



United States
Department of
Agriculture

SEP 09 2008


Office of the
Assistant Secretary
for Administration

Office of
Procurement and
Property
Management

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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 (CLP) 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