



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

OFFICE OF FEDERAL
PROCUREMENT POLICY

March 7, 2007

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS

FROM:

Paul A. Denett
Administrator

A handwritten signature in black ink, reading "Paul A. Denett", is written over the typed name and title.

SUBJECT:

Skills Assessment of Contracting Professionals

To ensure that the federal acquisition workforce is adequately trained and developed, the Office of Federal Procurement Policy (OFPP), through the Federal Acquisition Institute (FAI), will conduct a survey of federal contracting professionals to assess skills and improve human capital planning. We are partnering with the Office of Personnel Management to develop an Internet-based tool that contracting professionals will be invited to use to self-assess proficiency in core contracting competencies.

The assessment will be a voluntary and anonymous survey of GS-1102s and those who perform GS-1102 duties but are classified in different series. This assessment will gather information related to demographics, professional business and technical competencies, supporting skills, type of work performed, and certifications and warrants. The results will assist us in assessing skills, determining gaps, identifying training needs, and improving organizational and individual planning efforts. The assessment is also a key component of a comprehensive workforce planning effort that will help agencies determine appropriate staffing levels. Agencies will be able to review summary level details about component organizations, but will not have access to an individual's responses, and follow-on surveys will be conducted at regular intervals.

The survey tool will be accessible through www.fai.gov in April 2007, and FAI will notify the Chief Acquisition Officers Council and the agencies' Acquisition Career Managers (ACM) when it is ready. Please ensure that your workforce is notified immediately when the system becomes available and encourage maximum participation. FAI will provide information to your ACMs to assist in implementation.

If your agency is using another assessment tool to identify skills gaps and training needs, please contact FAI to ensure that your effort produces similar information so that we can analyze the results government-wide.

Thank you for your support of this critical initiative. If you have any questions, please contact Lesley Field on the OFPP staff at (202) 395-4761 and Lfield@omb.eop.gov or Karen Pica, Director of FAI, at (703) 805-2333 and Karen.Pica@fai.gov.

cc: Senior Procurement Executives
Chief Human Capital Officers
Acquisition Career Managers
Administrator for E-Government and Information Technology
Director, Federal Acquisition Institute