

Acquisition Flash 2024-2: Training and Development of Civilian Agency Acquisition Professionals

REMINDER: Federal Certification Common Continuous Learning Period Ends April 30, 2024!

All Federal Acquisition Certification (FAC) acquisition workforce members (AWF) are required to fulfill their two-year continuous learning point (CLP) requirements by this deadline. Check your Continuous Learning Individual Progress (CLIP) dashboard in Federal Acquisition Institute Cornerstone-On-Demand (FAI CSOD) to track your current earned CLPs. AWF are **highly encouraged** to consult their agency acquisition workforce policies, internal agency websites and/or their acquisition career manager (ACM) or small agency representative (SAR) for additional information on continuous learning. Don't delay – the clock is ticking!

AWF members who earn their CLP requirements by April 30, 2024, will remain certified and in good standing.

If the continuous learning requirements are not met during the common period, your Federal Acquisition Certification (FAC) will be placed in an "On Hold" status. AWF members with a certification status placed in the "On Hold" status must work with their agency's [ACM](#) or [SAR](#) to resolve the status of their certification by June 30, 2024. Workforce members that **do not** resolve their "On Hold" status by June 30, 2024, will have their FAC certification "Revoked".

AWF members that no longer need to maintain their certification should discuss their certification status with their supervisor. If the supervisor determines that the certification is no longer needed, the supervisor must notify the [ACM](#) or [SAR](#) via email requesting the certification be revoked.

For agency-specific certifications, please reach out to your agency point of contact for assistance.

A New Common Period Begins May 1, 2024

As acquisition professionals, you play a vital role in meeting agency mission needs, achieving outcomes, and safeguarding government interests. Recognized for your expertise and business acumen, you drive innovation and efficiency while responsibly managing taxpayer dollars. Your impact extends to crucial public priorities such as equity, sustainability, domestic sourcing, and cybersecurity. This Acquisition Flash offers insights on professional development, career considerations, and valuable resources to enhance your effectiveness.

To be most successful, you should have an innate curiosity, combined with technical training and soft skills. You will find that a varied perspective will be valuable to you as well because it helps you to look at things from various angles and see how you can leverage various disciplines and be innovative. Make it a point to understand your customers' challenges and to understand the various stakeholders that impact your acquisitions. Build your network along the way – it will be invaluable in your journey.

Lifelong Learning

Carefully consider your choices to meet both your needs and your agency's needs. Thoughtful knowledge expansion brings benefits. With purposeful learning, gain a deep understanding of your agency which will enhance your competitiveness for leadership roles. This knowledge is transferable if you move to another agency. Continuous learning is mandatory for FAC certifications; find details on [FAI's Continuous Learning page](#), including sample activities and associated points. Areas of training and development to consider:

- **Training Opportunities:**

- Explore acquisition related training courses in FAI CSOD.
- Explore [credentials](#) (introduced in 2023), credentials offer on-demand training on critical skills and acquisition knowledge areas. DAU credentials available to the federal workforce are highlighted at [FAI.gov](#).
- Follow a playlist –Explore curated training with playlists on FAI's CSOD. Playlists include formal and informal learning opportunities. Find a playlist by visiting FAI CSOD and clicking “Playlists” under the learning tab.
- Learning Assignments – [Review Acquisition Flash 2024-1](#) which identifies mandatory continuous learning courses for certification holders.
- Conferences – Stay updated on acquisition topics and network at conferences.
- Webinars – Stay informed on federal acquisition hot topics and best practices through frequent webinars.
- Rotational assignments are a great way to understand another agency or another function.
- Open Opportunities – short-term and long-term learning opportunities can be found at [Open Opportunities \(usajobs.gov\)](#).

- **Other Types of Continuous Learning:**

- Coaching
- Mentoring
- Trying an innovative technique – see the [Periodic Table of Acquisition Innovation](#) or one of the agency innovation labs, such as the [DHS Procurement Innovation Lab](#).
- Developing a presentation at a conference or seminar.
- Leading a brown bag or lunch-n-learn on your favorite acquisition topic.
- Writing and publishing an acquisition article.
- Volunteering for a leadership role in an industry association.

Resources for Your Journey

Reflect on your professional goals, considering where you envision yourself in five or ten years. Aspire to achieve roles like senior procurement executive or leading complex agency programs. Explore expertise expansion into areas like IT, procurement, program management, strategic planning, or finance. Leverage resources and engage with your supervisor and others to navigate your options. The table on the next page provides professional development practices and resources to assist you.

Professional Development Activities	Resource & Link	Description
<p>Take control of your career: <i>Think about the path and make a plan. Discuss with your supervisor where you would like to be five years from now.</i></p>	<p><u><i>OPM Training and Development Wiki</i></u></p>	<p>Templates for career planning, and helpful resources for developing your action plan forward.</p>
<p><u>Self- assessment:</u> <i>Consider your skills versus the competencies needed for success in your job. Where are there gaps?</i></p>	<p><u>1102 Experience Development Tool</u></p>	<p>Tool to help contracting professionals and their supervisors identify and document participation in the most common contracting job tasks in order to gain depth and breadth of experience.</p>
<p><u>Understand OPM’s Five Core Qualifications for leadership:</u> <i>Determine your strengths and gaps.</i></p>	<p><u>OPM’s Executive Core Qualifications</u></p>	<p>Web resource that identifies five executive core qualifications (ECQs) and resources.</p>
<p><u>Seek development Opportunities:</u> <i>Apply for leadership development programs</i></p>	<p><u>White House Leadership Development Program</u></p>	<p>Leadership development program sponsored by the Executive Office of the President.</p>