

# **Department of Energy Acquisition Regulation**

No. <u>AL-2006-07</u> Date <u>08/23/06</u>

# **ACQUISITION LETTER**

This Acquisition Letter is issued by the Procurement Executives of DOE and NNSA.

Subject: DOE Order 361.1A, Acquisition Career Development Program

#### References:

DOE O 361.1A, Acquisition Career Development (ACD) Program
Office of Federal Procurement Policy (OFPP) Policy Letter 05-01,
Developing and Managing the Acquisition Workforce
OFPP Policy Letter 06-01
OFPP Memoranda, The Federal Acquisition Certification in
Contracting Program, dated January 20, 2006,

#### When is this Acquisition Letter (AL) Effective?

This AL is effective immediately

#### When does this AL Expire?

This AL remains in effect until superseded or canceled. AL 2005-07 dated 06/03/05 is hereby cancelled.

#### Who is the Point of Contact?

Contact Cynthia Yee, Director, ACD Program, Office of Procurement and Assistance Management, at (202) 287-1666 or by email at Cynthia. Yee@hq.doe.gov.

Visit our website at <u>www.pr.doe.gov</u> for additional information on Acquisition Letters and other policy issues.

#### What is the Purpose of this Acquisition Letter?

This AL revises the requirements for certification under the ACD Program to conform to the letter and intent of OFPP Policy Letters 05-01 and 06-01 and adds structured continuous learning tracks to maintain certification.

DOE Order 361.1A, Chapter I, Chapter VII, and Chapter VIII, will be modified accordingly.

#### What is the Background?

OFPP has developed a government-wide curriculum for Federal Acquisition Certification in Contracting (FAC-C). While the curriculum is similar to the Department of Defense model provided under earlier AL, 2005-07, the new Federal certification program requires experience and education as a condition for certification, and adds electives at Levels I, II and III for GS-1102s and GS-1105s. Although Federal certification is not mandatory, DOE certification is. Therefore, members of the DOE Acquisition Workforce will be required to meet the Federal certification program requirements as implemented by this AL. These requirements will ensure that DOE's workforce is competitive with other Federal agencies and facilitate OFPP's goal of an acquisition workforce with a common body of knowledge across all civilian agencies.

As a result of the need to ensure that individuals with delegated responsibilities are properly trained, a new certification program for Contracting Officer Representatives (COR)s is established to ensure that those responsibility for acting on behalf of Contracting Officers have adequate training contract oversight.

Due to training skill gaps that were documented during an intra-Department review, new continuous learning tracks have been established to provide a mechanism to ensure skill gaps are closed within DOE and to also target specific topical areas. This is intended to provide a structured approach, while also offering some degree of flexibility in execution.

#### What is the Guidance?

- Formal education and experience, in addition to acquisition specific training, is required for certification in contracting
- New training courses are now required to achieve certification, in addition to existing CON courses o Level I Performance-Based Contracting
  - o Level II Earned Value Management; and Financial Management
  - o Level III Project Management; and Property Management
- Formal education and experience, in addition to training, is required for certification in purchasing
- New training courses added for certification, in addition to existing or predecessor CON courses:
  - o Level I CON 110, 111, 112 and 120; CON 237, Simplified Acquisition Procedures; and DOE/C Web-Training
  - o Level II CON 204, Intermediate Contract Pricing; and 1 elective
  - o Level III Earned Value Management
- October 1 is established as a uniform anniversary date by which time all 80 hours of continuous learning must be achieved
- Continuous Learning Tracks established within the GA1102 career field.
- Curriculum stabilized
  - o if certified, remain so regardless of new requirements, which must be taken as continuous learning.
  - o if curriculum changes after individual begins training, will be bound by curriculum

in effect when they begin

- New requirements for non-1102 or 1105 personnel with CO warrant established
- New requirements for certification as COR, with corresponding training
- New guidelines for continuous learning and business-related coursework provided.

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## Revisions to the ACD Program, Chapter I A DOE O 361.1

1. The core career path curriculum for GS-1102s and GS-1105s are amended as follows:

## **CORE CAREER PATH CURRICULUM**

	Certification Requirements		
Career			
Level	GS-1102		
Level I	GS05-07	Training Provider	
<b>Education:</b>	Baccalaureate Degree		
	OR		
	At least 24 semester hours among		
	accounting, law, business, finance,		
	contracts, purchasing, economics,		
	industrial management, marketing,		
	quantitative methods, and		
	organization and management		
Experience:	1 year of contracting experience		
Training:	CON 100 Shaping Smart Business	DAU/DAU-certified provider	
	Arrangements		
	CON 110 Mission Support	DAU/DAU-certified provider	
	Planning	D. 177	
	CON 111 Mission Strategy	DAU/DAU-certified provider	
	Execution	DATI/DATI (*C* 1	
	CON 112 Mission Performance	DAU/DAU-certified provider	
	Assessment	DATI/DATI (*C* 1 · 1	
	CON 120 Mission Focused	DAU/DAU-certified provider	
	Contracting  Performance Period Contracting	MCI. Danfarman as Dagad Carrias	
	Performance-Based Contracting Minimum of 16 hours	MCI: Performance-Based Service	
	Willimum of 16 hours	College Consulting: Performance	
		Colleague Consulting: Performance Based Service Acquisition	
		PMCDP: Performance-Based	
		Contracting	
Level II	GS09-12	201111111111111111111111111111111111111	
Education:	Baccalaureate Degree		
	OR		
	At least 24 semester hours among		
	accounting, law, business, finance,		
	contracts, purchasing, economics,		
	industrial management, marketing,		
	quantitative methods, and		
	organization and management		
<b>Experience:</b>	2 years of contracting experience		

Training:	CON 202 Intermediate Contracting	DAU/DAU- certified provider
	CON 204 Intermediate Contract Pricing	DAU/DAU-certified provider
	CON 210 Government Contract Law	DAU/DAU-certified provider
	Earned Value Management Minimum of 20 hours	PMCDP: Earned Value Management Systems and Project Reporting DAU: Earned Value Management (on- line)
	Financial Management Minimum of 12 hours	USDA: Introduction to Financial Management DAU: BCF 103 Fundamentals of Business Financial Management (on- line) Energy OnLine: Financial Management Series: - Fundamental Accounting Concepts - Understanding Financial Statements - Budgeting Essentials - Cash Analysis and Management - Analyzing Financial Statements - AND Inventory Costing and Depreciation (2 credit hours each; all 6 courses must be taken)
Level III	GS13-15	
Education:	Baccalaureate Degree AND At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management	
<b>Experience:</b>	4 years of contracting experience	

Training:	CON 353 Advanced Business	DAU/DAU-certified provider
<b>.</b>	Solutions for Mission Support	1
	Project Management	ESI: Managing Projects, or Project
	Minimum of 24 hours	Management for Contracting
		Professionals
		PMCDP: Project Management
		Essentials
		MCI: Project Management Principles
		USDA: Project Management
		Energy OnLine:
		- Project Management: The
		Fundamentals
		- Project Management
		Essentials: Planning a Project
		- Project Management
		Essentials: Project Scheduling
		and Budgeting
		- Project Management
		Essentials: Controlling and
		Closing a Project
		- Project Management: Time
		Management Management
		- Project Management:
		Estimating Costs
		- AND Project Management:
		Risk Management
		(All 7 courses must be taken)
	Property Management	DAU: IND 100;
	Minimum of 16 hours	USDA: Property Management for
	Tyriminam of 10 hours	Custodial Officers
	Certif	ication Requirements
Career		
Level		GS-1105
Level I	GS05	Required Provider
Education:	(Desired) 16 semester hours of	
	undergraduate work with emphasis in	
	business	
<b>Experience:</b>	1 year of experience in purchasing	
Training:	CON 100 Shaping Smart Business	DAU/DAU-certified provider
9.	Arrangements	<b>P</b>
	CON 110 Mission Support Planning	DAU/DAU-certified provider
	CON 111 Mission Strategy Execution	-
	CON 112 Mission Performance	DAU/DAU-certified provider
	Assessment	1
	CON 120 Mission Focused	DAU/DAU-certified provider

	Contracting	
	CON 237 Simplified Acquisition	DAU/DAU-certified provider
	Procedures (on-line)	
	DOE/C Web-Training	DOE
Level II	GS06-08	
<b>Education:</b>	(Desired) 32 semester hours of	
	undergraduate work with emphasis in	
	business	
<b>Experience:</b>	2 years experience in purchasing	
Training:	CON 202 Intermediate Contract	DAU/DAU-certified provider
	CON 204 Intermediate Contract	DAU/DAU-certified provider
	Pricing	
	1 Elective	
Level III	GS09 & Above	
<b>Education:</b>	(Desired) 64 semester hours of	
	undergraduate work with emphasis in	
	business	
<b>Experience:</b>	3 years of experience in purchasing	
Training:	CON 210 Government Contract Law	DAU/DAU-certified provider
	Earned Value Management	DAU or PMCDP

ESI - ESI International CC - Colleague Consulting

PMCDP - Project Management Career Development Program, managed by

the DOE Office of Engineering and Construction Management

MCI - Management Concepts Inc. USDA - Graduate School, USDA

AFIT - Air Force Institute of Technology

The **core** certification classes beginning with a "CON" prefix, i.e., CON 100 Shaping Smart Business Arrangements, must be taken from DAU or a DAU-certified provider.

The requirements for certification are cumulative. An individual must meet the requirements for each previous certification level to be certified at the next level. For example, in order to be certified to level II, an individual must have a Baccalaureate Degree or 24 semester hours in business or business related subjects; complete all the level I and II training classes, and have a total of 3 years of contracting experience.

Courses taken prior to this Acquisition Letter may be counted towards the requirements.

2. a. Policy Letter 06-01 requires that acquisition professionals earn 80 hours of skills currency training every 2 years, using October 1 as the anniversary date. Accordingly, the ACD Program will use October 1 as the date by which individuals must earn 80 hours of continuous learning. During the transition period, if an employee is in mid-cycle, they will have until October 1 of that year to obtain the 80 hours of continuous learning. For example, if an individual was certified in January 2005, they will have until October 1, 2007 to obtain the 80 hours.

b. New continuous learning provisions are provided below.

#### **CONTINUOUS LEARNING (CL)/CONTINUING EDUCATION (CE)**

a. GS-1102s

To remain current in contracting knowledge, skills, and techniques, GS-1102s and 1105s will obtain 80 hours of CL/CE 2 years following their initial certification or recertification. If an individual is certified in January 2005, they must obtain 80 hours of CL by October 1, 2007. Failure to do so will result in revocation of the contracting officer's warrant and may result in reassignment to a position not requiring a contracting officer's warrant. For those not holding a contracting officer's warrant, failure to obtain CL/CE hours may result in reassignment to a position not involving contract administration/management. If the Senior Procurement Executive (SPE) chooses to revoke the warrant for failure to meet the CL requirement, the SPE shall direct the Head of the Contracting Activity (HCA) to do so. The HCA shall notify the warrant holder in writing when the revocation is effective, providing enough time to ensure that no unauthorized obligations are made, and direction as to how the employee can correct the situation. The warrant holder must acknowledge this notification in writing. **GS-1102s certified to Level III must pursue one of the below CL/CE tracks as part of their 80 hours of CL/CE**.

### **Continuous Learning Tracks**

Level IV – Non-Mandatory	Suggested Providers
Strategic Supply Management	Lehigh University (on-line)
Cost and Performance Management	Lehigh University (on-line)
Price Productivity Improvement	Lehigh University (on-line)

#### **Expert Level Tracks**

**Supply Chain Management** 

Business to Business Marketing Lehigh University (on-line)
Transportation and Logistics Management Lehigh University (on-line)

**Leadership Development** 

Foundations of Leadership Center for Creative Leadership

Eckerd College

Leadership Development Program Center for Creative Leadership

Eckerd College

Leadership at the Peak Center for Creative Leadership

Eckerd College

Rotational Assignment with Industry

Not Applicable

**Project Management:** 

Project Management Essentials DOE Project Management Career

Development Program (PMCDP)

Project Management Systems and

Practices in DOE

DOE PMCDP

Project Controls DOE

Project Risk Management DOE PMCDP;

ESI: Risk Management

USDA: How to Assess and Manage Project Risk

**Cost/Price Analysis:** 

Overhead Management of Contracts
Advanced Contract Pricing

DAU CON 232

DAU CON 235

Activity-Based Costing USDA: Activity-Based Costing

The courses identified for the Level IV and Expert Level Continuous Learning tracks should be construed as subject areas, rather than as specific courses provided by specific providers. The providers indicated are suggestions and are provided for convenience. Other courses offered by local trainers or universities in the subject matter may be used. Course descriptions are provided at Attachment A to determine if other courses are comparable.

Courses taken prior to this Acquisition Letter in these subject areas may count towards the requirements but NOT towards the 80 hours CL/CE if taken prior to the most recent recertification.

At least 40 hours of the requirement for 80 hours of CL/CE every two years must be in one of the above targeted areas. The remaining 40 hours may be obtained through other training activities, such as teaching, self-directed study, mentoring; professional activities, such as attending/speaking/presenting at professional seminars/symposia/conferences, webinars, and brown-bag lunches, publishing, and attending workshops; or education activities, such as formal training, and formal academic programs. GS-1102s certified to Level I or Level II should focus their CL/CE on completing courses to achieve certification at the next level.

b. GS-1105s:

GS-1105s are encouraged to take courses and pursue experiential opportunities leading to certification in contracting to meet their CL/CE requirements.

3. New certification and curriculum stability provisions are established as follows:

#### **CERTIFICATION AND CURRICULUM STABILITY**

a. Existing Certifications

Existing certifications and individuals with a DOD certification who transfer to DOE, will retain that existing certification regardless of new requirements made effective by this Acquisition Letter, unless

statutory requirements change. In that event, individuals must complete the new requirement within 36 months of enactment. Failure to complete the new statutory requirements or to justify a waiver will result in loss of certification. GS-1102s are encouraged to fulfill new education or training requirements, whether or not statutorily required, to fulfill their CL/CE requirements prior to taking the tracks established in this AL. Additionally, while individuals certified at a particular level will retain that certification, failure to take the courses identified in this AL as required for certification may make them ineligible for a Federal Certification in Contracting (FAC-C) until they are completed. Certifications from other agencies will be evaluated on a case-by-case basis to determine DOE ACD equivalency, to DOE's ACD requirements.

#### b. Curriculum Revisions

Individuals under a training program for a particular career level whose curriculum requirements are subsequently changed, are unaffected by the change. For example, if an individual begins the curriculum for a Level III certification under DOE O 361.1 as it existed before the effective date of this AL, they may continue with that curriculum. Similarly, if an individual begins the curriculum for a Level II certification under DOE O 361.1 as it existed before the effective date of the AL, they may continue with that curriculum for Level II only. However, that individual must meet the new curriculum established for Level III certification at the time they begin the training program for the Level III certificate.

4. Individuals currently certified by DOE shall request a FAC-C by using Attachment B,C, or D as appropriate, and provide appropriate information and documentation in accordance with the below process.

#### **APPLICATION PROCESS**

An individual meeting the FAC-C requirements shall request certification through their immediate supervisor, produce certificates, transcripts, and records that provide evidence that he or she satisfies the requirements for the program. The supervisor should assess the skills and competencies of the applicant and develop a plan for enhancing or adding to the employee's competencies, if appropriate. GS-1102s requesting certification shall use the Request for Federal Acquisition Certification in Contracting (FAC-C); GS-1105s shall use the Request for Acquisition Certification in Purchasing found at Attachment E, F or G as appropriate.

The certification will be issued by the Procurement Executive, representing the achievement of government-wide standards. The Procurement Executive will maintain certification applications at the agency for audit purposes.

## Revisions to the ACD Program, CHAPTER VII of DOE O 361.1 A

5. New training requirements for Contracting Officers and Contracting Officer Representatives (CORs) are established as follows:

## CONTRACTING OFFICER/CONTRACTING OFFICER REPRESENTATIVE CURRICULUM

Function	Experience	Minimum Training	Continuous
			Learning
GS-1102s with a	GS-1102 with at	Certified to Level II	80 hours every two
warrant for	least 5 years of	under the	years as discussed in
Procurement	progressively	Contracting	Chapter I, section 5;
contracts, inter-	complex and	Program	Training in Source
Agency agreements	responsible		Selection
and sales contracts	experience in		Procedures; training
	negotiation/sealed		in Incentive
	bidding and		Contracting
	performing business		
	administration of		
	procurement.		
	Extensive		
	experience in the		
	GS-1102 or GS-		
	1105 job series, or		
	directly comparable		
	military experience		
	as a contracting		
	officer is highly desirable		
Warrant for Grants	GS-102 with at least	Certified to Level II	80 hours every two
and cooperative	3 years of	under the	years as discussed in
agreements	progressively	Contracting	Chapter I, section 5
agreements	complex and	Program AND	Chapter 1, section 5
	responsible	certified under the	
	experience in	Financial Assistance	
	negotiating and	Career Development	
	performing business	Program	
	administration of		
	grants and/or		
	cooperative		
	agreements		
Warrant for Loans	GS-1102 with at	Certified to Level II	80 hours every two
and loan agreements	least 1 year of	under both the	years as discussed in
	progressively	Contracting	Chapter I, section 5
	complex and	Program AND the	
	responsible	Financial Assistance	
	experience in	Career Development	
	negotiating and	Program.	

Non-1102 or GS- 1105 personnel with authority to make individual transactions up to \$2,500 using Government Purchase Card	performing business administration of price supports, guaranteed market agreements, loans, and loan guarantees. Banking experience is highly desirable. As established by the field element manager	At least 8 hours covering credit card purchases, such as – (1) self-instruction using training materials from the Government purchase card program, (2) a 1-day training course on the Government purchase card program, or (3) other appropriate training as established by the field element manager	16 hours every 2 years, as prescribed by HCA
Non-1102 or 1105 personnel using Government purchase card and DOE/C-Web for purchases of up to \$25,000 (applies to open market purchases and Federal Supply Scheduled purchases)	A minimum of 6 months Government purchase card and DOE/C-Web buying for micropurchase experience.	Simplified Acquisition Procedures (SAP) training course, such as – (1) CON 237, or (2) DAU certified SAP course, or (3) DOE Sponsored SAP course; and DOE/C-Web operational training class conducted by the Office of Procurement and Assistance Management Certified Level I	16 hours every 2 years, as prescribed by HCA
Non-1102 or 1105s personnel with authority to make simplified acquisitions and	At least 1 year of Government purchase card and DOE/C-Web buying experience for	Certified Level I under the Purchasing Program	80 hours every 2 years, as prescribed by DOE O 361.1 requirements for Level I certification

place orders against Federal Supply Schedules for \$25,000 to \$100,000 using the Government purchase card, DOE/C-Web, purchase orders, or delivery orders	purchases up to \$25,000		in Purchasing
Non-1102 personnel	Warrants Prohibited, but with exception as opposed if by the Procurement Exe cutive least 5 years of progressively complex and responsible experience in negotiation/sealed bidding and performing business administration of procurement. Extensive experience in the GS-1102 or G-1105 job series or directly comparable military experience as a contracting officer is highly desirable	Certified to Level III under the Contracting Program	80 hours every 2 years in acquisition-related fields.
Non-1102 personnel with administrative warrant only, for any of the above functional areas	Same as experience in relevant functional areas except all years are reduced by 50 percent	Certified Level I under the Contracting Program, CON 210, Government Contract Law, and Earned Value Management	80 hours every 2 years, consisting of CON 202 and CON 204
Resident engineer	At least 1 year of appropriate Government experience as a contracting officer representative,	Certified Level I under the Project Management Career Development Program (PMCD), and at least 40 hours	60 hours every 2 years as set forth in the PMCDP

	project manager or other equivalent	covering Government	
	experience	Construction Contracting	
Real property	At least 6 years of creditable experience in the Federal real estate field at least 1 year of which is at the journeymen level (GS-11 or above) in four distinct areas of specialty: acquisition by other than lease, leasing except for leases executed under the delegation of lease acquisition authority from GSA, leasing under delegation from GSA, and land management and	Certified under the DOE Real Estate Certification Program	As required by the DOE Real Estate Certification Program
COR, non-	disposal	Certified as a COR	40 hours every 2
management and operating/non-management and integration (non-M&O/non-M&I)			years consisting of the FAI Refresher Training Course; Project Management and Property Management
COR, M&O/M&I		Certified as a COR, and completion of 8 hours covering contracting officer representative responsibilities for M&O/M&I contracts	40 hours every 2 years consisting of the FAI Refresher Training Course; Project Management and Property Management
COR, Capital Projects and Operating Projects		Certified as a COR and completion of Earned Value Management Systems and Project Reporting, given by	40 hours every 2 years consisting of the FAI Refresher Training Course; Project Management and Property
		the PMCDP	Management

#### NPI – Northwest Procurement Institute

6. A new certification program for CORs is established as follows:

#### **CERTIFICATION FOR CORS**

The intent of the ACD Program and the various chapters contained in it is to establish performance expectations to increase acquisition personnel efficiency and effectiveness on the job. This applies to all members of the acquisition workforce. Accordingly, before assuming the responsibilities of a COR, perspective CORs must be certified as a COR, in accordance with the core curriculum for COR certification program provided below.

#### CORE COR CERTIFICATION

Course Subject Area	Minimum Hours	Potential Providers
COR Responsibilities	24 hours	FAI: COR Mentor Program
_		(On-Line)
		<b>ESI</b> : The COTR Training
		Program;
		CC: Contracting Officer
		(Technical) Representative
		COR/COTR;
		NPI: COR/COTR
		Certification Course;
		MCI: Contracting Officers
		Representative Course;
		USDA Grad School:
		Comprehensive COTR
		Workshop
Performance-Based	16 hours	NPI: Developing
Statements of Work		Performance-Based Work
		Statements
		MCI: Performance-Based
		Service Contracting
		PMCDP: Performance-
		Based Contracting
		<b>USDA</b> : Performance-Based
		Statements of Work
		ESI: Performance-Based
		Service Contracts

Individuals currently holding a COR delegation authority will retain their authority, but are required to meet the new certification requirements set forth above within 18 months of this AL. Failure to do so will result in revocation of their authority. Courses taken prior to this AL may be counted towards the core training requirements.

7. CORs are to request certification in accordance with the following:

#### **APPLICATION PROCESS**

An individual meeting the COR Certification requirements shall request certification through their immediate supervisor. The individual is responsible for producing certificates and records that provide evidence that he or she satisfies the requirements for the program. The supervisor should take this opportunity to assess the skills and competencies of the applicant and develop a plan for enhancing or adding to the employee's competencies, if appropriate. CORs requesting certification shall use the Request for Contracting Officer Representative Certification, Attachment H.

The certification will be issued by the ACM, who is responsible for maintaining certification applications at the agency for audit purposes.

#### **Chapter VII**

## Revisions to Continuous Learning/Continuing Education Guidance of Chapter VII

8. DOE O 361.1, Chapter VII, Section 6 is revised to read as follows:

#### 6. CONTINUOUS LEARNING/CONTINUING EDUCATION (CL/CE)

To remain current in acquisition knowledge, skills and techniques, all members of the acquisition workforce, as defined in DOE O 361.1, must obtain CL/CE in accordance with the requirement set forth in their respective career field certification program. Alternate training may be used, with the concurrence of the head of the contracting activity, based on similarities in subject matter and course content.

9. DOE O 361.1, Chapter VII, Section 7, is revised to read as follows:

#### 7. CONTRACTING OFFICER WARRANT REQUIREMENTS

All individuals who hold CO warrants, irrespective of job series, are required to obtain CL/CE hours consistent with their career field certification requirements. That is, a non-1102 holding an administrative warrant must be certified to Level I under the Contracting Program and take CON 210, and Earned Value Management. To remain certified, and therefore maintain the warrant, the individual must obtain 80 hours of CL/CE every 2 years. Similarly, to remain certified and therefore maintain their delegation, CORs must obtain 40 hours of CL/CE every 2 years. The specific CL/CE requirements are set forth in the above matrix.

10. Chapter VIII is revised by inserting the guidelines for crediting continuous learning activities and acquisition career development business and business related course work provided as Attachments I and J, respectively.

#### **ATTACHMENT A - Course Descriptions**

#### **Strategic Supply Management**

A survey course introducing the vital role played by supply management in achieving overall effectiveness for the firm in today's global economy. The course starts by examining the traditional purchasing process and then moves on to an examination of the evolution of purchasing into supply management and finally to the role purchasing plays in improving effectiveness for the entire value chain.

#### **Cost & Performance Management**

The student will learn the steps required to effectively develop methods for cost reduction and performance enhancement in the supply chain. The course covers the principles and methodology of Activity Based Costing (ABC) and provides supply chain examples of Activity Based Management (ABM) and its use in developing a performance management system. The next focus of the course will be target costing methods and the use of commodity databases to establish target costs for suppliers. The classroom experience is enhanced through the demonstration of ABC software that has been installed at many supplier locations to help manage costs and provide process based quotes. Finally, the course will demonstrate a web based, collaborative, performance management system using the Balanced Scorecard.

#### **Price Productivity Improvement**

A topical workshop aimed at helping students improve their negotiating skills in obtaining better pricing from suppliers by identifying cost reduction opportunities. This is done by developing the following tools: quantity discount analysis, experience curve analysis, learning curve analysis, Stanford B analysis, EOQ analysis, break-even analysis, fixed and variable cost analysis and price productivity analysis. In addition we will also discuss tools that will enable students to conduct supplier financial evaluations and supplier assessments.

#### **Business to Business Marketing**

This course focuses on marketing strategies and tactics in firms whose customers are other institutions, not individuals. Topics covered include organizational buying behavior, managing strategic buyer-seller relationships, sales force deployment, communication strategies, and so on. Specific attention is given to the impact of information technology and globalization in the business-to-business context.

#### **Transportation and Logistics Management**

The control of physical distribution and inventories; the flow of information, products and cash through integrated supply chains.

#### **Foundations of Leadership**

This interactive program creates a foundation for understanding the challenges facing a new manager and for helping the individual improve leadership skills and behaviors at a formative stage in his or her career. Participants learn the essentials of effective leadership, focusing on personal awareness and growth, working relationships, influence skills and conflict resolution. In this enriching three-day program, participants will gain insight into how personality and interaction preferences help or impede the ability to influence others and resolve conflict. They will receive honest evaluations of their leadership styles and behaviors and come away with a tangible and practical development direction.

#### **Leadership Development Program**

CCL's flagship leadership development experience, LDP has been in use for 30 years and is ranked as one of the top programs of its kind. Based on the most recent leadership research, this developmental process uses a variety of in-depth self-awareness tools and activities to enhance leadership capabilities. Participants learn strategies for continuous development through extensive assessment, group discussions, self-reflection, small-group activities and personal coaching. LDP alumni typically describe it as the most transformational development experience they have ever had, both personally and professionally.

#### Leadership at the Peak

This program focuses exclusively on the demands of senior-most leaders, guaranteeing a comfortable, secure environment in which they can evaluate their leadership style and effectiveness and focus on high-level challenges in the company of their peers. It blends self-discovery, self-development and fitness activities and sets it all against a backdrop of current business themes. Held at the Center's Colorado Springs campus, set at the foot of the Rocky Mountains, and also in the mountains near Zurich, Switzerland, this program offers a stimulating setting for reflection and development.

#### **Project Management Essentials**

This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 1 certification and information technology (IT) project management certification, but it applies to all levels of project director development. This blended learning course is presented in ten 2-hour televideo conference sessions and one 3-day resident seminar over approximately two months. The course addresses project risk management; earned value management systems (EVMS) and project reporting; life cycle cost estimating; leadership and teambuilding; work breakdown structure (WBS) development and project scope baselines; configuration management; and project planning and resource loaded scheduling.

#### **Project Management Systems and Practices in DOE**

This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 1 certification, but it applies to all levels of project director development. This blended learning course is presented in seven 2-hour televideo conference sessions and one 3-day resident seminar over approximately six weeks. The course focuses primarily on the critical decision process promulgated in DOE Capital Assets directives, and it also addresses the Federal budget process, other regulations affecting DOE project management, and Federal project director roles and responsibilities.

#### **Project Controls**

This course provides an overview of the project controls system. Topics covered include work organization, planning and scheduling, estimating, budgeting, schedule monitoring, cost monitoring, progress and performance monitoring, project reporting, forecasting, trending and change control, and project funding. Students will become familiar with the concepts of planning and terms used when planning; understand the importance of scheduling, scheduling terminology, and the scheduling process; understand the function of estimating, types of estimates, and roles and responsibilities of the estimate reviewers; understand the concept of establishing a cost baseline; assess the current status of a project, identify deviations to the plan, and implement corrective actions; understand how to monitor costs so that errors and trends can be spotted; understand how to apply performance measurement techniques in analyzing data; identify typical reports generated by, or supported by, Project Controls; understand the trend and change control process; and define the relationship between work management and funds management.

#### **Project Risk Management**

This course is part of the Project Management Career Development Program (PMCDP). It is required for PMCDP Level 2 certification and information technology (IT) project management certification, but it applies to all levels of project director development. The course provides participants with knowledge on assessing and quantifying risk, assigning responsibility and managing risk, using tools to assess and manage risk, developing risk mitigation plans, and integrating risk management into project management.

#### **Overhead Management of Contracts**

This course provides an understanding of industry overhead costs and their impact on seller pricing/business strategies under various acquisition environments with differing contract types. Attendees will understand the development and application of overhead rates used in contract formation, administration, and closeout. The course-integrating case provides hands-on application of the overhead-rate process where students determine their own final overhead rates.

#### **Advanced Contract Pricing**

From price-based acquisition to the traditional cost-based environment, this course is designed for buyers, price analysts, and contracting officers tasked with obtaining fair and reasonable prices. The course addresses market forces, the market research process, commerciality issues, and cost/price analysis techniques, such as interviewing experts, analogy, decision theory, earned value statistics, parametrics, learning curves, and risk analysis.

#### **Activity-Based Costing**

This course provides an understanding of way that costs of resources are tied to the activities that consume them in order to learn how to manage the real cost of those activities. The student is introduced to activity-based costing as described in the Federal Accounting Standards Advisory Board Standard #4. Attendees will learn the complete process for sound activity-based costing and discover its advantages over traditional cost accounting methods. Attendees will also learn how to use this information in the organization, management and decision process.

## ATTACHMENT B

# FEDERAL ACQUISITION CERTIFICATION – CONTRACTING (GS-1102) LEVEL I

## **PART A - EMPLOYEE INFORMATION**

Name	(Last, First, Middle initial)
Social Email	Security NumberAddress
Phone	
Agenc	y Name
Agenc	y Address
Title,	Series, Grade
	B – CERTIFICATION REQUIREMENTS a check mark in the space to indicate you meet the certification requirements)
1.	Education: Baccalaureate degree and at least 24 hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
2.	<b>Experience</b> : Minimum of one year contracting experience (SERIES
	1102).
3.	Training requirements: Send all certificates for applicable courses
	below to the Acquisition Career Manager
4.	<b>Method of Completion</b> (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog ( <a href="http://www.dau.mil/catalog/default.asp">http://www.dau.mil/catalog/default.asp</a> ).*

#### TRAINING

## CON 100 SHAPING SMART BUSINESS ARRANGEMENTS (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider **CON 110 MISSION SUPPORT PLANNING** (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider CON 111 MISSION STRATEGY EXECUTION (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Course Provider **CON 112 MISSION PERFORMANCE ASSESSMENT** (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider **CON 120 MISSION FOCUSED CONTRACTING** (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved

## Course Title and Number of Training Hours Date Complete Course Provider **CON 101 BASICS OF CONTRACTING** (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider CON 104 PRINCIPLES OF CONTRACT PRICING (Y/N) Actual course; Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider PERFORMANCE-BASED CONTRACTING Course Title and Number of Training Hours Date Complete Course Provider PART C – SIGNATURES Applicant's Signature\_\_\_\_\_ Date **Supervisor's Endorsement:** I recommend the above individual for certification at Level I. Name Signature Date

or Other

Director Approval:	
I approve the above individual for certification at Level I.	
Name	
Signature	Date

## ATTACHMENT C

## FEDERAL ACQUISITION CERTIFICATION – CONTRACTING (GS-1102) LEVEL II

	(Last, First, Middle initial)
Social	Security Number
Email	Address
Phone	vy Nomo
Agenc	y Name
Agenc	y Address
	Series, Grade
	B – CERTIFICATION REQUIREMENTS a check mark in the space to indicate you meet the certification requirements)
1.	Education: Baccalaureate degree and at least 24 hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
2.	<b>Experience</b> : Minimum of two years contracting experience (SERIES
	1102).
3.	Training requirements: Send all certificates for applicable courses
	below to the Acquisition Career Manager
4.	<b>Method of Completion</b> (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog ( <a href="http://www.dau.mil/catalog/default.asp">http://www.dau.mil/catalog/default.asp</a> ).*

## **TRAINING**

CON 202 INTERMEDIATE CONTRACT (Y/N) Actual course;Date completed of	
or Other	
Course Title and Number of Training Hours	
Course Provider	Date Complete
CON 204 INTERMEDIATE CONTRACT (Y/N) Actual course;Date completed of	
or Other	
Course Title and Number of Training Hours	
Course Provider	Date Complete
CON 210 GOVERNMENT CONTRACT I (Y/N) Actual course; Date completed	
or Other	
Course Title and Number of Training Hours	
Course Provider	;
EARNED VALUE MANAGEMENT	
Course Title and Number of Training Hours	
Course Provider	Date Complete
FINANCIAL MANAGEMENT	
Course Title and Number of Training Hours	:
Course Provider	Date Complete

PART C – SIGNATURES		
Applicant's Signature	Date	
Supervisor's Endorsement: I recommend the above individua	l for certification at Level II.	
Name		
Signature	Date	
<b>Director Approval</b> : I approve the above individual fo	r certification at Level II.	
Name		
Signature	Date	

## ATTACHMENT D

## FEDERAL ACQUISITION CERTIFICATION – CONTRACTING (GS-1102) LEVEL III

	(Last, First, Middle initial)
Social Email	Security NumberAddress
Phone Agenc	y Name
	y Address
Title, S	Series, Grade
	B – CERTIFICATION REQUIREMENTS a check mark in the space to indicate you meet the certification requirements)
1.	Education: Baccalaureate degree and at least 24 hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
2.	Experience: Minimum of four years contracting experience (SERIES
	1102).
3.	Training requirements: Send all certificates for applicable courses
	below to the Acquisition Career Manager
4.	Method of Completion (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog ( <a href="http://www.dau.mil/catalog/default.asp">http://www.dau.mil/catalog/default.asp</a> ).*

## **TRAINING**

## **CON 353 ADVANCED BUSINESS SOLUTIONS FOR MISSION SUPPORT**

(Y/N) Actual course;Date completed o	r Date Fulfillment Approved
or Other	
Course Title and Number of Training Hours	
Course Provider	Date Complete
PROJECT MANAGEMENT	
(Y/N) Actual course;Date completed o	r Date Fulfillment Approved
or Other	
Course Title and Number of Training Hours	
Course Provider	Date Complete
PROPERTY MANAGEMENT	
(Y/N) Actual course;Date completed o	r Date Fulfillment Approved
or Other	
Course Title and Number of Training Hours	
Course Provider	Date Complete
PART C – SIGNATURES	
Applicant's Signature	Date
<b>Supervisor's Endorsement</b> : I recommend the above individual for certific	ation at Level III.
Name	
Signature	Date

Director Approval:	
I approve the above individual for certification at Level III.	
Name	
Signature	Date

## ATTACHMENT E

## ACQUISITION CERTIFICATION – PURCHASING (GS-1105) LEVEL I

## PART A - EMPLOYEE INFORMATION

Name (Last, First, Middle initial)
Social Security NumberEmail Address
Phone
Agency Name
Agency Address
Title, Series, Grade
PART B – CERTIFICATION REQUIREMENTS  (Place a check mark in the space to indicate you meet the certification requirements)  1 Education: (Desired) 16 semester hours of undergraduate work with emphasis in business.
2 Experience: Minimum of one year purchasing experience (SERIES 1105).
3 <b>Training requirements</b> : Send all certificates for applicable courses below
to the Acquisition Career Manager
4 Method of Completion (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (http://www.dau.mil/catalog/default.asp) *

# TRAINING **CON 100 SHAPING SMART BUSINESS ARRANGEMENTS** (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider **CON 110 MISSION SUPPORT PLANNING** (Y/N) Actual course; \_\_\_\_\_ Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider **CON 111 MISSION STRATEGY EXECUTION** (Y/N) Actual course; Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Course Provider **CON 112 MISSION PERFORMANCE ASSESSMENT** (Y/N) Actual course; Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Course Provider Date Complete

#### **CON 120 MISSION FOCUSED CONTRACTING**

(Y/N) Actual course; Date completed or Date Fulfillment Approved

# Course Title and Number of Training Hours Date Complete Course Provider CON 101 BASICS OF CONTRACTING (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Course Provider CON 104 PRINCIPLES OF CONTRACT PRICING (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider **CON 237 SIMPLIFIED ACQUISITION PROCEDURES (ON-LINE)** (Y/N) Actual course; \_\_\_\_\_Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider **DOE/C WEB-TRAINING** (Y/N) Actual course; \_\_\_\_\_ Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours

or Other

# PART C – SIGNATURES

Applicant's Signature	Date
Supervisor's Endorsement:	
I recommend the above individual for	certification at Level I.
Name	
Signature	Date
Director Approval:	
I approve the above individual for cert	ification at Level I.
Name	
Signature	Date

## ATTACHMENT F

## ACQUISITION CERTIFICATION – PURCHASING (GS-1105) LEVEL II

## PART A - EMPLOYEE INFORMATION

Name	(Last, First, Middle initial)
Social Email	Security NumberAddress
Phone	<del></del>
Agenc	y Name
Agenc	y Address
Title,	Series, Grade
(Place	B – CERTIFICATION REQUIREMENTS a check mark in the space to indicate you meet the certification requirements)  Education: (Desired) 32 semester hours of undergraduate work with aphasis in business.
2.	Experience: Minimum of two years purchasing experience (SERIES 1105).
3.	Training requirements: Send all certificates for applicable courses
	below to the Acquisition Career Manager
4.	Method of Completion (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (http://www.dau.mil/catalog/default.asp).*

#### **TRAINING**

**Supervisor's Endorsement:** 

Name\_\_\_\_\_

I recommend the above individual for certification at Level II.

Signature Date\_

# **CON 202 INTERMEDIATE CONTRACTING** (Y/N) Actual course; Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider **CON 204 INTERMEDIATE CONTRACT PRICING** (Y/N) Actual course; Date completed or Date Fulfillment Approved or Other Course Title and Number of Training Hours Date Complete Course Provider ONE ELECTIVE Course Title and Number of Training Hours Course Provider Date Complete PART C – SIGNATURES Applicant's Signature\_\_\_\_\_\_Date\_\_\_

#### 39

Director Approval:	
I approve the above individual for certification at Level II.	
Name	
Signature	 Date

## ATTACHMENT G

# ACQUISITION CERTIFICATION – PURCHASING (GS-1105) LEVEL III

# PART A - EMPLOYEE INFORMATION

Name	(Last, First, Middle initial)
Social	Security Number
Email	Address
Phone	
Agenc	y Name
Agenc	y Address
	Series, Grade
	TB – CERTIFICATION REQUIREMENTS a check mark in the space to indicate you meet the certification requirements)
1.	Education: (Desired) 64 semester hours of undergraduate work with emphasis in business
2. 3.	<b>Experience</b> : Minimum of three years purchasing experience (SERIES
3.	1105).
4.	Training requirements: Send all certificates for applicable courses
	below to the Acquisition Career Manaq
5.	Method of Completion (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (http://www.dau.mil/catalog/default.asp).*

## **TRAINING**

## **CON 210 GOVERNMENT CONTRACT LAW**

(Y/N) Actual course;Date completed of	or Date Fulfillment Approved
or Other	
Course Title and Number of Training Hours	
Course Provider	Date Complete
EARNED VALUE MANAGEMENT	
Course Title and Number of Training Hours	
Course Provider	Date Complete
PART C – SIGNATURES	
Applicant's Signature	Date
<b>Supervisor's Endorsement</b> : I recommend the above individual for certific	eation at Level III.
Name	
NameSignature	Date
Director Approval:	
I approve the above individual for certification	on at Level III.
Name	
Signature	Date

## ATTACHMENT H

# CONTRACTING OFFICER REPRESENTATIVE CERTIFICATION REQUEST

## PART A - EMPLOYEE INFORMATION

Name (Last, First, Middle initial)	
Email Address	<u> </u>
Phone	
Agency Name_	
Agency Address	
Title, Series, Grade	
PART B – CERTIFICATION REQUIREM	MENTS
CONTRACTING OFFICER REPRESEN	TATIVE RESPONSIBILITIES
Course Title and Number of Training Hours	
Course Provider	Date Complete
PERFORMANCE-BASED STATEMENT	S OF WORK
Course Title and Number of Training Hours	
Course Provider	Date Complete
COR RESPONSIBILITIES FOR M&O/M appropriate	&I CONTRACTS, or, EVMS, as
Course Title and Number of Training Hours	
Course Provider	Date Complete
PART C – SIGNATURES	
Applicant's Signature	Date

Supervisor's Endorsement:			
I recommend the above individual for certification as a COR.			
Name			
Signature	Date		
Director Approval:			
I approve the above individual for cert	ification as a COR.		
Name			
Signature	Date		

#### ATTACHMENT I

# GUIDANCE ON MEETING CONTINUOUS LEARNING POINTS REQUIREMENTS OF CHAPTER VIII

These guidelines are generally based on DoD's requirements for achieving continuous learning points (CLPs). Supervisors have flexibility in assigning points and should work with employees to identify appropriate opportunities. Below is guidance on how training, professional activities, education, and experience can be used to meet the CLP requirements. All activities must be job-related.

#### A. Training

- 1) Completing awareness training. Periodically agencies conduct briefing sessions to acquaint the workforce with new or changed policy. Generally, no testing or assessment of knowledge gained is required.
- 2) Completing learning modules and training courses. These may be formal or informal offerings from a recognized training organization, including in-house training course/sessions, which include some form of testing/assessment for knowledge gained.
- 3) *Performing Self-Directed Study*. An individual can keep current or enhance his or her capabilities through a self-directed study program agreed to by the supervisor.
- 4) *Teaching*. Employees are encouraged to share their knowledge and insights with others through teaching of courses or learning modules. Teaching is also a part of the Professional Activities category.
- 5) *Mentoring*. Helping others to learn and become more productive workers or managers benefits the agency and the individuals involved. Mentoring is also a part of the experience category.

#### B. Professional Activities

- 1) Participating in Organization Management. Membership alone in a professional organization will not be considered as fulfilling continuous learning requirements, but participation in the organization leadership will. This includes holding elected/appointed positions, committee leadership roles, or running an activity for an organization that you are permitted to join under current ethics law and regulation. The employee and supervisor must first ensure that participating in the management of an organization is allowed by the agency.
- 2) Attending/Speaking/Presenting at Professional Seminars/Symposia/Conferences. Employees can receive points for attending professional seminars or conferences that are job related. However, the supervisor needs to determine that the individual learned something meaningful from the experience. Because significant effort is involved in preparing and delivering presentations, credit should be given for each hour invested in the preparation and presentation.

- 3) *Publishing*. Writing articles related to acquisition for publication generally meets the criteria for continuous learning. Points will be awarded only in the year published. Compliance with agency publication policy is required.
- 4) *Participating in Workshops*. Points should be awarded for workshops with planned learning outcomes.

#### C. Education

- 1) Formal training. Supervisor should use Continuing Education Units (CEUs) as a guide for assigning points for formal training programs that award CEUs. The CEUs can be converted to points at 10 CLP points per CEU.
- 2) *Formal academic programs*. For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLP points, assuming that it is applicable to the acquisition function.

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Academic Courses:	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules:	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
<ul> <li>Awareness Briefing/Training—no</li> </ul>	• .5 point per hour of instruction
testing/assessment associated	
<ul> <li>Continuous Learning Modules—</li> </ul>	• 1 point per hour of instruction
testing/assessment associated	
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
<b>Professional Activities:</b>	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points
	per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points
	per year
Workshop Participation	1 point per hour; maximum of 8 points per
	day and 20 points per year
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per
	day and 20 points per year
Publications	10 to 40 points

Note - All activities may earn points only in the year accomplished, awarded or published.

#### D. Experience

Experience includes on-the-job experiential assignments, and intra/interorganizational rotational career broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Suggested points for such assignments are in the table below.

The assumption is that longer assignments are more beneficial than shorter assignments. The supervisor may feel that an individual may deserve more or less than the values shown. In determining the points for a rotational/developmental assignment, the supervisor should consider both the long-term benefit to the agency, and the immediate benefit to the supervisor's organization and the workforce member. For example, a second rotational assignment of the same sort would be less valuable than a different type of rotational assignment.

When experience or other non-assessed activities are to be used to earn CLPs, certain principles should be followed. Supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and the learning opportunities. If it is an assignment, the individual should be mentored during the assignment. Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable. Sharing the knowledge and experience gained and the product with others in the organization is encouraged.

CREDITABLE ACTIVITIES	POINT CREDIT
Experience:	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Integrated Product Team (IPT)/	Maximum of 15 points per year
Special Project Leader	
IPT/Special Project Member	Maximum of 10 points per years
Mentor	Maximum of 5 points per year
Assignment Length (Rotational	<b>Recommended Points:</b>
Assignments or Training with Industry):	
12 Months	80
9 Months	60
6 Months	40
3 Months	15
2 Months	10
1 Month	5

#### ATTACHMENT J

### GUIDANCE ON MEETING THE BUSINESS COURSE REQUIREMENTS FOR THE CONTRACT SPECIALIST (GS-1102) QUALIFICATION STANDARD OF CHAPTER VIII

Below are types of courses that generally satisfy the Qualification Standard requirement for 24-semester hours (or equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

The following is based on guidance provided by the Defense Acquisition University to the defense workforce and lists subject areas identified by the American Council on Education for each of the business disciplines listed above. Although not an exhaustive list, this guidance should be used by civilian agencies to determine if certain courses provide enough business instruction to count toward the 24-semester hour business requirement. ACMs should work with their human resources departments to ensure a consistent interpretation of which types of courses should count toward the requirement.

<b>BUSINESS/MANAGEMENT</b>
DISCIPLINE

Accounting

## AMERICAN COUNCIL ON EDUCATION SUBJECT AREA

Cost Accounting Standards

**Business Finance** 

Business Communications Business and Personnel Business Statistics Cost Analysis

Financial Cost Management Financial Planning and Analysis

Inventory Management Resource Planning Risk Analysis

Contracts

Acquisition Contracting

Acquisition Management

**Business Communications in Contracting** 

Writing

Business Contract Law Contract Administration

Contract Law

Contract Management

Contract Pricing and Negotiation

Contracting Management Cost & Price Analysis Government Contracting Government Contract Law

Procurement

# BUSINESS/MANAGEMENT DISCIPLINE

AMERICAN COUNCIL ON EDUCATION SUBJECT AREA

Procurement and Contracting Procurement Management

Economics Cost and Price Analysis

Cost Analysis Economic Analysis

Economic Principles and Decision Making Economics and Financial Management

**Economics** 

Industrial Management Automated Systems in Logistics

Management

Civil Engineering Management Environmental Management Engineering and Analysis Logistics Management

Logistics and Materiel Management

Manufacturing Management

Materiel Acquisition Process & Support

Systems

Property Disposal Management

Supply Management Systems Engineering

Technology

Warehousing Operations

Law Commercial or Business Contracts

Contract Law

Organization & Management Business Administration

Advanced Management (Math)

**Business** 

**Business Management** 

**Business and Personnel Management** 

**Computer Programming** 

Computer Programming & Systems

Development

Computer Sciences, Data Processing
Data Entry and Automated Systems Input

General Management

**Human Resource Development** 

Leadership and Group Decision Process

Management Science

Management & Leadership

Managerial Analysis Manpower Management

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### BUSINESS/MANAGEMENT DISCIPLINE

AMERICAN COUNCIL ON EDUCATION SUBJECT AREA

Materiel Management

Methods of Adult Education Organizational Behavior Personnel Administration Principles of Management

Quality and Reliability Assurance

Research and Development Management

Strategic Management

Survey of Program Operations

Purchasing Basic Purchasing

Quantitative Methods Business Statistics

Computer Science Decision Risk Analysis Operations Research Probability Statistics

Quantitative Analysis

Statistics