

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 Competitive Positioning and Contract Execution

Dear <Supervisor's Name>,

I am requesting approval to attend NCMA's Mastering Other Transactions Certificate Program, a specialized training designed to help industry professionals understand, pursue, and execute agreements awarded under Other Transaction (OT) authority.

Other Transactions are increasingly used by government customers to support research, prototyping, and innovation initiatives. As the use of OTs continues to expand, industry partners must be prepared to navigate agreement structures that differ significantly from traditional FAR-based contracts.

OTs involve unique business considerations, including customized terms, intellectual property and data rights negotiations, milestone-based payments, cost sharing, and heightened accountability expectations. Lacking internal OT expertise can increase execution risk and reduce competitiveness.

The Mastering Other Transactions Certificate Program addresses these challenges by providing practical instruction on:

- How government agencies structure and evaluate OT opportunities
- Agreement negotiation strategies and common OT terms
- Protecting intellectual property and data rights
- Compliance, documentation, and audit readiness
- Best practices for managing OT performance across the agreement lifecycle

This training is directly relevant to my responsibilities in <insert your role or responsibilities here> and will strengthen our organization's ability to compete for and negotiate OT opportunities, manage risk, and perform successfully once agreements are awarded.

The program also provides Continuing Learning Points (CLPs/CPEs). Upon completion, I will share key insights and best practices with internal stakeholders to extend the value of this training.

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.*