

JUSTIFICATION LETTER

CRAFT A CONVINCING ATTENDANCE REQUEST

Mastering Other Transactions Certificate Program

<Date>

Subject: Request for Approval to Attend Mastering Other Transactions Certificate Program: Strengthening Innovation-Focused Acquisition Capabilities

Dear <Supervisor's Name>,

I respectfully request approval to attend NCMA's Mastering Other Transactions Certificate Program training designed to build practical proficiency in the responsible use, management, and oversight of Other Transaction (OT) authorities.

As federal agencies, including ours, are increasingly directed to modernize acquisition practices, reduce administrative burden, and adopt commercial like approaches where appropriate, it is important that I am well prepared to support these efforts. Attending this course on Other Transactions would strengthen my ability to apply OTs responsibly and transparently, ensuring compliance while helping the agency move faster, engage non-traditional vendors, and achieve mission outcomes more effectively.

This NCMA offered training is unique in that both buyers and sellers will participate together, fostering shared understanding as we collectively navigate the RFO to accelerate innovation, attract nontraditional vendors, and improve mission outcomes.

The Mastering Other Transactions Certificate Program directly supports these [Insert agency name] priorities by providing structured, practitioner-focused training on:

- The legal and policy foundations of Other Transactions
- Appropriate use cases across research, prototype, and follow-on efforts
- Planning, solicitation, negotiation, and agreement structuring
- Intellectual property, data rights, and fiscal considerations
- Risk management, documentation, and audit readiness
- Lessons learned from cross-agency government and industry application

This training program aligns with the Government Employees Training Act (5 U.S.C. Chapter 41), which authorizes professional development that improves individual and organizational performance. The program qualifies as mission-supportive training by strengthening critical acquisition competencies that support innovation, stewardship of public resources, and compliance with statutory and policy requirements.

Program Costs:

- \$950 member
- \$1200 non-member*

Thank you for considering this request.

Sincerely,

<Your Name>

**One-year NCMA membership is included at no extra cost. Membership activates at the start of the month following payment, allowing access to the NCMA Free-to-Member Catalog where I will have the ability to earn up to 40 additional CPEs.*

