

**APPENDIX I**  
**MASTER TRAINING PLAN AND CAREER PATH**  
**CONTRACTING (ACQUISITION CAREER FIELD - C) - 1102 Series**  
**Level I (Entry/Intern) GS-7 through GS-9**

Typical Assignments	Experience	Education <sup>1</sup>	Training <sup>3</sup>	Self-Development
<ul style="list-style-type: none"> <li>Intern</li> </ul>	<p><b><u>Mandatory</u></b> :</p> <p>One year of contracting experience</p> <p><b><u>Desired</u></b>:</p> <p>3-6 months in an OJT developmental or rotational assignment in another organizational or functional setting</p>	<p><b><u>Mandatory</u></b> :</p> <p>Baccalaureate degree, and at least 24 semester credit hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management.</p> <p><b><u>Desired</u></b>:</p> <p>Masters Degree in one of the disciplines listed above; if not possessed Interns should take 3 Graduate courses each year of their intern program.<sup>2</sup></p>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>One introductory DAU course in DoD Acquisition (CON 100)</li> <li>One basic (Level I<sup>4</sup>) DAU course in contracting</li> <li>One basic (Level I) DAU course in principles of contract pricing</li> <li>One Elective<sup>5</sup></li> <li>Interns - One basic (Level I) DAU course in Systems Acquisition (Desired for non-intern)</li> </ul> <p><b><u>Mandatory (Intern)</u></b> :</p> <ul style="list-style-type: none"> <li>Intern Leadership Development Course (ILDC) (First year of Intern program)</li> <li>Action Officer Development Course (AODC) (Second year of Intern program)</li> </ul> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>One intermediate (Level II) DAU course in Simplified Acquisition</li> <li>Two weeks of management and leadership training</li> <li>Office Automation (Knowledge of personal computers and office automation, e.g., spreadsheets, word processing, data base management, and communications packages)</li> <li>Training ALEI competencies (see Appendix L)</li> </ul>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>80 Continuous Learning Points every 2 years (See Note below.)</li> </ul> <p><b><u>Desired</u></b>:</p> <ul style="list-style-type: none"> <li>Membership in professional association.</li> <li>Toastmasters</li> <li>Academic study in business management disciplines</li> <li>Professional Reading Program</li> </ul>

<sup>1</sup> Section 808 of the FY 01 Authorization Act and Section 824 FY 02 Authorization Act amended DAWIA implementing this requirement.

<sup>2</sup> See MITP in Appendix J. DoD guidance lists Masters in Business Administration or Procurement as the desired disciplines.

<sup>3</sup> Refer to the current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>4</sup> Level I courses are those courses whose number begin with a 1, e.g., CON 100. CON 100 is desired but not mandatory for employees who completed CON 104 and/or CON 101 before CON 100 was deployed. CON 104 will be offered for 12 months following deployment of new Level I courses scheduled for deployment in April, 2004, so that those enrolled in or who have completed CON 101 may obtain Level I certification.

<sup>5</sup> As agreed to by the supervisor, the electives may be any training opportunities related to the employee's job, or necessary for career development, or for cross training. The electives may include no-cost distance learning or other training opportunities; assignment-specific courses funded by DAU/DACM; or other training opportunities funded by student's organization.

**NOTE: At each level, for each Occupational Series, the achievement of 40 continuous learning points each year as a goal, or a total of 80 Continuous Learning Points in a two-year period is mandatory for all employees. Virtually all of the training, education, or experience activities marked as "Desired may be credited toward the Continuous Learning Points requirement with the supervisor's concurrence. Additionally, all mandatory DAU training for certification may be credited toward the requirement.**

**APPENDIX I**  
**MASTER TRAINING PLAN AND CAREER PATH**  
**CONTRACTING (ACQUISITION CAREER FIELD - C) - 1102 Series**

**Level II (Intermediate or Journeyman) GS-11 through GS-12**

Typical Assignments	Experience	Education <sup>1</sup>	Training <sup>2</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Intern</li> <li>• Contract Specialist</li> <li>• Contract Administrator</li> <li>• Contract Cost and/or Price Analyst</li> <li>• Contracting Officer</li> <li>• Procurement Analyst</li> </ul>	<p><b><u>Mandatory:</u></b> Two years contracting experience</p> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• An additional 2 years of experience in contracting</li> <li>• Cross-training experience in other ACF (Level I Certification)</li> </ul>	<p><b><u>Mandatory :</u></b> (1) Baccalaureate degree; and at least 24 semester credit hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.</p> <p><b><u>Desired:</u></b> Masters Degree (see Level I).</p>	<p><b><u>Mandatory :</u></b><sup>3</sup></p> <ul style="list-style-type: none"> <li>• One intermediate (Level II) DAU course in contract law</li> <li>• One intermediate (Level II) DAU course in contract pricing</li> <li>• One intermediate (Level II) DAU course in contracting</li> <li>• Two Electives<sup>4</sup></li> <li>• Interns – Intermediate Systems Acquisition (ACQ 201A &amp; ACQ 201B)</li> <li>• Interns – One intermediate (Level II) DAU course in Grants Management</li> <li>• Interns – One intermediate (Level II) DAU course in Market Management</li> <li>• Interns – One intermediate (Level II) DAU course in Contractor Finance for Acquisition Managers</li> <li>• Assignment-Specific Contracting Courses (For those in positions requiring assignment-specific training)</li> </ul> <p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Sustaining Base and Leadership Management (SBLM) course (Grades GS12/14); Command and General Staff Officer Course (CGSOC) may be taken in lieu of SBLM by those eligible to attend CGSOC</li> <li>• Intermediate (Level I or II) DAU courses in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• Training in ALEI competencies (see Appendix L)</li> <li>• Acquisition Excellence Training</li> </ul>	<p><b><u>Mandatory :</u></b></p> <p>80 Continuous Learning Points every 2 years</p> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional societies and associations</li> <li>• Professional license / certification in discipline, e.g., CPCM, C.P.M.</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> Section 808 of the FY 01 Authorization Act and Section 824 FY 02 Authorization Act amended DAWIA implementing this requirement.  
<sup>2</sup> Refer to current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field. One or more Level II DAU courses may be mandatory, depending upon functional specialty but not required for career certification.  
<sup>3</sup> Level II courses are those courses whose number begins with a 2, e.g., 202.  
<sup>4</sup> As agreed to by the supervisor, the electives may be any training opportunities related to the employee's job, or necessary for career development, or for cross training. The electives may include no-cost distance learning or other training opportunities; assignment-specific courses funded by DAU/DACM; or other training opportunities funded by student's organization.

**Career path note:** Upon achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps, GS-12's meeting Training, Education, and Experience criteria for AAC membership should apply to ASC for CE status.

**APPENDIX I**  
**MASTER TRAINING PLAN AND CAREER PATH**  
**CONTRACTING (ACQUISITION CAREER FIELD - C) - 1102 Series**

**Level III (Advanced or Senior) GS-13 and above**

Typical Assignments	Experience	Education <sup>1</sup>	Training <sup>2</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Procurement Analyst</li> <li>• Branch Head</li> <li>• Division Director</li> <li>• Director Of Contracts</li> <li>• Supervisory Contracting Officer</li> <li>• SADBUs Specialist</li> <li>• DOC</li> <li>• PARC</li> </ul>	<p><b><u>Mandatory</u></b> : Four years contracting experience</p> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>• An additional 4 years of contracting experience (PARCs should have at least one year as a warranted contracting officer above the SAT) before selection</li> <li>• Cross-training in other ACF, Level II &amp; III Certifications</li> <li>• Developmental Assignments</li> </ul>	<p><b><u>Mandatory</u></b> :</p> <p>(1) Baccalaureate degree; and at least 24 semester credit hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management</p> <p><b><u>Desired</u></b>: Master’s Degree (See Level I).</p>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>• One advanced (Level III) DAU course in contracting (CON 353)<sup>3</sup></li> <li>• Two Electives<sup>4</sup></li> <li>• Assignment-specific Contracting Courses as required for a position</li> </ul> <p><b><u>Mandatory (Priority I)</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) (for anyone appointed to a supervisory position) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> <li>• Manager Development Course (MDC) (for anyone newly appointed to a managers position - “manager” is defined as a supervisor of supervisors)</li> </ul> <p><b><u>Mandatory (Priority II)</u></b></p> <ul style="list-style-type: none"> <li>• Organizational Leadership for Executives (OLE) (MDC is a prerequisite)</li> <li>• Personnel Management for Executives I (PME I) (OLE is a prerequisite)</li> <li>• Personnel Management for Executives II (PME II) - (PME I is a prerequisite)</li> <li>• Acquisition Excellence Training</li> </ul> <p><b><u>Desired</u></b>:</p> <ul style="list-style-type: none"> <li>• Sustaining Base Leadership and Management (SBLM) course (Grades GS-12/14); Command and General Staff Officer Course (CGSOC) may be taken in lieu of SBLM by those eligible to attend CGSOC.</li> <li>• Additional intermediate or advanced (Level II or III) DAU courses in additional ACFs (the objective is to acquire multiple ACF certification)</li> <li>• Two weeks of management and leadership training</li> <li>• Strategic Leadership for Executives (SLE) (OLE is a prerequisite), GS-14 and above.</li> <li>• Long-Term Training, e.g., Senior Acquisition Course at ICAF</li> <li>• Training in ALEI (see Appendix L)</li> </ul>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired</u></b>:</p> <ul style="list-style-type: none"> <li>• Professional license / certification in discipline, e.g., CPCM, C.P.M.</li> <li>• Professional Reading Program</li> <li>• Independent Research</li> </ul>

<sup>1</sup> Section 808 of the FY 01 Authorization Act and Section 824 FY 02 Authorization Act amended DAWIA implementing this requirement.

<sup>2</sup> Refer to the current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF C and for the assignment specific course at that level.

<sup>3</sup> If by September 30, 2003, CON 333 has been completed but not CON 301, the Level III Contracting DAWIA certification training requirements are satisfied. If CON 301 has been completed, but not CON 333 by September 30, 2003, then CON 333 must be completed for certification. CON 301 fulfills the new DAWIA Level III Contracting certification training requirement to complete two electives.

<sup>4</sup> As agreed to by the supervisor, the electives may be any training opportunities related to the employee’s job, or necessary for career development, or for cross training. The electives may include no-cost distance learning or other training opportunities; assignment-specific courses funded by DAU/DACM; or other training opportunities funded by student’s organization.

**Career path note:** Critical Acquisition Positions (CAPs) (GS-14 and above) may only be filled by members of, or those otherwise qualified for the Acquisition Corps. DoDI 5000.58 Section 6.4. and DoD 5000.52-M Appendix 13.12., specifies the standards for membership in the Acquisition Corps.

**APPENDIX I**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - D / 1103 Series)**  
**Master Training Plan and Career Path**

**Level I (Basic or Entry) GS-5 through GS-9**

Typical Assignments	Experience	Education <sup>1</sup>	Training <sup>2</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Industrial Property Management Specialist</li> <li>• Industrial Property Clearance Specialist</li> </ul> (This could include Contract or Industrial Specialist performing industrial and/or contract property management responsibilities.)	<p><b><u>Mandatory</u></b> :            One year of experience in contracting, property or plant clearance management</p> <p><b><u>Desired</u></b>:            3-6 months in an OJT developmental or rotational assignment in another organizational or functional setting</p>	<p><b><u>Desired</u></b> :</p> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management.	<p><b><u>Mandatory</u></b>:</p> <ul style="list-style-type: none"> <li>• One introductory DAU course in DoD Acquisition (CON 100)</li> <li>• One basic (Level I<sup>3</sup>) DAU course in contracting</li> <li>• Two basic (Level I) DAU courses in Contract Property Fundamentals</li> <li>• One Elective<sup>4</sup></li> </ul> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>• One basic (Level I) DAU course in an additional ACF</li> <li>• Office Automation (Knowledge of personal computers and office automation, e.g., spreadsheets, word processing, data base management, and communications packages)</li> <li>• Training in basic ALEI competencies (see Appendix L)</li> </ul>	<p><b><u>Mandatory</u></b>:</p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired</u></b>:</p> <ul style="list-style-type: none"> <li>• Membership in professional association.</li> <li>• Toastmasters</li> <li>• Academic study in business management disciplines</li> <li>• Leadership Development</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> See Appendix 3.1., DoD 5000.52-M, for specific requirements.

<sup>2</sup> Refer to the current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>3</sup> Level I courses are those courses whose number begin with a 1, e.g., CON 100.

<sup>4</sup> As agreed to by the supervisor, the electives may be any training opportunities related to the employee's job, or necessary for career development, or for cross training. The electives may include no-cost distance learning or other training opportunities; assignment-specific courses funded by DAU/DACM; or other training opportunities funded by student's organization.

**APPENDIX I**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - D / 1103 Series)**  
**Master Training Plan and Career Path**

**Level II (Intermediate or Journeyman) GS-9 through GS-12**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Industrial Property Management Specialist</li> <li>• Property Administrator</li> <li>• Industrial Property Clearance Specialist</li> <li>• Plant Clearance Officer</li> <li>• Supervisor Property/Plant Clearance Specialist</li> </ul>	<p><b><u>Mandatory:</u></b> Two years experience in property or plant clearance management, or contracting experience if assigned to contract property management or property clearance</p> <p><b><u>Desired:</u></b> An additional 2 years of experience in an industrial property management acquisition position</p>	<p><b><u>Desired :</u></b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.</p> <p>Or, (If already possessing a baccalaureate) Graduate studies in business administration, finance, management, or procurement.</p>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• One intermediate (Level II) DAU course in Contract Law</li> <li>• One intermediate (Level II) DAU course in Contract Administration</li> <li>• Two intermediate (Level II) DAU courses in Contract Property Administration Management</li> <li>• Two Electives<sup>2</sup></li> </ul> <p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• One basic or intermediate (Level I or II) DAU course in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• SBLM from Army Management Staff College (AMSC)</li> <li>• Training in ALEI competencies (see Appendix L)</li> <li>• Basic Acquisition Reform Training</li> </ul>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional societies and associations</li> <li>• Professional license / certification in discipline, e.g., CPPM,</li> <li>• Professional Reading Program</li> </ul>

**Career path note:** Upon achieving Level II or III, an individual should plan on meeting the additional criteria for Acquisition Corps membership.<sup>3</sup>

<sup>1</sup> Refer to current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field. One or more Level II DAU courses may be mandatory, depending upon functional specialty but not required for career certification.

<sup>2</sup> See Footnote 4, Level I.

<sup>3</sup> See Appendix 13.12.of DoD 5000.52-M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. Section 1732(c) and covered in DoD Instruction 5000.58.

**APPENDIX I**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - D / 1103 Series)**  
**Master Training Plan and Career Path**

**Level III (Advanced or Senior) GS-13 and above**

<b>Typical Assignments</b>	<b>Experience</b>	<b>Education</b>	<b>Training<sup>1</sup></b>	<b>Self-Development</b>
<ul style="list-style-type: none"> <li>• Division Chief</li> <li>• Branch Chief</li> <li>• Supervisor and/or Manager</li> <li>• Staff Action Officer</li> </ul>	<p><b><u>Mandatory:</u></b> Four years experience in industrial property management acquisition positions of increasing responsibility and complexity.</p> <p><b><u>Desired:</u></b> An additional 4 years of experience in an industrial property management acquisition position.</p>	<p><b><u>Desired :</u></b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.</p> <p>Or, (If already possessing a baccalaureate) Graduate studies in business administration, procurement, or one of the fields listed above.</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• One advanced (Level III) DAU course in contracting</li> <li>• Two electives<sup>2</sup></li> </ul> <p><b><u>Mandatory (Priority 1)</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) (for anyone appointed to a supervisory position) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> <li>• Manager Development Course (MDC) (for anyone newly appointed to a managers position - “manager” is defined as a supervisor of supervisors)</li> </ul> <p><b><u>Mandatory (Priority 2)</u></b></p> <ul style="list-style-type: none"> <li>• Organizational Leadership for Executives (OLE) (MDC is a prerequisite)</li> <li>• Personnel Management for Executives I (PME I) (OLE is a prerequisite)</li> <li>• Personnel Management for Executives II (PME II) - (PME I is a prerequisite)</li> <li>• Basic Acquisition Reform Training</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• Additional intermediate or advanced (Level II or III) DAU courses in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• Training in ALEI competencies (see Appendix L)</li> </ul>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Professional license / certification in discipline, e.g., CPPM</li> <li>• Professional Reading Program</li> <li>• Independent Research</li> </ul>

**Career path note:** Critical Acquisition Positions (CAPs) (GS-14 and above) may only be filled by members of or those qualified for the Acquisition Corps. DoDI 5000.58 Section.6.4. and DoD 5000.52-M, Appendix 13.12., specifies the standards for membership in the Acquisition Corps.

<sup>1</sup> Refer to the current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF D and for the assignment specific course(s) at that level.  
<sup>2</sup> See Footnote 4, Level I.

**APPENDIX I**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - H / 1150 Series)**  
**Master Training Plan and Career Path**

**Level I (Basic or Entry) GS-5 through GS-9**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Program Office</li> <li>• Industrial Assessment Office</li> <li>• Manufacturing Staff Office</li> <li>• Defense Plant Representative</li> </ul>	<p><b><u>Mandatory</u></b> :</p> <p>At least one year of experience in manufacturing, production, or quality assurance.</p> <p><b><u>Desired</u></b> :</p> <p>At least four weeks (cumulative) rotational assignments at a contractor and/or government industrial facility that includes experience in quality, manufacturing, engineering, and contracting.</p>	<p><b><u>Desired</u></b> :</p> <p>Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, business, quality assurance, or a related field.</p>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>• One basic (Level I<sup>2</sup>) DAU course in systems acquisition management</li> <li>• One basic (Level I) DAU course in manufacturing, production, or quality assurance.</li> </ul> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>• One basic (Level I) DAU course in an additional ACF</li> <li>• Office Automation (Knowledge of personal computers and office automation, e.g., spreadsheets, word processing, data base management, and communications packages)</li> <li>• Training in ALEI competencies (see Appendix L)</li> </ul>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional association.</li> <li>• Toastmasters</li> <li>• Academic study in business management disciplines</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>2</sup> Level I courses are those courses whose number begin with a 1, e.g., ACQ 101.

**APPENDIX I**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - H / 1150 Series)**  
**Master Training Plan and Career Path**

**Level II (Intermediate or Journeyman) GS-9 through GS-12**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Program Office Branch Chief or Division Chief</li> <li>• Contract Administrator</li> <li>• Industrial Assessment Office</li> <li>• Acquisition Command Staff</li> <li>• HQ Staff Office</li> <li>• Broadening and/or operational assignment</li> <li>• Education with industry</li> </ul>	<p><b><u>Mandatory:</u></b> At least two years of experience in manufacturing, production, or quality assurance.</p> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• At least four weeks (cumulative) rotational assignments at a contractor and/or government industrial facility that includes experience in quality, manufacturing, engineering, and contracting (if not completed at Level I)</li> <li>• Two additional years of experience in manufacturing, production, or quality assurance.</li> </ul>	<p><b><u>Desired:</u></b> Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, or related field</p> <p><b><u>Desired:</u></b> Master's degree in business, production management, engineering, or a related field.</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• One intermediate (Level II) DAU course in systems acquisition management</li> <li>• One intermediate (Level II) DAU course in manufacturing, production, or quality assurance.</li> </ul> <p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• Army Management Staff College (AMSC)</li> <li>• One or more basic or intermediate (Level I or II) DAU course(s) in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• Training in basic and additional First-Level ALEI competencies (see Appendix L)</li> <li>• Acquisition Excellence Training</li> </ul>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional societies and associations</li> <li>• Professional license / certification in discipline, e.g., CMfgE</li> <li>• Professional Reading Program</li> </ul>

**Career path note:** Upon achieving Level II or III, an individual should plan on meeting the additional criteria for Acquisition Corps membership.<sup>2</sup>

<sup>1</sup> Refer to current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field. One or more Level II DAU courses may be mandatory, depending upon functional specialty but not required for career certification.  
<sup>2</sup> See Appendix 13.12 of DoD 5000.52-M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. Section 1732(c) and covered in DoD Instruction 5000.58.

**APPENDIX I**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - H / 1150 Series)**  
**Master Training Plan and Career Path**

**Level III (Advanced or Senior) GS-13 and above**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Director of Manufacturing</li> <li>• Director of Industrial Relations</li> <li>• Industrial Base Advocate</li> <li>• Director of Product Assurance</li> <li>• Chief, Contractor Assessment</li> <li>• Contract Administrator</li> <li>• HQDA or MACOM / MSC Staff</li> </ul>	<p><b><u>Mandatory</u></b> : At least 4 years of acquisition experience in manufacturing, production, or quality assurance.</p> <p><b><u>Desired</u></b> : Four additional years of experience in manufacturing, production, or quality assurance.</p>	<p><b><u>Desired:</u></b> Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, or related field</p> <p><b><u>Desired:</u></b> Master's degree in business, production management, engineering, or a related field.</p>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>• One advanced (Level III) DAU course in production, quality, and manufacturing.</li> </ul> <p><b><u>Mandatory (Priority I)</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) (for anyone appointed to a supervisory position) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> <li>• Manager Development Course (MDC) (for anyone newly appointed to a managers position - “manager” is defined as a supervisor of supervisors)</li> </ul> <p><b><u>Mandatory (Priority II)</u></b></p> <ul style="list-style-type: none"> <li>• Organizational Leadership for Executives (OLE) (MDC is a prerequisite)</li> <li>• Personnel Management for Executives I (PME I) (OLE is a prerequisite)</li> <li>• Personnel Management for Executives II (PME II) - (PME I is a prerequisite)</li> <li>• Acquisition Excellence Training</li> </ul> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>• One advanced seminar in current acquisition management issues.<sup>2</sup></li> <li>• Strategic Leadership for Executives (SLE) (OLE is a prerequisite), GS-14 and above.</li> <li>• One or more intermediate or advanced (Level II or III) DAU course(s) in an additional ACF (the objective is to acquire multiple ACF certification)</li> </ul>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Professional license / certification in discipline, e.g., CMfgE</li> <li>• Professional Reading Program</li> <li>• Independent Research</li> </ul>

**Career path note:** Critical Acquisition Positions (CAPs) (GS-14 and above) may only be filled by members of, or those qualified for, the Acquisition Corps. DoDI 5000.58 Section 6.4. and DoD 5000.52-M Appendix 13.12., specifies the standards for membership in the Acquisition Corps.

<sup>1</sup> Refer to the current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field and for any assignment specific course at that level.

<sup>2</sup> This course is not currently available through DAU, individuals should work with local training offices to determine course availability from other sources.

**APPENDIX I**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - E / 1105 Series)**  
**Master Training Plan and Career Path**

**Level I (Basic or Entry) GS-5**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Purchasing Agent (Simplified Acquisition Specialist)</li> </ul>	<p><b><u>Mandatory:</u></b> One year of experience in purchasing</p> <p><b><u>Desired:</u></b> 3-6 months in an OJT developmental or rotational assignment in another organizational or functional setting</p>	<p><b><u>Desired:</u></b> Sixteen semester hours of undergraduate work, with emphasis in business</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• One introductory DAU course in DoD Acquisition (CON 100<sup>2</sup>)</li> <li>• One basic (Level I) DAU course in contracting</li> <li>• One intermediate (Level II) DAU course in Simplified Acquisition Procedures</li> <li>• One Elective<sup>3</sup></li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• One basic (Level I) DAU course in an additional ACF</li> <li>• Office Automation (Knowledge of personal computers and office automation, e.g., spreadsheets, word processing, data base management, and communications packages)</li> <li>• Training ALEI competencies (see Appendix L)</li> </ul>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional association.</li> <li>• Toastmasters</li> <li>• Academic study in business management disciplines</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>2</sup> Level I courses are those courses whose number begin with a 1, e.g., CON 100. CON 100 is desired but not mandatory for employees who completed CON 104 and/or CON 101 before CON 100 was deployed. CON 104 will be offered for 12 months following deployment of new Level I courses scheduled for deployment in April, 2004, so that those enrolled in or who have completed CON 101 may obtain Level I certification.

<sup>3</sup> As agreed to by the supervisor, the electives may be any training opportunities related to the employee's job, or necessary for career development, or for cross training. The electives may include no-cost distance learning or other training opportunities; assignment-specific courses funded by DAU/DACM; or other training opportunities funded by student's organization.

**APPENDIX I**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - E / 1105 Series)**  
**Master Training Plan and Career Path**

**Level II (Intermediate) GS-6 through GS-8**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Purchasing Agent (Simplified Acquisition Specialist)</li> </ul>	<p><b><u>Mandatory:</u></b> Two years of experience in purchasing</p> <p><b><u>Desired:</u></b> Cross-training experience in other ACF (Level I Certification)</p>	<p><b><u>Desired:</u></b> Thirty-two semester hours of undergraduate work, with emphasis in business</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• One intermediate (Level II) DAU course in contracting</li> <li>• Two electives<sup>2</sup></li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Intermediate (Level I or II) DAU courses in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• Training in ALEI competencies (see Appendix L)</li> </ul>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional societies and associations</li> <li>• Professional license/certification in discipline, e.g., C.P.M., CACM</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF E and for the assignment specific course at that level.  
<sup>2</sup> See footnote 3 for Level I.

**APPENDIX I**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - E / 1105 Series)**  
**Master Training Plan and Career Path**

**Level III GS-9**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Purchasing Agent (Simplified Acquisition Specialist)</li> </ul>	<p><b><u>Mandatory</u></b> : Three years of experience in purchasing</p> <p><b><u>Desired</u></b> : Cross-training in other ACF, Level II &amp; III Certifications</p>	<p><b><u>Mandatory</u></b> : Sixty-four semester hours of undergraduate work, with emphasis in business</p> <p><b><u>Recommended:</u></b> Undergraduate Degree in business</p>	<p><b><u>Mandatory (Priority I)</u></b> Supervisor Development Course (SDC) (for anyone appointed to a supervisory position) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</p> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>• Additional intermediate or advanced (Level II or III) DAU courses in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• Acquisition Excellence Training</li> <li>• Training in ALEI competencies (see Appendix L)</li> </ul>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years</li> </ul> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>• Professional license / certification in discipline, e.g., C.P.M., CACM</li> <li>• Professional Reading Program</li> <li>• Independent Research</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD (AT&L) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF E and for the assignment specific course at that level.

## ACQUISITION AND CONTRACTING PROFESSIONAL LICENSES AND CERTIFICATES

TITLE	ABBREVIATION	SPONSOR
Accredited Purchasing Practitioner	APP	ISM
Certified Professional Contracts Manager	CPCM	NCMA
Certified Professional Public Buyer	CPPB	NIGP
Certified Public Purchasing Officer	CPPO	NIGP
Certified Cost Estimator/Analyst	CCE/A	SCEA
Certified Fellow in Production and Inventory Management	CFPIM	APICS
Certified Professional Property Manager	CPPM	NPMA
Certified Professional Property Administrator	CPPA	NPMA
Certified Professional Property Specialist	CPPS	NPMA
Certificate in Production and Inventory Management	CPIM	APICS
Certified Purchasing Manager	C.P.M.	ISM
Certified Manufacturing Engineer	Cmfge	SME

APICS – American Production and Inventory Control Society  
 ISM – Institute for Supply Management  
 NCMA - National Contract Management Association  
 NIGP - National Institute of Governmental Purchasing  
 NPMA - National Property Management Association  
 SCEA - The Society of Cost Estimating and Analysis  
 SME - Society of Manufacturing Engineers

NOTE: Participation in professional societies and associations must be in accordance with the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. Part 2635, issued by the Office of Government Ethics. Consistent with 5 U.S.C. 4109(b), DoD may not reimburse personnel for membership dues paid to professional societies and associations. Under the provisions of Section 1112 of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, amending Title 5, United States Code, Section 5757, individuals may be able to receive reimbursement for expenses to obtain and renew professional credentials, including expenses for professional accreditation, professional licenses, certification, and examinations to obtain such credentials. The authority to fund such reimbursements has been delegated to MACOMs and may be further delegated, individuals should check with their MACOMs to determine if approval authority has been further delegated and if funding can be approved. Such funding is discretionary, not an entitlement and can not be approved retroactively. For Army policy information read the ASA (M&RA) memorandum, SUBJECT: Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees dated 20 June, 2003 at <http://cpol.army.mil/library/train/tld-062003.html>.