



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: Industrial/Contract Property Management Career Field Certification
Standard Changes and Core Plus Development Guide for FY 2008

This memo highlights the implementation of changes in the Industrial/Contract Property Management Core Certification Standards and introduces the Core Plus Development Guide. The changes will be reflected in the Defense Acquisition University 2008 Catalog and will strengthen the 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 Industrial/Contract Property Management excerpt). Although there are significant format changes, the Core Certification Standards for the career field have only changed as indicated below:

Level II – ACQ 101 “Fundamentals of Systems Acquisition” is required acquisition training in lieu of an unspecified elective

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

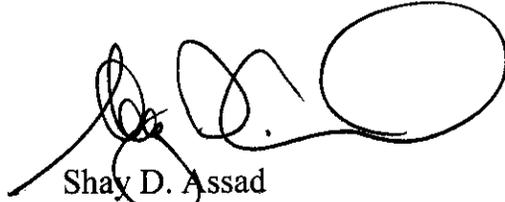
Individuals who apply for a certification in Industrial/Contract Property Management on or after October 1, 2007 must meet these new Core Certification Standards.

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.



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.

My point of contact for this matter is Ms. Teresa Brooks, who can be reached at 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 Industrial/Contract Property Management workforce.



Shay D. Assad
Director, Defense Procurement and
Acquisition Policy

Attachments
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)

Industrial/Contract Property Management (*Entry*) Level I

Type of Assignment	Representative Activities
Industrial and/or Contract Property Management	<ul style="list-style-type: none"> Oversees and manages life cycle processes for Government-owned property being utilized by contractors (i.e., Government property in the possession of contractors and, in some instances, Government-owned contractor-operated plants). Provides advice and assistance on property-related matters during acquisition planning, contract formation, and contract management. Reviews contractor's purchasing system as it pertains to property management. Performs investigations of instances of lost, theft, damage or destroyed government property and grant relief or recommend liability.

Core Certification Standards ¹

Acquisition Training ²	None Required
Functional Training ²	<ul style="list-style-type: none"> CON 100: <i>Shaping Smart Business Arrangements R</i> CON 110: <i>Mission Support Planning</i> CON 111: <i>Mission Planning Execution</i> CON 112: <i>Mission Performance Assessment</i> IND 100: <i>Contract Property Administration and Disposition Fundamentals R</i> IND 103: <i>Contract Property Systems Analysis Fundamentals</i>
Education	Formal education not required for certification.
Experience	<ul style="list-style-type: none"> 1 year of property management experience.

Core Plus Development Guide ³

Training ²	Type of Assignment
ACQ 101: <i>Fundamentals of Systems Acquisition Management</i>	Ind / Con Prop Mgt X

Education

Baccalaureate degree or at least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Experience

No Additional Experience Specified

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

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

³ 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.

Industrial/Contract Property Management (*Intermediate*) Level II

Type of Assignment	Representative Activities
Industrial and/or Contract Property Management	<ul style="list-style-type: none"> • Develops policy and procedures for Government property management. • Oversees and manages life cycle processes for Government-owned property being utilized by contractors (i.e., Government property in the possession of contractors and, in some instances, Government-owned contractor-operated plants). • Provides advice and assistance on property-related matters during acquisition planning, contract formation, and contract management. • Reviews contractor's purchasing system as it pertains to property management. • Performs investigations of instances of lost, theft, damage or destroyed government property and grant relief or recommend liability.

Core Certification Standards ¹

Acquisition Training ²	<ul style="list-style-type: none"> • ACQ 101: <i>Fundamentals of Systems Acquisition Management</i>
Functional Training ²	<ul style="list-style-type: none"> • CON 214: <i>Business Decisions for Contracting</i> • CON 216: <i>Legal Considerations in Contracting</i> • CON 217: <i>Cost Analysis and Negotiation Techniques</i> • IND 200: <i>Intermediate Contract Property Administration and Disposition R</i>
Education	Formal education not required for certification.
Experience	<ul style="list-style-type: none"> • 2 years of experience in an industrial property management position.

Core Plus Development Guide ³

Training ²	Type of Assignment
ACQ 201A: <i>Intermediate Systems Acquisition, Part A</i>	Ind / Con Prop Mgt X
CLM 040: <i>Proper Financial Accounting Treatments for Military Equipment</i>	X
CLM 200: <i>Item Unique Identification</i>	X

Education

Baccalaureate degree or at least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Experience

No Additional Experience Specified

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

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

³ 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.

Industrial/Contract Property Management (*Advanced*) Level III

Type of Assignment	Representative Activities
Industrial and/or Contract Property Management	<ul style="list-style-type: none"> • Develops policy and procedures for Government property management. • Oversees and manages life cycle processes for Government-owned property being utilized by contractors (i.e., Government property in the possession of contractors and, in some instances, Government-owned contractor-operated plants). • Provides advice and assistance on property-related matters during acquisition planning, contract formation, and contract management. • Reviews contractor's purchasing system as it pertains to property management. • Performs investigations of instances of lost, theft, damage or destroyed government property and grant relief or recommend liability.

Core Certification Standards ¹

Acquisition Training ²	<ul style="list-style-type: none"> • ACQ 201A: <i>Intermediate Systems Acquisition, Part A</i>
Functional Training ²	<ul style="list-style-type: none"> • CON 353: <i>Advanced Business Solutions for Mission Support R</i> • 1 additional course from the Harvard Business Management Modules identified in the Core Plus Developmental Guide below.
Education	Formal education not required for certification.
Experience	<ul style="list-style-type: none"> • 4 years of experience in industrial property management positions of increasing responsibility and complexity.

Core Plus Development Guide ³

Training ²	Type of Assignment
	Ind / Con Prop Mgt
ACQ 201B: <i>Intermediate Systems Acquisition, Part BR</i>	X
HBS 104: <i>Leading and Motivating</i>	X
HBS 127: <i>Assessing Performance</i>	X
HBS 128: <i>Coaching</i>	X
HBS 131: <i>Giving and Receiving Feedback</i>	X
HBS 137: <i>Setting Goals</i>	X

Education

Baccalaureate degree or at least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Experience

An additional 4 years of experience in industrial property management

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

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

³ 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.