OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

AJG 1 2003

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Position Category Descriptions and Experience, Education and Training Requirements for Fiscal Year 2004, Release #04-01

The fiscal year 2004 approved position category descriptions and career field experience, education and training requirements are attached. The requirements will be effective October 1, 2003. Unless specified as DESIRED, the requirements are mandatory for certification. The lists also include training requirements that will change during the fiscal year as new courses are deployed; each new course is listed with a projected deployment date. The career fields with projected changes include: Contracting; Industrial/Contract Property Management; Purchasing; and Life Cycle Logistics (Sustainment path).

Please ensure that the attachment is distributed to workforce members. The current requirements will also be maintained on the Defense Procurement and Acquisition Policy website: www.acq.osd.mil/dpap/

Should you have any questions, please contact Ms. Karla Merritt at 703-681-3444 or email karla.merritt@osd.mil

Richard K. Sylvester

Richard K. Sylvester
Deputy Director, Defense Procurement and
Acquisition Policy (Acquisition
Workforce and Career Management)

Attachment
As Stated

DISTRIBUTION:

Director, Acquisition Career Management (Navy)
Deputy Director, Acquisition Career Management (Army)
Associate Director, Acquisition Career Management (Air Force)
Director, Acquisition Career Management (DoD Agencies Outside Military Departments)
President, Defense Acquisition University

Functional Area: Auditing
Position Category: Auditing

Position Category Description

Perform contract auditing and provide accounting and financial advisory services to the Department of Defense and other Government Agencies in negotiation, administration, and settlement of contracts, and subcontracts. The basic nature of auditing is to plan and scope the audit based on an assessment of risk, perform such tests and analysis as necessary to gather sufficient evidential matter, evaluate the results and reach logical, well supported conclusions. The contract auditor's duties include evaluating information about contractor economic assertions, comparing those assertions to established criteria and reporting the results to interested third parties. The types of audits performed include audits of contractor proposal submissions, incurred cost, compliance with the "Truth in Negotiations Act," 10 U.S.C. 2306a (reference (w)), compliance with Cost Accounting Standards, contract terminations, claims for abnormal conditions, contractor financial condition and contractor systems and operations. Contract auditors also assist Government trial attorneys in the development, analysis, and presentation of Government positions before the Armed Services Board of Contract Appeals, and United States Court of Federal Claims as well as testify as factual or expert witnesses. Contract auditors function as consultants to various organizations under the Defense Acquisition Regulatory Council such as the Cost Principles, Pricing, Finance, and Contract Administration Committees. Contract auditors must comply with Generally Accepted Government Auditing Standards, which incorporate the American Institute of Certified Public Accountants Auditing Standards, on the auditor's professional qualifications, the quality of audit effort (including planning, supervision, exercise of due professional care, obtaining sufficient competent evidential matter), and the characteristics of professional and meaningful audit reports.

AUDITING

LEVEL I

EDUCATION – Meet one of the following criteria:

A baccalaureate degree in accounting

A baccalaureate degree in a related field, such as business administration or finance, which included or was supplemented by 24 semester hours in accounting

At least 4 years of experience in accounting

An equivalent combination of accounting experience, college education, and training

EXPERIENCE – Either:

Meet OPM Qualification Standards for entry into the series

A baccalaureate degree with 24 semester hours in accounting

(Desired) Accounting/auditing work experience in industry or public accounting

TRAINING

AUD 1130 Technical Indoctrination [PC6]

(Desired) AUD 6115 Effective Report Writing [PAG]*

LEVEL II

EDUCATION

Entry below GS-9: Complete Level I requirements

Entry at GS-9: Complete Level I requirements and one of:

All requirements for a master's degree or equivalent

2 full years of graduate education

(Desired) Beginning graduate studies leading to a master's degree in accounting, business administration, management, or a related field

(Desired) Professional certification (CPA, CMA, CIA, CISA)

EXPERIENCE

Auditing experience of increasing complexity and responsibility

(Desired) Experience performing increasingly complex audits for normal progression and with increasing independence

TRAINING

Complete one of the following courses:

AUD 1320 Intermediate Contract Auditing [JR7]

AUD 4120 Statistical Sampling [QPO]

AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques [QPC]

(Desired) Any of the following courses:*

AUD 6220 Auditor Interview and Interpersonal Reactions

AUD 6240 Oral Presentation Workshop

AUD 5653 Computer Assisted Audit Techniques

AUD 1541 Cost Accounting Standards

AUD 5614 Fundamentals of Auditing Information Systems

LEVEL III

EDUCATION

Complete Level II requirements

(Desired) Master's degree in accounting, business administration, management, or a related field

EXPERIENCE

Meet all Level I and II requirement qualification standards from OPM Qualification Standards Handbook. Supervisory auditors also must meet additional OPM qualifications.

(Desired) Assignments in a variety of organizational settings

TRAINING

AUD 8562 DCAA Personnel Management Policy [CBJ] (Mandatory for al supervisory personnel)

(Desired) Anyone of the following courses:*

AUD 4035 Quantitative Methods Refresher

AUD 8561 Administration and Management of Audits for Supervisors

ACQ 101 Fundamentals of Systems and Acquisition Management

Functional Area: Business, Cost Estimating, and Financial Management (BCE&FM)
Position Category: BCE&FM

Position Category Description

Financial planning, formulating financial programs, administering budgets, accounting for obligation and expenditure of funds, cost performance management of contractors, cost estimating, and advising or assisting commanders, PMs and other officials in discharging all aspects of their responsibilities for business management, in direct support of the Defense acquisition process.

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT

LEVEL I

EDUCATION

(Desired) Baccalaureate degree

EXPERIENCE

1 year of acquisition experience in business, cost estimating, or financial management

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

Complete two of the following courses:

BCF 101 Fundamentals of Cost Analysis [Q1A]

BCF 102 Fundamentals of Earned Value Management [Q1B]

BCF 103 Fundamentals of Business Financial Management [PGC]

LEVEL II

EDUCATION

(Desired) Baccalaureate Degree

EXPERIENCE

2 years of acquisition experience in business, cost estimating, or financial management

(Desired) An additional 2 years of experience in business, cost estimating, and financial management

TRAINING

ACQ 201 Intermediate Systems Acquisition [JHA]

BCF 205 Contractor Finance for Acquisition Managers [Q2A]

Complete ONE of the following courses (not previously taken at Level I):

BCF 101 Fundamentals of Cost Analysis [Q1A]

BCF 102 Fundamentals of Earned Value Management [Q1B]

BCF 103 Fundamentals of Business Financial Management [PGC]

Complete ONE of the following courses (related to specific job duties)

BCF 203 Intermediate Earned Value Management [Q2G]

BCF 204 Intermediate Cost Analysis [Q2B]

BCF 211 (Parts A and B) Acquisition Business Management [PGD]

LEVEL III

EDUCATION

(Desired) Baccalaureate degree with 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

(Desired) Master's degree

EXPERIENCE

4 years of acquisition experience in business, cost estimating, or financial management

(Desired) An additional 4 years of acquisition experience in business, cost estimating, or financial management

TRAINING

BCF 301 Business, Cost Estimating, and Financial Management Workshop [BZF]

Functional Area: Procurement and Contracting
Position Category: Contracting (including Construction)

Position Category Description

Develops, manages, supervises or performs policies and procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation, and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration, termination, or close out of contracts. Requires knowledge of the legislation, policies, regulations, and methods used in contracting, and knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques, and general requirements characteristics.

CONTRACTING

LEVEL I

EDUCATION (See Footnote #1)

Baccalaureate degree

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

Training Requirements from October 1, 2003 through March 31, 2004 (Footnote#2)

CON 100 Shaping Smart Business Arrangements [JHE] (Footnote #3)

CON 101 Basics of Contracting [BDQ]

CON 104 (Parts A and B) Principles of Contract Pricing [BDR]

(DESIRED) CON 237 Simplified Acquisition Procedures [PAS]

1 Elective (As agreed to by the supervisor, the elective may be any training opportunity related to the employee's job, or necessary for career development, or for cross training. The elective may include no-cost distance learning or other training opportunity; assignment-specific courses funded by DAU/DACM; other training opportunities funded by student's organization.)

Training Requirements Projected for Delivery Effective April 1, 2004

CON 100 Shaping Smart Business Arrangements [JHE] (Footnote #3)

CON 1XX Introductory Contracting and Pricing Modules

CON 120 Negotiation Workshop and Level I Wrap-Up

1 Elective (As agreed to by the supervisor, the elective may be any training opportunity related to the employee's job, or necessary for career development, or for cross training. The elective may include no-cost distance learning or other training opportunity; assignment-specific courses funded by DAU/DACM; other training opportunities funded by student's organization.)

(DESIRED) CON 237 Simplified Acquisition Procedures [PAS]

LEVEL II

EDUCATION (See Footnote #1)

Baccalaureate degree

At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

(Desired) Graduate studies in business administration or procurement

EXPERIENCE

2 years of contracting experience

(Desired) An additional 2 years of contracting experience

LEVEL II TRAINING

CON 202 Intermediate Contracting [PGE]

CON 204 Intermediate Contract Pricing [BU6]

CON 210 Government Contract Law [BDP]

2 Electives (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; other training opportunities funded by student's organization.)

LEVEL III

EDUCATION (See Footnote #1)

Baccalaureate degree

At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

(Desired) Master's degree in business administration or procurement

EXPERIENCE

4 years of contracting experience

(Desired) An additional 4 years of contracting experience

TRAINING

CON 353 Advanced Contracting (See Footnote #4)

2 Electives (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; other training opportunities funded by student's organization.)

(DESIRED) 2 weeks of management and leadership training (Not currently provided by DAU. See your local training support office.)

Footnotes: #1 See 10 USC 1724 (provides for limited exceptions and waivers).

#2 For students who are enrolled in or have completed CON 101, CON 104 will be offered for 12 months following deployment of the new courses so that those identified students may obtain their Level I certification.

#3 CON 100 is desired but not mandatory for employees who completed CON 104 and/or CON 101 before CON 100 was deployed

#4 If by September 30, 2003, CON 333 has been completed but not CON 301, then 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 353 must be completed for certification. CON 301 fulfills the new DAWIA Level III Contracting certification training requirement to complete two electives.

Functional Area: Facilities Engineering
Position Category: Facilities Engineering

Position Category Description

Life cycle management of DoD installations, facilities, civil works projects, airfields, roadways, and ocean facilities. Duties include all facets of facilities engineering from planning through disposal, including design, construction, environmental management, base operations and support, housing, real estate, and real property maintenance. Duties may require identification, establishment, organization, or implementation of defense acquisition engineering objectives and policies, or establishing of specifications. Additional duties include advising or assisting Commanders, and acting as or advising program managers and other officials as necessary in executing all aspects of their responsibilities for facility management and the mitigation/elimination of environmental impact in direct support of the defense acquisition process. Engineers, scientists, and other professionals usually accomplish these duties. Duties also include oversight and quality management duties that technicians perform.

FACILITIES ENGINEERING

LEVEL I

EDUCATION

(Desired) Baccalaureate degree in engineering, architecture, physics, chemistry, mathematics, community planning, business or related fields.

EXPERIENCE

1 year of acquisition experience in facilities engineering

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

LEVEL II

EDUCATION

(Desired) Baccalaureate degree in engineering, architecture, physics, chemistry, mathematics, community planning, business or related fields.

(Desired) 9 semester credit hours selected from accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management

EXPERIENCE

2 years of acquisition experience in facilities engineering

(Desired) An additional 2 years of acquisition experience in facilities engineering

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5] (If not completed at Level I)

FE 201 Intermediate Facilities Engineering

(Desired) Mandatory Level I or Level II DAU course in one of the following: acquisition logistics; contracting; program management; information technology; production, manufacturing and quality; Test and Evaluation, or Systems, Planning, Research, Development and Engineering

LEVEL III Certification Requirements for Level III will be established when the appropriate training becomes available. Courses are currently being developed and will be published in FY05

Functional Area: Procurement and Contracting
Position Category: Industrial and/or Contract Property Management

Position Category Description

Perform, manage, supervise, or develop policies and procedures for government property. It may involve the acquisition, control, management, use, and disposition of government owned property used by contractors or for storage to support future contractual requirements. Provide guidance, counsel, and direction to government and contractor managers and technicians relating to regulatory and contractual requirements for managing government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating a contractor's property management system; and developing and applying property systems analysis programs to assess the effectiveness of contractors' government property management systems.

INDUSTRIAL AND/OR CONTRACT PROPERTY MANAGEMENT

LEVEL I

EDUCATION

(Desired) Meet one of the following criteria:

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 experience in acquisition

TRAINING

Training Requirements from October 1, 2003 through March 31, 2004

CON 100 Shaping Smart Business Arrangements [JHE] (See Footnote #1)

IND 100 Contract Property Administration and Disposition Fundamentals

IND 103 Contract Property Systems Analysis Fundamentals

CON 101 Basics of Contracting [BDQ]

1 Elective (As agreed to by the supervisor, the elective may be any training opportunity related to the employee's job, or necessary for career development, or for cross training. The elective may include no-cost distance learning or other training opportunity; assignment-specific courses funded by DAU/DACM; other training opportunity funded by student's organization.)

Training Requirements Projected for Delivery Effective April 1, 2004

CON 100 Shaping Smart Business Arrangements [JHE] (See Footnote #1)

CON 1XX Introductory Contracting Module will replace CON 101 Basics of Contracting

IND 100 Contract Property Administration and Disposition Fundamentals

IND 103 Contract Property Systems Analysis Fundamentals

1 Elective (As agreed to by the supervisor, the elective may be any training opportunity related to the employee's job, or necessary for career development, or for cross training. The elective may include no-cost distance learning or other training opportunity; assignment-specific courses funded by DAU/DACM; other training opportunity funded by student's organization.)

LEVEL II

EDUCATION

(Desired) Meet one of the following criteria:

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

2 years of experience in an industrial property management acquisition position

(Desired) 2 years additional experience in industrial property management acquisition

INDUSTRIAL AND/OR CONTRACT PROPERTY MANAGEMENT
(continued)

Level II TRAINING

IND 201 Intermediate Contract Property Administration [PDN]

IND 202 Contract Property Management Seminar [BRM]

CON 202 Intermediate Contracting [PGE]

CON 210 Government Contract Law [BDP]

2 Electives (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; other training opportunities funded by student's organization.)

LEVEL III

EDUCATION

(Desired) Meet both of the following criteria:

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.

EXPERIENCE

4 years of experience in industrial property management acquisition positions of increasing responsibility and complexity

(Desired) 4 additional years of experience in industrial property management acquis tion

TRAINING

CON 353 Advanced Contracting (See Footnote #2)

2 Electives (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; other training opportunities funded by student's organization.)

Footnote: #1 CON 100 is desired but not mandatory for employees who completed CON 104 and/or CON 101 before CON 100 was deployed.

#2 If by September 30, 2003, CON 333 has been completed but not CON 301, then 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 353 must be completed for certification. CON 301 fulfills the new Level III Contracting certification training requirement to complete two electives.

Functional Area: Information Technology
Position Category: Information Technology

Position Category Description

Provide direct support for acquisitions that use Information Technology (IT), including National Security Systems (NSS). Consistent with the Clinger-Cohen Act of 1996, Division E, ITY includes: any equipment, or interconnected system or subsystem of equipment, that is used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data and information. Includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), related resources, and information assurance.

Individuals in this career path apply laws, policies, directives, and guidance to acquisitions throughout the total life-cycle. They conduct or support requirements analysis, design, development, performance measurement, procurement, lease, outsourcing, verification and validation, certification and accreditation, installation, transition, operations, support, and where applicable, disposal by applying technical as well as program/project management skills. Technical skills include systems engineering, component engineering, software engineering, computer engineering, and electronics engineering. They support compliance of the acquisition with the Global Information Grid (GIG) architecture, Command, Control, Communications, Computers, and Intelligence (C4I) Support Plan, Information Assurance, and other information management policies addressed in DoD 5000 and 8000 series. They support development and application of proven acquisition strategies and procurement planning, solicitation, award, and monitoring. They apply information technology to support business processes such as those that enable e-government. To be an acquisition position, those duties must be accomplished under the authority of DoD Directive 5000.1, DoD Instruction 5000.2 and DoD Instruction 5000.58. If the duties required by a position do not meet that criterion, then it is not normally an acquisition position.

INFORMATION TECHNOLOGY

LEVEL I

EDUCATION

(Desired) Baccalaureate degree, preferably with a major in computer science, management information systems, business administration, or a related field

EXPERIENCE

1 year of acquisition experience in information technology

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

IRM 101 Basic Information Systems Acquisition [JHD]

(Desired) SAM 101 Software Acquisition Management

LEVEL II

EDUCATION

(Desired) Master's degree, preferably with a major in computer science, management information systems, business administration, or a related field

EXPERIENCE

2 years of acquisition experience, at least 1 year of this experience must be in information technology

(Desired) An additional 2 years of information technology acquisition experience, preferably in a program office or similar organization

TRAINING

ACQ 201 (Parts A and B) Intermediate Systems Acquisition [JHA]

IRM 201 Intermediate Information Systems Acquisition [QN5]

(Desired) SAM 201 Intermediate Software Acquisition Management

LEVEL III

EDUCATION

(Desired) Master's degree, preferably with a major in computer science, management information systems, business administration, or a related field

EXPERIENCE

4 years of information technology or software intensive systems acquisition experience of which at least 2 years must be in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMA program integrator, or Supervisor of Shipbuilding)

(Desired) 4 additional years of information technology acquisition experience

TRAINING

IRM 303 Advanced Information Systems Acquisition [BZE]

(Desired) SAM 301 Advanced Software Acquisition Management [BU9]

(Desired) PMT 352 (Parts A and B) Program Management Office Course [BZG]

Functional Area: LOGISTICS
Position Category: LIFE CYCLE LOGISTICS
Paths: 1) Acquisition Logistics
2) System Sustainment Management

Position Category Description

Life cycle logisticians are responsible for the planning, development, implementation, and management of a comprehensive, affordable, and effective systems support strategy. Under Total Life Cycle System Management (TLCSM), life cycle logisticians have a principal role during the acquisition and operational phases of the weapon or materiel system life cycle. They assemble and lead a cross functional team of subject matter experts to ensure that supportability requirements are addressed comprehensively and consistently with cost, performance, and schedule during the life cycle. They plan and develop affordable, effective support strategies to meet goals for operational effectiveness, optimum readiness, and to facilitate iterative technology enhancements during the weapon system life cycle.

Life cycle logisticians plan, develop and implement Performance Based Logistics initiatives as the preferred approach to systems support. Examples of these initiatives include: managing performance agreements, integrating support strategies, and employing diagnostics, prognostics, and logistics chain management approaches to achieve operational effectiveness and system affordability. They perform an integral role in the system engineering process, advising and consulting with a broad spectrum of acquisition personnel to ensure that supportability considerations are implemented during the design and sustainment of a weapon system.

Life cycle logisticians support the Program Manager (PM) in negotiating performance agreements and ensure the integration of all support elements to achieve affordability, deployability, supportability, and mobility of the weapon system throughout the program life cycle. They can work directly in a PM Office, in support of the PM, or in other supporting logistics activity offices.

Life cycle logisticians' responsibilities include: supportability requirement generation; supportability planning, analyses and tradeoffs; fielding of logistics support elements; and performance of supply, maintenance, transportation, sustaining engineering, data management, interoperability, configuration management, manpower, training, safety, health, security, environmental, and disposal functions in support of life cycle management. These processes are addressed in the DoD 5000-series of regulations.

LIFE CYCLE LOGISTICS
ACQUISITION LOGISTICS

LEVEL I

EDUCATION

(Desired) Baccalaureate degree in a technical, scientific, or managerial field

EXPERIENCE

1 year of acquisition experience

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

LOG 101 Acquisition Logistics Fundamentals [JR1]

LEVEL II

EDUCATION

(Desired) Baccalaureate degree in a technical, scientific, or managerial field

(Desired) Completion of Graduate level classes in Systems Design and Operational Effectiveness (SDOE) or similar systems engineering/technical education as part of a Certificate Program

EXPERIENCE

2 years of life cycle logistics experience in support of DoD weapons/material systems

(Desired) An additional 2 years of life cycle logistics experience in support of DoD weapons/material systems

TRAINING

ACQ 201 (Parts A and B) Intermediate Systems Acquisition [JHA]

LOG 201 (Parts A and B) Intermediate Acquisition Logistics

LOG 235 Performance Based Logistics

LEVEL III

EDUCATION

(Desired) Master's degree in Systems Design and Operational Effectiveness (SDOE) or similar systems engineering/technical education

EXPERIENCE

4 years of life cycle logistics experience in support of DoD weapons/material systems

(Desired) An additional 4 years of life cycle logistics experience in support of DoD weapons/material systems

TRAINING

LOG 304 Executive Life Cycle Logistics Management [AH1]

LIFE CYCLE LOGISTICS
SYSTEMS SUSTAINMENT MANAGEMENT

LEVEL I

EDUCATION

(Desired) Baccalaureate degree in a technical, scientific, or managerial field

EXPERIENCE

1 year of acquisition experience

TRAINING

Training Requirements from October 1, 2003 through March 31, 2004

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

LOG 101 Acquisition Logistics Fundamentals [JR1]

Training Requirements Projected for Availability April 1, 2004

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

LOG 102 Systems Sustainment Fundamentals

LEVEL II

EDUCATION

(Desired) Baccalaureate degree in a technical, scientific, or managerial field

(Desired) Completion of Graduate level classes in Business Administration to include Supply Chain Management as part of a Certificate Program

EXPERIENCE

2 years of life cycle logistics experience in support of DoD weapons/material systems

(Desired) An additional 2 years of life cycle logistics experience in support of DoD weapons/material systems

TRAINING

ACQ 201 (Parts A and B) Intermediate Systems Acquisition [JHA]

LOG 201 (Parts A and B) Intermediate Acquisition Logistics [JR3]

LOG 235 Performance Based Logistics

LEVEL III

EDUCATION

(Desired) Master's degree in Business Administration to include Supply Chain Management (SCM)

EXPERIENCE

4 years of life cycle logistics experience in support of DoD weapons/material systems

(Desired) An additional 4 years of life cycle logistics experience in support of DoD weapons/material systems

TRAINING

LOG 304 Executive Life Cycle Logistics Management [AH1]

Functional Area: Technical Management
Position Category: Production, Quality, and Manufacturing

Position Category Description (Production and Manufacturing)

Acquisition-related manufacturing and production duties vary greatly in managerial, administrative, and technical content. Duties nearly always involve program management or monitoring the manufacturing and production efforts at private sector contractor or Government industrial facilities. Functions include, but are not limited to the following:

a. Assess readiness and availability of information, energy, raw material, human and physical resources to produce defense goods.

b. Assess the reasonableness of contractor methodology, efficiency, cost and/or schedule estimates or data and provide recommendations.

c. Assembly and analysis of past performance, manufacturing planning, surveillance, production readiness reviews, and dissemination of results.

d. Monitor status of weapon system development and production contracts.

e. Assess the impact in changes to weapon system development and production contracts.

f. Review contractor manufacturing facilities, organization, policies, procedures, practices, processes, and methods.

g. Manage programs and contracts for development of new, or tailoring of existing, manufacturing technology.

h. Analyze or monitor planning of alternative production processes or resources necessary to meet alternative production schedules.

i. Design a management system to monitor manufacturing functions and input and output of a contractor's system.

j. Monitor the determination of make or buy decisions to balance overall manufacturing resource requirements.

k. Analyze the production base to identify risks associated with limited availability and sole source dependencies.

l. Participate from the onset in the integrated product and process development of the weapon system.

Functional Area: Technical Management
Position Category: Production, Quality and Manufacturing

Position Category Description (Quality)

Manages QA processes to establish essential quality standards and controls. Develops and executes plans that focus on quality of design, quality of conformance, and fitness for use. Integrates quality plan(s) into the system engineering process. Develops policies, procedures and test provisions, and quality requirements in specifications, standards, and solicitations. Evaluates QA during the acquisition process such as in design reviews, functional and physical configuration audits, production readiness reviews, and the milestone reviews supporting the Milestone Decision Authority. Performs process and product oriented reviews and audits. Issues and manages continuous improvement opportunities, corrective action requests, and product quality deficiency reports. Performs quality engineering functions to implement design of experiments, determine test adequacy, clarity of requirements, and measurement to demonstrate process capability and compliance. Supervises, directs and manages the workforce responsible for QA functions. Provides support to other functional personnel and personnel performing in-plant duties. Accepts and fields material for U.S. and foreign customers.

PRODUCTION, QUALITY, and MANUFACTURING

LEVEL I

EDUCATION

(Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, business, quality assurance, or a related field

EXPERIENCE

At least 1 year of acquisition experience in manufacturing, production, or quality assurance

(Desired) At least 4 weeks (cumulative) rotational assignments at a contractor and/or government industrial facility that includes experience in quality, manufacturing, engineering, and contracting

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

PQM 101 Production, Quality and Manufacturing Fundamentals [BU2]

LEVEL II

EDUCATION

(Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, business, quality assurance, or a related field

(Desired) Master's degree in business, production management, engineering, or a related field

EXPERIENCE

At least 2 years of acquisition experience in manufacturing, production, or quality assurance

(Desired) At least 4 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)

(Desired) 2 additional years of experience in manufacturing, production, or quality assurance

TRAINING

ACQ 201 (Parts A and B) Intermediate Systems Acquisition [JHA]

PQM 201 (Parts A and B) Intermediate Production, Quality and Manufacturing [BU3]

LEVEL III

EDUCATION

(Desired) Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, business, industrial technology or management, business, quality assurance, or a related field

(Desired) Master's degree in business, production management, engineering, or a related field

EXPERIENCE

At least 4 years of acquisition experience in manufacturing, production, or quality assurance

(Desired) 4 additional years of experience in manufacturing, production, or quality assurance

TRAINING

PQM 301 Advanced Production, Quality and Manufacturing [HV2]

Functional Area: Acquisition Management
Position Category: Program Management

Position Category Description

Manage a defense acquisition program. Responsibilities may be broad (e.g., PM, DPM, or PEO) or focused (e.g., Assistant PM for a particular function), and may be line or staff in nature. The execution of the duties of those positions is guided by DoD Directive 5000.1, DoD Instruction 5000.2, DoD Manual 5000.2-M, (a), (b), and (s), and DoD 8000 series as appropriate, or related issuances governing acquisition programs in the DoD Components. Not covered in this category are basic research programs. Positions providing oversight rather than management of DoD acquisition programs fall under the Program Management Oversight position category.

PROGRAM MANAGEMENT

LEVEL I

EDUCATION

(Desired) Baccalaureate degree, preferably with a major in engineering, systems management, or business administration

EXPERIENCE

1 year of acquisition experience

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

(Desired) ACQ 201 (Parts A and B) Intermediate Systems Acquisition [JHA]

(Desired) One DAU Level I00 course in another functional area

LEVEL II

EDUCATION

(Desired) Master's degree, preferably with a major in engineering, systems management, business administration, or a related field

EXPERIENCE

2 years of acquisition experience; at least 1 year of this experience must be in program management

(Desired) An additional 2 years of acquisition experience, preferably in a systems program office or similar organization

TRAINING

ACQ 201 (Parts A and B) Intermediate Systems Acquisition [JHA]

PMT 250 Program Management Tools [PGM]

(Desired) One DAU Level 200 course in another functional area

(Desired) Intermediate-level management and leadership training (Not currently provided by DAU. See your local training support office.)

LEVEL III

EDUCATION

(Desired) Meet one of the following criteria:

At least 24 semester hours from among accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management (DANTES or CLEP equivalency exams may be substituted.); OR

At least 24 semester hours in the individual's career field and 12 semester credit hours in the disciplines listed above

(Desired) Master's degree in engineering, systems acquisition management, business administration, or a related field

EXPERIENCE

4 years of acquisition experience of which at least 2 years of this experience must be in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMA program integrator, or Supervisor of Shipbuilding), and at least 1 year of this experience must be in a program management position with cost, schedule, and performance responsibilities

(Desired) 2 additional years of acquisition experience

TRAINING

PMT 352 (Parts A and B) Program Management Office Course [BZG]

Functional Area: Procurement and Contracting
Position Category: Purchasing

Position Category Description

Purchase, rent, or lease supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures, with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. Requires knowledge of commercia. supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

PURCHASING

LEVEL I

EDUCATION

(Desired) 16 semester hours of undergraduate work with emphasis in business

EXPERIENCE

1 year of experience in purchasing

TRAINING

Training Requirements from October 1, 2003 through March 31, 2004

CON 100 Shaping Smart Business Arrangements [JHE]

CON 101 Basics of Contracting [BDQ]

CON 237 Simplified Acquisition Procedures [PAS]

1 Elective (As agreed to by the supervisor, the elective may be any training opportunity related to the employee's job, or necessary for career development, or for cross training. The elective may include no-cost distance learning or other training opportunity; assignment-specific courses funded by DAU/DACM; other training opportunity funded by student's organization.)

Training Requirements Projected for Delivery Effective April 1, 2004

CON 100 Shaping Smart Business Arrangements [JHE]

CON 1XX Introductory Contracting Module

CON 237 Simplified Acquisition Procedures [PAS]

1 Elective (As agreed to by the supervisor, the elective may be any training opportunity related to the employee's job, or necessary for career development, or for cross training. The elective may include no-cost distance learning or other training opportunity; assignment-specific courses funded by DAU/DACM; other training opportunity funded by student's organization.)

LEVEL II

EDUCATION

(Desired) 32 semester hours of undergraduate work with emphasis in business

EXPERIENCE

2 years of experience in purchasing

TRAINING

CON 202 Intermediate Contracting [PGE]

2 Electives (The electives may include no cost distance learning or other training opportunities; assignment-specific courses funded by DAU/DACM; other training opportunities funded by student's organization. Electives may be any training opportunities related to the employee job, or necessary for career development, or for cross training.)

LEVEL III

EDUCATION

(Desired) 64 semester hours of undergraduate work with emphasis in business

EXPERIENCE

3 years of experience in purchasing

TRAINING

No additional training requirements beyond Level II

Functional Area: Technical Management
Position Category: Systems Planning, Research, Development, and Engineering (SPRDE)
Path: Science and Technology Manager

Position Category Description (Science and Technology Manager)

Science and Technology (S&T) Managers are typically scientists and engineers involved in the Concept and Technology Development Phase and/or the System Development and Demonstration Phase of the Defense Acquisition Process.

Primary Duties:

1) Develop overall program goals for S&T funds
2) Acquire the services of scientists, engineers and technical support personnel, experts in their fields, to perform science and technology research for DoD
3) Provide funds and oversee S&T performers including universities, industry, and Federal Government organizations, and
4) Interface with the technology customer(s) to expedite the transition of technology to the user

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING
SCIENCE and TECHNOLOGY MANAGER

LEVEL I

None

LEVEL II

EDUCATION

Baccalaureate degree in engineering, physics, chemistry, mathematics, or a relatec field

EXPERIENCE

2 years of acquisition or acquisition-related experience

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BUS]

LEVEL III

EDUCATION

Baccalaureate degree in engineering, physics, chemistry, mathematics, or a relatec field

(Desired) Master's degree in engineering, physics, chemistry, mathematics, operations research, management or a related field

EXPERIENCE

2 years of acquisition or acquisition-related experience

TRAINING

STM 301 Program Management for S&T Managers

STM 302 Systems Engineering for S&T Managers

Functional Area: Technical Management
Position Category: Systems Planning, Research, Development and Engineering (SPRDE)
Path: Systems Engineering

Position Category Description (Systems Engineering)

Plan, organize, monitor, manage, oversee, and/or perform research and/or engineering activities relating to the design, development, fabrication, installation, modification, or analysis of systems or systems components. Duties may require identification, establishment, organization, or implementation of acquisition engineering objectives and policies, or establishing of specifications. Scientists and engineers directly supporting acquisition programs, projects, or activities (including medical) usually accomplish these duties.

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING
SYSTEMS ENGINEERING

LEVEL I

EDUCATION

Must meet one of the following criteria:

Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field; OR

At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)

EXPERIENCE

1 year of acquisition experience in science or engineering

TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

LEVEL II

EDUCATION

Must meet one of the following criteria:

Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field; OR

At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)

(Desired) Master's degree in engineering, physics, chemistry, mathematics, operations research, management, or a related field

(Desired) 9 semester hours from among accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management. (DANTES or CLEP exams may be substituted)

EXPERIENCE

2 years of acquisition experience in science or engineering

(Desired) An additional 2 years of acquisition experience in science or engineering

TRAINING

ACQ 201 (Parts A and B) Intermediate Systems Acquisition [JHA]

SYS 201 (Parts A and B) Intermediate Systems Planning, Research, Development and Engineering [BE2]

(Desired) A DAU Level 200 or Level 100 course mandatory for Acquisition Logistics; Program Management; Production, Quality and Manufacturing; Information Technology; or Test and Evaluation

LEVEL III

EDUCATION

Must meet one of the following criteria:

Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field; OR

At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of October 1, 1991)

(Desired) Advanced degree in engineering, physics, chemistry, mathematics, operations research, management or a related field

(Desired) 12 semester hours from among accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management. (DANTES or CLEP exams may be substituted)

EXPERIENCE

4 years of acquisition experience in science or engineering

(Desired) 4 additional years of experience in acquisition positions of increasing responsibility and complexity

TRAINING

SYS 301 Advanced Systems Planning, Research, Development and Engineering [HV1]

(Desired) Any mandatory DAU Level 200 or Level 300 course in Acquisition Logistics; Program Management; Production, Quality, and Manufacturing; Information Technology; or Test and Evaluation

Functional Area: Technical Management
Position Category: Test and Evaluation

Position Category Description

Plan, monitor, and conduct Test and Evaluation (T&E) of prototype, new, or modified weapon systems, equipment or material; analyze, assess, and evaluate test data and results; prepare assessments of test data and test results, and write reports of findings. Work typically includes the following:

a. Modify, adapt, tailor, or extend standard T&E guides, precedents, criteria, methods, and techniques.
b. Categorize test data, equipment, material, or system deficiencies.
c. Design and use new test equipment, procedures, and approaches.
d. Certify equipment, material or system readiness for operational testing.
e. Conduct and evaluate and/or analyze test results.
f. Perform staff assignments such as technical consultant, planner, evaluator-advisor, and/or coordinator in a T&E organization.
g. Monitor related activities at contractor facilities.
h. Write, edit and staff a T&E Master Plan.

LEVEL I

EDUCATION:

Meet one of the following criteria:

Baccalaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field OR

At least 10 years of experience in acquisition positions (as of October 1, 1991)

EXPERIENCE

1 year of acquisition experience (T&E experience or experience with a technical orientation in an acquisition position is preferred.)

TRAINING

- ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- TST 101 Introduction to Acquisition Workforce Test and Evaluation [PC5]

LEVEL II

EDUCATION:

Meet one of the following criteria:

Baccalaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field OR

At least 10 years of experience in acquisition positions (as of October 1, 1991)

(Desired) Master's degree in one of the above fields

(Desired) Two 3-CEU technical courses in a test and evaluation specialty area

(Desired) Meet Acquisition Corps education requirements

EXPERIENCE

2 years of acquisition experience, of which at least 1 year is test and evaluation experience

(Desired) An additional 2 years of acquisition experience, of which 1 year is test and evaluation experience

TRAINING

ACQ 201 (Parts A and B) Intermediate Systems Acquisition [JHA]

TST 202 Intermediate Test and Evaluation [QMI]

LEVEL III

EDUCATION

Meet one of the following criteria:

Baccalaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field OR

At least 10 years of experience in acquisition positions (as of October 1, 1991)

(Desired) At least 12 semester hours from among accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, business, quantitative methods, or organization and management. (DANTES or CLEP exams may be substituted.)

(Desired) Master's degree in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field

(Desired) One 3-CEU technical course (in addition to those required at Level II) in a test and evaluation specialty area

EXPERIENCE

4 years of acquisition experience, of which at least 2 years is test and evaluation experience

(Desired) 4 additional years of acquisition experience, of which at least 2 years is test and evaluation experience

TRAINING

TST 301 Advanced Test and Evaluation [QL9]

Functional Area: Acquisition Management
Position Category: Program Management Oversight

Position Category Description

Perform oversight and/or direct management or staff support of the DoD acquisition system. Formulates policy for the support of the DoD acquisition system. The execution of the duties of those positions is guided by DoD Directive 5000.1, DoD Instruction 5000.2, DoD Manual 5000.2-M, (a), (b) and (s), and DoD 8000 series as appropriate, or related issuances governing acquisition programs in the DoD Components. Those duties require an individual who is qualified at the highest level in one of the acquisition career fields, often program management. A position in that category normally is nonspecific as to acquisition function, requiring an individual with a broad background and perspective. That is a position category only, as described in DoD Directive 5000.58.

Position Category: Education, Training and Career Development

Position Category Description

Faculty and educational administrators who manage, develop, conduct, and evaluate acquisition education, training, and career development programs to include curriculum planning; research and consulting; evaluation and analysis of curriculum materials, training methodology, and instructional systems; and instructing students in acquisition subjects. Developmental acquisition positions are used to provide a period of supervised acquisition experience and/or on-the-job training. Such positions may be at any grade level. Specifically excluded from being designated as a developmental acquisition position are the positions of PEOs, PMs DPMs, positions in which the duties involve managing or supervising acquisition personnel, and other positions that are essential to the acquisition process. If a developmental position is a CAP, the assignment of a person who is not a member of an Acquisition Corps shall require a waiver.

Position Category: DLA Multifunction Management

Position Category Description

Perform direct management, supervision of staff, technical leadership, support of acquisition functions within the DLA. Supervise a multifunctional team to interpret and implement policy and procedures in support of the DoD acquisition process. The duties require an individual who is certified at the appropriate level in one of the acquisition career fields. The duties in this category are normally nonspecific as to acquisition function, requiring an individual with a broad acquisition background and perspective.