**Pathway Interns Work Plan –2nd and 3rd Tour Draft**

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

**Student: Jack XXX**

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

**Enterprise/Office:** **\_**

**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. Review work plan and evaluation of first tour to determine necessary opportunities in support of -- “Maintaining and accomplishing a workload that exposes Pathways Intern to competitive procurement activities, sole source procurement activities and administrative functions.”

1. Increase proficiency in skills learned in Tour 1; Perform more complex activities
2. Perform activities more independently

2. Continue to expand Procurement Knowledge

3. Develop leadership role in collaborative process and improve teamwork, communication, and presentation skills, and develop knowledge of a major contract/SEB procurement end-to-end process if applicable.

4. Engage in collaborative processes and improve Teamwork and Leadership, communication, and presentation skills and develop knowledge of a major contract/SEB procurement end-to-end process if applicable.

**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, perform 533 and/or payroll(s) analysis, issue funding mods, administrative mods)
	+ Contract Specialist on \_\_\_\_\_\_ Contract (request Task Plan, perform cost/price analysis of task plan, issue task orders, changes)
	+ Prepare PPM/PNMs, as assigned, and assist with any necessary acquisition planning documentation, such as market research, JoFOCs, Requests for Deviations or special approvals, Procurement Milestone Schedule, etc.
	+ Independently prepare and as assigned (competitive/sole source)
	+ Perform Closeout of various orders and/or contracts
	+ Conduct a Formal Presentation of a workload assignment or a Training/

Knowledge-sharing to peers/procurement office or technical office staff

(this can be done at a Pathways Intern event or in Office Staff Meeting)

Complete updates to workload status

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

**Goal 2 Policy & Regulations**: Mentor led instruction to expand the student’s proficiency in researching regulations and applying policies and procedures:

|  |
| --- |
| **Regulation/Instruction** |
| 170 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 |
| Fed-Biz Ops |

**Goal 3 Training:**

If time permits, the Pathways Intern can take free, local classes offered by NASA Goddard and Headquarters, SATERN, Defense Acquisition University, and Federal Acquisition Institute.

**Goal 4 Teamwork & Leadership:**

The Pathways Intern may be assigned to a team or activity external to his/her work team.

The Pathways Intern can also be assigned action(s) in support of other teams or offices within procurement.

**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 Employee Resource Group Events
	3. Center Lunch/Training events

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