

# **CONTRACTING WORKFORCE FUNCTIONAL INTEGRATED TEAM CHARTER**

## **PURPOSE:**

The primary mission of the Contracting Workforce Functional Integration Team (CON FIT) is to support the Contracting Functional Area Leader (FAL) in carrying out the contracting acquisition workforce responsibilities in Reference (a) below. The Principal Director, Defense Pricing and Contracting (DPC), Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S)) serves as the Contracting FAL. The CON FIT advises the FAL on Defense Acquisition Workforce Improvement Act (DAWIA) certification standards, learning assets and training requirements, credentials, and workforce professional development for the contracting workforce.

## **BACKGROUND:**

The Contracting FAL is appointed by the USD(A&S) to serve as the senior-level subject-matter expert in the Contracting Functional Area for oversight and management of career development requirements. FALs establish, oversee, and maintain A&S Workforce Position Category Descriptions; education, training, exam, and experience requirements; the A&S functional area competency standards; DAWIA certification standards; and provide functional direction to the learning objectives and curriculum developed by the Defense Acquisition University (DAU). To perform this mission, the FAL oversees the business of the CON FIT and appoints a representative who serves as the Executive Secretary. Membership includes Component primary and alternate(s) functional representatives nominated by the Senior Procurement Executives (SPEs) or equivalent. Other organizations that the FAL invites to participate include the Directors for Acquisition Career Management (DACMs); Director for Acquisition Talent Management (DATM); Director Human Capital Initiatives (HCI)/DAU; DAU, Center Director for Contracting and Small Business; DAU representatives; and others as needed. Successful mission accomplishment is enabled by the close alignment between the FAL and the CON FIT member organizations.

## **GOALS:**

Specific goals of the CON FIT are to:

- Provide the FAL with the requisite information, perspectives, and recommendations to guide decisions related to the Contracting Functional Area in the following topic areas:
  - Career development/workforce management, including recruiting/retention strategies
  - Certification Exam
  - Certification Requirements
  - Competency Management
  - Continuous Learning

- Credential Program
- Human Capital Strategy
- Key Leadership Position Standards/Requirements
- Training provided by DAU and from non-DoD entities, organizations, and academic institutions
- Utilization of knowledge sharing and other resource assets
- Reciprocity Memorandum of Understanding with the Office of Federal Procurement Policy (OFPP)
- Serve as a forum and clearinghouse for cross-cutting joint service/agency and interagency contracting initiatives, lessons learned, and issues of mutual interest and concern;
- Provide a means for information and best practice sharing across the Contracting Functional Area for education, training, development, and human capital planning of the acquisition workforce; and
- Provide recommendations to the FAL and Workforce Leadership Team (WLT) to facilitate cross-functional/inter-disciplinary collaboration and integration. This includes identifying learning opportunities across the broader acquisition and contracting domains and encouraging the shared use of appropriate contracting learning assets by other functional communities.

### **MEMBERSHIP:**

The CON FIT consists of the following participants, as depicted in Figure 1:

- Voting Members:
  - Functional Area Leader
  - Executive Secretary
  - Primary functional representatives from the Components and the Fourth Estate agencies, as nominated by the SPEs
  - Alternate functional representatives may vote only in the absence of the primary functional representative
- Advisors:
  - DAU, Center Director for Contracting and Small Business
  - DAU, Director, Academic Programs
  - DAU, Director, HCI, or representative
  - DoD Office of Small Business Programs representative
  - Component and the Fourth Estate DACMs/DATM, or representative
  - Other Federal participant organizations as needed

## DoD A&S Contracting Workforce Functional Integration Team (CON FIT)

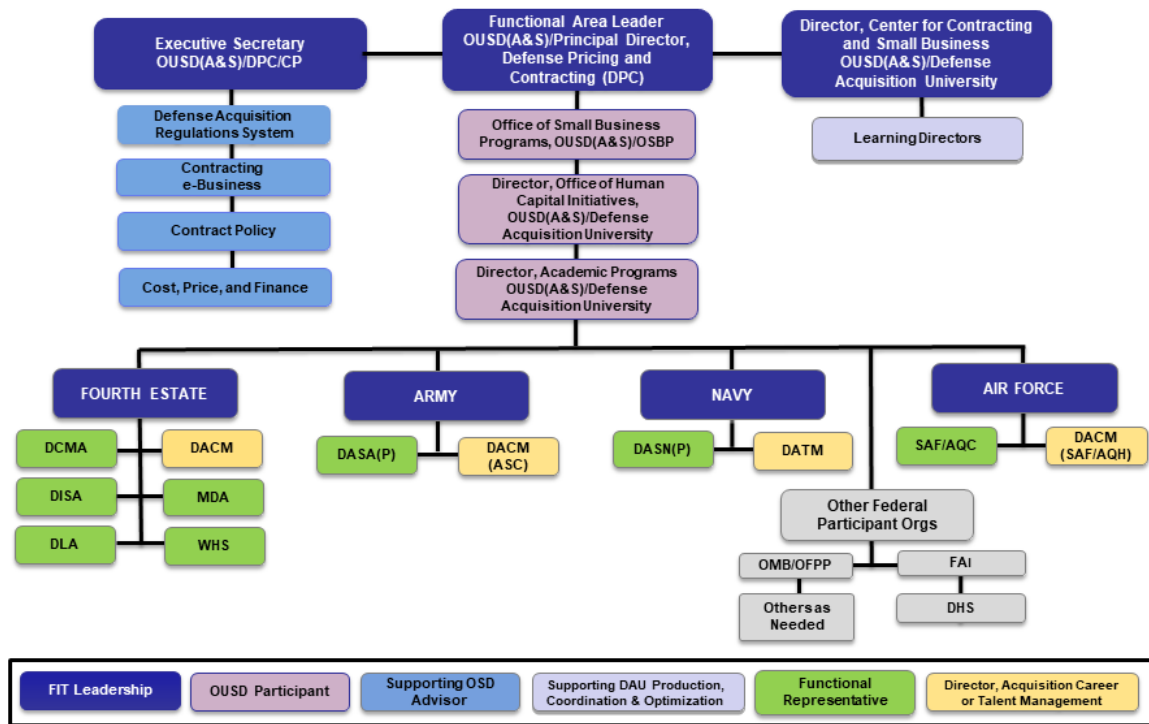


Figure 1 – CON FIT Membership/Participant Organizational Structure

### ROLES & RESPONSIBILITIES:

- **Functional Area Leader (FAL)**
  - Performs duties as outlined in DoD Instruction (DoDI) 5000.66 and the Functional Area Charter for the Acquisition Career Development Program (see References section below).
  - Provides overarching strategic direction and guidance to the CON FIT.
  - Serves as the final approval authority for the Charter and any future revisions.
  - Makes decisions considering the recommendations from the CON FIT members.
  - Represents the Contracting Functional Area at the WLT and the Senior Workforce Group (SWG).
  - Approves workforce functional professional development requirements and initiatives.

- **Executive Secretary**
  - Chairs CON FIT meetings at the request of and on behalf of the FAL.
  - Requests agenda topics from CON FIT members.
  - Finalizes meeting agendas, assigns and tracks action items, and prepares meeting minutes.
  - Updates the CON FIT Forum section on the Contracting Community of Practice (CoP) website, as required.
  - Sends workforce-related communications to the CON FIT members.
  - Represents Contracting FAL at the WLT and related working group meetings, as requested.
  - Attends Acquisition Workforce SWG meetings, as requested.
  - Represents the FAL at meetings hosted by Personnel and Readiness/Defense Civilian Personnel Advisory Services.
- **CON FIT Members**
  - Provide input and recommendations pertaining to the acquisition workforce taskers and initiatives related to the Contracting Functional Area.
  - Attend/participate/be prepared to contribute to the CON FIT meeting discussion and vote when required.
  - Submit agenda items to the Executive Secretary.
  - Provide advice to the FAL.
  - Serve or lead CON FIT focus teams as requested by the FAL or Executive Secretary.
  - Lead and coordinate CON FIT meeting agenda topic discussions.
  - Complete assigned action items taken during CON FIT meetings.
  - Share successful Component practices and lessons learned.
  - Brief the CON FIT 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 pertaining to contracting.
  - Provide or identify Subject Matter Expert support for DAU learning asset developments, including but not limited to instructor-led and online training content development, Ask-a-Professor queries, instructor-led guest speaker requests, and related requirements.
  - Empower designated representative(s) to speak on their behalf when unable to attend meetings and are abreast of previous decisions, current status, and meeting agenda.
  - Convey issues, tasks, and decisions discussed at CON FIT meetings to the appropriate Component/organization contracting leadership.

- **DAU, Director, HCI, or representative**
  - Advises CON FIT on updates to the DoDI 5000.66.
  - Provides guidance on enterprise strategic planning, policy, and programs; leads integration efforts across the defense acquisition workforce to ensure consistent application of policy; and provides insight and updates on USD(A&S) priorities, initiatives, and workforce analysis.
  - Provides updates from WLT meetings.

**CONOPS:**

- Meetings will be held quarterly or more/less frequently, as needed. Recurring day/time to be identified during the CON FIT meetings.
- Meetings will be held in person or virtually.
- CON FIT administration and logistics will be provided by DPC, DAU, and the Components if requested by the Executive Secretary.
- All members and attendees shall act in a professional, courteous, and respectful manner.
- Agendas will be provided to the members prior to the next scheduled meeting.
- The CON FIT and DAU will maintain a repository for CON FIT meeting minutes, agendas, briefing charts, and other related documents as identified under Reference (f). Access to the site requires an account with the Acquisition Community Connection and permission from the CON FIT Executive Secretary.
- Read-ahead/presentations for the CON FIT meetings shall be submitted (as required) to the Executive Secretary/ DAU, Center Director for Contracting and Small Business, and posted to the CON FIT Forum (repository) prior to the next scheduled meeting.
- 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 CON FIT meetings.
- The general mode of operation is to reach a consensus among the members. In the absence of consensus, the FAL will make the final decision. On matters clearly the responsibility of the FAL, as stated in Reference (a), voting members will cast their deciding votes.
- As required, the FAL or designee may establish subgroups, focus teams, and/or assign representatives to work on specific project issues to be addressed by the CON FIT.

**TASKS:**

Annual reviews are held to ensure the following:

- Contracting competencies and learning objectives are consistent with policy/statute.

- Functional Area development and alignment with the A&S goals in accordance with References (a)-(d) below.
- Contracting Functional Area Position Category Description is current and supports DoD policy and statutory requirements.
- DAWIA certification standards reflect the competencies of the Contracting Functional Area.
- Proposed and updated requirements for the competency-based learning objectives are considered and recommended to the FAL for approval.
- Proposed requirements for the Defense Acquisition Workforce Development Account are considered within submission timelines.
- Functional Area annual certification memorandum to the DAU President is signed by the FAL.
- Policies support the hiring and retention of a qualified workforce.
- Review reciprocity agreements annually.

**REFERENCES:**

- a) DoDI 5000.66, " Defense Acquisition Workforce Education, Training, Experience, and Career Development Program," 27 Jul 17, Change Three, 25 Mar 22  
[DoDI 5000.66, July 27, 2017, Incorporating Change 3 on March 25, 2022 \(whs.mil\)](#)
- b) DPC Contract Policy – Workforce Development Site  
<https://www.acq.osd.mil/asda/dpc/cp/policy/workforce-development.html>
- c) USD(A&S) DAU Office of Human Capital Initiatives  
<https://www.hci.mil>
- d) DAU Back-to-Basics  
<https://www.dau.edu/back-to-basics>
- e) DAU iCatalog  
<https://icatalog.dau.edu>
- f) CON FIT Forum  
<https://www.dau.edu/cop/contracting/Pages/CON-FIT.aspx>

**REVIEW CYCLE:**

The Charter for the Contracting Workforce Functional Integration Team will be reviewed as directed by the Functional Area Leader, as deemed necessary by the Executive Secretary, or every two years, whichever occurs soonest.

**Proposed by:**

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Susan Pollack CON FIT Executive Secretary OUSD(A&S)/ASD(A)/DPC/Contract Policy	April 13, 2023 Date
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**Approved by:**

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John M. Tenaglia DoD Contracting Functional Area Leader Principal Director, Defense Pricing and Contracting OUSD(A&S)/ASD(A)	Date
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