

TRICARE MANAGEMENT ACTIVITY  
ACQUISITION CAREER  
MANAGEMENT PROGRAM  
HANDBOOK



Prepared by the Office of Acquisition Management and Support  
Office of the Acquisition Career Manager

1st Edition

February 2011

August 2010

Acquisition Career Management  
Program Handbook

**TRICARE MANAGEMENT ACTIVITY**  
Acquisition Career Management Program**Foreword**

The TRICARE Management Activity (TMA) Acquisition Career Management Program (ACMP) implements the requirements of the Defense Acquisition Workforce Improvement Act (DAWIA) which established a formal, structured approach to career development for the Acquisition, Technology and Logistics (AT&L) workforce. As the acquisition environment continues to provide opportunities for growth, it also provides significant challenges. The workforce must be prepared through appropriate training to meet those challenges. The TMA ACMP is one vehicle for ensuring that the acquisition workforce has the necessary skills and knowledge.

The ACMP is designed to increase the proficiency of the acquisition workforce through competency-based training. Competency-based training consists of learner- or participant-centered progressive units of instruction geared toward mastery of specific knowledge and skills. It will also provide a road map for acquisition employees to guide them through the training, education and experience needed to advance.

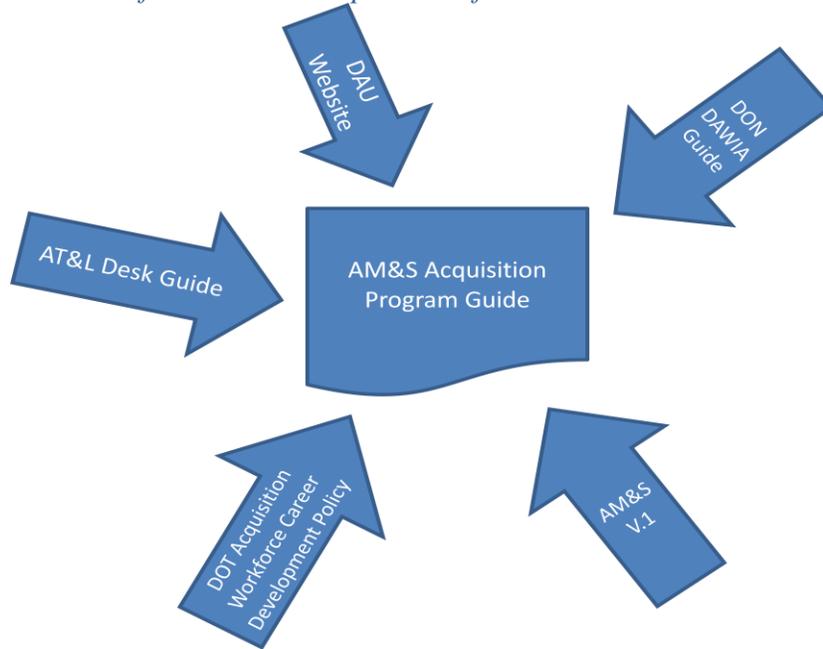
While the ACMP doesn't guarantee success, either in one's career or in the programs one manages, it does provide employees with guidance and direction.

**Methodology**

This handbook provides a practical, user-friendly tool for understanding and executing the Acquisition Management & Support (AM&S) ACMP. The guidance and procedures in this handbook ensure a standardized certification program for TMA civilian and military employees working in a variety of assignments in the acquisition workforce. The guidance and procedures establish minimum standards for the achievement of professional certification of up to three hierarchical levels. Employee participation is voluntary unless mandated by DAWIA, Critical Acquisition Position (CAP), and/or Key Leadership Position (KLP) placement.

The TMA program is based on DAWIA and the AT&L Workforce Desk Guide. Four additional resources were consulted and reviewed to establish the accuracy and validity of the information: Department of Transportation (DOT) Acquisition Workforce Career Development Policy, Department of Navy (DON) DAWIA Guide, TMA Acquisition Career Management Program Handbook (First Edition) and the Defense Acquisition University (DAU) website. This handbook is a compilation of policies, procedures and other information extracted from these sources (Figure F-1).

*Figure F-1: Resources Referenced in Compilation of ACMP Handbook*



The DOT Acquisition Workforce Career Development Policy served as a comparison tool. The AT&L Desk Guide served as the prime policy document. The November, 2009, version of the DON DAWIA Operating Guide was instrumental in providing the DoD focus. Finally, the DAU web site was consulted to validate requirements accuracy.

August 2010

Acquisition Career Management  
Program Handbook

## Table of Contents

CHAPTER 1: Overview .....	4
1.0 Introduction .....	4
1.1 Purpose of ACMP Handbook.....	4
1.2 Description .....	4
1.3 Background .....	5
1.4 Terminology .....	5
1.5 Roles and Responsibilities .....	5
1.5.1 Component Acquisition Executive .....	6
1.5.2 Acquisition Career Manager .....	6
1.5.3 Acquisition Career Management Program Team (ACMPT) .....	6
1.6 Acquisition Workforce .....	7
1.6.1 AT&L Workforce Identification.....	8
1.6.2 Position Designation .....	8
1.6.3 Positions Required to be AT&L Designated .....	9
1.6.4 Acquisition Categories.....	9
1.6.5 Designating Acquisition Positions .....	10
1.6.6 Position Review and Validation.....	10
CHAPTER 2: Certification .....	11
2.0 Introduction .....	11
2.1 Certification Programs .....	11
2.2 Certification Requirements .....	11
2.3 Primary Career Field Certification Requirement .....	12
2.4 Secondary Career Field Certification .....	12
2.5 Reciprocity .....	12
2.6 Certification Levels .....	12
2.7 Career Field Curriculum.....	13
2.8 Application Process for Certification.....	13
2.9 Changes to Certification Requirements.....	14
CHAPTER 3: Critical Acquisition Positions .....	15
3.0 Overview .....	15
3.1 CAP Designation.....	15
3.2 CAP Requirements .....	15
CHAPTER 4: Key Leadership Positions .....	17
4.1 KLP Designation .....	17
4.2 KLP Requirements .....	18
CHAPTER 5: Acquisition Corps .....	19
5.0 Overview .....	19
5.1 Acquisition Corps Membership Criteria .....	19
5.2 Acquisition Corps Application Process.....	19
5.3 Reciprocity .....	19
5.4 Acquisition Corps Waivers .....	19

CHAPTER 6: Education .....	20
6.0 Overview .....	20
6.1 Coursework Requirement.....	20
6.2 Acquisition Enhancing Degrees .....	20
CHAPTER 7: Training .....	21
7.0 Overview .....	21
7.1 Training Priority.....	21
7.2 Training Requirements.....	21
7.3 Fulfillment.....	22
7.4 DAU Course Registration .....	22
CHAPTER 8: Experience .....	24
CHAPTER 9: Continuous Learning .....	25
9.0 Overview .....	25
9.1 Continuous Learning Requirement .....	25
9.2 Supervisor Role .....	25
9.3 Failure to Complete Continuous Learning.....	26
CHAPTER 10: Waivers.....	27
10.0 Overview.....	27
10.1 Approving Authority .....	27
10.2 Waiver Process .....	27
10.3 Statutory and Regulatory Requirements.....	28
10.3.1 Filling Vacancies .....	28
10.3.2 Requirement Timeframes.....	28
10.3.3 Scope of Waiver.....	29
CHAPTER 11: Acquisition Workforce Tuition Assistance Program.....	30
11.0 Overview .....	30
11.1 Allowable Programs .....	30
11.2 Employee Eligibility.....	30
11.3 Length of AWTAP Enrollment .....	31
11.4 Allowable Schools.....	31
11.5 Allowable Costs.....	31
11.6 Applying For AWTAP .....	31
11.7 Funding Priorities .....	31
CHAPTER 12: Career Development .....	33
12.0 Overview .....	33
12.1 Career Progression.....	33
12.2 Individual Development Plans (IDPs).....	33
CHAPTER 13: Contracting Certification .....	35
13.0 Contracting Series Qualification Standards.....	35
13.1 GS-1102 Certification Requirements .....	35
13.2 Core Certification .....	39
13.3 Targeted Continuous Learning .....	39
CHAPTER 14: Business: Cost Estimating and Financial Management Certification .....	43
14.0 Overview .....	43
14.1 Business – Cost Estimating ( <i>“R” indicates Resident Instruction</i> ).....	44
14.2 Business – Financial Management ( <i>“R” indicates Resident Instruction</i> ).....	47

14.2	Business – Financial Management ( <i>“R” indicates Resident Instruction</i> ).....	47
CHAPTER 15: Contracting Officer (KO) Certification Requirements .....		50
15.0	Overview .....	50
15.1	KO Warrant Requirements .....	50
15.2	KO Warrant Waivers .....	50
CHAPTER 16 Contracting Officer’s Representatives (CORs) .....		54
16.0	Background.....	54
16.1	Certification for CORs.....	54
16.2	COR Waivers.....	54
16.3	Terminology .....	54
CHAPTER 17 Information Technology Certification .....		57
CHAPTER 18 Production, Quality, and Manufacturing Certification .....		61
CHAPTER 19 Program Management Certification .....		65
CHAPTER 20 Systems Engineering Certification .....		69
CHAPTER 21 Science and Technology .....		74
CHAPTER 22 Test and Evaluation Certification .....		78
CHAPTER 23 Industrial and Contract Property Management Certification.....		82
CHAPTER 24 Life Cycle Logistics.....		85
Appendices		
Appendix A: Glossary of Terms.....		94
Appendix B: List of Acronyms.....		100
Appendix C: AT&L Position Requirements.....		101
Appendix D: Special Statutory Requirements for AT&L Positions.....		102
Appendix E: [RESERVED].....		104
Appendix F: Acquisition Corps Membership Criteria.....		105
Appendix G: Critical Acquisition Position Service Agreement.....		106
Appendix H: Acquisition, Technology and Logistic (AT&L) Workforce Position Requirements or Tenure Waiver DD 2905.....		107
Appendix I: DAWIA Enhancing Degrees.....		109
Appendix J: Fulfillment of DoD Mandatory Training Requirements DD 2518.....		110
Appendix K: Continuous Learning/Continuing Education Guidance.....		111
Appendix L: Acquisition Career Management Business and Business-Related Coursework...		114
Appendix M: <i>“Upcoming Changes to the Contracting Curriculum in Fiscal Year 2012.”</i> .....		116

## **CHAPTER 1: Overview**

### **1.0 Introduction**

The TRICARE MANAGEMENT ACTIVITY (TMA) Acquisition Career Management Program (ACMP) is based on the Defense Acquisition Workforce Improvement Act (DAWIA), which is designed to enhance the quality of the acquisition workforce by attracting highly qualified new personnel, offering a defined career path and improving the skills and knowledge of the current personnel. To accomplish this, the ACMP provides a uniform approach to workforce accession, development, and retention.

### **1.1 Purpose of ACMP Handbook**

This Handbook implements the Acquisition, Technology and Logistics (AT&L) DAWIA education, training, and certification program. The processes and procedures in this document provide a uniform approach for development and career level ascension of TMA civilian and military acquisition workforce professionals in accordance with the Department of Defense (DoD) standards established in DOD 5000.52-M. The goal of the TMA ACMP is to provide both the civilian and uniformed military workforce, a greater opportunity for professional growth and career mobility through compliance with DAWIA and the AT&L Workforce Desk Guide, dated January 10, 2006. Education, training, certification and continuous learning are a joint responsibility of the employee and his or her supervisor. A highly trained and ethical workforce is paramount to meeting the challenging acquisition goals and objectives of TMA now and in the future. This Handbook ensures that all acquisition positions are identified and employees in those positions are properly trained and certified at the required level.

This Handbook is for internal guidance in obtaining certification and does not carry the weight of a governing regulation enforceable by outside bodies. Further, while every effort is made to ensure consistency with the AT&L Workforce Desk Guide, DoD 5000.52-M and the Office of Personnel Management (OPM) regulations and requirements, in the event of a conflict between this Handbook and the referenced regulations, AT&L and DoD 5000 regulations and requirements will govern.

### **1.2 Description**

The guidance and procedures described herein ensure a standardized certification program for TMA civilian and military employees working in a variety of assignments in the acquisition workforce. The guidance and procedures establish minimum standards for the achievement of professional certification at three hierarchical levels. Employee participation in the certification program is voluntary unless mandated by DAWIA, Critical Acquisition Position (CAP), and/or Key Leadership Position (KLP) placement.

The TMA program is based on DAWIA and the AT&L Workforce Desk Guide. The career development and certification program recognizes the need for all AT&L positions, regardless of career field, to meet DAWIA requirements. This program is designed to complement the AT&L

Desk Guide, and provides the mechanism to integrate and streamline the development of all AT&L workforce positions within TMA.

### **1.3 Background**

DAWIA is the legal foundation upon which today's DoD acquisition workforce exists. It provides the contextual framework and baseline for reference when formulating new implementation strategies and human capital strategic plans. This Chapter provides a brief background of DAWIA and an outline of its primary tenets.

In 1990 Congress adopted DAWIA (Public Law 101-510, Title XII) (Chapters 1701-64 title 10 United States Code (USC)). The purpose of DAWIA is to improve the quality and effectiveness of DoD's acquisition processes by enhancing the capabilities of the acquisition workforce. It requires the Secretary of Defense to implement specific provisions. Principally, the law requires:

- Recognition of acquisition as a professional career field
- Criteria for admission into the acquisition corps in terms of education, training, and experience
- Establishment of a career development and management program for acquisition professionals
- Establishment of career management structures in DoD and the Military Departments
- Establishment of a Defense Acquisition University (DAU) structure
- Establishment of programs to assist acquisition personnel in their professional development

DAWIA states general authorities and responsibilities of the Secretary of Defense and the Under Secretary of Defense for Acquisition, Technology and Logistics (USD/AT&L). It also calls for the establishment of the position of the Director, Acquisition Education, Training, and Career Development with principal responsibility to serve as the Director of Acquisition Career Management for the Office of the Secretary of Defense and the Defense Agencies. Additionally, the law provides statutory direction for the Service Acquisition Executives to establish DACMs.

DAWIA certification establishes a standard level of professional skill, education and training in all AT&L positions.

### **1.4 Terminology**

Throughout this Handbook, the term "acquisition workforce" is used to refer to the universe of professionals subject to the requirements of DAWIA. The term "members" should be considered synonymous to "acquisition workforce members."

### **1.5 Roles and Responsibilities**

The success of the Acquisition Career Management Program is a shared responsibility among both the leadership of the acquisition organization and its workforce members. The following subsections define both the roles and responsibilities of the primary stakeholders to this success.

### ***1.5.1 Component Acquisition Executive***

The Component Acquisition Executive (CAE), appointed by the Secretary of Defense (SecDef), develops and maintains an acquisition career management program to ensure the development of a competent, professional workforce to support the accomplishment of TMA's mission. The CAE identifies the members of TMA's acquisition workforce and for implements a budget strategy that reflects the workforce's development needs and TMA's organizational structure. The CAE provides to the Chief Human Capital Officer input to the TMA human capital strategic plan regarding the acquisition workforce. Additionally, the CAE assesses the current skills inventory of the workforce, identifies short- and long-term TMA needs, and establishes plans, including recruitment and retention strategies for obtaining the acquisition workforce resources and skills required to meet future mission needs.

### ***1.5.2 Acquisition Career Manager***

The Acquisition Career Manager (ACM) ensures that the TMA ACMP and the TMA acquisition workforce meet statutory requirements. Specifically, the ACM:

- Manages the identification and development of the acquisition workforce, including identifying staffing needs, training requirements, and other workforce development strategies.
- Proposes an annual budget for development of the acquisition workforce.
- Provides input to the CAE and the Chief Human Capital Officer regarding short and long term human capital strategic planning for training, competency, fulfillment, career development, accession, recruitment and retention, and other facets of human capital management affecting the acquisition workforce.
- Ensures that TMA policies and procedures for acquisition workforce management are consistent with DoD policies and procedures.
- Coordinates with TMA functional advisors to ensure fulfillment of regulatory and statutory requirements.
- Recommends to the CAE waivers to GS-1102 education and training requirements, as appropriate.

### ***1.5.3 Acquisition Career Management Program Team (ACMPT)***

The ACMPT includes representatives of each of the TMA functional offices. The ACM supports the members of the Team to facilitate management of TMA's ACMP. Team members:

- Serve as a single point of contact, with responsibility for all matters concerning their assigned office, under the functional guidance of the ACM.
- Maintain proficiency and currency in TMA and DoD ACMP-related policy, procedures, education and training sources, course requirements and curriculum.
- Monitor and maintain status of training for certification and continuous learning and advise supervisors when acquisition workforce members are failing to meet ACMP training requirements.

- Maintain demographic information and trend analysis and advises the ACM, through regular status updates of new acquisition employees and separation of acquisition employees.
- Represent their organization at scheduled ACMP-related conference calls/meetings.
- Receive and consolidate requests for information/guidance/documentation received from site/office employees.
- Maintain proficiency and use of the TMA ACMP Handbook and ensure dissemination to the workforce to reduce calls/requests for information.
- Coordinate with the ACM as necessary to implement new acquisition training and educational requirements and meet data calls.
- Assist in determining the training priorities and allocations of the ACMP resources.
- Work with individual workforce members to ensure they meet ACMP requirements.
- Support the ACM in completion of ACMP-related Balanced Scorecard initiatives, as assigned by the CAE.
- Occasionally host ACMP Team meetings as requested by the ACM.

## 1.6 Acquisition Workforce

The primary purpose of the ACMP is the designation of positions in the acquisition workforce. DAWIA lists 15 acquisition-related positions, and stipulates requirements for establishing career paths:

- 1) Auditing (AUD)
- 2) Business, Cost estimating (BUS-CE)
- 3) Business, Financial Management (BUS-FM)
- 4) Contracting (CON)
- 5) Facilities Engineering (FE)
- 6) Industrial/Contract Property Management (IND)
- 7) Information Technology (IT)
- 8) Life Cycle Logistics (LCL)
- 9) Production, Quality, and Manufacturing (PQM)
- 10) Program Management (PM)
- 11) Purchasing (PUR)
- 12) Systems Planning, Research, Development and Engineering – Science Technology Manager (SPRD&E-ST)
- 13) Systems Planning, Research, Development and Engineering – Systems Engineering (SPRD&E-SE)
- 14) Systems Planning, Research, Development and Engineering – Programs Systems Engineering (SPRD&E-PSE)
- 15) Test and Evaluation (T&E)

In addition to the career paths above, the CAE has designated Contracting Officer's Representatives (CORs) -also known as Contracting Officer's Technical Representatives

(COTRS), Task Managers (TM), as well as other positions similarly titled as acquisition positions.

DoD has satisfied the requirements of DAWIA by establishing policies for required certification and career development. These policies establish a formal certification process. DoD 5000.52, Career Development Program for Acquisition Personnel, November 1991, defines the certification process, as well as career paths with specific education, training, and experience requirements for those in acquisition positions.

SecDef institutionalized DoD acquisition workforce management policy by issuing DoD 5000.52, DoD52.M and DoD 5000.58R. The DoD Components were directed to manage positions by identifying the acquisition workforce by career fields, CAPs and KLPs. These efforts constitute DoD's preliminary implementation of the law.

### ***1.6.1 AT&L Workforce Identification***

Acquisition includes such functions as program management; systems planning, research, development, engineering, and testing; contracting; industrial property management; logistics; quality control and assurance; manufacturing and production; business, cost estimating, and financial management; and auditing. ***All supervisors, in coordination and communication with Human Resources, are responsible for ensuring positions under their supervision are properly identified as AT&L positions, as applicable.***

Individuals in some career fields or disciplines, such as contracting, are involved in acquisition regardless of organization to which they are assigned. The determination of whether individuals are considered part of the acquisition workforce is dependent on their level of performing acquisition functions. Examples of the latter include individuals in the program management, quality assurance, auditing, and financial management fields. The DAWIA is not intended to alter the status of individuals in these latter areas within their own "functional" area or specific technical career field. However, the DAWIA attempts to ensure that when assigned to perform functions integral to the acquisition process, personnel in these functions or career fields receive the appropriate training, education, and experience in acquisition matters.

Although it is sometimes difficult to ascertain the dimensions of the term "acquisition positions," the legislative powers assume the organization is much more capable of defining that term than describing the acquisition workforce. Thus, the act requires that the department designate all "acquisition positions," to include, at a minimum, those acquisition-related positions in the areas designated in the statute, as well as any additional positions the SecDef deems appropriate. Thus, DoD is given the necessary flexibility to delineate the specific positions within the guidelines provided.

### ***1.6.2 Position Designation***

The designation and coding of AT&L positions form the framework for the AT&L Workforce Education, Training and Career Development Program. Identification of AT&L positions in manpower and personnel systems ensures that the incumbents receive the education, training,

and experience needed for acquisition certification and Acquisition Corps membership and that they remain competitive for selection to positions of increased responsibility. A summary of AT&L position requirements is provided in Appendix C “AT&L Position Requirements.”

### ***1.6.3 Positions Required to be AT&L Designated***

At a minimum, the following positions must be designated as AT&L positions:

- Senior positions with direct influence on the success of Defense acquisition programs governed by DODD 5000.1 and/or DODI 5000.2.
- Civilian occupational series 1102 (Contract Specialist), 1103 (Industrial Property Management), and 1105 (Purchasing) positions.
- Positions that require the incumbent to hold a warrant above the Simplified Acquisition Threshold.

Additionally, the following acquisition positions must be designated in the Program Management career field:

- Program Executive Officer (PEO)
- Deputy PEO (DPEO)
- Executive Director PEO (ED PEO)
- Direct Reporting Program Manager (DRPM)
- Deputy DRPM
- Acquisition Category (ACAT) I/IA/II PM
- ACAT I/IA/II DPM.

Note: To be designated in a career field that has a mandatory education requirement for certification, the position must require the degree identified for the position category.

### ***1.6.4 Acquisition Categories***

ACAT I programs are Major Defense Acquisition Programs (MDAPs). An MDAP is a program estimated by the USD/AT&L to require eventual expenditure for Research, Development, Test and Evaluation (RDT&E) of more than \$365 million (Fiscal Year (FY) 2000 constant dollars) or procurement of more than \$2.19 billion (FY 2000 constant dollars), or those designated by the USD(AT&L) to be MDAPs. ACAT I programs may also be those designated by the USD(AT&L) as special interest programs.

ACAT IA programs are Major Automated Information Systems (MAIS). A MAIS is a DoD Acquisition program for an automated information system (AIS) that is either designated by the Milestone Decision Authority (MDA) as a MAIS, or estimated to exceed:

- \$32 million (FY 2000 constant dollars), for all increments, regardless of appropriation or fund source, directly related to the AIS definition, design, development, and deployment, and incurred in any single fiscal year.
- \$126 million (FY 2000 constant dollars), for all expenditures, for all increments, regardless of appropriation or fund source, directly related to the AIS definition, design, development, and deployment, and incurred from the beginning of the Materiel Solution Analysis (MSA) Phase through deployment at all sites.

- \$378 million (FY 2000 constant dollars) for all expenditures, for an increment, regardless of appropriation or fund source, directly related to the AIS definition, design, development, deployment, operations and maintenance, and incurred from the beginning of the MSA phase through sustainment for the estimated useful life of the system.

### ***1.6.5 Designating Acquisition Positions***

The ACM, with oversight from the CAE, designates positions as acquisition, CAP/KLP. Human Resources (HR) codes the positions through access to the Defense Civilian Personnel Data System (DCPDS). Note: Coding is an HR function. The following process should be used to designate AT&L positions:

- 1. Determine if position falls within the acquisition definition.**  
Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DOD needs, intended for use in, or in support of, military missions. As a general rule, with the exception of positions identified in Chapter 1.6.3 above which must always be designated, at least 50% or more of the duties and responsibilities of the position must fall within the acquisition definition.
- 2. Determine if the AT&L Position is a CAP.**  
CAPs are addressed in Chapter 3 Critical Acquisition Positions (Non-Key Leadership Positions).
- 3. Determine if the CAP is a KLP.**  
KLPs are addressed in Chapter 4 Key Leadership Positions.
- 4. Determine AT&L Career Field Certification Requirement.**  
Each AT&L position must be assigned a certification level (I, II, or III) based on the duties, responsibilities, and authorities assigned to the incumbent of the position. Position certification level requirements are addressed in Chapter 2.6, Certification Levels.
- 5. Determine if the AT&L Position has Special Statutory Requirements.**  
Statutory Requirements are addressed in Appendix D “Special Statutory Requirements for AT&L Positions”.
- 6. Officially designate the AT&L position in the appropriate data system.**

### ***1.6.6 Position Review and Validation***

AT&L position designations shall be reviewed and validated annually, prior to recruitment, during reorganizations, and when the duties and responsibilities of the positions change.

## **CHAPTER 2: Certification**

### **2.0 Introduction**

All personnel in acquisition positions have a certification requirement. The certification requirement is determined by the position category and certification level assigned to the acquisition position based on the individual's duties, responsibilities, and authorities. Individuals may also obtain certification in career fields other than that required by their position. This Chapter provides guidance on certification requirements and the process for obtaining certification.

### **2.1 Certification Programs**

The certification programs described in the various Chapters of this Handbook provide the opportunity for employees to apply course knowledge and skills to analyze and resolve on-the-job issues. Completion of core courses in a logical sequence is necessary so that the appropriate level of knowledge is available for performance at a particular level and that later courses can build on the knowledge gained from earlier courses.

The requirements for certification build on each other. An individual must meet the requirements for each previous level to be certified at the next level. For example, in order to be certified to Level II in Contracting, an individual must have a Baccalaureate Degree in business, or a Baccalaureate Degree in any field supplemented by 24 semester hours in business or business related subjects from an accredited university, complete all Level I and II training classes and have a total of three years of contracting experience. Not all acquisition functions have an education requirement. Certification requirements for each functional area are discussed in their respective chapters.

### **2.2 Certification Requirements**

All acquisition workforce members must be certified to their appropriate level in their respective career field. New hires, i.e., those from the private sector or those joining the acquisition workforce, have 24 months to obtain certification. New hires at the GS-9 through GS-12 level must meet the statutory education and experience requirements and the regulatory training requirements to be certified to at least Level I. They have 24 months to obtain the training required for a Level II certification, once appointed to a position. Similarly, a new hire at the GS-13 and above level must meet the requirements for certification to Level II and has 24 months to obtain the training required for certification to Level III. The experience requirements can only be met through performance of acquisition duties for the period of time required for that specific acquisition level. Existing acquisition workforce members must obtain their certification requirements for their level within the timeframes indicated. See Chapters 13 through 23 for more details on specific certification requirements.

Recognizing that new entrants to the Federal Government do not necessarily have access to DAU or Federal Acquisition Institute (FAI) training, any previous training will be evaluated by the ACM to determine equivalency, when applicable.

### **2.3 Primary Career Field Certification Requirement**

The position requirements and certification level associated with the position encumbered by the workforce member determine the member's primary career field certification requirement. Chapter 2.6, "Certification Levels" provides guidance on required certification levels.

Individuals assigned to KLPs (see Chapter 4.0, Key Leadership Positions), must meet certification requirements when assigned, absent a waiver (see chapter 10 for an explanation of waivers). All other acquisition workforce members must meet the certification requirements within 24 months of assignment. Changes to certification standards do not start a new certification period. However changes to a position's certification requirement, i.e., a change to the position category or level, do begin a new 24 month period.

Once an acquisition workforce member is certified, he/she remains certified even if the certification requirements change. Workforce members in positions that require Level II or Level III certification must meet certification standards for lower levels, including any and all course prerequisites.

### **2.4 Secondary Career Field Certification**

Certification in a career field other than the individual's primary acquisition career field is referred to as a secondary career field certification. Workforce members are encouraged to pursue secondary career field certification. The secondary career field should build upon competencies in the primary career field and relate to the individual's acquisition assignment. Secondary field certification begins at Level I, regardless of the individual's duties and responsibilities, grade/pay band, or rank. In general, individuals should meet primary certification requirements prior to pursuing a subsidiary career field. Unlike primary career field certification, there is no time limit placed on secondary career field certification.

### **2.5 Reciprocity**

Acquisition career field certification is reciprocal among all DoD components. This means that certifications achieved at TMA are recognized by other Defense components. Additionally, civilian agencies accept DAWIA certification as evidence of acquisition proficiency in respective career fields.

A member holding a DAWIA Certification at a particular level will retain that certification regardless of any new requirements made effective thereafter if they meet the CLP requirements, unless Congress enacts a statutory requirement for a new education or training standard and designates it as "continuing education and training." Members must complete requirements of this kind within 24 months as part of their continuous learning. Failure to complete new requirements, or to justify a waiver, will result in loss of certification and may make the member ineligible for DAWIA certification.

### **2.6 Certification Levels**

Acquisition positions are assigned to certification levels, depending on the segment of the acquisition workforce and are tied to grades as shown in Table 2.6.

*Table 2.6 Acquisition Certification Levels based on Grade*

<b>Grade/Pay Band or Rank</b>	<b>AT&amp;L Position Certification Level (all but SPRDE-PSE)</b>
Active Component 0-5 and above, Civilian ES, ST, SL	Level III
Active Component 0-4; all Reserve Component Officers	Level II
Active Component 0-1 through 0-3	Level I
Active Component Enlisted E-4 and above if in Contracting, E-6 and above in other than Contracting	Level I or II
GS-13 and above NSPS: YA-3, YC-3, YD-3, YF-3, YE-4. DoD Acq. Demo: NH-4	Level III
GS-09 through 12 NSPS: YA-2, YB-3, YC-2, YD-2, YF-3, YE-4 DoD Acq. Demo: NH-4	Level II
GS-5 through 7 NSPS: YA-1, YB-2&2, YC-1, YD-1, YF-1, YE-2 (all levels) DoD Acq. Demo: NH-2, NJ-2/3	Level I

*CAPs and KLPs require Level III certification*

## 2.7 Career Field Curriculum

The ACM, with input from functional advisors and the concurrence of the CAE may establish mandatory training and experience requirements for certification in addition to those established by DAWIA. This Handbook will be updated with any changes.

The certification requirements are additive, and designed to build on each other, with each succeeding level more complex than the previous. Therefore, all workforce members must first meet the lower level career field certification requirements of their position before being certified to the next higher level of certification in their career field. To be certified to a level in a career field, a workforce member must meet all of the mandatory education, training, and experience requirements established for that level and apply for certification.

## 2.8 Application Process for Certification

A member of the acquisition workforce who believes that they meet the certification requirements shall request certification through ACQTAS at <https://www.atrrs.army.mil/channels/acqtas/>.

## 2.9 Changes to Certification Requirements

Changes in TMA's certification program may be required due to changes in the acquisition environment. Members of the acquisition workforce may also see a need for changes. However, certification requirements may only be changed by DAU. Requests for changes to certification requirements must be addressed to the ACM, through the functional advisors for the appropriate career field for their review and concurrence. The request must be in writing and explain the reasons for the desired changes. The ACM will forward the request to DAU for approval, with a recommendation for disposition.

Irrespective of changes in certification requirements, once acquisition workforce members are certified, they remain certified provided they have maintained their certification by completion of continuous learning requirements. However, acquisition workforce members must complete any new certification requirements of their career field as Continuous Learning (CL) credits.

In the event acquisition employees permit their certification to lapse by failure to meet the continuous learning requirements, they will be required to meet any new certification requirements in effect when they apply for re-certification. See program specific chapters for other consequences (i.e., revocation of certification, revocation of authority, etc.).

If acquisition employees begin taking training courses leading to certification in their career field and the curriculum is changed, they are bound by the curriculum in effect when they began taking training for that particular level only, provided they applied for certification prior to the effective date of the new curriculum. For example, if an employee begins taking mandatory training courses for their Level II certification in contracting in June 2000, and the curriculum is changed by addition of new courses in October 2000, before the acquisition employee has obtained their Level II certification, the employee is bound by the curriculum in effect in June 2000, when they began the training for their Level II. However, they must complete any new certification requirements of their career field as part of their continuous learning. They will be bound by the curriculum in effect when they subsequently begin training for Level III, for instance, the October 2000 curriculum for Level III, not by the curriculum in effect in June 2000, when they began training for Level II.

## CHAPTER 3: Critical Acquisition Positions

### 3.0 Overview

CAPs are a subset of the acquisition positions designated by the CAE based on the criticality of that position to the acquisition program, effort and function it supports. CAPs are senior civilian and Active Duty Component AT&L positions with significant responsibility, primarily involving supervisory or management duties, in the acquisition system. The following subsections provide guidance on CAPs that are not KLPs. For specific guidance on KLPs, a subset of CAPs, see Chapter 4, Key Leadership Positions. A summary of CAP position requirements is provided in Appendix C, “AT&L Position Requirements.”

### 3.1 CAP Designation

The following positions must be designated as CAPs:

- Active Duty Military AT&L positions that must be filled by officers in the rank of Commander or Lieutenant Colonel or above. Billets filled by lower ranking officers do not have to be designated as CAPs, regardless of the billet grade.
- PEOs, DPEOs, and ED PEOs.
- DRPMs and Deputy Direct Reporting Program Managers (DDRPMs).
- Program Managers (PMs), and the Deputy Program Managers (DPM) for MDAP ACAT I, Significant Non-Major (ACAT II) Programs, MAIS Programs, and other Programs where the PM reports directly to a PEO.
- Senior Contracting Officials.
- AT&L personnel in the Senior Executive Service.
- Acquisition Competency or Functional Leaders and Technical Leaders including Chief Engineers, Lead Systems Engineers, Lead Cost Estimators/Engineers, and Lead Contracting Officers.
- Echelon I and II organizations may designate other senior positions as CAPs if they have management responsibilities for acquisition programs, efforts, or functions.

The organization ensures the CAP designation for AT&L billets is coded into appropriate civilian or military human resources/manpower systems.

### 3.2 CAP Requirements

Upon selection to a CAP, the selectee must be a member of the Acquisition Corps, become a member, or obtain a position waiver (see Chapter 10 to understand the waiver process). Acquisition Corps requirements and membership criteria are described in Chapter 5.0, “Defense Acquisition Corps” and Appendix F, “Acquisition Corps Eligibility Criteria.”

Some CAPs have Special Statutory Requirements (see Appendix D, “Special Statutory Requirements for AT&L Positions”) and individuals must meet all criteria that apply, or obtain a position waiver, upon assignment with the following exception: Acquisition Corps members may be assigned to the CAP for up to 6 months without a waiver.

All CAPs require Level III certification within 24 months of assignment (see Chapter 2.0, “Certification”).

Persons selected for CAPs that are not KLPs must remain in that specific position for a minimum of three years and must sign a written tenure service agreement (Appendix G). Acceptable deviations to the three-year CAP (not designated as a KLP) tenure requirement are:

- Promotion
- Reassignment to a command/command-equivalent position
- Separation
- Retirement
- Removal for cause
- Reduction-in-force
- Mobilization
- Assignment to military theater/zone of operation
- Elimination of position
- Reassignment due to program cancellation, merger, or organizational realignment.

When the event driving the deviation has been approved in accordance with applicable rules and regulations, these acceptable deviations do not require waivers, nor should they be reported as waivers. Release from a position tenure agreement for any other reason must be documented in a Tenure Waiver (see Chapter 10 for more information on Tenure Waivers).

## CHAPTER 4: Key Leadership Positions

### 4.0 Overview

KLPs are a subset of CAPs and are designated by the CAE. KLPs include all critical major program positions that require special CAE and USD(AT&L) attention with regard to qualifications, accountability, and tenure. KLPs have significant leadership responsibilities and are held by civilians or Active Duty Component military personnel who serve in the most demanding AT&L positions. A summary of KLP position requirements is provided in Appendix C, "AT&L Position Requirements".

### 4.1 KLP Designation

The following positions must be designated as KLPs:

- PEOs
- PMs for MDAPs and MAISs (ACAT I/IA Programs)
- DPMSs for MDAPs and MAISs (ACAT I/IA Programs)
- PMs of significant non-major defense acquisition programs (ACAT II Programs)

To determine if a position (in addition to the mandatory positions identified above) should be designated as a KLP, the CAE must first consider the program/effort it will support and second, consider the position itself. The following may require KLP status:

- MPADs and MAISs, i.e., ACATs ID, IC, IAM, IAC. (ACAT ID - the Milestone Decision Authority (MDA) is USD(AT&L). The "D" refers to the Defense Acquisition Board (DAB), which advises the USD(AT&L) at major decision points. ACAT IC – the MDA is the DoD Component Head or, if delegated, the DoD Component Acquisition Executive (CAE). The "C" refers to Component).Pre-MDAP and pre-MAIS Programs.
- Other ACAT programs that do not meet MDAP thresholds but are high visibility or special interest efforts within TMA.
- Significant efforts that may cross many ACAT programs or DoD components.
- Positions with direct responsibility for and direct influence on the success of the program, effort, or function.
- Positions for which the span of duties and responsibilities require Acquisition Corps members with proven leadership abilities; advanced education; senior service school; and/or cross-functional/organizational experiences.
- Positions of leadership with personal responsibility and accountability for the success or failure of the program or effort.
- The senior functional leaders in the program office or equivalent organizations in Defense agencies who advise the leader/program manager and who collectively serve as program business advisors.
- Positions for which a tailored tenure requirement is a necessity for program stability.

Based on the guidance above, the CAE will consider the following for designations as KLPs:

- In the Program Executive Office:
  - Deputy PEOs
  - PEO Lead/Chief Systems Engineers

- Senior/Chief Engineers, Senior/Chief Logisticians, Business/Financial Managers advising the PEO, Test and Evaluation Lead
- In a MDAP or MAIS Program Office:
  - Senior/Chief: Contracting Officer, Engineer, Test and Evaluation, Logistician, Business/Financial Manager, positions
  - Major Integrated Product Team Leaders and Product Managers
- Senior functional positions including Senior Contracting Officers (SCOs)
- All AT&L workforce SES members in AT&L positions

*NOTE: The CAE may designate other positions as KLPs as determined appropriate.*

## **4.2 KLP Requirements**

Upon selection to a KLP, the selectee must be a member of the Acquisition Corps, become a member, or obtain a position waiver. Acquisition Corps requirements and membership criteria are described in Chapter 5 “Acquisition Corps” and Appendix F “Acquisition Corps Membership Criteria.”

*Special Statutory Requirements:* Some KLPs have Special Statutory Requirements (see Appendix D, “Special Statutory Requirements for AT&L Positions”) and individuals must meet all criteria that apply, or obtain a position waiver, upon assignment with the following exception: Acquisition Corps members have a 6-month period to meet special Statutory Requirements before a waiver is required.

*Certification:* All KLPs require Level III certification in the career field associated with the KLP upon assignment. See Chapter 2, “Certification,” for additional information.

Persons assigned to KLPs are required to remain in the position for a tenure period established by the CAE and must sign a written tenure agreement. The time period will be determined by the CAE based on the unique requirements of the specific program or effort to be performed, such as significant milestones, events or efforts. Generally, KLP tenure agreements should be as prescribed by DAWIA. DAWIA states that tenures should be at least three years, except for ACAT I and IA PM and DPMs, where the time period should be the completion of the first major milestone closest to four years. However, there may be circumstances in which an appropriate major milestone, event, or effort may require a shorter time period. When the agreed upon tenure period for a KLP is less than prescribed by DAWIA for the position, the tenure agreement is deemed to constitute a waiver of that requirement.

A Tenure Waiver (Appendix H) must be executed if an individual does not remain on a KLP for the established tenure period. Unlike CAPs not designated as KLPs, there are no acceptable deviations for KLP position tenure agreements.

## CHAPTER 5: Acquisition Corps

### 5.0 Overview

The purpose of the Acquisition Corps is to create a pool of highly qualified personnel to fill CAPs and KLPs. Membership in the Defense Acquisition Corps is required for assignment to all CAPs and KLPs. Members of the AT&L Workforce who have already been designated as members of a component acquisition corps are considered members of the Defense Acquisition Corps. Unlike certification, there is no 24-month grace period to obtain membership. Persons selected for CAPs and KLPs must be in the Acquisition Corps, be able to become a member prior to assignment, or be granted a waiver (see Chapter 10 for more on waivers) prior to being assigned to the position.

### 5.1 Acquisition Corps Membership Criteria

Requirements for membership in the Acquisition Corps are delineated in Appendix F, “Acquisition Corps Membership Criteria.” Additional guidance of meeting and assessing education requirements is available in Chapter 6.0, “Education.” Training requirements can be found in Chapter 7.0, “Training,” and experience requirements are outlined in Chapter 8.0, “Experience”.

Persons who are not members of the Acquisition Corps must obtain a Position Requirements Waiver to occupy a CAP (see Chapter 10, “Waivers”). A copy of the Position Requirements and Tenure Waiver format can be found in Appendix H. This waiver does *not* grant membership into the Acquisition Corps; rather, it allows the person to occupy a CAP for the period of time specified in the waiver. Additionally, this waiver is position-specific and does not carry over to the person’s subsequent assignments or to future incumbents of the position. There is no waiver that grants Acquisition Corps membership—persons must meet all of the requirements.

### 5.2 Acquisition Corps Application Process

Once Level II or III Certification is achieved, the employee may apply for Membership through the Acquisition Training Application System (ACQTAS) at <https://www.atrrs.army.mil/channels/acqtas/>.

### 5.3 Reciprocity

Acquisition Corps membership in any DOD Component is recognized by all DOD Components.

### 5.4 Acquisition Corps Waivers

There are no waivers into the Acquisition Corps. Individuals must meet DoD Acquisition Corps requirements to become a member. A waiver must be granted to assign a person who is not an Acquisition Corps member to a CAP or KLP. This waiver is position-specific and does not carry over to subsequent assignments or to future incumbents of the position. The AT&L Position Requirements or Tenure Waiver Form (DD 2905), is used to request waivers (Appendix H).

## **CHAPTER 6: Education**

### **6.0 Overview**

This Chapter describes DAWIA education related to Career Field Certification, Acquisition Corps membership, and Special Statutory requirements. USC 10, Chapter 87, Chapter 1732 established education requirements for Acquisition Corps membership. In general, coursework to meet education requirements must be documented on a transcript from an accredited institution of higher education. A transcript review is required to validate degree and semester credit hours.

The education requirement can be met by completing coursework or degree programs from an accredited institution of higher education, applying American Council on Education (ACE) recommended credits when documented on the student's official college or university transcript, and by substituting passing scores on Defense Activity for Non-Traditional Education Support (DANTES) examinations for semester credit hours.

### **6.1 Coursework Requirement**

DAWIA certification in some career fields requires a degree. Other career fields require both a degree and completion of a minimum of 24 semester credit hours in a technical or scientific field, or in business-related subjects. These 24 hours of coursework must be reflected on an official college or university transcript and can be a part of, or in addition to, a degree program.

NOTE: All credit hours, other than those approved by the ACE, must be reflected on the student's official college or university transcript.

### **6.2 Acquisition Enhancing Degrees**

Business and technical fields of study enhance the capabilities of the acquisition professionals. The acquisition workforce should be encouraged to pursue additional education through degree programs described in Appendix I, DAWIA Enhancing Degrees.

## CHAPTER 7: Training

### 7.0 Overview

This Chapter provides guidance on training sponsored by DAU. DAU training is provided to support AT&L workforce members to achieve career field certification requirements of the position and to meet continuous learning requirements. DAU delivers courses through resident classroom offerings at DAU facilities or on-site at the location where the training is required and through distance learning (web-based) coursework. Whether obtaining AT&L career field certification, Acquisition Corps membership, or meeting some other training requirement associated with this program, TMA is responsible for supporting civilian and military employees to attend DAU courses.

### 7.1 Training Priority

TMA should prioritize persons registering for DAU training a) to meet mission needs, b) to ensure they meet certification requirements, c) to ensure that they are qualified to perform the duties to which they are assigned and, d) to provide career development opportunities in the AT&L Workforce.

Supervisors are responsible for ensuring that workforce members are provided the opportunity to meet the mandatory certification requirements of their acquisition position and career field. In order of priority, spaces must be allocated to employees for training:

- (1) As required by law,
- (2) When established as mandatory by DoD and training is needed to qualify an incumbent for their position,
- (3) To become eligible for the next higher career level after completion of mandatory training for incumbent positions,
- (4) For new assignments, and
- (5) That is “desired/elective”.

Certification is obtained by meeting the training, experience, and education requirements, if any, established for each acquisition workforce segment. In some cases, the training requirements can be met through fulfillment based on experience or education, or equivalency, if the individual has taken courses from alternate providers.

### 7.2 Training Requirements

DOD publishes the certification standards annually in the DAU Catalog found online at <http://icatalog.dau.mil>. The standards identify education, training, and experience requirements for three certification levels. The training requirements may be met in the following ways:

- Completing the course through the DAU.
- Completing a DAU approved equivalent course.

- Fulfilling a DAU course (see section 7.3 below for full explanation).

### 7.3 Fulfillment

DAU provides Defense Acquisition workforce members the opportunity to complete course prerequisite and program (acquisition career field certification) core and functional training requirements by exercising the Fulfillment Program. This program permits the assessment of a workforce member's demonstrated competencies (capabilities acquired through previous training, education, and/or experience) against the learning outcomes/objectives of select DAU courses. Approval of a fulfillment request certifies that the workforce member possesses the knowledge, skills and abilities that would otherwise have been gained by attending the DAU course.

The authority to approve a Defense acquisition workforce member's fulfillment request for TMA has been delegated to the 4<sup>th</sup> Estate Defense Acquisition Career Management (DACM). The 4<sup>th</sup> Estate DACM represents the DoD Components outside the Military Departments and collaborate with the Service DACMs in matters relative to Defense Acquisition Workforce Education, Training, and Career Development. To request fulfillment, AT&L workforce members must complete form DD 2518, including justification, and submit to the ACM.

All approved fulfillments must be documented on a DD Form 2518, Fulfillment of DoD Mandatory Training Requirements, Appendix J and available at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2518.pdf>. The approved DD form 2518 along with the supporting documentation must be maintained by the ACM for as long as the workforce member remains in the acquisition workforce and (12) twelve months thereafter. The approved fulfillments are documented in their employee's official records to include the Army Training Requirements Resource System (ATRRS). Beginning 1 April 2008, approved fulfillments as well as equivalencies documented in the ATRRS will be reflected on student official DAU transcript records available through Student Services at DAU.

### 7.4 DAU Course Registration

Registration for DAU courses is accomplished through ACQTAS found at <https://www.atrrs.army.mil/channels/acqtas>. DAU funds training, assists with Temporary Duty Assignment (TDY) orders, places individuals in a wait or reservation status or may disapprove an application. Any questions about the status of an application should be addressed to the ACM.

Upon arrival to the ACQTAS web site, enrollee will be prompted to choose a DoD component. Select "TRICARE Management Activity (TMA)" and complete entry by entering SSN and DOB. Employees should know in advance which class and Chapter they want to attend, e.g., ACQ 101.

The program may prompt an employee to update or create the student profile. Fill out the application completely. Note: all other options available on the menu, including canceling a class.

The application will go to the employee's supervisor, who must approve/disapprove. As a courtesy, employees should alert their supervisor to this pending message.

The application then goes to the ACM and Training Manager associated with TMA. In conjunction with the Quota Manager at DAU, the ACM/training monitor will review the employee's profile and either approve or disapprove the request. Employees will receive various messages from ACQTAS advising of activity concerning application and ultimately reservation status. Web-enabled classes cannot be started until the employee receives a message telling the employee he or she may begin. Classes must be completed within the DAU-prescribed time. If classes are not completed within this timeframe, the employee will be dropped from the class and the class will have to be rescheduled.

For classroom-style classes (not web-enabled): After the employee has a quota reserved for a course, 60 days before the start of the class the employee will receive an email explaining where and when to report for the class, lodging contacts, local POC and much more. **SAVE THIS MESSAGE** for future reference. Some courses have pre-course assignments or reading material. Employees should pay close attention to various messages received about any pre-course work.

The application and approval process may take several days. An employee can determine the status of an application by returning to the application program.

### **Cancellation**

If an employee is not able to attend the class, the employee must officially cancel the reservation through the ACQTAS site used to apply for the course. DAU does not have user rights to cancel a seat in a class. **If the class is not properly canceled, the employee status will be "No Show" when the class starts, which could prohibit the employee from applying for additional courses for 6 or more months.**

### **Registration Time Limits**

The ACQTAS system is designed in such a way that all student reservations must be entered in ACQTAS 75 calendar days prior to the class report date. If reservations are not placed against allocated quotas (maximum course offering enrollment size) **75 calendar days prior to the class start date**, unused quotas automatically become available for use by any ACQTAS user assigned to a DoD Component. At 65 days prior to the class start date, any unfilled quotas become available to any employee of the Military Departments, non-DoD agencies, and the private sector.

Registration for DAU equivalency examinations can be accomplished through ACQTAS. The DAU will distribute course materials, grade the examinations, and enter "pass" or "fail" into ATRRS. Currently, PMT 250 is the only DAU course that offers an equivalency examination.

## CHAPTER 8: Experience

All career fields within the acquisition workforce have mandatory experience requirements. General acquisition experience includes experience in any acquisition career field. Specialized experience includes experience in specifically identified career fields. Experience can be gained in any position as long as it includes acquisition duties and responsibilities as defined in the Position Category Descriptions (PCDs). PCDs can be found on the DAU website at <http://www.dau.mil/workforce/pages/pcds.aspx>

Experience gained while serving in a designated AT&L position counts toward achievement of certification and statutory experience requirements. Experience requirements may also be met through comparable experience gained in acquisition functions in another Government agency or in private industry.

**A NOTE ON MEETING EXPERIENCE STANDARDS:** To support professional currency objectives, the acquisition experience claimed for the purpose of meeting AT&L career field certification requirements should have been obtained within the past eight years of the certification request.

**Alternate Experience Methods:** Up to 12 months of training or education in acquisition may be counted toward the experience standards for AT&L Career Field certification, Acquisition Corps membership, or to meet the special experience requirements identified in DAWIA for certain AT&L positions, e.g., ACAT I PMs, Flag General Officers and SES's, etc.

## **CHAPTER 9: Continuous Learning**

### **9.0 Overview**

The TMA Acquisition Workforce must operate as a continuous learning community, striving to improve their professional knowledge and performance. Accomplishing continuous learning as well as meeting AT&L Career Field Certification requirements is critical to the TMA mission. AT&L members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, AT&L policy initiatives, and leadership and management skills. Continuous learning also includes career broadening assignments as well as completing initial or additional certification training.

Even if the AT&L position requires only a level II certification, AT&L workforce members are encouraged to seek level III certification in preparation for advancement. Additionally, AT&L workforce members should maintain currency in their career field by earning Continuous Learning Points (CLPs) for any new competencies added to the certification standards after Level III certification is obtained.

Once AT&L Career Field certification is accomplished, AT&L workforce members should discuss broadening activities with their supervisor. These activities may include, but are not limited to, certification in other career fields, leadership training, and rotational and developmental assignments. Individuals who have not yet met the degree or 12 or 24 business hours required for Acquisition Corps membership should make this a priority for their continuous learning activities.

### **9.1 Continuous Learning Requirement**

All acquisition workforce members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, AT&L policy initiatives, and leadership and management skills.

AM&S members must complete at least 80 hours of continuous learning activities or 80 CPLs every two years with a goal of participating in at least 40 hours annually. Individuals should discuss broadening activities with immediate supervisor. These activities may include, but are not limited to, certification in other career fields, leadership training, and rotational and developmental assignments. Guidelines for meeting the continuous learn policy can be found in Appendix K, "Continuous Learning/Continuous Education Guidance".

### **9.2 Supervisor Role**

Supervisors play a key role in continuous learning. They will ensure, within the organizational workload and funding constraints, that individuals are provided duty time for continuous learning activities; this includes duty time to complete computer/on line courses. They must also ensure that the annual individual development plan or comparable documents prepared for their

personnel include opportunities for participating in continuous learning activities, and then ensure workforce members' records completion of continuous learning requirements through ACQTAS.

### **9.3 Failure to Complete Continuous Learning**

If members do not obtain the required number of CLPs, their certification lapses. If their certification lapses, they will be required to take all the training required for certification at each level up to their required level of certification. For example, if they are required to be certified to Level II, they must take all the Level I and Level II courses. Further, for 1102's holding a Contracting Officer (KO) warrant, if their certification lapses, their KO warrant may be revoked and they may be reassigned to a position not requiring a KO's warrant. If an 1102 member does not hold a warrant and he/she fails to obtain the required CLPs, he/she may be reassigned to a position not involving contract management. Similarly, those in other career fields may be reassigned to positions not involving acquisition.

## CHAPTER 10: Waivers

### 10.0 Overview

Position requirements may be waived in exceptional circumstances. This Chapter provides information and guidance on position and tenure waivers.

### 10.1 Approving Authority

The Position Requirements and Tenure Waiver must be signed by a) the authorized management official requesting the waiver and b) either the ACM or the CAE approving the waiver. Any waiver of KLP position or tenure requirements must be approved by the CAE. However, all waivers must be prepared by an authorized management official, with employee personal information obtained from the employee's official record on file.

### 10.2 Waiver Process

All position requirements and tenure waivers must be documented on the Position Requirements and Tenure Waiver form (DD 2905), which may be found at Appendix H. The waiver must identify the specific standards or tenure that is being waived and explain the exceptional circumstances justifying the waiver. The position requirements waiver must also address the individual's ability to perform successfully in the position without meeting the standards.

Waivers are position specific and are not carried forward with the person when that person moves from one AT&L position to another AT&L position. In other words, waivers apply to a single position. There is one exception to this rule: when waiving the requirement for a KO warrant, the waiver is valid only for the particular warrant for which it is granted.

Position waivers are processed at the time of the assignment, except under the following conditions:

- Acquisition Corps members who will meet special statutory requirements of the AT&L position within 6 months may be assigned to that position without a waiver. If the individual does not meet the Special Statutory requirements within the 6 months from the date assigned, a waiver is required.
- AT&L Workforce members have 24 months from the time assigned to a non-CAP/KLP AT&L position to meet the certification requirements of that position and become certified. If the individual does not obtain certification within 24 months, a waiver is required.
- Waivers for CAP/KLP tenure requirements must be approved prior to the person's departure from the CAP/KLP.

Various types of waivers are available including certification waivers discussed below, and KO waivers and 1102 waivers.

#### *Certification Waiver*

A certification waiver permits an acquisition workforce member who does not meet the certification requirements of the position within 24 months after assignment to remain in that position without being certified. It does not certify the member and it does not carry over from one position to another. It only allows a member to remain in a specific position without meeting the certification requirements. The waiver is only for the member's current position. The waiver is initiated by the immediate supervisor at a minimum, and only the ACM has the authority to approve a certification waiver. Further, a certification waiver does not negate the responsibility of management and the member to continue to pursue certification. Use DD Form 2905 to request a waiver (Appendix M).

All waiver requests, irrespective of type, are to be submitted to the ACM for processing.

### **10.3 Statutory and Regulatory Requirements**

All acquisition positions have training and experience requirements and some also have education requirements. The training, education and experience requirements for acquisition positions are either statutory or regulatory. As a general rule, statutory, or legal, requirements, such as those found in contracting, must be met or waived prior to appointment. Regulatory certification requirements must be met or waived within 24 months of appointment.

#### ***10.3.1 Filling Vacancies***

Vacant acquisition positions may be filled through competitive or non-competitive procedures. When filling positions competitively, both statutory and regulatory requirements must be stated in the vacancy announcement. The organization which has the vacant position, the selecting organization, manages the selection and assignment process. Prior to assignment, e.g., promotion, including career ladder promotion and accretion of duties promotion, reassignment, or new hire of any person to an acquisition position, the selecting organization must review the applicant's qualifications against statutory and career field certification requirements. If the applicant selected for or assigned to the acquisition position does not meet the requirements of the position, appropriate waivers must be obtained within the time frames specified in this Handbook.

#### ***10.3.2 Requirement Timeframes***

Time frames for meeting requirements and obtaining waivers differ depending on the position and the requirement. For temporary promotions, the selecting organization shall review the applicant's qualifications against statutory requirements. If an applicant lacks a statutory requirement, a waiver is required prior to affecting a temporary promotion to an acquisition position. If the temporary promotion exceeds 24 months, certification requirements of the acquisition position must be met or management must obtain a certification waiver. Waivers are not required when affecting a detail to an acquisition position. However, the certification requirements of the detail position must be met if a member is placed in a detail of 6 months or more.

When filling positions non-competitively, the ACMP requirements must be met or waived within the time frames indicated above.

### ***10.3.3 Scope of Waiver***

A certification waiver does not certify an acquisition workforce member to a career field; rather it allows a member who does not meet the certification requirements to remain in the position. A certification waiver is valid only for the particular position for which the waiver is granted, and is not carried forward when the member is assigned to another acquisition position.

Receipt of any other type of waiver, e.g., receipt of a Contracting Officer's warrant waiver, does not obviate the need to meet the certification requirements of the position or to obtain a certification waiver. This applies even if the certification requirement which the member lacks and the statutory requirement for which the member already received a waiver are the same.

Waivers to certification requirements granted by one agency are not transferable to other agencies.

Prior to assignment to or selection for an acquisition position, management shall ensure that the applicant is informed of any certification deficiency and that a career development plan is implemented to provide the member the opportunity to meet the requirements of his/her position within 24 months.

The ACM is the approving authority for certification waivers. This authority to approve certification waivers may not be re-delegated. The supervisor of the acquisition workforce member requiring the certification waiver or other appropriate management official within the organization is authorized to request the waiver. The request for certification waiver must be in writing and forwarded to the ACM for approval.

Management must inform the member for whom the certification waiver was requested of the decision. If the certification waiver is disapproved, the reason for the disapproval must be documented and provided to the member and management must reassign the member to a position for which he or she is qualified.

## **CHAPTER 11: Acquisition Workforce Tuition Assistance Program**

### **11.0 Overview**

The Acquisition Workforce Tuition Assistance Program (AWTAP) assists civilian acquisition workforce members in pursuing formal education in disciplines that underpin the acquisition functions specified in 10 USC 1721. Accordingly, the program supports those courses and degrees to meet mandatory and desired education standards for DAWIA certification and to comply with statutory requirements. The ACM establishes policy and guidance for the AWTAP. Note: Military personnel should request educational funding through the Montgomery GI Bill (MGIB).

### **11.1 Allowable Programs**

AWTAP will fund:

- Business courses to meet requirements for acquisition corps members or certification in selected career fields. See Appendix L: “Acquisition Career Management Business and Business-Related Coursework”.
- DAWIA enhancing certificates and degrees in business, technical or scientific programs. In general, the degree or certificate program should support the employee’s primary career field. See Appendix I, “DAWIA Enhancing Degrees”.
- A master’s degree in business-related fields such as business, business management or business administration is considered desirable for all career fields and may qualify for AWTAP funding.

### **11.2 Employee Eligibility**

Civilian employees are eligible for AWTAP if they:

- Occupy a designated AT&L workforce position;
- Meet minimally acceptable performance standards;
- Are not pending disciplinary action;
- Are pending DAWIA certification contingent upon completion of coursework,
- Are DAWIA certified to the level required by their position and pursuing next level certification requiring and/or recommending an education component.
- Participate in the TMA centrally managed formal intern (TRIUMPH) or developmental program with a full-performance requirement of DAWIA Level II certification.

Condition of Enrollment:

- Employees must provide copies of their grades to the ACM. Failure to do so will require repayment of AWTAP funds.
- Employees must receive a grade of "C" or better for undergraduate courses.
- Employees must receive a grade of "B" or better for graduate courses.

Military acquisition workforce members are not eligible to participate in AWTAP.

### 11.3 Length of AWTAP Enrollment

Applicants approved for AWTAP may be eligible to receive funding assistance for a period of time not to exceed five (5) years to meet the educational goal as defined on the approved Individual Development Plan (IDP), subject to the availability of funding and compliance with the terms and conditions of the program.

### 11.4 Allowable Schools

AWTAP may only be used for courses and programs offered by academic institutions that are recognized and accredited by the United States Department of Education. A list of accredited schools can be found on the U.S. Department of Education web site <http://www.ed.gov/>

### 11.5 Allowable Costs

AWTAP will fund:

- Only one degree per employee.
- Up to 100 percent of the cost of tuition and other costs associated with earning academic credits each fiscal year up to a maximum amount. Currently, the FY limit is \$6,300.
- The following when required for a degree or certificate including:
  - a. Mandatory prerequisite courses.
  - b. General electives.
  - c. Online/intranet access fees.
  - d. College equivalency assessments.
  - e. Portfolio assessments - Portfolio-based assessment is an assessment of prior experience and learning programs.
  - f. Instructional fees, laboratory fees, registration fees, and other mandatory fees.

AWTAP will not fund:

- Courses or education beyond the master's degree level.
- Application and graduation fees.
- Entrance examination fees.
- Public internet access fees.
- Courses completed or in process at the time of acceptance into AWTAP (No tuition reimbursement).
- Courses for which other reimbursement has been or will be obtained.
- Materials that are student property.
- Late or delinquent fees incurred by the student.
- Other non-tuition related fees.

### 11.6 Applying For AWTAP

Employees apply for AWTAP by completing SF 182, <http://www.opm.gov/forms/html/st.asp> and submitting it to the ACM.

### 11.7 Funding Priorities

1. Enrolled applicants seeking mandatory education.
2. New applicants seeking mandatory education.
3. Enrolled applicants seeking desired education.
4. New applicants seeking desired education.

## **CHAPTER 12: Career Development**

### **12.0 Overview**

Career development is a key element of the TMA ACMP. It is the means through which management can improve the professionalism of the acquisition workforce by developing, on a long-term basis, a highly qualified workforce capable of performing both current and future acquisition functions. Career development provides acquisition workforce members with increased proficiency in their current acquisition positions and provides opportunities for career-broadening experiences and progression commensurate with their abilities. Finally, career development of the acquisition workforce will provide DoD with capable replacements for senior AT&L positions on a planned, systematic basis.

### **12.1 Career Progression**

Normal pathways for career progression include both vertical and lateral movement. Lateral movement within and between career fields is highly encouraged, primarily at the intermediate level, to broaden the experience base of the member. This can be done through rotational assignments.

Multi-specialty experience for most upper-level positions is desirable and is particularly important for those who strive for senior-level and other key acquisition positions. To obtain this experience, the member should strive to get work assignments and training in more than one of the functional areas of acquisition.

In addition to multi-specialty experience, a mixture of operational and staff experience will strengthen an acquisition workforce member's competitive position when seeking high-level positions in acquisition career fields. Experience in industry to gain a perspective on private sector business practices, to share lessons learned, and to bring back best practices is highly desirable.

### **12.2 Individual Development Plans (IDPs)**

Planning is essential for successful career development. TMA acquisition members, in coordination with their supervisors, should prepare an individual/career development plan. Plans should identify both short range and long range career goals, such as membership in the Acquisition Corps or certification in an AT&L Career Field. An acquisition workforce member's individual/career development plan should outline how he/she will accomplish the education, training, and developmental activities needed to achieve his/her career goals and objectives.

Individual Development Plans (IDPs) should be updated periodically to ensure accuracy and currency. The following voluntary activities should be considered in formulating comprehensive IDPs:

*Work and Developmental Activities*

Work and developmental requirements for each career field consist of a range of activities. The duration of these work and developmental activities can range from 1 to 3 years. Acquisition workforce members and their supervisors should plan and coordinate these assignments in the IDP to ensure timely progression to higher levels of certification.

### *Rotational Assignments*

Rotational assignments are a valuable source of experience and opportunity for growth. They allow members to demonstrate their ability to apply course knowledge and skills through on-the-job performance, indicating that they have achieved the desired level of proficiency. In addition, rotational assignments promote a cross-disciplinary approach to acquisition, and enhance members' appreciation of how the various functions contribute to the acquisition process. These assignments aim to assist acquisition workforce members in completing work and developmental activity requirements and in acquiring a greater depth and breadth of experience inside and outside of TMA and the Federal Government.

### *Mentoring*

Mentoring is a structured agreement, either formal or informal, between two acquisition workforce members outside the normal employee/supervisory relationship wherein the mentor provides assistance to the protégé in his/her career development planning process. Mentoring can provide valuable coaching and feedback regarding career plans and choices.

### *Professional Associations*

Membership in professional associations allows the acquisition workforce member to keep abreast of current topics and trends important to job performance and can provide opportunities for an exchange of knowledge, experiences, information, and ideas on a variety of issues. Professional associations can also provide the member with sources of conferences, seminars, workshops, video-telecasts, printed literature, research, databases, training, and other valuable career development information and opportunities. In addition, professional associations enable members to meet others who have similar interests and careers and facilitate networking opportunities.

## **CHAPTER 13: Contracting Certification**

### **13.0 Contracting Series Qualification Standards**

The education standards are a prerequisite to certification and are statutory as opposed to the regulatory training for certification. In order to hold a GS-1102 position at the GS-5 level and above, the person must meet both of the following statutory education requirements:

- a. A Baccalaureate degree in any field from an accredited educational institution authorized to grant Baccalaureate degrees; **AND**
- b. At least 24 semester hours (or academic equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Courses for which the American Council on Education (ACE) has recommended college credit may not be counted toward the 24-semester hour requirement unless they have been officially accepted by an accredited university or institution of higher education and academic credit has been granted.

Employees in GS-1102 positions on or before January 1, 2000, are considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5-12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12, including positions at other agencies. However, employees must meet specialized experience requirements when seeking another position. For GS-13 and above, employees will be considered to have met the standard for GS-1102 positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies, if the specialized experience requirements are met. However, they will have to meet the education requirements and specialized experience requirements in order to qualify for promotion to a higher grade unless a waiver is obtained. Further, while they are considered to have met the standard for the position they occupied on January 1, 2000, they do not qualify for certification until they meet all of the requirements (education, experience and training) for certification.

### **13.1 GS-1102 Certification Requirements**

The core GS-1102 certification program is shown below.

	Certification Requirements: Contracting	
Career Level	GS-1102	<b>Training Provider</b>
Level I	GS 5-7	
Education:	Baccalaureate Degree with or supplemented by at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management	
Experience:	1 year of contracting experience	
Training:	CON 090 Federal Acquisition Regulation (FAR) Fundamentals (R)	
	CON 100 Shaping Smart Business Arrangements	<b>DAU/DAU-certified provider</b>
	CON 110 Mission Support Planning	<b>DAU/DAU-certified provider</b>
	CON 111 Mission Strategy Execution	<b>DAU/DAU-certified provider</b>
	CON 112 Mission Performance Assessment	<b>DAU/DAU-certified provider</b>
	CON 120 Mission Focused Contracting	<b>DAU/DAU-certified provider</b>
	CLC 033 Contract Format and Structure	<b>DAU/DAU-certified provider</b>
	Effective 1 October 2011, CON 110, 111, 112 & 120 will be replaced by CON 115 (to be deployed). Additionally, CLC 058 and CON 170 (to be deployed) will be added	

	Certification Requirements: Contracting	
Career Level	GS-1102	<b>Training Provider</b>
Level II	GS 9-12	
Education:	Baccalaureate Degree with or supplemented by at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management	
Experience:	2 years of contracting experience	
Training:	CON 214 Business Decisions for Contracting	<b>DAU/DAU-certified provider</b>
	CON 215 Intermediate Contracting for Mission Support	<b>DAU/DAU-certified provider</b>
	CON 216 Legal Considerations in Contracting	<b>DAU/DAU-certified provider</b>
	CON 217 Cost Analysis and Negotiation Techniques	<b>DAU/DAU-certified provider</b>
	CON 218 Advanced Contracting for Mission Support	<b>DAU/DAU-certified provider</b>
	ACQ 101 Fundamental System Acquisition Management	<b>DAU/DAU-certified provider</b>
	Effective 1 October 2011, the following changes will take place: CON 214 will be replaced by CON 200; CON 217 will be replaced by CLC 056; CON 215 will be replaced by CON 280; CON 218 will be replaced by CON 290; Con 270, CLC 057 will be added as requirements as well as CLC 051- Government Property HBS 428 - Negotiating	
	Unique Position Training Standards	
	Level II assigned to support MDAP/MAIS Programs ACQ 201A ACQ 201B	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>

	Certification Requirements	
Career Level	GS-1102	<b>Training Provider</b>
Level III	Grade 13-15	
Education:	Baccalaureate Degree with or supplemented by at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management	
Experience:	4 years of contracting experience	
Training:	CON 353 Advanced Business Solutions for Mission Support	<b>DAU/DAU-certified provider</b>
	ACQ 201A Intermediate Systems Acquisition, Part A	<b>DAU/DAU-certified provider</b>
	ACQ 201B Intermediate Systems Acquisition, Part B	<b>DAU/DAU-certified provider</b>
	1 additional course from the Harvard Business Management Modules	
	Effective 1 October 2011, CON 353 will be replaced by CON 360	
	Additional requirement will be to select one of the below courses: ACQ 265 – Mission-Focused Services Acquisition ACQ 370 – Acquisition Law CON 232 – Overhead Management of Defense Contracts (R) CON 334 Advanced Contingency Contracting Officer’s Course (R) CON 235 – Advanced Contract Pricing (R) CON 224 – Construction Contracting (R) CON 250 – Fundamentals of Cost Accounting Standards – Part I (R)	

A crosswalk for these changes is in Appendix M, “*Upcoming Changes to the Contracting Curriculum in Fiscal Year 2012.*”

## 13.2 Core Certification

The **core** certification classes must be taken from DAU or a DAU-certified provider. The current Level I core contracting curriculum consists of:

- CON 100 Shaping Smart Business Arrangements
- CON 110 Mission Support Planning
- CON 111 Mission Strategy execution
- CON 112 Mission Performance Assessment
- CON 120 Mission Focused Contracting
- CON 090 Contract Fundamentals
- CLC 033 Contract Format and Structure

This curriculum replaced CON 101 Contracting Fundamentals and 104 Contract Pricing. While there is not a one-for-one correlation between the previous curriculum and the current curriculum, generally, CON 100, 110, 111, and 112 replaced CON 101 and CON 120 replaced CON 104.

The predecessor Level II core contracting curriculum consisted of:

- CON 202 Intermediate Contracting
- CON 204 Intermediate Contract Pricing
- CON 210 Government Contract Law

This curriculum was replaced in FY 2008 by the following core courses:

- CON 214 Business Decisions for Contracting
- CON 215 Intermediate Contracting for Mission Support
- CON 216 Legal Considerations in Contracting
- CON 217 Cost Analysis and Negotiation Techniques
- CON 218 Advanced Contracting for Mission Support
- ACQ 101 Fundamental Systems Acquisition Management

## 13.3 Targeted Continuous Learning

The intent of targeted continuous learning is to address skill gaps across TMA while providing some flexibility. Members should discuss the requirements with their supervisor to identify the appropriate training to pursue. DAU continuous learning courses for all three certification levels in the Contracting career field are listed below.

### *Level I Continuous Learning courses- Contracting (“R” indicates Resident Instruction)*

<a href="#">CLC 003</a> Sealed Bidding
<a href="#">CLC 004</a> Market Research
<a href="#">CLC 005</a> Simplified Acquisition Procedures

<a href="#">CLC 009</a> Service-Disabled, Veteran-Owned Small Business Program
<a href="#">CLC 020</a> Commercial Item Determination
<a href="#">CLC 024</a> Basic Math Tutorial
<a href="#">CLC 028</a> Past Performance Information
<a href="#">CLC 030</a> Essentials of Interagency Acquisitions/Fair Opportunity
<a href="#">CLC 043</a> Defense Priorities and Allocations System
<a href="#">CLC 045</a> Partnering
<a href="#">CLC 046</a> Green Procurement
<a href="#">CLC 054</a> Electronic Subcontracting Reporting System (eSRS)
<a href="#">CLC 055</a> Competition Requirements
<a href="#">CLC 060</a> Time and Materials Contracts
<a href="#">CLC 061</a> Online Representations and Certifications Applications
<a href="#">CLC 062</a> Intra-Government Transactions
<a href="#">CLC 105</a> DCMA Intern Training
<a href="#">CLC 113</a> Procedures, Guidance, and Information
<a href="#">CLC 131</a> Commercial Item Pricing
<a href="#">CLC 132</a> Organizational Conflicts of Interest
<a href="#">CLC 133</a> Contract Payment Instructions
<a href="#">CLE 043</a> Online Representations & Certifications Application (OCRA)
<a href="#">CLE 044</a> Intra-Governmental Transactions
<a href="#">CLG 001</a> DoD Government Purchase Card
<a href="#">CLG 004</a> DoD Government Purchase Card Refresher Training
<a href="#">CLM 023</a> Javits-Wagner-O'Day (JWOD) Tutorial
<a href="#">CON 237</a> Simplified Acquisition Procedures
<a href="#">CON 243</a> Architect-Engineer Contracting (R)
<a href="#">CON 244</a> Construction Contracting (R)
<a href="#">FAC 007</a> Certificate of Competency Program
<a href="#">SPS 101</a> Standard Procurement System

***Level II Continuous Learning Courses- Contracting***

<a href="#">ACQ 265</a> Mission-Focused Services Acquisition (R)
<a href="#">CLC 001</a> Defense Subcontract Management
<a href="#">CLC 006</a> Contract Terminations
<a href="#">CLC 007</a> Contract Source Selection
<a href="#">CLC 008</a> Indirect Costs
<a href="#">CLC 013</a> Performance-Based Services Acquisition
<a href="#">CLC 019</a> Leveraging DCMA for Program Success
<a href="#">CLC 022</a> Profit Policy Revisions
<a href="#">CLC 026</a> Performance-Based Payments Overview
<a href="#">CLC 027</a> Buy American Act
<a href="#">CLC 031</a> Reverse Auctioning
<a href="#">CLC 034</a> Provisional Award Fee

<a href="#"><u>CLC 035</u></a> Other Transaction Authority for Prototype Projects: Comprehensive Coverage
<a href="#"><u>CLC 036</u></a> Other Transaction Authority for Prototype Projects Overview
<a href="#"><u>CLC 037</u></a> A-76 Competitive Sourcing Overview
<a href="#"><u>CLC 039</u></a> Contingency Contracting Simulation: Barda Bridge
<a href="#"><u>CLC 040</u></a> Predictive Analysis and Scheduling
<a href="#"><u>CLC 041</u></a> Predictive Analysis and Systems Engineering
<a href="#"><u>CLC 042</u></a> Predictive Analysis and Quality Assurance
<a href="#"><u>CLC 044</u></a> Alternative Dispute Resolution
<a href="#"><u>CLC 047</u></a> Contract Negotiation Techniques
<a href="#"><u>CLC 050</u></a> Contracting with Canada
<a href="#"><u>CLC 102</u></a> Administration of Other Transactions
<a href="#"><u>CLC 103</u></a> Facilities Capital Cost of Money
<a href="#"><u>CLC 104</u></a> Analyzing Profit or Fee
<a href="#"><u>CLC 107</u></a> OPSEC Contract Requirements
<a href="#"><u>CLC 108</u></a> Strategic Sourcing Overview
<a href="#"><u>CLC 110</u></a> Spend Analysis Strategies
<a href="#"><u>CLC 112</u></a> Contractors Accompanying the Force
<a href="#"><u>CLC 114</u></a> Contingency Contracting Officer Refresher
<a href="#"><u>CLC 120</u></a> Utilities Privatization Contract Administration
<a href="#"><u>CLC 125</u></a> Berry Amendment
<a href="#"><u>CLM 013</u></a> Work-Breakdown Structure
<a href="#"><u>CLM 031</u></a> Improved Statement of Work
<a href="#"><u>CLM 032</u></a> Evolutionary Acquisition
<a href="#"><u>CLM 038</u></a> Corrosion Prevention and Control Overview
<a href="#"><u>CLM 040</u></a> Proper Financial Accounting Treatments for Military Equipment
<a href="#"><u>CLM 200</u></a> Item-Unique Identification
<a href="#"><u>CON 232</u></a> Overhead Management of Defense Contracts <b>(R)</b>
<a href="#"><u>CON 234</u></a> Joint Contingency Contracting <b>(R)</b>
<a href="#"><u>CON 235</u></a> Advanced Contract Pricing <b>(R)</b>
<a href="#"><u>CON 250</u></a> Fundamentals of Cost Accounting Standards—Part I <b>(R)</b>
<a href="#"><u>CON 251</u></a> Fundamentals of Cost Accounting Standards—Part II <b>(R)</b>
<a href="#"><u>CON 260A</u></a> The Small Business Program, Part A
<a href="#"><u>CON 260B</u></a> The Small Business Program, Part B <b>(R)</b>
<a href="#"><u>GRT 201</u></a> Grants and Agreements Management <b>(R)</b>
<a href="#"><u>HBS 221</u></a> Negotiating
<a href="#"><u>HBS 223</u></a> Presentation Skills
<a href="#"><u>HBS 229</u></a> Team Leadership
<a href="#"><u>HBS 239</u></a> Team Management
<a href="#"><u>IND 100</u></a> Contract Property Administration and Disposition Fundamentals <b>(R)</b>

### ***Level III Continuous Learning Courses- Contracting***

<a href="#"><u>ACQ 201B</u></a> Intermediate Systems Acquisition, Part B <b>(R)</b>
---

<a href="#"><u>ACQ 370</u></a> Acquisition Law (R)
<a href="#"><u>BCF 102</u></a> Fundamentals of Earned Value Management
<a href="#"><u>CLB 007</u></a> Cost Analysis
<a href="#"><u>CLB 011</u></a> Budget Policy
<a href="#"><u>CLB 016</u></a> Introduction to Earned Value Management
<a href="#"><u>CLC 023</u></a> Commercial Item Determination Executive Overview

## **CHAPTER 14: Business: Cost Estimating and Financial Management Certification**

### **14.0 Overview**

This career field encompasses all aspects of business and financial management. It includes cost estimating and analysis, financial planning, formulating financial programs, and budgets, budget analysis and execution, and earned value management. As advisors to commanders, program executive officers, program managers, or other acquisition decision makers, members of this career field are responsible for business financial management of defense acquisition programs in direct support of the defense acquisition process.

On December 22, 2008 the USD AT&L approved the restructure of the Business, Cost Estimating and Financial Management Career Field to the Business Career Field. Effective October 1, 2009, the BCEFM career field became known as the Business (BUS) career field, with two distinct career paths, one targeting those that perform cost estimating functions known as Business – Cost Estimating (BUS-CE) career path, and one targeting financial management functions known as Business – Financial Management (BUS-FM) career path.

**14.1 Business – Cost Estimating** (“R” indicates Resident Instruction)

<b>Certification Requirements: Business, Cost Estimating</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	Baccalaureate degree (any field of study) 3 semester credit hours from a calculus course 21 semester credit hours in any combination of the following fields of study: operations research, economics, mathematics, chemistry, physics or other sciences where the utilization of advanced mathematical skills in geometry, trigonometry, statistics, probability, and/or quantitative analysis	
<b>Experience:</b>	2 years of acquisition experience in Cost Estimating	
<b>Training:</b>	ACQ 101 -Fundamentals of Systems Acquisition Management	<b>DAU/DAU-certified provider</b>
	BCF 102 Fundamentals of Earned Value Management	<b>DAU/DAU-certified provider</b>
	BCF 103 Fundamentals of Business Financial Management	<b>DAU/DAU-certified provider</b>
	BCF 106 Fundamentals of Cost Analysis	<b>DAU/DAU-certified provider</b>
	BCF 107 Applied Cost Analysis (R)	<b>DAU/DAU-certified provider</b>
<b>Level II</b>		
<b>Education:</b>	Baccalaureate degree (any field of study) 3 semester credit hours from a calculus course 21 semester credit hours in any combination of the following fields of study: operations research, economics, mathematics, chemistry, physics or other sciences where the utilization of advanced mathematical skills in geometry, trigonometry, statistics, probability, and/or quantitative analysis	
<b>Experience:</b>	4 years of acquisition experience in Cost Estimating	
<b>Training:</b>	ACQ 201A Intermediate Systems Acquisition, Part A	<b>DAU/DAU-certified provider</b>
	ACQ 201B Intermediate Systems Acquisition, Part B (R)	<b>DAU/DAU-certified provider</b>
	BCF 204 Intermediate Cost Analysis (R)	<b>DAU/DAU-certified provider</b>
	BCF 206 Cost/Risk Analysis	<b>DAU/DAU-certified provider</b>
	BCF 211 Acquisition Business Management (R)	<b>DAU/DAU-certified provider</b>
	BCF 215 Operating and Support Cost Analysis (R)	<b>DAU/DAU-certified provider</b>
	CLB 026 Forecasting Techniques	<b>DAU/DAU-certified provider</b>
	CLB 030 Data Collecting and Sources	<b>DAU/DAU-certified provider</b>

<b>Level III</b>	<b>Certification Requirements: Business - Cost Estimating</b>	<b>Training Provider</b>
<b>Education:</b>	Baccalaureate degree (any field of study) 3 semester credit hours from a calculus course 21 semester credit hours in any combination of the following fields of study: operations research, economics, mathematics, chemistry, physics or other sciences where the utilization of advanced mathematical skills in geometry, trigonometry, statistics, probability, and/or quantitative analysis	
<b>Experience:</b>	7 years of acquisition experience in Cost Estimating	
<b>Training:</b>	BCF 302 Advanced Cost Estimating (R) CLB 023 Software Cost Estimating	<b>DAU/DAU-certified provider</b>
	CLB 023 Software Cost Estimating	<b>DAU/DAU-certified provider</b>
	CLB 029 Rates	<b>DAU/DAU-certified provider</b>

***Level I Continuous Learning Courses – Business: Cost Estimating***

<a href="#"><u>CLB 014</u></a> Acquisition Reporting Concepts and Policy Requirements for APB, DAES, and SAR
<a href="#"><u>CLB 016</u></a> Introduction to Earned Value Management
<a href="#"><u>CLB 017</u></a> Performance Measurement Baseline
<a href="#"><u>CLB 018</u></a> Earned Value and Financial Management Reports
<a href="#"><u>CLB 019</u></a> Estimate at Completion
<a href="#"><u>CLB 020</u></a> Baseline Maintenance
<a href="#"><u>CLC 005</u></a> Simplified Acquisition Procedures
<a href="#"><u>CLM 016</u></a> Cost Estimating

***Level II Continuous Learning Courses – Business: Cost Estimating***

<a href="#"><u>ACQ 265</u></a> Mission-Focused Services Acquisition (R)
<a href="#"><u>BCF 207</u></a> Economic Analysis (R)
<a href="#"><u>BCF 208</u></a> Software Cost Estimating (R)
<a href="#"><u>BCF 262</u></a> EVMS Validation and Surveillance (R)
<a href="#"><u>BCF 263</u></a> Principles of Schedule Management (R)
<a href="#"><u>CLC 007</u></a> Contract Source Selection
<a href="#"><u>CLC 008</u></a> Indirect Costs

<a href="#"><u>CLC 104</u></a> Analyzing Profit or Fee
<a href="#"><u>CLL 015</u></a> Business Case Analysis
<a href="#"><u>CLL 017</u></a> Introduction to Defense Distribution
<a href="#"><u>CLM 012</u></a> Scheduling
<a href="#"><u>CLM 014</u></a> IPT Management and Leadership
<a href="#"><u>CLM 024</u></a> Contracting Overview
<a href="#"><u>CLM 032</u></a> Evolutionary Acquisition
<a href="#"><u>CLM 101</u></a> Analysis of Alternatives (AoA) (USAF Process)
<a href="#"><u>LOG 101</u></a> Acquisition Logistics Fundamentals
<a href="#"><u>PMT 251</u></a> Program Management Tools Course, Part I
<a href="#"><u>PMT 256</u></a> Program Management Tools Course, Part II
<a href="#"><u>SAM 101</u></a> Basic Software Acquisition Management

***Level III Continuous Learning Courses – Business: Cost Estimating***

<a href="#"><u>ACQ 450</u></a> Leading in the Acquisition Environment <b>(R)</b>
<a href="#"><u>ACQ 451</u></a> Integrated Acquisition For Decision Makers <b>(R)</b>
<a href="#"><u>ACQ 452</u></a> Forging Stakeholder Relationships <b>(R)</b>
<a href="#"><u>PMT 352A</u></a> Program Management Office Course, Part A
<a href="#"><u>PMT 352B</u></a> Program Management Office Course, Part B <b>(R)</b>

**14.2 Business – Financial Management** (“R” indicates Resident Instruction)

<b>Certification Requirements: Business, Financial Management</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	2 years of acquisition experience in Budgeting, Financial and/or Earned Value Management	
<b>Training:</b>	ACQ 101 - Fundamentals of Systems Acquisition Management	<b>DAU/DAU-certified provider</b>
	BCF 102 Fundamentals of Earned Value Management	<b>DAU/DAU-certified provider</b>
	BCF 103 Fundamentals of Business Financial Management	<b>DAU/DAU-certified provider</b>
	BCF 106 Fundamentals of Cost Analysis	<b>DAU/DAU-certified provider</b>
<b>Level II</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience</b>	4 years of acquisition experience in Budgeting, Financial and/or Earned Value Management	
<b>Training</b>	ACQ 201A Intermediate Systems Acquisition, Part A	<b>DAU/DAU-certified provider</b>
	ACQ 201B Intermediate Systems Acquisition, Part B (R)	<b>DAU/DAU-certified provider</b>
	BCF 203 Cost/Risk Analysis	<b>DAU/DAU-certified provider</b>
	BFC 205 Contractor Business Strategies (R)	<b>DAU/DAU-certified provider</b>
	BCF 211 Acquisition Business Management (R)	<b>DAU/DAU-certified provider</b>
	CLM 017 Risk Management	<b>DAU/DAU-certified provider</b>
	CLB 024 Contracting Overview	<b>DAU/DAU-certified provider</b>

<b>Level III</b>	<b>Certification Requirements: Business - Financial Management</b>	<b>Training Provider</b>
<b>Education:</b>	Formal education not required for this classification	
<b>Experience:</b>	6 years of acquisition experience in Budgeting, Financial and/or Earned Value Management	
<b>Training:</b>	BCF 301 Business Cost Estimating and Financial Management Workshop CLM 013 Work Breakdown Structure CLM 031 Improved Statement of Work	DAU/DAU-certified provider DAU/DAU-certified provider DAU/DAU-certified provider

***Level I Continuous Learning Courses – Business: Financial Management***

<a href="#"><u>BCF 107</u></a> Applied Cost Analysis (R)
<a href="#"><u>CLB 014</u></a> Acquisition Reporting Concepts and Policy Requirements for APB, DAES, and SAR
<a href="#"><u>CLB 017</u></a> Performance Measurement Baseline
<a href="#"><u>CLB 018</u></a> Earned Value and Financial Management Reports
<a href="#"><u>CLB 019</u></a> Estimate at Completion
<a href="#"><u>CLB 020</u></a> Baseline Maintenance
<a href="#"><u>CLC 008</u></a> Indirect Costs
<a href="#"><u>CLC 024</u></a> Basic Math Tutorial
<a href="#"><u>CLC 102</u></a> Administration of Other Transactions
<a href="#"><u>CLM 016</u></a> Cost Estimating
<a href="#"><u>CLM 021</u></a> Introduction to Reducing Total Ownership Costs (R-TOC)
<a href="#"><u>CLM 032</u></a> Evolutionary Acquisition

***Level II Continuous Learning Courses – Business: Financial Management***

<a href="#"><u>BCF 204</u></a> Intermediate Cost Analysis (R)
<a href="#"><u>BCF 206</u></a> Cost/Risk Analysis (R)
<a href="#"><u>BCF 207</u></a> Economic Analysis (R)
<a href="#"><u>BCF 208</u></a> Software Cost Estimating (R)
<a href="#"><u>BCF 215</u></a> Operating and Support Cost Analysis (R)
<a href="#"><u>BCF 262</u></a> EVMS Validation and Surveillance (R)

<a href="#"><u>BCF 263</u></a> Principles of Schedule Management <b>(R)</b>
<a href="#"><u>CLC 005</u></a> Simplified Acquisition Procedures
<a href="#"><u>CLC 007</u></a> Contract Source Selection
<a href="#"><u>CLC 010</u></a> Proper Use of Non-DoD Contracts
<a href="#"><u>CLC 011</u></a> Contracting for the Rest of Us
<a href="#"><u>CLC 106</u></a> Contracting Officer's Representative with a Mission Focus
<a href="#"><u>CLG 001</u></a> DoD Government Purchase Card
<a href="#"><u>CLM 012</u></a> Scheduling
<a href="#"><u>CLM 040</u></a> Proper Financial Accounting Treatments for Military Equipment

***Level III Continuous Learning Courses – Business: Financial Management***

<a href="#"><u>ACQ 450</u></a> Leading in the Acquisition Environment <b>(R)</b>
<a href="#"><u>ACQ 451</u></a> Integrated Acquisition For Decision Makers <b>(R)</b>
<a href="#"><u>ACQ 452</u></a> Forging Stakeholder Relationships <b>(R)</b>
<a href="#"><u>CLL 015</u></a> Business Case Analysis
<a href="#"><u>CLM 014</u></a> IPT Management and Leadership
<a href="#"><u>CLM 101</u></a> Analysis of Alternatives (AoA) (USAF Process)
<a href="#"><u>CLM 200</u></a> Item-Unique Identification
<a href="#"><u>CON 110</u></a> Mission-Support Planning
<a href="#"><u>CON 111</u></a> Mission Strategy Execution
<a href="#"><u>CON 112</u></a> Mission-Performance Assessment
<a href="#"><u>PMT 251</u></a> Program Management Tools Course, Part I
<a href="#"><u>PMT 256</u></a> Program Management Tools Course, Part II
<a href="#"><u>PMT 352A</u></a> Program Management Office Course, Part A
<a href="#"><u>PMT 352B</u></a> Program Management Office Course, Part B <b>(R)</b>

## **CHAPTER 15: Contracting Officer (KO) Certification Requirements**

### **15.0 Overview**

The KO workforce comprises many career fields that support acquisition activities. Each of these fields has certification requirements, and members of the career field are required to be certified to a level commensurate with their responsibilities. Before appointment as a KO, acquisition workforce members must be certified under their appropriate career fields.

Contracting and purchasing personnel must clearly understand that issuance of KO warrants will be contingent upon the successful completion of the minimum training indicated below. Any exceptions must be submitted in writing by the appropriate manager to the ACM for approval by the CAE (see Chapter 10 on waivers).

### **15.1 KO Warrant Requirements**

In order to qualify to serve in an acquisition position as a KO with authority to award or administer contracts for amounts above the micropurchase threshold, an acquisition workforce member must meet specific requirements, including certification. In order to be granted a new KO warrant on or after January 1, 2007, acquisition workforce members seeking a KO warrant must be certified to Level II in their respective career field and/or meet those requirements to hold a warrant, irrespective of GS series or grade.

Prior to assignment to or selection for a GS-1102 position or issuance of a warrant, management must notify the member of any requirement deficiency and obtain a GS-1102 and/or KO warrant waiver prior to assignment or warranting. If the waiver is approved, management must ensure that a career development plan is implemented so that the member is provided the opportunity to meet the requirements within a reasonable period of time. The requirements for KOs are shown in the Table, "Contracting Officer Warrant Requirements" below.

### **15.2 KO Warrant Waivers**

A warrant waiver is only valid for the warrant for which it is granted and terminates when the warrant is terminated. The waiver is valid only for as long as the member retains the same warrant. Acquisition workforce members must meet specific requirements prior to being granted a warrant above the micro-purchase threshold. If a member lacks any of the warrant requirements, he/she must request and obtain a waiver before he/she can hold the warrant. If the warrant is at the same level, the waiver may be carried over from one position to another so long as the member remains under the cognizance of the official who granted the waiver and the warrant level remains the same. Only the CAE has the authority to grant warrant waivers.

A GS-1102 or KO warrant waiver cannot be granted unless the requesting official certifies that the member has significant potential for advancement and provides the basis for that determination.



**Contracting Officer Warrant Requirements**

<b>Function</b>	<b>Experience</b>	<b>Minimum Training</b>	<b>Continuous Learning</b>
GS-1102s with a warrant for Procurement contracts, inter-Agency agreements and sales contracts	At least 5 years of progressively complex and responsible experience in negotiation/sealed bidding and performing business administration or procurement. Extensive experience in the GS-1102 or GS-1105 job series, or directly comparable military experience as a contracting officer is highly desirable	Certified to Level II under the Contracting career field	80 hours every two years as discussed in Chapter 9; Training in Source Selection Procedures; training in Incentive Contracting
Non-1102 or non-GS-1105 personnel with authority to make individual transactions up to \$3000 using Government Purchase Card	None	1-day training course on the Government purchase card program	16 hours every 2 years
Non-1102 or non-1105 personnel using Government purchase card for purchases of up to \$2500 (applies to open market purchases and Federal Supply Schedule purchases)	At least 6 months of Government purchase card for micro purchase	Simplified Acquisition Procedures (SAP) training course, such as (1) CON 237, or (2) DAU certified SAP course	16 hours every 2 years
Non-1102 or non-1105 personnel using Government purchase card for purchases of up to \$2500 (applies to open market purchases and Federal Supply Schedules for \$25,000 to \$100,000 using the	At least 1 year of Government purchase card for purchases up to \$25,000	Certified Level I under the Contracting career field	80 hours every 2 years, as discussed in Chapter 9 for Level I certification in Contracting

<p>Government purchase card, purchase orders, or delivery orders Non-1102 personnel with unrestricted warrants</p>	<p>At least 5 years of progressively complex and responsible experience in negotiation/sealed bidding and performing business administration or procurement. Extensive experience in the GS-1102 or GS-1105 job series, or directly comparable military experience as a contracting officer is highly desirable</p>	<p>Certified to Level III under the Contracting career field</p>	<p>80 hours every 2 years in acquisition-related fields</p>
<p>Non-1102 personnel holding an Administrative Contracting Officer's warrant with authority not to exceed \$50,000 for change orders on specifically designated contracts</p>	<p>Same as experience in relevant functional areas except all years are reduced by 50 percent</p>	<p>Certified Level I under the Contracting career field, CON 216 and Earned Value Management</p>	<p>80 hours every 2 years, consisting of CON 214, 215, 217, and 218</p>
<p>Non-1102 personnel with Administrative Contracting Officer warrant with authority for property and sales (disposition of Government property)</p>	<p>At least 5 years of progressively complex and responsible experience in performing business administration of procurement.</p>	<p>Certified to Level III under the Industrial and Contract Property Management career field</p>	<p>80 hours every 2 years, as discussed in Chapter 9</p>

## CHAPTER 16 Contracting Officer's Representatives (CORs)

### 16.0 Background

Each component within DoD has unique and specific requirements for COR training and certification. The contents of this Chapter will be updated as TMA training and certification information is available.

The Federal Acquisition Institute (FAI) published a report in 2003 on the competencies necessary for the COR job function and the US Merit Systems Protection Board published a report in 2005 entitled "Contracting Officer Representatives: Managing the Government's Technical Experts to Achieve Positive Contract Outcomes." Both reports are available at <http://www.fai.gov>. A common theme in these reports is the need to organize and support the COR community to ensure that acquisition management is implemented effectively. Some of the findings and recommendations of the reports are:

- CORs must be formally delegated authority to work on particular contracts
- CORs must receive adequate training in contracting, their technical area, and general competencies at the right time and in the right way
- The COR workforce should be strategically managed by identifying CORs and tracking competencies and skills currency

To implement the findings, TMA has established a COR certification program (See next page).

### 16.1 Certification for CORs

The intent of the ACMP and the various chapters contained in it is to establish performance expectations to increase acquisition workforce members' efficiency and effectiveness on the job. This applies to all members of the acquisition workforce. Accordingly, before assuming the responsibilities of a COR, a prospective COR must be certified, in accordance with the core curriculum for COR certification provided below.

### 16.2 COR Waivers

Waiver of COR certification may be requested from the CAE through the ACM. A waiver will permit the COR to serve as a COR until they complete the required training. It does not release them of the requirement to obtain training leading to certification at the appropriate level.

### 16.3 Terminology

The terms "COR" and Contracting Officer's Technical Representative ("COTR") are equivalent terms, and are interchangeable. TMA has adopted the term "COR" which includes "COTR", Alternate Contracting Officer's Representative ("ACOR"), Alternate Contracting Officer's Representative ("ACOTR"), Government Technical Representative ("GTR") and "task managers."

<b>COR CERTIFICATION</b>		
<b>Level</b>	<b>Minimum Training</b>	<b>Suggested Providers</b>
<b>Level I</b>		
Staff Augmentation	COR Responsibilities, 24 hours Ethics – 8 hours Performance-based Contracting Financial Management – 8 hours CLC 106 COR with Mission Focus CLM 003 Ethics Training for AT&L Workforce COR 222 COR Course ACQ 101 Fundamental of Systems Acq. Mgt. CON 100 Shaping Smart Business Arrangements BCF 103Fund. of Business Financial Mgt. CLC 103 Facilities Capital Cost of Money	<b>DAU/DAU-certified provider</b>  <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
6 months experience		
<b>Level II</b>		
Managed Care Support contracts	All minimum training for Level I plus: ACQ 101 COR 222 ACQ 201 A&B Intermediate Systems Acq. A&B 12 months experience	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
<b>Level III</b>		
IT Projects	All minimum training requirements for Levels I and II, plus: Earned Value Management – 16 hours BCF 102 Fund of Earned Value Mgt. IRM 101 Basic Information Systems Acquisition	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
12 months experience		

***Continuous Learning – Contracting Officer Representative***

CORs are required to obtain 80 hours of Continuous Learning every 2 years. Failure to do so will result in their COR certification lapsing and may result in revocation of their authority to serve as CORs.

CORs must take continuous learning in the following areas, among others:

- Acquisition Ethics or DAU CLM 003
- 16 hours of COR Responsibilities
- Relevant DAU modules listed below:

CLC 004	Market Research
CLC 006	Contract Terminations
CLC 007	Contract Source Selection
CLC 011	Contracting for the Rest of Us
CLM 013	Work Breakdown Structure
CLM 024	Contracting Overview
FAC 030	A-76 Post Competition Accountability
CLC 055	Competition Requirements for DoD Acquisition
CLC 103	Performance Based Services Acquisition
CLC 133	Contract Payment Instructions

Additionally, DAU has created a COR Community of Practice that supports COR community members by providing a central clearinghouse of knowledge and learning assets as well as fostering the sharing of best practices and lessons learned within the COR Forum Area, located online at: <https://acc.dau.mil/cor>.

## **CHAPTER 17 Information Technology Certification**

Information Technology includes computer scientists, information technology management specialists, computer engineers, telecommunications managers, etc., who directly support the acquisition of information technology. This may include hardware, software, or firmware products used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. The employee identifies requirements; writes and/or reviews specifications; identifies costs; obtains resources (manpower, funding, and training); supports portfolio management, information assurance, and IT-architecture-related activities; and tests, evaluates, plans, obtains, and manages life cycle development and support (operations, maintenance, and replacement).

<b>Certification Requirements: Information Technology</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	Formal Education not required for certification	
<b>Experience:</b>	1 year of acquisition experience in information technology	
<b>Training:</b>	ACQ 101 Fundamentals of Systems Acquisition Management	<b>DAU/DAU-certified provider</b>
	As of Nov 15, 2005, the contents of IRM 101 and SAM 101 were merged. Since Nov 15, 2005, the same contents have been delivered under both course designators/names. Therefore, either of the following conditions must be met: IRM 101 Basic Information Systems Acquisition And SAM 101 Basic Software Acquisition Management If both courses were completed before Nov 15, 2005; or IRM 101 Basic Information Systems Acquisition Or SAM 101 Basic Software Acquisition Management If either course was completed on or after Nov 15, 2005.	<b>DAU/DAU-certified provider</b>  <b>DAU/DAU-certified provider</b>  <b>DAU/DAU-certified provider</b>  <b>DAU/DAU-certified provider</b>  <b>DAU/DAU-certified provider</b>
<b>Level II</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	2 years of acquisition experience; at least one (1) year of this experience must be in information technology	
<b>Training:</b>	ACQ 201A Intermediate Systems Acquisition, Part A ACQ 201B Intermediate Systems Acquisition, Part B (R)	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
	IRM 202 Intermediate Information Systems Acquisition (R) Or both of the below courses: IRM 201 Intermediate Information Systems Acquisition (R) SAM 201 Intermediate Software Acquisition Management (R)	<b>DAU/DAU-certified provider</b>  <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
<b>Level III</b>	<b>Certification Requirements: Information Technology</b>	<b>Training Provider</b>
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	4 years of information technology or software-intensive systems acquisition experience	
<b>Training:</b>	IRM 304 Advanced Information Systems Acquisition (R) SAM 301 Advanced Software Acquisition Management (R)	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>

***Level I Continuous Learning – Information Technology***

<a href="#"><u>BCF 103</u></a> Fundamentals of Business Financial Management
<a href="#"><u>CLB 007</u></a> Cost Analysis
<a href="#"><u>CLB 016</u></a> Introduction to Earned Value Management
<a href="#"><u>CLE 004</u></a> Introduction to Lean Enterprise Concepts
<a href="#"><u>CLE 015</u></a> Continuous Process Improvement Familiarization
<a href="#"><u>SYS 101</u></a> Fundamentals of Systems Planning, Research, Development, and Engineering
<a href="#"><u>TST 102</u></a> Fundamentals of Test and Evaluation

***Level II Continuous Learning – Information Technology***

<a href="#"><u>BCF 102</u></a> Fundamentals of Earned Value Management
<a href="#"><u>BCF 106</u></a> Fundamentals of Cost Analysis
<a href="#"><u>BCF 107</u></a> Applied Cost Analysis ( <b>R</b> )
<a href="#"><u>CLE 003</u></a> Technical Reviews
<a href="#"><u>CLE 006</u></a> Enterprise Integration Overview
<a href="#"><u>CLE 007</u></a> Lean Six Sigma for Manufacturing
<a href="#"><u>CLE 016</u></a> Outcome-Based Performance Measures
<a href="#"><u>CLE 017</u></a> Technical Planning
<a href="#"><u>CLE 025</u></a> Information Assurance (IA) for Acquisition Professionals
<a href="#"><u>CLE 301</u></a> Reliability and Maintainability
<a href="#"><u>CLL 015</u></a> Business Case Analysis
<a href="#"><u>CLM 029</u></a> Net-Ready Key Performance Parameter (NR-KPP)
<a href="#"><u>CLM 101</u></a> Analysis of Alternatives (AoA) (USAF Process)
<a href="#"><u>LOG 101</u></a> Acquisition Logistics Fundamentals
<a href="#"><u>SYS 202</u></a> Intermediate Systems Planning, Research, Development, and Engineering, Part I

***Level III Continuous Learning – Information Technology***

<a href="#"><u>CLE 021</u></a> Technology Readiness Assessments
<a href="#"><u>CLL 008</u></a> Designing for Supportability in DoD Systems
<a href="#"><u>CLL 014</u></a> Joint Systems Integrated Support Strategies (JSISS)
<a href="#"><u>CLM 014</u></a> IPT Management and Leadership

<a href="#"><u>LOG 103</u></a> Reliability, Availability, and Maintainability (RAM)
<a href="#"><u>LOG 200</u></a> Intermediate Acquisition Logistics, Part A
<a href="#"><u>PMT 251</u></a> Program Management Tools Course, Part I
<a href="#"><u>PMT 256</u></a> Program Management Tools Course, Part II
<a href="#"><u>PMT 352A</u></a> Program Management Office Course, Part A
<a href="#"><u>SYS 203</u></a> Intermediate Systems Planning, Research, Development, and Engineering, Part II ( <b>R</b> )

## **CHAPTER 18 Production, Quality, and Manufacturing Certification**

Acquisition-related manufacturing and production duties vary greatly in managerial, administrative, and technical content but they usually involve program management or monitoring of the manufacturing and production efforts of contractors. The quality assurance specialist manages quality assurance activities to establish essential quality standards and controls. This person also develops and executes plans that focus on quality of design and conformance and fitness for use; integrates quality plans into the system engineering process; and develops policies, procedures, test provisions, and quality requirements in specifications, standards, and solicitations. Using design reviews, functional and configuration audits, production readiness reviews, and milestone reviews, the specialist evaluates quality assurance during acquisition. Certification requirements and Continuous Learning courses are provided in the following tables.

*(“R” indicates Resident Instruction)*

<b>Certification Requirements: Production, Quality and Manufacturing</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	1 year of acquisition experience in manufacturing, production, or quality assurance	
<b>Training:</b>	ACQ 101 Fundamentals of Systems Acquisition Management	<b>DAU/DAU-certified provider</b>
	PQM 101 Production, Quality, and Manufacturing Fundamentals	<b>DAU/DAU-certified provider</b>
	CLC 024 Basic Math Tutorial	<b>DAU/DAU-certified provider</b>
	CLM 017 Risk Management	<b>DAU/DAU-certified provider</b>
<b>Level II</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	2 years of acquisition experience in manufacturing, production, or quality assurance	
<b>Training:</b>	ACQ 201A Intermediate Production, Quality, and Manufacturing, Part A ACQ 201B Intermediate Production, Quality, and Manufacturing Part B	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
	PQM 201A Intermediate Production, Quality and Manufacturing, Part A PQM 201B Intermediate Production, Quality, and Manufacturing, Part B (R) CLE 003 Technical Reviews	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
<b>Level III</b>	<b>Certification Requirements: Production, Quality and Manufacturing</b>	<b>Training Provider</b>
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	4 years of acquisition experience in manufacturing, production, or quality assurance	
<b>Training:</b>	PQM 301 Advanced Production, Quality, and Manufacturing (R)	<b>DAU/DAU-certified provider</b>

***Level I Continuous Learning – Production, Quality and Manufacturing Certification***

<a href="#"><u>CLE 004</u></a> Introduction to Lean Enterprise Concepts
<a href="#"><u>CLE 011</u></a> Modeling and Simulation for Systems Engineering
<a href="#"><u>CLE 015</u></a> Continuous Process Improvement Familiarization
<a href="#"><u>CLE 201</u></a> ISO 9000:2000
<a href="#"><u>LOG 101</u></a> Acquisition Logistics Fundamentals
<a href="#"><u>LOG 102</u></a> Systems Sustainment Management Fundamentals
<a href="#"><u>PQM 103</u></a> Defense Specification Management (R)
<a href="#"><u>PQM 104</u></a> Specification Selection and Application (R)
<a href="#"><u>SYS 101</u></a> Fundamentals of Systems Planning, Research, Development, and Engineering
<a href="#"><u>TST 102</u></a> Fundamentals of Test and Evaluation

***Level II Continuous Learning – Production, Quality and Manufacturing Certification***

<a href="#"><u>CLC 011</u></a> Contracting for the Rest of Us
<a href="#"><u>CLC 042</u></a> Predictive Analysis and Quality Assurance
<a href="#"><u>CLE 001</u></a> Value Engineering
<a href="#"><u>CLE 008</u></a> Six Sigma: Concepts and Processes
<a href="#"><u>CLE 009</u></a> System Safety in Systems Engineering
<a href="#"><u>CLE 017</u></a> Technical Planning
<a href="#"><u>CLE 028</u></a> Market Research for Engineering and Technical Personnel
<a href="#"><u>CLE 301</u></a> Reliability and Maintainability
<a href="#"><u>CLM 021</u></a> Introduction to Reducing Total Ownership Costs (R-TOC)
<a href="#"><u>LOG 103</u></a> Reliability, Availability, and Maintainability (RAM)
<a href="#"><u>LOG 200</u></a> Intermediate Acquisition Logistics, Part A
<a href="#"><u>LOG 204</u></a> Configuration Management
<a href="#"><u>PQM 203</u></a> Preparation of Commercial Item Description for Engineering and Technical Personnel
<a href="#"><u>TST 203</u></a> Intermediate Test and Evaluation (R)

***Level III Continuous Learning – Production, Quality and Manufacturing Certification***

<a href="#"><u>CLC 019</u></a> Leveraging DCMA for Program Success
<a href="#"><u>CLC 040</u></a> Predictive Analysis and Scheduling
<a href="#"><u>CLC 042</u></a> Predictive Analysis and Quality Assurance
<a href="#"><u>CLE 007</u></a> Lean Six Sigma for Manufacturing
<a href="#"><u>CLE 021</u></a> Technology Readiness Assessments
<a href="#"><u>CLL 008</u></a> Designing for Supportability in DoD Systems
<a href="#"><u>PMT 251</u></a> Program Management Tools Course, Part I
<a href="#"><u>PMT 256</u></a> Program Management Tools Course, Part II
<a href="#"><u>PMT 352A</u></a> Program Management Office Course, Part A

## **CHAPTER 19 Program Management Certification**

Acquisition professionals in the Program Management career field are concerned with all of the functions of a program management office (PMO) or PEO. Program management professionals serve in a wide range of PMO and PEO positions, including program integrators and analysts, program managers, PEOs, and their deputies. They may also serve in a number of support and management positions throughout the workforce. The fundamental responsibilities of the program manager are to balance the many factors that influence cost, schedule, and performance; to interpret and tailor application of the DoD 5000 Series regulations; and to ensure that high-quality, affordable, supportable, and effective defense systems and healthcare services are delivered to the warfighter as quickly as possible. Certification requirements and Continuous Learning courses are provided in the following tables.

*(“R” indicates Resident Instruction)*

<b>Certification Requirements: Program Management</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	1 year of acquisition experience	
<b>Training:</b>	ACQ 101 Fundamentals of Systems Acquisition Management	<b>DAU/DAU-certified provider</b>
	SYS 101 Fundamentals of Systems Planning, Research, Development, and Engineering CLB 007 Cost Analysis CLB 016 Introduction to Earned Value Management	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
<b>Level II</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	2 years of acquisition experience; at least one (1) year of this experience must be in program management	
<b>Training:</b>	ACQ 201A Intermediate Systems Acquisition, Part A ACQ 201b Intermediate Systems Acquisition, Part B (R)	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-Certified provider</b>
	PMT 251 Program Management Tools, Part I PMT 256 Program Management Tools, Part II CON 110 Mission-Support Planning And SAM 101 Basic Software Acquisition Management Or IRM 101 Basic Information Systems Acquisition If completed on or after Nov 15, 2005.	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>  <b>DAU/DAU-certified provider</b>  <b>DAU/DAU-certified provider</b>
<b>Level III</b>	<b>Certification Requirements: Program Management</b>	<b>Training Provider</b>
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	4 years acquisition experience with at least: 2 years in a program office/similar organization (dedicated matrix support to a PM, PEO, DCMA program integrator, or supervisor of shipbuilding. 1 year in a program management position with cost, schedule, and performance responsibilities	
<b>Training:</b>	PMT 352A Program Management Office Course, Part A PMT 352B Program Management Office Course, Part B (R) SYS 202 Intermediate Systems Planning, Research, Development, and Engineering, Part 1	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>

***Level I Continuous Learning – Program Management***

<a href="#"><u>BCF 103</u></a> Fundamentals of Business Financial Management
<a href="#"><u>CLC 011</u></a> Contracting for the Rest of Us
<a href="#"><u>CLE 025</u></a> Information Assurance (IA) for Acquisition Professionals
<a href="#"><u>CLI 001</u></a> International Armaments Cooperation (IAC), Part 1
<a href="#"><u>CLI 002</u></a> International Armaments Cooperation (IAC), Part 2
<a href="#"><u>CLI 003</u></a> International Armaments Cooperation (IAC), Part 3
<a href="#"><u>CLL 008</u></a> Designing for Supportability in DoD Systems
<a href="#"><u>CLL 011</u></a> Performance-Based Logistics
<a href="#"><u>CLM 017</u></a> Risk Management
<a href="#"><u>CLM 029</u></a> Net-Ready Key Performance Parameter (NR-KPP)
<a href="#"><u>IRM 101</u></a> Basic Information Systems Acquisition
<a href="#"><u>LOG 101</u></a> Acquisition Logistics Fundamentals
<a href="#"><u>PQM 101</u></a> Production, Quality, and Manufacturing Fundamentals
<a href="#"><u>SAM 101</u></a> Basic Software Acquisition Management
<a href="#"><u>TST 102</u></a> Fundamentals of Test and Evaluation

***Level II Continuous Learning – Program Management***

<a href="#"><u>ACQ 265</u></a> Mission-Focused Services Acquisition ( <b>R</b> )
<a href="#"><u>ACQ 370</u></a> Acquisition Law ( <b>R</b> )
<a href="#"><u>BCF 102</u></a> Fundamentals of Earned Value Management
<a href="#"><u>BCF 215</u></a> Operating and Support Cost Analysis ( <b>R</b> )
<a href="#"><u>CLE 004</u></a> Introduction to Lean Enterprise Concepts
<a href="#"><u>CLE 006</u></a> Enterprise Integration Overview
<a href="#"><u>CLE 022</u></a> Program Manager Introduction to Anti-Tamper
<a href="#"><u>CLI 004</u></a> Information Exchange Program (IEP), DoD Generic Research, Development, Test, and Evaluation (RDT&E)
<a href="#"><u>CLL 002</u></a> Defense Logistics Agency Support to the PM
<a href="#"><u>CLL 006</u></a> Depot Maintenance Partnering
<a href="#"><u>CLM 025</u></a> Commercial-Off-The-Shelf (COTS) Acquisition for Program Managers
<a href="#"><u>CLM 031</u></a> Improved Statement of Work

<a href="#">CLM 036</a> Technology Transfer and Export Control Fundamentals
<a href="#">LOG 102</a> Systems Sustainment Management Fundamentals
<a href="#">PQM 101</a> Production, Quality, and Manufacturing Fundamentals

***Level III Continuous Learning – Program Management***

<a href="#">ACQ 452</a> Forging Stakeholder Relationships (R)
<a href="#">BCF 207</a> Economic Analysis (R)
<a href="#">BCF 209</a> Acquisition Reporting for MDAPs and MAIS (R)
<a href="#">CLE 008</a> Six Sigma: Concepts and Processes
<a href="#">CLE 301</a> Reliability and Maintainability
<a href="#">CLL 022</a> Title 10 Depot Maintenance Statute Overview
<a href="#">CLL 201</a> Diminishing Manufacturing Sources and Material Shortages (DMSMS) Fundamentals
<a href="#">LOG 200</a> Intermediate Acquisition Logistics, Part A
<a href="#">LOG 201</a> Intermediate Acquisition Logistics, Part B (R)
<a href="#">LOG 204</a> Configuration Management
<a href="#">LOG 235</a> Performance-Based Logistics, Part A
<a href="#">LOG 236</a> Performance-Based Logistics, Part B (R)
<a href="#">PMT 403</a> Program Manager's Skills (R)
<a href="#">PQM 201A</a> Intermediate Production, Quality, and Manufacturing, Part A
<a href="#">SAM 301</a> Advanced Software Acquisition Management (R)
<a href="#">SYS 203</a> Intermediate Systems Planning, Research, Development, and Engineering, Part II (R)
<a href="#">TST 203</a> Intermediate Test and Evaluation (R)

## **CHAPTER 20 Systems Engineering Certification**

Typical duties of personnel in this career path include planning, organizing, monitoring, managing, overseeing, and/or performing research and engineering activities relating to the design, development, fabrication, installation, modification, sustainment, or analysis of systems or systems components. Scientists and engineers supporting science and technology and acquisition programs, projects, or activities usually accomplish these duties. Certification requirements and Continuous Learning courses are provided in the following tables.

*(“R” indicates Resident Instruction)*

<b>Certification Requirements: Systems Engineering</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science.	
<b>Experience:</b>	1 year of technical experience in an acquisition position, to include government or industry equivalent, from among the following career fields/paths: Systems Planning, Research, Development and Engineering – Systems Engineering (SPRDE-SE), Systems Planning, Research, Development and Engineering - Science and Technology (SPRDE-S&T), Information Technology (IT), Testing and Evaluation (T&E), Production, Quality and Manufacturing (PQM), Facilities Engineering (FE), Program Management (PM), or Life Cycle Logistics (LCL).	
<b>Training:</b>	ACQ 101 Fundamentals of Systems Acquisition Management	<b>DAU/DAU-certified provider</b>
	SYS 101 Fundamentals of Systems Planning, Research, Development, and Engineering	<b>DAU/DAU-certified provider</b>
<b>Level II</b>		
<b>Education:</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science.	
<b>Experience:</b>	2 years of technical experience in an acquisition position in which: <ul style="list-style-type: none"> <li>• At least 1 year is in a SPRDE-SE, SPRDE-PSE, or SPRDE-S&amp;TM position</li> <li>• Remainder may come from IT, T&amp;E, PQM, PM, or LCL</li> </ul> Similar experience gained from other government positions or industry are acceptable as long as it meets the above standards	
<b>Training:</b>	ACQ 201A Intermediate Systems Acquisition, Part A ACQ 201B Intermediate Systems Acquisition, Part B (R)	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
	SYS 202 Intermediate Systems Planning, Research, Development, and Engineering, Part I SYS 203 Intermediate Systems Planning, Research, Development, and Engineering, Part II (R) CLE 003 Technical Reviews	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
<b>Level III</b>	<b>Certification Requirements: Systems Engineering</b>	<b>Training Provider</b>
<b>Education:</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science.	
<b>Experience:</b>	4 years of technical experience in an acquisition position: <ul style="list-style-type: none"> <li>• At least 3 years in a SPRDE-SE, SPRDE-PSE, or SPRDE-S&amp;TM position</li> <li>• Remainder may come from IT, T&amp;E, PQM, PM, or LCL</li> </ul>	

	Similar experience gained from other government positions or industry are acceptable as long as it meets the above standards	
<b>Training:</b>	SYS 302 Technical Leadership in Systems Engineering (R) CLL 008 Designing for Supportability in DoD Systems	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>

***Level I Continuous Learning – Systems Engineering Certification***

<a href="#">BCF 102</a> Fundamentals of Earned Value Management
<a href="#">BCF 106</a> Fundamentals of Cost Analysis
<a href="#">BCF 107</a> Applied Cost Analysis (R)
<a href="#">CLE 001</a> Value Engineering
<a href="#">CLE 004</a> Introduction to Lean Enterprise Concepts
<a href="#">CLE 009</a> System Safety in Systems Engineering
<a href="#">CLE 011</a> Modeling and Simulation for Systems Engineering
<a href="#">CLE 015</a> Continuous Process Improvement Familiarization
<a href="#">CLE 036</a> Engineering Change Proposals for Engineers
<a href="#">CLL 011</a> Performance-Based Logistics
<a href="#">CLM 013</a> Work-Breakdown Structure
<a href="#">CLM 016</a> Cost Estimating
<a href="#">CLM 017</a> Risk Management
<a href="#">IRM 101</a> Basic Information Systems Acquisition
<a href="#">LOG 101</a> Acquisition Logistics Fundamentals
<a href="#">LOG 102</a> Systems Sustainment Management Fundamentals
<a href="#">PQM 101</a> Production, Quality, and Manufacturing Fundamentals
<a href="#">SAM 101</a> Basic Software Acquisition Management
<a href="#">TST 102</a> Fundamentals of Test and Evaluation

***Level II Continuous Learning – Systems Engineering Certification***

<a href="#">CLB 016</a> Introduction to Earned Value Management
<a href="#">CLB 017</a> Performance Measurement Baseline
<a href="#">CLC 041</a> Predictive Analysis and Systems Engineering
<a href="#">CLE 007</a> Lean Six Sigma for Manufacturing
<a href="#">CLE 016</a> Outcome-Based Performance Measures
<a href="#">CLE 017</a> Technical Planning
<a href="#">CLE 026</a> Trade Studies
<a href="#">CLM 029</a> Net-Ready Key Performance Parameter (NR-KPP)
<a href="#">CLM 031</a> Improved Statement of Work

<a href="#"><u>CLM 032</u></a> Evolutionary Acquisition
<a href="#"><u>CLM 101</u></a> Analysis of Alternatives (AoA) (USAF Process)
<a href="#"><u>IRM 202</u></a> Intermediate Information Systems Acquisition (R)
<a href="#"><u>LOG 103</u></a> Reliability, Availability, and Maintainability (RAM)
<a href="#"><u>LOG 200</u></a> Intermediate Acquisition Logistics, Part A
<a href="#"><u>LOG 204</u></a> Configuration Management
<a href="#"><u>PQM 201A</u></a> Intermediate Production, Quality, and Manufacturing, Part A
<a href="#"><u>STM 202</u></a> Intermediate S&T Management (R)
<a href="#"><u>TST 203</u></a> Intermediate Test and Evaluation (R)

### *Level III Continuous Learning – Systems Engineering Certification*

<a href="#"><u>CLE 008</u></a> Six Sigma: Concepts and Processes
<a href="#"><u>CLE 021</u></a> Technology Readiness Assessments
<a href="#"><u>CLE 301</u></a> Reliability and Maintainability
<a href="#"><u>CLL 022</u></a> Title 10 Depot Maintenance Statute Overview
<a href="#"><u>CLL 023</u></a> Title 10 U.S.C. 2464 Core Statute Implementation
<a href="#"><u>CLL 024</u></a> Title 10 Limitations on the Performance of Depot-Level Maintenance (50/50)
<a href="#"><u>CLL 025</u></a> Depot Maintenance Inter-service Support Agreements (DMISA)
<a href="#"><u>CLM 014</u></a> IPT Management and Leadership
<a href="#"><u>CLM 034</u></a> Science and Technology—Lesson from PMT 352A
<a href="#"><u>LOG 201</u></a> Intermediate Acquisition Logistics, Part B (R)
<a href="#"><u>LOG 235</u></a> Performance-Based Logistics, Part A
<a href="#"><u>LOG 236</u></a> Performance-Based Logistics, Part B (R)
<a href="#"><u>PMT 251</u></a> Program Management Tools Course, Part I
<a href="#"><u>PMT 256</u></a> Program Management Tools Course, Part II
<a href="#"><u>PMT 352A</u></a> Program Management Office Course, Part A
<a href="#"><u>PQM 203</u></a> Preparation of Commercial Item Description for Engineering and Technical Personnel
<a href="#"><u>SAM 301</u></a> Advanced Software Acquisition Management (R)
<a href="#"><u>STM 303</u></a> Advanced S&T Management (R)
<a href="#"><u>TST 303</u></a> Advanced Test and Evaluation (R)

## **CHAPTER 21 Science and Technology**

Science and Technology (S&T) managers are typically scientists and engineers who manage basic research, applied research, and/or advanced technology development activities. They may also be involved with direct support to acquisition program managers. Their primary duties include developing program plans for S&T projects, developing budgets for assigned projects and acquiring the services of expert scientists, engineers, and technical support personnel to perform S&T work for DoD. Additional primary duties involve overseeing in-house research or design and external research or design efforts performed by universities, industry, or other Federal Government organizations and providing matrix support to program managers or other DoD activities. These duties also include conducting evaluations of S&T products to determine their effectiveness, including conducting Technology Readiness Assessments; interfacing with the technology customer to expedite the transition of technology to the user; and developing Technology Transition Agreements. Certification requirements and Continuous Learning courses are provided in the following tables. Certification requirements and Continuous Learning courses are provided in the following tables.

<b>Certification Requirements: Science and Technology</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	Baccalaureate or graduate degree in a technical or scientific field such as, but not limited to, engineering, physics, chemistry, biology, psychology, mathematics, operations research, engineering management, or computer science	
<b>Experience:</b>	1 year of technical experience related to science and technology management	
<b>Training:</b>	ACQ 101 Fundamentals of Systems Acquisition Management	<b>DAU/DAU-certified provider</b>
	SYS 101 Fundamentals of Systems Planning, Research, Development, and Engineering	<b>DAU/DAU-certified provider</b>
	CLE 045 Introduction to DoD Science & Technology Management	
<b>Level II</b>		
<b>Education:</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science.	
<b>Experience:</b>	2 years of technical experience related to science and technology management	
<b>Training:</b>	ACQ 201A Intermediate Systems Acquisition, Part A STM 202 Intermediate S&T Management (R) CLE 021 Technology Readiness Assessments	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
<b>Level III</b>	<b>Certification Requirements: Systems Engineering</b>	<b>Training Provider</b>
<b>Education:</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science.	
<b>Experience:</b>	4 years of technical experience in an acquisition position: <ul style="list-style-type: none"> <li>• At least 3 years in a SPRDE-SE, SPRDE-PSE, or SPRDE-S&amp;TM position</li> <li>• Remainder may come from IT, T&amp;E, PQM, PM, or LCL</li> </ul> Similar experience gained from other government positions or industry are acceptable as long as it meets the above standards	
<b>Training:</b>	CLM 014IPT Management and Leadership STM 303Advanced S&T Management (R)	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>

***Level I Continuous Learning – Science and Technology Certification***

Core Plus Development ("R" indicates Resident Instruction.)		CLP
<a href="#">CLE 011</a> Modeling and Simulation for Systems Engineering		3
<a href="#">CLM 013</a> Work-Breakdown Structure		6
<a href="#">CLM 016</a> Cost Estimating		8
<a href="#">CLM 017</a> Risk Management		8
<a href="#">CLM 024</a> Contracting Overview		8
<a href="#">TST 102</a> Fundamentals of Test and Evaluation		18

***Level II Continuous Learning – Science and Technology***

Core Plus Development ("R" indicates Resident Instruction.)		CLP
<a href="#">CLB 011</a> Budget Policy		4.5
<a href="#">CLB 016</a> Introduction to Earned Value Management		1
<a href="#">CLC 036</a> Other Transaction Authority for Prototype Projects Overview		0.5
<a href="#">CLC 106</a> Contracting Officer's Representative with a Mission Focus		8
<a href="#">CLE 003</a> Technical Reviews		3
<a href="#">CLE 009</a> System Safety in Systems Engineering		3.5
<a href="#">CLE 301</a> Reliability and Maintainability		4
<a href="#">CLL 008</a> Designing for Supportability in DoD Systems		3
<a href="#">CLM 012</a> Scheduling		12
<a href="#">CLM 031</a> Improved Statement of Work		4
<a href="#">CLM 035</a> Environmental Safety and Occupational Health—Lesson from PMT 352A		4
<a href="#">CLM 036</a> Technology Transfer and Export Control Fundamentals		2
<a href="#">CLM 101</a> Analysis of Alternatives (AoA) (USAF Process)		2
<a href="#">LOG 101</a> Acquisition Logistics Fundamentals		27

***Level III Continuous Learning – Science and Technology***

Core Plus Development ("R" indicates Resident Instruction.)		CLP
<a href="#">CLB 017</a> Performance Measurement Baseline		2

<a href="#"><u>CLE 026</u></a> Trade Studies	4
<a href="#"><u>CLM 029</u></a> Net-Ready Key Performance Parameter (NR-KPP)	3
<a href="#"><u>CLM 041</u></a> Capabilities-Based Planning	3

## **CHAPTER 22 Test and Evaluation Certification**

Individuals who work in the T&E career field are predominantly T&E team members; T&E leads for programs; Service, Agency, and Facility T&E managers, engineers, scientists, operations research analysts, systems analysts, computer scientists; and other degree-holding technical personnel who plan, perform, and manage T&E tasks in support of acquisition. Individuals in T&E positions are subject matter experts who will plan, monitor, manage, and conduct T&E of prototypes, new, fielded, or modified C4ISR systems (C4ISR includes the multitude of IT systems participating in System of Systems, Family of Systems and net-centric services) and weapon or automated information systems; equipment or materiel. They analyze, assess, and evaluate test data and results and prepare assessments of system performance and reports of T&E findings. Certification requirements and Continuous Learning courses are provided in the following tables.

<b>Certification Requirements: Test and Evaluation</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	<ul style="list-style-type: none"> <li>24 semester hours or equivalent in technical or scientific courses such as mathematics,(e.g., calculus, probability, statistics), physical sciences (e.g., chemistry, biology, physics), psychology, operations research/systems analysis, engineering, computer sciences, and information technology</li> <li>Baccalaureate degree or higher (Any Field of Study)</li> </ul>	
<b>Experience:</b>	1 year of acquisition experience in Test and Evaluation – effective October 1, 2010	
<b>Training:</b>	ACQ 101 Fundamentals of Systems Acquisition Management	<b>DAU/DAU-certified provider</b>
	SYS 101 Fundamentals of Systems Planning, Research, Development, and Engineering	<b>DAU/DAU-certified provider</b>
	TST 102 Fundamentals of Test and Evaluation	<b>DAU/DAU-certified provider</b>
	CLE 023 Modeling and Simulation for Test and Evaluation	<b>DAU/DAU-certified provider</b>
<b>Level II</b>		
<b>Education:</b>	<ul style="list-style-type: none"> <li>24 semester hours or equivalent in technical or scientific courses such as mathematics,(e.g., calculus, probability, statistics), physical sciences (e.g., chemistry, biology, physics), psychology, operations research/systems analysis, engineering, computer sciences, and information technology</li> <li>Baccalaureate degree or higher (Any Field of Study)</li> </ul>	
<b>Experience:</b>	2 years of test and evaluation experience	
<b>Training:</b>	ACQ 201A Intermediate Systems Acquisition, Part A	<b>DAU/DAU-certified provider</b>
	ACQ 201B Intermediate Systems Acquisition, Part B (R)	<b>DAU/DAU-certified provider</b>
	SYS 202 Intermediate Systems Planning, Research, Development and Engineering, Part I	<b>DAU/DAU-certified provider</b>
	TST 203 Intermediate Test and Evaluation (R)	<b>DAU/DAU-certified provider</b>
	CLE 029 Testing in a Joint Environment (Effective October 1, 2010)	
<b>Level III</b>		
<b>Certification Requirements: Test and Evaluation</b>		
<b>Education:</b>	<ul style="list-style-type: none"> <li>24 semester hours or equivalent in technical or scientific courses such as mathematics,(e.g., calculus, probability, statistics), physical sciences (e.g., chemistry, biology, physics), psychology, operations research/systems analysis, engineering, computer sciences, and information technology</li> <li>Baccalaureate degree or higher (Any Field of Study)</li> </ul>	<b>Training Provider</b>
<b>Experience:</b>	4 years of test and evaluation experience	
<b>Training:</b>	Acquisition Training identified at level II must have been completed	
	TST 302 Advanced Test and Evaluation (R)	<b>DAU/DAU-certified provider</b>
	Functional Training identified at level II must have been completed	

***Level I Continuous Learning – Test and Evaluation Certification (“R” indicates Resident Instruction)***

<a href="#"><u>CLB 007</u></a> Cost Analysis
<a href="#"><u>CLB 016</u></a> Introduction to Earned Value Management
<a href="#"><u>CLE 004</u></a> Introduction to Lean Enterprise Concepts
<a href="#"><u>CLE 015</u></a> Continuous Process Improvement Familiarization
<a href="#"><u>CLE 029</u></a> Testing In a Joint Environment
<a href="#"><u>CLE 301</u></a> Reliability and Maintainability
<a href="#"><u>IRM 101</u></a> Basic Information Systems Acquisition

***Level II Continuous Learning – Test and Evaluation Certification***

<a href="#"><u>CLE 003</u></a> Technical Reviews
<a href="#"><u>CLE 015</u></a> Continuous Process Improvement Familiarization
<a href="#"><u>CLE 017</u></a> Technical Planning
<a href="#"><u>CLE 021</u></a> Technology Readiness Assessments
<a href="#"><u>CLE 025</u></a> Information Assurance (IA) for Acquisition Professionals
<a href="#"><u>CLE 037</u></a> Telemetry
<a href="#"><u>CLE 038</u></a> Time Space-Position Information
<a href="#"><u>CLE 039</u></a> Environmental Issues in Testing and Evaluation
<a href="#"><u>CLM 013</u></a> Work-Breakdown Structure
<a href="#"><u>CLM 016</u></a> Cost Estimating
<a href="#"><u>CLM 017</u></a> Risk Management
<a href="#"><u>CLM 035</u></a> Environmental Safety and Occupational Health—Lesson from PMT 352A
<a href="#"><u>CLM 101</u></a> Analysis of Alternatives (AoA) (USAF Process)
<a href="#"><u>IRM 202</u></a> Intermediate Information Systems Acquisition ( <b>R</b> )
<a href="#"><u>LOG 101</u></a> Acquisition Logistics Fundamentals
<a href="#"><u>LOG 103</u></a> Reliability, Availability, and Maintainability (RAM)
<a href="#"><u>PQM 101</u></a> Production, Quality, and Manufacturing Fundamentals

***Level III Continuous Learning – Test and Evaluation Certification***

<a href="#"><u>CLB 009</u></a> Planning, Programming, Budgeting, and Execution and Budget Exhibits
<a href="#"><u>CLC 011</u></a> Contracting for the Rest of Us
<a href="#"><u>CLE 009</u></a> System Safety in Systems Engineering
<a href="#"><u>CLL 014</u></a> Joint Systems Integrated Support Strategies (JSISS)
<a href="#"><u>CLL 015</u></a> Business Case Analysis
<a href="#"><u>CLM 014</u></a> IPT Management and Leadership
<a href="#"><u>CLM 031</u></a> Improved Statement of Work
<a href="#"><u>PMT 251</u></a> Program Management Tools Course, Part I
<a href="#"><u>PMT 256</u></a> Program Management Tools Course, Part II
<a href="#"><u>SYS 203</u></a> Intermediate Systems Planning, Research, Development, and Engineering, Part II ( <b>R</b> )

## **CHAPTER 23 Industrial and Contract Property Management Certification**

This career field includes the industrial property management specialist, property administrator, industrial plant clearance specialist, plant clearance officer, and contract and industrial specialists (if assigned contract property management responsibilities). Individuals in this career field perform Government contract property oversight and surveillance of life-cycle processes and their commensurate outcomes for Government-owned property in the possession of contractors and, in some instances, Government-owned contractor-operated plants. This includes developing policies and procedures for contract property; providing guidance, counsel, and direction to Government and contractor managers and technicians relating to regulatory and contractual requirements for managing Government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating a contractor's property management system; and developing and applying property systems analysis programs to assess the effectiveness of contractors' Government property management systems. Certification requirements and Continuous Learning courses are provided in the following tables.

<b>Certification Requirement: Industrial and Contract Property Management</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	1 year of property management experience	
<b>Training:</b>	CON 100 Shaping Smart Business Arrangements CON 110 Mission-Support Planning CON 111 Mission Strategy Execution CON 112 Mission-Performance Assessment IND 100 Contract Property Administration and Disposition Fundamentals (R) IND 103 Contract Property Systems Analysis Fundamentals	DAU/DAU-certified provider DAU/DAU-certified provider DAU/DAU-certified provider DAU/DAU-certified provider DAU/DAU-certified provider DAU/DAU-certified provider
<b>Level II</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	2 year experience in an industrial property management position	
<b>Training:</b>	ACQ 101 Fundamentals of Systems Acquisition Management	DAU/DAU-certified provider
	CON 214 Business Decisions for Contracting CON 216 Legal Considerations in Contracting CON 217 Cost Analysis and Negotiation Techniques (R) IND 200 Intermediate Contract Property Administration and Disposition (R)	DAU/DAU-certified provider DAU/DAU-certified provider DAU/DAU-certified provider DAU/DAU-certified provider
<b>Level III</b>	<b>Grade 09 &amp; Above</b>	<b>Training Provider</b>
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	4 years of experience in industrial property management positions of increasing responsibility and complexity	
<b>Training:</b>	ACQ 201A Intermediate Systems Acquisition, Part A	DAU/DAU-certified provider
	CON 353 Advanced Business Solutions for Mission Support (R) 1 additional course from the Harvard Business Management Modules below:	DAU/DAU-certified provider

***Level I Continuous Learning – Industrial and Contract Property Management Certification***

<a href="#"><u>ACQ 101</u></a> Fundamentals of Systems Acquisition Management
---

***Level II Continuous Learning – Industrial and Contract Property Management Certification***

<a href="#"><u>ACQ 201A</u></a> Intermediate Systems Acquisition, Part A
--

<a href="#"><u>CLM 040</u></a> Proper Financial Accounting Treatments for Military Equipment
--

<a href="#"><u>CLM 200</u></a> Item-Unique Identification
---

<a href="#"><u>HBS 210</u></a> Process Improvement
--

<a href="#"><u>HBS 213</u></a> Change Management
--

<a href="#"><u>HBS 227</u></a> Strategic Thinking
---

***Level III Continuous Learning – Industrial and Contract Property Management Certification***

<a href="#"><u>ACQ 201B</u></a> Intermediate Systems Acquisition, Part B (R)
--

<a href="#"><u>CLE 015</u></a> Continuous Process Improvement Familiarization
---

<a href="#"><u>HBS 228</u></a> Leading and Motivating
---

<a href="#"><u>HBS 230</u></a> Coaching
---

## **CHAPTER 24 Life Cycle Logistics**

The Life Cycle Logistics career field includes professionals responsible for planning, development, implementation, and management of an effective and affordable weapons, materiel, or information systems support strategies. Life cycle logisticians perform a principal joint and/or Component logistics role during the acquisition and operational phases of the system life cycle to: (1) ensure product support strategies meet the program goals for operational effectiveness and readiness; (2) ensure supportability requirements are addressed consistently with cost, schedule, and performance; (3) perform an integral role in systems engineering to ensure supportability considerations are implemented during systems design; and (4) plan and develop performance-based logistics initiatives as the preferred approach to product support. Life cycle logisticians ensure the integration of all support elements to maximize deployability, supportability, and mobility of the system throughout the program life cycle. They can work directly in a program management office, in support of the program manager, or in other supporting logistics activity offices. Certification requirements and Continuous Learning courses are provided in the following tables.

<b>Certification Requirement: Life Cycle Logistic</b>		
<b>Career Level</b>		
<b>Level I</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	1 year of life cycle logistics experience in an acquisition and/or sustainment organization	
<b>Training:</b>	<u>ACQ 101</u> Fundamentals of Systems Acquisition Management <u>LOG 101</u> Acquisition Logistics Fundamentals LOG 102 Systems Sustainment Management Fundamentals CLL 008 Designing for Supportability in DoD Systems CLL 011 Performance-Based Logistics LOG 103 Reliability, Availability, and Maintainability (RAM)	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
<b>Level II</b>		
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	2 year life cycle logistics experience in an acquisition and/or sustainment organization	
<b>Training:</b>	<u>ACQ 201A</u> Intermediate Systems Acquisition, Part A <u>ACQ 201B</u> Intermediate Systems Acquisition, Part B (R)	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>
	<u>LOG 200</u> Intermediate Acquisition Logistics, Part A LOG 201 Intermediate Acquisition Logistics, Part B (R) LOG 235 Performance-Based Logistics, Part A LOG 236 Performance-Based Logistics, Part B (R) Two additional supervisor-employee agreed-upon courses or continuous learning (CL) modules from Core Plus list below Effective 1 October 2010, the following course is required: <u>LOG 206</u> Intermediate Systems Sustainment Management	<b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b> <b>DAU/DAU-certified provider</b>  <b>DAU/DAU-certified provider</b>
<b>Level III</b>	<b>Grade 09 &amp; Above</b>	<b>Training Provider</b>
<b>Education:</b>	Formal education not required for certification	
<b>Experience:</b>	4 years life cycle logistics experience in an acquisition and/or sustainment organization	
<b>Training:</b>	<u>LOG 350</u> Enterprise Life Cycle Logistics Management (R) Two additional supervisor-employee agreed-upon courses or continuous learning (CL) modules from Core Plus list below	<b>DAU/DAU-certified provider</b>

**Level I Continuous Learning Lifecycle Logistics**

Core Plus Development Guide (Desired training, education, and experience.)	Type of Assignment
--	--------------------

Training	Acquisition Logistics	Sustainment
<a href="#"><u>ACO 265</u></a> Mission-Focused Services Acquisition (R)		
<a href="#"><u>ACO 450</u></a> Leading in the Acquisition Environment (R)		
<a href="#"><u>ACO 451</u></a> Integrated Acquisition For Decision Makers (R)		
<a href="#"><u>ACO 452</u></a> Forging Stakeholder Relationships (R)		
<a href="#"><u>CLB 011</u></a> Budget Policy		
<a href="#"><u>CLB 016</u></a> Introduction to Earned Value Management		
<a href="#"><u>CLC 055</u></a> Competition Requirements		
<a href="#"><u>CLE 011</u></a> Modeling and Simulation for Systems Engineering		
<a href="#"><u>CLL 016</u></a> Joint Logistics		
<a href="#"><u>CLL 026</u></a> Depot Maintenance Capacity Measurement		
<a href="#"><u>CLL 201</u></a> Diminishing Manufacturing Sources and Material Shortages (DMSMS) Fundamentals		
<a href="#"><u>CLL 203</u></a> Diminishing Manufacturing Sources and Material Shortages (DMSMS) Essentials		
<a href="#"><u>CLL 204</u></a> Diminishing Manufacturing Sources and Material Shortages (DMSMS) Case Studies		
<a href="#"><u>CLL 205</u></a> Diminishing Manufacturing Sources and Material Shortages (DMSMS) for Technical Professionals		
<a href="#"><u>CLL 206</u></a> Parts Management Executive Overview		
<a href="#"><u>CLM 014</u></a> IPT Management and Leadership		

<a href="#"><u>CLM 017</u></a> Risk Management		
<a href="#"><u>CLM 035</u></a> Environmental Safety and Occupational Health—Lesson from PMT 352A		
<a href="#"><u>CLM 038</u></a> Corrosion Prevention and Control Overview		
<a href="#"><u>CLM 041</u></a> Capabilities-Based Planning		
<a href="#"><u>CLM 044</u></a> Radio Frequency Identification		
<a href="#"><u>CLM 047</u></a> Fiscal and Physical Accountability and Management of DoD Equipment		
<a href="#"><u>CLM 101</u></a> Analysis of Alternatives (AoA) (USAF Process)		
<a href="#"><u>CLM 200</u></a> Item-Unique Identification		
<a href="#"><u>CLR 250</u></a> Capabilities-Based Assessment		
<a href="#"><u>CON 237</u></a> Simplified Acquisition Procedures		
<a href="#"><u>HBS 201</u></a> Budgeting		
<a href="#"><u>HBS 214</u></a> Crisis Management		
<a href="#"><u>PMT 202</u></a> Multinational Program Management <b>(R)</b>		
<a href="#"><u>PMT 352A</u></a> Program Management Office Course, Part A		
<a href="#"><u>PMT 352B</u></a> Program Management Office Course, Part B <b>(R)</b>		
<a href="#"><u>PQM 301</u></a> Advanced Production, Quality, and Manufacturing <b>(R)</b>		
<a href="#"><u>RQM 403</u></a> Requirements Management Executive Overview <b>(R)</b>		

<a href="#">SYS 203</a> Intermediate Systems Planning, Research, Development, and Engineering, Part II (R)		
<a href="#">TST 303</a> Advanced Test and Evaluation (R)		

*Level II Continuous Learning Lifecycle Logistics*

Core Plus Development Guide (Desired training, education, and experience.)	Type of Assignment	
	Acquisition Logistics	Sustainment
<b>Training</b>		
<a href="#">BCF 211</a> Acquisition Business Management (R)		
<a href="#">CLC 004</a> Market Research		
<a href="#">CLE 001</a> Value Engineering		
<a href="#">CLE 004</a> Introduction to Lean Enterprise Concepts		
<a href="#">CLE 007</a> Lean Six Sigma for Manufacturing		
<a href="#">CLE 040</a> IUID Marking		
<a href="#">CLL 015</a> Business Case Analysis		
<a href="#">CLL 019</a> Technology Refreshment Planning		
<a href="#">CLL 020</a> Independent Logistics Assessments		
<a href="#">CLL 023</a> Title 10 U.S.C. 2464 Core Statute Implementation		
<a href="#">CLL 024</a> Title 10 Limitations on the Performance of Depot-Level Maintenance (50/50)		
<a href="#">CLL 025</a> Depot Maintenance Interservice Support Agreements (DMISA)		

<a href="#"><u>CLL 029</u></a> Condition-Based Maintenance Plus (CBM+)		
<a href="#"><u>CLL 119</u></a> Technical Refreshment Implementation Module		
<a href="#"><u>CLM 037</u></a> Physical Inventories		
<a href="#"><u>CLM 038</u></a> Corrosion Prevention and Control Overview		
<a href="#"><u>CLR 252</u></a> Developing Requirements		
<a href="#"><u>CON 112</u></a> Mission-Performance Assessment		
<a href="#"><u>IRM 101</u></a> Basic Information Systems Acquisition		
<a href="#"><u>LOG 103</u></a> Reliability, Availability, and Maintainability (RAM)		
<a href="#"><u>LOG 204</u></a> Configuration Management		
<a href="#"><u>LOG 206</u></a> Intermediate Systems Sustainment Management		
<a href="#"><u>PMT 203</u></a> International Security and Technology Transfer/Control <b>(R)</b>		
<a href="#"><u>PMT 251</u></a> Program Management Tools Course, Part I		
<a href="#"><u>PMT 256</u></a> Program Management Tools Course, Part II		
<a href="#"><u>PQM 101</u></a> Production, Quality, and Manufacturing Fundamentals		
<a href="#"><u>PQM 201A</u></a> Intermediate Production, Quality, and Manufacturing, Part A		
<a href="#"><u>PQM 201B</u></a> Intermediate Production, Quality, and Manufacturing, Part B <b>(R)</b>		
<a href="#"><u>RQM 110</u></a> Core Concepts for Requirements Management		

<a href="#">SYS 202</a> Intermediate Systems Planning, Research, Development, and Engineering, Part I		
<a href="#">TST 203</a> Intermediate Test and Evaluation (R)		

*Level III Continuous Learning Lifecycle Logistics*

Core Plus Development Guide (Desired training, education, and experience.)	Type of Assignment	
	Acquisition Logistics	Sustainment
<b>Training</b>		
<a href="#">ACQ 265</a> Mission-Focused Services Acquisition (R)		
<a href="#">ACQ 450</a> Leading in the Acquisition Environment (R)		
<a href="#">ACQ 451</a> Integrated Acquisition For Decision Makers (R)		
<a href="#">ACQ 452</a> Forging Stakeholder Relationships (R)		
<a href="#">CLB 011</a> Budget Policy		
<a href="#">CLB 016</a> Introduction to Earned Value Management		
<a href="#">CLC 055</a> Competition Requirements		
<a href="#">CLE 011</a> Modeling and Simulation for Systems Engineering		
<a href="#">CLL 016</a> Joint Logistics		
<a href="#">CLL 026</a> Depot Maintenance Capacity Measurement		
<a href="#">CLL 201</a> Diminishing Manufacturing Sources and Material Shortages (DMSMS) Fundamentals		
<a href="#">CLL 203</a> Diminishing Manufacturing Sources and Material Shortages (DMSMS) Essentials		

<a href="#"><u>CLL 204</u></a> Diminishing Manufacturing Sources and Material Shortages (DMSMS) Case Studies		
<a href="#"><u>CLL 205</u></a> Diminishing Manufacturing Sources and Material Shortages (DMSMS) for Technical Professionals		
<a href="#"><u>CLL 206</u></a> Parts Management Executive Overview		
<a href="#"><u>CLM 014</u></a> IPT Management and Leadership		
<a href="#"><u>CLM 017</u></a> Risk Management		
<a href="#"><u>CLM 035</u></a> Environmental Safety and Occupational Health—Lesson from PMT 352A		
<a href="#"><u>CLM 038</u></a> Corrosion Prevention and Control Overview		
<a href="#"><u>CLM 041</u></a> Capabilities-Based Planning		
<a href="#"><u>CLM 044</u></a> Radio Frequency Identification		
<a href="#"><u>CLM 047</u></a> Fiscal and Physical Accountability and Management of DoD Equipment		
<a href="#"><u>CLM 101</u></a> Analysis of Alternatives (AoA) (USAF Process)		
<a href="#"><u>CLM 200</u></a> Item-Unique Identification		
<a href="#"><u>CLR 250</u></a> Capabilities-Based Assessment		
<a href="#"><u>CON 237</u></a> Simplified Acquisition Procedures		
<a href="#"><u>HBS 201</u></a> Budgeting		
<a href="#"><u>HBS 214</u></a> Crisis Management		
<a href="#"><u>PMT 202</u></a> Multinational Program Management ( <b>R</b> )		

<a href="#"><u>PMT 352A</u></a> Program Management Office Course, Part A		
<a href="#"><u>PMT 352B</u></a> Program Management Office Course, Part B <b>(R)</b>		
<a href="#"><u>PQM 301</u></a> Advanced Production, Quality, and Manufacturing <b>(R)</b>		
<a href="#"><u>RQM 403</u></a> Requirements Management Executive Overview <b>(R)</b>		
<a href="#"><u>SYS 203</u></a> Intermediate Systems Planning, Research, Development, and Engineering, Part II <b>(R)</b>		
<a href="#"><u>TST 303</u></a> Advanced Test and Evaluation <b>(R)</b>		

## Glossary of Terms

**Accredited Institutions of Higher Education** are colleges and universities that have received a regional or national accreditation. These schools are recognized and approved by the Under Secretary of Education for student loans and federal tuition assistance programs. A listing of these schools is available through the U.S. Department of Education website, [www.ed.gov](http://www.ed.gov).

**Acquisition:** The planning, design, development, testing, contracting, production, logistics support and disposal of systems, equipment, facilities, supplies or services that are intended for use in, or support of, DoD missions.

**Acquisition Career Manager (ACM):** An individual appointed by the Component Acquisition Executive to lead the Acquisition Career Management Program. The ACM is responsible for ensuring that the agency's acquisition workforce meets the requirements of DAWIA certification.

**Acquisition Career Management Program (ACMP):** The professional development program for members of the acquisition workforce at DoD. The program includes professional development of a competent, professional workforce to support the accomplishment of DoD's mission. Under the ACMP, the ACM identifies and develops the acquisition workforce, including identifying staffing needs, training requirements and other workforce development strategies.

**Acquisition Corps,** a pool of highly qualified members of the AT&L Workforce to fill CAPs. It is composed of those persons who have met the Acquisition Corps standards prescribed by DAWIA and implementing regulation, and who have been granted membership in the Acquisition Corps by the USD(AT&L) or by a CAE to whom this authority has been delegated.

**Acquisition Experience:** Experience gained while assigned to an acquisition position. Acquisition experience includes cooperative education and other developmental assignments, experience in acquisition positions, and experience in comparable positions outside of DoD.

**Acquisition Position Categories:** Acquisition position categories are functional subsets of acquisition positions. The acquisition position categories used in AM&S are:

- 1) Auditing
- 2) Business - Cost Estimating

- 3) Business - Financial Management
- 4) Contracting
- 5) Facilities Engineering
- 6) Industrial/Contract Property Management
- 7) Information Technology
- 8) Life Cycle Logistics
- 9) Production, Quality, and Manufacturing
- 10) Program Management
- 11) Purchasing
- 12) System Planning, Research, Development, and Engineering (SPRDE): Science and Technology
- 13) System Planning, Research, Development, and Engineering (SPRDE): Program Systems Engineering
- 14) System Planning, Research, Development, and Engineering (SPRDE): Systems Engineering
- 15) Test and Evaluation

**Acquisition Positions:** Designated positions in the AT&L acquisition system which have acquisition duties and fall in established acquisition position categories.

**Acquisition Workforce:** Permanent employees who occupy acquisition positions. This includes the acquisition position categories listed above, plus contracting officers in any general schedule series, contracting officer representatives and technical project officers.

**Career Development:** The professional development of employee potential by integrating the capabilities, needs, interests, and aptitudes of employees in acquisition positions through a planned, organized, and systematic method of training and development designed to meet organizational objectives. Career development is accomplished through a combination of work assignments, job rotation, training, education, and self-development programs.

**Career Field:** One or more occupations that require similar knowledge and skills.

**Career Path:** The range of opportunities at each career level and the optimum route for vertical and horizontal progression in a career field.

**Certification:** The process by which an authorized official determines that a workforce member meets the mandatory education, training, and experience requirements for a certification level in an acquisition career field.

**Certification Levels:** All acquisition positions have been assigned up to three levels, depending on the career field. The level is determined by the grade of the position for contracting, purchasing, and personal property management. For project and program management, the level is determined by the total project cost.

**Certification Program:** A structured program of education, training, and experience that provides a framework for attaining career levels commensurate with positions in the acquisition field.

**Certification Requirements:** The mandatory education, training and experience standards required by DAWIA for a career level in an acquisition career field.

**Competencies,** as used in this Operating Guide, are the core acquisition, functional, and leadership skills, knowledge, and abilities required by the AT&L Workforce to perform the duties and responsibilities of the various AT&L positions.

**Component Acquisition Executive (CAE):** The Service Acquisition Executive of a Military Department or the person designated to be the CAE by the Head of a DOD Component other than a Military Department. For the purpose of this Operating Guide, the Head of a DOD Component is the CAE for the DOD Components that have not designated a CAE. The USD(AT&L) performs this role for the OSD.

**Continuous Learning/Continuing Education (CL/CE):** Education, training, and experiential opportunities for the purpose of improving or maintaining skills or to learn new skills. This can take the form of rotational assignments, traditional classroom training, professional association meetings, or seminars.

**Contract:** A mutually binding legal agreement obligating the seller to furnish supplies or services (including construction) and the buyer to pay for them (includes all types of written commitments that obligate the Government to expenditure of appropriated funds). Contracts do not include grants and cooperative agreements.

**Contracting Officer (KO):** As used in this Handbook, a contracting officer is a person who has the authority to award or administer a contract above the micro purchase threshold. The term “warranted contracting officer” encompasses persons having the authority to award or administer contracts above the micro purchase threshold.

**Contracting Officer’s Representative (COR):** A Government employee formally designated to act as an authorized representative of a contracting officer for specified functions that do not include actions that could change the scope, price, terms or conditions of a contract (e.g., technical monitoring). Under limited conditions, non-Government personnel may be appointed CORs on an as-needed basis that does not allow the performance of inherently governmental functions.

**Contracting Positions:** Those who have authority to award or administer a contract above the micro purchase.

**Core Courses:** DAU-approved courses taught by approved training providers and required as part of the core curriculum.

**Core Curriculum:** DAU-approved course of study comprising specifically identified courses required to attain a specific career level.

**Critical Acquisition Positions (CAPs)** are a subset of AT&L positions specifically designated by the CAE in accordance with DAWIA to implement Federal regulations, and based on the criticality of that position to the acquisition program, effort, or function it supports.

**DANTES (Defense Activity for Non-Traditional Education Support)** examinations that may be substituted for semester credit hours. DANTES sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and Educational Testing Service (ETS). Twelve (12) tests are available in the business career field. More information can be found on the DANTES website: [http://www.dantes.doded.mil/Dantes\\_web/DANTESHOME.asp](http://www.dantes.doded.mil/Dantes_web/DANTESHOME.asp).

**Defense Acquisition University (DAU):** A consortium of Department of Defense education and training institutions and organizations providing prescribed acquisition courses for certification.

**Elective Courses:** Courses that cover functional-specific initiatives or that provide more in-depth coverage than is offered in core courses. Electives are not required for progression to the next higher career level (also known as Core Plus).

**Equivalent Course:** A course that has been determined by the DAU to contain the level of knowledge that would enable individuals who take the course to perform as if they had completed the comparable, designated, mandatory course.

**Fulfillment:** The process by which acquisition workforce members may satisfy mandatory training requirements based on previous experience, education, and/or alternative training successfully completed and documented based on course competency standards and procedures. Fulfillment may be granted by the Functional Advisor (FA) of the career field upon application on a case-by-case basis.

**Functional Area:** Segments of the acquisition process responsible for a specific area of expertise, such as contracting and purchasing, personal property management, financial assistance, project management, program management, and contractor human resource management.

**Grandfathering:** The granting of a certification in a career field by virtue of incumbency in that career field. None of the certification programs covered under this Order provide for certification based on grandfathering.

**Individual Development Plan (IDP):** A document used to plan an employee's education, training, and experience needs. It should specify developmental needs as well as those required in support of the career field position. Developing the plan is a joint effort of the employee, supervisor, and possibly other knowledgeable persons in the training and/or acquisition fields.

**Key Leadership Positions (KLPs)** are a subset of CAPs designated by the CAE based on the critical nature of the acquisition program or effort involved and the criticality of that position to the success of that program or effort. These positions represent a significant level of responsibility and authority and warrant special management attention to qualification and tenure requirements.

**Micro-purchase:** Acquisition of supplies or services (except construction), the aggregate amount of which does not exceed \$3,000. For construction contracts subject to the Davis Bacon Act, the limit is \$2,000. For services contracts subject to the Service Contract Act, the limit is \$2,500.

**Personal Property Management:** The development, implementation, and administration of policies, programs, and procedures for the effective and economical acquisition, receipt, control, storage, issue, use, physical protection, care and maintenance, determination of requirements and maintenance of related operating records, and disposal, as appropriate, for Government personal property exclusive of accounting records.

**Program Manager (PM):** For the sake of this document, a program manager is a person responsible and accountable for managing a Program, including the identification of requirements and prioritizing, authorizing, measuring, integrating, and controlling the program activities.

**Quantitative Methods:** One of the disciplines that may be credited toward meeting part of the education requirement for GS-1102 positions and warrant authority above the micro purchase threshold. Quantitative methods courses are those courses in mathematics applied to business and management such as statistics, operations research, and mathematics normally taught in schools of business and management. Pure mathematics, e.g., calculus and differential equations, should not be considered quantitative methods courses.

**Significant Potential for Advancement:** The potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

**Subject Matter Expert (SME):** The Headquarters person designated by the Acquisition Career Manager as the authoritative expert in a particular functional area, including competencies needed.

**Waiver:** An approval to encumber an acquisition position or hold a warrant above the micro purchase threshold without meeting all of the ACMP requirements.

## List of Acronyms

ACAT	Acquisition Category
ACDP	Acquisition Career Development Program
ACM	Acquisition Career Manager
ACE	American Council on Education
ACMIS	Acquisition Career Management Information System
ACMP	Acquisition Career Management Program
ACO	Administrative Contracting Officer
CAE	Component Acquisition Executive
CAP	Critical Acquisition Position
CHRIS	Corporate Human Resource Information System
CL/CE	Continuous Learning/Continuous Education
COR	Contracting Officers Representative
CRS	Certified Realty Specialist
DANTES	Defense Activity for Non-Traditional Education Support
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
FA	Functional Advisor
FAC	Federal Acquisition Certification
FAI	Federal Acquisition Institute
FPD	Federal Project Director
HCA	Head of Contracting Activity
IDP	Individual Development Plan
KLP	Key Leadership Position
KO	Contracting Officer
MAIS	Major Acquisition Information System (ACAT IA Programs)
MDAP	Major Defense Acquisition Programs (ACAT I Programs)
NSPS	National Security Personnel System
OFPP	Office of Federal Procurement Policy
OPM	Office of Personnel Management
PCD	Position Category Description
PD	Position Description
PM	Program Manager
SES	Senior Executive Service
SME	Subject Matter Expert
SSB	Senior Steering Board
TPO	Technical Project Officer
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics

## AT&L Position Requirements

Position	Position Requirements
<b>General AT&amp;L Positions</b>	AT&L career field certification at the level established for the AT&L position.
	Special Statutory requirements as described in Appendix D.
	80 hours of continuous learning activities bi-annually, with a goal of participating in at least 40 hours annually.
<b>CAP (Non-KLP) Positions</b> (These are in addition to General AT&L Position Requirements)	Member of the Acquisition Corps.
	Level III Certification in primary career field.
	3-year tenure period.
<b>KLP</b> (These are in addition to General AT&L Position Requirements)	Member of the Acquisition Corps.
	Level III Certification in primary career field
	3-year tenure period for all except DRPM/DDRPM and ACAT I PM/DPM.
	4-year tenure period for DRPM/DDRPM and ACAT I PM/DPM. Tenure may be tailored to the unique requirements of the specific program or effort, such as significant milestones or events.

## Special Statutory Requirements for AT&L Positions

Position	Statutory Requirement
<b>Flag General Officers and SES</b>	<ul style="list-style-type: none"> <li>• 10 years acquisition experience in an AT&amp;L position, at least 4 years of which performed while assigned to a CAP.</li> </ul>
<b>Program Executive Officer (PEO)</b> <i>(This is a KLP)</i>	<ul style="list-style-type: none"> <li>• 10 years acquisition experience in an AT&amp;L position, at least 4 years of which performed while assigned to a CAP.</li> <li>• Served as a PM or DPM.</li> <li>• DAU PM Course: PMT 352 and PMT 401 (or predecessor course PMT 301 or PMT 302).</li> <li>• DAU Executive PM Course: PMT 402 (or predecessor course PMT 303).</li> <li>• Tenure period: 3 years or as tailored by CAE based on unique program requirements</li> <li>• Execute a written tenure agreement.</li> </ul>
<b>PM for MDAPs (ACAT I/IA)</b> <i>(This is a KLP)</i>	<ul style="list-style-type: none"> <li>• 8 years acquisition experience with at least 2 years in a program office or similar organization.</li> <li>• DAU PM Course: PMT 352 and PMT 401 (or predecessor course PMT 301 or PMT 302).</li> <li>• DAU Executive PM Course: PMT 402 (or predecessor course PMT 303).</li> <li>• Tenure period: Milestone closest to 4 years or as tailored by CAE based on unique program requirements.</li> <li>• Execute a written tenure agreement.</li> </ul>
<b>DPM for MDAPs (ACAT I/IA)</b> <i>(This is a KLP)</i>	<ul style="list-style-type: none"> <li>• 6 years acquisition experience with at least 2 years in a program office or similar organization.</li> <li>• DAU PM Course: PMT 352 and PMT 401 (or predecessor course PMT 301 or PMT 302).</li> <li>• DAU Executive PM Course: PMT 402 (or predecessor course PMT 303).</li> <li>• Tenure period: Milestone closest to 4 years or as tailored by CAE based on unique program requirements.</li> <li>Execute a written tenure agreement.</li> </ul>
<b>PM for Significant Non-major Programs (ACAT II)</b> <i>(This is a KLP)</i>	<ul style="list-style-type: none"> <li>• 6 years acquisition experience.</li> <li>• DAU PM Course: PMT 352 and PMT 401 (or predecessor course PMT 301 or PMT 302).</li> <li>• DAU Executive PM Course: PMT 402 (or predecessor course PMT 303).</li> <li>• Tenure period: 3 years or as tailored by CAE based on unique program requirements</li> <li>Execute a written tenure agreement</li> </ul>
<b>DPM for Significant</b>	<ul style="list-style-type: none"> <li>• 4 years acquisition experience.</li> <li>• DAU PM Course: PMT 352 and PMT 401(or predecessor course PMT</li> </ul>

<b>Non-major Programs (ACAT II)</b>	<p>301 or PMT 302).</p> <ul style="list-style-type: none"> <li>• DAU Executive PM Course: PMT 402.</li> <li>• Tenure period: 3 years or as tailored by CAE</li> </ul> <p>Execute a written tenure agreement.</p>
<b>Civilian GS-1102 (and similar Military positions)</b>	<ul style="list-style-type: none"> <li>• Contracting Special Statutory Requirements and exceptions to those requirements are addressed in the Defense Federal Acquisition Regulation, Subpart 201.603, Selection, Appointment, and Termination of Appointment.</li> <li>• Baccalaureate degree from an accredited educational institution.</li> <li>• 24 semester credit hours (or the equivalent) in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organizational management.</li> <li>• Exceptions to education requirements: The above education requirements do not apply to a DoD employee or member of the Armed Forces who: <ul style="list-style-type: none"> <li>• Served as a contracting officer with authority to award or administer contracts in excess of the Simplified Acquisition Threshold on or before September 30, 2000.</li> <li>• Served in an 1102 position (or comparable military position) on or before September 30, 2000.</li> <li>• Enlisted service members are certified under the authority of USC 10, Chapter 87, Chapter 1724(f) and do not require a baccalaureate degree.</li> </ul> </li> </ul>
<b>Contracting Officers that Award or Administer Contracts above the Simplified Acquisition Threshold</b>	<ul style="list-style-type: none"> <li>• Complete all contracting courses required for the grade.</li> <li>• 2 years of experience in a contracting position.</li> <li>• GS-1102 education requirements for a degree and 24 semester hours.</li> <li>• Meet any additional requirements established, based on the dollar value and complexity of the contracts awarded or administered in the position.</li> <li>• Exceptions to education requirements: Same as those for Civilian GS-1102 (and similar military positions).</li> </ul>

[RESERVED]

Acquisition Corps Membership Criteria

<p><b>EDUCATION:</b> Degree and credit hours <i>must be recorded on a college transcript</i> from an institution of higher education that is accredited by a regional agency, which is approved by the Secretary of Education to grant accreditation. Quarter or trimester-hours must be converted to semester hours</p>	<p><b>One</b> of the following:</p> <p><input type="checkbox"/> Baccalaureate degree from an accredited educational institution, <i>or</i></p> <p><input type="checkbox"/> On 1 October, 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.</p>
	<p><b>One</b> of the following:</p> <p><input type="checkbox"/> 24 semester credit hours from among the following disciplines: <i>accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.</i></p> <p><input type="checkbox"/> 24 semester credit hours in the person’s career field and 12 semester credit hours in the disciplines listed above in italics. Credit hours within the person’s career field may also satisfy the requirement for part or all of the 12 credit hours “in the disciplines listed above.” The same hours may be used to meet both requirements.</p> <p><input type="checkbox"/> 24 semester credit hours in the person’s career field and training equivalent to 12 semester credit hours in the disciplines listed above in italics.</p> <p><input type="checkbox"/> On 1 October 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.</p>
<p><b>CERTIFICATION LEVEL</b></p>	<p><b>One</b> of the following:</p> <p><input type="checkbox"/> DoD civilian employee or military member certified at Level II or above in an AT&amp;L Career Field.</p> <p><input type="checkbox"/> Individual from outside DoD selected for a critical acquisition position – qualified for certification at AT&amp;L career level II or above.</p>
<p><b>POSITION AND RANK</b></p>	<p><b>One</b> of the following:</p> <p><input type="checkbox"/> DoD Civilian applicant: Must occupy a designated DON AT&amp;L position requiring Level III certification or highest certification level identified for the career field.</p> <p><input type="checkbox"/> DoD Military applicant: Must be a Marine Corps Major or Navy Lieutenant Commander or higher.</p> <p><input type="checkbox"/> Non-DoD applicant: Must be tentatively selected for a Critical Acquisition Position (CAP).</p>
<p><b>EXPERIENCE</b></p>	<p><input type="checkbox"/> 4 years of service in an AT&amp;L position either in the DoD or in a comparable position in industry or government.</p> <ul style="list-style-type: none"> <li>• Up to 12 months of time spent pursuing a program of training or education in acquisition may be substituted for an equal amount of acquisition experience.</li> <li>• For Unrestricted Line (URL) Officers only: up to 18 months of acquisition experience may be credited for the same amount of time in a command tour when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management and interface with the materiel establishment(s).</li> </ul>
<p><b>Other</b></p>	<p><input type="checkbox"/> CDR command screen for Surface Warfare and Submarine Warfare officers only.</p>

<b>CRITICAL ACQUISITION POSITION SERVICE AGREEMENT</b>	
<p>Required under the Defense Acquisition Workforce Improvement Act (DAWIA), Section 1201 of the National Defense Authorization Act for Fiscal Year 1991 dated November 5, 1990, Title 10 U.S.C. Chapter 87, as amended.</p>	
<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> P.L. 101-510, Title XII, "Defense Acquisition Workforce Improvement Act"; Title 10, Sections 1701-1764; and Executive Order 9397, as amended.</p> <p><b>PRINCIPAL PURPOSE(S):</b> Completion of a service agreement is required for individuals assigned to or selected to fill a Critical Acquisition Position (CAP) on and after October 1, 1993.</p> <p><b>ROUTINE USE(S):</b> None.</p> <p><b>DISCLOSURE:</b> Voluntary; however, a selectee will not be eligible for appointment to, and an incumbent will not be eligible to retain employment in, a position designated as a Critical Acquisition Position if the requested information is not provided.</p>	
<p><b>1. SELECTEE NAME</b> <i>(Last, First, Middle Initial)</i></p> <p>Smith, Jane A</p>	<p><b>2. AT&amp;L CAREER FIELD</b></p> <p>C = Contracting</p>
<p><b>3. SERIES/DESIGNATOR</b></p> <p style="text-align: center;">1102</p>	<p><b>4. GRADE/RANK</b></p> <p style="text-align: center;">GS-14</p>
<b>5. WORKFORCE SERVICE AGREEMENT</b>	
<p>POSITION TITLE: Supervisory Contract Negotiator</p> <p>AT&amp;L POSITION CATEGORY: C = Contracting</p> <p>POSITION NUMBER: XXXXXXXXX</p> <p>COMPONENT: Army</p> <p>ORGANIZATION: PEO Soldier</p> <p>UNIT IDENTIFICATION CODE: XXXXXXXXX</p> <p>POSITION START DATE: 08/01/05</p> <p>DATE TENURE PERIOD ENDS: 07/31/08</p>	
S A M P L E	
<p>In accepting this Critical Acquisition Position (CAP) that is not designated as a Key Leadership Position, I agree to the three year tenure period in accordance with the Defense Acquisition Workforce Improvement Act. I further understand that I may not be assigned to a CAP unless a written service agreement is executed to remain in Federal service in that position for a tenure period of at least three (3) years. The obligation incurred by this agreement will remain in effect unless and until waived.</p> <p>The following actions are acceptable deviations from this CAP tenure agreement and do not require a waiver: Promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment.</p>	
<b>6. I understand and accept the terms of this agreement.</b>	
<p><b>a. SELECTEE'S SIGNATURE</b></p> <p style="font-size: 1.2em;"><i>Jane A. Smith</i></p>	<p><b>b. DATE</b></p> <p style="text-align: center;">08/01/05</p>
<p><b>c. APPROVING OFFICIAL SIGNATURE</b></p> <p style="font-size: 1.2em;"><i>Robert M. James</i></p>	<p><b>d. TITLE</b></p> <p>Component Acquisition Executive or appropriate official's title, if delegated</p> <p><b>e. DATE</b></p> <p style="text-align: center;">08/01/05</p>

DD FORM 2888, JUL 2005

ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) WORKFORCE POSITION REQUIREMENTS OR TENURE WAIVER <i>(Refer to the DoD Desk Guide and DoD Component procedures when preparing this form.)</i>				
PART I - ROUTING/COORDINATION				
1.a. FROM <i>(Component/Organization/Office Symbol and Address)</i>	b. COORDINATION/VIA <i>(Name, Title, Organization, Telephone)</i>	c. COORDINATION/VIA <i>(Name, Title, Organization, Telephone)</i>		
2. TO <i>(Waiver Approval Authority) (Organization/Office Symbol and Address)</i>				
PART II - POSITION DATA				
3. POSITION NUMBER	4. POSITION TITLE		5. REQUIRED GRADE/RANK	
6. UIC	7. OCC SERIES/SPECIALTY	8. AT&L POSITION CATEGORY		9. REQUIRED CERTIFICATION LEVEL
10. POSITION TYPE		11. SPECIAL ACQUISITION ASSIGNMENT		12. PROGRAM TYPE
PART III - IDENTIFICATION AND PERSONAL DATA				
13.a. LAST NAME		b. FIRST NAME	c. MI	14. RANK/GRADE
15. SSN				
PART IV - WAIVER TYPE/INFORMATION <i>(Complete either Item 16 OR Item 17)</i>				
16. POSITION REQUIREMENTS WAIVER <i>(Enter "X", when applicable, and complete a., b., and c.; explain in Item 18.)</i>				
a. POSITION REQUIREMENT(S) TO BE WAIVED <i>(Select a different requirement in each block and explain in Item 18.)</i>				
(1)		(2)		(3)
b. DUE TO ABSENCE OF REQUIRED: <i>(Select all applicable and explain in Item 18.)</i>				
(1) EDUCATION			(2) TRAINING	
(3) EXPERIENCE				
c. WAIVER DURATION:		DURATION OF ASSIGNMENT	TARGET DATE FOR MEETING REQUIREMENT(S) <i>(DD-MMM-YYYY)</i> :	
17. TENURE WAIVER <i>(Enter "X", when applicable, and specify current and requested release dates; explain in Item 18.)</i>				
a. CURRENT TENURE EXPIRATION DATE <i>(DD-MMM-YYYY)</i> :			b. REQUESTED RELEASE DATE FROM TENURE <i>(DD-MMM-YYYY)</i> :	
18. REASON/EXPLANATION <i>(Explain the exceptional circumstances justifying the waiver. For Position Requirements Waiver, also address the individual's ability to perform in the position while working to achieve the standards.) (Continue on back if necessary.)</i>				
19. REQUESTING MANAGEMENT OFFICIAL				
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER			b. REQUESTING MANAGEMENT OFFICIAL SIGNATURE	
			c. DATE <i>(DD-MMM-YYYY)</i>	
20. REQUESTING OFFICIAL WAIVER POINT OF CONTACT <i>(Name, title, organization, and telephone number)</i>				
PART V - DISPOSITION				
21. APPROVING OFFICIAL				
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER				
b. APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO		c. APPROVING OFFICIAL SIGNATURE		d. DATE <i>(DD-MMM-YYYY)</i>
22. APPROVING OFFICIAL COMMENTS <i>(If required) (Continue on back if necessary.)</i>				



## DAWIA Enhancing Degrees

Business and scientific fields of study enhance the capabilities of acquisition professionals. The table below identifies common fields of study and topics that are considered as DAWIA enhancing degrees. The table is not intended to be all-inclusive.

Field of Study	Includes But Not	Limited To:
Business Business Administration Business Management	Accounting Finance Economics Business Law	Marketing Communications Contracting Data Processing
Management	Industrial Management Supply Chain Management Environmental & Health Human Resource Management	Systems (Program) Mgt. Public Administration Water Resource Management Transportation
Engineering	Civil Industrial Chemical Computer Electrical Community Planning Bioengineering Aerospace	Architectural Aeronautical Astronautical Agricultural Mechanical Geophysical Systems Design
Physical Sciences	Chemistry Physics Geology Nuclear Physics	Biology Psychology Oceanography
Computer Sciences	Mgt. Information Systems	Data Processing
Mathematics	Statistics Quantitative Analysis	Operations Research

<b>FULFILLMENT OF DoD MANDATORY TRAINING REQUIREMENT</b>			
Privacy Act Statement AUTHORITY: PRINCIPAL PURPOSE(S): ROUTINE USE(S): DISCLOSURE: EO 9397, November 1943 (SSN). To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification. The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled. Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose or use of the requested information.			
<b>CHAPTER I -INDIVIDUAL REQUEST</b> <i>(Type or print in ink)</i>			
1. NAME <i>(Last, First, Middle Initial)</i>		2. COURSE NUMBER	
3. COURSE TITLE		4. COURSE LEVEL <i>(Entry, Intermediate, Senior, etc.)</i>	
5. STATEMENT I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.			
6. SIGNATURE		7. DATE SIGNED <i>(YYMMDD)</i>	8. SOCIAL SECURITY NUMBER
9. TITLE		10. SERIES	11. GRADE/RANK
12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL <i>(Entry, Intermediate, Senior, etc.)</i>	15. DATE ENTERED CURRENT LEVEL <i>(YYMMDD)</i>
<b>CHAPTER II -SUPERVISOR'S RECOMMENDATION</b>			
<b>16. CONCURRENCE/NONCONCURRENCE</b> <i>(X one)</i>			
<input type="checkbox"/> a. CONCUR - INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN CHAPTER I.		<input type="checkbox"/> b. DO NOT CONCUR <i>(Return request to individual)</i>	
17. SUPERVISOR SIGNATURE		18. DATE SIGNED <i>(YYMMDD)</i>	
19. DUTY TITLE	20. OFFICE SYMBOL	21. LOCATION	
<b>CHAPTER III -DISPOSITION</b>			
<b>22. APPROVAL/DISAPPROVAL</b> <i>(X one)</i>			
<input type="checkbox"/> a. APPROVED		<input type="checkbox"/> b. DISAPPROVED	
23. SIGNATURE OF APPROVING OFFICIAL		24. DATE SIGNED <i>(YYMMDD)</i>	
25. DUTY TITLE	26. OFFICE SYMBOL	27. LOCATION	

## CONTINUOUS LEARNING/CONTINUING EDUCATION GUIDANCE

### Guidance on Meeting Continuous Learning Points Requirements

These guidelines are generally based on DoD's requirements for achieving continuous learning points (CLPs). Supervisors have flexibility in assigning points and should work with employees to identify appropriate opportunities. Below is guidance on how training, professional activities, education, and experience can be used to meet the CLP requirements. All activities must be job-related.

#### A. Training

- *Completing awareness training.* Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required.
- *Completing learning modules and training courses.* These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions, which include some form of testing/assessment for knowledge gained.
- *Performing Self-Directed Study.* An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.
- *Teaching.* Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules. Teaching is also a part of the Professional Activities category.
- *Mentoring.* Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved. Mentoring is also a part of the experience category.

#### B. Professional Activities

- *Participating in Organization Management.* Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that you are permitted to join under current ethics law and regulation. The employee and supervisor must first ensure that participating in the management of an organization is allowed by the agency.
- *Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences.* Employees can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.
- *Publishing.* Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.

- *Participating in Workshops.* Points should be awarded for workshops with planned learning outcomes.

### C. Education

- *Formal training.* Supervisor should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10 CLP points per CEU.
- *Formal academic programs.* For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

<b>CREDITABLE ACTIVITIES</b>	<b>POINT CREDIT (see note)</b>
<b>Academic Courses*:</b>	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
<b>Training Courses/Modules:</b>	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
<ul style="list-style-type: none"> <li>• Awareness Briefing/Training—no testing/assessment associated</li> <li>• Continuous Learning Modules—testing/assessment associated</li> </ul>	<ul style="list-style-type: none"> <li>• .5 point per hour of instruction</li> <li>• 1 point per hour of instruction</li> </ul>
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
<b>Professional Activities:</b>	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

\*Courses offered by institutions of higher learning

Note :All activities may earn points only in the year accomplished, awarded or published.

### D. Experience

Experience includes on-the-job experiential assignments, and intra/inter-organizational rotational career broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table on the next page.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to the agency, and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

<b>CREDITABLE ACTIVITIES</b>	<b>POINT CREDIT</b>
<b>Experience:</b>	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Integrated Product Team (IPT)/ Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per year
Mentor	Maximum of 5 points per year
<b>Assignment Length (Rotational Assignments or Training with Industry):</b>	<b>Recommended Points:</b>
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

## **Acquisition Career Management Business and Business-Related Coursework**

Below are types of courses that generally satisfy the Qualification Standard requirement for 24-semester hours (or equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

The following course list is based on guidance provided by the Defense Acquisition University to the defense workforce and lists subject areas identified by the American Council on Education for each of the business disciplines listed above. Although not an exhaustive list, this guidance should be used by civilian agencies to determine if certain courses provide enough business instruction to count toward the 24-semester hour business requirement. ACMs should work with their human resources departments to ensure a consistent interpretation of which types of courses should count toward the requirement. This is a guide and not intended to be an inclusive list.

### **Accounting**

Cost Accounting Standards

### **Business Finance**

Business Communications

Business and Personnel

Business Statistics

Cost Analysis

Financial Cost Management

Financial Planning and Analysis

Inventory Management

Resource Planning

Risk Analysis

### **Contracts**

Acquisition Contracting

Acquisition Management

Business Communications in Contract

Writing

Business Contract law

Contract Administration

Contract Law

Contract Management

Contract Pricing and Negotiation

Contracting Management

Cost & Price Analysis

Government Contracting

Government Contract Law

Procurement

Procurement and Contracting

Procurement Management

### **Law**

Commercial or Business Contracts

Contract Law

### **Economics**

Cost and Price Analysis

Cost Analysis

Economic Analysis

Economic Principles and Decision

Making

Economics and Financial Management

Economics

### **Industrial Management**

Automated Systems in Logistics Mgmt.

Civil Engineering Management

Environmental Management

Engineering and Analysis

Logistics Management

Logistics and Materiel Management

Manufacturing Management

Materiel Acquisition Process & Support  
Systems

Property Disposal Management

Supply Management

Systems Management

Systems Engineering Technology

Warehousing Operations

### **Marketing**

Marketing Principles

August 2009

Market Research  
Marketing Management Strategy

Distribution  
Packaging  
Consumer Behavior  
International Marketing

**Organization & Management**

Advanced Management (Math)  
Business  
Business Administration  
Business Management  
Business and Personnel Management  
Computer Programming  
Computer Programming & Systems  
Development  
Computer Sciences, Data Processing  
Data Entry and Automated Systems  
Input  
General Management  
Human Resource Development  
Leadership and Group Decision Process  
Management Science  
Management & Leadership  
Managerial Analysis  
Manpower Management  
Materiel Management  
Methods of Adult Education  
Organizational Behavior  
Personnel Administration  
Principles of Management  
Quality and Reliability Assurance  
Research and Development Management  
Strategic Management

Acquisition Career Management  
Program Handbook  
Survey of Program Operations

**Purchasing**

Basic Purchasing

**Quantitative Methods**

Business Statistics  
Computer Science  
Decision Risk Analysis  
Operations Research  
Probability Statistics  
Quantitative Analysis  
Statistics

**Appendix M**

***Upcoming Changes to the Contracting Curriculum  
in Fiscal Year 2012***

This March 25, 2011 memorandum provides an overview of the curriculum changes at the Defense Acquisition University (DAU), effective October 1, 2011. These changes will better support the training needs and the associated certification training standards of our contracting workforce.

 [Upcoming Changes](#) (275KB)