



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

This memo highlights the implementation of changes in the Purchasing 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 Purchasing excerpt). Although there are significant format changes, the Core Certification Standards for the Purchasing career field have only changed as indicated below:

**Level I** - CLC 010 "Proper Use of Non-DoD Contracts" has been added. Additionally, the certification standards will only accept CON 237 "Simplified Acquisition Procedures", in lieu of also accepting CLC 005 "Simplified Acquisition Procedures."

**Level II** - no change.

**Level III** - certification no longer exists for the Purchasing career field given the representative activities which focus on use of simplified acquisition procedures or placement of orders against pre-established contractual instruments.

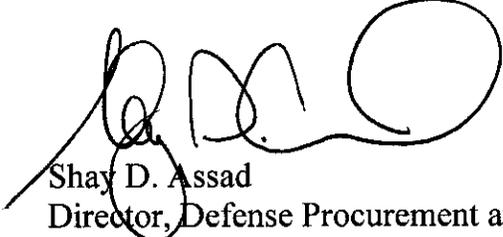
Individuals who apply for a certification in Purchasing on or after October 1, 2007 must meet these new Core Certification Standards.



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](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 Purchasing 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)

## Purchasing (*Entry*) Level I

Type of Assignment	Representative Activities
Purchasing Agent or Supervisory Purchasing Agent	Purchases, rents, or leases supplies, services and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments to support operational requirements.

### 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 R</i></li> <li>• CON 237: <i>Simplified Acquisition Procedures</i></li> <li>• CLG 001: <i>DoD Government Purchase Card continuous learning module</i></li> <li>• CLC 010: <i>Proper Use of Non-DoD Contracts continuous learning module</i></li> </ul>
Education	Formal education not required for certification.
Experience	<ul style="list-style-type: none"> <li>• 1 year of purchasing experience.</li> </ul>

### Core Plus Development Guide <sup>3</sup>

Training <sup>2</sup>	Type of Assignment
	Pur Agt / Sup Pur Agt
CLC 003: <i>Sealed Bidding</i>	X
CLC 004: <i>Market Research</i>	X
CLC 009: <i>Service-Disabled Veteran-Owned Small Business Program</i>	X
CLC 017: <i>Section 803 Competition Requirements</i>	X
CLC 113: <i>Procedures, Guidance and Information (PGI)</i>	X

### Education

16 semester hours of undergraduate work with emphasis in business.

### 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> 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.

## Purchasing (*Intermediate*) Level II<sup>1</sup>

<b>Type of Assignment</b>	<b>Representative Activities</b>
Purchasing Agent or Supervisory Purchasing Agent	Purchases, rents, or leases supplies, services and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments to support operational requirements.

<b>Core Certification Standards <sup>2</sup></b>	
<b>Acquisition Training <sup>3</sup></b>	None Required
<b>Functional Training <sup>3</sup></b>	<ul style="list-style-type: none"> <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 R</i></li> </ul>
<b>Education</b>	Formal education not required for certification.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 2 years of experience in purchasing.</li> </ul>

<b>Core Plus Development Guide <sup>4</sup></b>	<b>Type of Assignment</b>
<b>Training <sup>3</sup></b>	<b>Pur Agt / Sup Pur Agt</b>
ACQ 101: <i>Fundamentals of Systems Acquisition</i>	X
CON 214: <i>Business Decisions for Contracting</i>	X
CON 215: <i>Intermediate Contracting for Mission Support R</i>	X
CON 216: <i>Legal Considerations in Contracting</i>	X
CON 217: <i>Cost Analysis and Negotiation Techniques</i>	X
CON 218: <i>Advanced Contracting for Mission Support R</i>	X
CLC 015: <i>Commercial Acquisition</i>	X
CLC 020: <i>Commercial Item Determination</i>	X
CLC 022: <i>Profit Policy Revisions</i>	X
CLC 023: <i>Commercial Item Determination: Executive Overview</i>	X
CLC 027: <i>Buy American Act</i>	X
CLC 060: <i>Time and Materials Contracts</i>	X
CLC 104: <i>Analyzing Profit or Fee</i>	X
CLC 131: <i>Commercial Item Pricing</i>	X

<b>Education</b>
32 semester hours of undergraduate work with emphasis in business.

<b>Experience</b>
No Additional Experience Specified

<sup>1</sup> Level II is the highest certification level for this career field.

<sup>2</sup> These Standards list the training, education and experience required for certification at this level. To be certified at this level, workforce members must also possess a level I certification in Purchasing.

<sup>3</sup> A "R" following a course title indicates the course is delivered as resident based instruction.

<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. Personnel that have completed all elements of this and the lower level Guide should consider the Guides associated with the Contracting career field for further development.