

APTAC Body of Knowledge Competency Guide

A. Program Requirements

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Description

APTAC is the professional organization of and for DLA-funded Procurement Technical Assistance Programs. APTAC supports the PTACs by providing them important information, professional networking, comprehensive training opportunities and a voice in national government contracting assistance and policy arenas. Note that the word “member” herein refers to individual employees of the member PTACs. This is an organizational membership, and the dues the Centers pay to APTAC are for the center, not its individual employees (see Cost Accounting Standards for explanation).

APTAC’s resources fall into the following categories:

Training and Certification (Professional Development)

Because continual professional development is essential to providing effective procurement assistance, APTAC focuses heavily on providing Training and Certification resources, including:

- Two multi-day, **national training conferences** each year featuring experts from government agencies, consulting/law firms specializing in government contracting, and experienced, successful PTACs. Powerpoint slides from past Conferences are posted on the APTAC Website (see APTACConnect “Resources”)
- **Local and regional training events** sponsored and/or hosted by individual PTACs and APTAC regional groups, and affiliated groups that PTACs may belong to such as DOD Regional Councils. Such events may include training for clients as well as training for PTAC employees.
- A defined “**Body of Knowledge**” which articulates the core competencies needed for effective procurement counseling and program management.
- **A multi-phased “Recommended Training Program”** which provides a systematic framework for approaching PTAC counselors/instructor training. It offers a time phased approach beginning with the most basic requirements and progressing to more complex and specialized topics as well as a deeper understanding and application of the fundamentals. It does not recommend specific courses or sources of training; rather, it outlines needed outcomes that training should achieve.
- **Links to outside organizations that provide relevant training**, such as the Defense Acquisition University (DAU), the National Contract Management Association (NCMA), GSA’s Center for Acquisition Excellence, the National Institute of Government Purchasing (NIGP) and university and commercial vendor training sources.
- **Notices of training opportunities** offered by other organizations such as SBA, GSA and the VA.

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- **Professional Certification Program(s)** which can validate your expertise as a procurement counselor or PTAC manager and strengthen your (and your PTAC's) credibility with clients, your host organization, federal and local agency personnel, and DLA.
- **Your own “Professional Development profile”** in which to maintain a record of training obtained and training credits earned for purposes of APTAC certification and documenting continuing education for your PTAC and host organization.

Procurement News and Information

APTAC strives to provide timely information on all important developments in government procurement through the following e-mail publications:

- **A Quarterly Newsletter** which contains in-depth articles on a range of issues (hyphen inserted)
- **Weekly “NewsBlasts”** with notices and brief articles on events, policy changes and developments in the field, and
- **Bulletins** which are sent as needed regarding urgent or time sensitive issues of interest to the membership.

Newsletters and NewsBlasts are archived on the APTAC website – from the Members’ Portal, under “Resources” see “Newsletter Archive”.

Members also have access to a wide range of procurement-related newsfeeds through the website’s online community - **APTACConnect**. (see APTACConnect – “My Feeds”)

Professional Networking

The greatest resource APTAC has to offer is the expertise and experience of its more than 600 members. APTAC encourages members to call upon each other for help and to share ideas and best practices so that all PTACs can leverage the collective capability of the whole.

Outside of the networking at national conferences, the primary forum for doing so is **APTACConnect** – APTAC’s online professional community. The Facebook-like platform not only facilitates sharing resources and connecting with other members, it allows for online discussions in the context of a range of groups, including groups for “APTAC News and Issues” and “Best Practices in Counseling,” as well as groups for each APTAC Region, a group for Program Managers, and groups for APTAC Committees and working groups.

References

The APTAC Website – www.aptac-us.org

- Members Portal
- APTACConnect