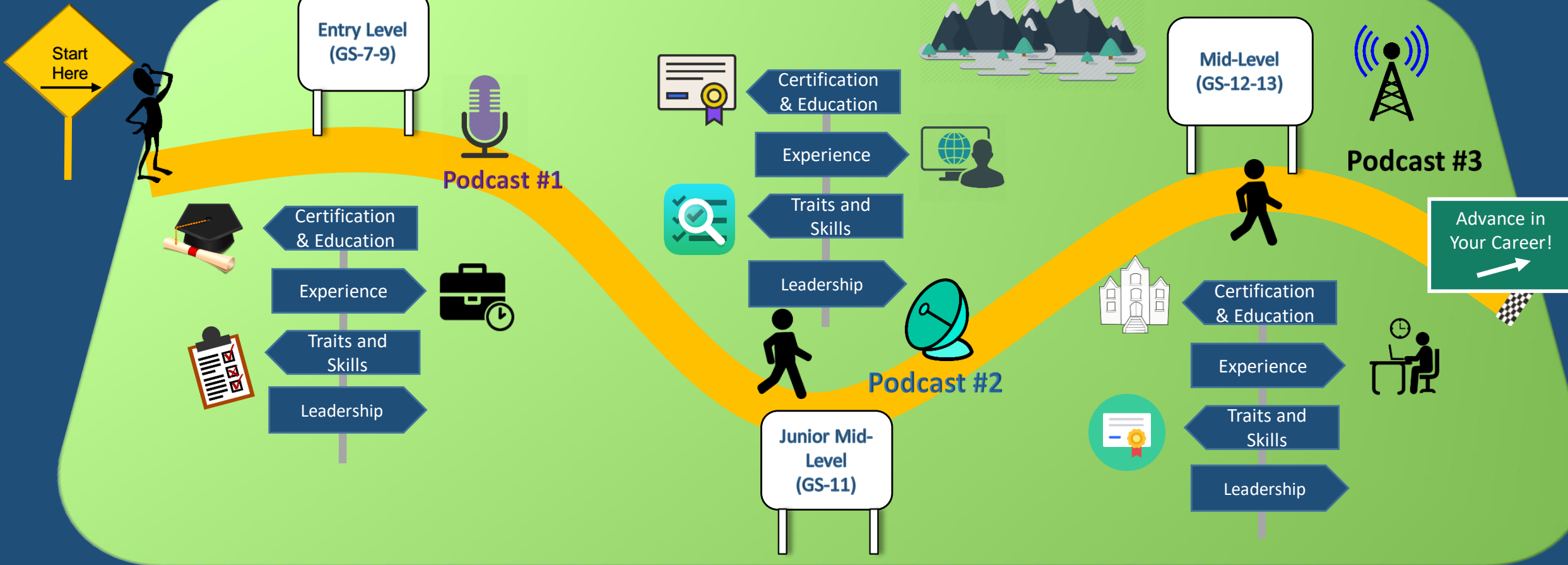




Career Path GPS

Entry to Mid Level

Navigate by clicking on the road signs or podcast icons below!
(Podcast #3 will be added at a later date)

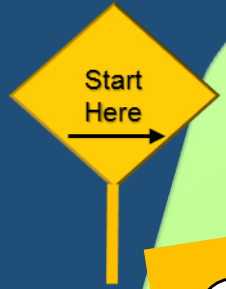




Education & Certification Points of Interest



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**Entry Level
(GS-7-9)**

- FAC-C Level 1 Certified
- Bachelor of Science (BS) Degree
- Continuous Learning
- Career Management
- Volunteer for additional duties/teams in the office



FEDERAL
ACQUISITION
INSTITUTE



**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





Experience Points of Interest

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Entry Level (GS-7-9)

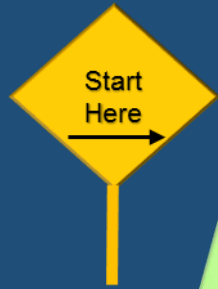
- 0 – 1 year
- Shadow mid – senior level Contract Specialist
- Contract Actions within Simplified Acquisition Threshold
- Customer Relations

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



Contract Types



- 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.

Market Research



Contract File Organization



Mid Level Contract Projects



Source Selections



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

Problem Solving



Business / Technical Knowledge



Complex / Experiential Assignments



Coordinate Communication between Industry / Program Office



Decisiveness



Technical Credibility / Recommend Solutions





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 / Clauses)

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



[Return to Main Map](#)



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 for 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

- 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.



Having Difficult Conversations
Throughout your career, there is a need to have difficult but necessary conversations

- 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)

