

# Appendix B

## CERTIFICATION STANDARDS CHECKLISTS

The following checklists provide a concise description of the education, experience, and training required to meet the standards for certification in acquisition career fields. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) has approved these checklists for the Acquisition Workforce under the authority of DoD Directive 5000.52, "Defense Acquisition Education, Training and Career Development Program." They are for use from October 1, 2000, through September 30, 2001. DoD components are responsible for ensuring that Workforce personnel are trained to qualify for their current assignments, prepared for more responsible jobs, and cross-trained for assignments in other acquisition fields. All courses that may be taken to meet Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements for FY 2001 are included in this Appendix.

The USD(AT&L) has designated certain courses that provide knowledge required to perform particular acquisition duties. These assignment-specific courses are presented in Appendix C.

Each checklist explains the flow and relational aspects of the standards. Mandatory standards are indicated by an open box or, when options are available, by an open circle. Individuals may be certified in an acquisition career level when all mandatory standards have been met. Some standards are designated "Desired" and are indicated by shaded boxes and circles. Where no standard exists for an element, the box is filled in black.

The checklists incorporate other information useful for determining how the standards may be met. Personnel Data System (PDS) codes used to track training in automated personnel systems are included for each of the courses. They are shown in square brackets "[ ]" after the course title. Predecessor courses, i.e., discontinued courses that satisfy the current training requirements, are provided at the end of Chapter 4. In some cases, equivalent courses are offered by DoD and private and public institutions of learning, as explained in Appendices D and E.

It is strongly recommended that the courses be attended in the order listed. These are progressive, sequential courses that build upon previously learned skills in an integrated curriculum. The components are responsible for determining that a prospective student possesses sufficient knowledge and/or background to attend a course.

Course descriptions are provided in Chapter 4 of this Catalog, and instructions for registering for classes are provided in Chapter 2. DAU uses the Army Training Requirements and Resources System (ATRRS) for centralized registration in all of its classes. Class schedules are maintained in ATRRS and should be available through your local training office. Up-to-date class schedules are also available for downloading from the DAU Home Page (<http://www.dau.mil>).

Checklists are provided for each of three certification levels in the following career fields:

- Acquisition Logistics
- Auditing
- Business, Cost Estimating and Financial Management
- Contracting
- Industrial/Contract Property Management
- Information Technology (formerly Communications-Computer Systems)
- Manufacturing, Production and Quality Assurance
- Program Management
- Purchasing
- Systems Planning, Research, Development and Engineering
- Test and Evaluation

### Legend for certification standards checklists:

- Mandatory standard
- Desired standard
- No standard has been set
- Option for meeting mandatory standard
- Option for meeting desired standard

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# ACQUISITION LOGISTICS

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**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

**EXPERIENCE**

2 years of acquisition logistics experience

(Desired) An additional 2 years of acquisition logistics experience

**TRAINING**

ACQ 201 Intermediate Systems Acquisition [JHA]

LOG 201 Intermediate Acquisition Logistics [JR3]

LOG 203 Reliability and Maintainability [AKA]

Complete ONE of these courses:

LOG 204 Configuration Management [QMB]

LOG 205 Provisioning [QM7]

(Desired) SYS 201 Intermediate Systems Planning, Research, Development and Engineering [BE2]

**LEVEL III**

**EDUCATION**

(Desired) Master's degree in a technical, scientific, or managerial field

**EXPERIENCE**

4 years of acquisition logistics experience

(Desired) An additional 4 years of acquisition logistics experience

**TRAINING**

LOG 304 Executive Acquisition Logistics Management [AH1]

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# AUDITING

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## 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 1430 Accounting and Auditing Update
  - AUD 1560 Emerging Cost Accounting Issues
  - AUD 5632 Computer Billing Algorithms
  - AUD 5650 Basic Data Retrieval - DATATRAK
  - AUD 5720 EDP Internal Control Reviews and JCL
  - AUD 6220 Auditor Interview and Interpersonal Reactions
  - AUD 6240 Oral Presentation Workshop

(AUDITING is continued on the next page.)

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## AUDITING (Continued)

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**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 8560 DCAA Supervisory Skills Workshop [CBJ]  
(Mandatory for all supervisory personnel)
- (Desired) Complete one of these courses:\*
- AUD 1275 Advanced Cost Management Systems
- AUD 4030 Quantitative Methods for Managers
- AUD 5640 Electronic Data Processing for Managers
- CON 301 Executive Contracting [BB3]

\*For information on Auditing courses not listed in Chapter 4 of this Catalog, contact the Defense Contract Auditing Institute at (901) 325-6383.

Mandatory standard    Desired standard    No standard set    Option for meeting mandatory standard    Option for meeting desired standard

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# BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT

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## 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 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]

# CONTRACTING

## LEVEL I

### EDUCATION

- 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

- CON 101 Basics of Contracting [BDQ]
- CON 104 Principles of Contract Pricing [BDR]

## LEVEL II

### EDUCATION

- 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

### TRAINING

- CON 202 Intermediate Contracting [PGE]
- CON 204 Intermediate Contract Pricing [BU6]
- CON 210 Government Contract Law [BDP]

## LEVEL III

### EDUCATION

- 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 301 Executive Contracting [BB3]  
(This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
- CON 333 Management for Contracting Supervisors [BU7]
- (Desired) 2 weeks of management and leadership training  
(Not currently provided by DAU. See your local training support office.)

Mandatory standard    Desired standard    No standard set    Option for meeting mandatory standard    Option for meeting desired standard

# INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT

## LEVEL I

### EDUCATION

(Desired) Meet one of the following criteria:

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

### EXPERIENCE

1 year of experience in acquisition

### TRAINING

- IND 101 Contract Property Administration Fundamentals [PDM]
- IND 102 Contract Property Disposition [PDO]
- IND 103 Contract Property Systems Analysis [BRL]
- CON 101 Basics of Contracting [BDQ]

## LEVEL II

### EDUCATION

(Desired) Meet one of the following criteria:

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, 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

### TRAINING

- IND 201 Intermediate Contract Property Administration [PDN]
- IND 202 Contract Property Management Seminar [BRM]  
(This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
- CON 202 Intermediate Contracting [PGE]
- CON 210 Government Contract Law [BDP]

## LEVEL III

### EDUCATION

(Desired) Meet both of the following criteria:

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, 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 acquisition

### TRAINING

- CON 301 Executive Contracting [BB3]  
(This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
- CON 333 Management for Contracting Supervisors [BU7]
- IND 202 Contract Property Management Seminar [BRM]  
(This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)

# INFORMATION TECHNOLOGY (Formerly Communications-Computer Systems)

## LEVEL I

### EDUCATION

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

### EXPERIENCE

1 year of acquisition experience in communications/computer systems

### TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

IRM 101 Basic Information Systems Acquisition [JHD]

## LEVEL II

### EDUCATION

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

### EXPERIENCE

2 years of acquisition experience, at least 1 year of this experience must be in communications/computer systems

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

### TRAINING

ACQ 201 Intermediate Systems Acquisition [JHA]

IRM 201 Intermediate Information Systems Acquisition [QN5]

## LEVEL III

### EDUCATION

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

### EXPERIENCE

4 years of communications/computer 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 communications and/or computer systems acquisition experience

### TRAINING

IRM 303 Advanced Information Systems Acquisition [BZE]

(Desired) PMT 302 Advanced Program Management [BU1]

Mandatory standard    Desired standard    No standard set    Option for meeting mandatory standard    Option for meeting desired standard

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# MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE

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(The Manufacturing and Production career field and the Quality Assurance career field were merged on January 1, 1995. The new career field was designated Manufacturing, Production and Quality Assurance; and certification requirements became identical for personnel from both former career fields. Level I, II, and III certifications, granted under the requirements established by DoD 5000.52-M for the former career fields (i.e., before January 1, 1995), remain valid and are fully equivalent to the corresponding Level I, II, or III Manufacturing, Production and Quality Assurance certifications granted under the new program.)

## LEVEL I

### EDUCATION - None mandatory

### EXPERIENCE

- 1 year of acquisition experience in engineering, manufacturing, production, or quality assurance
- (Desired) At least 4 weeks (cumulative) rotational assignments at a contractor and/or government industrial facility to include 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, quality assurance, or a related field
- (Desired) Master's degree in business, production management, engineering, or a related field

### EXPERIENCE

- 2 years of acquisition experience in engineering, manufacturing, production, or quality assurance
- (Desired) At least 4 weeks (cumulative) rotational assignments at a contractor and/or government industrial facility to include 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 Intermediate Systems Acquisition [JHA]
- PQM 201 Intermediate Production, Quality and Manufacturing [BU3]

*(MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE is continued on the next page.)*

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## MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE (Continued)

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**LEVEL III**

**EDUCATION**

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

**EXPERIENCE**

- At least 4 years of acquisition experience in engineering, 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]
- (Desired) One advanced seminar in current acquisition management issues  
(Not currently provided by DAU. See your local training support office.)

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# PROGRAM MANAGEMENT

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## LEVEL I

### EDUCATION

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

### EXPERIENCE

1 year of program management experience

### TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

(Desired) ACQ 201 Intermediate Systems Acquisition [JHA]

(Desired) One DAU Level 100 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, with at least 1 year in program management

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

### TRAINING

ACQ 201 Intermediate Systems Acquisition [JHA]

(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.)

(NOTE: A requirement for PMT 250 is in coordination. The new requirement will be posted on the DAU Home Page when it becomes effective.)

## LEVEL III

### EDUCATION

(Desired) Meet one of the following criteria:

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

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 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) 2 additional years of acquisition experience

### TRAINING

PMT 302 Advanced Program Management Course [BU1]

# PURCHASING

## LEVEL I

### EDUCATION

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

### EXPERIENCE

1 year of experience in purchasing

### TRAINING

CON 101 Basics of Contracting [BDG]

## 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]

## LEVEL III

### EDUCATION

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

### EXPERIENCE

3 years of experience in purchasing

### TRAINING

No additional requirements beyond Level II

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# SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

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## LEVEL I

### EDUCATION

Meet one of the following criteria:

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

Meet one of the following criteria:

- Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
- 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 Intermediate Systems Acquisition [JHA]
- SYS 201 Intermediate Systems Planning, Research, Development and Engineering [BE2]
- (Desired) A DAU Level 200 or Level 100 course mandatory for acquisition logistics, program management, quality assurance, communications/computer systems, manufacturing and production, or test and evaluation

*(SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING is continued on the next page.)*

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## SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING (Continued)

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**LEVEL III**

**EDUCATION**

Meet one of the following criteria:

- Baccalaureate degree in engineering, physics, chemistry, mathematics, or a related field
- 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, quality assurance, information technology, manufacturing and production, or test and evaluation

# TEST AND EVALUATION

## LEVEL I

### EDUCATION

Have one of the following requirements:

- Baccalaureate degree with 24 semester hours or equivalent in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- 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
- 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 Intermediate Systems Acquisition [JHA]
- TST 202 Intermediate Test and Evaluation [QMI]

*(TEST AND EVALUATION is continued on the next page.)*

## TEST AND EVALUATION (Continued)

### 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
  - 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]