Career Path GPS
Entry to Mid Level
Navigate by clicking on the road signs or podcast icons below!
(Podcast #3 will be added at a later date)
Education & Certification
Points of Interest

Entry Level (GS-7-9)
- FAC-C Level I Certified
- Bachelor of Science (BS) Degree
- Continuous Learning
- Career Management
- Volunteer for additional duties/teams in the office

Junior Mid-Level (GS-11)
- FAC-C Level II Certified
- BS – Masters Degree
- Continuous Learning
- Career Management
- Junior Leadership Development Program (JLDP)

Mid-Level (GS-12-13)
- FAC-C Level III Certified
- Masters Degree
- Continuous Learning (Leadership Level)
- Career Management
- National Contract Management Association (NCMA) or other professional membership

FEDERAL ACQUISITION INSTITUTE

Return to Main Map
Experience
Points of Interest

Entry Level (GS-7-9)
- 0–1 year
- Shadow mid – senior level Contract Specialist
- Contract Actions within Simplified Acquisition Threshold
- Customer Relations

Junior Mid-Level (GS-11)
- 1 – 2 years
- Limited Contracting Officer (CO) Warrant
- Contract actions above the Simplified Acquisition Threshold and below $X Million

Mid-Level (GS-12-13)
- 2–4 years
- Unlimited CO Warrant
- Contract actions over $X Million with agency wide impact (IDIQ’s, BPA’s etc.)
- Develop Small Business Goals & Standards
- Cost & Pricing

Regulations
- The FAR structure and format, and differences between provisions & clauses.
- The Acquisition Profession and Process.
- Cross functional contracting opportunities (services, commodities, IT, Leasing, Construction, Medical, and R&D.)
- Working with the required standard forms.

Contract Types
- Source Selections
- Acquisition Planning Cost and / or Price Analysis
- The Source Selection Process
- Understand Negotiation Basics

Market Research
- Problem Solving
- Business / Technical Knowledge

Contract File
Organization
- Complex / Experiential Assignments
- Coordinate Communication between Industry / Program Office

Decisiveness
- Technical Credibility / Recommend Solutions

Start Here

Return to Main Map
INTERSTATE

1102

Traits and Skills
Points of Interest

Return to Main Map
View the FAC-C Competency Model

Entry Level (GS-7-9)
- Market Research
- Procurement Planning
- Defining Requirements
- Small Business & Preference Program Participation
- Terms & Conditions (Provision / Clause)
- Analyze procurement requests to determine completeness

Problem Solving
- Oral / Written Communication
- Customer Service
- Interpersonal Skills
- Decisiveness
- Accountability
- Flexibility
- Technical Credibility

Junior Mid-Level (GS-11)
- Solicitation of Offers
- Proposal Evaluation Skills
- Defining Government Requirements in Commercial / Non-Commercial terms
- Advise Customers & Formulate Milestones

Time Management
- Negotiating
- Business Acumen
- Conflict Management
- Listening
- Planning

Mid-Level (GS-12-13)
- Performance-Based Acquisition
- Detailed Proposal Evaluation Skills
- Negotiation
- Performance Management
- Dispute Resolution, Termination, Closeout
- Managing Competition
- Acquisition Strategy Development
- Risk Assessment

Organizing
- Informing
- Decision Quality
- Results Driven
- Leading Change
- Building Coalitions
- Agility
Leadership
Points of Interest

Why now? Leadership skills are important at every stage of your career

- What is Leadership?
- The Skills Leaders Need at Every Level
- Everyday Leadership (video)
- Tips for Inclusive Leadership (video playlist)

Leadership Styles
There are many tools used for identifying personality profiles and characteristics. These help provide insight into a person’s behavior, help shape relationships, and determine how to work more effectively with others.

- Some types of these tools are the Myers-Briggs Type Indicator, Strengthsfinder 2.0, TotalSDI, and the DiSC 2.0 survey used in LEAP training. For more information about DiSC:
  - How DiSC works
  - The benefits of DiSC
  - Official DiSC FAQ
  - Purchasing DiSC

Executive Core Qualifications (ECQs)
ECQs define the competencies needed to build a federal corporate culture that drives results, serves customers, and build successful teams and coalitions within and outside the organization.

- The ECQs categories are Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions
- ECQs are required for entry into the Senior Executive Service (SES)
- Experience gained throughout your career can help with developing ECQs
  - Office of Personnel Management SES ECQ overview
  - Office of Personnel Management ECQ Guide (pdf)

Networking
Networking is all about making and maintaining connections. It provides opportunities to learn from peers and experts as well as stay aware of things that are happening in your organization.

- Take part in a community of practice such as the one through the GSA Acquisition Gateway, or on the Where in Federal Contracting site.
- Look for a community on social media. There are groups on LinkedIn as well as Facebook

A difficult conversation happens when stakes are high, opinions vary, and emotions run strong.
- Some people shy away from these conversations because of fear.
- As a leader, one can learn to master these conversations by practicing the tools and skills found below as well as with other resources.

Crucial Conversations
- Tools for Talking When Stakes Are High
- How to Deal with Difficult people (video)
- Mastering the Art of Crucial Conversations (video)

Public Speaking
Public speaking is one of the most important traits for new and advanced leaders

- The ability to convey the mission and goals of an organization is extremely valuable
- Clear communication is essential to influence decisions, form connections, and motivate change
- 12 Tips for Public Speaking
- 12 Steps to World Class Presentation Skills
- How Public Speaking Will Change Your Life (video)

Networking
- Keep in touch with people you meet during in-person training
- Join a professional organization like the National Contract Management Association
- Join the Young Government Leaders group
- Join GovLoop and find the right community group for you.