



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

MAR 25 2011

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND LOGISTICS MANAGEMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Upcoming Changes to the Contracting Curriculum in Fiscal Year 2012

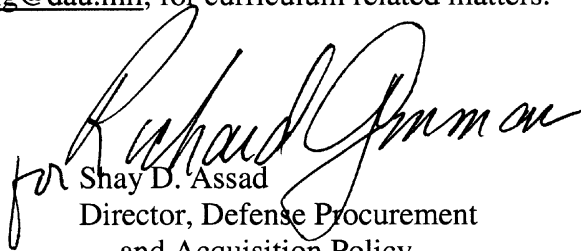
The Under Secretary of Defense for Acquisition, Technology, and Logistics memorandum of September 14, 2010, entitled "Better Buying Power: Guidance for Obtaining Greater Efficiency and Productivity in Defense Spending" coupled with the recent competency assessment for the contracting community, demands strategic contracting course curriculum revision and restructure at the Defense Acquisition University (DAU). The updated curriculum will better support the training needs and the associated certification training standards of our contracting workforce, and reflects the discussions held with senior procurement executives and contracting leaders over the past six months. The curriculum will incorporate more emphasis in the areas of pricing, service contracting, source selection, competition, negotiations, contract administration, and small business participation. As a result of these changes, the training standards associated with the Defense Acquisition Workforce Improvement Act certification levels in the contracting career field will change effective October 1, 2011. There is no impact on the current education and experience standards for the contracting workforce.

The first page of the attachment provides a summary list of the courses required for certification at each level as of October 1, 2011. Pages 2-4 of the attachment provide the course transition plan so that components can properly plan for and meet the certification needs of their workforce members who are in the process of completing their certification requirements. In support of the course transition plan, the last page of the attachment lists the prerequisite requirements for each course listed as a training standard at each level of certification. The transition plan should be used as a reference tool along with current policy on fulfillments, equivalencies and prerequisites to properly manage individual and collective training requirements.

My staff is working closely with the DAU and the contracting functional integrated product team to ensure a smooth transition from the current curriculum to the new curriculum

and the resulting changes to the training standards associated with certification in the contracting career field. This is a significant undertaking and I look forward to your support as we work collectively to improve the capabilities, effectiveness, and readiness of the contracting workforce that will result in providing affordable capabilities to our Warfighters around the globe.

My points of contact for this effort are Ms. Susan Pollack on my staff, 703-697-8336, [susan.pollack@osd.mil](mailto:susan.pollack@osd.mil), for policy and certification related issues, and Mr. Leonardo Manning of DAU, 703-805-2248, [leonardo.manning@dau.mil](mailto:leonardo.manning@dau.mil), for curriculum related matters.

  
for Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy

Attachment:  
As stated

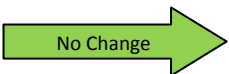
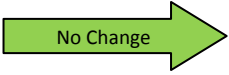

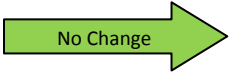

cc:  
Army Director, Acquisition Career Management  
Navy Director, Acquisition Career Management  
Air Force Director, Acquisition Career Management  
Director, Human Capital Initiatives  
Director, Acquisition Career Management (DAU)

**Contracting Career Field  
Training Standards Effective 1 October 2011**

	<b>ID</b>	<b>Course Title</b>	<b>Delivery Method</b>	<b>Length*</b>
<b>Level I</b>	CON 090	Federal Acquisition Regulation (FAR) Fundamentals	Resident	19 days
	CON 100	Shaping Smart Business Arrangements	Distance Learning	20 hours
	CON 115	Contracting Fundamentals	Distance Learning	45 hours
	CON 170	Fundamentals of Cost and Price Analysis	Resident	10 days
	CLC 033	Contract Format and Structure	Distance Learning	2 hours
	CLC 058	Introduction to Contract Pricing	Distance Learning	2 hours
<b>Level II</b>	ACQ 101	Fundamentals of Systems Acquisition Management	Distance Learning	25 hours
	CON 200	Business Decisions for Contracting	Distance Learning	19 hours
	CON 216	Legal Considerations in Contracting	Distance Learning	23 hours
	CON 270	Intermediate Cost and Price Analysis	Resident	8 days
	CON 280	Source Selection and Administration of Service Contracts	Resident	10 days
	CON 290	Contract Administration and Negotiation Techniques in a Supply Environment	Resident	10 days
	CLC 051	Industrial Property	Distance Learning	3 hours
	CLC 056	Analyzing Contract Costs	Distance Learning	TBD
	CLC 057	Performance Based Payments and Value of Cash Flow	Distance Learning	3 hours
	HBS 428	Negotiating	Distance Learning	2 hours
<b>Level III</b>	ACQ 201A	Intermediate Systems Acquisition, Part A	Distance Learning	37 hours
	CON 360	Contracting for Decision Makers	Resident and Distance Learning	10 days and 10 hours
	HBS	Harvard Business Series (Select One) AND Select One of the Below Courses:	Distance Learning	2 hours
	CON 232	Overhead Management of Defense Contracts	Resident	10 days
	CON 235	Advanced Contract Pricing	Resident	10 days
	CON 244	Construction Contracting	Resident	5 days
	CON 250	Fundamentals of Cost Accounting Standards - Part I	Resident	5 days
	CON 334	Advanced Contingency Contracting Officer's Course	Resident	9 days
	ACQ 265	Mission-Focused Services Acquisition	Resident	4 days
	ACQ 370	Acquisition Law	Resident	5 days

\*Courses under development, the length is an estimate

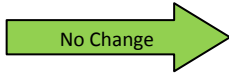

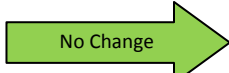
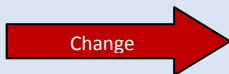

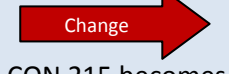
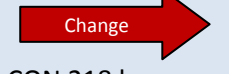
# Contracting Level I Certification Training Standards - Course Transition Plan

Current Training Standards			Training Standards Effective 1 October 2011	
CON 090	Federal Acquisition Regulation (FAR) Fundamentals (Res 19 days)		CON 090	Federal Acquisition Regulation (FAR) Fundamentals (Res 19 days)
CON 100	Shaping Smart Business Arrangements (Distance Learning (DL) 20 hrs)		CON 100	Shaping Smart Business Arrangements (DL 20 hrs)
CON 110	Mission Support Planning (DL 23 hrs)	 Previous courses, collectively, become predecessor courses to CON 115 until 1 October 2013	CON 115	Contracting Fundamentals (DL 45 hrs)
CON 111	Mission Planning Execution (DL 26 hrs)			
CON 112	Mission Performance Assessment (DL 14 hrs)			
CON 120	Mission Focused Contracting (Res 10 days)			
CLC 033	Contract Format and Structure (DL 2 hrs)		CLC 033	Contract Format and Structure (DL 2 hrs)
		 New Requirements	CLC 058	Introduction to Contract Pricing (DL 2 hrs)
			CON 170	Fundamentals of Cost and Price Analysis (Res 10 days)

# Contracting Level II Certification Training Standards - Course Transition Plan

## Current Training Standards

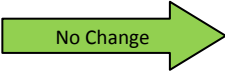
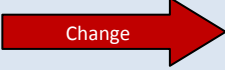

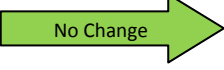
Training Standards Effective 1 October 2011

ACQ 101	Fundamentals of Systems Acquisition Management (DL 25 hrs)		ACQ 101	Fundamentals of Systems Acquisition Management (DL 25 hrs)
CON 214	Business Decisions for Contracting (DL 19 hrs)	 CON 214 becomes predecessor course until 1 October 2013	CON 200	Business Decisions for Contracting (DL 19 hrs)
CON 216	Legal Considerations in Contracting (DL 23 hrs)		CON 216	Legal Considerations in Contracting (DL 23 hrs)
CON 217	Cost Analysis and Negotiation Techniques (Res 5 days)	 CON 217 becomes predecessor course until 1 October 2013	CLC 056	Analyzing Contract costs (hrs TBD)
		 New Requirements	CON 270	Intermediate Cost and Price Analysis (Res 8 days)
			CLC 057	Performance Based Payments and Value of Cash Flow (DL 3 hrs)
			CLC 051	Industrial Property (DL 3 hrs)
			HBS 428	Negotiating (DL 2 hrs)
CON 215	Intermediate Contracting for Mission Support (Res 8 days)	 CON 215 becomes predecessor course until 1 October 2012	CON 280	Source Selection and Administration of Service Contracts (Res 10 days)
CON 218	Advanced Contracting for Mission Support (Res 10 days)	 CON 218 becomes predecessor course until 1 October 2012	CON 290	Contract Administration and Negotiation Techniques in a Supply Environment (Res 10 days)

# Contracting Level III Certification Training Standards - Course Transition Plan

## Current Training Standards

## Training Standards Effective 1 October 2011

ACQ 201A	Intermediate Systems Acquisition, Part A (DL 37 hrs)		ACQ 201A	Intermediate Systems Acquisition, Part A (DL 37 hrs)
CON 353	Advanced Business Solutions for Mission Support (Res 10 days)	 CON 353 becomes predecessor course until 1 October 2013	CON 360	Contracting for Decision Makers (Res 10 days and DL 10 hrs)
		 New Requirement (Pick One)	CON 232	Overhead Management of Defense Contracts (Res 10 days)
			CON 235	Advanced Contract Pricing (Res 10 days)
			CON 244	Construction Contracting (Res 5 days)
			CON 250	Fundamentals of Cost Accounting Standards—Part I (Res 5 days)
			CON 334	Adv Contingency Contracting Officer's Course (Res 9 days)
			ACQ 265	Mission-Focused Services Acquisition (Res 4 days)
			ACQ 370	Acquisition Law (Res 5 days)
HBS	Harvard Business Series (HBS)		HBS	Select one

## Contracting Course Prerequisite Requirements for FY12

Level I		Level II		Level III	
Course	Prerequisite(s)	Course	Prerequisite(s)	Course	Prerequisite(s)
CON 090	None	ACQ 101	None	CON 360	Level II Certification  1 year experience in either CON or IND after receiving certification
CON 100	None	CON 200	CON 170		
CON 115	CON 090	CON 216	CON 200		
CON 170	CON 115 CLC 058	CON 270	CLC 056 CON 170 Level I Certification		
CLC 033	None	CON 280	CON 270 ACQ 101 CLC 051 CLC 057 HBS 428		
CLC 058	None	CON 290	CON 270 ACQ 101 CLC 051 CLC 057 HBS 428		
		CLC 051	None		
		CLC 056	None		
		CLC 057	None		
		HBS 428	None		