



# **Transition Plan**

## **Department of Defense Contracting Professional Certification Program**

**January 2022**

Developed by the Contracting Workforce Functional Integration Team (CON FIT), and approved by the Principal Director, Defense Pricing and Contracting, Office of the Under Secretary of Defense for Acquisition and Sustainment, who is the Functional Leader for the DoD contracting community. The CON FIT includes representatives from the Department of the Army, the Department of the Navy, the Department of the Air Force, Defense Logistics Agency, Defense Contract Management Agency, Missile Defense Agency, Washington Headquarters Service, Defense Acquisition University, the Fourth Estate Director, Acquisition Career Management, and Human Capital Initiatives.

## DoD Contracting Professional Certification Transition Plan

**Purpose:** To inform the Contracting Functional Area community of the transition plan to the new DoD Contracting Professional Certification Program, effective 1 February 2022.

**Applicability:** All Contracting Functional Area Workforce members including individuals in positions recoded from Purchasing and Industrial Contract Property Management into the Contracting Functional Area.

**Overview:** In support of the Department of Defense (DoD) Back-to-Basics (BtB) Acquisition Workforce Transformation, the Contracting certification and training framework will transition from a three-level certification structure to a Contracting Professional Certification (single foundational level) based on contracting common competencies. The effective date for the new Contracting Professional Certification is 1 February 2022. The certification will include training, an experience requirement, and an assessment (exam) based on the contracting common competencies. Certification professional currency will be maintained through the requirement for 80 hours of continuous learning every two years. Professional development may include credentials as determined at the Service, Component, or organization level. The below table illustrates the changes between the outgoing three-level certification structure and the new Contracting Professional Certification.

	Outgoing	New (effective 1 Feb 2022)
Levels	Three Levels	Contracting Professional Certification
Education	Baccalaureate degree required.	No degree required for certification, however, 10 U.S. Code § 1724 requires Baccalaureate Degree for 1102 series positions and similar military positions.
Training	Based on Contracting Competency Model published May 2014.	Based on Contracting Common Competencies in the Contracting Competency Model published June 2020.
Experience	Contracting experience: 1 year for Level I 2 years for Level II 4 years for Level III	12 months full time experience applying a representative sample of the Contracting Common Competencies.
Assessment	No exam required.	Exam based on Contracting Common Competencies.
Validation	Agency/organization validates that all of the requirements for a position have been completed and provides official DoD Contracting Professional Certification.	No Change.
Currency	80 hours of Continuous Learning (CL)/2 years – ref DoDI 5000.66.	No change for 80 hours of Continuous Learning (CL)/2 years. Requirements for professional currency will be addressed in an update to DoDI 5000.66.

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### 1. New Certification Effective Date

Effective Date: The effective date for the new Contracting Professional Certification is 1 February 2022.

Individuals certified at any level in contracting (CON), Purchasing (PUR), or Industrial Contract Property Management (ICPM) under the outgoing certification program will retain any previously earned certifications and meet the new DoD Contracting Professional Certification Program requirements. Individuals are advised to retain documentation of prior certifications as part of their record of professional career achievements.

All contracting functional area workforce members hired on or after 1 October 2021 shall pursue the new DoD Contracting Professional Certification.

### 2. End/Sunset outgoing certification plan for CON, PUR, and ICPM

#### a. Defense Acquisition University (DAU) courses

Except for CON 2440V, ACQ 265/V, ACQ 315/V, ACQ 3700V, IND 105V, and IND 205V, all DAU instructor led training (ILT) and virtual instructor led training (VILT) courses required for the outgoing certifications in CON and ICPM will be retired on or before 30 September 2021.

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### b. Predecessor courses for the Contracting Professional Certification:

CON 1100V: CON 091, CON 100, CON 121, and CON 124

CON 1200V: CON 091, CON 100, CON 121, and CON 124

CON 1300V: CON 0072, CON 124, and CON 170

CON 1400V: CON 091 and CON 127

CON 3900V (Exam Prep): None

CON 3990V (Exam): None

### c. Level I

- i. After 31 January 2022, Level I certification will not be issued under the outgoing certification program.
- ii. Individuals who are Level I certified will remain certified at that level and will not be required to pursue the new Contracting Professional Certification program requirements.
- iii. If a workforce member does not complete all training requirements for the outgoing certification at Level I by 31 January 2022, they shall pursue the new Contracting Professional Certification program requirements or work with their Director, Acquisition Career Management (DACM)/Director, Acquisition Talent Management (DATM) office for available options, if any.
- iv. If a workforce member does not meet the experience requirements necessary to achieve Level I certification under the outgoing certification program by 31 January 2022, then individuals should work with their DACM/DATM offices for available options, if any.

### d. Level II or III

- i. After 31 January 2022, Levels II and III certification will not be issued under the outgoing certification program.
- ii. Individuals who are Level II or III will remain certified at that level and will not be required to pursue the new Contracting Professional Certification program requirements.
- iii. If a workforce member is already certified at least Level I in the outgoing Contracting Professional Certification program and is enrolled in courses required for Level II or III certification, consider the need for the training based on the individual's position needs, Individual Development Plan, and Service or Component guidance to determine if the individual should complete the course(s).

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### e. Grace Period

- i. The outgoing certification program will transition on 1 February 2022. Individuals who have not achieved at least a Level 1 certification prior to the transition date should work with their DACM/DATM offices for available options, if any.
- ii. Upon issuance of the updated DoDI 5000.66, the grace period to meet position requirements for the DoD Contracting Professional Certification will be 3 years.

### **3. Education**

A baccalaureate degree is not required for the DoD Contracting Professional Certification Program, however, the 1102 occupational series, or equivalent military position, requires a baccalaureate degree upon hire into the Federal Government. The requirement for a baccalaureate degree from an accredited academic institution, and exceptions, if any, are addressed in 10 U.S. Code § 1724 and the DoDI 5000.66, “Defense Acquisition Workforce Education, Training, Experience, and Career Development Program.”

### **4. Transition**

Individuals coded into the Contracting Functional Area and certified at any level in CON, PUR, or ICPM under the outgoing DoD certification program will retain any previously earned certification(s) and meet the new DoD Contracting Professional Certification Program requirements.

### **5. Purchasing and Industrial Contract Property Management Acquisition Career Fields**

Previously coded Purchasing or Industrial Contract Property Management positions, may be re-coded into the Contracting Functional Area. Occupational series will not change as a result of being coded in the Contracting Functional Area.

### **6. Return to the Contracting Functional Area**

Individuals who can validate certification at any level previously earned in CON, PUR, or ICPM, will retain their certification and will not be required to pursue the new DoD Contracting Professional Certification. This includes individuals currently employed in the Federal government or who are being re-hired into a contracting acquisition-coded position.

### **7. Course Equivalency**

[https://icatalog.dau.edu/student\\_info\\_H.asp](https://icatalog.dau.edu/student_info_H.asp)

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The equivalency program will be updated to align with new Contracting Professional Certification requirements, using the existing equivalency process. Equivalent providers will be able to seek equivalency for the DAU training courses for the DoD Contracting Professional Certification.

### **8. Course Fulfillment**

[https://icatalog.dau.edu/student\\_info\\_H.asp](https://icatalog.dau.edu/student_info_H.asp)

There will be no changes to the course fulfillment process. Course fulfillment is applicable for all DAU training courses.

### **9. Continuous Learning**

No change for 80 hours of Continuous Learning (CL)/2 years for all positions assigned to the Contracting Functional Area. Requirements for professional currency will be addressed in an update to DoDI 5000.66.

### **10. Warranting**

Warranting requirements are managed at the Service or Component level.

### **11. Certification Reciprocity**

Reciprocity for non-DAWIA certifications will be addressed in the update to the DoDI 5000.66.

### **12. Defense Acquisition Credentials**

Definition: The Under Secretaries of Defense (USD) for Acquisition and Sustainment (A&S) and for Research and Engineering (R&E) are jointly sponsoring the Defense Acquisition Credential Program through DAU to evolve today's functional area and knowledge area framework to meet your needs. Defense Acquisition Credentials provide the knowledge and associated skills to perform job-centric, niche, and/or emerging functions in the Department of Defense (DoD) acquisition environment. Credentials are designed to support in-depth, specific training needs of a defense acquisition functional area or cross-functional training needs for several functional areas. Defense acquisition credentials awarded by DAU may be earned by non-acquisition workforce employees and military members of the Department of Defense. Continuous Learning Points may be awarded for completed credentials.

Workforce members may pursue completion of a functional area certification while also pursuing completion of a credential(s). Defense acquisition credentials provide flexibility to meet targeted, job relevant and individual development needs.

Employees and supervisors may plan achievement of credentials as part of the employee's individual development plan. On a case-by-case basis, some

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acquisition jobs may require selected credentials required by supervisors, Service or Component, or Functional Area Leaders.

Contracting credentials are currently being developed by DAU in coordination with the Service or Component Senior Acquisition Executives and will be deployed in phases. Credentials may be required at the Service, Component, or organization level. The current proposed credentials for the Contracting Functional Area are as follows:

- Advanced Contract Administration
- Advanced Cost/Pricing credentials
  - Business Foundations
  - Proposal Analysis
  - Advanced Proposal Analysis
  - Quantitative Methods
  - Contract Financing
  - Incentive Contracting
  - Defective Pricing
  - Commercial Acquisition
  - Contract Pricing Documentation Technical Writing for Cost and Price Analysis
  - Special Topics in Contract Pricing
  - Excel Skills for Data Analytics and Visualization
  - Pricing Tools and Techniques
  - Excel Skills for Business
  - Negotiations
- Architect-Engineer Contracting
- Construction Contracting
- Foundational Contingency Contracting
- Advanced Contingency Contracting
- FMS/International Contracting
- Industrial Contract Property Management
- Logistics & Sustainment Contracting
- Operational Contracting (base, post, camp, station)
- Research & Development Contracting
- Simplified Acquisition Procedures (Purchasing)

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- Services
- Small Business Professional
- Systems Acquisition Contracting
- Other Transactions

Credentials available now by DAU are located at:  
<https://www.dau.edu/training/pages/credentials.aspx>