

ACQUISITION OF SERVICES FUNCTIONAL INTEGRATED PRODUCT TEAM (FIPT) CHARTER

PURPOSE:

The purpose of a FIPT is to support the Acquisition of Services Functional Leader (FL) in carrying out his/her responsibilities. As appropriate, the FL will task the FIPT to perform support activities and will direct the work of the FIPT. The Acquisition of Services FIPT advises the FL, as well as provides stakeholder input towards the development and dissemination of training products and practical tools to support service acquisitions from requirements development to performance assessment. In addition, while this FIPT may explore the feasibility of certification standards and workforce professional development, given the nature of the workforce involved in services acquisitions, special focus shall be given to methodologies that result in immediate, near-term improvement of specific acquisitions. The unique aspect of this FIPT is that the targeted workforce is comprised of both statutory Defense Acquisition Workforce Improvement Act (DAWIA) and non-DAWIA personnel.

BACKGROUND:

FLs 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 AT&L functional areas for oversight and management of career development requirements. FLs historically establish, oversee, and maintain AT&L position category descriptions and education, training, and experience requirements for their functional areas, including AT&L Career Field competency standards, DAWIA certification standards, and provide functional inputs into Defense Acquisition University (DAU) training curriculum requirements. To perform this mission, the FL establishes and oversees a FIPT and recommends initiatives for career development. This FIPT will evaluate the historical construct, but may find that it is inappropriate for the nature of service acquisition execution. To assist in carrying out these responsibilities and to ensure input from the DoD Components, DAU, and Human Capital Initiatives, the FL appoints a representative who serves as Chair/Executive Secretary of a Functional IPT. FIPT membership includes DoD Components, DAU representatives, and others as appropriate.

Personnel are often assigned responsibilities relating to acquisitions for services but do not meet criteria for full inclusion into the DAWIA workforce. DAWIA and non-DAWIA personnel are involved in defining requirements, shaping the acquisition decision-making process, and overseeing services acquisitions.

One of the primary challenges for this particular FIPT will be to develop the process to identify the appropriate personnel, including both DAWIA and non-DAWIA workforce members involved in acquiring services (with acquisition-related responsibilities) to ensure they are properly trained to execute the duties required to adequately support effective services acquisitions. As observed by the U.S. Government Accountability Office (GAO) in its September 2011 report entitled, "Defense Acquisition Workforce: Better Identification, Development, and Oversight Needed for Personnel Involved in Acquiring Services," this population is dispersed throughout the Department and represented by a variety of career fields. For many, their responsibilities with respect to services acquisition are a one-time, secondary duty.

This FIPT will leverage on-going initiatives to include development/deployment of formal Services Acquisition training. However, given the diverse target population, this effort will require the Department to consider alternative approaches and delivery methods to adequately prepare these individuals to fulfill their roles and responsibilities regarding services acquisition.

One of the starting points for this FIPT will be to identify the critical skills and competencies related to carrying out these acquisition responsibilities. To this end, this FIPT will look to benchmark the efforts recently undertaken in the area of weapon systems management, where the Department has taken steps to assure that non-DAWIA personnel receive acquisition training. For example, the Department has already identified some “requirements” positions supporting major weapon systems that should receive additional training and has built a curriculum designed for this group to obtain certification.

The key to successful mission accomplishment is enabled by close alignment among the FL, the FIPT (including Component functional representatives and the Directors of Acquisition Career Management (DACM)), and DAU. This alignment is depicted in Figure 1 below:

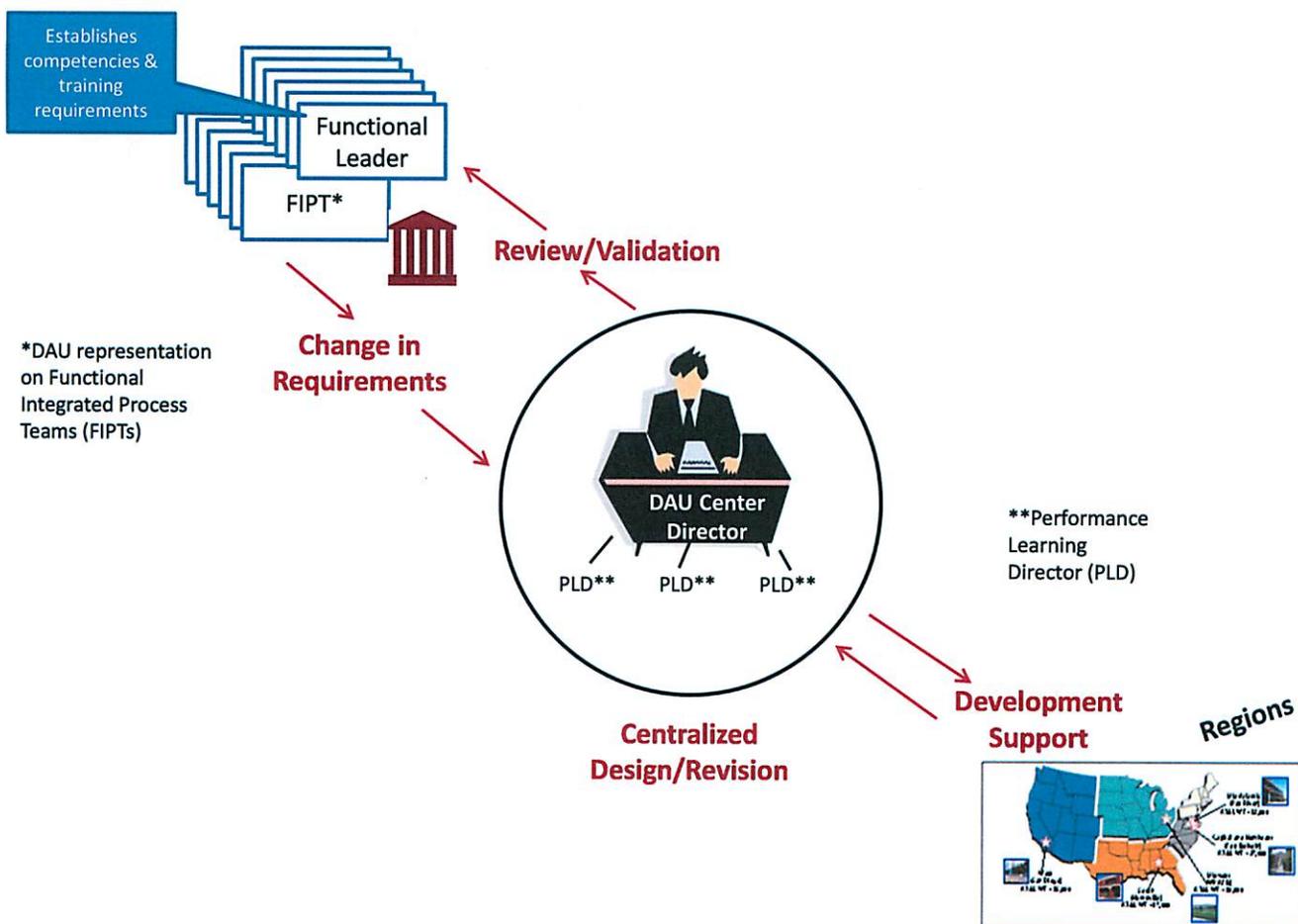


Figure 1 – Functional Leader-FIPT-DAU Alignment

GOALS:

This FIPT will address the following recommendations from the aforementioned GAO report:

1. Establish criteria and a time frame for identifying non-DAWIA personnel with acquisition-related responsibilities, including requirements officials; and
2. Assess what critical skills non-DAWIA personnel with acquisition-related responsibilities might require to perform their role in the acquisition process and improve acquisition outcomes.

NOTE: The GAO also recommended that the Department designate an organization with responsibility to track progress in identifying, developing, and overseeing non-DAWIA personnel with acquisition-related responsibilities to help ensure they have the skills necessary to perform their acquisition function. The Acquisition of Services FIPT and the Component Senior Services Manager (SSM) organizations are that organizational structure.

Other specific goals of the Acquisition of Services FIPT are to:

- Provide the Acquisition of Services FL with requisite information, perspectives, and recommendations to guide and influence decisions related to the entire DoD workforce associated with acquisition of services including, but not necessarily limited to:
 - Competency Management
 - Training sources for required skills; availability of various training methods/media
 - Human Capital Strategy
 - Maturing Core Plus Framework
 - Continuous Learning Module requirements and development
 - Other areas as deemed appropriate, including products, deliverables, and focus areas listed below
- Serve as a forum and clearinghouse for cross-cutting initiatives, lessons learned, and issues of mutual interest and concern.
- Provide a means for information and best practice sharing across the DoD acquisition of services community involved in education, training, development and human capital planning of this diverse workforce.
- Provide recommendations for cross-functional/inter-disciplinary collaboration and integration.
- Identify opportunities for interdisciplinary integration across the broader DoD acquisition and functional domains, including identifying appropriate learning assets from other career fields.

MEMBERSHIP:

The Acquisition of Services FIPT structure and primary membership will consist of the following, as depicted in Figure 2:

- Acquisition of Services Functional Leader (FL)

- Acquisition of Services Functional Leader senior staff member, who also serves as FIPT Executive Secretary
- Senior Services Managers (SSM)
- Component and the 4th Estate DACM representatives
- Functional Domain Experts (Portfolio / Sub-Portfolio leads)
- DAU Functional Performance Learning Directors, Knowledge Management Officer, and Instructional Systems Designer

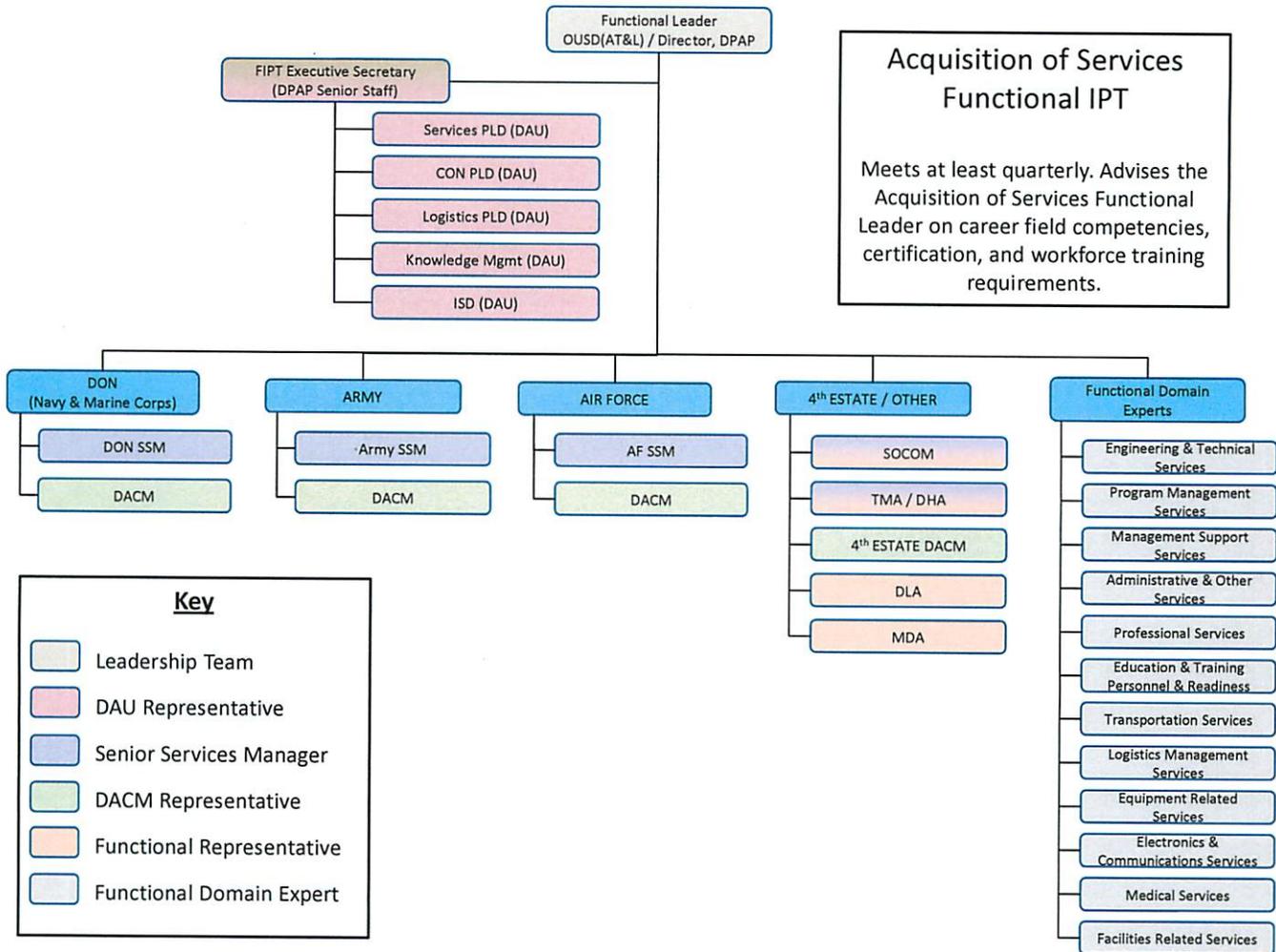


Figure 2 – Acquisition of Services FIPT Membership (as of August 2013)

PRODUCTS, DELIVERABLES, AND FOCUS AREAS:

- Acquisition of Services knowledge sharing tools, resources, and related learning assets
- Learning Requirements and Development
- Communication and Implementation plan

- Competency management inputs and refinement as required
- Subject Matter Expertise for Curricula Development support, including ACQuipedia articles, Ask-a-Professor queries, courseware, and Continuous Learning Module development
- DoD Human Capital Strategy (HCS) development and refinement support
- Others as determined by the FL or the FIPT membership consistent with the objectives and interests of the Acquisition of Services community

CONOPS:

- Meetings will be held at least quarterly.
- Acquisition of Services FIPT administration will be provided by DPAP and DAU.
- Each Acquisition of Services course will be reviewed annually.
- Read ahead materials inclusive of 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.
- DAU and the FIPT Executive Secretary will maintain a website on the Acquisition of Services Community of Practice <https://acc.dau.mil/ServicesFIPT> for FIPT meeting minutes, agendas, attendance sheets, briefing charts, and other related documents.
- Discussion at meetings should be honest and will 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 or the Functional Leader.
- Appointed representatives are expected to be empowered by their Components or organizations to act on their behalf, and will provide timely feedback to appropriate leadership within their organizations of issues discussed and decisions made at FIPT meetings.
- Participants are expected to staff actions and issues within their Components or organizations, and brief appropriate personnel within their own organizations on FIPT decisions.
- Decisions reached by the Acquisition of Services FIPT are considered binding among the membership.
- As required, the Functional Leader can establish subgroups and/or assign representatives to work on specific projects and/or issues to be addressed by the Acquisition of Services FIPT.

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 Acquisition of Services FIPT.
- Serves as final approval authority for this Acquisition of Services FIPT Charter and any future revisions.
- Represents the Acquisition of Services community on the DoD Acquisition Workforce Senior Steering Board (SSB).
- Certifies, ratifies, or approves decisions related to learning requirements and development.
- Coordinate with other Functional Leaders, especially Contracting, for consistency and clarity of career management materials.
- **DPAP Senior Staff**
 - Serve as the Executive Secretary for the Acquisition of Services FIPT.
 - Chair Acquisition of Services FIPT meetings on behalf of the Functional Leader.
 - Establish meeting agendas, assigns action items, and prepares meeting minutes.
 - Attend DoD Acquisition Workforce SSB meetings as required.
- **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 acquisition of services initiatives and related human capital strategic planning and workforce development. Provide inputs to DAU learning asset development, revision, and future requirements.
 - Provide or identify Subject Matter Expert support for DAU learning asset development, 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 the Acquisition of Services FIPT meetings to your appropriate Component/organization leadership.

REFERENCES:

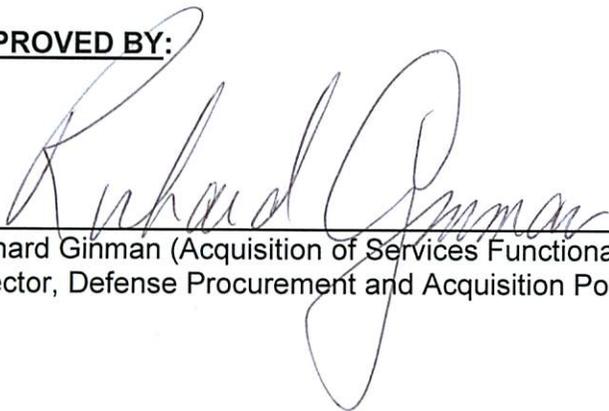
- DoDD 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," January 12, 2005
<http://www.dtic.mil/whs/directives/corres/html/500052.htm>
- DoDI 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions," November 1, 1991
<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," December 21, 2005
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- GAO-11-892, "Defense Acquisition Workforce: Better Identification, Development, and Oversight Needed for Personnel Involved in Acquiring Services," September 28, 2011
<http://www.gao.gov/products/GAO-11-892>
- "Functional Area Charters for the Acquisition Career Development Program," February 26, 2001
<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>
- DAU Community of Practice Acquisition of Services FIPT site <https://acc.dau.mil/ServicesFIPT>
- DoD AT&L Career Management Home Page <http://www.dau.mil/workforce/index.asp>
- Defense Acquisition University (DAU) iCatalog <http://icatalog.dau.mil/>

REVIEW CYCLE:

This charter will be reviewed as directed by the Acquisition of Services Functional Leader, as deemed necessary by the Acquisition of Services FIPT Executive Secretary, or every two years, whichever occurs soonest.

APPROVED BY:



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

8/30/2013
Date