



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

AUG 24 2007

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(POLICY AND PROCUREMENT), ASA(ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND LOGISTICS MANAGEMENT),  
ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC

SUBJECT: Contracting Career Field Certification Standard Changes and Core Plus  
Development Guide for FY 2008

This memo highlights the implementation of changes in the Contracting Core Certification Standards, emphasizes Unique Position Training Standards and introduces the Core Plus Development Guide. These changes will be reflected in the Defense Acquisition University 2008 Catalog and will strengthen the Contracting career field while assisting workforce members and supervisors in developing Individual Development Plans (IDP).

The most obvious change is the format of Appendix B, Career Field Certification & Core Plus Development Guides (see Attachment for Contracting excerpt). Although there are significant format changes, the Core Certification Standards for the Contracting career field have only changed as indicated below:

**Level I** – CLC 033 “Contract Format and Structure for DoD E-Business Environment” is required functional training in lieu of an unspecified elective

**Level II** – ACQ 101 “Fundamentals of Systems Acquisition” is required acquisition training in lieu of two unspecified electives

**Level III** – ACQ 201A “Intermediate Systems Acquisition Part A” is required acquisition training and a Harvard Business Management Module is required functional training in lieu of two unspecified electives

Individuals who apply for a certification in Contracting on or after October 1, 2007 must meet these new Core Certification Standards.

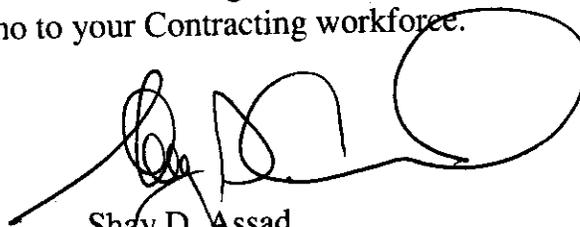


The new format also emphasizes existing Unique Position Training Standards for individuals serving in a contracting position in support of a Major Defense Acquisition Program (including Major Acquisition Information Systems). Workforce members and their supervisors are reminded the requirements for these positions include ACQ 101 (Level I personnel); ACQ 201A (Level II personnel); and ACQ 201B "Intermediate Systems Acquisition" (Level III personnel).

Finally, the Core Plus Development Guide provides recommendations for training, education and experience beyond certification standards that workforce members and their supervisors will want to consider in developing an IDP. Using the Contracting Matrix (also included in the Attachment), with links to current or anticipated Types of Assignments, provides the workforce member with as narrow or wide focus as desired in developing their acquisition knowledge.

DAU has an online video explaining the Core Plus concept which is available at: <http://view.dau.mil/dauvideo/view/eventListing.jhtml?eventid=1583>. Questions regarding the Core Plus concept may be emailed to [CorePlus@dau.mil](mailto:CorePlus@dau.mil).

My point of contact for this matter is Ms. Teresa Brooks, who can be reached at [teresa.brooks@osd.mil](mailto:teresa.brooks@osd.mil) or 703-697-6710. Questions regarding certification procedures should be referred to your Acquisition Career Management representative. Please ensure expeditious distribution of this memo to your Contracting workforce.



Shay D. Assad  
Director, Defense Procurement and  
Acquisition Policy

Attachment  
As stated

cc: Army Director, Acquisition Career Management (SAAL-ZB)  
Navy Director, Acquisition Career Management (ASN/RDA)  
Air Force Director, Acquisition Career Management (SAF/AQX)  
DoD Director, Acquisition Career Management (DAU/AWCM)

## Contracting (*Entry*) Level I

Type of Assignment	Representative Activities
Operational Contracting	Contracting functions in support of post, camp or stations.
Research & Development	Contracting functions in support of research and development.
Systems Acquisition	Contracting functions in support of systems acquisition to include all ACAT programs.
Logistics & Sustainment	Contracting functions performed by the Defense Logistics Agency or by other offices to sustain weapon systems.
Construction/A&E	Contracting functions in support of construction and/or architect and engineering services.
Contingency/Combat Operations	Contracting functions performed in a contingency or combat environment.
Contract Administration Office	Contracting function is primarily focused on contract administration.
Contract Cost/Price Analyst	Contracting function is primarily focused on advanced cost/price analysis.
Small Business Specialist	Contracting function is primarily focused on advising small businesses or on strategies for maximizing use of small businesses.
Other	Contracting functions that perform a variety of assignments or are at a headquarters, secretariat or OSD.

### Core Certification Standards <sup>1</sup>

Acquisition Training <sup>2</sup>	None Required
Functional Training <sup>2</sup>	<ul style="list-style-type: none"> <li>• CON 100: <i>Shaping Smart Business Arrangements</i> R</li> <li>• CON 110: <i>Mission Support Planning</i></li> <li>• CON 111: <i>Mission Planning Execution</i></li> <li>• CON 112: <i>Mission Performance Assessment</i></li> <li>• CON 120: <i>Mission Focused Contracting</i> R</li> <li>• CLC 033: <i>Contract Format and Structure for DoD e-business Environment</i></li> </ul>
Education	<ul style="list-style-type: none"> <li>• Baccalaureate degree <u>and</u></li> <li>• At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 1 year of contracting experience.</li> </ul>

### Unique Position Training Standards <sup>3</sup>

Level I contracting personnel assigned to support a MDAP/MAIS program.	<ul style="list-style-type: none"> <li>• ACQ 101: <i>Fundamentals of Systems Acquisition Management</i></li> </ul>
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### Core Plus Development Guide <sup>4</sup>

Training <sup>2</sup>	Type of Assignment
ACQ 101: <i>Fundamentals of Systems Acquisition Management</i>	All
ACQ 101: <i>Fundamentals of Systems Acquisition Management</i>	X
<i>See Contracting Matrix following the Certification &amp; Core Plus Developmental Guide for Level III in Contracting</i>	
Education	
No Additional Education Specified	
Experience	
No Additional Experience Specified	

<sup>1</sup> These Standards list the training, education and experience required for certification at this level.

<sup>2</sup> A "R" following a course title indicates the course is delivered as resident based instruction.

<sup>3</sup> Workforce members assigned to the position(s) identified should meet the training standard(s) identified within one (1) year of assignment.

<sup>4</sup> When preparing your IDP, you and your supervisor should consider the training, education and experience listed in this Core Plus Developmental Guide if not already completed.

## Contracting (*Intermediate*) Level II

Type of Assignment	Representative Activities
Operational Contracting	Contracting functions in support of post, camp or stations.
Research & Development	Contracting functions in support of research and development.
Systems Acquisition	Contracting functions in support of systems acquisition to include all ACAT programs.
Logistics & Sustainment	Contracting functions performed by the Defense Logistics Agency or by other offices to sustain weapon systems.
Construction/A&E	Contracting functions in support of construction and/or architect and engineering services.
Contingency/Combat Operations	Contracting functions performed in a contingency or combat environment.
Contract Administration Office	Contracting function is primarily focused on contract administration.
Contract Cost/Price Analyst	Contracting function is primarily focused on advanced cost./price analysis.
Small Business Specialist	Contracting function is primarily focused on advising small businesses or on strategies for maximizing use of small businesses.
Other	Contracting functions that perform a variety of assignments or are at a headquarters, secretariat or OSD.

### Core Certification Standards <sup>1</sup>

Acquisition Training <sup>2</sup>	<ul style="list-style-type: none"> <li>ACQ 101: <i>Fundamentals of Systems Acquisition Management</i></li> </ul>
Functional Training <sup>2</sup>	<ul style="list-style-type: none"> <li>CON 214: <i>Business Decisions for Contracting</i></li> <li>CON 215: <i>Intermediate Contracting for Mission Support R</i></li> <li>CON 216: <i>Legal Considerations in Contracting</i></li> <li>CON 217: <i>Cost Analysis and Negotiation Techniques</i></li> <li>CON 218: <i>Advanced Contracting for Mission Support R</i></li> </ul>
Education	<ul style="list-style-type: none"> <li>Baccalaureate degree <u>and</u></li> <li>At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>2 years of contracting experience.</li> </ul>

### Unique Position Training Standards <sup>3</sup>

Level II contracting personnel assigned to support a MDAP/MAIS program.	<ul style="list-style-type: none"> <li>ACQ 201A: <i>Intermediate Systems Acquisition, Part A</i></li> <li>ACQ 201B: <i>Intermediate Systems Acquisition, Part BR</i></li> </ul>
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### Core Plus Development Guide <sup>4</sup>

Training <sup>2</sup>	Type of Assignment
ACQ 201A: <i>Intermediate Systems Acquisition, Part A</i>	All X
<i>See Contracting Matrix following the Certification &amp; Core Plus Developmental Guide for Level III in Contracting</i>	
<b>Education</b>	
Graduate studies in business administration or procurement.	
<b>Experience</b>	
An additional 2 years of contracting experience	

<sup>1</sup> These Standards list the training, education and experience required for certification at this level.

<sup>2</sup> A "R" following a course title indicates the course is delivered as resident based instruction.

<sup>3</sup> Workforce members assigned to the position(s) identified should meet the training standard(s) identified within one (1) year of assignment.

<sup>4</sup> When preparing your IDP, you and your supervisor should consider the training, education and experience listed in this and the lower level Core Plus Developmental Guide if not already completed.

## Contracting (*Advanced*) Level III

Type of Assignment	Representative Activities
Operational Contracting	Contracting functions in support of post, camp or stations.
Research & Development	Contracting functions in support of research and development.
Systems Acquisition	Contracting functions in support of systems acquisition, to include all ACAT programs.
Logistics & Sustainment	Contracting functions performed by the Defense Logistics Agency or by other offices to sustain weapon systems.
Construction/A&E	Contracting functions in support of construction and/or architect and engineering services.
Contingency/Combat Operations	Contracting functions performed in a contingency or combat environment.
Contract Administration Office	Contracting function is primarily focused on contract administration.
Contract Cost/Price Analyst	Contracting function is primarily focused on advanced cost./price analysis.
Small Business Specialist	Contracting function is primarily focused on advising small businesses or on strategies for maximizing use of small businesses.
Other	Contracting functions that perform a variety of assignments or are at a headquarters, secretariat or OSD.

### Core Certification Standards <sup>1</sup>

<b>Acquisition Training <sup>2</sup></b>	<ul style="list-style-type: none"> <li>ACQ 201A: <i>Intermediate Systems Acquisition, Part A</i></li> </ul>
<b>Functional Training <sup>2</sup></b>	<ul style="list-style-type: none"> <li>CON 353: <i>Advanced Business Solutions for Mission Support R</i></li> <li>1 additional course from the Harvard Business Management Modules</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>Baccalaureate degree <u>and</u></li> <li>At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>4 years of contracting experience.</li> </ul>

### Unique Position Training Standards <sup>3</sup>

Level III contracting personnel assigned to or devoting at least 50% of their time in support of a MDAP/MAIS program.	<ul style="list-style-type: none"> <li>ACQ 201B: <i>Intermediate Systems Acquisition, Part BR</i></li> </ul>
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### Core Plus Development Guide <sup>4</sup>

Core Plus Development Guide <sup>4</sup>	Type of Assignment
Training <sup>2</sup>	All
ACQ 201B: <i>Intermediate Systems Acquisition, Part BR</i>	X
<i>See Contracting Matrix following this Certification &amp; Core Plus Developmental Guide</i>	
<b>Education</b>	
Masters degree in business administration or procurement.	
<b>Experience</b>	
An additional 4 years of contracting experience	

<sup>1</sup> These Standards list the training, education and experience required for certification at this level.

<sup>2</sup> A "R" following a course title indicates the course is delivered as resident based instruction.

<sup>3</sup> Workforce members assigned to the position(s) identified must meet the training standard(s) identified within six (6) months of assignment.

<sup>4</sup> When preparing your IDP, you and your supervisor should consider the training, education and experience listed in this and the lower level Core Plus Developmental Guides if not already completed.



