



OPM HR SOLUTIONS



TMA
PROGRAM

Training and Management Assistance

The TMA Program – Expediting Solutions

The Training and Management Assistance Program (TMA Program) provides human capital and training solutions to Federal agencies through an expedited contracting process. We will have you up and running within 90 days or less. When your workforce requires the talent of top-caliber, prequalified consultants, the TMA Program assists you with your acquisition from ***problem identified to problem solved***.

TMA Program Capabilities

The TMA Program provides Federal agencies with:

- ***Comprehensive human capital solutions***, with a proven track record for improving organizational performance.
- ***Innovative learning and development strategies*** that have resulted in building employee skills and capacity to meet mission objectives.

As part of its mission, OPM provides technical assistance to Federal agencies to meet their most critical human capital challenges. OPM HR Solutions is the OPM division dedicated to providing exceptional human resources products and services to meet the dynamic human capital and training needs of the Federal government. Because OPM HR Solutions is run by Federal employees for Federal employees, the TMA Program is uniquely positioned to provide Federal agencies speed to mission in meeting their mission goals through pre-competed contracts.



OPM HR SOLUTIONS *by government, for government*

Your Complex Challenges Require Comprehensive TMA Program Solutions

The TMA Program is the only provider that offers Federal agencies:

- **A simplified procurement process**, enabling “speed to mission” results and eliminating lengthy procurement actions.
- **Flexibility** to manage large projects over multiple fiscal years.
- **Prequalified contractors** (selected by OPM experts), providing timely access to the finest human capital and training private-sector contractors in the industry.
- **Comprehensive contract and project administration**, giving you paperwork pain relief.
- **OPM Project Managers** that direct contractor performance so that products and services meet your unique needs, while ensuring compliance

with human capital standards, policies and acquisition regulations.

- **A TMA Program guarantee** that assures you pay only for the deliverables that meet your stated requirements.
- **Peace of mind.** OPM assumes the risk for procurement, administration and execution.

Here are two of many TMA Program client success stories:

Department of Homeland Security (DHS) — Customs and Border Protection (CBP)

The TMA Program and DHS partnered to develop a three-phase, instructor-led training course certifying Airborne Disabling Fire Shooters (ADFS). The project enabled DHS to meet its mission of equipping rotary aircraft to better protect maritime conveyances.

Results

Working closely with DHS, the TMA Program’s solutions team cut the project’s already short cycle time by an additional 50 percent. DHS quickly



accomplished its mission-critical requirement to have fully trained agents ready for deployment in the field.

Department of the Army

The TMA Program worked with the Army to provide analytical support services (including case review), technical expertise and process involvements.

Results

This work reduced millions of dollars in administrative costs for the HQDA Workers' Compensation Program.

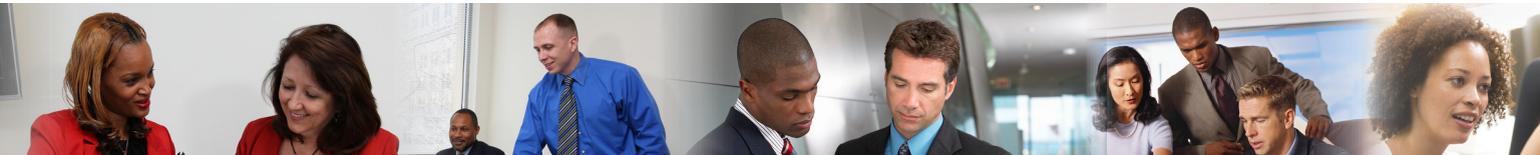
Strengthen Your Hiring Workforce with More Talent in Less Time

Today's Federal agencies operate with the smallest workforce since 1969, so agency directors must produce aggressive results with smaller budgets. Now more than ever, your agency needs human resources training and technology that ensures your workforce is operating at its optimal capacity.

The TMA Program enables your agency to:

- **Eliminate the need to start from scratch** with our pre-competed contract that streamlines the acquisition process.
- **Support strategic sourcing** to assist you in meeting your small business goals.
- **Eliminate administrative tasks** of issuing work orders, invoicing and tracking spending.
- **Avoid costly missteps** such as scope creep, timeline slips, day-to-day contractor management and budget over-runs.
- **Buy the right solution at the best value.** We work for you.

Visit www.opm.gov/TMA or contact a TMA Program professional at **202-606-0482** to discuss your project needs, review our reasonable OPM-approved rates and learn how we can quickly set your project on the path to success.



The TMA Program's Three Easy Steps Maximize Your Agency's Performance

The TMA Program focuses on providing services by government, for government. Our team comprises experts in Federal government regulatory compliance. The following steps ensure the success of your human capital development programs.

1. **Identifying the Need.** We listen. Your TMA Program Project Manager (PM) assists with your statement of objectives. With our expertise and support, together we can design a better solution to your requirement.

2. **Ensuring Federal Contracting Compliance.** Your TMA Program PM helps complete and submits interagency agreements and funding documents for your project — for example, FMS Form 7600A, Form 7600B or your agency's own funding document.
3. **Providing Program Management.** We partner with you throughout the process, helping you crystallize your unique requirements, select the contractors best suited for your project and manage the contractors' performance to deliver the highest-quality solution.

1

Identifying
the Need

2

Ensuring Federal
Contracting
Compliance

3

Providing
Program
Management



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