



OFFICE OF FEDERAL
PROCUREMENT POLICY

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

January 7, 2009

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES

FROM:

Lesley A. Field 
Deputy Administrator

SUBJECT:

Acquisition Workforce Human Capital Succession Plans

Agency acquisition workforce planning is critical to ensuring the success of mission delivery. Section 855 of the National Defense Authorization Act of 2008 (NDAA08) requires agencies to develop acquisition workforce human capital succession plans that focus on the recruitment, retention, and development of contracting officers and program managers. To assist the Office of Federal Procurement Policy (OFPP) and the Federal Acquisition Institute (FAI) in identifying policies and programs to strengthen the acquisition workforce and establishing the acquisition workforce development strategic plan required by section 869 of the National Defense Authorization Act of 2009, please provide a copy of your agency's section 855 succession plan to OFPP by February 18, 2009.

Agencies' current acquisition resource and competency data should be included in their Human Capital Management Report (HCMR) submitted to the Office of Personnel Management (OPM) on December 15, 2008, in accordance with OPM guidance of October 16, 2008 to Deputy Chief Human Capital Officers. Agencies are encouraged to use this report and any additional supporting information, such as the agency's progress report submitted earlier to OPM, in developing their section 855 succession plans. These plans should be developed in consultation with the Chief Human Capital Officer and address the following information:

- Recruitment goals for 2009 from procurement intern programs including the Presidential Management Fellows Program, the Federal Career Intern Program, and other federal intern programs;
- The agency's acquisition workforce training needs for 2009, which may be available based on the agency's results from the 2008 Acquisition Workforce Competencies Survey and an analysis of the training and development of the agency's acquisition professionals; and

- Actions taken or planned to retain high performing acquisition professionals who possess critical relevant skills.

Additionally, please include: 1) information on methods or analyses the agency is using to project future acquisition workforce needs for contracting, program management, and contracting officer technical representatives as this will improve government wide succession planning efforts, and 2) a description of the challenges in using existing hiring authorities and programs. Whenever possible, agencies are encouraged to use existing authorities, including direct hire authority, tuition assistance programs, and other tools in recruiting and retaining acquisition professionals.

Agency acquisition workforce planning is supported by participation in the Federal Acquisition Intern Coalition (FAIC). The FAIC, led by OFPP and FAI, is a collaborative effort among federal government agencies to coordinate recruitment and retention efforts, and is advised by a council of representatives from many federal agencies. The FAIC recently partnered with OPM to streamline the job announcement for entry level contract specialists, piloted a central applicant registry concept, developed workshops on using hiring authorities and identifying talent sources, and created a professional development community for new entrants in the contracting career field. More information is available at www.fai.gov/faic and through agency Acquisition Career Managers.

Please submit a copy of your agency's section 855 succession plan, including relevant information from the HCMR and the additional information requested above, to Karen Pica at kpica@omb.eop.gov by February 18, 2009.

cc: Chief Human Capital Officers
Agency Acquisition Career Managers