**Pathways Work Plan – 1st Tour Draft**

**(Note: Items in yellow will be changed/examined by Mentor and TL, otherwise only make changes if your office has specific assignments that you want included in the Plan)**

**Student: Jack XXX**

**Mentor**: **Jill XXX**

**Enterprise/Code:** **\_\_**

**Tour Duration**: **If the student’s work schedule is 2 days or less per week they rotate in 9 months; If the student’s work schedule is 3 days or more they rotate in 6 months**

**Goals:**

1. Maintain and accomplish workload as assigned, which should encompass a variety of procurement experiences, including competitive procurement activities, sole source procurement activities and administrative functions.
2. Develop working knowledge to research regulation (FAR, NFS, Procurement Policy website documents, etc.) to solve problems and bring forth recommendations to Contracting Officer.
3. Acquire knowledge of and utilize NASA’s business systems SAP, PPS, Contract Legacy system, Clause Finder, Fed Biz Ops, FPDS, EPDW etc., to accomplish work.
4. Develop appreciation for collaborative process and improve teamwork, communication, and presentation skills.

**Additional Goals:**

1. Develop knowledge of NASA’s organizations, roles, and responsibilities.
2. Develop an understanding of the Office of Procurement and the roles and responsibilities of a Contact Specialist/Contracting Officer.
3. Develop professional skills to include office etiquette, punctuality and key skills that will assist the transition from student to professional.
4. Acquire an understanding of acquisition strategy development.

**Planned Assignments**:

In pursuit of goals above, the Pathways Intern will be assigned to the following:

**Goal 1 Workload\*:**

* + Contract Specialist on \_\_\_\_\_\_\_ Contract (process invoices, shadow 533 and/or payroll(s) analysis, issue funding/administrative modifications)
  + Contract Specialist on \_\_\_\_\_\_\_ Contract (request Task Plan, shadow cost/price analysis of task plan, issue task orders, changes and/or Facility Change Requests)
  + Shadow Contract Award Fee process, if opportunity is available
  + Assist in Closeout of various orders and or contracts
  + Complete updates to Workload status

\**Workload should be periodically reviewed by Pathway Intern, mentor and/or supervisor to adjust workload to meet goal.*

**Goal 2 Policy & Regulations**: Mentor/Team Lead led instruction on researching regulations:

|  |
| --- |
| **Regulation/Instruction** |
| 210 Procurement Policy Website |
| Templates |
| Review and Approval Matrix |
| Clause Finder |
| FAR – May have specific Focus on Areas related to Workload Assignments |
| NFS – May have specific Focus on Areas related to Workload Assignments |
| GSFC/HQ Circulars and Notices |
| Becker’s Brief |
| Fed-Biz Ops |

**Goal 3 Training**: Attend Procurement All Hands and any other mandatory training as required. Training

**Other Activities:**

1. Attend applicable meetings:
2. Procurement Forums
3. Office Staff Meetings
4. Contract(s)/Projects Tag-up meetings
5. Team and Workload meetings
6. Other possible training/event offerings:
   1. Leadership Colloquiums
   2. Center Advisory Committee Events

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jack XXX (Pathways Intern) Date Jill XXX (Supervisor/Mentor) Date