



**NNSA Policy Letter: BOP-003.0401A**  
**Date: January 31, 2007**

TITLE: NNSA Acquisition Career Development

I. OBJECTIVES: The objectives of this Policy Letter are:

- A. To establish training and certification requirements for the NNSA acquisition workforce.
- B. To define the NNSA Acquisition Workforce as including program management, property management, financial assistance, and contracting and purchasing consistent with the intent of Public Law 93-400. This Policy Letter is the directive governing training and career development for the NNSA Acquisition Workforce.

II. BACKGROUND:

The NNSA ACD program was established through the issuance of NNSA Policy Letter BOP-003.0401 on June 4, 2004.

III. CANCELLATION: NNSA Policy Letter: BOP-003.0401

IV. APPLICABILITY:

- A. NNSA Elements. The requirements of this Policy Letter apply to all elements of NNSA and to the NNSA Acquisition Workforce, defined as individuals working in acquisition, procurement, property management, contracting and purchasing, program management, and financial assistance regardless of series designation (i.e., the NNSA ACD Program is NOT limited to the 1102 series designation.)
- B. Contractors. The requirements of this Policy Letter do not apply to NNSA contractors.

V. REQUIREMENTS.

The provisions of the Department of Energy Acquisition Letter AL-2006-07 and subsequent revisions shall be followed.

## VI. RESPONSIBILITIES:

Responsibilities for implementation of the ACD are detailed in AL-2006-07 and DOE Order 361.1. Additionally:


- A. NNSA Procurement Executive will grant or deny any waivers to the certification requirements on a case-by-case basis.
- B. NNSA Deputy Director, Office of Acquisition and Supply Management is responsible for ensuring each member of the Acquisition Workforce is certified to the career level appropriate to the grade they occupy or to their responsibilities, in accordance with this Policy Letter.
- C. NNSA Service Center Acquisition Program Manager.
  - (1) Identify and publish initial and continuing education opportunities to enhance the progression of Acquisition Workforce members toward the Supply Chain Management emphasis of the long-range NNSA Acquisition Program.
  - (2) In conjunction with the NNSA Deputy Director, manage development of the NNSA Acquisition Career Development Program core curriculum.
  - (3) Ensure adequate funding, planning, delivery, and evaluation of training events.
- C. Managers of Acquisition Professionals. Review IDPs annually and ensure Acquisition Workforce personnel are afforded opportunities to obtain initial Acquisition training and continuous education as set forth within this Policy Letter.
- D. Individual Acquisition Professionals. Prepare and periodically, but not less than annually, update IDPs and submit to supervisors for review and comment.

## VII. REFERENCES:

DOE O 361.1A – Acquisition Career Development Program  
Acquisition Letter AL-2006-07 dtd August 23, 2006

VIII. CONTACT:

Questions concerning this order should be addressed to the NNSA Headquarters Office of Acquisition and Supply Management, NA-63.

A handwritten signature in black ink, appearing to read "David O. Boyd". The signature is fluid and cursive, with the first name "David" and last name "Boyd" clearly legible.

David O. Boyd  
Senior Procurement Executive



Department of Energy  
Acquisition Regulation

No. AL-2006-07  
Date 08/23/06

# ACQUISITION LETTER

This Acquisition Letter is issued by the Procurement Executives of DOE and NNSA.

**Subject: DOE Order 361.1A, Acquisition Career Development Program**

**References:**

DOE O 361.1A, *Acquisition Career Development (ACD) Program*  
Office of Federal Procurement Policy (OFPP) Policy Letter 05-01,  
*Developing and Managing the Acquisition Workforce*  
OFPP Policy Letter 06-01  
OFPP Memoranda, *The Federal Acquisition Certification in Contracting Program*, dated January 20, 2006,

**When is this Acquisition Letter (AL) Effective?**

This AL is effective immediately

**When does this AL Expire?**

This AL remains in effect until superseded or canceled. AL 2005-07 dated 06/03/05 is hereby cancelled.

**Who is the Point of Contact?**

Contact Cynthia Yee, Director, ACD Program, Office of Procurement and Assistance Management, at (202) 287-1666 or by email at [Cynthia.Yee@hq.doe.gov](mailto:Cynthia.Yee@hq.doe.gov) .

Visit our website at [www.pr.doe.gov](http://www.pr.doe.gov) for additional information on Acquisition Letters and other policy issues.

**What is the Purpose of this Acquisition Letter?**

This AL revises the requirements for certification under the ACD Program to conform to the letter and intent of OFPP Policy Letters 05-01 and 06-01 and adds structured continuous learning tracks to maintain certification.

DOE Order 361.1A, Chapter I, Chapter VII, and Chapter VIII, will be modified accordingly.

### **What is the Background?**

OFPP has developed a government-wide curriculum for Federal Acquisition Certification in Contracting (FAC-C). While the curriculum is similar to the Department of Defense model provided under earlier AL, 2005-07, the new Federal certification program requires experience and education as a condition for certification, and adds electives at Levels I, II and III for GS-1102s and GS-1105s. Although Federal certification is not mandatory, DOE certification is. Therefore, members of the DOE Acquisition Workforce will be required to meet the Federal certification program requirements as implemented by this AL. These requirements will ensure that DOE's workforce is competitive with other Federal agencies and facilitate OFPP's goal of an acquisition workforce with a common body of knowledge across all civilian agencies.

As a result of the need to ensure that individuals with delegated responsibilities are properly trained, a new certification program for Contracting Officer Representatives (COR)s is established to ensure that those responsibility for acting on behalf of Contracting Officers have adequate training contract oversight.

Due to training skill gaps that were documented during an intra-Department review, new continuous learning tracks have been established to provide a mechanism to ensure skill gaps are closed within DOE and to also target specific topical areas. This is intended to provide a structured approach, while also offering some degree of flexibility in execution.

### **What is the Guidance?**

- Formal education and experience, in addition to acquisition specific training, is required for certification in contracting
- New training courses are now required to achieve certification, in addition to existing CON courses
  - o Level I – Performance-Based Contracting
  - o Level II – Earned Value Management; and Financial Management
  - o Level III – Project Management; and Property Management
- Formal education and experience, in addition to training, is required for certification in purchasing
- New training courses added for certification, in addition to existing or predecessor CON courses:
  - o Level I – CON 110, 111, 112 and 120; CON 237, Simplified Acquisition Procedures; and DOE/C Web-Training
  - o Level II – CON 204, Intermediate Contract Pricing; and 1 elective
  - o Level III – Earned Value Management
- October 1 is established as a uniform anniversary date by which time all 80 hours of continuous learning must be achieved
- Continuous Learning Tracks established within the GA1102 career field.
- Curriculum stabilized
  - o if certified, remain so regardless of new requirements, which must be taken as continuous learning.
  - o if curriculum changes after individual begins training, will be bound by curriculum

in effect when they begin

- New requirements for non-1102 or 1105 personnel with CO warrant established
- New requirements for certification as COR, with corresponding training
- New guidelines for continuous learning and business-related coursework provided.

## TABLE OF CONTENTS

### Revisions to the ACD Program, Chapter I A DOE O 361.1

Core Career Path Curriculum .....	7
Continuous Learning (CL)/Continuing Education (CE) .....	11
Certification And Curriculum Stability .....	12
Application Process .....	13

### Revisions to the ACD Program, CHAPTER VII of DOE O 361.1 A

Contracting Officer/Contracting Officer Representative Curriculum.....	14
Certification For CORS.....	18
Application Process.....	19

### Revisions to Continuous Learning/Continuing Education Guidance of Chapter VIII

Continuous Learning/Continuing Education (CL/CE).....	20
Contracting Officer Warrant Requirements .....	20

**LIST OF ATTACHMENTS**

**ATTACHMENT A** ..... 21

**Course Descriptions:**

        Strategic Supply Management

        Cost & Performance Management

        Price Productivity Improvement

        Business to Business Marketing

        Transportation and Logistics Management

        Foundations of Leadership

        Leadership Development Program

        Leadership at the Peak

        Project Management Essentials

        Project Management Systems and Practices in DOE

        Project Controls

        Project Risk Management

        Overhead Management of Contracts

        Advanced Contract Pricing

        Activity-Based Costing

**ATTACHMENT B** ..... 24

**FEDERAL ACQUISITION CERTIFICATION – CONTRACTING (GS-1102) LEVEL I**

**ATTACHMENT C** ..... 28

**FEDERAL ACQUISITION CERTIFICATION – CONTRACTING (GS-1102) LEVEL II**

**ATTACHMENT D** ..... 31

**FEDERAL ACQUISITION CERTIFICATION – CONTRACTING (GS-1102) LEVEL III**

**ATTACHMENT E** ..... 34

**ACQUISITION CERTIFICATION – PURCHASING (GS-1105) LEVEL I**

**ATTACHMENT F** ..... 38

**ACQUISITION CERTIFICATION – PURCHASING (GS-1105) LEVEL II**

**ATTACHMENT G** ..... 41

**ACQUISITION CERTIFICATION – PURCHASING (GS-1105) LEVEL III**

**ATTACHMENT H** ..... 43

**CONTRACTING OFFICER REPRESENTATIVE CERTIFICATION REQUEST**



**LIST OF ATTACHMENTS (CONTINUED)**

**ATTACHMENT I .....45**

**GUIDANCE ON MEETING CONTINUOUS LEARNING POINTS REQUIREMENTS OF  
CHAPTER VIII**

**ATTACHMENT J .....48**

**GUIDANCE ON MEETING THE BUSINESS COURSE REQUIREMENTS FOR THE  
CONTRACT SPECIALIST (GS-1102) QUALIFICATION STANDARD OF CHAPTER VIII**

## Revisions to the ACD Program, Chapter I A DOE O 361.1

1. The core career path curriculum for GS-1102s and GS-1105s are amended as follows:

### CORE CAREER PATH CURRICULUM

Career Level	Certification Requirements	
	GS-1102	
<b>Level I</b>	<b>GS05-07</b>	<b>Training Provider</b>
<b>Education:</b>	Baccalaureate Degree <b>OR</b> At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management	
<b>Experience:</b>	1 year of contracting experience	
<b>Training:</b>	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>
	Performance-Based Contracting Minimum of 16 hours	<b>MCI:</b> Performance-Based Service Contracting <b>Colleague Consulting:</b> Performance Based Service Acquisition <b>PMCDP:</b> Performance-Based Contracting
<b>Level II</b>	<b>GS09-12</b>	
<b>Education:</b>	Baccalaureate Degree <b>OR</b> At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management	
<b>Experience:</b>	2 years of contracting experience	

<b>Training:</b>	CON 202 Intermediate Contracting	<b>DAU/DAU- certified provider</b>
	CON 204 Intermediate Contract Pricing	<b>DAU/DAU-certified provider</b>
	CON 210 Government Contract Law	<b>DAU/DAU-certified provider</b>
	Earned Value Management Minimum of 20 hours	<b>PMCDP:</b> Earned Value Management Systems and Project Reporting <b>DAU:</b> Earned Value Management (on-line)
	Financial Management Minimum of 12 hours	<b>USDA:</b> Introduction to Financial Management <b>DAU:</b> BCF 103 Fundamentals of Business Financial Management (on-line) <b>Energy OnLine:</b> Financial Management Series: <ul style="list-style-type: none"> <li>- Fundamental Accounting Concepts</li> <li>- Understanding Financial Statements</li> <li>- Budgeting Essentials</li> <li>- Cash Analysis and Management</li> <li>- Analyzing Financial Statements</li> <li>- AND Inventory Costing and Depreciation</li> </ul> (2 credit hours each; all 6 courses must be taken)
<b>Level III</b>	<b>GS13-15</b>	
<b>Education:</b>	Baccalaureate Degree <b>AND</b> At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management	
<b>Experience:</b>	4 years of contracting experience	

<b>Training:</b>	CON 353 Advanced Business Solutions for Mission Support	<b>DAU/DAU-certified provider</b>
	Project Management Minimum of 24 hours	<b>ESI:</b> Managing Projects, or Project Management for Contracting Professionals <b>PMCDP:</b> Project Management Essentials <b>MCI:</b> Project Management Principles <b>USDA:</b> Project Management <b>Energy OnLine:</b> <ul style="list-style-type: none"> <li>- Project Management: The Fundamentals</li> <li>- Project Management Essentials: Planning a Project</li> <li>- Project Management Essentials: Project Scheduling and Budgeting</li> <li>- Project Management Essentials: Controlling and Closing a Project</li> <li>- Project Management: Time Management</li> <li>- Project Management: Estimating Costs</li> <li>- AND Project Management: Risk Management</li> </ul> (All 7 courses must be taken)
	Property Management Minimum of 16 hours	<b>DAU:</b> IND 100; <b>USDA:</b> Property Management for Custodial Officers
<b>Career Level</b>	<b>Certification Requirements</b>	
	<b>GS-1105</b>	
<b>Level I</b>	<b>GS05</b>	<b>Required Provider</b>
<b>Education:</b>	(Desired) 16 semester hours of undergraduate work with emphasis in business	
<b>Experience:</b>	1 year of experience in purchasing	
<b>Training:</b>	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	<b>DAU/DAU-certified provider</b>

	Contracting	
	CON 237 Simplified Acquisition Procedures (on-line)	<b>DAU/DAU-certified provider</b>
	DOE/C Web-Training	<b>DOE</b>
<b>Level II</b>	<b>GS06-08</b>	
<b>Education:</b>	(Desired) 32 semester hours of undergraduate work with emphasis in business	
<b>Experience:</b>	2 years experience in purchasing	
<b>Training:</b>	CON 202 Intermediate Contract	<b>DAU/DAU-certified provider</b>
	CON 204 Intermediate Contract Pricing	<b>DAU/DAU-certified provider</b>
	1 Elective	
<b>Level III</b>	<b>GS09 &amp; Above</b>	
<b>Education:</b>	(Desired) 64 semester hours of undergraduate work with emphasis in business	
<b>Experience:</b>	3 years of experience in purchasing	
<b>Training:</b>	CON 210 Government Contract Law	<b>DAU/DAU-certified provider</b>
	Earned Value Management	<b>DAU or PMCDP</b>

- ESI - ESI International
- CC - Colleague Consulting
- PMCDP - Project Management Career Development Program, managed by the DOE Office of Engineering and Construction Management
- MCI - Management Concepts Inc.
- USDA - Graduate School, USDA
- AFIT - Air Force Institute of Technology

The **core** certification classes beginning with a “CON” prefix, i.e., CON 100 Shaping Smart Business Arrangements, must be taken from DAU or a DAU-certified provider.

The requirements for certification are cumulative. An individual must meet the requirements for each previous certification level to be certified at the next level. For example, in order to be certified to level II, an individual must have a Baccalaureate Degree or 24 semester hours in business or business related subjects; complete all the level I and II training classes, and have a total of 3 years of contracting experience.

Courses taken prior to this Acquisition Letter may be counted towards the requirements.

2. a. Policy Letter 06-01 requires that acquisition professionals earn 80 hours of skills currency training every 2 years, using October 1 as the anniversary date. Accordingly, the ACD Program will use October 1 as the date by which individuals must earn 80 hours of continuous learning. During the transition period, if an employee is in mid-cycle, they will have until October 1 of that year to obtain the 80 hours of continuous learning. For example, if an individual was certified in January 2005, they will have until October 1, 2007 to obtain the 80 hours.

- b. New continuous learning provisions are provided below.

**CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE)**

- a. GS-1102s

To remain current in contracting knowledge, skills, and techniques, GS-1102s and 1105s will obtain 80 hours of CL/CE 2 years following their initial certification or recertification. If an individual is certified in January 2005, they must obtain 80 hours of CL by October 1, 2007. Failure to do so will result in revocation of the contracting officer’s warrant and may result in reassignment to a position not requiring a contracting officer’s warrant. For those not holding a contracting officer’s warrant, failure to obtain CL/CE hours may result in reassignment to a position not involving contract administration/management. If the Senior Procurement Executive (SPE) chooses to revoke the warrant for failure to meet the CL requirement, the SPE shall direct the Head of the Contracting Activity (HCA) to do so. The HCA shall notify the warrant holder in writing when the revocation is effective, providing enough time to ensure that no unauthorized obligations are made, and direction as to how the employee can correct the situation. The warrant holder must acknowledge this notification in writing. **GS-1102s certified to Level III must pursue one of the below CL/CE tracks as part of their 80 hours of CL/CE.**

**Continuous Learning Tracks**

**Level IV – Non-Mandatory**

Strategic Supply Management  
 Cost and Performance Management  
 Price Productivity Improvement

**Suggested Providers**

Lehigh University (on-line)  
 Lehigh University (on-line)  
 Lehigh University (on-line)

**Expert Level Tracks**

**Supply Chain Management**

Business to Business Marketing  
 Transportation and Logistics Management

Lehigh University (on-line)  
 Lehigh University (on-line)

**Leadership Development**

Foundations of Leadership

Center for Creative Leadership  
 Eckerd College

Leadership Development Program

Center for Creative Leadership  
 Eckerd College

Leadership at the Peak

Center for Creative Leadership  
 Eckerd College

Rotational Assignment with Industry

Not Applicable

**Project Management:**

Project Management Essentials	DOE Project Management Career Development Program (PMCDP)
Project Management Systems and Practices in DOE	DOE PMCDP
Project Controls	DOE
Project Risk Management	DOE PMCDP; ESI: Risk Management USDA: How to Assess and Manage Project Risk

**Cost/Price Analysis:**

Overhead Management of Contracts	DAU CON 232
Advanced Contract Pricing	DAU CON 235
Activity-Based Costing	USDA: Activity-Based Costing

The courses identified for the Level IV and Expert Level Continuous Learning tracks should be construed as subject areas, rather than as specific courses provided by specific providers. The providers indicated are suggestions and are provided for convenience. Other courses offered by local trainers or universities in the subject matter may be used. Course descriptions are provided at Attachment A to determine if other courses are comparable.

Courses taken prior to this Acquisition Letter in these subject areas may count towards the requirements but NOT towards the 80 hours CL/CE if taken prior to the most recent recertification.

At least 40 hours of the requirement for 80 hours of CL/CE every two years must be in one of the above targeted areas. The remaining 40 hours may be obtained through other training activities, such as teaching, self-directed study, mentoring; professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, webinars, and brown-bag lunches, publishing, and attending workshops; or education activities, such as formal training, and formal academic programs. GS-1102s certified to Level I or Level II should focus their CL/CE on completing courses to achieve certification at the next level.

b. GS-1105s:

GS-1105s are encouraged to take courses and pursue experiential opportunities leading to certification in contracting to meet their CL/CE requirements.

3. New certification and curriculum stability provisions are established as follows:

**CERTIFICATION AND CURRICULUM STABILITY**

a. Existing Certifications

Existing certifications and individuals with a DOD certification who transfer to DOE, will retain that existing certification regardless of new requirements made effective by this Acquisition Letter, unless

statutory requirements change. In that event, individuals must complete the new requirement within 36 months of enactment. Failure to complete the new statutory requirements or to justify a waiver will result in loss of certification. GS-1102s are encouraged to fulfill new education or training requirements, whether or not statutorily required, to fulfill their CL/CE requirements prior to taking the tracks established in this AL. Additionally, while individuals certified at a particular level will retain that certification, failure to take the courses identified in this AL as required for certification may make them ineligible for a Federal Certification in Contracting (FAC-C) until they are completed. Certifications from other agencies will be evaluated on a case-by-case basis to determine DOE ACD equivalency, to DOE's ACD requirements.

b. Curriculum Revisions

Individuals under a training program for a particular career level whose curriculum requirements are subsequently changed, are unaffected by the change. For example, if an individual begins the curriculum for a Level III certification under DOE O 361.1 as it existed before the effective date of this AL, they may continue with that curriculum. Similarly, if an individual begins the curriculum for a Level II certification under DOE O 361.1 as it existed before the effective date of the AL, they may continue with that curriculum for Level II only. However, that individual must meet the new curriculum established for Level III certification at the time they begin the training program for the Level III certificate.

4. Individuals currently certified by DOE shall request a FAC-C by using Attachment B,C, or D as appropriate, and provide appropriate information and documentation in accordance with the below process.

**APPLICATION PROCESS**

An individual meeting the FAC-C requirements shall request certification through their immediate supervisor, produce certificates, transcripts, and records that provide evidence that he or she satisfies the requirements for the program. The supervisor should assess the skills and competencies of the applicant and develop a plan for enhancing or adding to the employee's competencies, if appropriate. GS-1102s requesting certification shall use the Request for Federal Acquisition Certification in Contracting (FAC-C); GS-1105s shall use the Request for Acquisition Certification in Purchasing found at Attachment E, F or G as appropriate.

The certification will be issued by the Procurement Executive, representing the achievement of government-wide standards. The Procurement Executive will maintain certification applications at the agency for audit purposes.



**Revisions to the ACD Program, CHAPTER VII of DOE O 361.1 A**

5. New training requirements for Contracting Officers and Contracting Officer Representatives (CORs) are established as follows:

**CONTRACTING OFFICER/CONTRACTING OFFICER REPRESENTATIVE CURRICULUM**

<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	GS-1102 with at least 5 years of progressively complex and responsible experience in negotiation/sealed bidding and performing business administration of 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 Program	80 hours every two years as discussed in Chapter I, section 5; Training in Source Selection Procedures; training in Incentive Contracting
Warrant for Grants and cooperative agreements	GS-102 with at least 3 years of progressively complex and responsible experience in negotiating and performing business administration of grants and/or cooperative agreements	Certified to Level II under the Contracting Program AND certified under the Financial Assistance Career Development Program	80 hours every two years as discussed in Chapter I, section 5
Warrant for Loans and loan agreements	GS-1102 with at least 1 year of progressively complex and responsible experience in negotiating and	Certified to Level II under both the Contracting Program AND the Financial Assistance Career Development Program.	80 hours every two years as discussed in Chapter I, section 5

	performing business administration of price supports, guaranteed market agreements, loans, and loan guarantees. Banking experience is highly desirable.		
Non-1102 or GS-1105 personnel with authority to make individual transactions up to \$2,500 using Government Purchase Card	As established by the field element manager	At least 8 hours covering credit card purchases, such as – (1) self-instruction using training materials from the Government purchase card program, (2) a 1-day training course on the Government purchase card program, or (3) other appropriate training as established by the field element manager	16 hours every 2 years, as prescribed by HCA
Non-1102 or 1105 personnel using Government purchase card and DOE/C-Web for purchases of up to \$25,000 (applies to open market purchases and Federal Supply Scheduled purchases)	A minimum of 6 months Government purchase card and DOE/C-Web buying for micropurchase experience.	Simplified Acquisition Procedures (SAP) training course, such as – (1) CON 237, or (2) DAU certified SAP course, or (3) DOE Sponsored SAP course; and DOE/C-Web operational training class conducted by the Office of Procurement and Assistance Management	16 hours every 2 years, as prescribed by HCA
Non-1102 or 1105s personnel with authority to make simplified acquisitions and	At least 1 year of Government purchase card and DOE/C-Web buying experience for	Certified Level I under the Purchasing Program	80 hours every 2 years, as prescribed by DOE O 361.1 requirements for Level I certification

place orders against Federal Supply Schedules for \$25,000 to \$100,000 using the Government purchase card, DOE/C-Web, purchase orders, or delivery orders	purchases up to \$25,000		in Purchasing
Non-1102 personnel	Warrants Prohibited, but with exception as opposed if by the Procurement Executive least 5 years of progressively complex and responsible experience in negotiation/sealed bidding and performing business administration of procurement. Extensive experience in the GS-1102 or G-1105 job series or directly comparable military experience as a contracting officer is highly desirable	Certified to Level III under the Contracting Program	80 hours every 2 years in acquisition-related fields.
Non-1102 personnel with administrative warrant only, for any of the above functional areas	Same as experience in relevant functional areas except all years are reduced by 50 percent	Certified Level I under the Contracting Program, CON 210, Government Contract Law, and Earned Value Management	80 hours every 2 years, consisting of CON 202 and CON 204
Resident engineer	At least 1 year of appropriate Government experience as a contracting officer representative,	Certified Level I under the Project Management Career Development Program (PMCD), and at least 40 hours	60 hours every 2 years as set forth in the PMCDP

	project manager or other equivalent experience	covering Government Construction Contracting	
Real property	At least 6 years of creditable experience in the Federal real estate field at least 1 year of which is at the journeymen level (GS-11 or above) in four distinct areas of specialty: acquisition by other than lease, leasing except for leases executed under the delegation of lease acquisition authority from GSA, leasing under delegation from GSA, and land management and disposal	Certified under the DOE Real Estate Certification Program	As required by the DOE Real Estate Certification Program
COR, non-management and operating/non-management and integration (non-M&O/non-M&I)		Certified as a COR	40 hours every 2 years consisting of the FAI Refresher Training Course; Project Management and Property Management
COR, M&O/M&I		Certified as a COR, and completion of 8 hours covering contracting officer representative responsibilities for M&O/M&I contracts	40 hours every 2 years consisting of the FAI Refresher Training Course; Project Management and Property Management
COR, Capital Projects and Operating Projects		Certified as a COR and completion of Earned Value Management Systems and Project Reporting, given by the PMCDP	40 hours every 2 years consisting of the FAI Refresher Training Course; Project Management and Property Management

6. A new certification program for CORs is established as follows:

**CERTIFICATION FOR CORs**

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

**CORE COR CERTIFICATION**

Course Subject Area	Minimum Hours	Potential Providers
COR Responsibilities	24 hours	<b>FAI:</b> COR Mentor Program (On-Line) <b>ESI:</b> The COTR Training Program; <b>CC:</b> Contracting Officer (Technical) Representative COR/COTR; <b>NPI:</b> COR/COTR Certification Course; <b>MCI:</b> Contracting Officers Representative Course; <b>USDA Grad School:</b> Comprehensive COTR Workshop
Performance-Based Statements of Work	16 hours	<b>NPI:</b> Developing Performance-Based Work Statements <b>MCI:</b> Performance-Based Service Contracting <b>PMCDP:</b> Performance-Based Contracting <b>USDA:</b> Performance-Based Statements of Work <b>ESI:</b> Performance-Based Service Contracts

Individuals currently holding a COR delegation authority will retain their authority, but are required to meet the new certification requirements set forth above within 18 months of this AL. Failure to do so will result in revocation of their authority. Courses taken prior to this AL may be counted towards the core training requirements.

7. CORs are to request certification in accordance with the following:

## **APPLICATION PROCESS**

An individual meeting the COR Certification requirements shall request certification through their immediate supervisor. The individual is responsible for producing certificates and records that provide evidence that he or she satisfies the requirements for the program. The supervisor should take this opportunity to assess the skills and competencies of the applicant and develop a plan for enhancing or adding to the employee's competencies, if appropriate. CORs requesting certification shall use the Request for Contracting Officer Representative Certification, Attachment H.

The certification will be issued by the ACM, who is responsible for maintaining certification applications at the agency for audit purposes.

## Chapter VII

### Revisions to Continuous Learning/Continuing Education Guidance of Chapter VII

8. DOE O 361.1, Chapter VII, Section 6 is revised to read as follows:

#### **6. CONTINUOUS LEARNING/CONTINUING EDUCATION (CL/CE)**

To remain current in acquisition knowledge, skills and techniques, all members of the acquisition workforce, as defined in DOE O 361.1, must obtain CL/CE in accordance with the requirement set forth in their respective career field certification program. Alternate training may be used, with the concurrence of the head of the contracting activity, based on similarities in subject matter and course content.

9. DOE O 361.1, Chapter VII, Section 7, is revised to read as follows:

#### **7. CONTRACTING OFFICER WARRANT REQUIREMENTS**

All individuals who hold CO warrants, irrespective of job series, are required to obtain CL/CE hours consistent with their career field certification requirements. That is, a non-1102 holding an administrative warrant must be certified to Level I under the Contracting Program and take CON 210, and Earned Value Management. To remain certified, and therefore maintain the warrant, the individual must obtain 80 hours of CL/CE every 2 years. Similarly, to remain certified and therefore maintain their delegation, CORs must obtain 40 hours of CL/CE every 2 years. The specific CL/CE requirements are set forth in the above matrix.

10. Chapter VIII is revised by inserting the guidelines for crediting continuous learning activities and acquisition career development business and business related course work provided as Attachments I and J, respectively.

## **ATTACHMENT A - Course Descriptions**

### **Strategic Supply Management**

A survey course introducing the vital role played by supply management in achieving overall effectiveness for the firm in today's global economy. The course starts by examining the traditional purchasing process and then moves on to an examination of the evolution of purchasing into supply management and finally to the role purchasing plays in improving effectiveness for the entire value chain.

### **Cost & Performance Management**

The student will learn the steps required to effectively develop methods for cost reduction and performance enhancement in the supply chain. The course covers the principles and methodology of Activity Based Costing (ABC) and provides supply chain examples of Activity Based Management (ABM) and its use in developing a performance management system. The next focus of the course will be target costing methods and the use of commodity databases to establish target costs for suppliers. The classroom experience is enhanced through the demonstration of ABC software that has been installed at many supplier locations to help manage costs and provide process based quotes. Finally, the course will demonstrate a web based, collaborative, performance management system using the Balanced Scorecard.

### **Price Productivity Improvement**

A topical workshop aimed at helping students improve their negotiating skills in obtaining better pricing from suppliers by identifying cost reduction opportunities. This is done by developing the following tools: quantity discount analysis, experience curve analysis, learning curve analysis, Stanford B analysis, EOQ analysis, break-even analysis, fixed and variable cost analysis and price productivity analysis. In addition we will also discuss tools that will enable students to conduct supplier financial evaluations and supplier assessments.

### **Business to Business Marketing**

This course focuses on marketing strategies and tactics in firms whose customers are other institutions, not individuals. Topics covered include organizational buying behavior, managing strategic buyer-seller relationships, sales force deployment, communication strategies, and so on. Specific attention is given to the impact of information technology and globalization in the business-to-business context.

### **Transportation and Logistics Management**

The control of physical distribution and inventories; the flow of information, products and cash through integrated supply chains.

### **Foundations of Leadership**

This interactive program creates a foundation for understanding the challenges facing a new manager and for helping the individual improve leadership skills and behaviors at a formative stage in his or her career. Participants learn the essentials of effective leadership, focusing on personal awareness and growth, working relationships, influence skills and conflict resolution. In this enriching three-day program, participants will gain insight into how personality and interaction preferences help or impede the ability to influence others and resolve conflict. They will receive honest evaluations of their leadership styles and behaviors and come away with a tangible and practical development direction.



## **Leadership Development Program**

CCL's flagship leadership development experience, LDP has been in use for 30 years and is ranked as one of the top programs of its kind. Based on the most recent leadership research, this developmental process uses a variety of in-depth self-awareness tools and activities to enhance leadership capabilities. Participants learn strategies for continuous development through extensive assessment, group discussions, self-reflection, small-group activities and personal coaching. LDP alumni typically describe it as the most transformational development experience they have ever had, both personally and professionally.

## **Leadership at the Peak**

This program focuses exclusively on the demands of senior-most leaders, guaranteeing a comfortable, secure environment in which they can evaluate their leadership style and effectiveness and focus on high-level challenges in the company of their peers. It blends self-discovery, self-development and fitness activities and sets it all against a backdrop of current business themes. Held at the Center's Colorado Springs campus, set at the foot of the Rocky Mountains, and also in the mountains near Zurich, Switzerland, this program offers a stimulating setting for reflection and development.

## **Project Management Essentials**

This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 1 certification and information technology (IT) project management certification, but it applies to all levels of project director development. This blended learning course is presented in ten 2-hour televideo conference sessions and one 3-day resident seminar over approximately two months. The course addresses project risk management; earned value management systems (EVMS) and project reporting; life cycle cost estimating; leadership and teambuilding; work breakdown structure (WBS) development and project scope baselines; configuration management; and project planning and resource loaded scheduling.

## **Project Management Systems and Practices in DOE**

This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 1 certification, but it applies to all levels of project director development. This blended learning course is presented in seven 2-hour televideo conference sessions and one 3-day resident seminar over approximately six weeks. The course focuses primarily on the critical decision process promulgated in DOE Capital Assets directives, and it also addresses the Federal budget process, other regulations affecting DOE project management, and Federal project director roles and responsibilities.

## **Project Controls**

This course provides an overview of the project controls system. Topics covered include work organization, planning and scheduling, estimating, budgeting, schedule monitoring, cost monitoring, progress and performance monitoring, project reporting, forecasting, trending and change control, and project funding. Students will become familiar with the concepts of planning and terms used when planning; understand the importance of scheduling, scheduling terminology, and the scheduling process; understand the function of estimating, types of estimates, and roles and responsibilities of the estimate reviewers; understand the concept of establishing a cost baseline; assess the current status of a project, identify deviations to the plan, and implement corrective actions; understand how to monitor costs so that errors and trends can be spotted; understand how to apply performance measurement techniques in analyzing data; identify typical reports generated by, or supported by, Project Controls; understand the trend and change control process; and define the relationship between work management and funds management.

**Project Risk Management**

This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 2 certification and information technology (IT) project management certification, but it applies to all levels of project director development. The course provides participants with knowledge on assessing and quantifying risk, assigning responsibility and managing risk, using tools to assess and manage risk, developing risk mitigation plans, and integrating risk management into project management.

**Overhead Management of Contracts**

This course provides an understanding of industry overhead costs and their impact on seller pricing/business strategies under various acquisition environments with differing contract types. Attendees will understand the development and application of overhead rates used in contract formation, administration, and closeout. The course-integrating case provides hands-on application of the overhead-rate process where students determine their own final overhead rates.

**Advanced Contract Pricing**

From price-based acquisition to the traditional cost-based environment, this course is designed for buyers, price analysts, and contracting officers tasked with obtaining fair and reasonable prices. The course addresses market forces, the market research process, commerciality issues, and cost/price analysis techniques, such as interviewing experts, analogy, decision theory, earned value statistics, parametrics, learning curves, and risk analysis.

**Activity-Based Costing**

This course provides an understanding of way that costs of resources are tied to the activities that consume them in order to learn how to manage the real cost of those activities. The student is introduced to activity-based costing as described in the Federal Accounting Standards Advisory Board Standard #4. Attendees will learn the complete process for sound activity-based costing and discover its advantages over traditional cost accounting methods. Attendees will also learn how to use this information in the organization, management and decision process.

**ATTACHMENT B**

**FEDERAL ACQUISITION CERTIFICATION – CONTRACTING (GS-1102)  
LEVEL I**

**PART A - EMPLOYEE INFORMATION**

Name (Last, First, Middle initial) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

Title, Series, Grade \_\_\_\_\_

---

**PART B – CERTIFICATION REQUIREMENTS**

(Place a check mark in the space to indicate you meet the certification requirements)

1. \_\_\_\_\_ **Education:** Baccalaureate degree and at least 24 hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
2. \_\_\_\_\_ **Experience:** Minimum of one year contracting experience (*SERIES 1102*).
3. \_\_\_\_\_ **Training requirements:** Send all certificates for applicable courses below to the Acquisition Career Manager
4. **Method of Completion** (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (<http://www.dau.mil/catalog/default.asp>).\*

**TRAINING**

**CON 100 SHAPING SMART BUSINESS ARRANGEMENTS**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 110 MISSION SUPPORT PLANNING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 111 MISSION STRATEGY EXECUTION**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 112 MISSION PERFORMANCE ASSESSMENT**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 120 MISSION FOCUSED CONTRACTING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider \_\_\_\_\_; \_\_\_\_\_  
Date Complete

**CON 101 BASICS OF CONTRACTING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider \_\_\_\_\_; \_\_\_\_\_  
Date Complete

**CON 104 PRINCIPLES OF CONTRACT PRICING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider \_\_\_\_\_; \_\_\_\_\_  
Date Complete

**PERFORMANCE-BASED CONTRACTING**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider \_\_\_\_\_; \_\_\_\_\_  
Date Complete

---

**PART C – SIGNATURES**

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor’s Endorsement:**

I recommend the above individual for certification at Level I.

Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director Approval:**

I approve the above individual for certification at Level I.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT C**

**FEDERAL ACQUISITION CERTIFICATION – CONTRACTING (GS-1102)  
LEVEL II**

**PART A - EMPLOYEE INFORMATION**

Name (Last, First, Middle initial) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

Title, Series, Grade \_\_\_\_\_

---

**PART B – CERTIFICATION REQUIREMENTS**

(Place a check mark in the space to indicate you meet the certification requirements)

1. \_\_\_\_\_ **Education:** Baccalaureate degree and at least 24 hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
2. \_\_\_\_\_ **Experience:** Minimum of two years contracting experience (*SERIES 1102*).
3. \_\_\_\_\_ **Training requirements:** Send all certificates for applicable courses below to the Acquisition Career Manager
4. **Method of Completion** (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (<http://www.dau.mil/catalog/default.asp>).\*

**TRAINING**

**CON 202 INTERMEDIATE CONTRACTING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 204 INTERMEDIATE CONTRACT PRICING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 210 GOVERNMENT CONTRACT LAW**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**EARNED VALUE MANAGEMENT**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**FINANCIAL MANAGEMENT**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete



---

**PART C – SIGNATURES**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor's Endorsement:**

I recommend the above individual for certification at Level II.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director Approval:**

I approve the above individual for certification at Level II.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT D**

**FEDERAL ACQUISITION CERTIFICATION – CONTRACTING (GS-1102)  
LEVEL III**

**PART A - EMPLOYEE INFORMATION**

Name (Last, First, Middle initial) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

Title, Series, Grade \_\_\_\_\_

---

**PART B – CERTIFICATION REQUIREMENTS**

(Place a check mark in the space to indicate you meet the certification requirements)

1. \_\_\_\_\_ **Education:** Baccalaureate degree and at least 24 hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
2. \_\_\_\_\_ **Experience:** Minimum of four years contracting experience (*SERIES 1102*).
3. \_\_\_\_\_ **Training requirements:** Send all certificates for applicable courses below to the Acquisition Career Manager
4. \_\_\_\_\_ **Method of Completion** (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (<http://www.dau.mil/catalog/default.asp>).\*

**TRAINING**

**CON 353 ADVANCED BUSINESS SOLUTIONS FOR MISSION SUPPORT**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider \_\_\_\_\_; \_\_\_\_\_  
Date Complete

**PROJECT MANAGEMENT**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider \_\_\_\_\_; \_\_\_\_\_  
Date Complete

**PROPERTY MANAGEMENT**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider \_\_\_\_\_; \_\_\_\_\_  
Date Complete

---

**PART C – SIGNATURES**

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor’s Endorsement:**

I recommend the above individual for certification at Level III.

Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director Approval:**

I approve the above individual for certification at Level III.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT E**

**ACQUISITION CERTIFICATION – PURCHASING (GS-1105) LEVEL I**

**PART A - EMPLOYEE INFORMATION**

Name (Last, First, Middle initial) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

Title, Series, Grade \_\_\_\_\_

---

**PART B – CERTIFICATION REQUIREMENTS**

(Place a check mark in the space to indicate you meet the certification requirements)

1. \_\_\_\_ **Education:** (Desired) 16 semester hours of undergraduate work with emphasis in business.
2. \_\_\_\_ **Experience:** Minimum of one year purchasing experience (*SERIES 1105*).
3. \_\_\_\_ **Training requirements:** Send all certificates for applicable courses below to the Acquisition Career Manager
4. \_\_\_\_ **Method of Completion** (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (<http://www.dau.mil/catalog/default.asp>).\*

**TRAINING**

**CON 100 SHAPING SMART BUSINESS ARRANGEMENTS**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 110 MISSION SUPPORT PLANNING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 111 MISSION STRATEGY EXECUTION**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 112 MISSION PERFORMANCE ASSESSMENT**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours

\_\_\_\_\_  
Course Provider

\_\_\_\_\_  
Date Complete

**CON 120 MISSION FOCUSED CONTRACTING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider ; \_\_\_\_\_  
Date Complete

**CON 101 BASICS OF CONTRACTING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider ; \_\_\_\_\_  
Date Complete

**CON 104 PRINCIPLES OF CONTRACT PRICING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider ; \_\_\_\_\_  
Date Complete

**CON 237 SIMPLIFIED ACQUISITION PROCEDURES (ON-LINE)**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider ; \_\_\_\_\_  
Date Complete

**DOE/C WEB-TRAINING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_ ; \_\_\_\_\_

Course Provider

Date Complete

**PART C – SIGNATURES**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor's Endorsement:**

I recommend the above individual for certification at Level I.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director Approval:**

I approve the above individual for certification at Level I.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**ATTACHMENT F**

**ACQUISITION CERTIFICATION – PURCHASING (GS-1105)  
LEVEL II**

**PART A - EMPLOYEE INFORMATION**

Name (Last, First, Middle initial) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

Title, Series, Grade \_\_\_\_\_

---

**PART B – CERTIFICATION REQUIREMENTS**

(Place a check mark in the space to indicate you meet the certification requirements)

\_\_\_\_\_ **Education:** (Desired) 32 semester hours of undergraduate work with emphasis in business.

1.

2. \_\_\_\_\_ **Experience:** Minimum of two years purchasing experience (*SERIES 1105*).

3. \_\_\_\_\_ **Training requirements:** Send all certificates for applicable courses below to the Acquisition Career Manager

4. \_\_\_\_\_ **Method of Completion** (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (<http://www.dau.mil/catalog/default.asp>).\*

**TRAINING**

**CON 202 INTERMEDIATE CONTRACTING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_; \_\_\_\_\_  
Course Provider Date Complete

**CON 204 INTERMEDIATE CONTRACT PRICING**

(Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_; \_\_\_\_\_  
Course Provider Date Complete

**ONE ELECTIVE**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_; \_\_\_\_\_  
Course Provider Date Complete

---

**PART C – SIGNATURES**

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor’s Endorsement:**

I recommend the above individual for certification at Level II.

Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director Approval:**

I approve the above individual for certification at Level II.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT G**

**ACQUISITION CERTIFICATION – PURCHASING (GS-1105) LEVEL III**

**PART A - EMPLOYEE INFORMATION**

Name (Last, First, Middle initial)\_\_\_\_\_

Social Security Number\_\_\_\_\_

Email Address\_\_\_\_\_

Phone\_\_\_\_\_

Agency Name\_\_\_\_\_

Agency Address\_\_\_\_\_

Title, Series, Grade\_\_\_\_\_

---

**PART B – CERTIFICATION REQUIREMENTS**

(Place a check mark in the space to indicate you meet the certification requirements)

1. \_\_\_\_\_ **Education:** (Desired) 64 semester hours of undergraduate work with emphasis in business
2. \_\_\_\_\_
3. \_\_\_\_\_ **Experience:** Minimum of three years purchasing experience (*SERIES 1105*).
4. \_\_\_\_\_ **Training requirements:** Send all certificates for applicable courses below to the Acquisition Career Manaq
5. \_\_\_\_\_ **Method of Completion** (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (<http://www.dau.mil/catalog/default.asp>).\*

**TRAINING**

**CON 210 GOVERNMENT CONTRACT LAW**

(Y/N) Actual course; \_\_\_\_\_ Date completed or Date Fulfillment Approved

**or Other**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider \_\_\_\_\_; \_\_\_\_\_  
Date Complete

**EARNED VALUE MANAGEMENT**

\_\_\_\_\_  
Course Title and Number of Training Hours  
\_\_\_\_\_  
Course Provider \_\_\_\_\_; \_\_\_\_\_  
Date Complete

---

**PART C – SIGNATURES**

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor’s Endorsement:**

I recommend the above individual for certification at Level III.

Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director Approval:**

I approve the above individual for certification at Level III.

Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT H**

**CONTRACTING OFFICER REPRESENTATIVE  
CERTIFICATION REQUEST**

**PART A - EMPLOYEE INFORMATION**

Name (Last, First, Middle initial)\_\_\_\_\_

Email Address\_\_\_\_\_

Phone\_\_\_\_\_

Agency Name\_\_\_\_\_

Agency Address\_\_\_\_\_

Title, Series, Grade\_\_\_\_\_

---

**PART B – CERTIFICATION REQUIREMENTS**

**CONTRACTING OFFICER REPRESENTATIVE RESPONSIBILITIES**

\_\_\_\_\_

Course Title and Number of Training Hours

\_\_\_\_\_ ; \_\_\_\_\_

Course Provider Date Complete

**PERFORMANCE-BASED STATEMENTS OF WORK**

\_\_\_\_\_

Course Title and Number of Training Hours

\_\_\_\_\_ ; \_\_\_\_\_

Course Provider Date Complete

**COR RESPONSIBILITIES FOR M&O/M&I CONTRACTS, or, EVMS, as  
appropriate**

\_\_\_\_\_

Course Title and Number of Training Hours

\_\_\_\_\_ ; \_\_\_\_\_

Course Provider Date Complete

**PART C – SIGNATURES**

Applicant's Signature\_\_\_\_\_ Date\_\_\_\_\_

**Supervisor's Endorsement:**

I recommend the above individual for certification as a COR.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Director Approval:**

I approve the above individual for certification as a COR.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ATTACHMENT I

### GUIDANCE ON MEETING CONTINUOUS LEARNING POINTS REQUIREMENTS OF CHAPTER VIII

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

- 1) *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.
- 2) *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.
- 3) *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.
- 4) *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.
- 5) *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

- 1) *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.
- 2) *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.



3) *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.

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

C. Education

1) *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.

2) *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

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/interorganizational 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 below.

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 years
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

## ATTACHMENT J

### GUIDANCE ON MEETING THE BUSINESS COURSE REQUIREMENTS FOR THE CONTRACT SPECIALIST (GS-1102) QUALIFICATION STANDARD OF CHAPTER VIII

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 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.

---

<i><b>BUSINESS/MANAGEMENT DISCIPLINE</b></i>	<i><b>AMERICAN COUNCIL ON EDUCATION SUBJECT AREA</b></i>
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 Contracting 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

---

***BUSINESS/MANAGEMENT  
DISCIPLINE***

***AMERICAN COUNCIL ON  
EDUCATION SUBJECT AREA***

Economics

Procurement and Contracting  
Procurement Management  
  
Cost and Price Analysis  
Cost Analysis  
Economic Analysis  
Economic Principles and Decision Making  
Economics and Financial Management  
Economics

Industrial Management

Automated Systems in Logistics  
Management  
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 Engineering  
Technology  
Warehousing Operations

Law

Commercial or Business Contracts  
Contract Law

Organization & Management

Business Administration  
Advanced Management (Math)  
Business  
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

---

***BUSINESS/MANAGEMENT  
DISCIPLINE***

***AMERICAN COUNCIL ON  
EDUCATION SUBJECT AREA***

Materiel Management  
Methods of Adult Education  
Organizational Behavior  
Personnel Administration  
Principles of Management  
Quality and Reliability Assurance  
Research and Development Management  
Strategic Management  
Survey of Program Operations

Purchasing

Basic Purchasing

Quantitative Methods

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

---