VA | U.S. Department of Veterans Affairs

Course Catalog

FY 2015

VA ACQUISITION ACADEMY

VA Acquisition Academy

7485 New Horizon Way

Frederick, MD 21703

Contact the Office of the Registrar:

http://www.acquisitionacademy.va.gov/

(240) 215-0561

(240) 215-0829

Business hours are 7:00 a.m. - 5:30 p.m. (EST) Monday through Friday

Table of Contents

Table of Figures

List of Tables

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Veterans Affairs Acquisition Academy

The Veterans Affairs Acquisition Academy (VAAA) was created to address the growing acquisition workforce challenge facing the Department of Veterans Affairs (VA) and the Federal Government overall. With the downsizing from 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, prompted the VA to take action to build the VAAA.

Through our professional schools — Acquisition Internship, Contracting Professional, Program Management, Facilities Management, and Supply Chain Management — we are committed to not only meeting OFPP certification mandates, but also to ensuring that our training 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 that is 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 programs.

➢ Bridge the gap that often exists between program and contracting offices to create "acquisition teams" that are committed to collectively achieving results.

Guiding Principles

➢ We **deliver business results** for our stakeholders.

➢ We take a **practical** approach to learning, applying theory that is immediately relevant and useable.

➢ We **customize** courses to meet specific VA and civilian business needs.

➢ We **build strong stakeholder relationships** to create learning opportunities that improve performance.

➢ We **evaluate and assess** to continuously improve our learning content, delivery, and instruction across the enterprise.

➢ We engage in **meaningful partnerships** in the acquisition, academic, and federal community, leveraging **industry expertise** to deliver high quality training solutions.

Message from the Chancellor

I am pleased to present the Department of Veterans Affairs Acquisition Academy (VAAA) Fiscal Year (FY) 2015 Course Catalog. The learning solutions reflected in this catalog enable acquisition workforce professionals from within VA, and across the Federal Government, to meet all Office of Federal Procurement Policy requirements for Federal Acquisition Certification in Contracting (FAC-C), Project/Program Management (FAC-P/PM), and Contracting Officer's Representative (FAC-COR). Additionally, our slate of offerings for the facilities management workforce complies with the Federal Buildings Personnel Training Act (FBPTA). We also provide training to address the needs of the supply chain management community.

We complement federally-established curricula with a robust range of learning formats, topical electives, and innovative development programs to address emerging and critical acquisition challenges, support career advancement, and drive mission results. Whether you select from our a la carte course offerings (including core classes, electives, and continuous learning modules (earning continous learning points (CLPs), or gain admission to one of our award-winning internship, Warriors to Workforce (W2W), or fellows programs, we are committed to providing you with the highest quality and most cost effective training solutions.

In FY 15, we are introducing two significant expansions to our curriculum:

- **Role-Based Training for Contracting Professionals** – We are providing more training and career development opportunties for our contracting workforce as they ascend through the roles of Contracting Officer, Mid-Level Acquisition Manager, and Senior Level Acquisition Leader. Addressing this continuum of learning helps those in, or aspiring to these roles to master the operational skills critical to running the acquisition business. Look for these courses within our Contracting Professional School offerings.

- **Interdisciplinary Training** – Recognizing that acquisition is a team sport, we now offer training which brings all members of the acquisition team together to learn with and from each other. Covering topics such as Critical Thinking, Market Intelligence, Lean

Acquisition Management, and others, these classes afford participants with the opportunity to gain a greater understanding and appreciation of each others' roles in the acquisition process, and how to work together drive better acquisition and mission outcomes. Look for these courses within our Program Management School offerings.

To keep pace with the fast-moving world of acquisition, we are continuing to add to our curriculum so please visit our website regularly at: http://www.acquisitionacademy.va.gov/ for new offerings and updates. For information, help, or to share feedback about how you can better capitalize on the learning solutions listed here, please contact our Office of the Registrar, at http://www.acquisitionacademy.va.gov/registrar.asp.

The training solutions available through the VAAA are the direct result of strong senior VA leadership support and their commitment to invest in the acquisition workforce to better carry out our mission. It is also the result of strong partnerships we have formed with internal partners like VA's Learning University (VALU), Office of Information Technology (OIT) and external partners like the Federal Acquisition Institute (FAI) and others. Our governance structure, comprised of bodies such as the VA Senior Procurement and Acquisition Executive Councils, and the VAAA Learning Solutions Forum (an advisory body comprised of acquisition representatives from across the VA), ensures that our catalog of offerings undergoes a rigorous vetting process, reflecting the ground truth realities of the acquisition workforce while building a higher performing acquisition system.

Have a great year of learning!

Melissa A. Starinsky, VAAA Chancellor

Course Catalog Overview

About the Catalog

The VAAA has created this Course Catalog to provide an overview of the training options available throughout the various schools at the VAAA. The following are categories included in the catalog:

1. **Course Name:** The abbreviated name and the full name of a course (e.g. GOV 104– GSA/Federal Supply Schedule Training).

2. **Course 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.

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

4. **Instructional Hours:** The instructional hour is the amount of time a student spends in an instructional environment.

5. **Continuous Learning Points (CLPs):** The number of CLPs that a student will earn for attending a course.

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

   a. **Face-to-Face (FTF):** Instructor-led training where instructor and student(s) meet in a specified classroom for a predetermined duration of time.

   b. **Asynchronous Training (AT):** Online training with web-based content that students can access and complete at any time.

   c. **Synchronous Training (ST):** Instructor-led online training where the instructor and student(s) meet in a virtual (online) classroom for a specific duration of time. Students may also be required to complete assignment(s) before or after the virtual classroom session(s).

   d. **Blended (BLD):** Combination of FTF & online training where students will complete fixed schedule classroom training and web-based content.

This catalog is provided to assist you 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 school and are published on the VAAA website.

Office of the Registrar

Mission Statement

The Office of the Registrar (OOR) is committed to providing excellent customer service ensuring a seamless process that enhances the overall student experience for training delivered at the VA Acquisition Academy for VA employees and our civilian federal government partners.

Contact Information

VA Acquisition Academy—Office of the Registrar
Email: vaaaregistrar@va.gov
Phone: (240) 215-0724

Policies

Inclement Weather

The VA Acquisition Academy falls under the jurisdiction of Ft. Detrick regarding weather conditions and operating status. Decisions on delayed openings or closings are usually made by 4am. Please call Ft. Detrick's recorded weather line at (301) 619-7611 or (800) 256-7621, or visit the Fort Detrick website.

Special Needs & Assistance

The hotels are in full compliance with the Americans with Disabilities Act and can accommodate most individual needs when requested.

➢ Students requiring special needs (e.g., sign language interpreters; medical assistance; unique accommodation requirements; etc.) must contact the hotel immediately to ensure proper accommodations are available.

➢ If special contractual services are required to accommodate special needs (e.g. sign language interpreters or transcription service), students must contact the VAAA registrar at vaaacontractingprofessionalschool@va.gov or (240) 215-0724 as soon as possible, but no later than 30 days prior to the course.

Additional Supplies/Equipment

Students must bring to class:

- General supplies—pens, #2 pencils, highlighter, note paper, post-it notes/tabs;
- Mathematical Calculators; and
- Shipping box labels, with the student's local office account information, to cover shipping charges. Note: The VAAA will provide shipping boxes. Additional luggage fees will not be authorized due to course material weight.

Laptops will be provided at the training site, but you will not be able to remove IT equipment from the VAAA. Some courses require outside work. You may bring your own laptop or you can utilize the hotel's business center. There is no access to VAAA IT assets after 5:30pm.

Cancellation Information

If a student wishes to withdraw registration for the course in which he/she is enrolled, his/her supervisor must send notice via email to vaaacontractingprofessionalschool@va.gov at least 21 calendar days prior to the start of class. Cancellation notices sent less than 21 days prior to the start of a class will not be accepted 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 will not be permitted to enroll in any VA Acquisition Academy Contracting Professional School (VAAA CPS) course offerings. VAAA CPS 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 as possible so that we may accommodate other interested students.

*Circumstances that are unforeseen, involuntary, and unavoidable as verified by a supervisor.

Smoking

It is the policy of the VAAA that smoking of any kind is prohibited within the building. This prohibition includes smoking within 35 feet of any entrance to the building. This includes all loading and receiving dock areas. Smoking is permissible in designated areas.

Learning Standards Office

Mission Statement

The Learning Standards Office (LSO) is dedicated to providing the best possible learning experience for the Department of Veterans Affairs acquisition professionals through sustained standards development activities supporting all VA academy programs.

In addition, the LSO has adopted, in part, VA's guiding principles that will guide the way in which it approaches and accomplishes its mission:

1. Future Focused
2. Results Oriented
3. Data Driven
4. People-centric

Vision Statement

The LSO will provide the best possible learning experience by evaluating and assessing learning content, delivery, and instruction across the enterprise.

Goals

The primary goals of the LSO include supporting program evaluation, maintaining stakeholder engagement, initiating standards development through accreditation, and cultivating strategic partnerships.

➢ Leverage **instructional technology standards** to continuously provide innovative methods for obtaining greater learner achievement within the VAAA enterprise.

➢ Develop **strategic partnerships** with organizations committed to high quality acquisition education standards.

➢ Remain technically and tactically proficient in the standards development process supporting research and development opportunities leading to **organizational performance improvement**.

➢ Provide a means and method for **stakeholder engagement** in development of a VAAA comprehensive continuous **evaluation** process.

ACE CREDIT Recommendations

The American Council on Education's (ACE) College Credit Recommendation Service (ACE CREDIT) ® has evaluated and recommended college credit for many of VAAA's courses. In addition to taking training that will help employees do their jobs better and qualify for federal acquisition certification, students coming through VAAA may also earn college credit toward an undergraduate degree through an accredited college or university by taking certain courses. Students are encouraged to consult with their college or university academic advisor/office of admissions/registrar to determine if VAAA ACE accredited courses quality for college credit at that particular institution.

Founded in 1918, ACE is the major coordinating body for all the nation's higher education institutions, representing more than 1,600 college and university presidents, and more than 200 related associations, nationwide. For more information, visit the ACE CREDIT website at www.acenet.edu/credit.

While the VAAA will continue to add additional courses, the following ten (10) courses are currently ACE College CREDIT eligible:

Federal Acquisition Certification Program and Project Managers (FAC-P/PM) Entry-Level
ACE Course Number: VAQA-004

> **Credit Recommendation**: In the upper-division baccalaureate degree category, 3 semester hours in program management, 1 semester hour in strategic planning, 2 semester hours in leadership or applied management, and 2 semester hours in contract management, purchasing or acquisition for a total of 9 semester hours.

Federal Acquisition Certification Program and Project Managers (FAC-P/PM) Mid-Level
ACE Course Number: VAQA-001

> **Credit Recommendation:** In the upper-division baccalaureate degree category, 3 semester hours in project management, 2 semester hours in program management, 2 semester hours in strategic planning, 1 semester hour in leadership or applied management, and 1 semester hour in contract management, purchasing or acquisition for a total of 9 semester hours.

Federal Acquisition Certification Program and Project Managers (FAC-P/PM) Senior-Level
ACE Course Number: VAQA-003

Credit Recommendation: In the upper-division baccalaureate degree category, 1 semester hour in project management, 3 semester hours in program management, 2 semester hours in strategic planning, 2 semester hours in leadership or applied management, and 1 semester hour in contract management or purchasing or acquisition for a total of 9 semester hours.

ACE
American Council on Education ™

Leadership and Advocacy

CON 090 – Federal Acquisition Regulation (FAR) Fundamentals

ACE Course Number: VAQA-5001

Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in federal contract management, government contracting, or administration of federal contracts.

CON 100 – Shaping Smart Business Arrangements

ACE Course Number: VAQA-5009

Credit Recommendation: In the lower-division baccalaureate degree category, 2 semester hours in introduction to business, business administration, public administration, procurement, purchasing, or contract management. In the upper-division baccalaureate degree category, 2 semester hours in business administration, public administration, management, purchasing, or contract administration.

CON 120 – Mission Focused Contracting for Civilian Agencies

ACE Course Number: VAQA-5004

Credit Recommendation: In the upper-division baccalaureate degree category, 4 semester hours in business administration, management, public administration, critical thinking, or contract.

CON 216 – Legal Considerations in Contracting

ACE Course Number: VAQA-5008

Credit Recommendation: In the lower-division baccalaureate degree category, 2 semester hours in business administration, business law, or procurement. In the upper-division baccalaureate degree category, 2 semester hours in contract law, legal studies, or business law. *NOTE: This course will no longer be offered at the Academy after 03/02/2015.*

CON 217 – Cost Analysis and Negotiation Technique

ACE Course Number: VAQA-5005

> **Credit Recommendation:** In the upper-division baccalaureate degree category, 3 semester hours in business, accounting or public administration. *NOTE: This course will no longer be offered at the Academy after 11/21/2014.*

CON 218 – Advance Contracting for Mission Support

ACE Course Number: VAQA-5007

> **Credit Recommendation:** In the upper-division baccalaureate degree category, 3 semester hours in business administration, federal acquisition, procurement management, public administration, or purchasing. In the upper-division baccalaureate degree category, 4 semester hours in business administration, public management, or contracting. *NOTE: This course will no longer be offered at the Academy after 02/02/2015.*

CON 244 – Construction Contracting

ACE Course Number: VAQA-5006

> **Credit Recommendation:** In the lower-division baccalaureate/associate degree category, 3 semester hours in contract management or contract administration.

The VAAA website will be updated as additional courses become ACE accredited so please check back frequently.

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VAAA

Professional Schools

"To care for him who shall have borne the battle, and for his widow, and his orphan"

A. Lincoln

VAAA Schools

The VA Acquisition Academy (VAAA) trains the VA's acquisition workforce through its five schools – Acquisition Internship, Contracting Professional, Program Management, Facilities Management, and Supply Chain Management Schools – developing the next generation of forward-thinking acquisition professionals and business leaders in the VA. The following pages provide detailed information on each school.

Acquisition Internship School

The Acquisition Internship School (AIS) offers two tracks that are designed to develop entry level acquisition professionals for the VA and other government agencies (OGAs). Both tracks, the Acquisition Intern Program (AIP) and Warriors to Workforce Program (W2W), are competency-based and include a holistic curriculum focused on technical contracting, communication, program management, writing, professional business competencies, creative thinking, risk management, and interpersonal competencies. The cohort-based models focus on entry-level interns, create career-lasting networks, and lay a solid foundation for what it takes to be successful in the acquisition business. This approach allows interns to leverage and share the vast knowledge and expertise with the federal government acquisition community and apply innovative practices to help perform the acquisition function more effectively and efficiently.

The AIS learning curve is accelerated by the synergy of the program components, team building environment and collegial atmosphere. Interns create a team "stand" to declare what they stand for as a cohort and how they will approach their work throughout their career. The learning experience is also enhanced from presentations by acquisition and government leaders who inspire and motivate the interns.

The AIS develops future generations of trusted business partners in acquisition for the VA. Its comprehensive curricula and holistic approach assure that interns learn an array of skills and obtain the necessary training required for requisite certifications.

Acquisition Intern Program

The AIP is a 2-year paid internship program starting at the GS-7 level with career potential. This unique program's competency-based, holistic curriculum focuses on technical, communication, leadership, business acumen, creative thinking, risk management, and interpersonal skills. We are the succession planning arm building the next generation of contracting professionals for VA. The program offers unique skill-building workshops, business competency development, and on-the-job training (which constitutes approximately 70% of the program time) interspersed throughout the entire program. Other elements of the program include industry field trips, guest leadership speaker series and mission service projects. Interns graduating from the program satisfy all training requirements necessary to be eligible for Federal Acquisition Certification in Contracting (FAC-C) Levels I and II.

AIP Training

Acquisition interns participate in rigorous acquisition classroom and distance learning training to attain the OFPP mandated FAC-C education requirements www.fai.gov/drupal/certification/contracting-fac-c.

Interns alternate between academy-based-training (ABT) periods and on-the-job-training (OJT) periods. Dependent upon the program start date, the number of ABT and OJT periods may vary. The interns return to their contracting organization, either VA or OGA, with higher levels of competence and confidence after each ABT period and have a positive impact on their organizations in supporting the contracting function.

The Program Components

Contracting Courses (CON)	FAI core courses designed to foster consistent technical competencies and standards related to the contracting function necessary to obtain the OFPP's FAC-C Levels I, and II.
Professional Courses (PROF)	Training focused on key FAI competencies critical to the 1102 field; such as leadership, program management, team building, interpersonal skills, and communication.

Contract Writing System Training (CWS)	Specific training on VA's contract writing systems, processes, and procedures.
Skill Building Workshops (SBLD)	Using case studies and simulations of contracting scenarios, interns are given the opportunity to demonstrate and practice a number of competencies, such as critical thinking, risk management and problem solving, by reinforcing knowledge obtained during classroom training.
On-the-Job Training (OJT)	Practical, hands-on experience applying knowledge and skills in the acquisition environment. Guided by seasoned professionals, interns are integrated in the day to day operations of a contracting office.
Mission Service & Industry Experience	Throughout the program, interns participate in Mission Service events to connect with the VA's mission. Industry Offsite trips provide interns with an understanding of industry partners.

<div align="center">Table 1: AIP Program Components</div>

W2W Program

The W2W Program is a three-year holistic training program designed to provide Veterans with an opportunity to apply their military experiences and skills to the contract specialist field while also providing a critical source of talent for the Federal acquisition workforce. The W2W program falls under the Acquisition Internship School which is an award-winning program recognized for its industry leading training for aspiring Contract Specialists. The program was designed to target Veterans with Service Connected Disabilities and little to no post-high school education. The first year of the program is a transitional and preparatory year which lays the groundwork for the two-year Acquisition Intern Program (AIP). Years 2 and 3 of the program contain more intensive training targeted to meeting the education requirements toward the FAC-C Levels I and II.

Each W2W cohort starts the program by working together towards a common goal, solidified by developing a creed together defining how the cohort will operate and hold themselves accountable throughout the duration of the program. Cohorts spend the majority of their time during Year One learning side-by-side through direct instruction, discussion and experience sharing, group assignments and team building, teaching and evaluating each other. Leveraging this culture of teamwork is critical throughout the program and endures after graduation through a lasting professional network.

The W2W Training

Program Year One

The first year of the program has four main components: Business Education, Peak Performance training, Professional Development, and Mission Service. The Business Education component provides the necessary knowledge and college credits to meet the positive education requirement for the 1102 career field. Interns utilize their GI Bill benefit to cover the cost of their college level coursework which is completed during the workday and on-site at the VAAA. Interns participate in Peak Performance Training which helps interns improve their day-to-day performance by learning to manage their workload, improve focus, boost confidence, and enhance mental control. In addition, interns also complete Professional Development courses (primarily virtual training) which provide a foundation for their professional careers. The fourth component of the program is the completion of a Mission Service project. This Mission Service project provides the interns with the opportunity to better understand the mission of the VA (or other agency) through a hands-on community-based project.

Program Year One Components

Business Education (BUS)	Instructor led college business courses from an accredited institution (which could be customized for specific career paths).
Professional Development (PROF)	Foundational acquisition and general business training.
Peak Performance Training (PPT)	Individualized training which provides critical mental skills to enhance personal resilience, self-confidence, adaptability, and mental agility.
Mission Service & Industry Experience	Throughout the program, interns participate in Mission Service events, to connect with the VA's mission. Industry Offsite trips provide interns with an understanding of industry partners.

Table 2: W2W Program Year One Components

Program Years Two and Three

Once interns have successfully completed the first year of the program, they are converted to Contract Specialists (GS-1102) and advance into the AIP. The AIP provides a deep dive into the essential technical and professional competencies for contracting professionals, providing the training required for FAC-C Levels I and II Certification (as set forth by OFPP); while also

providing them a safe-to-fail experiential learning environment to work through a series of real-world sample work products. The AIP takes a holistic training approach to develop technical, interpersonal and leadership skills essential for the growth and development of entry-level acquisition professionals. The AIP has been devoted to the training and development of the VA's next generation acquisition professionals since 2008.

Upon successful completion of the program, interns are strategically infused into the Acquisitions workforce to meet the needs of the VA and OGA contracting organizations throughout the country.

For questions regarding the Acquisition Internship School's Programs, visit www.acquisitionacademy.va.gov or email vaaainternshipschool@va.gov for information about AIP or vaaaw2w@va.gov for information about W2W.

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Contracting Professional School

The Contracting Professional School (CPS) develops trusted business advisors through innovative, practical training and world-class educational experiences. Its comprehensive curricula and engaging programs enable Government contracting professionals to learn an array of skills and obtain the necessary skills and training required to obtain FAC-C Levels I, II, and III. CPS' goal is to meet the needs of today's acquisition professionals and earn the distinction of being recognized as qualified contracting professionals. The curriculum includes a focus on technical contracting training, professional business competencies, and strategic business operating skills. In addition to the core courses, the school offers specialized tracks and professional continuous learning offerings in areas such strategic sourcing, federal appropriations, leasing and source selection. CPS also provides customized courses to meet targeted training needs.

New CPS course offerings coming in Fiscal Year 2015 and beyond will provide significant career development opportunities for the mid-level acquisition workforce to include cross-functional training and classes focused on business and strategic operational skills needed to mature

organizational capability. Continuous learning courses will be offered, as well as, opportunities to participate in cohort-based programs.

The school incorporates civilian case studies and examples in training to increase relevance and strengthen the theory-to-practice connection. CPS staff members have significant operational contracting experience, enabling the VAAA to offer high-quality training at a lower cost than what agencies would otherwise typically incur. Since its opening, the school has trained thousands of acquisition professionals.

CPS Curriculum

CPS offers the existing VA acquisition workforce with the fundamental courses necessary to obtain the OFPP's FAC-C Levels I, II, and III. To maintain FAC-C certification, 80 CLPs must be accumulated every 2 years. CLPs can be earned through educational activities (formal training and formal academic programs), professional activities (attending/speaking/presenting at professional seminars, symposia, conferences, publishing, and attending workshops), and training activities (teaching, self-directed study, and mentoring). More information is available at OFPP's website.

The Office of Acquisition, Logistics, and Construction (OALC) provides central funding for FAC-C certification training and continuous learning opportunities for all VA GS-1102s to attend courses provided by the VAAA. Students in other career series are able to attend CPS courses based on seat availability and local office funding.

CPS has designed an overarching framework known as the 1102 Career Path Continuum, to delineate the multifaceted contracting-based curriculum being offered by the Academy to advance the technical, tactical, operational, and strategic skillsets of the acquisition workforce. The CPS 1102 Career Path Continuum represents a graduated curriculum structure that integrates core FAC-C training, advanced technical acquisition training, and competency-based training comprised of the following areas:

1. FAC-C Curriculum and Technical Acquisition Training
   - Includes FAC-C Level I, II, and III core courses.

2. Continuous Learning Elective Training
   - Acquisition Leasing Track: Leasing courses designed to provide students with a sound basis for writing, analyzing, and negotiating VA leases.

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

- Blended Learning for Contracting Professionals (BLCP) Offerings: Foundational learning courses using a blended learning modality, with a focus on enhancing key professional competencies identified by the Federal Acquisition Institute (FAI).

- Role-Based Competencies in Context (RBCC) Offerings: The RBCC offers provide training in key strategic business operating skills based on competency profiles for the Journeyman Contracting Officer, Supervisory Contracting Officer, and the Managerial Contracting Officer.

- Specialized /Advance Acquisition (ACQ or FQN) and Contracting (CON) Courses: Specialized courses designed to foster consistent technical competencies and standards related to the Federal acquisition function.

- Skill-Building Workshops: Using case studies and contracting simulations, learners have the opportunity to put theory to practice in demonstrating and applying technical knowledge. Learners will leverage their experience and knowledge in addressing new contracting situations or challenges.

3. On-the-Job Experiential Assignments and Other Professional Activities

- The Education with Industry (EWI) program is a highly selective, competitive non-degree, developmental program to enhance the existing operational and technical skill sets of mid-level Contracting as well as Construction and Facilities Management professionals. The program uses a hands-on educational experience to provide students with management skills and technical expertise as they study best practices with leaders of industry. The program follows an academic year calendar, which begins in late August or early September and ends in late.

For questions regarding the Contracting Professional School, visit www.acquisitionacademy.va.gov or email vaaacontractingprofessionalschool@va.gov

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Facilities Management School

The Facilities Management School

Figure 1: VA Facilities Management Lifecycle diagram

The Department of Veterans Affairs (VA) has established FMS as a central organization to manage FM workforce development with a consistent approach to training and continuous education. FMS strives to provide VA's FM workforce with the opportunity to learn and adapt to the evolving trends in the facilities management field by ensuring those entering the workforce can demonstrate the practical skills needed to be successful.

The Facilities Management School (FMS) was also created in response to Public Law 111-308: Federal Building Personnel Training Act of 2010 (FBPTA), which requires agency Facilities Management (FM) personnel to have the necessary competencies to effectively manage Federal buildings. The FMS provides the Department of Veterans Affairs (VA) Construction, FM, and Biomedical Engineering workforce with a structured, competency-based curriculum in the areas of building operation and management, construction safety and occupational health, fire safety, electrical power generation, HVAC operation and maintenance, and many more.

The Facilities Management School provides professional development, training, certification, and continuous learning opportunities for the Department of Veterans Affairs facilities management workforce to enable them to cost effectively construct, operate, and manage facilities and medical equipment to better serve our Nation's Veterans and their families. These services are provided through an extensive array of relevant competency-based training delivered via multiple modalities.

FMS has developed a structured program focusing on practical education for all levels of the VA FM workforce. Three distinct levels have been established by FMS and are depicted in Figure 1. As the levels increase so does the rigor of the courses offered. Students must meet the respective pre-requisites as they progress up the levels, as each level's course content builds upon the previous, and prepares the individual for advancement to the next level.
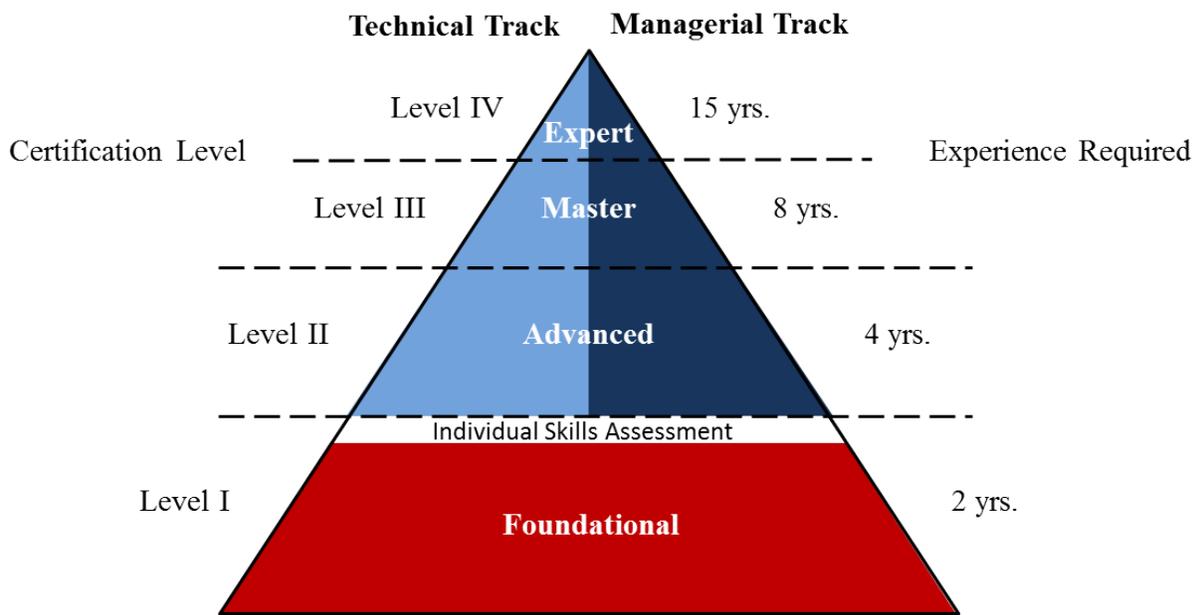

Figure 2: VA Construction and Facilities Management Certification Model

Proficiency Level Summary

Foundational Proficiency Level

Foundational Level training provides basic information and a general understanding of facilities management core competencies. Individuals at all levels of the FM workforce have the opportunity to participate in Foundational training. FMS offers Individuals at this level the opportunity to complete FM industry-standard certificate programs.

Advanced Proficiency Level

Advanced Level training is designed for those individuals with some level of existing facilities management experience. Advanced Level training offers a greater in-depth and skills based training to provide a highly developed facilities management aptitude for the FM workforce. Individuals undergoing Advanced level courses have the opportunity to begin training in either a technical or managerial track.

Technical Track

The Technical Track is designed for the members of the FM workforce interested in increasing their knowledge and skills in a particular subject matter or area. This track will build on the fundamentals of facilities management to develop specialists in a particular FM occupational specialty or technical skill.

Manager Track

The Managerial Track is designed for the members of the FM workforce interested in increasing their knowledge and skills in managerial positions within FM. This track will build on the fundamentals of facilities management to develop business acumen, management, and leadership intelligence.

Master Proficiency Level

Individuals at the Master Level are experienced and knowledgeable mentors within the FM workforce as well as their occupational specialty. The Master Level contains preparation courses and testing for individuals seeking FMS-approved professional certifications. FMS makes available several certification programs through both organizational memberships and vendor partnerships.

Expert Proficiency Level

The Expert Level provides training for FM personnel with the highest degree of skill in or knowledge of a certain subject matter. Individuals at this level are often holding one of the highest FM managerial positions. Training at this level applies to an estimated 3% of the VA's FM workforce.

The Skills Assessment and electronic Individual Development Plan (eIDP)

The skills assessment is completed by student's navigating through FMS provided courses and training. This skills assessment evaluates the student's current competency level and compares it to the competencies required by both the FBPTA and VA as it relates to the student's occupational goals. This assessment results in an electronic Individual Development Plan (eIDP). The eIDP highlights the training or competency gaps in the student's development and identifies which courses eliminate those gaps. This document becomes the training plan and road map for completing training in line with occupational goals.

Current FM workforce members complete the skills assessment to generate an eIDP, highlighting gaps that may currently exist and identifying the competencies at various levels in which the student may need to meet the required proficiencies. This path allows current workforce members to enter the program at an individualized and experience appropriate level.

Workforce members with little or no FM experience complete the skills assessment after the completion of Foundational Level courses. This path provides students a customized roadmap of training based on their skill sets and occupational goals.

For questions regarding the Facilities Management School, visit www.acquisitionacademy.va.gov or email vaaafms@va.gov

Program Management School

The Program Management (PM) School was created to address the development requirements from the Office of Management and Budget (OMB) mandate to certify all federal government program and project managers. The Program Management School is a strategic partner in the effort to implement best-in-class program and project management in the Department of Veterans Affairs and throughout the government.

After completing the training, students receive the federally-recognized FAC-P/PM certification, which is also recognized to meet the training requirements for the Program Management Professional (PMP) certification from the Program Management Institute.

Program Management Certification

FAC-P/PM Program

The information below is based on the OFPP policy memorandum dated April 25, 2007, announcing the establishment of a structured development program for program and project managers identified as the FAC-P/PM.

The purpose of the FAC-P/PM is to establish general training and experience requirements for program and project managers in civilian agencies. The FAC-P/PM focuses on essential competencies needed for program and project managers; the program does not include functional or technical competencies, such as those for information technology, or agency-specific competencies.

FAC-P/PM Certification

Defense Acquisition University (DAU) Defense Acquisition Workforce Improvement Act (DAWIA)-Program Management Certification

If you are Level 1/2/3 DAWIA-Program Management certified, you are not required to take this course for FAC-P/PM certification. To transfer your Level 1/2/3 DAWIA certification into an Entry, Mid and Senior Level FAC-P/PM certification you will need to provide proof of your DAWIA-PM certification and 80 hours of continuing learning over the last 2 years.

COR Certification

The Federal Acquisition Certification for Contracting Officer Representatives (FAC-COR) Level II virtual course is designed to provide individuals with the knowledge and skills needed to properly execute the Contracting Officer's Representative 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 32-hour online course consists of several modes of instruction to include lecture, webinar, individual and group exercises and discussion, taking elements from both instructor-led and web-based training. The training is centered on a toolkit for everyday use to support future COR tasks and responsibilities. Students will gain necessary knowledge, skills, and abilities to apply COR practices in real-world situations. At the completion of the course, students will possess a clear understanding of how to fulfill obligations as a level II COR, and will receive a certificate of completion which can be used, along with documentation of COR Level I training (or previous certification) and one year of COR experience to apply for COR Level II certification.

PM Fellows

The PM Fellows Program provides Fellows with a unique professional development opportunity that brings students quickly through entry and mid-level FAC-P/PM certification standards while

integrating leadership training, business skills, practical application exercises and real world project/program management experience all under the guidance of a coach and mentor.

A key characteristic of the PM Fellows experience is the incorporation of specialty tracks that focus on PM related issues and considerations facing a particular career field. The program will foster a collaborative knowledge sharing culture across the PM Fellows' career fields, keeping them active in the PM Fellow community long after their time at the academy.

Program Infrastructure

This unique program offers a holistic approach to accelerate development of mission-critical program/project managers. Fellows experience in-classroom training, guided application through exercises and simulations, and directed self-paced development. Additionally, Fellows are exposed to different PM functional areas within their career field through specialty track curriculum and job rotation opportunities.

Lastly, in order to provide a meaningful support structure for all students, Fellows are matched with a mentor to serve as a resource before, during, and after the program. This mentoring component provides a network of experts who stand behind the student as a support system throughout his or her career. The network of mentors also plays a key role in establishing an ongoing PM community within VA, enabled through a PM Fellows Knowledge Collaboration Site.

The PM Fellows Supporting Infrastructure consists of a foundational curriculum, skill building workshops, self-paced learning and application informed by an Individual Development Plan and Action Plan, and directed job rotation periods. All of these elements are reinforced by an online Knowledge Collaboration Site, Mission Service activities, coaching, mentoring, and development of a cohort team and community of practice (CoP).

For questions regarding the Program Management School, visit www.acquisitionacademy.va.gov or email vaaaprogrammanagementschool@va.gov.

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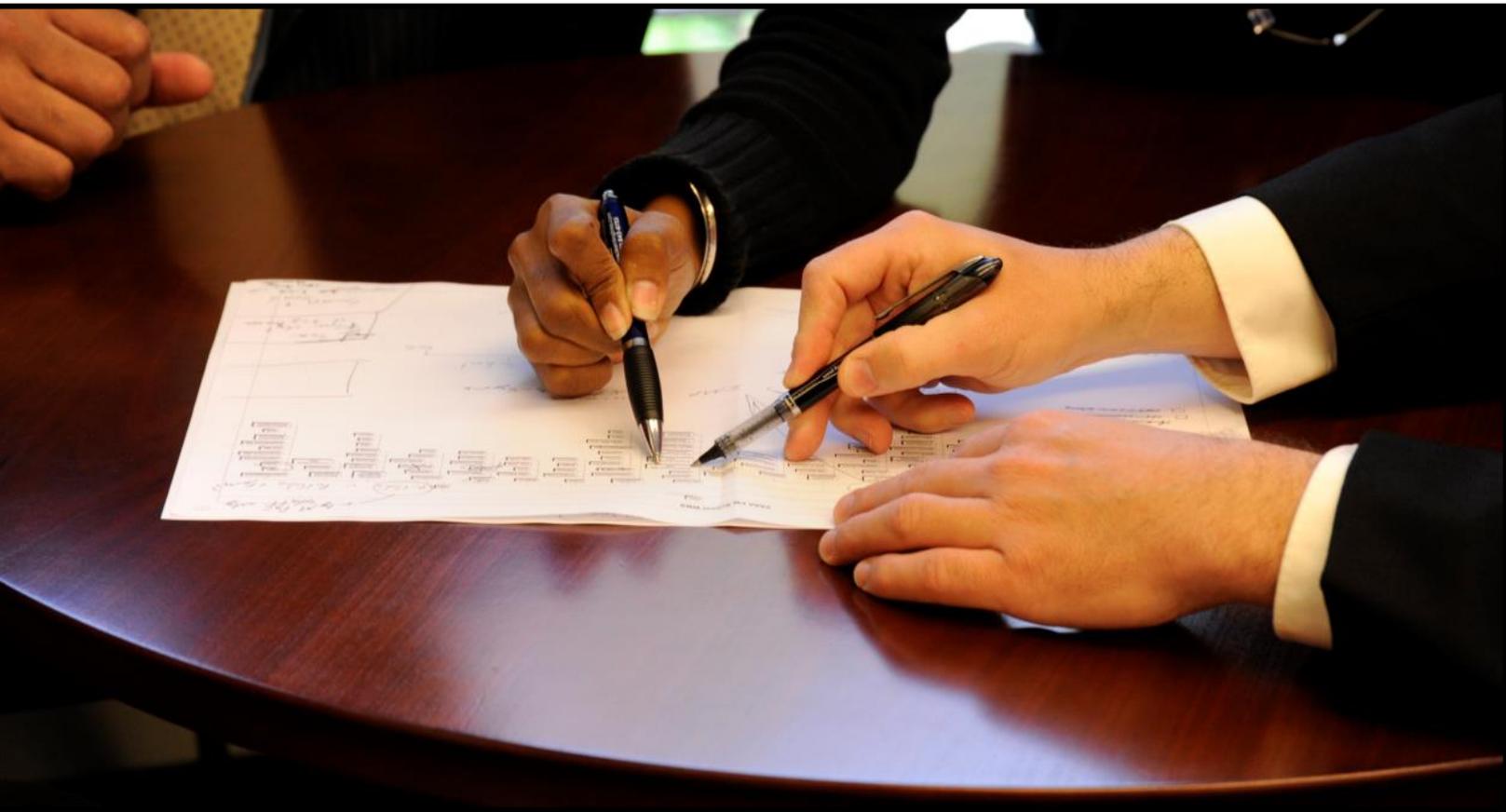
Supply Chain Management School

The VAAA SCM School's global vision is to create an innovative and high quality academic environment that is the supply chain school of choice for the VA and other federal government agencies. The curriculum offered by the school will strengthen 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 investment.

The SCM School's competency based training model will enhance the skills of the logistics management workforce and create a more comprehensive and structured approach to employee development. The VAAA SCM School will establish itself as creating an organizational culture of excellence and providing effective supply chain management training through streamlined daily operations.

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 designed for the following 3 levels. Although each level has a suggested audience which is related to grade levels of staff, this does not dictate staff is limited to only one level of training. Below is a description of each level:

Supply Chain Professional Level I: Possesses a basic understanding of the general rules and concepts of the overall system. Performs basic administrative and frontline functions and data entries. Target audience: GS 8 and below; WG 8 and below

Supply Chain Professional Level II: Possesses an intermediate understanding of policies and procedures. Responsible for effective operation of the Supply Chain. Plans for current and future needs of customers and ensures the effectiveness and efficiency of supply chain operations. May supervise or lead teams, involved in short range planning and day-to-day tactical level execution of the mission. Target audience: GS 9-12, WG 9, all WS and WL grades

Supply Chain Professional Level III: Supply Chain subject matter expert. Advises senior leadership on logistics workforce considerations and how to best leverage supply chain operations in support of the mission. Serves as a team lead/supervisor or senior staff member and leads integrated cross functional teams. Responsible for synchronizing mission requirements, providing effective oversight of day-to-day mission support activities, and continuously improving supply chain operations. Ensures strategic alignment of requirements, resources, and plans. Target audience: GS 13-15

For questions regarding the Supply Chain Management School, visit
www.acquisitionacademy.va.gov or email vaaascmschool@va.gov
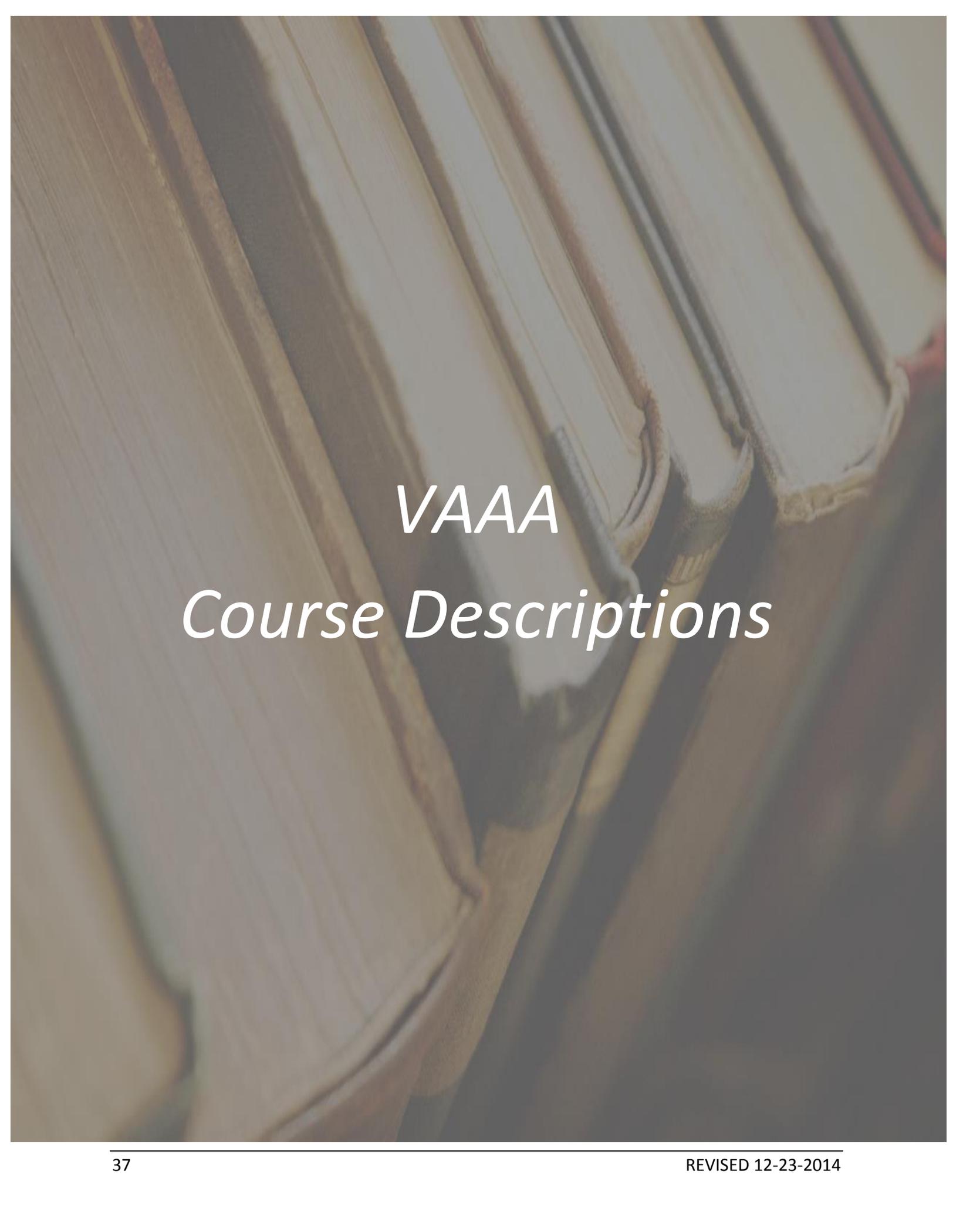
VAAA

Course Descriptions

Course Descriptions

The following pages provide course names, descriptions and other relevant information for courses offered at the VA Acquisition Academy. They are organized by school:

Contracting Professional School

Facilities Management School

Program Management School

Supply Chain Management School

*The Acquisition Internship School courses and descriptions are not included since they are delivered only to intern program participants

The Battle Stops Here!

We are the team of trusted Business Advisors, forging innovative acquisition solutions to serve those who served us.

Inaugural Intern Class of 2008

Contracting Professional School

FAC-C Level I Requirements:

→ CON 090: FAR Fundamentals *(Available FTF at VAAA)*

→ CON 100: Shaping Smart Business Arrangements *(Available online through Defense Acquisition University (DAU) and FTF at VAAA)*

→ CON 120: Mission-Focused Contracting *(Available FTF at VAAA)*

→ CON 121: Contract Planning *(Available online through DAU and FTF at VAAA)*

→ CON 124: Contract Execution *(Available online through DAU and FTF at VAAA)*

→ CON 127: Contract Management *(Available online through DAU and FTF at VAAA)*

→ CON 170: Fundamentals of Cost and Price Analysis *(Available FTF at VAAA)*

→ FAC 023: Basic Contracting for GSA Schedules *(Available online through DAU)*

→ FAC 031: Small Business Programs *(Available online through DAU)*

→ CLC 057: Performance-Based Payment & Planning for Cash Flow *(Available online through DAU)*

→ CLC 058: Introduction to Contract Pricing *(Available online through DAU)*

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 requirements for FAC-C Levels I, II, and III certifications, visit the** VAAA Federal Acquisition Certification in Contracting website.**

CON 090 A&B (FED)| FAR FUNDAMENTALS (PART I - MODULES A & B)

Course Description: This course is comprised of the first two modules of a four-module FAC-C Level I certification training course. The four-module FAR Fundamentals course helps demystify the FAR to prepare students for careers in federal government acquisition (and for more advanced courses). MODULE A: CONTRACTING OVERVIEW: Module A of this course focuses on the basics of the FAR and acquisition planning. Students learn about the history, value, and shortcomings of the FAR. This module emphasizes the importance of the FAR's procedures and policies, and the authority given to and restrictions placed on contracting officers. MODULE B: CONTRACT PLANNING: Module B of this four-module course focuses on the first phase of federal acquisition - acquisition planning. These modules are a practicum; the instructor lectures only briefly. Students work individually and in groups to locate parts of the FAR, interpret the FAR's requirements, and resolve certain situations based on the information in the FAR and applicable agency FAR supplements. After completing the course, students will be more comfortable in completing their own research rather than relying on an instructor or supervisor to answer their questions. Students should take both CON 90 Parts l and ll, within the same fiscal year.

Prerequisite(s): None

Instructional Hours: 80 [9 Class Days]   **Continuous Learning Points:** 80

Delivery Method: FTF

CON 090 C&D (FED)| FAR FUNDAMENTALS (PART II - MODULES C & D)

Course Description: This course is comprised of the last two modules of a four-module FAC-C Level I certification training course. The four-module FAR Fundamentals course helps demystify the FAR to prepare students for careers in federal government acquisition (and for more advanced courses). **MODULE C: CONTRACT FORMATION:** Module C of this four-module course covers the second phase of federal government acquisition - solicitation and award - and policies and procedures related to contract formation. **MODULE D: CONTRACT ADMINISTRATION:** Module D of this four-module course covers the post-award phase of the contracting process -- contract administration - and the variety of issues that may arise during this phase. These modules are a practicum; the instructor lectures only briefly. Students work individually and in groups to locate parts of the FAR, interpret the FAR's requirements, and resolve certain situations based on the information in the FAR and applicable agency FAR supplements. After completing the course, students will be more comfortable in completing their own research rather than relying on an instructor or supervisor to answer their questions. Students should take both CON 90 Parts l and ll, within the same fiscal year.

Prerequisite(s): None

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 80

Delivery Method: FTF

CON 100 | SHAPING SMART BUSINESS ARRANGEMENTS

Course Description: This course is a FAC-C Level I certification training course. Employees who are entering the acquisition career field will gain a comprehensive understanding of the environment in which they will serve. Students will develop professional skills for making business decisions and for advising other acquisition team members in successfully meeting customers' needs. Knowledge management and information systems will be introduced as well. VA students are encouraged to enroll for the DAU distance learning course, as appropriate with their learning style. FTF offerings are limited. Students can enroll in the DAU course using FAITAS.

Prerequisite(s): None

Instructional Hours: 32 [4 Class Days]   **Continuous Learning Points:** 32

Delivery Method: FTF or AT

CON 120 (FED)| MISSION-FOCUSED CONTRACTING

Course Description: This course is a FAC-C Level I certification training course. This course is a comprehensive, hands-on study of the entire acquisition process. Using an integrated case study, this class takes the student from the initial meeting with a customer to contract completion and closeout. This course builds on the knowledge and skills acquired in CON 110/CON 121, CON 111/CON 124, and CON 112/CON 127 by giving students an opportunity to apply what they've learned. This course is designed for Level 1 students, and emphasizes making informed decisions, problem-solving, and conducting negotiations in support of the customer's mission.

Prerequisite(s): Legacy FAC-C Curriculum: CON 110 – Mission Support Planning, CON 111 – Mission Strategy Execution, and CON 112 – Mission Performance Assessment or Refreshed FAC-C Curriculum: CON 121 – Contract Planning, CON 124 – Contract Execution and CON 127 – Contract Management

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 80

Delivery Method: FTF

CON 121 (FED)| Contract Planning

Course Description: This course is a FAC-C Level I certification training course. Contract Planning will introduce personnel new to the contracting field to their role as a business advisor in the acquisition process. It focuses on the students' role in understanding their customers' mission and their ability to plan successful mission support strategies based upon their knowledge of the contracting environment and their customer needs. Students will learn how to use the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), conduct effective market research, develop alternative acquisition strategies, and understand how socioeconomic programs support the acquisition planning process. VA students are encouraged to enroll for the DAU distance learning course, as appropriate with their learning style. FTF offerings are limited. Students can enroll in the DAU course using FAITAS.

Prerequisite(s): CON 100 – Shaping Smart Business Arrangements

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 16

Delivery Method: FTF or AT

CON 124 (FED)| Contract Execution

Course Description: This course is a FAC-C Level I certification training course. It focuses on executing the acquisition planning through soliciting industry and awarding a contract. It provides students with the knowledge necessary to execute an acquisition that optimizes customer mission performance. Students will learn the techniques and benefits of early industry involvement in shaping requirements. Students will learn basic procedures for acquisition of both commercial and noncommercial requirements, effectively conduct analysis of market data, and determine when a price is fair and reasonable. Finally students will learn how to conduct basic competitive acquisitions, process awards, and handle protests before and after contract award. VA students are encouraged to enroll for the DAU distance learning course, as appropriate with their learning style. FTF offerings are limited. Students can enroll in the DAU course using FAITAS.

Prerequisite(s): CON 121 – Contract Planning

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 16

Delivery Method: FTF or AT

CON 127 (FED)| Contract Management

Course Description: This course is a FAC-C Level I certification training course. This course builds on the foundation established in CON 121 and CON 124 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance. Students will explore processes for working with their customer to ensure contract performance is meeting mission requirements. Students will explore performance assessment strategies and remedies for contractual non-compliance, how to make and price contract changes after award, handle disputes, and finally how to close out completed contracts. Additionally, students will gain a fundamental knowledge of the characteristics and principles of the contract termination process. VA students are encouraged to enroll for the DAU distance learning course, as appropriate with their learning style. FTF offerings are limited. Students can enroll in the DAU course using FAITAS.

Prerequisite(s): CON 121 – Contract Planning and CON 124 – Contract Execution

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 16

Delivery Method: FTF or AT

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

Course Description: This course is a FAC-C Level I certification training course. Students learn how to apply quantitative tools to accomplish cost and price analysis in accordance with the FAR and the Contract Pricing Reference Guide; distinguish various seller pricing strategies; identify policies and procedures for applying Cost Accounting Standards; identify the contractor business systems that must comply with government requirements for contract award; and apply professional negotiation techniques to achieve success in a face-to-face negotiation.

Prerequisite(s): Legacy FAC-C Level I or Refreshed Curriculum: CON 127 – Contract Management, FAC 023 – Basic Contracting for GSA Schedules, FAC 031 – Small Business Programs, CLC 057 – Performance-Based Payment & Planning for Cash Flow, and CLC 058 – Introduction to Contract Pricing

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 80

Delivery Method: FTF

FAC-C Level II Requirements: (All FAC-C Level I Training must be completed)

→ CON 200: Business Decisions for Contracting *(Available online through DAU or FTF at VAAA)*

→ CON 216: Legal Considerations in Contracting *(Available online through DAU or FTF at VAAA)*

→ CON 217: Cost Analysis and Negotiation Techniques *(Available FTF at VAAA)*

→ CON 218: Advanced Contracting for Mission Support *(Available FTF at VAAA)*

→ CON 270: Intermediate Cost and Price Analysis *(Available FTF at VAAA)*

→ CON 280: Source Selection and the Administration of Service Contracts *(Available FTF at VAAA)*

→ CON 290: Contract Administration & Negotiation Techniques in a Supply Environment *(Available FTF at VAAA)*

→ Harvard Business School (HBS) 428: Negotiating *(Available online through DAU)*

→ CLC 056: Analyzing Contract Costs *(Available online through DAU)*

→ CLC 051: Industrial Property in the Possession of Contractors *(Available online through DAU)*

In addition to the above listed courses, there are experiential and education requirements:

Experience: 2 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 requirements for FAC-C Levels I, II, and III certifications, visit the VAAA Federal Acquisition Certification in Contracting website.

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 is 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 subcontracting, how to conduct a formal source selection, and how to analyze the information necessary to determine contractor responsibility. FTF offerings are limited. Students can enroll in the DAU course using FAITAS.

Prerequisite(s): Legacy FAC-C Level I and CON 170 – Fundamentals of Cost and Price Analysis, FAC 023 – Basic Contracting for GSA Schedules, FAC 031 – Small Business Programs, CLC 056 – Analyzing Contract Costs, CLC 057 – Performance-Based Payment & Planning for Cash Flow, and CLC 058 – Introduction to Contract Pricing, or all FAC-C Refresh Level I Courses

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF or AT

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.

Prerequisite(s): CON 200 – Business Decisions for Contracting

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF or AT

CON 217 (FED)| COST ANALYSIS AND NEGOTIATION TECHNIQUES

Course Description: This course is a legacy FAC-C Level II certification training course. This course builds on the basic pricing skills covered in the Level I Contracting curriculum and introduces methods and techniques necessary to analyze a contractor's cost proposal and to develop a government negotiation objective. Students will apply the cost analysis techniques to analyze a contractor's proposal and develop a cost objective. The course also introduces negotiation terminology, styles, and techniques. This course is part of the FAC-C legacy curriculum and will only be offered in the first two quarters of FY 15.

Prerequisite(s): CON 216 – Legal Considerations in Contracting

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF

CON 218 (FED)| ADVANCED CONTRACTING FOR MISSION SUPPORT

Course Description: This course is a legacy FAC-C Level II certification training course. This course is the capstone federal contract applications course for the 200-level Contracting curriculum. Participants apply the knowledge and skills gained from the previous contracting courses in a case study environment. Course participants demonstrate their ability to negotiate fair and reasonable prices and to consider the legal implications for various contract situations. The course helps develop critical thinking, cost analysis, negotiation, and contract administration. This course is part of the FAC-C legacy curriculum and will only be offered in the first two quarters of FY 15.

Prerequisite(s): CON 217 – Cost Analysis and Negotiation Techniques

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 80

Delivery Method: FTF

CON 270 (FED)| INTERMEDIATE COST AND PRICE ANALYSIS

Course Description: This course is a FAC-C Level II certification training course. This course is specifically designed to help students become better business advisors while they develop contract arrangements that serve the best interests of the government. It expands upon the contract pricing principles addressed in the Level I Contracting curriculum, Contract Pricing Reference Guide, and Department of Defense policy. The course prepares students for subsequent DAWIA Level II certification courses that cover more advanced contract pricing content.

Prerequisite(s): CON 170 – Fundamentals of Cost and Price Analysis, CON 216 – Legal Considerations in Contracting, FAC 023 – Basic Contracting for GSA Schedules, FAC 031 – Small Business Programs, CLC 056 – Analyzing Contract Costs, CLC 057 – Performance-Based Payment & Planning for Cash Flow, and CLC 058 – Introduction to Contract Pricing

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 80

Delivery Method: FTF

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

Course Description: This course is a FAC-C Level II certification training course. This course provides students with key information regarding the acquisition of services under FAR Part 15 procedures. It emphasizes performance-based acquisitions for services, source selection, contract types, contract incentives, and contract administration. It expands upon the foundation established through the Level I curriculum and the course prerequisites.

Prerequisite(s): CON 270 – Intermediate Cost and Price Analysis, CLC 051 – Managing Government Property in the Possession of Contractors and HBS 428 – Negotiating

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 80

Delivery Method: FTF

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

Course Description: This course is a FAC-C Level II certification training course. In this course, students make practical use of the contracting concepts acquired in prerequisite courses. By doing so, they are better able to address customer supply requirements and resolve contracting issues. Students analyze the contracting process by following a supply requirement through the acquisition cycle beginning with acquisition planning and concluding with contract closeout. The course builds upon legal concepts from CON 216 and intermediate pricing concepts from CON 270.

Prerequisite(s): CON 270 – Intermediate Cost and Price Analysis, CLC 051 – Managing Government Property in the Possession of Contractors and HBS 428 – Negotiating

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 80

Delivery Method: FTF

FAC-C Level III Requirements: (All FAC-C Levels I & II Training must be completed)
→ CON 360: Contracting for Decision Makers
→ Choose any HBS Module, other than HBS 428 *(Available online through DAU)*
→ Choose 1 of the following:
    → CON 244: Construction Contracting *(Available FTF at VAAA)*
    → ACQ 265: Mission Focused Services Acquisition *(Available through DAU)*
    → ACQ 315: Understanding Industry *(Available through DAU)*
    → ACQ 370: Contract Law *(Available through DAU)*
    → CON 252: Fundamentals of Cost Accounting Standards *(Available through DAU)*
    → CON 370: Advanced Contract Pricing *(Available through DAU)*

    *32 hours of electives

In addition to the above listed courses, there are experiential and education requirements:

Experience: 4 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 requirements for FAC-C Levels I, II, and III certifications, visit the VAAA Federal Acquisition Certification in Contracting website.

CON 360 (FED)| CONTRACTING FOR DECISION MAKERS

Course Description: This course is a FAC-C Level III certification training course. This intensive course for advanced students provides practice in applying skills and knowledge gained in previous training courses and work experience to realistic learning scenarios. Students confront an interrelated array of issues that require use of judgment and comprehensive knowledge to resolve. Students hone problem-solving and critical-thinking skills and develop real solutions to real acquisition problems, resulting in more effective managerial business decisions to support the organization's mission.

Prerequisite(s): All FAC-C Level I and FAC-C Level II Courses

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 80

Delivery Method: FTF

CON 244 (FED)| CONSTRUCTION CONTRACTING

Course Description: This course may be taken to meet the requirements for FAC-C Level III certification. This course provides contracting personnel involved in the formation and administration of construction contracts with a complete and extensive look at contracting for construction projects. Coverage includes project planning, specification and solicitation preparation, contract award and administration, and contract completion. Students learn to describe functional components of construction contracting from planning through closeout; use appropriate techniques for solicitation, evaluation, and award; identify methods of quality assurance for construction contract administration; identify sources of potential modifications and correct courses of action; and manage a construction contract.

Prerequisite(s): CLC 056 – Analyzing Contract Costs, CON 127 – Contract Management and CON 216 – Legal Considerations in Contracting

Instructional Hours: 40 [5 Class Days] **Continuous Learning Points:** 40

Delivery Method: FTF

Continuous Learning Electives

Acquisition Lease Courses

FCN 408| COST AND PRICE ANALYSIS OF LEASE PROPOSALS

Course Description: Organizations involved in awarding federal real property leases will be able to improve the performance of those individuals who analyze the costs proposed by the lessor to obtain the best value for the government. Students will learn the analysis techniques needed to establish realistic negotiation objectives through participation in realistic exercises. This is one of the courses required to qualify for a higher-level leasing warrant.

Prerequisite(s): Lease Acquisition Training

Instructional Hours: 40 [5 Class Days] **Continuous Learning Points:** 40

Delivery Method: FTF

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.

Prerequisite(s): Lease Acquisition Training

Instructional Hours: 40 [5 Class Days] **Continuous Learning Points:** 40

Delivery Method: FTF

FCN 406| Lease Acquisition Training (LAT)

Course Description: This new GSA leasing course addresses the fundamental concepts involved in GSA's reformed real property leasing process. GSA leasing organizations and non-GSA organizations acquiring lease space under a GSA delegation will find this course essential for providing its newly assigned or experienced leasing personnel with a foundational knowledge of the reformed GSA leasing process. Students 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. Non-GSA organizations are required to assure their leasing personnel have taken this course to maintain the agency's delegated leasing authority. The course is required for all levels of lease contracting officer warrants. 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.

Prerequisite(s): None

Instructional Hours: 26 [4 Class Days]   **Continuous Learning Points:** 26

Delivery Method: FTF

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.

Prerequisite(s): Lease Acquisition Training

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF

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 5 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.

Prerequisite(s): Cost and Price Analysis of Lease Proposals and Lease Acquisition Training

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF

Acquisition Systems Training

eCMS AND INTEGRATED SYSTEMS

Course Description: eCMS is integrated with numerous acquisition systems, including FedBizOpps (FBO), Forecasting of Contracting Opportunities (FCO), Vendor Portal, eBuy, Federal Procurement Data System (FPDS), System for Award Management (SAM), Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP), and the Centralized Administrative Accounting Transaction System (CAATS). These systems enrich the capabilities of eCMS by allowing it to be a single point of entry for all integrated systems. This web-based tutorial module will convey the purpose of each of these systems, the relationships between them, and their impact within the eCMS lifecycle.

Prerequisite(s): None

Instructional Hours: 1   **Continuous Learning Points:** 1

Delivery Method: AT—TMS ID: 3860842

eCMS BASIC SYSTEM ADMINISTRATION

Course Description: This web-based tutorial shows eCMS users performing a system administration function how to create and maintain user accounts, use shared desktops, and administer eCMS data.

Prerequisite(s): None

Instructional Hours: 1   **Continuous Learning Points:** 1

Delivery Method: AT—TMS ID: 3864515

eCMS CONTENT MANAGER AND BRIEFCASE

Course Description: This web-based tutorial will describe the importance of correctly using Content Manager as a method of creating contractual documents, and define the importance of the Briefcase. Learners will increase their ability to navigate the Document Generation process, apply best practices during Document Generation, and understand how Content Manager and the Briefcase work together within eCMS.

Prerequisite(s): None

Instructional Hours: 1   **Continuous Learning Points:** 1

Delivery Method: AT—TMS ID: 3864508

FQN WKSHP 105| 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.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

eCMS CURRICULUM UPDATES

Course Description: This course is a pre-recorded webcast describing the eCMS curriculum updates, including changes to the classroom-based training format, addition of web-based training modules, and the eCMS User Guide on SharePoint.

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: AT—TMS ID: 3870692

eCMS FPDS INFORMATION CHANNEL

Course Description: As VA's Official System of Record, eCMS works closely with FPDS for reporting purposes. The accuracy of data entered into FPDS is reliant upon appropriate usage of the eCMS system, primarily from the standpoint of correct completion of data value prompts. This web-based tutorial will educate users on the relay of information, between eCMS and FPDS and importance of correct completion of data value prompts, to improve VA's organizational reporting to the FPDS database.

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: AT—TMS ID: 3860843

eCMS IN THE ACQUISITION LIFECYCLE

Course Description: This web-based tutorial will increase user understanding of how the eCMS lifecycle supports the pre-award, award, and post-award phases of the Acquisition Lifecycle, and is intended to provide users with a holistic understanding of the eCMS system as it supports VA's acquisition requirements. It will describe eCMS terminology and link terminology concepts to acquisition concepts as defined by the Federal Acquisition Regulation (FAR).

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: AT—TMS ID: 3860841

eCMS MICROSTRATEGY REPORTING

Course Description: This web-based tutorial describes how MicroStrategy can be used as a performance support tool and highlights its many functions. Learners will become acquainted with sample reports and learn how to generate and customize their own MicroStrategy reports.

Prerequisite(s): None

Instructional Hours: 1

Continuous Learning Points: 1

Delivery Method: AT—TMS ID: 3864516

ECMS MODIFICATION ACTIONS AND CHANGE ORDERS

Course Description: This web-based tutorial discusses modification actions and change orders. Students will dive into the many purposes of the modification action, build their understanding of this integral action, and understand how it is used in order to facilitate each of its specific uses.

Prerequisite(s): None

Instructional Hours: 1   **Continuous Learning Points:** 1

Delivery Method: AT—TMS ID: 3864517

ECMS TRAIN THE TRAINER: CONVEYING YOUR ECMS EXPERTISE TO OTHERS

Course Description: This web-based tutorial provides eCMS users with learning techniques that can be used to teach their peers and respond to common questions and workplace challenge. Learners will understand the importance of training and gain insight into the challenges faced by every day eCMS users. This tutorial will also point out useful resources that can be used to support learning efforts.

Prerequisite(s): None

Instructional Hours: 1   **Continuous Learning Points:** 1

Delivery Method: AT—TMS ID: 3864512

FCN 103| 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. Before attending the 3.5-day classroom training, students must have completed CON 100: Shaping Smart Business Arrangements and three web-based eLearning module prerequisites to establish a baseline level of eCMS knowledge.

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.

Prerequisite(s): CON 100: Shaping Smart Business Arrangements and three web-based eLearning modules

Instructional Hours: 28 [3.5 Class Days]   **Continuous Learning Points:** 28

Delivery Method: FTF

ECMS USER GUIDE REFRESHER

Course Description: This web-based tutorial serves as an interactive standard operating procedures to reference the eCMS User Guide.

Prerequisite(s): None

Instructional Hours: 1   **Continuous Learning Points:** 1

Delivery Method: AT—TMS ID: 3864518

Blended Learning Courses

FCN BLCP 501: ADAPT TO CHANGE AND MAINTAIN ACCOUNTABILITY

Course Description: This Blended Learning course for Contracting Professionals will help students hone skills on staying flexible while being accountable for their actions. It's crucial for every 1102 to know when to say yes, no, or it depends; stick to your decision; and defend that decision if necessary. This course includes synchronous and asynchronous virtual learning, VA Learning University (VALU) resources, and a classroom portion.

Prerequisite(s): None

Instructional Hours: TBD **Continuous Learning Points:** TBD

Delivery Method: BLD

FCN BLCP 502: BUSINESS WRITING FOR 1102S

Course Description: This course will build the knowledge and skills to confidently communicate to various audiences in an effective manner. Students will learn the fundamentals of business writing and apply those fundamentals to contracting documents (i.e., protest summary, customer e-mail, and sole-source justification). The course is designed for professionals who are proficient in the basics of grammar and writing and who wish to make their writing more effective in achieving results in contracting. The course includes a VAAA classroom portion (3 days) as well as a distance-learning portion (12 hours) using a virtual platform.

Prerequisite(s): None

Instructional Hours: 28 **Continuous Learning Points:** 28

Delivery Method: BLD, FTF, AT and ST

FCN BLCP 503: BUILD NETWORKS: MAXIMIZING YOUR RELATIONSHIPS

Course Description: This Blended Learning course for Contracting Professionals is designed to provide students with information on how to identify and improve their interpersonal skills. The 3-day live classroom segment will be followed by an online virtual session. In the classroom, students will cover the following topics: overview of interpersonal skills, an awareness of self and others, how to communication effectively, foundation of emotional intelligence, benefits of trust, and cause and effect of conflict. This results in better networks and maximizing your professional relationships through developing your interpersonal skills.

The distance learning segment immediately follows the in-residence segment which consists of online activities, VALU resources, and an instructor led two-hour virtual session. The emphasis will focus on reviewing the results the student's Dominance, Influence, Steadiness and Compliance (DiSC) Assessment and how this will help in his or her professional career. Students should expect to spend no more than four hours completing the distance learning portion of the course.

Prerequisite(s): None

Instructional Hours: 28 **Continuous Learning Points:** 28

Delivery Method: BLD, FTF, AT and ST

FCN BLCP 504: EFFECTIVELY INTERACTING WITH YOUR CUSTOMER

Course Description: This Blended Learning course for Contracting Professionals will provide students with a foundation for working with their customers to meet their needs and the VA mission. This course includes hands-on activities, videos, blog entries, and techniques to provide excellent customer service. The course will be a total of 8 hours and span 3 weeks. The first week is asynchronous learning and getting logged into the virtual platform. The second week is a 4-hour virtual synchronous session held on Wednesday from 12:00 pm – 4:00 pm, EST. The third week is student responses to a reading assignment in the virtual environment and survey questions.

Prerequisite(s): This course is connected to Welcome to the VA – An Orientation for New 1102s

Instructional Hours: 8   **Continuous Learning Points:** 8

Delivery Method: BLD

FCN BLCP 505: TECHNIQUES FOR ACQUISITION PROBLEM SOLVING

Course Description: Do you have problems in your office? Are you trying to get work accomplished and cannot get a group decision made? This Blended Learning course for Contracting Professionals will provide students with techniques to solve problems and make decisions. Students will leave the classroom portion with worksheets designed to help back at the office and a reference guide to help remember how to use the tools. The blended section of this training includes a Technology, Entertainment, Design (TED) Talk and use of a virtual blogging tool. Note: This course immediately follows the completion of Critical Thinking for the Acquisition Individual Contributor for 1102 Professionals.

Prerequisite(s): Critical Thinking for the Acquisition Individual Contributor

Instructional Hours: 8   **Continuous Learning Points:** 8

Delivery Method: BLD

FCN BLCP 506: WOW THE CROWD! MAKING ENGAGING PRESENTATIONS

Course Description: This Blended Learning course for Contracting Professionals is designed to improve the quality and impact of students' briefings and presentations. The 3-day live classroom segment will be followed by an online virtual session. The in-classroom portion consists of practice presentations, videotaping, 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 follow a step-by-step process and learn the necessary skills to present as an individual and in a team setting. Students will view their presentation on video and, receive feedback from their peers and the facilitator. The feedback results in higher quality and improved effectiveness in delivering briefings and presentations.

The distance learning segment immediately follows the in-residence segment and consists of one live Lync presentation and online activities. The segment will focus on briefings and presentations in a virtual conference setting. Students should expect to spend no more than 10 hours completing the distance learning portion of the course.

Prerequisite(s): None

Instructional Hours: 34   **Continuous Learning Points:** 34

Delivery Method: BLD, FTF, AT and ST

FCN BLCP 507: STRENGTHEN YOUR RESILIENCE: THRIVE AS AN 1102

Course Description: You have a heavy workload. You're under a lot of tight deadlines. You're fielding numerous customer requests. This course will teach you how to effectively manage these pressures while achieving your objectives.

This Blended Learning course for Contracting Professionals provides students with information on how to strengthen their professional resiliency. The 2-day virtual course requires students to attend a virtual session from 11:00AM EST to 4:00PM EST on both days of the course. This time frame includes a 1-hour lunch break and approximately 2 hours of self-paced work each day, including VALU resources

Prerequisite(s): None

Instructional Hours: 8   **Continuous Learning Points:** 8

Delivery Method: BLD

FCN BLCP 508: BUILDING CREDIBILITY AND SUSTAINING INFLUENCE

Course Description: This Blended Learning course for Contracting Professionals 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 influence others. The course comprises a 4-hour live, instructor-led virtual workshop with independent pre- and post-workshop assignments. The course is designed for Level II and III contracting personnel who are interested in tools to become more credible in their professions.

Prerequisite(s): None

Instructional Hours: 8   **Continuous Learning Points:** 8

Delivery Method: BLD

FCN BLCP 520: ADVANCED BUSINESS WRITING FOR 1102S

Course Description: This Blended Learning course for Contracting Professionals will build the knowledge and skills necessary for writing an effective source selection decision. Using knowledge gained in Advanced Source Selection and the basic principles covered in Business Writing for Contracting Professionals, students in this course will author a complete source selection document under a trade-off award scheme. The course will comprise approximately four live, instructor-led sessions for 1 hour over 2 weeks, as well as independent learning exercises, culminating in a final source selection decision. Attendance at each virtual session is mandatory. The course is designed for professionals with intermediate grammar and writing skills and advanced knowledge of source selection who wish to focus on achieving a more effective source selection document.

Prerequisite(s): Advanced Source Selection

Instructional Hours: 12   **Continuous Learning Points:** 12

Delivery Method: BLD

FCN BLCP 521: Identifying Problems and Creating Solutions

Course Description: This Blended Learning course for Contracting Professionals is an advanced problem solving course that will assist students in solving a policy, procedural or other problem within their local offices. Students will gain in-depth knowledge of several problem-solving methods and learn techniques for change management and generating "buy in." For success in the course, students will need support from their supervisors and local management. The course is designed for Level III or senior/team leader contracting professionals interested in solving a local problem.

Prerequisite(s): None

Instructional Hours: TBD   **Continuous Learning Points:** TBD

Delivery Method: BLD

Role Based Competency in Context (RBCC) Courses

FCN RBCC 600: Journeyman Contracting Officer, Planning: How To Make A Plan And Work It

Course Description: This course focuses on empowering the 1102 Journeyman Contracting Officer (CO), using forward-thinking strategies that maximize planning effectiveness during the acquisition process. During this two-week course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key planning principles and best practices to the acquisition environment.

Prerequisite(s): FAC-C Level II

Instructional Hours: TBD   **Continuous Learning Points:** TBD

Delivery Method: BLD

FCN RBCC 601: Journeyman Contracting Officer, Priority Setting

Course Description: This course focuses on empowering the 1102 Journeyman Contracting Officer (CO) through effective priority setting techniques. During this course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key priority setting techniques and best practices to the acquisition environment.

Prerequisite(s): FAC-C Level II

Instructional Hours: TBD   **Continuous Learning Points:** TBD

Delivery Method: BLD

FCN RBCC 602: Journeyman Contracting Officer, Time Management

Course Description: This course focuses on empowering the 1102 Journeyman Contracting Officer (CO) through effective time management techniques. During this course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key time management techniques and best practices to the acquisition environment.

Prerequisite(s): FAC-C Level II

Instructional Hours: TBD   **Continuous Learning Points:** TBD

Delivery Method: BLD

FCN RBCC 700: Supervisory Contracting Officer, Managing and Measuring Work

Course Description: Managing and Measuring Work focuses on empowering Supervisory Contracting Officers, 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.

This three week course will be held using a virtual platform. Students are expected to complete individual assignments over the three weeks that will require an estimated three hours to complete. Students must also attend three virtual classroom sessions, including an Orientation. The virtual orientation session will be combined with the first course session from 12:30PM-3:30PM eastern time. Virtual classroom sessions will be held on Wednesdays from 12:30PM – 3:30PM eastern time.

Prerequisite(s): FAC-C Level II

Instructional Hours: 10 **Continuous Learning Points:** 10

Delivery Method: BLD

FCN RBCC 701: Supervisory Contracting Officer, Organizing

Course Description: This course focuses on empowering the Supervisory Contracting Officer (CO) through effective organizing techniques. During this course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key organizing techniques and best practices to the acquisition environment.

Prerequisite(s): FAC-C Level II

Instructional Hours: TBD **Continuous Learning Points:** TBD

Delivery Method: BLD

FCN RBCC 702: Supervisory Contracting Officer, Developing Direct Others: Paying It Forward

Course Description: This course focuses on empowering the Supervisory Contracting Officer (CO) through effective informing techniques. During this course, students will engage in live virtual sessions, independent assignments, and collaborative team activities to understand and apply key techniques and best practices for developing direct reports and others in the acquisition environment.

Prerequisite(s): FAC-C Level II

Instructional Hours: TBD **Continuous Learning Points:** TBD

Delivery Method: BLD

Specialized/Advanced Acquisition and Contracting Electives

FQN 101| 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.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

FQN 102| 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.

Prerequisite(s): None

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF

FQN 103| BEST VALUE SOURCE SELECTION

Course Description: This course provides the student with an understanding of changes to the Federal Acquisition Regulation (FAR) and the contract formation process. It is appropriate for contracting and program personnel involved in contract formation and award. The course covers acquisition and source selection methods and procedures, as well as evaluation of offers and quotes.

Prerequisite(s): None

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 16

Delivery Method: FTF

CON 243 (FED)| Architect-Engineer Services Contracting

Course Description: 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.

Prerequisite(s): FAC-C Level 1, CON 216 – Legal Considerations in Contracting

Instructional Hours: 40 [5 Class Days] **Continuous Learning Points:** 40

Delivery Method: FTF

FQN 104| Construction Claims

Course Description: This comprehensive training course covers the full spectrum of claims arising under construction contracts. It addresses the aspects of recognizing a potential claim, pricing considerations, terminations, and the roles of the boards of contract appeals and the courts. After successful completion of this training course, the student will be able to: describe the claims process; recognize a potential claim; and provide options for resolving disputes.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days] **Continuous Learning Points:** 24

Delivery Method: FTF

FQN WKSP 104| Contingency Contracting Refresher Workshop

Course Description: This course workshop provides the student applicable scenarios and practical exercises of contingency contracting for civilian contracting officers. This workshop is designed to meet the needs of contracting professionals, or others performing similar functions, who may assist Federal agencies during the recovery phase of national emergencies and disasters. Best practices and reinforcement of principals learned in FCN 400 Contingency Contracting class will be addressed. This class will provide hands-on application of Contingency Contracting concepts.

Prerequisite(s): FCN 400 – Contingency Contracting

Instructional Hours: 16 [2 Class Days] **Continuous Learning Points:** 16

Delivery Method: FTF

FQN 105| Contracting Administration for Cost Contracting

Course Description: This course focuses on the unique demands of administering cost-reimbursement contracts for services, supplies and research development.

It is specifically designed for students with a basic understanding of federal contracting principles and procedures and who are involved in the specialized area of cost – reimbursement contracts.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days] **Continuous Learning Points:** 24

Delivery Method: FTF

FQN 106| DEVELOPING AN INDEPENDENT GOVERNMENT COST ESTIMATE

Course Description: This course provides a basic understanding of what is an Independent Government Cost Estimate (IGCE), how it is used and how to prepare one. Students will be introduced to the major elements of a Cost Estimate, in addition to the various methodologies and techniques involved in the estimating process.

Prerequisite(s): None

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 16

Delivery Method: FTF

FCN 400 | EMERGENCY CONTRACTING BASICS

Course Description: 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.

Prerequisite(s): None

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 16

Delivery Method: FTF

FQN 107| FEDERAL APPROPRIATIONS LAW

Course Description: This session provides agency personnel with the legal aspects of Federal Appropriations Law. The course is based on the Principles of Federal Appropriations Law published by the General Accounting Office. These materials are designed to provide the student with insight and information on Comptroller General decisions that impact an Agency's expenditures.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

FQN 108| FEDERAL SUPPLY SCHEDULE (FSS)

Course Description: This course walks acquisition professionals through the FSS ordering process from A-Z. Purchasing officials will gain an in-depth understanding of how the Federal Supply Schedule program works, benefits of using FSS Schedules and how to place orders against FSS contracts.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

FQN 109| 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 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, but who need to get work done through others.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

FQN 110| MARKET RESEARCH AND COMMERCIAL ITEM

Course Description: Federal agencies are relying more and more on the commercial market for the goods, services, and systems required to achieve stated goals. Learn how to leverage the experience of similarly situated organizations to make market research most effective. This three-day course was developed to teach students the tools and techniques necessary to perform effective market research. Our interactive hands-on training provides students with the skills to develop and execute a comprehensive market research plan.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

FQN 111| NEGOTIATION STRATEGIES AND TECHNIQUES

Course Description: A vital skill in procurement is the ability to negotiate effectively. Almost every level of contracting involves negotiations, in a wide range of settings, over small and large issues. This course provides you with a solid battery of strategies, tactics and skills that are effective in contract information and contract administration negotiations: Every key phase of the negotiation process - from start to finish - is covered in this dynamic course.

Prerequisite(s): None

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF

FQN 112| PERFORMANCE-BASED SERVICES ACQUISITIONS

Course Description: This course provides buying and selling professionals with the knowledge and tools needed to plan, negotiate, and manage contracts using the statement of objectives approach. The course is a great source of performance-based acquisition guidance, policies, and best practices.

Prerequisite(s): None

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF

FQN 113| SIMPLIFIED ACQUISITIONS

Course Description: This course provides in-depth, up-to-the-minute coverage on the full range of small purchase policies and procedures, including the revised FAR language: In addition to explaining the many changes that have occurred in the simplified acquisition area, the course also emphasizes the well-established rules that have not changed with FASA, such as compliance with FAR Part 8, required source of supply, the regulatory prohibition against splitting orders and contract reporting.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

FQN 114| 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.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

FQN 115| WELCOME TO THE VA – AN ORIENTATION FOR NEW 1102S

Course Description: This face-to-face orientation is designed for contracting personnel who are new to the VA workforce (including both new 1102s and experienced 1102s new to VA). Students will gain an understanding of VA contracting systems, and resources, resulting in a smooth transition into the acquisition workforce and increased efficiency and effectiveness as trusted business partners. During this training, students will also have an opportunity to seek strategic guidance and insights from VA Senior Leaders and Contracting Officers across VA. This course is designed to be hands-on with interactive components in each module.

Prerequisite(s): None

Instructional Hours: 28 [3.5 Class Days]   **Continuous Learning Points:** 28

Delivery Method: FTF

FQN 116| WRITING PERFORMANCE BASED WORK STATEMENTS

Course Description: This session provides the student with information and practical guidance on the development and use of performance-based work statements as required by the FAR. It is suitable for all personnel involved in the acquisition process, including Contracting Officers and CORs. The coverage includes an overview of the process, the linkage of sections of the contract, setting performance requirements, and the hands-on opportunity to review local problems and situations. Note: Students are encouraged to bring their own work efforts so that extremely relevant SOW's may be created during the session.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

Skill Building Workshops

FQN WKSHP 101| CPS – SKILL BUILDING: NEGOTIATION SKILLS WORKSHOP

Course Description: Jumpstart your negotiation skills with this online offering! This course will give students the basics of negotiation techniques and provide several scenarios for students to practice their skills. Join us on-line for this exciting, interactive training.

Prerequisite(s): None

Instructional Hours: 3 [.5 Class Day]   **Continuous Learning Points:** 3

Delivery Method: ST

FQN WKSHP 103| CPS – SKILL BUILDING: PRACTICAL CONTRACT WORKSHOP

Course Description: This course is a practical application workshop designed to reinforce basic contracting and contract writing system skills. This workshop will have students create/conduct example procurements utilizing simplified acquisition procedures. Contract vehicles to be utilized include purchase orders using FAR Part 12 and FAR Part 13 procedures and guidance.

Prerequisite(s): eCMS New User Training

Instructional Hours: 32 [4 Class Days]   **Continuous Learning Points:** 32

Delivery Method: FTF

FQN WKSHP 102| CPS – Skill Building: Protests, Disputes and Terminations Workshop

Course Description: This course will allow students to review VA-specific cases pertaining to protests and terminations. They will be able to understand and apply knowledge of protest procedures, authorities, timelines, forums, and required documentation. They will also be able to distinguish and demonstrate an understanding of contract Termination types, authorities, settlement processes, timelines, approvals, and required documentation. The course will be presented with both case studies and interactive discussions online. This is a virtual, instructor-led course featuring two, 4-hour sessions.

Prerequisite(s): None

Instructional Hours: 8 [1 Class Day]   **Continuous Learning Points:** 8

Delivery Method: ST

FPM WKSP 215| Program Management Workshop- Program Management Success

Course Description: This one-day workshop provides an introduction to what program/project management will provide to your organization. This course focuses on the processes necessary to turn current or encountered problems into success by identifying program/project gaps; utilizing proven tools and techniques; and identifying next steps through action planning. Contact vaaapmworkshops@va.gov for details.

Prerequisites: None

Instructional Hours: 8 Hours   **Continuous Learning Points:** 7

Delivery Method: FTF

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Facilities Management School

FMS 010 | HVAC Workshop – Air Conditioning and Boilers

Course Description: This course brings students up to speed in boiler operation and maintenance practices and to help them understand, operate, maintain, and troubleshoot an air conditioning system. Students responsible for water treatment in their facilities will be brought up to speed regardless of their current situation, whether they are specifying a new system, or trying to extend the life of their current system.

Prerequisite(s): None

Instructional Hours: 32 [4 Class Days]   **Continuous Learning Points:** 32

Delivery Method: FTF

FMS 020 | Boiler Plant Operations, Maintenance, and Safety

Course Description: This course will teach you how to keep your steam system working efficiently and how to fix common problems and work safely. Course topics include an overview of chilled water systems, heat transfer theory (the conduction, convection, radiation and evaporation of heat), compression refrigeration cycle, the proper handling of refrigerants and their composition, equipment components, heat rejection systems, and psychometrics.

Prerequisite(s): None

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF

FMS 030 | Plumbing and Pipefitting for Plant and Buildings

Course Description: The purpose of this training is to provide in-house technicians and engineers the skills they need to keep plumbing and piping systems functioning at all times; and how to recognize and repair common problems found in commercial buildings without relying on outside contractors.

Prerequisite(s): None

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 16

Delivery Method: FTF

FMS 040 | Generator, Emergency Power, ARC Flash

Course Description: The purpose of this program is to keep workers safe while working on or around electrically energized equipment, while providing a practical, real world approach to understanding, maintaining, and preparing the generators for emergency situations. Will help organizations fulfill their legal requirements relative to Occupational Safety and Health Administration (OSHA) 29 CFR Part 1910, Subpart S Electrical, and National Fire Protection Association (NFPA) 70E safety standards.

Prerequisite(s): None

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 32

Delivery Method: FTF

FMS 101 | INTRODUCTION TO FACILITIES MANAGEMENT

Course Description: This course provides the base from which to build a career in facilities management. Students will learn how to structure and manage operations and maintenance programs, and how to manage personnel effectively to control workload. Students will gain an understanding of the importance of facilities management to business organizations and operations, while also learning strategies for internal marketing. Key topics include principles of information management; investment, cost controls, and budgeting strategies; operating levels of facilities activities; outsourcing principles; and benefits of leasing vs. ownership.

Prerequisite(s): Facilities Management, Facilities Management an Introduction (3-Hour ETS Course RV-2095), Greening of Healthcare Materials (1-Hour ETS Course RV-4298), Worksite Safety 01: OSHA Safety Introduction (1-Hour ETS Course RV-10028), LEED for Existing Buildings: Operations & Maintenance Rating System (1-Hour ETS Course RV-10261)

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 30

Delivery Method: AT

FMS 105 | BUILDING AUTOMATION SYSTEMS

Course Description: This course covers the specific issues involved with Building Automation Systems (BAS). Students will explore the processes that occur at every level of the system from mechanical components to the computer and web interfaces. This course will enable the student to properly identify and describe the major components in a BAS along with the basic mechanical components and controls in an HVAC control system and includes an overview on how experienced personnel will write programming for BAS.

Prerequisite(s): FMS 101– Introduction to Facilities Management

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 30

Delivery Method: FTF

FMS 105B | BUILDING AUTOMATION SYSTEMS ADVANCED

Course Description: This course covers specific issues involved with BAS and will provide the student with an overview on how experienced personnel will write advanced programming for Building Automation Systems (BAS). The student will develop specific mechanical control applications using system Engineering Tools as well as build, modify, and troubleshoot programs they create. Students will explore the processes that occur at every level of the system to include: wiring the hardware, programming and installing the software. The student will understand topics such as BACnet, LONworks, PID, and Indoor Air Quality all by developing the BAS components and programming utilizing Hands-on Labs and Laptops.

Prerequisite(s): FMS 101– Introduction to Facilities Management

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 30

Delivery Method: FTF

FMS 106 | BUILDING AUTOMATION SYSTEMS

Course Description: This course covers the specific issues involved with Building Automation Systems (BAS). Students will explore the processes that occur at every level of the system from mechanical components to the computer and web interfaces. This course will enable the student to properly identify and describe the major components in a BAS along with the basic mechanical components and controls in an HVAC control system and includes an overview on how experienced personnel will write advanced programming for BAS. The student will develop specific mechanical control applications using system Engineering Tools as well as build, modify, and troubleshoot programs they create. Students will explore the processes that occur within the system to include: wiring the hardware, programming and installing the software. The student will understand topics such as BACnet, LONworks, PID, and Indoor Air Quality all by developing the BAS components and programming utilizing Hands-on Labs and Laptops

Prerequisite(s): FMS 101– Introduction to Facilities Management

Instructional Hours: 80 [10 Class Days]　　　　　　　　**Continuous Learning Points:** 60

Delivery Method: FTF

FMS 204 | CONSTRUCTION CONTRACT ADMINISTRATION

Course Description: An introduction for students to the acquisition process as it relates to administration of fixed-price construction contracts. The primary focus is post-award contract administration, but the course includes pre-award coordination and review for field-level personnel. Students will learn the typical procedures to administer a fixed-price construction contract as well as the basic tenants of the FAR acquisition process and a detailed review of the construction management functions. The course provides students a basic understanding of fixed-price construction contracts, important operative FAR, DFARS, AFARS, and EFARS clauses, legal considerations, and administrative requirements of government contracting.

Prerequisite(s): FMS 101– Introduction to Facilities Management

Instructional Hours: 40 [5 Class Days]　　　　　　　　**Continuous Learning Points:** 30

Delivery Method: FTF

FMS 306 | CERTIFIED BIOMEDICAL EQUIPMENT TECHNICIAN (CBET) PREPARATION COURSE

Course Description: The instruction is provided online via Blackboard for self-paced learning with an instructor available to provide assistance. Upon completion of the course, students will be eligible for FMS 307. This course also prepares students to pass the Certified Biomedical Equipment Technician exam.

Provide students with lecture and training materials in the following subject areas:

- Anatomy and Physiology
- Fundamentals of Electricity and Electronics
- Healthcare Technology Function and Operation
- Healthcare Technology Problem Solving
- Healthcare Information Technology
- Public Safety in the Healthcare Environment
- Sample areas of International Certification Commission (ICC) test questions
- Comprehensive instruction in DICOM (Digital Imaging and Communications in Medicine) protocol

Prerequisite(s): FMS 101– Introduction to Facilities Management

Instructional Hours: 18 Hours　　　　　　　　**Continuous Learning Points:** 18

Delivery Method: AT

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FMS 307 | CERTIFIED BIOMEDICAL EQUIPMENT TECHNICIAN (CBET) PREPARATION COURSE

Course Description: This course is an advanced resident course that compliments the Biomedical Equipment Technician training received in FMS 306. FMS 307 will involve experiential learning of the DICOM interface. Students will complete multiple labs involving the construction of a basic network and troubleshooting of various problems utilizing the Digital Imaging and Communications in Medicine (DICOM) interface. Students are required to complete FMS306 before being admitted into this course. For students who have already received their CBET certification, the student will be credited for their demonstrated CBET knowledge and will be eligible to participate in the course. Students will receive practical instruction in computer networking utilizing the DICOM protocol in a lab environment utilizing PCs, Ethernet switches, and routers.

Prerequisite(s): FMS 101– Introduction to Facilities Management; FMS 306– Certified Biomedical Equipment Technician Preparation Course, or CBET certification

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 30

Delivery Method: FTF

FMS 401 | MANAGEMENT OF VA FACILITIES FOR SUPERVISOR AND MANAGERS

Course Description: This course provides training specific to management of VA facilities. Topics include standards, processes and procedures at the manager level for efficient operation and maintenance of VA facilities. This course will provide the VA specific facility management concepts, processes and procedures not covered as part of the industry standard training, but required to be recognized as a facilities manager level within VA.

Prerequisite(s): FMS 101– Introduction to Facilities Management, Completion of Foundational Level Coursework, or FMS permission

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 30

Delivery Method: FTF

FMS 402 | VA CONSTRUCTION MANAGEMENT

Course Description: This course provides training specific to VA construction management standards, processes and procedures at the manager level in anticipation of achieving the CMAA Certified Construction Manager (CCM) designation. This course will provide the VA specific FM concepts, processes and procedures not covered as part of the FAC-P/PM certification process but required to be recognized as construction manager level within VA.

Prerequisite(s): None

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 60

Delivery Method: FTF

FMS 403 |VA HEALTHCARE FACILITIES MANAGEMENT

Course Description: Training specific to VA construction management standards, process and procedures at the expert level in expectation of achieving the American Hospital Association Certified Healthcare Constructor (CHC) designation. This course will provide the VA specific FM concepts, processes and procedures not covered as part of the FAC-P/PM Senior certification process but required to be recognized as a construction expert level within VA.

Prerequisite(s): None

Instructional Hours: 80 [10 Class Days]   **Continuous Learning Points:** 60

Delivery Method: FTF

VAAA-001 | The Customers' Role on the Acquisition Team

Course Description: This introduction to the Government Acquisition Process serves as an overview for non-procurement personnel. The intent is to familiarize and better prepare these individuals for work in Government procurements, and to acknowledge the importance of their role as members of the Procurement Team.

Prerequisites: None

Instructional Hours: 7 Hours

Continuous Learning Points: 7

Delivery Method: AT

FPM WKSP 215| Program Management Workshop- Program Management Success

Course Description: This one-day workshop provides an introduction to what program/project management will provide to your organization. This course focuses on the processes necessary to turn current or encountered problems into success by identifying program/project gaps; utilizing proven tools and techniques; and identifying next steps through action planning. Contact vaaapmworkshops@va.gov for details.

Prerequisites: None

Instructional Hours: 8 Hours

Continuous Learning Points: 7

Delivery Method: FTF

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Program Management School

FCR COR II| CONTRACTING OFFICER'S REPRESENTATIVE (COR) LEVEL II COURSE

Course Description: The Contracting Officer's Representative (COR) Level II Course provides instruction and practical exercises about the roles and responsibilities of a COR. In addition, course instruction includes best practices regarding COR communication, documentation, and technical support duties to the Contracting Officer (CO) within the acquisition process. After successful completion of this course, students will receive a Certificate of Completion, which they can use, along with documentation of COR Level I training (or previous certification) and one year of COR experience, to apply for COR Level II certification.

Prerequisite(s): All prospective, Level II CORs must have completed the 8-hour, COR Level 1, online training (course CLC-106), through the DAU. The VA Talent Management System (TMS) provides information about registering for DAU course CLC-106, TMS Item ID DOD 74359, and COR - CLC 106 Contracting Officer Representative with a Mission Focus.

All current Level II CORs may attend this course to receive 32 Continuous Learning Points (CLPs) [40 CLPs every 2 years are required for Level II CORs to maintain certification].

Instructional Hours: 32 [8 Class Days]   **Continuous Learning Points:** 32

Delivery Method: ST

FPM 120| ENTRY-LEVEL ACQUISITION FUNDAMENTALS OF PROJECT AND PROGRAM MANAGEMENT

Course Description: FAI Acquisition Fundamentals of Project and Program Management Course. Owner: FAI. Federal employees only; supervisor approval required. You are required to enroll in this course using the FAI Training System. Both you and your supervisor are required to have accounts for you to enroll. Press the TMS content button to access. The Acquisition Fundamentals of Project and Program Management course is the first component of a 2-course series designed to provide project/program management skills. This course is a 42-hour, online, self-paced, web-based training course. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual project/program life cycle. The Acquisition Fundamentals of Project and Program Management course is designed to help students obtain a basic knowledge and understanding of activities that an Entry-Level Project Manager requires. Students will gain necessary knowledge, skills, and abilities to apply project/program management practices in the second component of the 2-course series, FPM 121, an activities-based curriculum simulating project management activities. Once you complete the online course you will be able to enroll into the FPM 121 course through FAI.

Prerequisite(s): None

Instructional Hours: 42 (5 Class Days)   **Continuous Learning Points:** 42

Delivery Method: AT

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM 121 (FED)| ENTRY LEVEL – FEDERAL ACQUISITION CERTIFICATION FOR PROGRAM AND PROJECT MANAGERS (FAC-P/PM) RESIDENT COURSE

Course Description: Students will briefly review each module of the first course, FPM120, and then practice what they learned from FPM 120 in a threaded case study as a member of a project team. At the completion, students will have a clear understanding and the skills to manage entry-level projects in real world situations to successfully accomplish business needs.

Prerequisite(s): FPM 120 – Acquisition Fundamentals of Projects and Project Management, and (Webinar) - An Introduction to the VA Program/Project Management FAC-P/PM Certification

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF

FPM 260| MID-LEVEL - CONCEPT DEFINITION

Course Description: The Concept Definition course is the first 4-days of a 14-day series designed to provide program/project management skills. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle.

Students will be guided through the major accomplishments of the first phase of EP/PMM, Concept Definition, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of where programs/projects come from and how they support business needs.

Concept Definition for Mid-Level Program/Project Managers is designed to help students obtain a complete understanding and awareness of activities in the Concepts Definition phase. Students will examine program/project management and leadership practices as they relate to the mid-level program/project manager.

Additionally, this course answers for the mid-level program/project manager the question, "Where do programs/projects come from?" by examining the Concept Definition phase.

The VA curriculum meets the FAC-P/PM certification mandate with a holistic training program that incorporates Program Management, Acquisitions, Earned Value Management and Cost Estimating, Leadership, and Government Specific coursework areas with the EP/PMM. Students will gain necessary knowledge, skills, and abilities to apply program/project management practices in real world situations.

Prerequisite(s): Webinar - An Introduction to the VA Program/Project Management FAC-P/PM Certification

Instructional Hours: 26 [4 Class Days]   **Continuous Learning Points:** 26

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM 261| Mid-Level - Concept Planning

Course Description: The Concept Planning course is the 2nd course and 5 days in length of a 14-day series designed to provide program/project management skills. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle.

Students will be guided through the major accomplishments of the second phase of the EP/PMM, Concept Planning, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of how to plan programs/projects to successfully accomplish business needs.

Concept Planning for Mid-Level Program/Project Managers is designed to help students obtain a complete understanding and awareness of activities in the Concept Planning phase. Students will examine program/project management, acquisitions, earned value management and cost estimating, and leadership practices as they relate to the mid-level program/project manager.

The VA curriculum meets the FAC-P/PM certification mandate with a holistic training program that incorporates Program Management, Acquisitions, Earned Value Management and Cost Estimating, Leadership, and Government Specific coursework areas with the EP/PMM. Students will gain necessary knowledge, skills, and abilities to apply program/project management practices in real world situations.

Prerequisite(s): Mid-level Concept Definition

Instructional Hours: 32.5 [5 Class Days]   **Continuous Learning Points:** 32.5

Delivery Method: FTF

FPM 262| Mid-Level - Development Through Closeout

Course Description: The Development through Closeout course is the last course and 5 days in length of a 14 day series designed to provide program/project management skills. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle. Students will be guided through the major accomplishments of the last 4 phases of the EP/PMM, Development through Closeout, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of how to execute programs/projects to successfully accomplish business needs.

Prerequisite(s): Mid-level Concept Planning

Instructional Hours: 40 [5 Class Days]   **Continuous Learning Points:** 40

Delivery Method: FTF

FPM 263| Mid-Level - Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) Capstone

Course Description: This residential course is designed for Program/Project Managers who have successfully completed the Mid-Level VA FAC-P/PM Core Courses, have between two and four years of experience, and are responsible for a significant portion of a program's management efforts encompassing between $1 million and $10 million of the program's cost. Students that successfully pass this activity based capstone course will be able to submit for Mid-Level FAC-P/PM certification through the Acquisition Career Manager (ACM).

Prerequisite(s): Mid-level Development Through Closeout

Instructional Hours: 32.5 [5 Class Days]   **Continuous Learning Points:** 32.5

Delivery Method: FTF

FPM 264| MID-LEVEL - FAC-P/PM BOOT CAMP

Course Description: The FAC-P/PM boot camp training includes the three core courses (Concept Definition, Concept Planning, Development Through Closeout) combined into three weeks of continuous training. The 14-day series is designed to provide program/project management skills. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle. The boot camp does not include the CAPSTONE course.

Concept Definition is the first 4 days of a 15-day series. Students will be guided through the major accomplishments of the first phase of EP/PMM, Concept Definition, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of where programs/projects come from and how they support business needs. Concept Definition for Mid-Level Program/Project Managers is designed to help students obtain a complete understanding and awareness of activities in the Concepts Definition phase. Students will examine program/project management and leadership practices as they relate to the mid-level program/project manager. Additionally, this course answers for the mid-level program/project manager the question, "Where do programs/projects come from?" by examining the Concept Definition phase. Concept Planning is the 2nd course and 5 days in length. Students will be guided through the major accomplishments of the second phase of the EP/PMM, Concept Planning, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of how to plan programs/projects to successfully accomplish business needs. Concept Planning for Mid-Level Program/Project Managers is designed to help students obtain a complete understanding and awareness of activities. The last 5 days are comprised of the Development through Closeout phase. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle. Students will be guided through the major accomplishments of the last 4 phases of the EP/PMM, Development through Closeout, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of how to execute programs/projects to successfully accomplish business needs.

Prerequisite(s): None

Instructional Hours: 97.5 [14 Class Days]   **Continuous Learning Points:** 97.5

Delivery Method: FTF

FPM 360| SENIOR LEVEL - CONCEPT DEFINITION

Course Description: The Concept Definition course is the first 4 days of a 14-day series designed to provide program/project management skills. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle.

Students will be guided through the major accomplishments of the first phase of EP/PMM, Concept Definition, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of where programs/projects come from and how they support business needs.

Concept Definition for Senior Level Program Managers is designed to help students obtain a clear and complete understanding and awareness of activities in the Concepts Definition phase. Students will examine program management and leadership practices as they relate to the senior-level program manager.

Additionally, this course answers for the senior level program manager the question, "Where do programs come from?" by examining the Concept Definition phase.

The VA curriculum meets the FAC-P/PM certification mandate with a holistic training program that incorporates Program Management, Acquisitions, Earned Value Management and Cost Estimating, Leadership, and Government Specific coursework areas with the EP/PMM. Students will gain necessary knowledge, skills, and abilities to apply program/project management practices in real world situations.

Prerequisite(s): Webinar - An Introduction to the VA Program/Project Management FAC-P/PM Certification

Instructional Hours: 26 [4 Class Days]   **Continuous Learning Points:** 26

Delivery Method: FTF

FPM 361| SENIOR LEVEL - CONCEPT PLANNING

Course Description: The Concept Planning course is the 2nd course and 5 days in length of a 14-day series designed to provide program/project management skills. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle.

Students will be guided through the major accomplishments of the second phase of the EP/PMM, Concept Planning, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of how to plan programs to successfully accomplish business needs.

Concept Planning for Senior Level Program Managers is designed to help students obtain a clear and complete understanding and awareness of activities in the Concept Planning phase. Students will examine program management, acquisitions, earned value management and cost estimating, and leadership practices as they relate to the senior-level program manager.

The VA curriculum meets the FAC-P/PM certification mandate with a holistic training program that incorporates Program Management, Acquisitions, Earned Value Management and Cost Estimating, Leadership, and Government Specific coursework areas with the EP/PMM. Students will gain necessary knowledge, skills, and abilities to apply program/project management practices in real world situations.

Prerequisite(s): Senior-level Concept Definition

Instructional Hours: 32.5 [5 Class Days]   **Continuous Learning Points:** 32.5

Delivery Method: FTF

FPM 362| Senior Level – Development through Closeout

Course Description: The Development Through Closeout course is the last course and 5 days in length of a 14- day series designed to provide program/project management skills. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle. Students will be guided through the major accomplishments of the last 4 phases of the EP/PMM, Development through Closeout, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of how to execute programs/projects to successfully accomplish business needs.

Prerequisite(s): Senior-level Concept Planning

Instructional Hours: 32.5 [5 Class Days]   **Continuous Learning Points:** 32.5

Delivery Method: FTF

FPM 363| Senior Level - Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) Capstone

Course Description: This residential course is designed for Program Managers who have successfully completed the Senior Level VA FAC-P/PM Core Courses, have at least four years of experience, and are responsible for a significant portion of a program's management efforts encompassing over $10 million of the program's cost. Students that successfully pass this activity based capstone course will be able to submit for Senior Level FAC-P/PM certification through the Acquisition Career Manager (ACM).

Prerequisite(s): Senior-level Development Through Closeout

Instructional Hours: 32.5 [5 Class Days]   **Continuous Learning Points:** 0.00

Delivery Method: FTF

FPM 364| SENIOR LEVEL - FAC-P/PM BOOT CAMP

Course Description: The FAC-P/PM boot camp training includes the three core courses (Concept Definition, Concept Planning, Development Through Closeout) combined into three weeks of continuous training. The 14-day series is designed to provide program/project management skills. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle. The boot camp does not include the CAPSTONE course.

Concept Definition is the first 4 days of the 14-day series. Students will be guided through the major accomplishments of the first phase of EP/PMM, Concept Definition, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of where programs/projects come from and how they support business needs. Concept Definition for Senior Level Program Managers is designed to help students obtain a clear and complete understanding and awareness of activities in the Concepts Definition phase. Students will examine program management and leadership practices as they relate to the senior-level program manager. Additionally, this course answers for the senior level program manager the question, "Where do programs come from?" by examining the Concept Definition phase.

Concept Planning is the 2nd course and 5 days in length. Students will be guided through the major accomplishments of the second phase of the EP/PMM, Concept Planning, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of how to plan programs to successfully accomplish business needs. Concept Planning for Senior Level Program Managers is designed to help students obtain a clear and complete understanding and awareness of activities in the Concept Planning phase.

The Development Through Closeout course is the last phase and encompasses the last 5 days of the training designed to provide program/project management skills. Following a best practices model, the VA Enterprise Program/Project Management Training Model (EP/PMM) aligns FAC-P/PM competencies to the actual program/project life cycle. Students will be guided through the major accomplishments of the last 4 phases of the EP/PMM, Development through Closeout, practicing what they learn in a threaded case study. At completion, students will have a clear understanding of how to execute programs/projects to successfully accomplish business needs.

Prerequisite(s): Webinar - An Introduction to the VA Program/Project Management FAC-P/PM Certification

Instructional Hours: 97.5 [14 Class Days]   **Continuous Learning Points:** 97.5

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM 267| INTRODUCTION TO AGILE IN THE FEDERAL GOVERNMENT

Course Description: Agile management or agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This course provides an introduction to Agile values and principles and how they are applied to Acquisition in the Federal Government. The purpose of Introduction to Agile in the Federal Government is to provide the knowledge and best practices to apply Agile values and principles to the VA Enterprise Program/Project Management Model (EP/PMM).

This course provides practical, hands-on Agile P/PM skills development and an Agile Toolkit that can be applied to the specific programs and projects of Federal Government acquisition. Learners will participate in interactive lectures, discussions, small group and individual activities.

Prerequisite(s): Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting).

Instructional Hours: 16 [4 Class Days]   **Continuous Learning Points:** 16

Delivery Method: BLD

FPM 252| AGILE FOR THE PRODUCT OWNER

Course Description: Agile management or agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This course, builds upon the foundational knowledge and concepts introduced in the first course, Introduction to Agile in the Federal Government. The course further defines the role and responsibilities of the Product Owner for projects applying the Agile values and principles in the Federal Government. It discusses the benefits of a collaborative relationship among the Contracting Officer's Representative (COR), Product Owner and Project Manager (PM).

Next the course explores the roles and responsibilities of the Product Owner in setting the project vision. This includes articulating high level goals, decomposing requirements, building support from senior leadership and other stakeholders, prioritizing the work to be done, and ensuring the project is following approved acquisition processes. The course then focuses on the role and responsibilities of the Product Owner in sharing the project vision with the development team through release and iteration planning to build the software product. The course continues by exploring ways to assist the Product Owner in achieving the project vision through Agile teams. The students review the Product Owner's key characteristics of leadership, influencing teams, and achieving successful outcomes. The course concludes with a review of case studies and examples of Agile projects within the Federal Government.

Prerequisite(s): Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting); completion of Introduction to Agile in the Federal Government course.

Instructional Hours: 26 [4 Class Days]   **Continuous Learning Points:** 32

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

REVISED 12-23-2014

FPM 268| MONITORING AGILE PROJECTS IN THE FEDERAL GOVERNMENT

Course Description: Agile management or agile project management is an iterative and incremental method of managing the design and build activities for engineering, information technology, and new product or service development projects in a highly flexible and interactive manner. This course, builds upon the foundational knowledge and concepts introduced in the first course, Introduction to Agile in the Federal Government, and further details the skills and role of the Product Owner discussed in the second course, Agile for the Product Owner. The course details the metrics and tools used by the Product Owner in Federal Government Agile projects to assess status, determine progress, and communicate project information to the stakeholders.

Next the course compares monitoring Agile projects versus traditional monitoring and control used in waterfall projects. The students review roles and responsibilities related to monitoring in Agile projects, and how Agile metrics can be used to addressing documentation requirements. Finally, the course addresses how to determine the status of an Agile project, including determining when a project is in trouble as well when the project is finished.

By the conclusion of this course, the student will be able to use Agile metrics to determine project status, speak to appropriate monitoring techniques, and be able to communicate with stakeholders concerning Agile metrics.

Prerequisite(s): Mid-level certification under the Federal Acquisition Certification (FAC) program (Program/Project Management, Contracting Officer Representative or Contracting); completion of Agile for the Product Owner course.

Instructional Hours: 13 [2 Class Days]   **Continuous Learning Points:** 13

Delivery Method: FTF

FPM 253| CRITICAL THINKING FOR THE ACQUISITION INDIVIDUAL CONTRIBUTOR

Course Description: Critical Thinking for the Acquisition Individual Contributor is an interactive, outcome-focused facilitated course that blends individual development with rational and creative critical thinking processes to create a comprehensive approach to problem solving, decision making, and planning. Over sixty percent of this program involves acquisition participants in learner-driven activities and on-the-job application. The course offers a dynamic blend of instructor presentation, on-the-job application, and skill practice in each of the processes using acquisition work-related concerns brought by participants. Principles of teamwork and effective meeting management are practiced by participants throughout the facilitated course.

The adaptability of this program makes it applicable for a wide range of organizational levels from acquisition senior managers wanting to enhance their critical thinking skills to acquisition front-line staff who have had little experience with problem solving training. Organizations wanting to create a positive culture where complex problems are solved and difficult decisions are made will find this program provides a relevant, readily useable solution.

Prerequisite(s): None

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 16

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM 254| CRITICAL THINKING FOR ACQUISITION LEADERS

Course Description: Critical Thinking for Acquisition Leaders is the latest release of a unique blend of training and coaching which produces results. This facilitated course is designed to improve personal and organizational effectiveness by teaching time-tested, practical critical thinking tools that have been developed and refined over the past 30 years. Critical Thinking was defined as creative thinking, strategic thinking, problem solving and decision making.

Critical Thinking Tools for Acquisition Leadership training and coaching includes Pearson's Watson-Glaser II Critical Thinking Appraisal®, the industry standard for evaluating critical thinking strengths and challenges and an assessment currently used by over 50% of Fortune 500 companies for selection.

One of the reasons this training is so effective is its 3 phase structure. Prior to beginning, the students and their Manager identify a current problem they are facing. Then the "Action Learning" techniques taught in the facilitated course are used to address and resolve this particular issue for an immediate Return-On-Investment. An action plan is also developed to implement what was learned going forward. After the facilitated course, there is follow-up with the facilitator and accountability with the student's Manager to enforce the techniques and make the learning more effective and longer lasting.

Prerequisite(s): None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 24

Delivery Method: FTF

FPM WKSP 206| CRITICAL THINKING WORKSHOP FOR ACQUISITION TEAMS

Course Description: Critical Thinking for Intact Acquisition Teams is an interactive, outcome-focused, facilitated course that blends team development with rational and creative critical thinking processes to create a comprehensive approach to problem solving, decision making, and planning. Over 60% of this program involves students in learner-driven activities and on-the-job application. The course offers a dynamic blend of instructor presentation, on-the-job application, and skill practice in each of the processes using work-related concerns brought by students. Principles of teamwork and effective meeting management are practiced by students throughout the facilitated course. The adaptability of this program makes it applicable for a wide range of organizational levels from senior managers wanting to enhance their critical thinking skills to front-line staff who have had little experience with problem solving training. Organizations wanting to create a positive culture where complex problems are solved and difficult decisions are made will find this program provides a relevant, readily useable solution.

Prerequisite(s): Webinar - An Introduction to the VA Program/Project Management FAC-P/PM Certification

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 16

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM 259|Market Intelligence

Course Description: Market Intelligence is a solid understanding of the industry and market through investigation & discovery, surveys, requests for information, trade events, associations, site visits, "industry days," etc. Solid market research and the larger construct of Market Intelligence can be used to: validate requirements, or not; identify more efficient requirements – to eliminate gold‑plating; ensure that requirements are consistent with industry practices; and, importantly, ensure that requirements are inclusive of small business. Market Intelligence will aid Acquisition professionals and industry in identifying, refining and establishing requirements to fulfill capability gaps. Market intelligence also informs decisions during the acquisition process to establish best value for government acquisitions.

Participants will be seeking the ability to conduct Market Intelligence in order to perform Acquisition Professional duties. Specifically participants will be anyone in the acquisition community to include the following:

- Contracting professionals
- Program/Project management professionals
- Contracting Officer's Representatives
- Industry
- Other Acquisition professionals

Prerequisite(s): None

Instructional Hours: 24   **Continuous Learning Points:** 21

Delivery Method: FTF and ST

FPM 170| Lean Six Sigma Greenbelt

Course Description: This blended course focuses on Lean Six Sigma methodology and tools and is intended to lead to Green Belt certification. It supports the DMAIC (Define-Measure-Analyze-Improve-Control) roadmap for achieving more efficient and effective processes and services. The course centers around a one week face-to face class utilizing many examples, simulations and hands-on exercises to provide a practical-working knowledge that will be used in conducting a Green Belt Project. It is expected that students will collaborate with their supervisor and/or management to identify a suitable project. Prior to the class students participate in virtual instruction sessions, complete eLearning modules, and develop a project plan. After the class students will have access to coaching from the classroom instructors as they complete their projects. A certificate of completion will be provided to students meeting minimum requirements of 90% attendance and an 80% or greater score on the course test. Full credit and certification is provided once project is completed and confirmed that the work meets both certification criteria and expectations of the project sponsor.

Prerequisite(s): None

Instructional Hours: TBD   **Continuous Learning Points:** TBD

Delivery Method: BLD

FPM 270| LEAN SIX SIGMA BLACKBELT

Course Description: This class is an incremental 1-week hands-on workshop to the Green Belt training. Classroom learning focuses on providing a greater depth of knowledge in the tools and methods of Lean Six Sigma. Learning is reinforced through dynamic exercises and methods taught to expand the problem-solving ability of the students to support larger projects in the organization. Students are expected to bring a sponsored project with them to class. Projects will be discussed during the course, with more in-depth project coaching available after the classroom experience. Skills acquired in class will additionally enhance the individual's performance to better perform their functional role and further enable them to effectively execute projects. A certificate of completion will be provided to students meeting minimum requirements of 90% attendance and a 70% or greater score on the course test. Full credit and certification is provided once project work is completed and confirmed that the work meets both certification criteria and expectations of the project sponsor. Prerequisites include Lean Six Sigma Green Belt Certification.

Prerequisite(s): TBD

Instructional Hours: 32.5 [5 Class Days]　　　　　　　　　**Continuous Learning Points:** 32.5

Delivery Method: BLD

FPM 251| LIFE CYCLE COST ESTIMATION (LCCE)

Course Description: To provide personnel, with some acquisition background, the knowledge and skills needed to conduct program life cycle cost estimation. Using an in-class, interactive case study, students 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.

Prerequisite(s): None

Instructional Hours: 19.5 [3 Class Days]　　　　　　　　　**Continuous Learning Points:** 19.5

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM WKSP 200| Program Management Team Workshop I – Program Planning I

Course Description: This workshop provides PM teams with instructional assistance to develop critical artifacts and processes essential to plan and execute programs/projects. This workshop is specifically designed to assist teams in developing program/project vision and scope, and to produce appropriate documents to initiate their program/project.

Who should attend: PM teams with varying degrees of knowledge and expertise accountable for their programs. Workshops I and II must be taken sequentially while the others can be taken individually.

Outcomes: Teams will work with facilitators to effectively develop necessary documents for their specific programs/projects. These include:

- Preliminary Program/Project Goal Statement
- Preliminary Program/Project Work Breakdown Structure
- Preliminary Program/Project WBS Dictionary
- Preliminary Program/Project Milestone Schedule
- Preliminary Program/Project Risk Register

Contact: vaaapmworkshops@va.gov

Prerequisite(s): None

Instructional Hours: 19.5 [3 Class Days]   **Continuous Learning Points:** 19.5

Delivery Method: FTF

FPM WKSP 209| Program Management Team Workshop II – Program Planning II

Course Description: This workshop will provide PM teams with facilitated assistance to further develop program/project plans and refine the critical artifacts and processes prepared during the Program Planning I workshop. It specifically targets the finalization of documents and the development of a program schedule. Teams will also identify strategies for optimizing their program/project schedules by identifying associated management practices.

Who should attend: PM teams with varying degrees of knowledge and expertise accountable for their programs. Workshops I and II must be taken sequentially while the others can be taken individually.

Outcomes: Teams will work with facilitators to complete the following:

- Program/Project Goal Statement
- Program/Project Work Breakdown Structure
- Program/Project WBS Dictionary
- Program/Project Requirements Traceability Matrix
- Program/Project Milestone Schedule
- Program/Project Baseline Schedule
- Program/Project Risk Register

Contact: vaaapmworkshops@va.gov

Prerequisite(s): Program Management Team Workshop I – Program Planning I (Course ID 3834764)

Instructional Hours: 19.5 [3 Class Days]   **Continuous Learning Points:** 19.5

Delivery Method: FTF

FPM WKSP 210| Program Management Team Workshop III – Acquisition Preparedness

Course Description: This workshop is specifically designed to help PM teams prepare an Acquisition Package for an identified acquisition. Teams will apply program/project management best practices in market research, cost estimation, technical evaluation, and acquisition planning.

Who should attend: PM teams with varying degrees of knowledge and expertise accountable for their programs. Workshops I and II must be taken sequentially while the others can be taken individually.

Outcomes: Teams will work with facilitators to develop or improve specific acquisition documents and activities as part of an actionable Acquisition Package. These include:

- Statement of Work/Performance Work Statement (SOW/PWS)
- Market Research
- Quality Assurance Surveillance Plan (QASP)
- Evaluation Criteria
- Independent Government Cost Estimate (IGCE)

Contact: vaaapmworkshops@va.gov

Prerequisite(s): None

Instructional Hours: 19.5 [3 Class Days]   **Continuous Learning Points:** 19.5

Delivery Method: FTF

FPM WKSP 211| Program Management Team Workshop IV – Monitoring And Controlling The Program

Course Description: This workshop provides PM teams with instructional assistance and the tools to control and monitor their program/project. Team members will review and implement proven skills and best practices necessary to monitor their program/project throughout the Acquisition Life Cycle. All current program/project artifacts will be used to develop monitoring and controlling artifacts for their specific program/project.

Who should attend: PM teams with varying degrees of knowledge and expertise accountable for their programs. Workshops I and II must be taken sequentially while the others can be taken individually.

Outcomes: Teams will work with facilitators to develop documents to monitor and control their program/project. These include:

- Program/Project Dashboard
- Program/Project Stakeholder Management Plan
- Program/Project Communication Management Plan

Contact: vaaapmworkshops@va.gov

Prerequisite(s): None

Instructional Hours: 19.5 [3 Class Days]   **Continuous Learning Points:** 19.5

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM WKSP 212| PROGRAM MANAGEMENT TEAM WORKSHOP V – PROGRAM PERFORMANCE REVIEW

Course Description: This workshop provides PM teams with instructional assistance to assess their program/project performance. Specifically, teams will review and analyze their program/project's performance metrics, and gauge program/project health. This workshop will provide students with methods to analyze their program/project performance.

Who should attend: PM teams with a varying degree of knowledge and expertise accountable for their programs. Workshops I and II must be taken sequentially while the others can be taken individually.

Outcomes: Teams will work with facilitators to create or improve:

- Program/Project Dashboard(s)
- Program/Project Reports
- Program/Project Performance Measures
- Program/Project Lessons Learned
- Program/Project Stakeholder Management Plan
- Program/Project Communication Management Plan

Contact: vaaapmworkshops@va.gov

Prerequisite(s): None

Instructional Hours: 13 [2 Class Days]   **Continuous Learning Points:** 13

Delivery Method: FTF

FPM WKSP 213| PROGRAM MANAGEMENT TEAM WORKSHOP VI – PROGRAM DIAGNOSTICS AND PLANNING

Course Description: This workshop is a resource for PM teams for the diagnosis and restoration of an underperforming program/project. The workshop is tailored to the program/project's deficiencies and provides assistance to develop a plan to address underperformance.

Who should attend: PM teams with a varying degree of knowledge and expertise involved in a challenged program/project seeking assistance to improve performance. Workshops I and II must be taken sequentially while the others can be taken individually.

Outcomes: Teams will work with facilitators to identify and diagnose problematic areas and develop a Get Well Plan to revitalize the health of their program/project.

Contact: vaaapmworkshops@va.gov

Prerequisite(s): None

Instructional Hours: 26 [4 Class Days]   **Continuous Learning Points:** 26

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM WKSP 215| PROGRAM MANAGEMENT WORKSHOP- PROGRAM MANAGEMENT SUCCESS

Course Description: This one-day workshop provides an introduction to what program/project management will provide to your organization. This course focuses on the processes necessary to turn current or encountered problems into success by identifying program/project gaps; utilizing proven tools and techniques; and identifying next steps through action planning. Contact vaaapmworkshops@va.gov for details.

Prerequisites: None

Instructional Hours: 8 Hours   **Continuous Learning Points:** 7

Delivery Method: FTF

FPM 257| WORK BREAKDOWN STRUCTURE (WBS) FOR PERFORMANCE-BASED ACQUISITION

Course Description: The WBS for Performance-Based Acquisition is the first of the four-course Acquisition Package Series. The purpose of the course is to address shortfalls in the requirements gathering and project planning aspects of PBA. By applying industry standards to the creation of a service or product-oriented WBS and development of requirements in the WBS dictionary, course students create a live blueprint for scheduling, resource accountability, and most importantly, performance expectations. As these elements define success for a project, the mastery of related skills should improve project outcomes.

WBS for Performance-Based Acquisition is a 16-hour blended course designed to enhance skills pertaining to the development of an accurate performance-based WBS. Within the course, students develop requirements fully through the creation of the WBS dictionary, beginning with identification of business requirements and initial stakeholder communication. They develop a high-level service or product-oriented WBS and the performance requirements traceable to each element. Through the application of standards and best practices, students complete a variety of synchronous, asynchronous, group, and individual activities and assessments. These help ensure that students are proficient in the industry-supported methods of WBS creation, gathering and tracking of requirements for a performance-based WBS dictionary, and stakeholder management, in order to create a strong foundation for the rest of the performance-based acquisition package.

Prerequisite(s): None

Instructional Hours: 16   **Continuous Learning Points:** 16

Delivery Method: BLD

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM 258| Performance Work Statement (PWS) for Performance-Based Acquisition

Course Description: The Performance Work Statement (PWS) for Performance-Based Acquisition course the is second of the four-course Acquisition Package Series and is to be taken after the Work Breakdown Structure Course for Performance-Based Acquisition. The course is designed to enhance program/project management skills pertaining to the development of an accurate PWS, the cornerstone of performance-based acquisition. Throughout the course, students will be engaged in the process of applying PWS industry standards in defining requirements as measureable outcomes, establishing measureable performance standards, and detailing performance assessment plans.

The Performance Work Statement (PWS) for Performance-Based Acquisition course is a 24-hour blended course designed to address a vital element of the performance-based acquisition package, the PWS. Throughout the course, students will develop the PWS and performance outcomes in alignment with established business need and requirements. Students will complete a variety of synchronous, asynchronous, group and individual activities and assessments. These activities will help to ensure that they are proficient in the proper methods of defining requirements as outcomes as well as establish performance standards, incentives and assessment plans.

Prerequisite(s): None

Instructional Hours: 24   **Continuous Learning Points:** 24

Delivery Method: BLD

FPM 255|Independent Government Cost Estimate (IGCE) for Performance-Based Acquisition

Course Description: The IGCE for Performance-Based Acquisition course is the third of the four-course Acquisition Package Series and is to be taken after the Performance Work Statement (PWS) for Performance-Based Acquisition course. The PBA course is designed to enhance skills pertaining to the development of an accurate and verifiable IGCE. Within the course, students will learn and apply estimating techniques and methodologies as well as develop an IGCE based on a simulated project. This course, as a part of the Acquisition Package Series, will provide a skill set that will elicit improvement in acquisition package development.

IGCE for PBA is a 16-hour blended course designed to enhance skills pertaining to development the IGCE. Through hands-on, real-world applications, acquisition professionals will improve their skills in determining cost estimating methodology, conducting and documenting market research that justifies the estimate and the acquisition strategy, and creating the IGCE. The Government must provide training in this area to address observed deficiencies and improve the quality of acquisition packages submitted for approval. Students will complete a variety of synchronous and asynchronous activities to prepare them to create accurate and verifiable IGCEs.

Prerequisite(s): None

Instructional Hours: 16   **Continuous Learning Points:** 16

Delivery Method: BLD

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

FPM 256|TECHNICAL EVALUATION FOR PERFORMANCE-BASED ACQUISITION

Course Description: The Technical Evaluation for Performance-Based Acquisition course is the fourth of the four-course Acquisition Package Series and is to be taken after the Independent Government Cost Estimate (IGCE) for Performance-Based Acquisition course. The course is designed to enhance skills pertaining to the development of accurate evaluation criteria that are directly traceable to the Performance Requirements Summary (PRS). Throughout the course, students will be engaged in developing measurable evaluation criteria, building elements of a source selection plan, and applying criteria to proposals as part of a successful source selection process. They will complete activities that underscore the importance of the evaluation criteria (included in the acquisition package) as an external communication effort that can directly impact the quality of the source selection process.

The Technical Evaluation for Performance-Based Acquisition (PBA) course is a 24-hour blended course designed to enhance the skills that pertain to the development of accurate evaluation criteria and the formation of the Technical Evaluation Team, both integral to a successful performance-based acquisition. Through hands-on, real-world applications, students will improve their skills in building elements of a source selection plan, establishing evaluation criteria, and applying and weighting those criteria to proposals as part of a successful source selection process. Through the application of standards and best practices, students will complete a variety of synchronous, asynchronous, group and individual activities and assessments to ensure that they are proficient in creating evaluation criteria based on previously established performance requirements. Training must be provided in this area to address observed deficiencies and improve the quality of acquisition packages submitted for approval.

Prerequisite(s): None

Instructional Hours: 24   **Continuous Learning Points:** 24

Delivery Method: BLD

VAAA-001 | THE CUSTOMERS' ROLE ON THE ACQUISITION TEAM

Course Description: This introduction to the Government Acquisition Process serves as an overview for non-procurement personnel. The intent is to familiarize and better prepare these individuals for work in Government procurements, and to acknowledge the importance of their role as members of the Procurement Team.

Prerequisites: None

Instructional Hours: 7 Hours   **Continuous Learning Points:** 7

Delivery Method: AT

Supply Chain Management School

FLG 090—SCM 090 | Principles of Inventory Management (PIM) (GS-8 and below; WG 8 and below)

Course Description: This course is delivered by NOVACES/APICS and is designed to educate the logistics workforce on the basics of effective inventory management. It is a highly interactive course taught at selected facilities to maximize participation and reduce travel costs. Upon completion of this course, students will be able to accomplish the following: define inventory and explain the financial impact of the VA's operating performance, identify and calculate carrying and ordering costs, explain the effects and benefits of lot sizing, determine the best cost-effective levels of safety-stock, know the effects of random variation on forecasts and how it relates to safety stock, and be able to apply continuous process improvement to reduce inventory and eliminate waste.

Prerequisites: None

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 21.5

Delivery Method: FTF

FLG 101—SCM 101 | Introduction to integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) (GS-8 and below; WG 8 and below)

*Note: Please check the website (*www.acquisitionacademy.va.gov*) for information on course offerings.*

Course Description: This course is designed to provide a basic understanding of the Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) system and how Level I Supply Chain Professionals utilize it 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. This course is a prerequisite for SCM 102A: Introduction to GIP and SCM 102B: Introduction to AEMS/MERS. When applying for this course, students will select one of the two requisite courses to complete immediately following this course.

Prerequisites: None

Instructional Hours: 16 [2 Class Days]   **Continuous Learning Points:** 14.5

Delivery Method: FTF

FLG 102A—SCM 102A | Introduction to Generic Inventory Package (GIP) (GS-8 and below; WG 8 and below)

*Note: Please check the website (*www.acquisitionacademy.va.gov*) for information on course offerings.*

Course Description: This course introduces the Level I Supply Chain Professional to the Generic Inventory Package (GIP) and how it is used throughout the inventory process. Students learn the different types of GIP inventory and GIP stock levels. This course provides students with the opportunity to experience setting inventory points, removing items from inventory, and creating a picking ticket in the GIP system through interactive exercises and simulations. This course provides an overview of GIP reporting to illustrate how daily tasks integrate into the overarching inventory process.

Prerequisites: SCM 101 Introduction to IFCAP

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 21.5

Delivery Method: FTF

FLG 102B—SCM 102B | INTRODUCTION TO AUTOMATED ENGINEERING MANAGEMENT SYSTEMS / MEDICAL EQUIPMENT REPORTING SYSTEM (AEMS/MERS) (GS-8 AND BELOW; WG 8 AND BELOW)

*Note: Please check the website (*www.acquisitionacademy.va.gov*) for information on course offerings.*

Course Description: This course is designed to provide the Level I Supply Chain Professional with an understanding of the Automated Engineering Management Systems/Medical Equipment Reporting System (AEMS/MERS) and how it is used to manage non-expendable property and equipment. Students are taught the roles, responsibilities, and skills required to perform daily property and equipment management tasks. Students learn the concepts of complete and accurate data entry and AEMS/MERS record keeping through class education and exercises.

Prerequisites: SCM 101 Introduction to IFCAP

Instructional Hours: 24 [3 Class Days]   **Continuous Learning Points:** 21.5

Delivery Method: FTF

VAAA-001 | THE CUSTOMERS' ROLE ON THE ACQUISITION TEAM (GS-8 AND BELOW; WG 8 AND BELOW)

Course Description: This course is available online through the VA Talent Management System (TMS) and is an introduction to the Government Acquisition Process. It serves as an overview for non-procurement personnel. The intent is to familiarize and better prepare these individuals for work in Government procurements, and to acknowledge the importance of their role as members of the Procurement Team.

Prerequisites: None

Instructional Hours: 7 Hours   **Continuous Learning Points:** 7

Delivery Method: AT

PURCHASING: FINDING SOURCES OF SUPPLY (GS-8 AND BELOW; WG 8 AND BELOW)

Course Description: This course is available online through the VA Talent Management System (TMS). Your organization's purchases probably account for the largest share of its total costs. Having a clear understanding of your product and service requirements and conveying those requirements to the right suppliers may result in huge savings for your organization. But finding the right suppliers takes effort. First you need to identify the best available suppliers based on reliable information and research. Then you need to prepare a solicitation document, such as a Request for Proposal or Request for Quotation, and send it to the qualified suppliers. This course discusses how to find sources of supply using this solicitation process and prepares you to choose the best sourcing strategy for a given purchase. It discusses how purchase requisitions are created and how information about suppliers is proactively researched. Finally, it covers how, based on this information, solicitation documents are prepared and sent to potential suppliers for their responses.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS ID: 2163968

CLC 108 | INTRODUCTION TO STRATEGIC SOURCING (GS-8 AND BELOW; WG 8 AND BELOW)

Course Description: This course is available online through the Defense Acquisition University (DAU). The U.S. Department of Defense, like the rest of the Federal Government, is discovering how Strategic Sourcing can be a key enabler for achieving improved quality and cost related to the purchase of goods and services. This course provides an overview of Strategic Sourcing concepts and techniques for helping organizations make the shift from tactical to strategic purchasing.

This course is offered by DAU. Visit www.dau.mil for information on this course.

Prerequisites: None

Instructional Hours: 5 Hours   **Continuous Learning Points:** 5

Delivery Method: AT

BUSINESS WRITING: HOW TO WRITE CLEARLY AND CONCISELY (GS-8 AND BELOW; WG 8 AND BELOW)

Course Description: This course is available online through the VA Talent Management System (TMS). People who have no problem communicating clearly when they speak sometimes struggle to make themselves understood when they write. That's because the ability to write clearly and concisely is a skill that requires effort to master. Acquiring this skill gives you the tools to create effective business documents for readers who lack the time or the patience to search for essential information buried in long, rambling e-mails or reports.

Writing clearly also entails organizing content logically and appropriately for the subject and reader, Clear and concise sentences get you part of the way. But you need to organize these into coherent paragraphs that convey the relevant information in the most effective way.

This course describes ways to make your writing more clear. Specifically, it covers the importance of using short, familiar words, appropriate connotations, concrete and specific language, and transitional words and phrases. The course also discusses ways to be more concise and explains some best practices for organizing content logically and appropriately.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS ID: 1278127

PROBLEM SOLVING: THE FUNDAMENTALS (GS-8 AND BELOW; WG 8 AND BELOW)

Course Description: This course is available online through the VA Talent Management System (TMS). 'The problem,' says author and psychiatrist Theodore Rubin, 'is not that there are problems. The problem is expecting otherwise and thinking that having problems is a problem.' A problem is a question or situation that presents doubt, perplexity, or difficulty. It's an issue that needs to be corrected or overcome in order to achieve a desired state. Problem solving involves goal-oriented thinking and action in situations for which no ready-made solutions exist. Whether consciously or unconsciously, everybody solves problems relating to their personal or work life every day, however, you can greatly improve your problem-solving effectiveness by gaining a better understanding of the problem-solving process, essential skills, and required competencies, as well as an awareness of the mind traps and pitfalls that impair the process. This course takes you through the essentials of problem solving and explores some of its challenges.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS ID: 1310265

DECISION MAKING: THE FUNDAMENTALS (GS-8 AND BELOW; WG 8 AND BELOW)

Course Description: This course is available online through the VA Talent Management System (TMS). To emphasize the need of a formal decision-making process, C. Wright Mills, an American sociologist and author, once said, 'Freedom is not merely the opportunity to do as one pleases; neither is it merely the opportunity to choose between set alternatives. Freedom is, first of all, the chance to formulate the available choices, to argue over them – and then the opportunity to choose.' It's been estimated that most human beings make thousands of decisions in the course of an average day, many of which are unconscious decisions. It is important for your personal and professional success that you become an effective decision maker. This involves following an established decision-making process and adapting your decision-making style to suit different situations. This course introduces you to the fundamentals of decision making and illustrates techniques to help you become an effective decision maker. The course first walks you through the steps of a widely accepted decision-making process. Then it leads to a description of the factors influencing your decision-making style and shows how to adapt that style to suit a given situation. So you'll have everything you need to start on the road to becoming an effective decision maker.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS ID: 1310268

MEETINGS THAT MOVE THINGS FORWARD (GS-8 AND BELOW; WG 8 AND BELOW)

Course Description: This course is offered by VA's Learning University (VALU) as part of the Transformational Leadership curriculum. During this interactive webinar, participants will examine the principles of a good agenda, use tips for getting their message across and engage in active skills practice.

Prerequisites: None

Instructional Hours: 2 Hours   **Continuous Learning Points:** 2

Delivery Method: ST —TMS ID: 1341047

FQN 114—SCM 215 | STRATEGIC SOURCING (GS-9 – GS-12, WG-9, ALL WS AND WL GRADES)

Course Description: This workshop is three days 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: None

Instructional Hours: 24 [3 Class Day]   **Continuous Learning Points:** 21.5

Delivery Method: FTF

CREATING IMPACT AND IMPROVING PERFORMANCE – 1 DAY WORKSHOP FOR PROGRAM MANAGEMENT SUCCESS (GS-9 – GS-12, WG-9, ALL WS AND WL GRADES)

Course Description: This one-day workshop provides an introduction to what program/project management will provide to your organization. This course focuses on the processes necessary to turn current or encountered problems into success by identifying program/project gaps; utilizing proven tools and techniques; and identifying next steps through action planning.

Prerequisites: None

Instructional Hours: 8 Hours   **Continuous Learning Points:** 7

Delivery Method: FTF —TMS ID: 1374529

THE TIME VALUE OF MONEY AND INVESTMENT DECISIONS FOR NON-FINANCIAL PROFESSIONALS (GS-9 – GS-12, WG-9, ALL WS AND WL GRADES)

Course Description: This course is available online through the VA Talent Management System (TMS). The notion of Time Value of Money is at the foundation of many financial decisions and activities in an organization. Regardless of your functional or departmental role, you may be required to choose between investment options in assets, plants and equipment, new businesses, advertising campaigns, employee training, or technology, based on their future cash flow expectations. It is important for you to make sound financial decisions to allocate your organization's resources most effectively and ensure the best return possible on them. This course attempts to familiarize you with the concept of The Time Value of Money and presents some effective methods to evaluate the desirability of decisions involving capital expenditures and investment. This course covers two of these methods "Payback Period and Net Present Value" in greater detail to help you choose between different investment options.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS ID: 1328260

CRITICAL THINKING (GS-9 – GS-12, WG-9, ALL WS AND WL GRADES)

Course Description: This course is available online through the VA Talent Management System (TMS). This course is a 29 minute interactive, media-rich case study focused on content analysis, problem solving and decision making. Critical thinking is useful for examining an issue or problem logically. This Challenge Series product explores applying the critical thinking process.

Prerequisites: None

Instructional Hours: 0.5 Hours   **Continuous Learning Points:** 0.5

Delivery Method: AT—TMS ID: 1349516

CRITICAL THINKING ESSENTIALS: APPLYING CRITICAL THINKING SKILLS (GS-9 – GS-12, WG-9, ALL WS AND WL GRADES)

Course Description: This course is available online through the VA Talent Management System (TMS). Your thinking can have a significant effect on the quality of your life and it determines how well you work through complex problems, make decisions, and accomplish your goals. That's why developing critical thinking skills is so important. To think critically is a practical goal and one you can apply to every question, issue, or problem you face. This course explains how critical thinking promotes creative thinking. It also describes the skills required for critical thinking and how to apply critical thinking to decisions, problems, or issues in the workplace.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT TMS ID: 1371795

DECISION MAKING: TOOLS AND TECHNIQUES (GS-9 – GS-12, WG-9, ALL WS AND WL GRADES)

Course Description: This course is available online through the VA Talent Management System (TMS). Napoleon Bonaparte once said, 'Nothing is more difficult, and therefore more precious, than to be able to decide.' Good decision making means choosing the course of action that optimizes the return on your investment of resources. But before you can make a good decision, you need to first identify and evaluate your alternatives. Fortunately, a number of tools and techniques are available that can help you to formalize the process of identifying alternatives, carefully evaluating them, and finally making the best decision possible with the information available to you. These tools multiply the power of your most important assets in good decision making: your intelligence and common sense. This course introduces a variety of tools and techniques to use at the three most important steps of the decision-making process: generating, evaluating, and choosing between alternative courses of action. Nominal group technique (NGT) is used to brainstorm and prioritize options as a team. Return on Investment (ROI) measures and distills the costs and benefits of each alternative into a monetary value, thus enabling you to easily compare your options on financial terms. Three other decision-making tools – the devil's advocate technique, Plus/Minus/Interesting (PMI) analysis, and the ease-and-effect matrix – provide alternate methodologies for challenging and evaluating alternatives before making a decision. Equipping yourself with these tools will ensure you have an edge when you're facing an important decision.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS ID: 1310269

COMMUNICATING WITH PROFESSIONALISM AND ETIQUETTE (GS-9 – GS-12, WG-9, ALL WS AND WL GRADES)

Course Description: This course is available online through the VA Talent Management System (TMS). Organizations rely on proper communications to build strong relationships among employees and develop their customer base. Those who excel in professional environments understand the difference proper communication etiquette makes in demonstrating professionalism and competence. Following the accepted norms and behaviors of communicating in the workplace can help you to ensure that your messages are conveyed as you intended. Observing norms enables you to build and nurture your relationships with colleagues, subordinates, and superiors. This course strengthens your ability to communicate in a professional manner. It walks you through the etiquette of speaking to others in person, as well as on the phone. It then explores the often neglected common rules of written communication, particularly with regard to e-mail. And it considers appropriate ways of communicating using online chat, the best way to conduct yourself during conference calls, and how to set up and use voicemail effectively.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS ID: 2157000

BASIC PRESENTATION SKILLS: CREATING A PRESENTATION (GS-9 – GS-12, WG-9, ALL WS AND WL GRADES)

Course Description: This course is available online through the VA Talent Management System (TMS). Among the fears that people have about giving a presentation is that they will get mixed up, forget to make a key point, or repeat themselves. One way to avoid this is to have a sound structure. Once you have identified the purpose and audience for the presentation, and come up with some ideas for what to say, you can transform those ideas into a script or notes that will guide you through the presentation. You should start with an introduction, where you grab the attention of the audience and tell what you are going to do. Next, you need to support each of your key points and, at the same time, not lose the attention of the audience. At the end of your presentation, you need to give your audience a clear understanding of what happens next. You also must make your ending compelling. After all, this is how the audience will remember you. This course describes how to make these key parts of a presentation - the introduction, support content, and conclusion - memorable and effective. It also explains the purposes for which different presentation aids are used, as well as how to use visuals appropriately. Finally, this course describes how to rehearse a presentation - a key step in building confidence for the real thing.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS ID: 1628310

DELEGATION ESSENTIALS: THE DELEGATION PROCESS (GS-12 – GS-15)

Course Description: This course is available online through the VA Talent Management System (TMS). Delegating work to employees isn't simply a matter of off-loading whatever tasks you don't want to do yourself. Effectively delegating tasks as a manager requires careful planning, selection, and follow-up. This course explores the process of delegation and describes techniques that managers can employ to delegate tasks effectively. Specifically, it examines the criteria for choosing which tasks to delegate and identifying the appropriate employee for the task. It also details what actions you should take when assigning the task, such as communicating the details of the task, and providing employees with what they require to successfully complete the task. Finally, the course includes techniques for monitoring the employee performing delegated tasks to ensure things stay on track, and it outlines best practices for providing feedback to the employee.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS ID: 1989965

AGILE PROJECT MANAGEMENT ESSENTIALS (GS-12 – GS-15)

Course Description: This course is available online through the VA Talent Management System (TMS). If you have followed a traditional project management approach and find yourself spending a lot of time fine tuning the design to accommodate changing requirements, you may want to consider a different approach. In this course, you will be introduced to agile project management, including the core values and principles outlined by the Agile Manifesto. Agile projects are characterized by the use of short work iterations and incremental development of products, made possible by focusing on business priorities and customer value. The course provides an introduction to common agile methodologies, describes the relationship between defined and empirical processes, and highlights the key difference in regards to the triangle of constraints of agile versus traditional methods. This course is intended for project managers, program managers, or anyone who wants to efficiently participate in projects that experience frequent change in the project requirements. It is aligned with the Agile Certified Practitioner exam objectives developed by the Project Management Institute and Certified ScrumMaster learning objectives.

Prerequisites: None

Instructional Hours: 2 Hours   **Continuous Learning Points:** 2

Delivery Method: AT —TMS ID: 3774188

FPM WKSP 215| PROGRAM MANAGEMENT WORKSHOP- PROGRAM MANAGEMENT SUCCESS

Course Description: This one-day workshop provides an introduction to what program/project management will provide to your organization. This course focuses on the processes necessary to turn current or encountered problems into success by identifying program/project gaps; utilizing proven tools and techniques; and identifying next steps through action planning. Contact vaaapmworkshops@va.gov for details.

Prerequisites: None

Instructional Hours: 8 Hours   **Continuous Learning Points:** 7

Delivery Method: FTF

Delivery Method Legend: Face-to-Face (FTF), Asynchronous Training (AT), Synchronous Training (ST), Blended (BLD)

MANAGING CHANGE: BUILDING POSITIVE SUPPORT FOR CHANGE (GS-12 – GS-15)

Course Description: This course is available online through the VA Talent Management System (TMS). It's often said that people don't like change. But when it comes to organizational change, employees are genuinely interested in making things better – an improvement in processes, systems, functions, or services most likely translates into direct improvements for the employee too. But employees cannot support change and recognize its benefits without first understanding how it impacts their tasks, processes, or roles. Employees – and people in general – empowered with knowledge, understanding, and a clear vision of the future state will not only welcome change, but embrace it. In this course, you'll learn about the importance of building a motivating atmosphere that supports organizational change, and the importance of creating short-term wins and vision. The course highlights techniques for listening to your employees during change initiatives such as encouraging open communication, listening to employees' feelings, checking for understanding, and taking employee input into consideration. The course also covers actions you can take to support individuals through change initiatives, including coaching for change, making sure employees are empowered with the critical knowledge and skills necessary, considering individual characteristics of your employees, and being flexible.

Prerequisites: None

Instructional Hours: 1 Hour   **Continuous Learning Points:** 1

Delivery Method: AT —TMS: 1310189

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Appendix A Learning Solutions Forum

Learning Solutions Forum Membership

Name	Organization
1. Andrews, Kate	VHA
2. Belella, Stephanie	VAAA
3. Braithwaite, Tona	OALC
4. Crichlow, Philmore	VHA
5. Delmonico, Tauna	OALC
6. Douglas, Michael	VHA
7. Downing, Jeffrey	OAO
8. Gaessler, Annette	VHA
9. Harris, Erik	VAAA
10. Harvey, Joel	OALC
11. Heibeck, Chris	VAAA
12. Heusmann, Linda	NCA
13. Hurdle, Laine	VAAA
14. Jones, Felton	VBA
15. Moore, Tongela	OALC
16. Nelson, Kristen	VHA
17. Nicely, Leon	VAAA
18. Price, David	OALC
19. Thomas, Steven	OALC
20. Tupay, Beda	OALC
21. Weinstein, Mark	VHA
22. Wells, Beverley	VAAA
23. Woods, James	OALC

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GLOSSARY

Computer Assisted Audit Techniques (CAATS)
Community of Practice (CoP)
Control Activity Accounting
Continuous Learning Points (CLPs)
Contract Writing System Training (CWS)
Contracting Courses (CON)
Contracting Officer (CO)
Contracting Professional School (CPS)
Defense Acquisition University (DAU)
Defense Acquisition Workforce Improvement Act (DAWIA)
Defense Federal Acquisition Regulation Supplement (DFARS)
Education with Industry (EWI)
Electronic Contract Management System (eCMS)
Electronic Individual Development Plan (eIDP)
Enterprise Program/Project Management Training Model (EP/PMM)
Face-to-Face (FTF)
Facilities Management (FM)
Federal Acquisition Certification (FAC)
Federal Acquisition Institute (FAI)
Federal Business Opportunity (FBO)
Federal Acquisition Certification for Contracting Officer Representative (FAC-COR)
Federal Acquisition Certification in Contracting (FAC-C)
Federal Acquisition Certification Program and Project Managers (FAC-P/PM)
Federal Acquisition Regulation's (FAR)
Federal Coordinator Officer (FCO)
Federal Procurement Data System (FPDS)
Generic Inventory Package (GIP)
General Services Administration (GSA)
Independent Government Cost Estimate (IGCE)
Institute of Defense and Business (IDB)
Integrated Funds Distribution, Control Point Activity Accounting & Procurement (IFCAP)
Learning Standards Office (LSO)
Lease Acquisition Training (LAT)
Medical Equipment Reporting System (MERS)
Office of Acquisition and Construction (OALC)
National Fire Protection Association (FMS)
Office of Management and Budget (OMB)
Occupational Safety and Health Administration (OSHA)
On-the-Job Training (OJT)

Peak Performance Training (PPT)
Professional Courses (PROF)
Professional Development (PROF)
Principles of Inventory Management (PIM)
Program Management (PM)
Performance-Based Acquisition (PBA)
Performance Work Statement (PWS)
Quality Assurance Surveillance Plan (QASP)
Role-Based Competencies in Context (RBCC)
System Award Management
Statement of Work/Performance Work Statement (SOW/PWS)
Skill Building Workshops (SBLD)
Skill Building Workshops (SBLD)
Synchronous Training (ST)
Technology, Entertainment, Design (TED)
Tenant Improvement (TI)
Office of the Registrar (OOR)
VA Acquisition Academy (VAAA)
Work Breakdown Structure (WBS)
Warriors to Workforce (W2W)

Index

Course Schedule

FY 2015

VA Acquisition Academy

7485 New Horizon Way

Frederick, MD 21703

Contact the Office of the Registrar:

http://www.acquisitionacademy.va.gov/

(240) 215-0561

(240) 215-0829

Business hours are 7:00 a.m.-5:30 p.m. (EST) Monday through Friday

The Veterans Affairs Acquisition Academy (VAAA) course catalog is available via the following link: http://www.acquisitionacademy.va.gov/.

All Frederick, MD course location listings will be held at the VAAA, which is located at:

7485 New Horizon Way
Frederick, MD 21703

Table of Contents

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Course Schedule Overview

About the Course Schedule

The VA Acquisition Academy (VAAA) has created this Course Schedule to provide students with the available course dates, times, and locations. This catalog is provided to assist you in course selection and planning. While every effort is made to ensure the accuracy of the information in this course schedule, course dates, times, and/or locations are subject to change through the normal academic process. Changes are initiated by the appropriate school and are published on the VAAA website.

This course schedule is sorted in two different ways. The first section has the scheduled offerings sorted by School. The colors shown on these pages match those colors shown for each School in the Course Catalog. The second section has the scheduled offerings sorted alphabetically by course name.

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VAAA FY 2015 Course Schedule—Section 1

Section 1 - Course Schedule sorted by schools in the following order. The following are the categories included in the course schedule:

1. **School Name:** The name of the school that is offering the course: Acquisition Internship School (AIS), Contracting Professional School (CPS), Facilities Management School (FMS), Program Management School (PMS), and Supply Chain Management School (SCMS).

2. **Course Name/Title:** The abbreviated name and the full name of course (e.g. GOV 104– GSA/Federal Supply Schedule Training).

3. **Start Date:** The calendar date that the course starts.

4. **End Date:** The calendar date that the course ends.

5. **Time:** The start and end time for each course.

6. **Location:** The city and state where the course will be held. "Virtual" and "Blended" courses are online, and therefore, do not have a location listed.

3

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Acquisition Internship School

The Acquisition Internship School (AIS) offers two unique program tracks that target entry level acquisition professionals. Participants in both tracks are hired specifically for the program through a competitive process and must complete the entire curriculum in order to successfully graduate from the program. The two tracks are described in detail below:

The Acquisition Intern Program (AIP) includes a two year curriculum based on the Federal Acquisition Institute's (FAI) contracting and professional competencies. Each year up to 30 candidates are selected through a competitive USAJobs hiring process led by specific VA participating acquisition or Other Government Agency (OGA) organizations across the United States. The selected candidates form a cohort of interns that progress through the entire program as a group. During the two year program, interns alternate between blocks of classroom training at the VAAA and on-the-job training (OJT) rotations out in the field at their respective hiring locations. During classroom training blocks at VAAA, interns participate in a holistic curriculum focused on technical, communication, leadership, business savvy, creative thinking, risk management, and interpersonal skills. Upon graduation from the program, interns meet the education requirements for Federal Acquisition Certification in Contracting (FAC-C) Levels I and II and return to their hiring locations as trusted business acquisition partners.

Developed as a separate track for our Wounded Warriors, the Warriors to Workforce (W2W) program offers a one-year transitional curriculum to provide important foundational business training and professional coaching as well as to offer our nation's heroes the ability to complete specific college education requirements through an academic affiliate for entry into a government career. The W2W program targets service-connected disabled OEF / OIF Veterans with little to no post-high school education and up to 30 candidates are selected annually through a competitive direct hire Veterans Recruitment Appointment (VRA) process to form one W2W cohort per year. After successfully completing this one year transitional program, W2W VA or OGA interns transition into specific existing career development programs. To date, W2W cohorts have successfully transitioned into our 2-year Acquisition Intern Program as well as the Program Management (PM) Fellows Program through VAAA's PM School.

The Acquisition Internship School courses and descriptions are not included since they are delivered only to intern program participants.

For questions regarding the Acquisition Internship School's Programs, visit www.acquisitionacademy.va.gov or email vaaainternshipschool@va.gov for information about the AIP and www.acquisitionacademy.va.gov or email vaaaw2w@va.gov for information about W2W.

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Contracting Professional School

Course Name/Title	Start Date	End Date	Time	Location
CON — Level I Courses				
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	10/21/2014	10/31/2014	8am – 4:30pm	Frederick, MD
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	12/9/2014	12/19/2014	8am – 4:30pm	Frederick, MD
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	2/24/2015	3/6/2015	8am – 4:30pm	Frederick, MD
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	3/17/2015	3/27/2015	8am – 4:30pm	Frederick, MD
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	5/5/2015	5/15/2015	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	2/2/2015	2/13/2015	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	4/13/2015	4/24/2015	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	6/15/2015	6/26/2015	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	7/13/2015	7/24/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
CON 120 - Mission Focused Contracting	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	10/27/2014	11/7/2014	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	1/5/2015	1/16/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	2/2/2015	2/13/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	3/9/2015	3/20/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	4/20/2015	5/1/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	5/11/2015	5/22/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	6/8/2015	6/19/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	7/13/2015	7/24/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
CON — Level II Courses				
CON 200 - Business Decisions for Contracting	2/17/2015	2/19/2015	8am – 4:30pm	Frederick, MD
CON 216 – Legal Consideration in Contracting	03/02/2015	3/6/2015	8am – 4:30pm	Frederick, MD
CON 217 - Cost Analysis and Negotiation Techniques	10/6/2014	10/10/2014	8am – 4:30pm	Frederick, MD
CON 217 - Cost Analysis and Negotiation Techniques	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
CON 218 - Advanced Contracting for Mission Support	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD
CON 218 - Advanced Contracting for Mission Support	10/27/2014	11/7/2014	8am – 4:30pm	Frederick, MD
CON 218 - Advanced Contracting for Mission Support	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 218 - Advanced Contracting for Mission Support	2/2/2015	2/13/2015	8am – 4:30pm	Frederick, MD
CON 270 - Intermediate Cost and Price Analysis	10/27/2014	11/7/2014	8am – 4:30pm	Frederick, MD
CON 270 - Intermediate Cost and Price Analysis	1/5/2015	1/16/2015	8am – 4:30pm	Frederick, MD
CON 270 - Intermediate Cost and Price Analysis	4/27/2015	5/8/2015	8am – 4:30pm	Frederick, MD
CON 280 - Source Selection and the Administration of Service Contracts	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 280 - Source Selection and the Administration of Service Contracts	4/13/2015	4/24/2015	8am – 4:30pm	Frederick, MD
CON 280 - Source Selection and the Administration of Service Contracts	6/1/2015	6/12/2015	8am – 4:30pm	Frederick, MD
CON 290 - Contract Administration and Negotiation Techniques in a Supply Environment	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
CON 290 - Contract Administration and Negotiation Techniques in a Supply Environment	3/2/2015	3/13/2015	8am – 4:30pm	Frederick, MD
CON 290 - Contract Administration and Negotiation Techniques in a Supply Environment	7/20/2015	7/31/2015	8am – 4:30pm	Frederick, MD

CON — Level III Courses

Course Name/Title	Start Date	End Date	Time	Location
CON 360 - Contracting for Decision Makers	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	1/26/2015	2/6/2015	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	3/9/2015	3/20/2015	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	4/13/2015	4/24/2015	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	6/1/2015	6/12/2015	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	7/13/2015	7/24/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
eCMS Courses				
Basic System Administration	Ongoing	Ongoing	N/A	Virtual
Content Manager and Briefcase	Ongoing	Ongoing	N/A	Virtual
eCMS and Integrated Systems	Ongoing	Ongoing	N/A	Virtual
eCMS Curriculum Updates Webcast	Ongoing	Ongoing	N/A	Virtual
eCMS In The Acquisition Lifecycle	Ongoing	Ongoing	N/A	Virtual
eCMS User Guide Refresher	Ongoing	Ongoing	N/A	Virtual
eCMS -FPDS Information Channel	Ongoing	Ongoing	N/A	Virtual
Microstrategy Reporting	Ongoing	Ongoing	N/A	Virtual
Modification Actions	Ongoing	Ongoing	N/A	Virtual
New User eCMS Training (3.5 Day)	11/18/2014	11/21/2014	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	12/9/2014	12/12/2014	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	1/27/2015	1/30/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	2/24/2015	2/27/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	3/10/2015	3/13/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	4/21/2015	4/24/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	5/12/2015	5/15/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	6/9/2015	6/12/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	7/21/2015	7/24/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	8/11/2015	8/14/2015	8am – 12pm	Frederick, MD
Train the Trainer: Conveying your eCMS Expertise to Others	Ongoing	Ongoing	N/A	Virtual
CON — Elective Courses				
Advanced Source Selection	12/1/2014	12/3/2014	8am – 4:30pm	Frederick, MD
Advanced Source Selection	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD
Advanced Source Selection	4/14/2015	4/16/2015	8am – 4:30pm	Frederick, MD
Advanced Source Selection	6/29/2015	7/1/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
Basic Source Selection	12/8/2014	12/12/2014	8am – 4:30pm	Frederick, MD
Basic Source Selection	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
Basic Source Selection	3/9/2015	3/13/2015	8am – 4:30pm	Frederick, MD
Basic Source Selection	5/18/2015	5/22/2015	8am – 4:30pm	Frederick, MD
Basic Source Selection	7/13/2015	7/17/2015	8am – 4:30pm	Frederick, MD
CON 243 - Architect-Engineer Services Contracting	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
CON 243 - Architect-Engineer Services Contracting	3/23/2015	3/27/2015	8am – 4:30pm	Frederick, MD
CON 244 - Construction Contracting	11/3/2014	11/7/2014	8am – 4:30pm	Frederick, MD
CON 244 - Construction Contracting	3/2/2015	3/6/2015	8am – 4:30pm	Frederick, MD
CON 244 - Construction Contracting	5/18/2015	5/22/2015	8am – 4:30pm	Frederick, MD
CON 244 - Construction Contracting	6/22/2015	6/26/2015	8am – 4:30pm	Frederick, MD
Construction Claims	11/17/2014	11/19/2014	8am – 4:30pm	Frederick, MD
Construction Claims	3/18/2015	3/20/2015	8am – 4:30pm	Frederick, MD
Construction Claims	7/22/2015	7/24/2015	8am – 4:30pm	Frederick, MD
Contingency Contracting Refresher Workshop	4/1/2015	4/2/2015	TBD	Frederick, MD
Contingency Contracting Refresher Workshop	5/6/2015	5/7/2015	TBD	Frederick, MD
Contingency Contracting Refresher Workshop	6/17/2015	6/18/2015	TBD	Frederick, MD
Developing an IGCE	2/18/2015	2/19/2015	8am – 4:30pm	Frederick, MD
Developing an IGCE	7/20/2015	7/21/2015	8am – 4:30pm	Frederick, MD
FCN 400 - Emergency Contracting Basics	3/30/2015	3/31/2015	8am – 4:30pm	Frederick, MD
FCN 400 - Emergency Contracting Basics	5/18/2015	5/19/2015	8am – 4:30pm	Frederick, MD
FCN 400 - Emergency Contracting Basics	6/15/2015	6/16/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
Federal Appropriations Law	11/5/2014	11/7/2014	8am – 4:30pm	Frederick, MD
Federal Appropriations Law	1/27/2015	1/29/2015	8am – 4:30pm	Frederick, MD
Federal Appropriations Law	3/24/2015	3/26/2015	8am – 4:30pm	Frederick, MD
Federal Appropriations Law	4/29/2015	5/1/2015	8am – 4:30pm	Frederick, MD
Federal Appropriations Law	6/10/2015	6/12/2015	8am – 4:30pm	Frederick, MD
Federal Supply Schedule User Training	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD
Federal Supply Schedule User Training	4/8/2015	4/10/2015	8am – 4:30pm	Frederick, MD
Leadership & Management Skills For Non-Supervisors (For Contracting Professionals)	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD
Leadership & Management Skills for Non-Supervisors (for Contracting Professionals)	3/30/2015	4/1/2015	8am – 4:30pm	Frederick, MD
Leadership & Management Skills for Non-Supervisors (for Contracting Professionals)	6/9/2015	6/11/2015	8am – 4:30pm	Frederick, MD
Leadership & Management Skills for Non-Supervisors (for Contracting Professionals)	7/20/2015	7/22/2015	8am – 4:30pm	Frederick, MD
Market Research & Commercial Item	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD
Market Research & Commercial Item	5/27/2015	5/29/2015	8am – 4:30pm	Frederick, MD
Negotiation Strategies and Techniques	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD
Negotiation Strategies and Techniques	2/23/2015	2/27/2015	8am – 4:30pm	Frederick, MD
Negotiation Strategies and Techniques	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
Performance-Based Services Acquisitions	1/5/2015	1/9/2015	8am – 4:30pm	Frederick, MD
Performance-Based Services Acquisitions	4/13/2015	4/17/2015	8am – 4:30pm	Frederick, MD
Protests, Terminations, and Disputes Skillbuilding	12/10/2014	12/11/2014	N/A	Virtual
RBCC 604 - Supervisory Contracting Officer, Managing and Measuring Work	1/12/2015	1/30/2015	N/A	Virtual
Simplified Acquisitions	3/30/2015	4/1/2015	8am – 4:30pm	Frederick, MD
Strategic Sourcing for Contracting Professionals	2/18/2015	2/20/2015	8am – 4:30pm	Frederick, MD
Strategic Sourcing for Contracting Professionals	3/3/2015	3/5/2015	8am – 4:30pm	Frederick, MD
Strategic Sourcing for Contracting Professionals	6/8/2015	6/10/2015	8am – 4:30pm	Frederick, MD
Strategic Sourcing for Contracting Professionals	7/28/2015	7/30/2015	8am – 4:30pm	Frederick, MD
VABLCP 501 - Adapt to Change and Maintain Accountability	2/23/2015	3/13/2015	Varies	Blended
VABLCP 501 - Adapt to Change and Maintain Accountability	4/27/2015	5/15/2015	Varies	Blended
VABLCP 502 - Business Writing for 1102s	1/21/2015	2/04/2015	Varies	Blended
VABLCP 502 – Business Writing for 1102s	3/11/2015	3/27/2015	Varies	Blended
VABLCP 502 - Business Writing for 1102s	6/24/2015	7/10/2015	Varies	Blended
VABLCP 503 - Build Networks: Maximizing your Relationships	11/17/2014	12/5/2014	Varies	Blended
VABLCP 503 - Build Networks: Maximizing your Relationships	5/4/2015	5/15/2015	Varies	Blended

Course Name/Title	Start Date	End Date	Time	Location
VABLCP 504 - Effectively Interacting with your Customer	12/1/2014	12/5/2014	Varies	Virtual
VABLCP 504 - Effectively Interacting with your Customer	3/30/2015	4/10/2015	Varies	Virtual
VABLCP 504 - Effectively Interacting with your Customer	7/28/2015	8/7/2015	Varies	Virtual
VABLCP 505 - Techniques for Acquisition Problem Solving	11/17/2014	11/19/2014	Varies	TBD
VABLCP 505 - Techniques for Acquisition Problem Solving	2/9/2015	2/11/2015	Varies	TBD
VABLCP 505 - Techniques for Acquisition Problem Solving	4/27/2015	4/29/2015	Varies	TBD
VABLCP 506 - Wow the Crowd! Making Engaging Presentations	2/3/2015	2/13/2015	Varies	Blended
VABLCP 506 - Wow the Crowd! Making Engaging Presentations	5/18/2015	5/29/2015	Varies	Blended
VABLCP 507 - Strengthen your Resilience: Thrive as an 1102	3/2/2015	3/6/2015	Varies	Virtual
VABLCP 507 - Strengthen your Resilience: Thrive as an 1102	3/16/2015	3/20/2015	Varies	Virtual
VABLCP 507 - Strengthen your Resilience: Thrive as an 1102	4/13/2015	4/17/2015	Varies	Virtual
VABLCP 507 - Strengthen your Resilience: Thrive as an 1102	6/1/2015	6/5/2015	Varies	Virtual
VABLCP 508 - Building Credibility and Sustaining Influence	11/17/2014	11/28/2014	Varies	Virtual
VABLCP 508 - Building Credibility and Sustaining Influence	3/25/2015	4/10/2015	Varies	Virtual
VABLCP 508 - Building Credibility and Sustaining Influence	6/24/2015	7/10/2015	Varies	Virtual
VABLCP 520 - Advanced Business Writing for 1102s	4/15/2015	5/1/2015	Varies	Virtual

Course Name/Title	Start Date	End Date	Time	Location
VABLCP 521 - Identifying Problems and Creating Solutions	2/18/2015	3/20/2015	Varies	Virtual
VABLCP 521 - Identifying Problems and Creating Solutions	5/13/2015	6/12/2015	Varies	Virtual
VARBCC 601 - Journeyman Contracting Officer, Planning	10/15/2014	10/27/2014	Varies	Virtual
VARBCC 602 - Journeyman Contracting Officer, Priority Setting	11/3/2014	11/21/2014	Varies	Virtual
VARBCC 603 - Journeyman Contracting Officer, Time Management	12/1/2014	12/19/2014	Varies	Virtual
"Welcome to the VA"	2/2/2015	2/5/2015	8am – 12pm	Frederick, MD
"Welcome to the VA"	4/21/2015	4/24/2015	8am – 12pm	Frederick, MD
"Welcome to the VA"	6/9/2015	6/12/2015	8am – 12pm	Frederick, MD
Writing Performance Based Work Statements	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
CON — Leasing Courses				
Cost & Price Analysis of Lease Proposals	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
Cost & Price Analysis of Lease Proposals	7/13/2015	7/17/2015	8am – 4:30pm	Frederick, MD
Federal Real Property Lease Law	12/8/14	12/12/14	8am – 4:30pm	Frederick, MD
Federal Real Property Lease Law	6/1/2015	6/5/2015	8am – 4:30pm	Frederick, MD
Lease Acquisition Training (LAT)	2/9/2015	2/12/2015	TBD	Frederick, MD
Lease Acquisition Training (LAT)	4/20/2015	4/23/2015	TBD	Frederick, MD
Lease Administration	2/23/2015	2/27/2015	8am – 4:30pm	Frederick, MD
Lease Administration	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
Techniques of Negotiating Federal Real Property Leases	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
Techniques of Negotiating Federal Real Property Leases	3/9/2015	3/13/2015	8am – 4:30pm	Frederick, MD

Facilities Management School

Course Name/Title	Start Date	End Date	Time	Location
FMS—000 Level Courses				
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	1/26/2015	1/29/2015	8am – 4:30pm	Frederick, MD
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	3/9/2015	3/12/2015	8am – 4:30pm	Frederick, MD
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	4/20/2015	4/23/2015	8am – 4:30pm	Frederick, MD
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	6/22/2015	6/25/2015	8am – 4:30pm	Frederick, MD
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	8/17/2015	8/20/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	2/2/2015	2/6/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	3/16/2015	3/20/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	7/27/2015	7/31/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	9/21/2015	9/25/2015	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	12/2/2014	12/3/2014	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	2/11/2015	2/12/2015	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	3/23/2015	3/24/2015	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	6/29/2015	6/30/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	7/13/2015	7/14/2015	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	8/10/2015	8/11/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	11/3/2014	11/7/2014	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	3/2/2015	3/6/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	7/20/2015	7/24/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	9/21/2015	9/25/2015	8am – 4:30pm	Frederick, MD

FMS—100 Level Courses

Course Name/Title	Start Date	End Date	Time	Location
FMS 101 - Introduction to Facilities Management	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
FMS 101 - Introduction to Facilities Management	6/1/2015	6/5/2015	8am – 4:30pm	Frederick, MD
FMS 105 - Building Automation Systems (5 day)	10/20/2014	10/24/2014	8am – 4:30pm	Frederick, MD
FMS 105 - Building Automation Systems (5 day)	1/5/2015	1/9/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
FMS 105 - Building Automation Systems (5 day)	3/23/2015	3/27/2015	8am – 4:30pm	Frederick, MD
FMS 105 - Building Automation Systems (5 day)	6/8/2015	6/12/2015	8am – 4:30pm	Frederick, MD

FMS—200 Level Courses

Course Name/Title	Start Date	End Date	Time	Location
FMS 204 - Construction Contract Administration	2/23/2015	2/27/2015	8am – 4:30pm	Frederick, MD
FMS 204 - Construction Contract Administration	4/20/2015	4/24/2015	8am – 4:30pm	Frederick, MD
FMS 204 - Construction Contract Administration	8/10/2015	8/14/2015	8am – 4:30pm	Frederick, MD
FMS 213 - Building Automation Systems ADV (5 day)	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
FMS 213 - Building Automation Systems ADV (5 day)	3/2/2015	3/6/2015	8am – 4:30pm	Frederick, MD
FMS 213 - Building Automation Systems ADV (5 day)	6/8/2015	6/12/2015	8am – 4:30pm	Frederick, MD
FMS 213 - Building Automation Systems ADV (5 day)	8/31/2015	9/4/2015	8am – 4:30pm	Frederick, MD
FMS 214 - Building Automation Systems (10 day)	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD
FMS 214 - Building Automation Systems (10 day)	2/2/2015	2/13/2015	8am – 4:30pm	Frederick, MD
FMS 214 - Building Automation Systems (10 day)	4/27/2015	5/8/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
FMS 214 - Building Automation Systems (10 day)	7/6/2015	7/17/2015	8am – 4:30pm	Frederick, MD

FMS—300 Level Courses

Course Name/Title	Start Date	End Date	Time	Location
FMS 307 - Biomedical Equipment Technician	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	2/2/2015	2/6/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	3/30/2015	4/3/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	5/4/2015	5/8/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	6/22/2015	6/26/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	8/3/2015	8/7/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	9/14/2015	9/18/2015	8am – 4:30pm	Frederick, MD

FMS—400 Level Courses

Course Name/Title	Start Date	End Date	Time	Location
FMS 401 - Management of VA Facilities for Supervisors and Managers	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
FMS 401 - Management of VA Facilities for Supervisors and Managers	4/20/2015	4/24/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
FMS 401 - Management of VA Facilities for Supervisors and Managers	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD
FMS 401 - Management of VA Facilities for Supervisors and Managers	8/24/2015	8/28/2015	8am – 4:30pm	Frederick, MD
FMS 402 - VA Construction Management	3/9/2015	3/20/2015	8am – 4:30pm	Frederick, MD
FMS 402 - VA Construction Management	5/11/2015	5/22/2015	8am – 4:30pm	Frederick, MD
FMS 402 - VA Construction Management	7/27/2015	8/7/2015	8am – 4:30pm	Frederick, MD
FMS 403 - VA Healthcare Facilities Management	10/27/2014	11/7/2014	8am – 4:30pm	Frederick, MD
FMS 403 - VA Healthcare Facilities Management	4/20/2015	5/1/2015	8am – 4:30pm	Frederick, MD
FMS 403 - VA Healthcare Facilities Management	8/17/2015	8/28/2015	8am – 4:30pm	Frederick, MD
FMS 403 - VA Healthcare Facilities Management	9/14/2015	9/25/2015	8am – 4:30pm	Frederick, MD

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Program Management School

Course Name/Title	Start Date	End Date	Time	Location
Entry-Level — FAC P/PM Courses				
Entry-level FAC-P/PM Resident Course (FPM121)	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	12/8/2014	12/12/2014	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	2/23/2015	2/27/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	3/16/2015	3/20/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	4/27/2015	5/1/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	6/1/2015	6/5/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	6/22/2015	6/26/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	7/13/2015	7/17/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	8/10/2015	8/14/2015	8am – 4:30pm	Frederick, MD
Mid-Level — FAC P/PM Courses				
Mid-level - Boot Camp	3/3/2015	3/20/2015	8am – 4:30pm	Tampa, FL
Mid-level - Boot Camp	6/2/2015	6/19/2015	8am – 4:30pm	Tampa, FL
Mid-level - Concept Definition	10/21/2014	10/24/2014	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Definition	11/18/2014	11/21/2014	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
Mid-level - Concept Definition	12/9/2014	12/12/2014	8am – 4:30pm	Frederick, MD
Mid-level - Concept Definition	1/13/2015	1/16/2015	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Definition	2/24/2015	2/27/2015	8am – 4:30pm	Frederick, MD
Mid-level - Concept Definition	3/17/2015	3/20/2015	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Planning	9/8/2014	9/12/2014	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Planning	11/17/2014	11/21/2014	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Planning	12/15/2014	12/19/2014	8am – 4:30pm	Frederick, MD
Mid-level - Concept Planning	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
Mid-level - Concept Planning	2/23/2015	2/27/2015	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Planning	3/30/2015	4/3/2015	8am – 4:30pm	Frederick, MD
Mid-level - Concept Planning	4/20/2015	4/24/2015	8am – 4:30pm	Alexandria, VA
Mid-level - Development Through Closeout	10/6/2014	10/10/2014	8am – 4:30pm	Frederick, MD
Mid-level - Development Through Closeout	12/15/2014	12/19/2014	8am – 4:30pm	Alexandria, VA
Mid-level - Development Through Closeout	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
Mid-level - Development Through Closeout	3/2/2015	3/6/2015	8am – 4:30pm	Frederick, MD
Mid-level - Development Through Closeout	4/13/2015	4/17/2015	8am – 4:30pm	Alexandria, VA
Mid-level - Development Through Closeout	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
Mid-level - Development Through Closeout	6/1/2015	6/5/2015	8am – 4:30pm	Alexandria, VA
Mid-level FAC P/PM Capstone	9/22/2014	9/26/2014	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
Mid-level FAC P/PM Capstone	10/6/2014	10/10/2014	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	11/3/2014	11/7/2014	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	12/15/2014	12/19/2014	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	2/9/2015	2/13/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	3/30/2015	4/3/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	6/8/2015	6/12/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	6/22/2015	6/26/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	7/13/2015	7/17/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	7/20/2015	7/24/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	8/3/2015	8/7/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	8/10/2015	8/14/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	8/17/2015	8/21/2015	8am – 4:30pm	Frederick, MD

Senior-Level — FAC P/PM Courses

Course Name/Title	Start Date	End Date	Time	Location
Senior-level - Boot Camp	2/24/2015	3/13/2015	8am – 4:30pm	Tampa, FL
Senior-level - Boot Camp	3/17/2015	4/3/2015	8am – 4:30pm	Tampa, FL
Senior-level - Concept Definition	10/21/2014	10/24/2014	8am – 4:30pm	Frederick, MD
Senior-level - Concept Definition	11/4/2014	11/7/2014	8am – 4:30pm	Frederick, MD
Senior-level - Concept Definition	12/2/2014	12/5/2015	8am – 4:30pm	Frederick, MD
Senior-level - Concept Definition	1/27/2015	1/30/2015	8am – 4:30pm	Alexandria, VA
Senior-level - Concept Definition	4/7/2015	4/10/2015	8am – 4:30pm	Frederick, MD
Senior-level - Concept Planning	12/1/2014	12/5/2014	8am – 4:30pm	Frederick, MD
Senior-level - Concept Planning	12/8/2014	12/12/2014	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
Senior-level - Concept Planning	1/5/2015	1/9/2015	8am – 4:30pm	Frederick, MD
Senior-level - Concept Planning	3/2/2015	3/6/2015	8am – 4:30pm	Alexandria, VA
Senior-level - Concept Planning	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	9/22/2014	9/26/2014	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	1/5/2015	1/9/2015	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	2/2/2015	2/6/2015	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	4/13/2015	4/17/2015	8am – 4:30pm	Alexandria, VA
Senior-level - Development Through Closeout	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	10/20/2014	10/24/2014	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	12/1/2014	12/5/2014	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	2/2/2015	2/6/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	2/9/2015	2/13/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	4/13/2015	4/17/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	7/27/2015	7/31/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	8/3/2015	8/7/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	8/10/2015	8/14/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	8/17/2015	8/21/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	Start Date	End Date	Time	Location
FAC P/PM CLP Courses				
Independent Government Cost Estimate for Performance-Based Acquisition	10/20/2014	11/7/2014	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	2/17/2015	3/6/2015	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	3/16/2015	4/3/2015	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	4/13/2015	5/1/2015	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	6/1/2015	6/19/2015	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	7/20/2015	8/7/2015	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	8/17/2015	9/4/2015	Varies	Blended
Lean Six Sigma – Blackbelt	TBD	TBD	Varies	Blended
Lean Six Sigma – Blackbelt	TBD	TBD	Varies	Blended
Lean Six Sigma – Blackbelt	TBD	TBD	Varies	Blended
Lean Six Sigma – Blackbelt	TBD	TBD	Varies	Blended
Lean Six Sigma – Greenbelt	TBD	TBD	Varies	Blended
Lean Six Sigma – Greenbelt	TBD	TBD	Varies	Blended
Lean Six Sigma – Greenbelt	TBD	TBD	Varies	Blended

Course Name/Title	Start Date	End Date	Time	Location
Lean Six Sigma – Greenbelt	TBD	TBD	Varies	Blended
Lean Six Sigma – Master Blackbelt	TBD	TBD	Varies	Blended
Life Cycle Cost Estimating	10/7/2014	10/9/2014	8am-4:30pm	Blended
Life Cycle Cost Estimating	2/10/2015	2/12/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	3/24/2015	3/26/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	5/19/2015	5/21/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	6/23/2015	6/25/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	7/28/2015	7/30/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	9/16/2015	9/18/2015	8am-4:30pm	Blended
Market Intelligence	TBD	TBD	Varies	Blended
Market Intelligence	TBD	TBD	Varies	Blended
Market Intelligence	TBD	TBD	Varies	Blended
Market Intelligence	TBD	TBD	Varies	Blended
Market Intelligence	TBD	TBD	Varies	Blended
Market Intelligence	TBD	TBD	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	10/20/2014	11/7/2014	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	1/26/2015	2/13/2015	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	3/9/2015	3/27/2015	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	4/6/2015	4/24/2015	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	5/4/2015	5/22/2015	Varies	Blended

Course Name/Title	Start Date	End Date	Time	Location
Performance Work Statement for Performance-Based Acquisition	7/13/2015	7/31/2015	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	8/10/2015	8/28/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	10/20/2014	11/7/2014	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	12/1/2014	12/19/2014	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	2/23/2015	3/13/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	3/23/2015	4/10/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	4/20/2015	5/8/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	6/8/2015	6/26/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	7/27/2015	8/14/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	9/8/2015	9/25/2015	Varies	Blended
Work Breakdown Structure for Performance-Based Acquisition	1/20/2015	2/6/2015	Varies	Blended
Work Breakdown Structure for Performance-Based Acquisition	3/2/2015	3/20/2015	Varies	Blended
Work Breakdown Structure for Performance-Based Acquisition	3/30/2015	4/17/2015	Varies	Blended
Work Breakdown Structure for Performance-Based Acquisition	4/27/2015	5/15/2015	Varies	Blended
Work Breakdown Structure for Performance-Based Acquisition	7/6/2015	7/24/2015	Varies	Blended

Course Name/Title	Start Date	End Date	Time	Location
Work Breakdown Structure for Performance-Based Acquisition	8/3/2015	8/21/2015	Varies	Blended

Supply Chain Management School

Course Name/Title	TMS ID	Start Date	End Date	Time	Location
SCMS—000 Level Courses					
SCM 090 - Principles of Inventory Management	3844720	10/28/2014	10/31/2014	8am-4:30pm	Frederick, MD
SCM 090 - Principles of Inventory Management	3844720	11/4/2014	11/7/2014	8am-4:30pm	Brockton, MA
SCM 090 - Principles of Inventory Management	3844720	11/18/2014	11/21/2014	8am-4:30pm	Ann Arbor, MI
SCM 090 - Principles of Inventory Management	3844720	12/9/2014	12/11/2014	8am-4:30pm	Hampton, VA
SCM 090 - Principles of Inventory Management	3844720	1/27/2015	1/29/2015	8am-4:30pm	Frederick, MD
SCM 090 - Principles of Inventory Management	3844720	1/27/2015	1/29/2015	8am-4:30pm	St. Petersburg, FL
SCM 090 - Principles of Inventory Management	3844720	2/10/2015	2/12/2015	8am-4:30pm	Gilbert, AZ
SCM 090 - Principles of Inventory Management	3844720	2/24/2015	2/26/2015	8am-4:30pm	Lexington, KY
SCM 090 - Principles of Inventory Management	3844720	3/10/2015	3/12/2015	8am-4:30pm	Salt Lake City, UT
SCM 090 - Principles of Inventory Management	3844720	4/7/2015	4/9/2015	8am-4:30pm	Arlington, TX
SCM 090 - Principles of Inventory Management	3844720	4/28/2015	4/30/2015	8am-4:30pm	Frederick, MD
SCM 090 - Principles of Inventory Management	3844720	5/5/2015	5/7/2015	8am-4:30pm	Bath, NY
SCM 090 - Principles of Inventory Management	3844720	5/19/2015	5/21/2015	8am-4:30pm	Vancouver, WA

Course Name/Title	TMS ID	Start Date	End Date	Time	Location
SCM 090 - Principles of Inventory Management	3844720	6/9/2015	6/11/2015	8am-4:30pm	San Diego, CA
SCM 090 - Principles of Inventory Management	3844720	6/23/2015	6/25/2015	8am-4:30pm	Ridgeland, MS
SCM 090 - Principles of Inventory Management	3844720	7/14/2015	7/16/2015	8am-4:30pm	Westchester, IL
SCM 090 - Principles of Inventory Management	3844720	7/21/2015	7/23/2015	8am-4:30pm	Frederick, MD
SCM 090 - Principles of Inventory Management	3844720	8/4/2015	8/6/2015	8am-4:30pm	Reno, NV
SCM 090 - Principles of Inventory Management	3844720	8/18/2015	8/20/2015	8am-4:30pm	Kansas City, MO

SCMS—100 Level Courses

Course Name/Title	TMS ID	Start Date	End Date	Time	Location
SCM 101 - Introduction to IFCAP/ SCM 102A - Introduction to GIP Systems	TBD	TBD	TBD	TBD	Frederick, MD
SCM 101 - Introduction to IFCAP/ SCM 102B - Introduction to AEMS/MERS	TBD	TBD	TBD	TBD	Frederick, MD

VAAA FY 2015 Course Schedule—Section 2

Section 2 – Scheduled offerings are listed alphabetically by course name. The following are the categories included in this section:

1. **Course Name**: The abbreviated name and the full name of course (i.e. GOV 104– GSA/Federal Supply Schedule Training).

2. **School Name**: The name of the school that is offering the course is shown here.

3. **Start Date**: The calendar date that the course starts.

4. **End Date**: The calendar date that the course ends.

5. **Time**: The start and end time for each course.

6. **Location**: The city and state where the course will be held. "Virtual" and "Blended" courses are online, and therefore, do not have a location listed.

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Alphabetic Listing of VAAA Course Schedule

Course Name/Title	School	Start Date	End Date	Time	Location
Advanced Source Selection	CPS	12/1/2014	12/3/2014	8am – 4:30pm	Frederick, MD
Advanced Source Selection	CPS	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD
Advanced Source Selection	CPS	4/14/2015	4/16/2015	8am – 4:30pm	Frederick, MD
Advanced Source Selection	CPS	6/29/2015	7/1/2015	8am – 4:30pm	Frederick, MD
Basic Source Selection	CPS	12/8/2014	12/12/2014	8am – 4:30pm	Frederick, MD
Basic Source Selection	CPS	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
Basic Source Selection	CPS	3/9/2015	3/13/2015	8am – 4:30pm	Frederick, MD
Basic Source Selection	CPS	5/18/2015	5/22/2015	8am – 4:30pm	Frederick, MD
Basic Source Selection	CPS	7/13/2015	7/17/2015	8am – 4:30pm	Frederick, MD
Basic System Administration	CPS	Ongoing	Ongoing	N/A	Virtual
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	CPS	10/21/2014	10/31/2014	8am – 4:30pm	Frederick, MD
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	CPS	12/9/2014	12/19/2014	8am – 4:30pm	Frederick, MD
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	CPS	2/24/2015	3/6/2015	8am – 4:30pm	Frederick, MD
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	CPS	3/17/2015	3/27/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
CON 090 — Federal Acquisition Regulation (FAR) Fundamentals (Part I – Modules A & B)	CPS	5/5/2015	5/15/2015	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	CPS	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	CPS	2/2/2015	2/13/2015	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	CPS	4/13/2015	4/24/2015	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	CPS	6/15/2015	6/26/2015	8am – 4:30pm	Frederick, MD
CON 090 - Federal Acquisition Regulation (FAR) Fundamentals (Part II - Modules C & D)	CPS	7/13/2015	7/24/2015	8am – 4:30pm	Frederick, MD
CON 120 - Mission Focused Contracting	CPS	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	CPS	10/27/2014	11/7/2014	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	CPS	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	CPS	1/5/2015	1/16/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	CPS	2/2/2015	2/13/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	CPS	3/9/2015	3/20/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	CPS	4/20/2015	5/1/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	CPS	5/11/2015	5/22/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
CON 170 - Fundamentals of Cost and Price Analysis	CPS	6/8/2015	6/19/2015	8am – 4:30pm	Frederick, MD
CON 170 - Fundamentals of Cost and Price Analysis	CPS	7/13/2015	7/24/2015	8am – 4:30pm	Frederick, MD
CON 200 - Business Decisions for Contracting	CPS	2/17/2015	2/19/2015	8am – 4:30pm	Frederick, MD
CON 217 - Cost Analysis and Negotiation Techniques	CPS	10/6/2014	10/10/2014	8am – 4:30pm	Frederick, MD
CON 217 - Cost Analysis and Negotiation Techniques	CPS	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
CON 218 - Advanced Contracting for Mission Support	CPS	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD
CON 218 - Advanced Contracting for Mission Support	CPS	10/27/2014	11/7/2014	8am – 4:30pm	Frederick, MD
CON 218 - Advanced Contracting for Mission Support	CPS	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 218 - Advanced Contracting for Mission Support	CPS	2/2/2015	2/13/2015	8am – 4:30pm	Frederick, MD
CON 243 - Architect-Engineer Services Contracting	CPS	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
CON 243 - Architect-Engineer Services Contracting	CPS	3/23/2015	3/27/2015	8am – 4:30pm	Frederick, MD
CON 244 - Construction Contracting	CPS	11/3/2014	11/7/2014	8am – 4:30pm	Frederick, MD
CON 244 - Construction Contracting	CPS	3/2/2015	3/6/2015	8am – 4:30pm	Frederick, MD
CON 244 - Construction Contracting	CPS	5/18/2015	5/22/2015	8am – 4:30pm	Frederick, MD
CON 244 - Construction Contracting	CPS	6/22/2015	6/26/2015	8am – 4:30pm	Frederick, MD
CON 270 - Intermediate Cost and Price Analysis	CPS	10/27/2014	11/7/2014	8am – 4:30pm	Frederick, MD
CON 270 - Intermediate Cost and Price Analysis	CPS	1/5/2015	1/16/2015	8am – 4:30pm	Frederick, MD
CON 270 - Intermediate Cost and Price Analysis	CPS	4/27/2015	5/8/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
CON 280 - Source Selection and the Administration of Service Contracts	CPS	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 280 - Source Selection and the Administration of Service Contracts	CPS	4/13/2015	4/24/2015	8am – 4:30pm	Frederick, MD
CON 280 - Source Selection and the Administration of Service Contracts	CPS	6/1/2015	6/12/2015	8am – 4:30pm	Frederick, MD
CON 290 - Contract Administration and Negotiation Techniques in a Supply Environment	CPS	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD
CON 290 - Contract Administration and Negotiation Techniques in a Supply Environment	CPS	3/2/2015	3/13/2015	8am – 4:30pm	Frederick, MD
CON 290 - Contract Administration and Negotiation Techniques in a Supply Environment	CPS	7/20/2015	7/31/2015	8am – 4:30pm	Frederick, MD
CON 290 - Contract Administration and Negotiation Techniques in a Supply Environment	CPS	7/20/2015	7/31/2015	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	CPS	12/1/2014	12/12/2014	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	CPS	1/26/2015	2/6/2015	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	CPS	3/9/2015	3/20/2015	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	CPS	4/13/2015	4/24/2015	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	CPS	6/1/2015	6/12/2015	8am – 4:30pm	Frederick, MD
CON 360 - Contracting for Decision Makers	CPS	7/13/2015	7/24/2015	8am – 4:30pm	Frederick, MD
Construction Claims	CPS	11/17/2014	11/19/2014	8am – 4:30pm	Frederick, MD
Construction Claims	CPS	3/18/2015	3/20/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
Construction Claims	CPS	7/22/2015	7/24/2015	8am – 4:30pm	Frederick, MD
Content Manager and Briefcase	CPS	Ongoing	Ongoing	N/A	Virtual
Contingency Contracting Refresher Workshop	CPS	4/1/2015	4/2/2015	TBD	Frederick, MD
Contingency Contracting Refresher Workshop	CPS	5/6/2015	5/7/2015	TBD	Frederick, MD
Contingency Contracting Refresher Workshop	CPS	6/17/2015	6/18/2015	TBD	Frederick, MD
Cost & Price Analysis of Lease Proposals	CPS	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
Cost & Price Analysis of Lease Proposals	CPS	7/13/2015	7/17/2015	8am – 4:30pm	Frederick, MD
Developing an IGCE	CPS	2/18/2015	2/19/2015	8am – 4:30pm	Frederick, MD
Developing an IGCE	CPS	7/20/2015	7/21/2015	8am – 4:30pm	Frederick, MD
eCMS and Integrated Systems	CPS	Ongoing	Ongoing	N/A	Virtual
eCMS Curriculum Updates Webcast	CPS	Ongoing	Ongoing	N/A	Virtual
eCMS In The Acquisition Lifecycle	CPS	Ongoing	Ongoing	N/A	Virtual
eCMS -FPDS Information Channel	CPS	Ongoing	Ongoing	N/A	Virtual
eCMS User Guide Refresher	CPS	Ongoing	Ongoing	N/A	Virtual
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	12/8/2014	12/12/2014	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	2/23/2015	2/27/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	3/16/2015	3/20/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	4/27/2015	5/1/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	6/1/2015	6/5/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	6/22/2015	6/26/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	7/13/2015	7/17/2015	8am – 4:30pm	Frederick, MD
Entry-level FAC-P/PM Resident Course (FPM121)	PMS	8/10/2015	8/14/2015	8am – 4:30pm	Frederick, MD
FCN 400 - Emergency Contracting Basics	CPS	3/30/2015	3/31/2015	8am – 4:30pm	Frederick, MD
FCN 400 - Emergency Contracting Basics	CPS	5/4/2015	5/5/2015	8am – 4:30pm	Frederick, MD
FCN 400 - Emergency Contracting Basics	CPS	6/15/2015	6/16/2015	8am – 4:30pm	Frederick, MD
Federal Appropriations Law	CPS	11/5/2014	11/7/2014	8am – 4:30pm	Frederick, MD
Federal Appropriations Law	CPS	1/27/2015	1/29/2015	8am – 4:30pm	Frederick, MD
Federal Appropriations Law	CPS	3/24/2015	3/26/2015	8am – 4:30pm	Frederick, MD
Federal Appropriations Law	CPS	4/29/2015	5/1/2015	8am – 4:30pm	Frederick, MD
Federal Appropriations Law	CPS	6/10/2015	6/12/2015	8am – 4:30pm	Frederick, MD
Federal Real Property Lease Law	CPS	12/8/2014	12/12/2014	8am – 4:30pm	Frederick, MD
Federal Real Property Lease Law	CPS	6/1/2015	6/5/2015	8am – 4:30pm	Frederick, MD
Federal Supply Schedule User Training	CPS	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD
Federal Supply Schedule User Training	CPS	4/8/2015	4/10/2015	8am – 4:30pm	Frederick, MD
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	FMS	11/17/2014	11/20/2014	8am – 4:30pm	Frederick, MD
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	FMS	1/26/2015	1/29/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	FMS	3/9/2015	3/12/2015	8am – 4:30pm	Frederick, MD
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	FMS	4/20/2015	4/23/2015	8am – 4:30pm	Frederick, MD
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	FMS	6/22/2015	6/25/2015	8am – 4:30pm	Frederick, MD
FMS 010 - HVAC Workshop - Air Conditioning and Boilers	FMS	8/17/2015	8/20/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	FMS	2/2/2015	2/6/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	FMS	3/16/2015	3/20/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	FMS	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	FMS	7/27/2015	7/31/2015	8am – 4:30pm	Frederick, MD
FMS 020 - Boiler Plant Operator	FMS	9/21/2015	9/25/2015	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	FMS	12/2/2014	12/3/2014	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	FMS	2/11/2015	2/12/2015	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	FMS	3/23/2015	3/24/2015	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	FMS	6/29/2015	6/30/2015	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	FMS	7/13/2015	7/14/2015	8am – 4:30pm	Frederick, MD
FMS 030 - Plumbing and Pipefitting for Plant and Buildings	FMS	8/10/2015	8/11/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	FMS	11/3/2014	11/7/2014	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
FMS 040 - Generator, Emergency Power, and Arc Flash	FMS	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	FMS	3/2/2015	3/6/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	FMS	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	FMS	7/20/2015	7/24/2015	8am – 4:30pm	Frederick, MD
FMS 040 - Generator, Emergency Power, and Arc Flash	FMS	9/21/2015	9/25/2015	8am – 4:30pm	Frederick, MD
FMS 101 - Introduction to Facilities Management	FMS	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
FMS 101 - Introduction to Facilities Management	FMS	6/1/2015	6/5/2015	8am – 4:30pm	Frederick, MD
FMS 105 - Building Automation Systems (5 day)	FMS	10/20/2014	10/24/2014	8am – 4:30pm	Frederick, MD
FMS 105 - Building Automation Systems (5 day)	FMS	1/5/2015	1/9/2015	8am – 4:30pm	Frederick, MD
FMS 105 - Building Automation Systems (5 day)	FMS	3/23/2015	3/27/2015	8am – 4:30pm	Frederick, MD
FMS 105 - Building Automation Systems (5 day)	FMS	6/8/2015	6/12/2015	8am – 4:30pm	Frederick, MD
FMS 204 - Construction Contract Administration	FMS	2/23/2015	2/27/2015	8am – 4:30pm	Frederick, MD
FMS 204 - Construction Contract Administration	FMS	4/20/2015	4/24/2015	8am – 4:30pm	Frederick, MD
FMS 204 - Construction Contract Administration	FMS	8/10/2015	8/14/2015	8am – 4:30pm	Frederick, MD
FMS 213 - Building Automation Systems ADV (5 day)	FMS	11/17/2014	11/21/2014	8am – 4:30pm	Frederick, MD
FMS 213 - Building Automation Systems ADV (5 day)	FMS	3/2/2015	3/6/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
FMS 213 - Building Automation Systems ADV (5 day)	FMS	6/8/2015	6/12/2015	8am – 4:30pm	Frederick, MD
FMS 213 - Building Automation Systems ADV (5 day)	FMS	8/31/2015	9/4/2015	8am – 4:30pm	Frederick, MD
FMS 214 - Building Automation Systems (10 day)	FMS	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD
FMS 214 - Building Automation Systems (10 day)	FMS	2/2/2015	2/13/2015	8am – 4:30pm	Frederick, MD
FMS 214 - Building Automation Systems (10 day)	FMS	4/27/2015	5/8/2015	8am – 4:30pm	Frederick, MD
FMS 214 - Building Automation Systems (10 day)	FMS	7/6/2015	7/17/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	FMS	2/2/2015	2/6/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	FMS	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	FMS	3/30/2015	4/3/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	FMS	5/4/2015	5/8/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	FMS	6/22/2015	6/26/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	FMS	8/3/2015	8/7/2015	8am – 4:30pm	Frederick, MD
FMS 307 - Biomedical Equipment Technician	FMS	9/14/2015	9/18/2015	8am – 4:30pm	Frederick, MD
FMS 401 - Management of VA Facilities for Supervisors and Managers	FMS	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
FMS 401 - Management of VA Facilities for Supervisors and Managers	FMS	4/20/2015	4/24/2015	8am – 4:30pm	Frederick, MD
FMS 401 - Management of VA Facilities for Supervisors and Managers	FMS	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD
FMS 401 - Management of VA Facilities for Supervisors and Managers	FMS	8/24/2015	8/28/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
FMS 402 - VA Construction Management	FMS	3/9/2015	3/20/2015	8am – 4:30pm	Frederick, MD
FMS 402 - VA Construction Management	FMS	5/11/2015	5/22/2015	8am – 4:30pm	Frederick, MD
FMS 402 - VA Construction Management	FMS	7/27/2015	8/7/2015	8am – 4:30pm	Frederick, MD
FMS 403 - VA Healthcare Facilities Management	FMS	10/27/2014	11/7/2014	8am – 4:30pm	Frederick, MD
FMS 403 - VA Healthcare Facilities Management	FMS	4/20/2015	5/1/2015	8am – 4:30pm	Frederick, MD
FMS 403 - VA Healthcare Facilities Management	FMS	8/17/2015	8/28/2015	8am – 4:30pm	Frederick, MD
FMS 403 - VA Healthcare Facilities Management	FMS	9/14/2015	9/25/2015	8am – 4:30pm	Frederick, MD
Independent Government Cost Estimate for Performance-Based Acquisition	PMS	10/20/2014	11/7/2014	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	PMS	2/17/2015	3/6/2015	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	PMS	3/16/2015	4/3/2015	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	PMS	4/13/2015	5/1/2015	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	PMS	6/1/2015	6/19/2015	Varies	Blended
Independent Government Cost Estimate for Performance-Based Acquisition	PMS	7/20/2015	8/7/2015	Varies	Blended

Course Name/Title	School	Start Date	End Date	Time	Location
Independent Government Cost Estimate for Performance-Based Acquisition	PMS	8/17/2015	9/4/2015	Varies	Blended
Leadership & Management Skills For Non-Supervisors (For Contracting Professionals)	CPS	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD
Leadership & Management Skills for Non-Supervisors (for Contracting Professionals)	CPS	3/30/2015	4/1/2015	8am – 4:30pm	Frederick, MD
Leadership & Management Skills for Non-Supervisors (for Contracting Professionals)	CPS	6/9/2015	6/11/2015	8am – 4:30pm	Frederick, MD
Leadership & Management Skills for Non-Supervisors (for Contracting Professionals)	CPS	7/20/2015	7/22/2015	8am – 4:30pm	Frederick, MD
Lean Six Sigma – Blackbelt	PMS	TBD	TBD	TBD	Blended
Lean Six Sigma – Blackbelt	PMS	TBD	TBD	TBD	Blended
Lean Six Sigma – Blackbelt	PMS	TBD	TBD	TBD	Blended
Lean Six Sigma – Blackbelt	PMS	TBD	TBD	TBD	Blended
Lean Six Sigma – Greenbelt	PMS	TBD	TBD	TBD	Blended
Lean Six Sigma – Greenbelt	PMS	TBD	TBD	TBD	Blended
Lean Six Sigma – Greenbelt	PMS	TBD	TBD	TBD	Blended
Lean Six Sigma – Greenbelt	PMS	TBD	TBD	TBD	Blended
Lean Six Sigma – Master Blackbelt	PMS	TBD	TBD	TBD	Blended
Lease Acquisition Training (LAT)	CPS	2/9/2015	2/12/2015	TBD	Frederick, MD
Lease Acquisition Training (LAT)	CPS	4/20/2015	4/23/2015	TBD	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
Lease Administration	CPS	2/23/2015	2/27/2015	8am – 4:30pm	Frederick, MD
Lease Administration	CPS	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
Life Cycle Cost Estimating	PMS	10/7/2014	10/9/2014	8am-4:30pm	Blended
Life Cycle Cost Estimating	PMS	2/10/2015	2/12/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	PMS	3/24/2015	3/26/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	PMS	5/19/2015	5/21/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	PMS	6/23/2015	6/25/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	PMS	7/28/2015	7/30/2015	8am-4:30pm	Blended
Life Cycle Cost Estimating	PMS	9/16/2015	9/18/2015	8am-4:30pm	Blended
Market Intelligence	PMS	TBD	TBD	TBD	Blended
Market Intelligence	PMS	TBD	TBD	TBD	Blended
Market Intelligence	PMS	TBD	TBD	TBD	Blended
Market Intelligence	PMS	TBD	TBD	TBD	Blended
Market Intelligence	PMS	TBD	TBD	TBD	Blended
Market Research & Commercial Item	CPS	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD
Market Research & Commercial Item	CPS	5/27/2015	5/29/2015	8am – 4:30pm	Frederick, MD
Microstrategy Reporting	CPS	Ongoing	Ongoing	N/A	Virtual
Mid-level - Boot Camp	PMS	3/3/2015	3/20/2015	8am – 4:30pm	Tampa, FL

Course Name/Title	School	Start Date	End Date	Time	Location
Mid-level - Boot Camp	PMS	6/2/2015	6/19/2015	8am – 4:30pm	Tampa, FL
Mid-level - Concept Definition	PMS	10/21/2014	10/24/2014	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Definition	PMS	11/18/2014	11/21/2014	8am – 4:30pm	Frederick, MD
Mid-level - Concept Definition	PMS	12/9/2014	12/12/2014	8am – 4:30pm	Frederick, MD
Mid-level - Concept Definition	PMS	1/13/2015	1/16/2015	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Definition	PMS	2/24/2015	2/27/2015	8am – 4:30pm	Frederick, MD
Mid-level - Concept Definition	PMS	3/17/2015	3/20/2015	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Planning	PMS	9/8/2014	9/12/2014	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Planning	PMS	11/17/2014	11/21/2014	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Planning	PMS	12/15/2014	12/19/2014	8am – 4:30pm	Frederick, MD
Mid-level - Concept Planning	PMS	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
Mid-level - Concept Planning	PMS	2/23/2015	2/27/2015	8am – 4:30pm	Alexandria, VA
Mid-level - Concept Planning	PMS	3/30/2015	4/3/2015	8am – 4:30pm	Frederick, MD
Mid-level - Concept Planning	PMS	4/20/2015	4/24/2015	8am – 4:30pm	Alexandria, VA
Mid-level - Development Through Closeout	PMS	10/6/2014	10/10/2014	8am – 4:30pm	Frederick, MD
Mid-level - Development Through Closeout	PMS	12/15/2014	12/19/2014	8am – 4:30pm	Alexandria, VA
Mid-level - Development Through Closeout	PMS	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
Mid-level - Development Through Closeout	PMS	3/2/2015	3/6/2015	8am – 4:30pm	Frederick, MD
Mid-level - Development Through Closeout	PMS	4/13/2015	4/17/2015	8am – 4:30pm	Alexandria, VA

Course Name/Title	School	Start Date	End Date	Time	Location
Mid-level - Development Through Closeout	PMS	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
Mid-level - Development Through Closeout	PMS	6/1/2015	6/5/2015	8am – 4:30pm	Alexandria, VA
Mid-level FAC P/PM Capstone	PMS	9/22/2014	9/26/2014	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	10/6/2014	10/10/2014	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	11/3/2014	11/7/2014	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	12/15/2014	12/19/2014	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	1/26/2015	1/30/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	2/9/2015	2/13/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	3/30/2015	4/3/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	6/8/2015	6/12/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	6/22/2015	6/26/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	7/13/2015	7/17/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	7/20/2015	7/24/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	8/3/2015	8/7/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	8/10/2015	8/14/2015	8am – 4:30pm	Frederick, MD
Mid-level FAC P/PM Capstone	PMS	8/17/2015	8/21/2015	8am – 4:30pm	Frederick, MD
Modification Actions	CPS	Ongoing	Ongoing	N/A	Virtual
Negotiation Strategies and Techniques	CPS	10/20/2014	10/31/2014	8am – 4:30pm	Frederick, MD
Negotiation Strategies and Techniques	CPS	2/23/2015	2/27/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
Negotiation Strategies and Techniques	CPS	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	11/18/2014	11/21/2014	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	12/9/2014	12/12/2014	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	1/27/2015	1/30/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	2/24/2015	2/27/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	3/10/2015	3/13/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	4/21/2015	4/24/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	5/12/2015	5/15/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	6/9/2015	6/12/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	7/21/2015	7/24/2015	8am – 12pm	Frederick, MD
New User eCMS Training (3.5 Day)	CPS	8/11/2015	8/14/2015	8am – 12pm	Frederick, MD
Performance-Based Services Acquisitions	CPS	1/5/2015	1/9/2015	8am – 4:30pm	Frederick, MD
Performance-Based Services Acquisitions	CPS	4/13/2015	4/17/2015	8am – 4:30pm	Frederick, MD
Performance Work Statement for Performance-Based Acquisition	PMS	10/20/2014	11/7/2014	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	PMS	1/26/2015	2/13/2015	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	PMS	3/9/2015	3/27/2015	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	PMS	4/6/2015	4/24/2015	Varies	Blended

Course Name/Title	School	Start Date	End Date	Time	Location
Performance Work Statement for Performance-Based Acquisition	PMS	5/4/2015	5/22/2015	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	PMS	7/13/2015	7/31/2015	Varies	Blended
Performance Work Statement for Performance-Based Acquisition	PMS	8/10/2015	8/28/2015	Varies	Blended
Protests, Terminations, and Disputes Skillbuilding	CPS	12/10/2014	12/11/2014	N/A	Virtual
RBCC 604 - Supervisory Contracting Officer, Managing and Measuring Work	CPS	1/12/2015	1/30/2015	N/A	Virtual
SCM 090 - Principles of Inventory Management	SCMS	10/28/2014	10/31/2014	8am-4:30pm	Frederick, MD
SCM 090 - Principles of Inventory Management	SCMS	11/4/2014	11/7/2014	8am-4:30pm	Brockton, MA
SCM 090 - Principles of Inventory Management	SCMS	11/18/2014	11/21/2014	8am-4:30pm	Ann Arbor, MI
SCM 090 - Principles of Inventory Management	SCMS	12/9/2014	12/11/2014	8am-4:30pm	Hampton, VA
SCM 090 - Principles of Inventory Management	SCMS	1/27/2015	1/29/2015	8am-4:30pm	Frederick, MD
SCM 090 - Principles of Inventory Management	SCMS	1/27/2015	1/29/2015	8am-4:30pm	St. Petersburg, FL
SCM 090 - Principles of Inventory Management	SCMS	2/10/2015	2/12/2015	8am-4:30pm	Gilbert, AZ
SCM 090 - Principles of Inventory Management	SCMS	2/24/2015	2/26/2015	8am-4:30pm	Lexington, KY
SCM 090 - Principles of Inventory Management	SCMS	3/10/2015	3/12/2015	8am-4:30pm	Salt Lake City, UT
SCM 090 - Principles of Inventory Management	SCMS	4/7/2015	4/9/2015	8am-4:30pm	Arlington, TX
SCM 090 - Principles of Inventory Management	SCMS	4/28/2015	4/302015	8am-4:30pm	Frederick, MD
SCM 090 - Principles of Inventory Management	SCMS	5/5/2015	5/7/2015	8am-4:30pm	Bath, NY
SCM 090 - Principles of Inventory Management	SCMS	5/19/2015	5/21/2015	8am-4:30pm	Vancouver, WA

Course Name/Title	School	Start Date	End Date	Time	Location
SCM 090 - Principles of Inventory Management	SCMS	6/9/2015	6/11/2015	8am-4:30pm	San Diego, CA
SCM 090 - Principles of Inventory Management	SCMS	6/23/2015	6/25/2015	8am-4:30pm	Ridgeland, MS
SCM 090 - Principles of Inventory Management	SCMS	7/14/2015	7/16/2015	8am-4:30pm	Westchester, IL
SCM 090 - Principles of Inventory Management	SCMS	7/21/2015	7/23/2015	8am-4:30pm	Frederick, MD
SCM 090 - Principles of Inventory Management	SCMS	8/4/2015	8/6/2015	8am-4:30pm	Reno, NV
SCM 090 - Principles of Inventory Management	SCMS	8/18/2015	8/20/2015	8am-4:30pm	Kansas City, MO
SCM 101 - Introduction to IFCAP/ SCM 102A - Introduction to GIP Systems	SCMS	TBD	TBD	TBD	Frederick, MD
SCM 101 - Introduction to IFCAP/ SCM 102B - Introduction to AEMS/MERS	SCMS	TBD	TBD	TBD	Frederick, MD
Senior-level - Boot Camp	PMS	2/24/2015	3/13/2015	8am – 4:30pm	Tampa, FL
Senior-level - Boot Camp	PMS	3/17/2015	4/3/2015	8am – 4:30pm	Tampa, FL
Senior-level - Concept Definition	PMS	10/21/2014	10/24/2014	8am – 4:30pm	Frederick, MD
Senior-level - Concept Definition	PMS	11/4/2014	11/7/2014	8am – 4:30pm	Frederick, MD
Senior-level - Concept Definition	PMS	12/2/2014	12/5/2015	8am – 4:30pm	Frederick, MD
Senior-level - Concept Definition	PMS	1/27/2015	1/30/2015	8am – 4:30pm	Alexandria, VA
Senior-level - Concept Definition	PMS	4/7/2015	4/10/2015	8am – 4:30pm	Frederick, MD
Senior-level - Concept Planning	PMS	12/1/2014	12/5/2014	8am – 4:30pm	Frederick, MD
Senior-level - Concept Planning	PMS	12/8/2014	12/12/2014	8am – 4:30pm	Frederick, MD
Senior-level - Concept Planning	PMS	1/5/2015	1/9/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
Senior-level - Concept Planning	PMS	3/2/2015	3/6/2015	8am – 4:30pm	Alexandria, VA
Senior-level - Concept Planning	PMS	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	PMS	9/22/2014	9/26/2014	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	PMS	1/5/2015	1/9/2015	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	PMS	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	PMS	2/2/2015	2/6/2015	8am – 4:30pm	Frederick, MD
Senior-level - Development Through Closeout	PMS	4/13/2015	4/17/2015	8am – 4:30pm	Alexandria, VA
Senior-level - Development Through Closeout	PMS	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	10/20/2014	10/24/2014	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	12/1/2014	12/5/2014	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	2/2/2015	2/6/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	2/9/2015	2/13/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	4/13/2015	4/17/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	5/11/2015	5/15/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	6/15/2015	6/19/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	7/27/2015	7/31/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	8/3/2015	8/7/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	8/10/2015	8/14/2015	8am – 4:30pm	Frederick, MD
Senior-level FAC P/PM Capstone	PMS	8/17/2015	8/21/2015	8am – 4:30pm	Frederick, MD

Course Name/Title	School	Start Date	End Date	Time	Location
Simplified Acquisitions	CPS	3/30/2015	4/1/2015	8am – 4:30pm	Frederick, MD
Strategic Sourcing for Contracting Professionals	CPS	2/18/2015	2/20/2015	8am – 4:30pm	Frederick, MD
Strategic Sourcing for Contracting Professionals	CPS	3/3/2015	3/5/2015	8am – 4:30pm	Frederick, MD
Strategic Sourcing for Contracting Professionals	CPS	6/8/2015	6/10/2015	8am – 4:30pm	Frederick, MD
Strategic Sourcing for Contracting Professionals	CPS	7/28/2015	7/30/2015	8am – 4:30pm	Frederick, MD
Technical Evaluation for Performance-Based Acquisition	PMS	10/20/2014	11/7/2014	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	PMS	12/1/2014	12/19/2014	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	PMS	2/23/2015	3/13/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	PMS	3/23/2015	4/10/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	PMS	4/20/2015	5/8/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	PMS	6/8/2015	6/26/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	PMS	7/27/2015	8/14/2015	Varies	Blended
Technical Evaluation for Performance-Based Acquisition	PMS	9/8/2015	9/25/2015	Varies	Blended
Techniques of Negotiating Federal Real Property Leases	CPS	1/12/2015	1/16/2015	8am – 4:30pm	Frederick, MD
Techniques of Negotiating Federal Real Property Leases	CPS	3/9/2015	3/13/2015	8am – 4:30pm	Frederick, MD
Train the Trainer: Conveying your eCMS Expertise to Others	CPS	Ongoing	Ongoing	N/A	Virtual

Course Name/Title	School	Start Date	End Date	Time	Location
VABLCP 501 - Adapt to Change and Maintain Accountability	CPS	2/23/2015	3/13/2015	Varies	Blended
VABLCP 501 - Adapt to Change and Maintain Accountability	CPS	4/27/2015	5/15/2015	Varies	Blended
VABLCP 502 - Business Writing for 1102s	CPS	1/21/2015	2/4/2015	Varies	Blended
VABLCP 502 - Business Writing for 1102s	CPS	3/11/2015	3/27/2015	Varies	Blended
VABLCP 502 - Business Writing for 1102s	CPS	6/24/2015	7/10/2015	Varies	Blended
VABLCP 503 - Build Networks: Maximizing your Relationships	CPS	11/17/2014	12/5/2014	Varies	Blended
VABLCP 503 - Build Networks: Maximizing your Relationships	CPS	5/4/2015	5/15/2015	Varies	Blended
VABLCP 504 - Effectively Interacting with your Customer	CPS	12/1/2014	12/5/2014	Varies	Virtual
VABLCP 504 - Effectively Interacting with your Customer	CPS	3/30/2015	4/10/2015	Varies	Virtual
VABLCP 504 - Effectively Interacting with your Customer	CPS	7/28/2015	8/7/2015	Varies	Virtual
VABLCP 505 - Techniques for Acquisition Problem Solving	CPS	11/17/2014	11/19/2014	Varies	TBD
VABLCP 505 - Techniques for Acquisition Problem Solving	CPS	2/9/2015	2/11/2015	Varies	TBD
VABLCP 505 - Techniques for Acquisition Problem Solving	CPS	4/27/2015	4/29/2015	Varies	TBD
VABLCP 506 - Wow the Crowd! Making Engaging Presentations	CPS	2/3/2015	2/13/2015	Varies	Blended
VABLCP 506 - Wow the Crowd! Making Engaging Presentations	CPS	5/18/2015	5/29/2015	Varies	Blended
VABLCP 507 - Strengthen your Resilience: Thrive as an 1102	CPS	3/2/2015	3/6/2015	Varies	Virtual

Course Name/Title	School	Start Date	End Date	Time	Location
VABLCP 507 - Strengthen your Resilience: Thrive as an 1102	CPS	3/16/2015	3/20/2015	Varies	Virtual
VABLCP 507 - Strengthen your Resilience: Thrive as an 1102	CPS	4/13/2015	4/17/2015	Varies	Virtual
VABLCP 507 - Strengthen your Resilience: Thrive as an 1102	CPS	6/1/2015	6/5/2015	Varies	Virtual
VABLCP 508 - Building Credibility and Sustaining Influence	CPS	11/17/2014	11/28/2014	Varies	Virtual
VABLCP 508 - Building Credibility and Sustaining Influence	CPS	3/25/2015	4/10/2015	Varies	Virtual
VABLCP 508 - Building Credibility and Sustaining Influence	CPS	6/24/2015	7/10/2015	Varies	Virtual
VABLCP 520 - Advanced Business Writing for 1102s	CPS	4/15/2015	5/1/2015	Varies	Virtual
VABLCP 521 - Identifying Problems and Creating Solutions	CPS	2/18/2015	3/20/2015	Varies	Virtual
VABLCP 521 - Identifying Problems and Creating Solutions	CPS	5/13/2015	6/12/2015	Varies	Virtual
VARBCC 601 - Journeyman Contracting Officer, Planning	CPS	10/15/2014	10/27/2014	Varies	Virtual
VARBCC 602 - Journeyman Contracting Officer, Priority Setting	CPS	11/3/2014	11/21/2014	Varies	Virtual
VARBCC 603 - Journeyman Contracting Officer, Time Management	CPS	12/1/2014	12/19/2014	Varies	Virtual
"Welcome to the VA"	CPS	2/9/2015	2/12/2015	8am – 12pm	Frederick, MD
"Welcome to the VA"	CPS	4/21/2015	4/24/2015	8am – 12pm	Frederick, MD
"Welcome to the VA"	CPS	6/9/2015	6/12/2015	8am – 12pm	Frederick, MD
Work Breakdown Structure for Performance-Based Acquisition	PMS	1/20/2015	2/6/2015	Varies	Blended

Course Name/Title	School	Start Date	End Date	Time	Location
Work Breakdown Structure for Performance-Based Acquisition	PMS	3/2/2015	3/20/2015	Varies	Blended
Work Breakdown Structure for Performance-Based Acquisition	PMS	3/30/2015	4/17/2015	Varies	Blended
Work Breakdown Structure for Performance-Based Acquisition	PMS	4/27/2015	5/15/2015	Varies	Blended
Work Breakdown Structure for Performance-Based Acquisition	PMS	7/6/2015	7/24/2015	Varies	Blended
Work Breakdown Structure for Performance-Based Acquisition	PMS	8/3/2015	8/21/2015	Varies	Blended
Writing Performance Based Work Statements	CPS	1/21/2015	1/23/2015	8am – 4:30pm	Frederick, MD

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Contact the Office of the Registrar:

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