TO: Heads of Contracting Activity Designees
   Acquisition Career Manager Designees

FROM: Todd Repass
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SUBJECT: Acquisition Workforce Mentoring Opportunities

The Office of Personnel Management (OPM) conducted the Contracting
Workforce Competencies Survey (CWCS) survey during April-May 2007 to
assess acquisition workforce competencies for GS-1102 employees. The analysis
performed by the US Department of Agriculture (USDA), Office of Procurement
and Property Management (OPPM), in conjunction with the Office of Human
Capital Management (OHCM) showed USDA employees in the GS-1102 series
needed improvement in two main competencies: 1) Effective Negotiation Skills,
and 2) Effective Performance Management and Use of Performance Metrics.

To mitigate these deficiencies, OPPM is encouraging workforce members to use
the training alternatives listed in the Federal Acquisition Certification in
Contracting (FAC-C) guidance. In particular, we urge employees to use
mentoring as a way to share their contracting knowledge and insights with other
co-workers. Mentoring not only demonstrates the employee’s commitment to the
overall success of our workforce, but equates to one Continuous Learning Point
(CLIP) for every hour up to 20 CLPs per year for both mentors and protégés.

Once approved by your agency, mentoring can be a powerful vehicle for
achieving results and building organizational capability. Please review the
attached USDA FAC-C mentoring opportunities presentation to learn more about
mentoring, using Effective Negotiation Skills and Effective Performance
Management, including Use of Performance Metrics.

The use of mentoring and other training flexibilities will ensure USDA continues
to be one of the most competent Acquisition Workforces in the Federal
government. Thank you for your support.

Attachment