

CONTRACTING FUNCTIONAL INTEGRATED PRODUCT TEAM (FIPT) CHARTER

PURPOSE:

The CON FIPT mission is to advise and support the career field Functional Leader (FL) in carrying out his/her responsibilities.¹ As appropriate, the FL will task the FIPT to perform support activities and will direct the work of the FIPT.² The Contracting FIPT provides stakeholder input into Contracting, Purchasing, and Industrial Property workforce learning asset and training requirements, Defense Acquisition Workforce Improvement Act (DAWIA) certification standards, and related workforce professional development activities.

BACKGROUND:

Functional Leaders (FL) are appointed by the Under Secretary of Defense for Acquisition, Technology and Logistics [USD (AT&L)] to serve as senior DoD subject-matter experts for their respective career field functional areas for oversight and management of career development requirements. FLs establish, oversee, and maintain AT&L position category descriptions, education, training, and experience requirements, including AT&L Career Field competency standards, DAWIA certification standards, and provide functional inputs into Defense Acquisition University (DAU) curriculum revision and development requirements. To successfully perform this mission, the FL establishes and oversees the FIPT and recommends career development initiatives. To assist in carrying out these responsibilities, the FL appoints a representative who serves as Chair/Executive Secretary of a Functional IPT. FIPT membership includes DoD Components functional representatives and Directors for Acquisition Career Management (DACMs), DAU, and other representatives as appropriate. Successful mission accomplishment is enabled by close alignment between the FL and the FIPT.

GOALS:

Specific goals of the Contracting FIPT are to:

- Provide the career field FL with requisite information, perspectives, and recommendations to guide decisions related to the DoD Contracting workforce including, but not necessarily limited to:
 - Competency Management
 - Human Capital Strategy
 - Maturing Core Plus Framework
 - Continuous Learning Module requirements and development
 - Career development/workforce management, including recruiting/retention strategies
 - Utilization of knowledge sharing and other resource assets

¹ See DoD Instruction 5000.66, "Operation of the Defense Acquisition Workforce Education, Training, and Career Development Program."

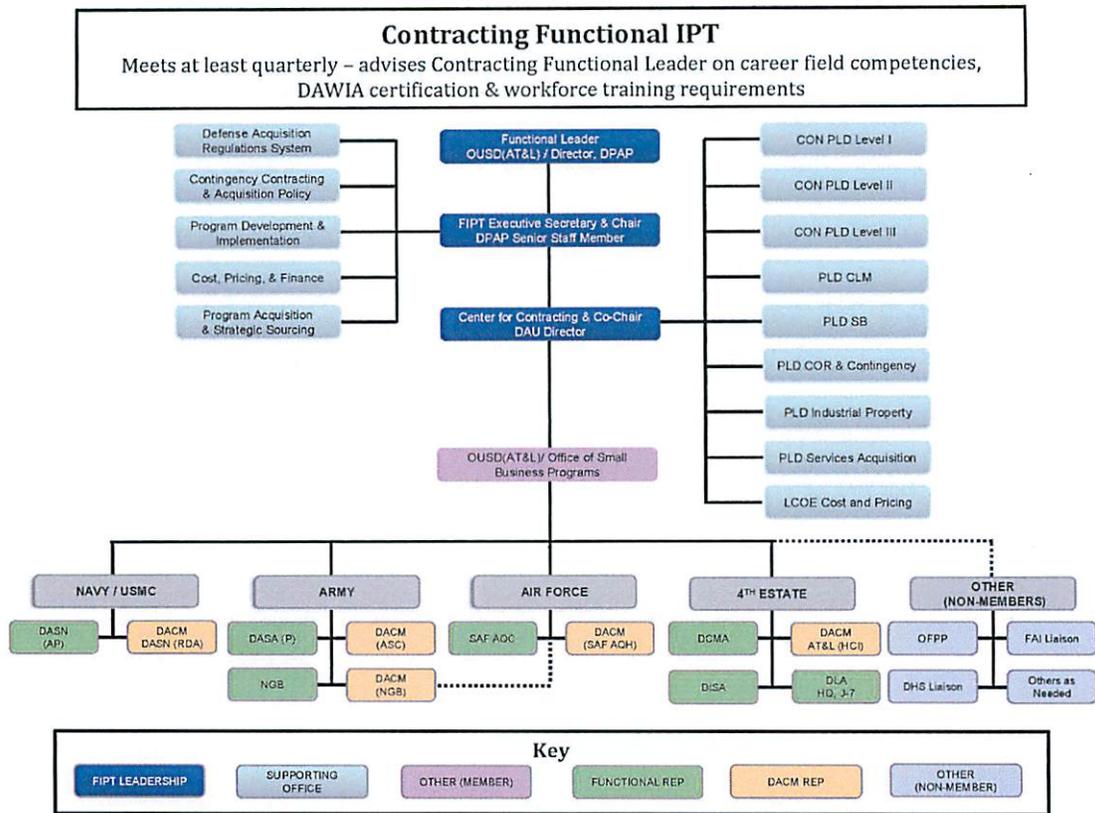
² Functional Area Charters for the Acquisition Career Development Program, 26 Feb 01

- Other areas as deemed appropriate, including products, deliverables, and focus areas listed below
- Serve as a forum and clearinghouse for cross-cutting joint service/agency contracting initiatives, lessons learned, and issues of mutual interest and concern
- Provide a means for information and best practice sharing across the DoD Contracting community involved in education, training, development and human capital planning of the AT&L workforce
- Provide recommendations for cross-functional/inter-disciplinary collaboration and integration
- Identify opportunities for interdisciplinary integration across the broader DoD acquisition and contracting domains, including identifying appropriate learning assets from other career fields in the professional development of the contracting specialist, as well as encouraging the shared use of appropriate contracting learning assets by other functional communities.

MEMBERSHIP:

Contracting FIPT structure and primary membership will consist of the following as depicted below.

- Contracting Functional Leader (FL)
- Contracting Functional Leader senior staff member who also serves as FIPT Executive Secretary and Chair
- DAU, Director, Center for Contracting, who also serves as the Co-Chair of the FIPT
- Office of Small Business Programs representative
- Component and 4th Estate Directors for Acquisition Career Management (DACM) representatives
- Component and the 4th Estate Contracting Functional representatives
- DAU Functional Performance Learning Directors, Knowledge Management Officer, and Instructional Systems Designer
- Others as needed



PRODUCTS, DELIVERABLES, AND FOCUS AREAS:

- Career Field DoD Human Capital Strategy (HCS) development and refinement support
- Career Field competency management inputs and refinement as required
- Career Field Position Category Descriptions (review and modify)
- Career Field Certification Standards (review and modify)
- Maturing Core Plus Framework (review and modify)
- DAU Curriculum Content (review and certify)
- DAU Continuous Learning Module Requirements and Development (review and prioritize)
- Career Development, recruitment and retention strategies (review and make recommendations)
- DAU and Service knowledge sharing tools, resources, and related learning assets

- Subject Matter Expertise for Curricula Development support, including ACQuipedia articles, Ask-a-Professor queries, courseware, and Continuous Learning Module development
- Other related deliverables as determined by the FL or the FIPT membership consistent with the objectives and interests of the Contracting, Purchasing, and Industrial Property communities

CONOPS:

- Meetings will be held at least quarterly
- Contracting FIPT administration and logistics will be provided by DPAP and DAU
- All members and attendees shall act in a professional, courteous and respectful manner at all times
- Each Contracting, Purchasing, and Industrial Property course offered by DAU will be reviewed annually to ensure currency
- Agendas will be provided to the membership at least two working days prior to each meeting
- Minutes and attendance list will be provided to the membership within ten working days following each meeting
- The FIPT Executive Secretary and DAU will maintain a CON Community of Practice on the Acquisition Community Connection (<https://acc.dau.mil/confipt>) for FIPT meeting minutes, agendas, attendance sheets, briefing charts and other related resources
- Discussion at meetings shall be treated under “non-attribution” guidelines
- Whenever possible, decisions will be reached by consensus. In the absence of consensus, final decisions will be made by the Executive Secretary (Chair) and/or the Functional Leader
- Appointed representatives shall be empowered by their Components or organizations to act on their behalf, and will provide timely feedback to appropriate leadership within their organizations on discussion topics and decisions made at FIPT meetings
- Decisions reached by the CON FIPT are considered binding among the membership
- As required, the Functional Leader may establish subgroups and/or assign representatives to work on specific topics

ROLES & RESPONSIBILITIES:

- **Functional Leader (FL)**
 - Performs duties as outlined in DoD Directive 5000.52, DoD Instruction 5000.55, DoD Instruction 5000.66, Functional Area Charters for the Acquisition Career Development Program, and the AT&L Workforce Desk Guide (see References section below)
 - Provides overarching strategic direction and guidance to the Contracting FIPT
 - Serves as the final approval authority for this Charter and any future revisions
 - Represents the Contracting community on the DoD Acquisition Workforce Senior Steering Board (SSB)
 - Certifies, ratifies, or approves decisions related to DoD Contracting Human Capital Strategy, Position Category Descriptions, Career Field Certification Standards, Career Field Competencies, Core Plus Framework, DAU curriculum content, and Continuous Learning Module requirements and developments

- **Executive Secretary**
 - Chairs Contracting FIPT meetings on behalf of the Functional Leader
 - Establishes meeting agendas, assigns action items, and prepares meeting minutes
 - Represents Contracting FL and FIPT at DoD Workforce Management Group (WMG) and related Working Group meetings
 - Attends DoD Acquisition Workforce Senior Steering Board (SSB) meetings, as required

- **DAU, Director, Center for Contracting**
 - Co-Chairs Contracting FIPT meetings

- **FIPT Members**
 - Attend or call in to scheduled FIPT meetings
 - Submit agenda items via the Executive Secretary
 - Share successful Component practices and lessons learned as appropriate
 - Brief the FIPT on organizational or Component initiatives, projects, or processes related to contracting initiatives and human capital strategic planning, workforce professional development and retention
 - Provide inputs to DAU learning asset development, revision, and future requirements identifications

- Provide or identify Subject Matter Expert support for DAU learning asset developments, including but not limited to Continuous Learning Module content development, Ask-a-Professor queries, classroom guest speaker requests, and related requirements
- Empower designated representative(s) to speak on their behalf when unable to attend
- Convey issues, taskings, and decisions discussed at CON FIPT meetings to the appropriate Component/organization contracting leadership

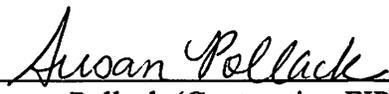
REFERENCES:

- DoDD 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program", 12 Jan 05
<http://www.dtic.mil/whs/directives/corres/pdf/500052p.pdf>
- DoDI 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions", 1 Nov 91
<http://www.dtic.mil/whs/directives/corres/pdf/500055p.pdf>
- DoDI 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program", 21 Dec 05
<http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>
- "Functional Area Charters for the Acquisition Career Development Program", 26 Feb 01
<https://acc.dau.mil/CommunityBrowser.aspx?id=181382&lang=en-US>
- AT&L Workforce Desk Guide
<http://www.dau.mil/search/gsaresults.aspx?k=+workforce%7c%7c01-10-06%2520ATL%2520Workforce%2520Desk%2520Guide%2520Issued%2520Version%2520with%2520Forms.pdf>
- Contracting Community of Practice site <https://acc.dau.mil/confipt>
- DoD AT&L Career Management Home Page
<http://www.dau.mil/workforce/default.aspx>
- Defense Acquisition University (DAU) iCatalog <http://icatalog.dau.mil/>
- Defense Acquisition Portal <https://dap.dau.mil/Pages/Default.aspx>

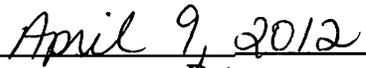
REVIEW CYCLE:

The CON FIPT charter will be reviewed and approved by the Contracting Functional Leader, as deemed necessary by the Contracting FIPT Executive Secretary, or every two years, whichever occurs sooner.

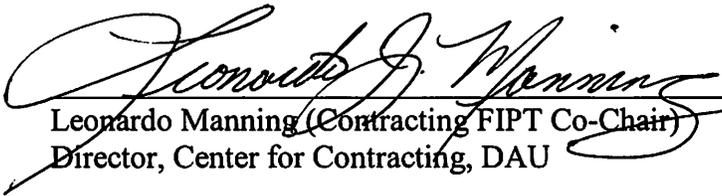
PROPOSED BY:



Susan Pollack (Contracting FIPT Executive Secretary & Chair)
Senior Procurement Analyst, OUSD(AT&L)/DPAP



Date

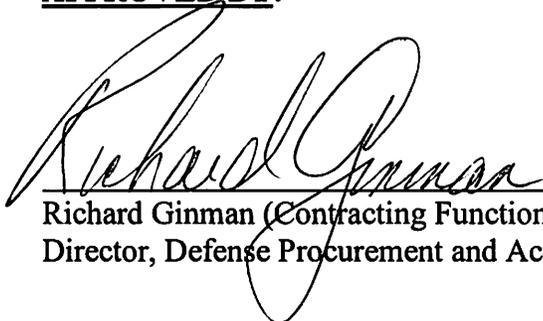


Leonardo Manning (Contracting FIPT Co-Chair)
Director, Center for Contracting, DAU



Date

APPROVED BY:



Richard Ginman (Contracting Functional Leader)
Director, Defense Procurement and Acquisition Policy



Date