data. This course will emphasize managing cost and financial risks within the broader context of a Total Life-Cycle Systems Management (TLCSM) approach to program management. You will understand how to present and defend a business case before program stakeholders, manage funds, and other key competencies for project managers.
Prerequisites: FAC-P/PM Mid-Level Certified or FPM 370
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: Intended for Program and Project Management professionals seeking their FAC-P/PM Senior Level certification
Delivery Method: VILT*
Register Here: *FPM 333*

FPM 334 - PROGRESSIVE LEADERSHP IN PROGRAM MANAGEMENT

Course Description: This two-day course will expand your interpersonal and mentoring skills required in complex programs. You will gain awareness of how modeling responsible and accountable behaviors relates to effective and efficient use of program resources. This course will teach you how to develop stakeholder relationships through critical thinking, problem solving, and decision making. You will gain global awareness of the linkage between organizational vision and objectives through plan execution. **Prerequisites:** FAC-P/PM Mid-Level Certified or FPM 370
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees: Intended for Program and Project Management professionals seeking their FAC-P/PM Senior Level certification
Delivery Method: VILT*
Register Here: *FPM 334*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-P/PM

FPM 511 - MANAGING IT PROJECTS

Course Description: This four-day class will prepare you to manage IT projects and programs using processes based on modular procurement. You will learn to craft a contract strategy that accommodates rapid changes in technology, multiple contractors, interoperability, and integration risk. This course will begin with strategy development, and then progress through business re-engineering, Agile development, integration, and measurement of technical performance. Compliance with IT-related Federal laws, regulations, and guidance will be highlighted throughout the course.

Prerequisites: It is highly recommended that the student have mid to senior level program management experience.

Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees: Designed for IT Project Managers who have completed their FAC-P/PM certification at the Mid or Senior level and are seeking to obtain the FAC-P/PM IT Core-Plus Specialization
Delivery Method: VILT*
Register Here: *FPM 511*

FPM 512 - IT MANAGEMENT, SECURITY, AND PERFORMANCE ASSURANCE

Course Description: This four-day course will prepare you to manage 21st century IT projects and programs to meet needs in the most cost-effective way possible, while maintaining privacy and security. You will learn about IT modernization programs and initiatives that are improving the customers' experience. Given cybersecurity threats, you will come to understand how risks can be mitigated to ensure mission success. This course will teach you how to enable various cloud architectures and incorporate service-level agreements and analytics into an acquisition strategy.

Prerequisites: It is highly recommended that the student take FPM 511 prior to taking FPM 512 and have mid to senior level program management experience.

Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees: Designed for IT Project Managers who have completed their FAC-P/PM certification at the Mid or Senior level and are seeking to obtain the FAC-P/PM IT Core-Plus Specialization
Delivery Method: VILT*
Register Here: *FPM 512*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

FAC-P/PM

FPM 513 - IT INFRASTRUCTURE AND ARCHITECTURAL DESIGN

Course Description: This four-day course will address the latest understanding of Federal IT regulation and guidance. You will learn to incorporate agile principles and best practices into the program business case and use tools to manage backlogs and forecast resource needs. You will learn infrastructure design, data life cycle management, building digital services, and cloud computing, as well as how to assess the readiness of legacy applications for cloud migration. This course will teach you how to incorporate security in accordance with the Federal Information and Security Management Act (FISMA), the new Cloud Smart Initiative, and the National Institute of Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity.

Prerequisites: It is highly recommended that the student take FPM 511 prior to taking FPM 512 and have mid to senior level program management experience.

Instructional Hours: 32

Continuous Learning Points: 32

Continuous Education Units: 0

Target Attendees: Designed for IT Project Managers who have completed their FAC-P/PM certification at the Mid or Senior level and are seeking to obtain the FAC-P/PM IT Core-Plus Specialization

Delivery Method: VILT*

Register Here: *FPM 513*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Continuous Learning

FCE 400 - LIFE CYCLE COST ESTIMATE

Course Description: To provide participants with the knowledge and skills needed to conduct program life cycle cost estimation. Using an in-class, interactive case study, participants will learn and practice the process for managing the cost estimate, including updating the estimate with actual data and revising the estimate to reflect changes.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCE 400*

FCL-VA-0052 - ACQUISITION LIFECYCLE FRAMEWORK (ALF) INTRO

Course Description: Come join the VAAA and the Office of Acquisition and Logistics as we present an introduction to the Acquisition Lifecycle Framework (ALF). Find out how the ALF can benefit you in your professional endeavors. Designed for all acquisition professionals, this 2-hour webinar will describe how the ALF is aligned to the Acquisition Modernization Effort (AMP), and how the ALF is a key enabler of VA acquisition modernization and an enterprise best practice approach for managing acquisitions. Our journey through the ALF will help you better understand challenges in VA's current acquisition environment. We'll discuss the AMP which provides the strategic framework for improvement of the Enterprise Acquisition function. Then we'll discuss the ALF as a primary mechanism for improving the acquisition function. The key goal of ALF is to provide E2E, cradle to grave Concept to Closeout process for managing cost, schedule, risk, and resources associated with an acquisition project/program. We'll walk through each phase of the ALF and explain its activities, processes, tools, and templates. We'll conclude by providing you with the location of resources to assist you as you move into integrating ALF in your individual acquisition duties.
Prerequisites:
Instructional Hours: 2
Continuous Learning Points: 2
Continuous Education Units: 0
Target Attendees: VA Acquisition Work Force (AWF)
Delivery Method: VILT*
Register Here *FCL-VA-0052*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

Continuous Learning

FCL-VA-0101 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 1

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Requirements Development and Management Process. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0101*

FCL-VA-0102 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 2

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Systems Engineering. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0102*

FCL-VA-0103 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 3

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Test and Evaluation. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0103*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Continuous Learning

FCL-VA-0104 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 4

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Life Cycle Logistics. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0104*

FCL-VA-0105 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 5

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Acquisition Contracting. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0105*

FCL-VA-0106 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 6

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Business Financial Management. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0106*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Continuous Learning

FCL-VA-0107 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 7

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Leadership Professional. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0107*

FCL-VA-0108 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 8

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Program and Project Tools. Focus topics may include; Identify the tools available to a PM to help perform position task with optimum efficiency; Demonstrate available tools focusing on performance efficiency, Program and Project documentation, Risk Management, and continuity of effort. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0108*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Continuous Learning

FCL-VA-0109 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 9

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; PM and COR Career Development. Focus topics may include Details, OGA Sharing, Inner VA sharing, Civilian or Commercial Resources, Building Community Support. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0109*

FCL-VA-0110 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 10

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; 10. VA / Government PM Community Updates and their impacts. Focus topics may include PMIAA, FATURA, AAPMF, Other initiatives. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0110*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Continuous Learning

FCL-VA-0111 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 11

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Lessons Learned (recent or current program or project). Focus topics may include current trends, OIG reviews and reports, program/9roject success rate, lesson learned sharing strategies. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0111*

FCL-VA-0112 - CURRENT GOVERNMENT PM MGMT TOPICS NUMBER 12

Course Description: Selected topics associated with the Program/Project Manager (PM) and Contract Officer Representative (COR) competency; Innovations in Program or Project Management. Focus topics may include Agile, Process Improvement, New process or methods, etc. This course is intended to be delivered annually with each delivery tailored to current needs of the PM and COR communities.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-01122*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Continuous Learning

FCL-VA-0191 ACQUISITION PROJECT SCHEDULING

Course Description: This course is one of seven in a series of scheduling courses (this is the first of the seven in the series). This course focuses on the phase of the program from the approval of need [Gate Review ADE-A in the Acquisition Lifecycle Framework (ALF)] up to contract award to a general contractor (vendor). Participants will use a VA case study, with best practices from the GAO Schedule Assessment Guide, and will choose between three project schedules to build for this course: 1) facility/construction, 2) information technology (IT), or 3) healthcare/clinical. Specific focus is on planning, scheduling, and monitoring the process [the schedule] during this phase, not completing the project deliverables which students would address in a companion course, the acquisition package course series.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0191*

FCL-VA-0192 - REVIEWING AND VERIFYING A PROJECT SCHEDULE

Course Description: This course is one of seven in a series of scheduling courses (this is course two of seven) This course focuses on the phase of the program after contract award to a general contractor (vendor). Participants will use a VA case study and will focus on one project schedule. The project manager (student) will have a government created, high-level, milestone schedule, with a Performance Measurement Baseline (PMB). The project manager will analyze, according to best practices contained in the GAO Schedule Assessment Guide, one vendor schedule, and then conduct a simulated (in class) Technical Kickoff Meeting and will arrive at an agreed upon PMB between the vendor and the government, thus establishing a baseline schedule for a PM to monitor and control (where course FCL-VA-0193 continues). This course will be very similar to Course FCL-VA-0194 (Program Scheduling), but where this course FCL-VA-0192 focuses on one project schedule, program scheduling, course # FCL-VA-0194 focuses on a program schedule.
Prerequisites:
Instructional Hours: 17
Continuous Learning Points: 17
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-019292*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Continuous Learning

FCL-VA-0193 PROJECT CONTROL THROUGH SCHEDULE MANAGEMENT

Course Description: This course is one of seven in a series of scheduling courses. This course focuses on the phase of the program after contract award to a general contractor (vendor), and after a Technical Project Kickoff meeting (or an Integrated Baseline Review), when the project manager receives a project schedule from a vendor and will begin to use this schedule to manage and control the project. Participants will use a VA case study, with best practices from the GAO Schedule Assessment Guide, and will choose between three project schedules to build for this course: 1) facility/construction, 2) information technology (IT), or 3) healthcare/clinical. Specific focus is monitoring and controlling the project to engage complexities from the VA case study. This course will be very similar to FCL-VA-0195 (Program Schedule Management and Control), but where this course FCL-VA-0193 (Project Control through Schedule Management) focuses on one project schedule, course FCL-VA-0195 (Program Schedule Management and Control) focuses on a program (collection of inter-related projects) schedule.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0193*

FCL-VA-0194 - PROGRAM SCHEDULING

Course Description: This course is one of seven in a series of scheduling courses. This course focuses on the phase of the program after contract award to a general contractor (vendor). Participants will use a VA case study, with best practices from the GAO Schedule Assessment Guide, and work through the process of reviewing a general contractor program schedule, conducting a technical kickoff for the program, and establishing a baseline schedule that a program manager can use to manage and control the project or program. Specific emphasis will be on how VA plans multiple project schedules together and how events from one schedule can impact tasks on multiple schedules.
Prerequisites:
Instructional Hours: 17
Continuous Learning Points: 17
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0194*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Continuous Learning

FCL-VA-0195 PROGRAM SCHEDULE MANAGEMENT AND CONTROL

Course Description: This course is one of seven in a series of scheduling courses. This course focuses on the phase of the program when a Program/Project Manager will begin to use the baseline schedule to oversee a general contractor (vendor) implementing a VA program or project. Participants will use a VA case study, with best practices from the GAO Schedule Assessment Guide, to monitor and control the program or project. This course specifically employs the techniques and skills of Critical Path Method (CPM) schedule management, change control, root cause analysis of scheduling conflicts, and using EVM with project schedules for program monitoring (the technique of managing with CPM, the schedule of payments, and the schedule of values). Participants will also explore strategies for schedule acceleration, critical decision making, and weighing the impact of schedule slippages. Specific emphasis will be on how multiple project schedules work together and how changes, delays, or conflicts in one schedule will require coordination and possibly adjustments on multiple other schedules, or programs.
Prerequisites:
Instructional Hours: 17
Continuous Learning Points: 17
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0195*

FCL-VA-0196 - PROGRAM SCHEDULE PREPARATION

Course Description: This course is one of seven in a series of scheduling courses. This course focuses on the phase of the program before courses FCL-VA-0194 and FCL-VA-0195 (when planning work for a General contractor/vendor). The VA Acquisition Academy suggests (doesn't require) employees complete FCL-VA-0194 and FCL-VA-0195 since, ideally students would benefit from experiencing the process and complexities that arose during the exercises using the VA case study in these other two courses. This course will build upon the GAO best practices, from the GAO Schedule Assessment Guide, by establishing techniques a Program Manager can use to pro-actively build into a schedule to create a schedule better equipped for program/project control and management.
Prerequisites:
Instructional Hours: 10
Continuous Learning Points: 10
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0196*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Continuous Learning

FCL-VA-0197 NON- CONTRACT SCHEDULING

Course Description: This course is one of seven in a series of scheduling courses. This course could be applicable in any phase of a project where a manager or process driver needs to logically sequence and complete work by a given date or within a defined time. Specifically, the course promotes two likely scenarios for project schedule use, 1) activities in the Conceptual Phase [using the Acquisition Lifecycle (ALF) Framework] and 2) tasks and activities in the Program Delivery, Execution, and Operations Phase [using the Acquisition Lifecycle (ALF) Framework]. Course participants will use a VA case study and will choose between three project schedules to build for this course: 1) facility/construction, 2) information technology (IT), or 3) healthcare/clinical. The participants will work through one of these choices to build a project schedule, using best practices from the GAO Schedule Assessment Guide, for activities either in the Conceptual Phase or Program Delivery, Execution, and Operations Phase.
Prerequisites:
Instructional Hours: 10
Continuous Learning Points: 10
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FCL-VA-0197*

FPM 458 - WORK BREAKDOWN STRUCTURE (WBS) DICTIONARY

Course Description: Work Breakdown Structures (WBSs) can sometimes feel overwhelming — but they need not be. This one-hour, virtual, self-paced WBS Dictionary course is the perfect introduction to simplifying project monitoring and controlling using WBSs. Participants will learn tips and best practices for linking basic requirements to the program/project's business needs, creating strategic requirements, and defining key performance metrics. Course activities underscore the importance of the WBS Dictionary for managing project scope, cost, schedule, and quality with concepts and best practices applicable to the entire acquisition workforce.
Start Date, End Date and Class Times are for VAAA Registrar record keeping purposes only.
Prerequisites:
Instructional Hours: 1
Continuous Learning Points: 1
Continuous Education Units: 0
Target Attendees:
Delivery Method: OLT*
Register Here: *FPM 458*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Training

VAAA's supply chain management curriculum strengthens the knowledge, skills, and abilities of the supply chain and logistics workforce to implement a more standardized, cost-effective, and streamlined Federal supply chain resulting in measurable return on investments. Faculty includes both industry and VA logistics subject matter experts, along with an energetic network of former students who maintain relationships and return to VAAA for training as they advance in their careers. The competency-based training model creates a more comprehensive and structured approach to employee development, providing a transformative impact on Government organizations.

The comprehensive curriculum roadmap standardizes training by supporting five general competencies and fourteen technical competencies within three professional levels:

- Professional Level I (GS 1-6/WG 6 and below)
- Professional Level II (GS 7-11/WG 7 and above, all WS/WL grades)
- Professional Level III (GS 12-15)

Each professional level provides a combination of instructor-led and self-paced training. VAAA supply chain training courses are integrated with real-world scenarios and VA-specific best practices to foster knowledge retention and immediate job application to improve supply chain performance at all professional levels.

Students who successfully pass all courses in a professional level are awarded a Professional Level Certificate of Completion. Each professional level minimum requirement is as follows: Level I — 144 hours, Level II - 173 hours, and Level III – 146 hours.

Three Levels of Technical Expertise

The scope of the curriculum is designed to address the needs of the VA supply chain workforce and includes learning paths for three professional levels. Although each professional level has a suggested audience related to staff grade levels, individuals are not limited to only one level of training. Below is a description of each level:

Supply Chain Professional Level I: Provides logistics support and capabilities at a facility, organizational, and entity level. Possesses a basic understanding of the general rules and concepts of the overall system. Performs basic administrative functions and data entries. In many instances, Level I professionals are the initial customer entry point into the system.

Target audience: GS 1-6; WG 6 or below. However, these courses are open to all grades.

Supply Chain Professional Level II: Provides technical and supervisory levels of support of logistics capabilities at facility, network, regional administration, and central office levels. Possesses an intermediate understanding of the policies and procedures. Can effectively review documents and ensure proper data entry into the system. Begins to supervise others and may serve as a team leader at this level. Conducts short-range planning and day-to-day tactical level execution of the mission.

Target audience: GS 7-11; WG 7 and above, all WS and WL grades.

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Professional Level III: Provides operational and strategic supervisory and planning support for supply chain management at regional, network, administration, and central office levels. Subject mat er expert in the field. Serves as a team leader or senior staff member. Conducts medium-range planning, supervises the tactical day-to-day functions to run the organization and executes th operations plans of the staff section, division, or department.

Target audience: GS 12-15.

Contact Information: For questions regarding supply chain management training, visit our **website** or **email** us.

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 1

FLG 100 - PRINCIPLES OF INVENTORY MANAGEMENT (PIM)

Course Description: This is a 32-hour instructor-led course designed to provide supply chain management staff a basic understanding of the principles of inventory management. Students learn about operations management and explore their relationship to VHA operations. They are taught how the issues, functions, and consequences of inventory management align with VA directives and policies. Students examine the difference between basic inventory management and how the VHA manages inventory. They focus on inventory-related financial decisions and learn about process improvement with an emphasis on Lean philosophy and methods. Students have the opportunity to explore the process and policies aligned with purchasing of inventory. Students learn about the concept of quality management and will be introduced to common quality management tools.
NOTES: Students must take and pass course exams to receive credit.
Prerequisites:
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 100*

FLG 102 -INTRODUCTION TO IFCAP AND GENERIC INVENTORY PACKAGE (GIP) SYSTEMS

Course Description: This is a 40-hour instructor-led course designed to provide a basic understanding of the IFCAP and GIP systems and how Level I Supply Chain Professionals utilize the systems in their assigned duties. Participants learn about the item requisition process within IFCAP. Students are taught the roles and responsibilities of IFCAP users and the relevance of each of these roles to their job. Students learn about management reporting mechanisms within IFCAP to assist with management of commodities and suppliers. Students also learn the different types of GIP inventory and GIP stock levels. Students can experience setting inventory points, removing items from inventory, and creating a picking ticket in the GIP system through interactive exercises and simulations. Students are also provided an overview of GIP reporting to illustrate how daily tasks integrate into the overarching inventory process.
NOTES: Students must take and pass course exams to receive credit.
Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 102*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 1

FLG 103 - INTRODUCTION TO IFCAP AND AUTOMATED ENGINEERING MANAGEMENT SYSTEMS / MEDICAL EQUIPMENT REPORTING SYSTEM (AEMS/MERS)

Course Description: This is a 24-hour instructor-led course designed to provide a basic understanding of the IFCAP and AEMS/MERS systems and how Level I Supply Chain Professionals utilize the systems in their assigned duties. Participants learn about the item requisition process within IFCAP. Students are taught the roles and responsibilities of IFCAP users and the relevance of each of these roles to their job. Students learn about management reporting mechanisms within IFCAP to assist with management of commodities and suppliers. Supply Chain Professionals learn how the AEMS/MERS system is used to manage non-expendable property and equipment. Students learn the roles, responsibilities, and skills required to perform daily property and equipment management tasks. Students also learn the concepts of complete and accurate data entry and AEMS/MERS record keeping through class education and exercises.
NOTES: Students must take and pass course exams to receive credit.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 103*

FLG 105 - INTRODUCTION TO MATERIAL MANAGEMENT AND OPERATION

Course Description: This course is an instructor-led training intended to be an introduction to materials management and operation competencies. This course is designed to provide students with a solid background in demand planning, qualitative and quantitative forecasting techniques for inventory analysis and decision making, supply planning, computer-based and manual inventory management processes, and materials handling of both expendable (EX) supplies and non-expendable (NX) equipment. This course includes a foundation in safety, efficiency, and customer satisfaction regarding supply chain management at VHA.
Prerequisites: FLG 102 or FLG 103
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 105*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 1

FLG 106 - INTRODUCTION TO VA STRATEGIC PROGRAMS

Course Description: This course introduces you to VA strategic concepts, programs, and plans as they relate to Supply Chain Management and the assigned duties of the VA logistician. Throughout the course, you will gain a basic understanding of VA strategic plans and their impact on funding and budgets at the VA administration level and the local level. You will learn about the methodologies, techniques, goals, key concepts, policies, and procedures of supply chain-focused VA Strategic Initiatives, such as Federal Green Purchasing and Prime Vendor programs, and how standardization is employed at VA to simplify and support purchasing. You will also become familiar with the concepts, programs, and plans of VA emergency management and disaster planning. The course includes exploration of the challenges and opportunities associated with VA supply chain-focused strategic planning, and you will have the opportunity to apply what you have learned through case studies and scenarios.
Prerequisites:
Instructional Hours: 18
Continuous Learning Points: 18
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: VILT*
Register Here: *FLG 106*

FLG 107 - INTRODUCTION TO SUPPLY CHAIN FUNDAMENTALS

Course Description: This course is designed to provide a basic understanding of the general principles and fundamentals of supply chain management. This course explores key roles and responsibilities, regulations, SCM processes and activities and policies that govern stewardship, and guides students in the interpretation of metrics to evaluate performance.
Learning Objectives:

- Describe the elements that make up the organizational supply chain
- Explain how supply chain operations support organization goals and mission
- Describe roles and responsibilities, regulations, processes and activities
- Define customer needs and translate into actionable requirements
- Differentiate various performance indicators and predict positive and negative outcomes
- Explain the importance of accurate data collection and the use of metrics in understanding customer requirements

Prerequisites:
Instructional Hours: 10
Continuous Learning Points: 10
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades. **Delivery Method:** OLT*
Register Here: *FLG 107*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 1

FLG 109 - INTRODUCTION TO BUSINESS SKILLS

Course Description: This is a blended course with four hours of virtual, self-paced training and 20 hours of VILT that introduces the importance of expressing information effectively verbally and in writing, to individuals and groups, while considering the audience, usefulness of the information to the audience, and nature of the information. Students learn how to prepare written documents with clarity and accuracy as well as developing clear and convincing presentations. Students are introduced to different communication styles, understand how to differentiate between communication styles, listen to others, and identify nonverbal cues.
NOTES:
- Students must take and pass course exams to receive credit.
- Students must have access to a headset with microphone to attend this course.

Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: BLD*
Register Here: *FLG 109*

FLG 112 - INTRODUCTION TO LIFECYCLE LOGISTICS

Course Description: Using the Supply Chain Operations Reference (SCOR) Model, this course introduces you to the core components of effective supply chain management and how they are applied to Equipment Lifecycle Management (ELCM). Topics are structured around the five pillars of the supply chain-plan, source, deliver, maintain, and return-and introduce technical and management activities associated with ELCM that focus on the costs associated with total lifecycle logistics, maintenance operations, production and support, and deployment planning. Throughout the course, you will gain a basic understanding of the national, Veterans Integrated Service Network (VISN), and VA Medical Center (VAMC) stakeholder roles and responsibilities that support Veterans Health Administration's (VHA's) ELCM program. Additionally, you will learn about the challenges and opportunities with ELCM facing the VHA Supply Chain and have a chance to apply what you have learned through VHA scenarios that require you to make decisions.
Prerequisites:
Instructional Hours: 18
Continuous Learning Points: 18
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: VILT*
Register Here: FLG 112

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 1

FLG 125 - FORKLIFT OPERATOR SAFETY TRAINING (ELECTIVE)

Course Description: This is a 16-hour instructor-led course that provides trainees with forklift truck specific topics such as its basic controls, purpose of operations, limitations, safe operation, vehicle stability, vehicle inspection, maintenance, refueling, recharging and proper parking. Trainees will also learn workplace specific subjects on pedestrian safety, assessing danger in the workplace, risk analysis, work coordination, warning and signage precautions, driving on different surfaces, stability of materials transported, stacking and de-stacking, working in restricted and tight areas, performing work at hazardous location, working in different weather conditions, and working in different work environments. The course will contain OSHA requirements, standards and forklift operation. These important subjects are critical for successful completion of the forklift certification course.
Prerequisites:
Instructional Hours: 16
Continuous Learning Points: 16
Continuous Education Units: 0
Target Attendees:
Delivery Method: ILT*
Register Here: *FLG 1255*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 2

FLG 202 - INTERMEDIATE SUPPLY CHAIN MANAGEMENT SYSTEMS

Course Description: This is a 32-hour instructor-led course that takes a comprehensive look at the expendable (EX) and non-expendable (NX) inventory management systems and tools within the context of Cost, Quality, and Outcomes, the Healthcare industry-standard currently being adopted by the VHA Supply Chain. The material is taught from a managerial perspective, with an emphasis on where and how specific tools and reports can be used to: improve the overall performance and reduce the total cost of a supply chain, enhance the overall data quality of VHA's records, and aid in the accurate accountability of supplies and equipment. VHA Policy and requirements are interwoven throughout the course content. Classroom activities using reports generated from VHA's inventory management systems give students the opportunity to have hands-on experience with EX and NX Inventory Management Report analysis, while encouraging critical thinking skills when developing corrective strategies to maintain VA's high level of customer service. Real-world examples and engaging discussions also round out the course lecture.

NOTES:
- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites: FLG 102 or FLG 103
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees: Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 202*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 2

FLG 203 - INTERMEDIATE MATERIALS MANAGEMENT

Course Description: This is a 32-hour instructor-led course that explores more advanced relationships between inventory planning, receiving, and internal distribution operations. It includes industry and Veterans Affairs (VA) common practices associated with requirements and demand planning, inventory planning, receiving, and distribution processes. Students compare current site operations with industry best practices. It prepares students to analyze, apply, and implement planning processes to make decisions on constraints that may affect source of supply and space. Students further their awareness of end measures of success, including forecast accuracy, fill rate, supplier performance, lead performance, stock-outs and backorders, inventory turns, and obsolescence.

NOTES:
- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered

Prerequisites:
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 203*

Supply Chain Management Level 2

FLG 206 - INTERMEDIATE VA STRATEGIC PROGRAMS

Course Description: This is a 25-hour virtual, instructor-led course that further explores the VA Strategic Plan and focuses on how to successfully enforce the concepts, policies and procedures related to supply-chain focused VA strategic initiatives and programs. Students learn how to manage the implementation of these programs, contribute to process improvement efforts, and coordinate team and individual activities in support of these initiatives.

NOTES:
- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades
- Anyone below the grade requirements must submit a waiver to be considered
- Students must have access to a headset with microphone to attend this course.

Prerequisites:
Instructional Hours: 25
Continuous Learning Points: 25
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.
Delivery Method: VILT*
Register Here: *FLG 206*

FLG 207 - INTERMEDIATE CONTRACTING & PROCUREMENT

Course Description: Students learn about the roles and responsibilities and required documents to support each phase of contracting. Students will also learn about the characteristics of different contract types such as commodities and services contracts.

Learning Objectives:
- Describe key concepts of the FAR and VAAR and how they impact contracting and procurement for supply chain management
- Explain the steps in the process of creating an acquisition plan, from market research, to development of a statement of work, source selection, procurement, and close-out
- Describe the required procurement package documents: statement of work, funding document, and independent government cost estimate for a simple procurement
- Identify the different contract types, the advantages and disadvantages of each, and the implications for effective vendor management for each
- Identify techniques for source selection evaluation for a basic procurement

Prerequisites:
Instructional Hours: 3
Continuous Learning Points: 3
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.
Delivery Method: OLT*
Register Here: *FLG 207*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 2

FLG 208 - INTERMEDIATE STRATEGIC SOURCING

Course Description: This is a 12-hour course. This intermediate course offers students the skills needed to support the development of acquisition vehicles and methodologies to support routine and surge requirements. Students are introduced to the concepts of business case analysis (BCA) and the integrated enterprise system supply plan documents for the purposes of strategic sourcing, and where/how to find required information to create these plans.
Prerequisites:
Instructional Hours: 12
Continuous Learning Points: 12
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.
Delivery Method: VILT*
Register Here: *FLG 208*

FLG 209 - INTERMEDIATE BUSINESS SKILLS

Course Description: This is a blended course with two hours of virtual, self-paced training and 16 hours of VILT that introduces students to concepts and techniques for inspiring, influencing, and guiding others toward the accomplishment of goals and assigned duties. Students learn techniques necessary to conduct effective meetings and develop effective communications strategies for stakeholders.
NOTES:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades
- Anyone below the grade requirements must submit a waiver to be considered
- Students must have access to a headset with microphone to attend this course.

Prerequisites:
Instructional Hours: 18
Continuous Learning Points: 18
Continuous Education Units: 0
Target Attendees: GS-7-11; WG 7 and Above; All WS/WL Grades.
Delivery Method: BLD*
Register Here: *FLG 209*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 2

FLG 210 - INTERMEDIATE PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS

Course Description: This is a 12-hour virtual, instructor-led course designed to introduce the concepts of program and project management in the context of logistics execution. This course introduces supply chain professionals to project management principles including designing, developing, scheduling, managing, and implementing projects and resources.

NOTES:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades
- Anyone below the grade requirements must submit a waiver to be considered
- Students must have access to a headset with microphone to attend this course.

Prerequisites: FPM 120 (FED) or any FPM 200-series course.
Instructional Hours: 12
Continuous Learning Points: 12
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.
Delivery Method: VILT*
Register Here: *FLG 210*

FLG 211 - QUALITY ASSURANCE, RISK MANAGEMENT, AND MANUAL SUPPLY OPERATIONS

Course Description: This is a 32-hour instructor-led course, where students learn about the different aspects of the quality assurance program as they apply to products and equipment. This course also instructs students on how to develop and organize a risk management plan for the logistics organization: measuring risk, determining the affects, mitigating outcomes, and managing the overall risk avoid and/or minimize damage and loss.

Note:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites:
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades
Delivery Method: ILT, VILT*
Register Here: *FLG 211*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 2

FLG 212 - INTERMEDIATE LIFECYCLE LOGISTICS

Course Description: This is a blended course with seven hours of virtual, self-paced training and eight hours of VILT where students will gain further understanding of the importance and implementation of total lifecycle logistics rules, regulations, processes and activities, and explore more advanced relationships between total costs of ownership versus purchase price. In this course, students identify, analyze, and illustrate the steps required to develop action plans for total lifecycle logistics.

NOTES:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades
- Anyone below the grade requirements must submit a waiver to be considered
- Students must have access to a headset with microphone to attend this course.

Prerequisites:
Instructional Hours: 15
Continuous Learning Points: 15
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades
Delivery Method: BLD*
Register Here: *FLG 212*

FLG 214 - ABOVE PAR SUPER USER TRAINING

Course Description: This is a 24-hour instructor-led course designed to provide an advanced understanding of the capabilities and functionality of the APAR software and how advanced supply chain professionals utilize the systems in their assigned duties. This course is not intended as an introductory training course for new users. Participants will be provided advanced training in the GUI software package administrative roles. This training will produce an APAR "super user" at each facility to provide immediate assistance and instruction for existing and inexperienced users of the products. A super user is defined as an individual with extensive knowledge of advanced functionalities.

Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FLG 214*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 2

FLG 215 - LEADERSHIP IN LOGISTICS (ELECTIVE)

Course Description: This is a blended course with 6 hours of virtual, self-paced training and 12 hours of virtual, instructor led training. This course prepares the logistics professional to participate in teams, propose communication and knowledge sharing, apply government and VA policies and procedures, and act as a SCM role model. Students will apply problem-solving and decision-making techniques to real-world supply chain scenarios. This course will also provide the opportunity to interpret data.

NOTE:

- Students must take and pass course exams to receive credit.
- Target Grade levels to attend are: GS 7-11, WG 7 and above and All WS/WL grades
- Anyone below the grade requirements must submit a waiver to be considered
- Students must have access to a headset with microphone to attend this course.

Prerequisites:
Instructional Hours: 18
Continuous Learning Points: 18
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.
Delivery Method: BLD*
Register Here: *FLG 215*

FLG 220 - RETURN ON INVESTMENTS (ROI) FUNDAMENTALS

Course Description: This is a 12-hour course that outlines the basic ROI methodology and demonstrates why measuring return on investment (ROI) is such a valuable process. Students will learn to apply ROI techniques to supply chain solutions, link project objectives to business results, and develop evaluation plans for projects. Additionally, students will learn how to use ROI to measure the contribution of programs, satisfy client needs, enhance program success, and build respect with stakeholders.

Prerequisites:
Instructional Hours: 12
Continuous Learning Points: 12
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.
Delivery Method: VILT*
Register Here: *FLG 220*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

Supply Chain Management Level 2

FLG 221 - ABOVE PAT SUPER USER TRAINING

Course Description: This is a 24-hour instructor-led course designed to provide an advanced understanding of the capabilities and functionality of the (Advanced Prosthetics Acquisition Tool) APAT software and how advanced prosthetics professionals use the systems. DSS APAT integrates with Veterans Health Information Systems and Technology Architecture (VistA) and is designed to automate purchasing workflows and streamline the acquisition of prosthetics, orthotics, and other sensory aids by the VA hospitals and medical centers. APAT assists users in expediting the bidding process for the prosthetics department and supports secure electronic document management by helping users scan, index, and retrieve purchasing information. APAT enables electronic bid process and purchase order management, provides a full-color Graphical User Interface (GUI), tracks comprehensive workflow throughout the process, and allows access to standard and ad-hoc reporting capabilities for ongoing order improvement. This course is not intended as an introductory training course for new users. Participants will be provided advanced training in the GUI software package administrative roles. This training will produce an APAT "super user" at each facility to provide immediate assistance and instruction for existing and inexperienced users of the products. A super user is defined as an individual with extensive knowledge of advanced functionalities.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees:
Delivery Method: VILT*
Register Here: *FLG 221*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 3

FLG 307 - CONTRACTING AND PROCUREMENT FOR SUPPLY CHAIN MANAGERS

Course Description: This is a 24-hour instructor-led course that prepares professionals to execute and lead the full lifecycle of the procurement process from the initial decision to buy through the final contract closeout. Students further their knowledge of the roles and responsibilities and required documents to support each phase of contracting.
NOTES:

- Students must take and pass course exams to receive credit.

Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: Target Grade levels to attend are: GS 12-15.

- Anyone below the grade requirements must submit a waiver to be considered.

Delivery Method: ILT, VILT*
Register Here: *FLG 307*

FLG 309 - ADVANCED BUSINESS SKILLS

Course Description: This course prepares the Level III supply chain professional to lead cross-functional teams, supervise day-to-day functions of the organization, and conduct medium-range planning for the organization. Students will apply problem-solving and decision-making techniques to recommend and execute an appropriate course of action, and learn how to apply change management and communications strategies to implement these initiatives.
Prerequisites:
Instructional Hours: 20
Continuous Learning Points: 20
Continuous Education Units: 0
Target Attendees: GS 12-15.
Delivery Method: VILT*
Register Here: *FLG 309*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 3

FLG 310 - PROGRAM/PROJECT MANAGEMENT FOR SUPPLY CHAIN MANAGERS

Course Description: This is an eight hour VILT course that offers participants advanced knowledge of how to utilize program and project methodologies, documents, tools and techniques in their daily jobs as they interact with federal contracting and acquisition professionals. Execution of program management and the VA Enterprise Program/Project Management Manual (EP/PMM) principles are reinforced through a series of simulations that will draw from the advanced experiences of project managers in the Federal Government and specifically within the VA environment.
NOTES:

- Students must take and pass course exams to receive credit.
- Students must have access to a headset with microphone to attend this course.

Prerequisites: FLG 210 or any other FPM 200-series course OR hold a FAC P/PM mid-level certification
Instructional Hours: 8
Continuous Learning Points: 8
Continuous Education Units: 0
Target Attendees: - Target Grade levels to attend are: GS 12-15.
- Anyone below the grade requirements must submit a waiver to be considered.
Delivery Method: VILT*
Register Here: *FLG 310*

FLG 312 - ADVANCED LIFECYCLE LOGISTICS

Course Description: This is a blended course with six hours of virtual, self-paced training and 16 hours of VILT designed to build upon the topics of intermediate Lifecycle Logistics and further develop knowledge of the importance and implementation of total lifecycle logistics. Students master the rules, regulations, processes and activities, and enhance their understanding of the relationships between total costs of ownership versus purchase costs. This course introduces students to the process of creating the "as is" model, identifying the "to be" state, and formulating action plans for total lifecycle logistics management.
Notes:

- Students must take and pass course exams to receive credit.
- Students must have access to a headset with microphone to attend this course.

Prerequisites:
Instructional Hours: 22
Continuous Learning Points: 22
Continuous Education Units: 0
Target Attendees: - Target Grade levels to attend are: GS 12-15.
- Anyone below the grade requirements must submit a waiver to be considered.
Delivery Method: BLD*
Register Here: *FLG 312*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 3

FLG 313 - LEAN LOGISTICS (ELECTIVE)

Course Description: This is a blended course with 6 hours of virtual, self-paced training and eight hours of virtual, instructor-led training designed to offer participants knowledge on managing a lean supply chain using non-traditional thinking processes. It provides VA Supply Chain Management employees information on how to recognize and eliminate wasteful activities in the supply chain in order to increase speed and flow. This course explains how to implement and sustain a lean transformation and use analysis to improve supply chain processes through a series of VA organization-specific scenarios.

Notes:

- Students must take and pass course exams to receive credit.
- Students must have access to a headset with microphone to attend this course.

Prerequisites:
Instructional Hours: 14
Continuous Learning Points: 14
Continuous Education Units: 0
Target Attendees: - Target Grade levels to attend are: GS 12-15.
- Anyone below the grade requirements must submit a waiver to be considered.
Delivery Method: BLD*
Register Here: *FLG 313*

FLG 320 - OPERATIONS MANAGEMENT FOR HEALTHCARE PROFESSIONALS (CAPSTONE)

Course Description: This is a 40-hour instructor-led course offering the foundational graduate-level knowledge of operations and logistics management necessary to better understand and improve health care logistics. Topics include process analysis and management, overview of Lean Six Sigma (a process improvement methodology), forecasting, inventory management theory, and introduction to supply chain management. Students examine operations and logistics processes in healthcare and other settings.

Notes:

- Students must take and pass course exams to receive credit.

Prerequisites:
Instructional Hours: 40
Continuous Learning Points: 40
Continuous Education Units: 0
Target Attendees: - Target Grade levels to attend are: GS 12-15.
- GS-11 with professional resume reflecting five SCM yrs. of experience.
- Anyone below the grade requirements must submit a waiver to be considered.
Delivery Method: ILT, VILT*
Register Here: *FLG 320*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 3

FLG 321 - SUPPLY CHAIN 101 FOR LEADERSHIP

Course Description: The primary purpose of this course is to develop and sustain proficiency in developing services pertaining to clients' complex operational needs. The secondary purpose is to gain aptitude in operating methods and opportunities to change operational practices through improvement in knowledge application. The third purpose is for P&LO to promote operational capabilities among employees in the Department, especially VHA.
Prerequisites:
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: Deputy Network Directors, Facility Directors, Associate Directors, and Chiefs of Staff
GS-12 thru 15
Delivery Method: ILT, VILT*
Register Here: *FLG 321*

FLG 322 - CHIEF SUPPLY CHAIN OFFICER (CSCO) BOOT CAMP

Course Description: This course will provide an overview of the many programs and processes that comprise VHA Supply Chain, as well as knowledge of SCM resources available to leaders in our organization.
Prerequisites:
Instructional Hours: 36
Continuous Learning Points: 36
Continuous Education Units: 0
Target Attendees: New VISN and Facility CSCOs
GS-12 thru 15
Delivery Method: ILT*
Register Here: *FLG 322*

*Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Supply Chain Management Level 3

FLG 323 - LEADING YOUR TEAM THROUGH CHANGE

Course Description: This course is designed to offer supply chain leaders, managers, and team leaders the understanding and tools to engage in change themselves. Learn to use the latest CLARC tools, concepts, and business practices for managing an environmentally and economically sustainable supply chain to proactively lead teams through change. This course will ultimately enable students to understand and apply Prosci's ADKAR Model.
Prerequisites:
Instructional Hours: 6
Continuous Learning Points: 6
Continuous Education Units: 0
Target Attendees: GS-11 with waiver, professional resume reflecting 5 SCM yrs. of experience; GS-12 thru 15
Delivery Method: ILT, VILT*
Register Here: *FLG 323*

FLG 400 - ADV SUPPLY CHAIN MGMNT SYS AND VA STRAT PROG

Course Description: This is a 32-hour instructor-led course designed to teach professionals to understand systems data integrity requirements, and understand, monitor, supervise and lead the organization in implementation of VA Strategic Initiatives. Students are taught to analyze system reports to identify process improvements and steps for implementing changes to gain efficiencies. Through course exercises, case studies, and simulations students apply skills to analyze IT system reports for completeness, accuracy, and quality. In addition, they learn how to improve quality, increase client satisfaction, raise readiness, and utilize systems to drive effective supply chain management. **Note:** Students must take and pass course exams to receive credit.
Prerequisites:
Instructional Hours: 32
Continuous Learning Points: 32
Continuous Education Units: 0
Target Attendees:
- Target Grade levels to attend are: GS 12-15.
- GS-11 with professional resume reflecting 5 SCM yrs. of experience.
- Anyone below the grade requirements must submit a waiver to be considered. Delivery Method: VILT*

Register Here: *FLG 400*

Penn State University Supply Chain Operations Certificate Level 1
Complete 3 of 5 courses for Professional Certificate

FLG 116 - FULFILLMENT OPERATIONS MANAGEMENT

Course Description: This is a 15-hour instructor-led course that provides a primary understanding of end-to-end fulfillment operations within firms, from forecast development thru successful delivery to customers. Basic terminology and underlying processes will be identified and explained, and best practices will be integrated to highlight effective fulfillment management. Quantitative techniques will be introduced to identify the financial or cost implications of fulfillment decisions

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before at ending Penn State Supply Chain Operations Certificate courses.
- GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15
Continuous Learning Points: 15
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: ILT, VILT*
Register Here: FLG 116

***Please note: Other Government Agency students are exempt from prerequisites courses.

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Penn State University Supply Chain Operations Certificate Level 1
Complete 3 of 5 courses for Professional Certificate

FLG 117 - INTRODUCTION TO SUPPLY CHAIN ANALYTICS

Course Description: This is a 15-hour instructor-led course that provides you with an understanding of key areas of logistics and supply chain management where relevant data analysis may be needed. The approach will focus on several key supply chain functions and provide hands-on learning for how to best understand and analyze data that may be available for the supply chain. This program highlights the use of Excel-based approaches for managing, understanding, and deriving value from actual supply chain databases. Additionally, the course will provide an understanding of the functional analytics to better understand the extent to which logistics and supply chain objectives are being achieved.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.
- GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15
Continuous Learning Points: 15
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 117*

***Please note: Other Government Agency students are exempt from prerequisites courses.

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended (BLD)

Penn State University Supply Chain Operations Certificate Level 1
Complete 3 of 5 courses for Professional Certificate

FLG 118 - FORECASTING AND INVENTORY MANAGEMENT

Course Description: This is a 15-hour instructor-led course that provides participants with practical techniques to generate more accurate forecasts and desired inventory level, as well as to monitor and improve forecasting and inventory management performance over time. This course also discusses which informational sources can be used to improve forecast and inventory management performance. In addition, the program investigates the critical financial impacts that overinflated inventory levels may cause.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.
- GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: ILT, VILT*

Register Here: *FLG 118*

***Please note: Other Government Agency students are exempt from prerequisites courses.

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Penn State University Supply Chain Operations Certificate Level 1
Complete 3 of 5 courses for Professional Certificate

FLG 119 - TRANSPORTATION OPERATIONS AND SOURCING

Course Description: This is a 15-hour instructor-led course that provides the foundational understanding to manage and optimize transportation operations. Participants learn common terminology as well as methods to effectively manage transportation operations, source carriers, and third-party providers to reduce transportation cost and maintain or increase service levels.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.
- GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.

Delivery Method: ILT, VILT*

Register Here: *FLG 119119*

***Please note: Other Government Agency students are exempt from prerequisites courses.

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Penn State University Supply Chain Operations Certificate Level 1
Complete 3 of 5 courses for Professional Certificate

FLG 120 - STRATEGIC PROCUREMENT AND PURCHASING

Course Description: This is a 15-hour instructor-led course that provides the foundational understanding to manage and optimize procurement and purchasing. Participants learn common terminology and will develop a working knowledge of basic principles in purchasing, as well as an understanding of how the purchasing function contributes to competitiveness. At the end of this course, you will be able to discuss the importance of purchasing in the supply chain- often the largest expense for a company (cost of goods sold), and more!

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level I students must complete all prerequisites before attending Penn State Supply Chain Operations Certificate courses.
- GS 7 and above, WG 7 and above, WS, WL and OGA's are exempt from the prerequisite requirement.

Prerequisites: 3 of the 4 following SCMS courses must be taken: FLG 100 and FLG 105, and FLG 102 or FLG 103***

Instructional Hours: 15
Continuous Learning Points: 15
Continuous Education Units: 0
Target Attendees: GS 1-6; WG 6 and below. However, this course is open to all grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 120*

***Please note: Other Government Agency students are exempt from prerequisites courses.

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Penn State University Supply Chain Operations Certificate Level 2

Complete all 3 courses for Professional Certificate

FLG 217 - ESSENTIALS OF SUPPLY CHAIN MANAGEMENT

Course Description: This is a 24-hour instructor-led course that offers all the foundational understanding to manage effective supply chains. Learn common terminology, inventory methodologies, distribution concepts, and service performance. Topics include: A holistic approach to managing your supply chain to avoid functional pitfalls, perspectives of how to minimize supply chain costs while maintaining or improving customer service, concepts of pooling, and postponement.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level II students must complete all prerequisites before attending Penn State Supply Chain Management Certificate courses. Prerequisites include: FLG 202.
- GS 12 and above, all WS Grades holding a Bachelor's degree and 5 years of SCM experience, and OGA's are exempt
  from the prerequisite requirement.
- Anyone below the grade requirements must submit a waiver to be considered.

Prerequisites: FLG 202***
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 217*

***Please note: Other Government Agency students are exempt from prerequisites courses.

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Penn State University Supply Chain Operations Certificate Level 2
Complete all 3 courses for Professional Certificate

FLG 219 - PROCESSES AND TOOLS FOR SUPPLY CHAIN SUCCESS

Course Description: This is a 24-hour instructor-led course that provides insight through the lens of the SCOR(R) (Supply-Chain Operations Reference) Model. Participants will become familiar with tools, techniques, and approaches to define, analyze, and implement improvements for major functions and process areas within the supply chain. Topics include: supply chain management and SCOR(R) Model perspective, planning and demand-driven processes for supply chain success, and design and simulation of global supply chains.

NOTES:

- Students must take and pass course exams to receive credit.
- SCM Professional Level II students must complete all prerequisites before attending Penn State Supply Chain Management Certificate courses. Prerequisites include: FLG 202.
- GS 12 and above, all WS Grades holding a Bachelor's degree and 5 years of SCM experience, and OGA's are exempt from the prerequisite requirement.
- Anyone below the grade requirements must submit a waiver to be considered

Prerequisites: FLG 202***
Instructional Hours: 24
Continuous Learning Points: 24
Continuous Education Units: 0
Target Attendees: GS-7 thru 11; WG-7 and Above; All WS/WL Grades.
Delivery Method: ILT, VILT*
Register Here: *FLG 219*

***Please note: Other Government Agency students are exempt from prerequisites courses.

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Penn State University Supply Chain Operations Certificate Level 3
Complete all 3 courses for Professional Certificate

FLG 316 - DEVELOPING STRATEGIC SUPPLY CHAIN LEADERS

Course Description: This is a 24-hour instructor-led course created for executives charged with the design and orchestration of complex supply chain systems. You will learn practices that enhance supply chain speed, flexibility, and competitive differentiation. You will also learn how to: develop supply chain systems that are aligned with organizational strategy and create competitive advantage, communicate initiatives and outcomes to the executive team or boardroom, compete on value-added factors other than product and price, and link customer needs and supplier capabilities.

Notes:
- Students must take and pass course exams to receive credit.
- This is a Penn State Supply Chain Leadership Certificate course.

Prerequisites:

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees: - Target Grade levels to attend are: GS 12-15.
- GS-11 with professional resume reflecting 5 SCM yrs. of experience.
- Anyone below the grade requirements must submit a waiver to be considered.

Delivery Method: VILT*

Register Here: *FLG 316*

FLG 318 - BUILDING A SUSTAINABLE SUPPLY CHAIN

Course Description: This is a 24-hour instructor-led course designed to equip supply chain leaders with the latest tools, concepts, and business practices for managing an environmentally and economically sustainable supply chain. Traditional supply chain fundamentals are necessary but not sufficient in understanding and strategically managing new risks and opportunities in the realm of sustainability. Driving this change is a combination of pressures from customers, suppliers, competitors, employees, regulations, and resource constraints. Notes: - Students must take and pass course exams to receive credit. - This is a Penn State Supply Chain Leadership Certificate course. -

Prerequisites:

Instructional Hours: 24

Continuous Learning Points: 24

Continuous Education Units: 0

Target Attendees:
- Target Grade levels to attend are: GS 12-15.
- GS-11 with professional resume reflecting 5 SCM yrs. of experience.
- Anyone below the grade requirements must submit a waiver to be considered.

Delivery Method: VILT*

Register Here: FLG 318

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Penn State University Supply Chain Operations Certificate Level 3
Complete all 3 courses for Professional Certificate

FLG 319 - ALIGNING SUPPLY CHAIN ORGANIZATIONS

Course Description: This is a 15-hour instructor-led course covering improvement opportunities for internal process alignment as well as external alignment through key strategies between trading partners. Topics include: concepts and challenges of supply chain alignment; evolution of collaboration and its contributions to supply chain excellence; collaborative planning, forecasting, and replenishment (CPFR); successful sales and operations planning (S&OP); integrated business planning (IBP); and integrated business management (IBM).

Notes:
- Students must take and pass course exams to receive credit.
- This is a Penn State Supply Chain Leadership Certificate course.

Prerequisites:

Instructional Hours: 15

Continuous Learning Points: 15

Continuous Education Units: 0

Target Attendees:
- Target Grade levels to attend are: GS 12-15.
- GS-11 with professional resume reflecting 5 SCM yrs. of experience.
- Anyone below the grade requirements must submit a waiver to be considered.

Delivery Method: VILT*

Register Here: *FLG 319*

Delivery Method Legend: Instructor Led Training (ILT), Virtual Instructor Led Training (VILT), Online Training (OLT), Blended(BLD)

Appendix A: Acronym List

Acronym	Definition
A	Architecture & Engineering
ABT	Academy
ACQ	Advanced/Specialized Acquisition
AIP	Acquisition Intern Program
ALF	Acquisition Lifecycle Framework
BLD	Blended
BUS	Business Education
CEU	Continuous Education Unit
CFM	Certified Facilities Management
CGE	CONCUR Government Edition
CLP	Continuous Learning Points
CLC	Continuous Learning Center
CO	Contracting Officer
CON	Contracting Courses
CoP	Community of Practice
COR	Contracting Officer's Representative
CPS	Contracting Professional School
CSOD	Cornerstone OnDemand
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DFARS	Defense Federal Acquisition Regulation Summit
eCMS	Electronic Contract Management System
eIDP	Electronic Individual Development Plan
FAC	Federal Acquisition Certification
FAC-C	Federal Acquisition Certification in Contracting
FAC-COR	Federal Acquisition Certification in Contracting
FAC-P/PM	Federal Acquisition Certification Program and Project Managers
FAI	Federal Acquisition Institute
FAR	Federal Acquisition Regulation
FCE	Federal Cost Estimating
FCL-VA	Continuous Learning Specific to VA
FCN	Federal Contracting
FCR	Federal Contracting Officer's Representative (COR)
FFM	Federal Business and Financial Management
FLD	Federal Leadership and Development
FLG	Federal Logistics
FM	Facilities Management

Acronym	Definition
FPDS	Federal Procurement Data System
FPM	Federal Program Management
FQN	Federal Specialized/Advanced Acquisition
FTE	Full Time Equivalent
FTF	Face-to-Face
GIP	Generic Inventory Package
GSA	General Services Administration
HBS	Harvard Business School
IFCAP	Integrated Funds Distribution, Control Point Activity and Procurement
IFMA	International Facilities Management Association
IGCE	Independent Government Cost Estimate
ITT	Instructions to Travelers
LAT	Lease Acquisition Training
LSO	Learning Standards Office
MERS	Medical Equipment Reporting System
OAL	Office of Acquisition and Logistics
OALC	Office of Acquisition, Logistics, and Construction
OFPP	Office of Federal Procurement Policy
OGA	Other Government Agencies
OJT	On-the-Job-Training
OLT	Online Training
OMB	Office of Management and Budget
OOC	Office of the Chancellor
OOR	Office of the Registrar
OSHA	Occupational Safety and Health Administration
PBA	Performance-Based Acquisition
PIM	Principles of Inventory Management
PIV	Personal Identity Verification
PM	Program Management
PROF	Professional Courses
PWS	Performance Worksheet
ST	Synchronous Training
STO	Student Travel Office
TI	Tenant Improvement
TMS	Talent Management System
VA	Veterans Affairs
VAAA	Veterans Affairs Acquisition Academy
VBA	Veterans Benefits Administration
VHA	Veterans Health Administration
W2W	Warriors to Workforce
VILT	Virtual Instructor Led Training
WBS	Work Breakdown Structure