



JUL 12 2004

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: DAVID DRABKIN  07/08/04
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OFFICE OF THE CHIEF ACQUISITION OFFICER

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SUBJECT: ACQUISITION WORKFORCE TRAINING FUND

Title XIV, Section 1412 of the National Defense Authorization Act for Fiscal Year 2004 (P.L. 108-136), also known as the Services Acquisition Reform Act of 2003 (SARA), as signed into law on November 24, 2003, amends Section 37 of the Office of Federal Procurement Policy Act to establish an Acquisition Workforce Training Fund (AWTF).

The Acquisition Workforce Training Fund, established within the General Services Administration (GSA), will ensure that the Government's acquisition workforce develops the skills necessary to adapt to fundamental changes in the nature of the Federal Government's business processes, and to acquire new skills and a new perspective to enable it to contribute effectively in the changing environment of the 21st century.

This fund will be managed by the Federal Acquisition Institute (FAI) at GSA and will support the training of the acquisition workforce of all executive agencies, except the Department of Defense. The fund will be credited with five percent of the administrative fees (e.g., contract access fees) collected by executive agencies (other than the Department of Defense) under the following contracts:

- Government-wide task and delivery-order contracts entered into under sections 303H and 303I of the Federal Property and Administrative Services Act of 1949.
- Government-wide contracts for the acquisition of information technology as defined in section 11101 of Title 40, U.S.C., and multi-agency acquisition contracts for such technology authorized by section 11314.
- Multiple-award schedule contracts entered into by the Administrator of General Services.

Five percent of the administrative fees collected by agencies beginning January 1, 2004 will be deposited into the AWTF. Deposits will occur by the end of each quarter of the fiscal year. The final active year for collections is Fiscal Year 2008.

We are providing information on the fund, as well as payment instructions. Additionally, we are requesting data from all executive agencies (other than the Department of Defense) to estimate the amount of funds to be deposited to the AWTF. The data will also serve as a baseline for planning training activities.

The attachments include background information on SARA (Attachment A), a data request for agencies administering government-wide contracts (Attachment B), a data request for agencies administering multiple-award schedules (Attachment C), and payment information and instructions (Attachment D). Please review the attachments, then complete and submit Attachment B. GSA/FSS and the Department of Veteran Affairs should complete Attachment C for multiple-award schedule contracts. Instructions for completing and submitting data are provided within the appropriate attachments. Please submit the completed forms no later than July 30, 2004.

If you have any questions, please contact Bill Wilson, Federal Acquisition Institute, at William.Wilson@gsa.gov, or 202-208-6925.

We look forward to working with you to ensure our acquisition workforce remains successful.

Attachments:

- (A) Section 1412, Public Law 108-136, National Defense Authorization Act for Fiscal Year 2004
- (B) Data Request on government-wide contracts for the Acquisition Workforce Training Fund
- (C) Data Request on multiple-award schedule contracts for the Acquisition Workforce Training Fund
- (D) Payment information for the Acquisition Workforce Training Fund