



ACQUISITION,  
TECHNOLOGY AND  
LOGISTICS

**THE UNDER SECRETARY OF DEFENSE  
3010 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-3010**

APR 10 2003



MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Military Contingency Contracting Force Qualifications

Title 10 United States Code §1724, as amended by Section 824 of the National Defense Authorization Act for Fiscal Year 2002, establishes specific educational requirements for contracting officers (see attachment for details). However, Congress, recognizing the need for qualified military members to support contingency operations, permits the Department of Defense (DoD) to establish qualification requirements for the Contingency Contracting Force (CCF). The CCF consists of those members of the Armed Forces whose mission is to deploy in support of contingency operations and other operations of DoD.

The attached policy establishes the minimum qualification criteria for CCF member development, retention and accession. The Military Departments may supplement the policy to meet organizational needs. Please provide copies of your supplemental policies and procedures as they are issued to Mr. Richard Sylvester, Deputy Director, Defense Procurement and Acquisition Policy (Acquisition Workforce and Career Management), 3060 Defense Pentagon, Washington, DC 20301-3060. My point of contact is Ms. Leslie Blackmon at 703-695-1097 or e-mail: leslie.blackmon@osd.mil.

E.C. Aldridge, Jr.

Attachment:  
As stated

**Editor's Note:** To download the attachment to Secretary Aldridge's memorandum, go to the Director, Defense Procurement and Acquisition Policy Web site at <http://www.acq.osd.mil/dpap/>.



### DAU COURSES

#### DAU ADDS NEW MODULES TO CONTINUOUS LEARNING CENTER WEB SITE

The DAU Continuous Learning Center, in collaboration with the Defense Procurement and Acquisition Policy office, is pleased to announce the availability of two new Continuous Learning Online Modules: Introduction to Knowledge Management (Part A) and Introduction to Knowledge Management (Part B).

[Introduction to Knowledge Management \(Part A\)](#) provides an overview of the basic concepts of Knowledge Management (KM). Part A, Lessons 1 and 2 of this course, have been developed to provide the learner with a common language, the foundation knowledge, the KM value proposition, and awareness of the tools and skills needed to work effectively within a knowledge sharing environment and to foster effective knowledge sharing within an organization.

[Introduction to Knowledge Management \(Part B\)](#) provides an overview of the basic concepts of KM. Part B, Lessons 3 and 4 of this course, have been developed to teach the learner the skills, tools, and methods essential for effective KM.

This course is available to all users of the DAU Continuous Learning Center at <http://clc.dau.mil>; select the Learning Center, select the Course Information and Access, and then select the course title.

#### EARN CONTINUOUS LEARNING POINTS

To access DAU Continuous Learning Center modules that will help acquisition workforce members fulfill the requirement for 80 continuous learning points every two years, go to [http://clc.dau.mil/kc/no\\_login/portal.asp](http://clc.dau.mil/kc/no_login/portal.asp). Note that this is a separate program from Defense Acquisition Workforce Improvement Act (DAWIA) certification, and classes are open to everyone.

#### EQUIVALENCY EXAM FOR PMT-250

DAU continues to administer an equivalency exam for its Program Management Tools (PMT-250) course. The equivalency exam is intended to provide an opportunity for students who already possess the knowledge contained in the course to demonstrate their proficiency. It is not intended to take the place of the course for students who are not already proficient in the material. The exam is comprised of seven module areas; *students have only one opportunity to take the exam and must obtain a score of 70 percent or higher in all seven module areas to pass.* If the exam is successfully completed, the student receives credit for course completion. If the exam is not successfully completed, the student will have to apply for and complete a Web-based offering of PMT-250.

Before applying for the exam, students should ensure they meet one of the following criteria: 1) Certified Level III in career fields other than Program Management (PM) and preparing to enter the PM career field training track to take PMT 352; or 2) Certified Level II in the PM career field prior to Oct. 1, 2001, and will be applying to take PMT-352 at a later date.

#### DAU ANNOUNCES NEW COMBINED CONTRACTING LEVEL III COURSE

Beginning in FY 04, the best of two DAU courses will be combined into one: CON-301 and CON-333 will be combined into a single course—CON 353. This course will be required for Level III certification. \*If by Sept. 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 Sept. 30, 2003, then CON-353 must be completed for certification. CON-301 fulfills the new DAWIA Level III certification training requirement to complete two electives. The course Web site is <http://qp.dau.mil/con353>.

\*correction to printed copy

#### NDIA TO SPONSOR DSAM OFFERINGS FOR INDUSTRY MANAGERS

The National Defense Industrial Association will sponsor offerings of DAU's Defense Systems Acquisition Management (DSAM) course to interested industry managers Aug. 18-22, 2003, at the Crowne Plaza Northstar Hotel in Minneapolis, Minn.; and Nov. 17-21, 2003, at the Adam's Mark Hotel in Orlando, Fla.

DSAM uses the same acquisition policy information provided to DoD students who attend DAU courses for formal acquisition certification. It is designed to meet the needs of defense industry acquisition managers in today's dynamic environment, providing the latest information related to:

- Defense acquisition policy for weapons and information technology systems including discussion of the new DoD 5000 series (directive, instruction, and guidebook).
- Defense acquisition and logistics excellence initiatives.
- Defense acquisition procedures and processes.
- The Planning, Programming, and Budgeting System and the Congressional budget process.
- The relationship between requirements generation, resource allocation, science and technology activities, and acquisition programs.

For further information, contact Christy O'Hara (703) 247-2586 or email [cohara@ndia.org](mailto:cohara@ndia.org). Prospective government students must first contact Air Force Maj. Jim Ashworth at (703) 805-5809 or email [james.ashworth@dau.mil](mailto:james.ashworth@dau.mil).

### PUBLICATIONS

#### **2003 ARMY ACQUISITION CORPS CAREER MANAGEMENT HANDBOOK NOW ONLINE**

The new 2003 Army Acquisition Corps Career Management Handbook is now online. Published by the Army Acquisition Support Center, the Handbook is designed to inform new workforce members and to act as a reference guide for the more experienced. It clearly outlines the unique requirements for members of the workforce and provides information that will allow them to plan their careers and meet their goals. Download the Handbook from the Acquisition Support Center Web site at <http://asc.rdaisa.army.mil>.

#### **2003 ACQUISITION EDUCATION, TRAINING & EXPERIENCE (AETE) CATALOG NOW ONLINE**

The 2003 version of the Army Acquisition Support Center's AETE Catalog is now on ASC's Web site. Keep checking the site for updates to this unique educational tool designed just for the acquisition professional. Questions about the catalog may be directed to Randy Williams in ASC's Career Management Division, 703-704-0102 or e-mail [randy.williams@us.army.mil](mailto:randy.williams@us.army.mil).

### SPECIAL ANNOUNCEMENT

#### **ACQUISITION CAREER PROGRAM DEVELOPMENTAL ASSIGNMENT**

The Army has issued a special announcement of developmental assignments in multiple functional areas at Headquarters Department of the Army (HQDA) supporting the Department of Defense (DoD) and/or Army Business Initiative Council (BIC).

**POSITION:** GS 12-15 or military equivalents, in any occupational series in Resource Management; Acquisition Management; Test and Evaluation; Manpower and Personnel; Installation Management; Logistics, and Information Management.

**ASSIGNMENT DESCRIPTION/DUTIES:** This will be a training assignment in one of the functional areas of the Army or DoD Business Initiative Council (BIC) support team. The BIC is chartered to improve the efficiency of business operations by implementing reforms throughout the DoD or Army that allow savings to be reallocated to higher priority efforts. The BIC serves as the corporate board of directors for these reforms. It is chaired by the Under Secretary of Defense for Acquisition, Technology and Logistics, and is comprised of the Service Secretaries and OSD and OJCS representatives. The developmental assignments will be primarily in support of the Process Function Boards (PFBs) that support the DoD and Army BIC processes. These boards are: Manpower and Personnel, Resource Management, Infor-

mation Technology, Acquisition Management, Test and Evaluation, and Installations and Logistics. The Installations and Logistics board has three functional components: ASA I&E, ACSIM and G4. Duties will include managing administrative actions of the individual boards, helping to analyze and coordinate technical information related to functional areas, and working as a liaison between the support team, the functional boards and the BIC initiative champions.

**AREA OF CONSIDERATION:** Department of the Army employees in the following categories:

- On permanent appointment to the competitive service.
- Excepted service or non-appropriated fund employees, with competitive status.
- Eligible for competitive conversion or appointment to the competitive service, e.g., family members eligible under EO 12362 as amended.

Selectees will be assigned at present permanent grade level.

**TOTAL NUMBER OF POSITIONS:** up to 15

**LENGTH OF PROGRAM:** 3-12 months

**LOCATION OF ASSIGNMENT:** HQDA, Pentagon, in various staff support elements. If a selectee is from outside the commuting area of the developmental assignment, the costs of the travel and up to 55 percent of the maximum payable local per diem will be centrally funded.

To read the full announcement, go to the Army Acquisition Support Center Web site at <http://asc.rdaisa.army.mil> and scroll down to the bottom of the page.

### DAU STRATEGIC PARTNERSHIPS

#### **DAU MIDWEST REGION SIGNS LOI'S WITH LOCAL COLLEGES, UNIVERSITIES, & BUSINESS ASSOCIATIONS IN SUPPORT OF MIAMI VALLEY ACQUISITION CONSORTIUM (MVAC)**

Providing a talented Acquisition, Technology and Logistics (AT&L) workforce to replace retiring personnel has become a crucial issue for the Department of Defense. To address that, the Defense Acquisition University Midwest Region (DAU-MW) joined with local colleges, universities, and business associations to develop the Miami Valley Acquisition Consortium (MVAC). The main goal of MVAC is to create the best-prepared acquisition workforce in Ohio. One of the major MVAC initiatives is to focus on increasing youth awareness about career alternatives and opportunities in acquisition and logistics. Full implementation of a program involving high school students, teachers, and counselors is

targeted for 2004. Another goal of the MVAC is to provide current employees with additional training options. MVAC members are teaming to determine if DAU courses may be accepted for college credit. Team members are also discussing DAU, college, and university speaker-exchange programs.

The most immediate result of this unique effort is the development of several partnerships committed to sharing knowledge, ideas, and best practices. Three of the partners—the University of Dayton, Wright State University, and Sinclair Community College—joined with Gerald Emke, Dean of DAU-MW, in a ceremonial signing of Letters of Intent (LOIs) on Feb. 28, 2003. Signatories of the LOIs were: Peter G. Wagner, School of Business, University of Dayton; Dr. Richard E. Williams, Associate Dean for Academic Programs, Wright State University; and Daniel R. Ricica, Chairperson, Management, Marketing, Purchasing and Transportation, Sinclair Community College.

These LOIs establish a strategic partnership to meet current and emerging DoD AT&L workforce education and training needs. Central Michigan University, Eastern Michigan, and Cuyahoga Community College have also signed LOIs with DAU-MW. Partnership members will provide a coordinated effort to meet the goals of MVAC. For more information on this strategic alliance, contact Pam Oxendine, DAU-MW Professor, at [Pam.Oxendine@dau.mil](mailto:Pam.Oxendine@dau.mil).

### **LOCKHEED MARTIN PROGRAM MANAGEMENT INSTITUTE**

As part of the DAU partnership activities, six members of DAU will attend the Lockheed Martin's Program Management Institute at their new Center for Leadership Excellence facility in Bethesda, Maryland. This is a three-day program sponsored by the corporate Vice President, Science and Engineering, and is presented by outside consultants and Lockheed Martin executives with significant program management experience. The primary topics include: the role of the program manager, lessons learned from the program management experience and customer issues.

The six selectees and their respective DAU business units are: Michael Asada (DAU-Midwest Region); Thomas Edison (DAU-West Region); John Horn (DSMC-School of Program Managers); John Kelley (DAU-Capital and Northeast Region); Randy Smith (DAU-Capital and Northeast Region); and Randy Zittel (Capital and Northeast Region). Six alternates were also selected.

These attendees were selected from 17 applicants based on responses to three criteria. The criteria included documenting:

personal goals for the training; preparation; and contributions they will make from the course to further DAU's vision and mission. Additionally the applicants discussed their DAU departmental expectations with their supervisors and included those comments.

Besides attending the course and using the experience in their work at DAU, the six attendees will collaborate on a variety of actions to share their experiences with the rest of their respective campus members. Participants earn 30 hours of continuous learning points. DAU expects to continue this partnering experience offered by Lockheed Martin.

### **DAU AND ROCKWELL COLLINS FORM STRATEGIC PARTNERSHIP**

On April 4, 2003, the Defense Acquisition University (DAU) and Rockwell Collins formed a strategic partnership by signing a formal Memorandum of Understanding (MOU). The signatories of the MOU were DAU President Frank Anderson Jr., and Rockwell Vice President for Government Operations and Government Systems, Michael K. McDonald.

The MOU establishes the framework for DAU and Rockwell to pursue educational opportunities and to share training resources.

For more information about this partnership, contact Wayne Glass, Director for Strategic Partnerships, DAU Strategic Planning, at [Wayne.Glass@dau.mil](mailto:Wayne.Glass@dau.mil).

### **DAU SIGNS MOA WITH FEDERAL SUPPLY SERVICE**

In efforts to extend its educational strategic partnerships and leverage learning opportunities, the Defense Acquisition University (DAU) and Federal Supply Service (FSS) signed a Memorandum of Agreement (MOA) on May 7, during the 2003 GSA Expo held in San Antonio, Texas. The MOA provides opportunities to share course materials, training materials, best practices, and selected research information. The signatories of the MOA were: Frank Anderson Jr., DAU President, and Donna Bennet, Commissioner, FSS.

The MOA establishes strategic partnership to meet acquisition education goals and increase the skills, knowledge, and abilities of the DoD AT&L workforce.

For more information on the partnership, contact Wayne Glass, Director for Strategic Partnerships, DAU Strategic Planning, at [Wayne.Glass@dau.mil](mailto:Wayne.Glass@dau.mil).

### DAU AND EMBRY-RIDDLE AERONAUTICAL UNIVERSITY (ERAU) FORM STRATEGIC PARTNERSHIP

The Defense Acquisition University (DAU) and the Embry-Riddle Aeronautical University (ERAU) signed an Articulation of Agreement on May 13, 2003, in an attempt to 1) encourage students to transfer to the Associate/Bachelor of Science in Technical Management or to Associate/Bachelor of Science in Professional Aeronautics programs offered by ERAU; and 2) to smooth the transfer process by minimizing loss of academic credit. The Agreement serves as a quick and clear reference showing how DAU's courses are applicable to ERAU's Technical Management and Professional Aeronautics degree programs.

For more information on this partnership, contact Wayne Glass, DAU Director for Strategic Partnerships, at [Wayne.Glass@dau.mil](mailto:Wayne.Glass@dau.mil). For more information on degree programs offered by Embry-Riddle, visit the ERAU Web site at [www.embryriddle.edu](http://www.embryriddle.edu).



Dr. Robert E. Myers (left), Chancellor, Extended Campus Embry-Riddle Aeronautical University (ERAU), and Army Col. Ronald C. Flom, DAU Commandant, formalize a DAU-ERAU partnership at a ceremony held on May 13 at DAU Headquarters, Fort Belvoir, Va.

### DAU AND UNIVERSITY OF KENTUCKY FORM STRATEGIC PARTNERSHIP

On May 21, Army Col. Ronald Flom, Commandant, Defense Acquisition University (DAU), signed a Memorandum of Understanding (MOU) with the University of Kentucky. The signing took place during the University of Kentucky's Lean Manufacturing Conference, held in Lexington, Ky. This strategic partnership provides an important opportunity for research opportunities in lean manufacturing, sharing of materials, and addendums for degrees and certificates.

The signing of the MOU establishes a strategic partnership leading to educational opportunities for currently enrolled and potential students of both institutions. The agreement is designed to facilitate the transfer of DAU course credits toward University of Kentucky degree or certificate programs.

For more information on this partnership, contact Wayne Glass, Director for Strategic Partnerships, DAU Strategic Planning, at [Wayne.Glass@dau.mil](mailto:Wayne.Glass@dau.mil). For more information on the degree programs offered by the University of Kentucky, visit their Web site at <http://www.uky.edu>.

### AWARDS

#### ARMY SPC. NORMITA DAVISSON NAMED ENLISTED PERSON OF THE 4TH QUARTER FOR 2002

On May 13, 2003, DAU President Frank Anderson Jr., presented Army Spc. Normita Davisson the Enlisted Person of the 4<sup>th</sup> Quarter (EPOQ) 2002 Award, during a ceremony held at DAU Headquarters, Fort Belvoir, Va. Davisson was chosen from a field of top rated nominees competing in the EPOQ program. The EPOQ program recognizes personnel for outstanding performance, leadership, support of command mission, and community involvement.



In addition to the Certificate of Commendation, she received a \$50 gift certificate to the Post Exchange and a \$25 gift certificate. Davisson is an Audiovisual Production Specialist in the DAU Video Services Department.