

FAI Board of Directors Charter

I. Purpose

The Federal Acquisition Institute (FAI) Board of Directors (BoD)¹ was established by the Administrator of the Office of Federal Procurement Policy (OFPP) in 2003. The purpose of the BoD is to provide general strategic direction to **ensure FAI fulfills its statutory requirements and is accountable to its diverse stakeholder community, including the civilian agency acquisition workforce**. This direction includes recommendations regarding the development and execution of the annual spend plan, which is funded through the Acquisition Workforce Training Fund (AWTF)² and provided to FAI by the General Services Administration (GSA)³.

II. Roles and Responsibilities

The three (3) primary roles and responsibilities of the FAI BoD are to:

- A. Champion for FAI to ensure it is resourced to enable an agile, innovative, and qualified civilian agency acquisition workforce.
- B. Make recommendations to OFPP and GSA regarding the projected budget needs and expense plans for FAI to fulfill its mandate.
- C. Provide FAI general direction (outlined in statute⁴) to ensure that it:
 1. Meets its statutory requirements;
 2. Meets the needs of the Federal [civilian agency] acquisition workforce;
 3. Implements appropriate programs;
 4. Coordinates with appropriate organizations and groups that have an impact on the Federal acquisition workforce [e.g., the Chief Acquisition Officers Council and the Chief Human Capital Officers Council];
 5. Develops and implements plans to meet [current needs and] future challenges of the civilian agencies Federal acquisition workforce; and
 6. Works closely with the Defense Acquisition University (DAU) [and Agency Teaching schools to leverage resources and increase efficiencies].

¹ OFPP established the FAI Board of Directors in 2003, and Section 864 of the NDAA 2012 established the Board in statute - <http://www.gpo.gov/fdsys/pkg/PLAW-112publ81/pdf/PLAW-112publ81.pdf>. The Board's statute is at 41 U.S.C. § 1201(c).

² 41 U.S.C. § 1201(b)(2)

³ Section 37 of the OFPP Act (41 U.S.C. 433): "The Administrator of General Services shall establish an acquisition workforce training fund. The Administrator shall manage the fund through the FAI to support the training of the acquisition workforce of the executive agencies other than the Department of Defense. The Administrator shall consult with the Administrator for OFPP in managing the fund."

⁴ 41 U.S.C. § 1201(c)(3)

III. Structure and Membership

The composition of the BoD is designed to ensure FAI's accountability to its stakeholders. The group is led by senior leadership from the two organizations to which FAI is accountable (OFPP and GSA) and represents the diversity of functions that comprise the civilian acquisition workforce to which FAI is accountable.

- A. The FAI shall report through the BoD directly to the OFPP Administrator, or the Administrator's delegate.
- B. The BoD shall be co-chaired by OFPP's Associate Administrator for Acquisition Workforce Programs and GSA's Deputy Chief Acquisition Officer.
- C. The Board shall be composed of **not more than** eight (8) individuals from the Federal Government representing a mix of acquisition functional areas, such as contracting, program and project management, information technology, supply chain risk management, human capital and training.
- D. The OFPP Administrator shall solicit and appoint members to the BoD, with guidance from the co-chairs.
- E. The term of membership shall be three years. Members may serve consecutive terms to ensure continuity. A representative of the DAU may serve as an ex-officio, non-voting member.

IV. Meetings

The purpose of FAI BoD meetings is for the BoD to (1) receive updates on major FAI achievements and accomplishments, to (2) provide guidance on how to optimize the competency of the civilian agency acquisition workforce and to (3) provide direction to FAI regarding its fulfillment of statutory requirements and execution of annual spend plan.

- A. The BoD shall meet at least quarterly, but may meet more often if needed.
- B. An illustrative BoD annual work plan is as follows:
 - 1. Q1 (October) - Current needs and future challenges related to first four Statutory Requirements:
 - a) Foster and promote the development of a professional acquisition workforce Government-wide;

- b) Promote and coordinate Government-wide research and studies to improve the procurement process and the laws, policies, methods, regulations, procedures, and forms relating to acquisition by the executive agencies;
 - c) Collect data and analyze acquisition workforce data from the Office of Personnel Management (OPM), the heads of executive agencies, and, through periodic surveys, from individual employees; and
 - d) Periodically analyze acquisition career fields to identify critical competencies, duties, tasks, and related academic prerequisites, skills, and knowledge.
2. Q2 (January) - Current needs and future challenges related to second four Statutory Requirements:
- a) Coordinate and assist agencies in identifying and recruiting highly qualified candidates for acquisition fields;
 - b) Develop instructional materials for acquisition personnel in coordination with private and public acquisition colleges and training facilities;
 - c) Evaluate the effectiveness of training and career development programs for acquisition personnel; and
 - d) Promote the establishment and utilization of academic programs by colleges and universities in acquisition fields.
3. Q3 (April) - Current needs and future challenges related to final four Statutory Requirements:
- a) Facilitate, to the extent requested by agencies, interagency intern and training programs;
 - b) Collaborate with other civilian agency acquisition training programs to leverage training supporting all members of the civilian agency acquisition workforce;
 - c) Assist civilian agencies with their acquisition and capital planning efforts; and
 - d) Perform other career management or research functions as directed by the Administrator.
4. Q4 (July) - Highlights and opportunities from current fiscal year; annual spend plan and performance goals for upcoming fiscal year