

2020 Annual Update

Core Competencies and Recommended Curriculum Federal Buildings Personnel Training Act

Facilities Management Institute

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Introduction – 2020 Update

The following is the 2020 Update to the Core Competencies and Recommended Curriculum of the Federal Buildings Personnel Training Act (FBPTA). This year’s update included the addition of one competency and the addition of qualifications reviewed by FMI to expand on the number and breadth of coverage of training.

Addition of High Priority Performances

In 2018, FMI added cybersecurity competencies to the competency model. In 2020, FMI identified one of the cybersecurity competencies as a high priority competency. This competency was identified as a high priority for facilities personnel by working with industry and federal stakeholders, including some who were part of the original cybersecurity working group that developed the performances. FMI will continue to engage with the cybersecurity working group to identify other cybersecurity performances that should be considered high priority for facilities personnel. In 2019, FMI added a performance related to understanding the connection between indoor environment and the health of occupants. In 2020, this performance was identified as a high priority performance. Two questions were added to the Federal Facilities Skills Assessment Tool (FEDSAT) for each of the new high priority performances. FEDSAT is a no-cost, online skills assessment tool for FBPTA effected personnel to demonstrate knowledge of recognized high priority FBPTA “performances,” defined as typical job functions for facilities personnel.

2020 Update to Core Competencies

The 2020 updated competency model is divided into 12 competency areas, 43 core competencies and 257 performances, of which 78 are high priority. The competency model spreadsheet’s columns show how qualifications address those competencies. No additional performances were added to the model in 2020 and no significant changes were made to existing performances.

2020 Updates to Qualifications in the Recommended Curriculum

The update to the recommended curriculum includes new qualifications (courses, certificates and certifications) reviewed by FMI over the 2020 calendar year. Each column shows an individual qualification. As in past years, green check marks indicate the qualification addresses the performance in that row. There are several worksheets in the curriculum. The first includes all the advanced credentials. The others show individual course offerings from various providers. The process FMI used to review qualifications is

described below. Additional information about individual qualifications and FMI’s reviews are available on the scoring sheets posted at sftool.gov at [this link](#).

Qualification review process

In early 2014, FMI launched a process to review qualifications and courses for alignment with the FBPTA core competencies. First, the training provider prepares a [Submission Template](#) explaining the learning objectives and course materials that apply to each FBPTA performance. Facility Engineering Associates, a third-party contractor with expertise in facility management, energy management and building operations, reviews the submission and determines if the submission addresses each performance fully, partially or not at all. FEA and FMI work with the provider to understand and clarify the submission as needed. In the end, FMI and the provider together agree to a final scoring showing the credit the qualification should receive. The scoring sheets for the qualification are then published on sftool.gov at [this link](#) for public comment. The scoring is adjusted based on the comments if necessary. Qualifications added to the curriculum through this process are considered “FBPTA-Aligned” and address the performances indicated on the recommended curriculum.

2020 qualification reviews and results

In 2020, FMI added 5 new training resources to the Recommended Curriculum, and updated 1 resource with cybersecurity performances alignment, as highlighted in table 1 below. This brings the total FBPTA-Aligned training resources to 399. The new/updated qualifications can be found in the recommended curriculum spreadsheet on the tabs highlighted in green and can be identified by the orange title block in row 3.

Qualification	Provider
ProFM (updated with cybersecurity performances)	ProFMI
Essentials of Lease Management	General Services Administration
Commissioning Process Professional	National Environmental Balancing Bureau (NEBB®)
Certified Commissioning Authority	AABC Commissioning Group (ACG)
Certified Commissioning Professional	Building Commissioning Association (BCA)
Energy Management Professional (EMP)	Energy Management Association (EMA)

Table 1 – 2020 FBPTA Aligned Qualifications

FMI engaged one conference provider and aligned to the Recommended Curriculum 50 conference sessions from the Energy Exchange training event in August 2020.

FMI developed critical development activities (CDA) for 5 performances.

Implementation actions with federal agencies

FMI continued to work with several agencies in 2020 on implementing the FBPTA within their organization. A methodical process was followed with each agency that allowed them to determine appropriate personnel, set up job-specific competency requirements (position profiles), develop individual professional development plans, and establish a process for long-term agency FBPTA compliance. The process included the following steps:

- Program development
- Gap Analysis
- Training Program

Each agency is working towards a training program that includes utilization of the GSA FBPTA tools to guide the professional development paths of the agency employees. Overall, FBPTA implementation leads to:

- Competency and Proficiency Assessment of Personnel
- Finding the Right Training to Meet Individual and Agency Needs
- Plan for Continual Monitoring and Reporting

Below are two figures that show a snapshot of where the FBPTA program is at as of December 2020:

Figure 1 – Number of FBPTA Aligned Training Resources

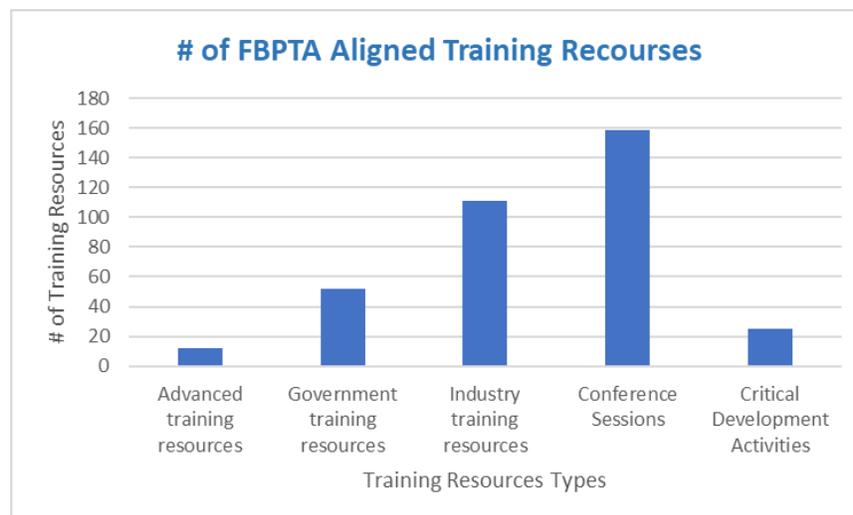
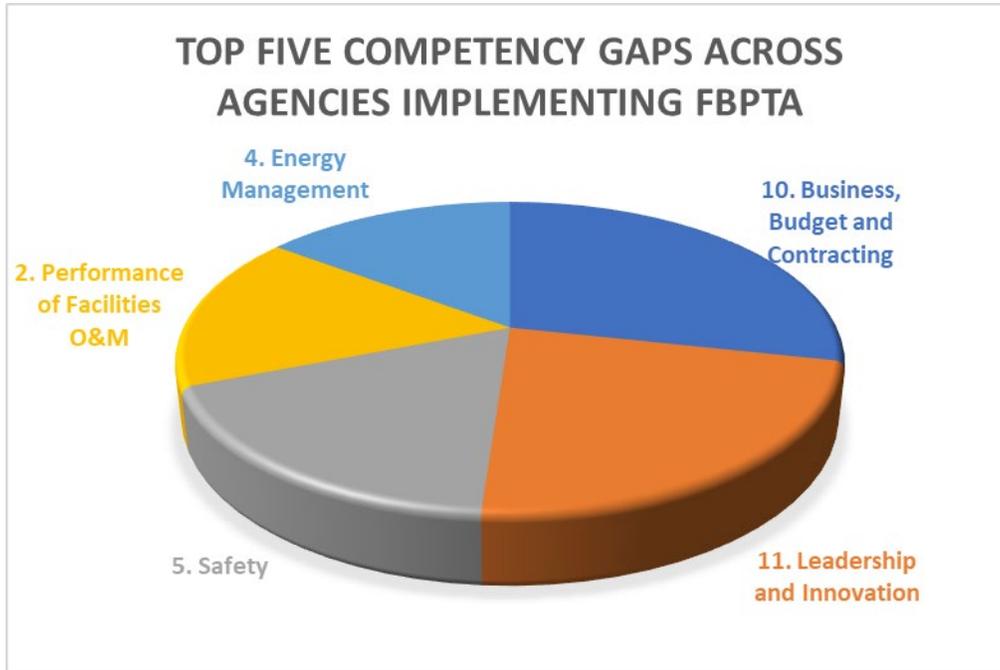


Figure 2 – Most Common Competency Gaps Across Agencies Implementing FBPTA by Competency Area



In 2019, Sustainability, Technology, and Management of Facilities O&M, were in the top five competency gaps but, based on agency data, are no longer included in the top five gaps for 2020.

2021 program priorities

In 2021, FMI will continue to work with agencies to help meet their cybersecurity workforce needs. This will include finding curriculum that aligns to the recently added cybersecurity performances. FMI is collaborating with National Initiative for Cybersecurity Education (NICE) to coordinate our efforts on identifying cybersecurity competencies for personnel working in the operational technology field.

In addition, FMI is emphasizing tracking agency benefits of using the FBPTA program tools including total number of personnel involved in FBPTA, personnel time, changes in training budgets, and time spend on IDP development. Although not easy to collect from agencies, this data will help inform other agencies of the benefits of the FBPTA program.

Another 2021 program priority will be to engage with collective bargaining and other contracted facilities entities which perform the majority of the O&M responsibilities for federal buildings. Participation in the FBPTA, both basic compliance and continuous

workforce development, from our contracted O&M providers will be critical for increased building efficiency and physical cybersecurity awareness.

Public comment

The 2020 FBPTA Annual Update is open for public comment; however, the update will not be edited and reissued after the comment period closes. Any comments received will be considered in the 2021 Annual Update. All individual qualifications each went through a public comment period after their initial review and prior to inclusion in the annual update.

Conclusion

GSA has continued to pursue engagement with federal agencies, training providers and private industry to maintain the FBPTA competency model and identify new relevant training resources.