

# Appendix B—Career Field Certification Requirements

The certification standards published in this Catalog are effective 1 October 2005. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at <http://www.dau.mil/catalog> for current information on certification standards and courses.

The following checklists provide a concise description of the education, experience, and training required to meet the standards for certification in Acquisition, Technology, and Logistics (AT&L) career fields. The Under Secretary of Defense for AT&L (USD(AT&L)) has approved these checklists for the DoD AT&L workforce under the authority of DoD Directive 5000.52, "Defense Acquisition Education, Training and Career Development Program." 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 AT&L fields. All courses that may be taken to meet Defense Acquisition Workforce Improvement Act (DAWIA) certification requirements are included in this Appendix.

The USD(AT&L) has designated certain courses that provide knowledge required to perform particular duties specific to an assignment. These assignment-specific courses are presented in Chapter 3.

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. (See legend at the bottom of this page.)

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 brackets "[ ]" after the course title. Predecessor courses, i.e., discontinued courses that satisfy the current training requirements, are provided in Chapter 3. In some cases, equivalent courses are offered by DoD and private and public institutions of learning as explained in Appendix C.

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 3 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 enrollment application in all of its classes. Class schedules are maintained in ATRRS, and up-to-date class schedules are available for downloading from the DAU Home Page at <http://www.dau.mil>; from the Home Page, select "Training Courses" and "Course Schedule."

Checklists are provided for each certification level in the following career paths:

- Auditing
- Business, Cost Estimating, and Financial Management
- Contracting
- Facilities Engineering
- Industrial/Contract Property Management
- Information Technology
- Life Cycle Logistics
- Production, Quality and Manufacturing
- Program Management
- Purchasing
- Systems Planning, Research, Development and Engineering—Science and Technology Manager
- Systems Planning, Research, Development and Engineering—Systems 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

# Auditing

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**T**he mandatory education, experience, and training requirements for the Auditing career field apply to contract auditors. Persons in this career field perform contract auditing, accounting, and financial advisory services to DoD and other government agencies in negotiation, administration, and settlement of contracts and subcontracts. Duties include evaluating information about contractor economic assertions,

comparing those assertions to established criteria, and reporting the results to interested third parties. Some reasons for audits include proposal submissions, incurred cost, compliance with the "Truth in Negotiations Act," compliance with Cost Accounting Standards, contract terminations, claims for abnormal conditions, contractor financial condition, and contractor systems and operations.

## 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:**
  - One year of contract auditing experience
  - 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]

## Level II

- EDUCATION**
  - Entry below GS-9: Complete Level I requirements
  - Entry at GS-9: Complete Level I requirements and one of the following:
    - 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**
  - Two years of contract auditing experience of increasing complexity and responsibility
  - (Desired) Experience performing increasingly complex audits for normal position progression and with increasing independence

## TRAINING

- Complete one of the following courses:
  - AUD 1320 Intermediate Contract Auditing [JR7]
  - AUD 4120 Statistical Sampling [QP0]
- (Desired) Any of the following courses: \*
  - AUD 6220 Auditor Interview and Interpersonal Reactions [PA3]
  - AUD 6240 Oral Presentation Workshop [PA4]
  - AUD 5653 Computer Assisted Audit Techniques
  - AUD 1541 Cost Accounting Standards
  - AUD 5614 Fundamentals of Auditing Information Systems
  - AUD 6115 Effective Report Writing [PAG]

## Level III

- EDUCATION**
  - Complete Level II requirements
  - (Desired) master's degree in accounting, business administration, management, or a related field
- EXPERIENCE**
  - Three years of contract auditing experience and attainment of position beyond senior auditor
  - 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**
  - No mandatory contract audit training for non-supervisors at the advanced contract auditor level  
*(Mandatory OPM qualification training for all supervisory personnel.)*
  - (Desired) Complete any of the following courses: \*
    - AUD 4035 Quantitative Methods Refresher
    - AUD 8564 Administration and Management of Audits for Supervisors

\*For information on Auditing courses not listed in Chapter 3 of this Catalog, contact the Defense Contract Auditing Institute at (901) 325-6100.

# Business, Cost Estimating, and Financial Management

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This career field encompasses all aspects of business financial management. It includes cost analysis, financial planning, formulating financial programs and budgets, budget analysis and execution, and earned value management. As advisors to Commanders, Program Executive Officers, Program

Managers, or other acquisition decision makers, registrants in this career field are responsible for business financial management of defense acquisition programs in direct support of the defense acquisition process.

## 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, or financial management
- TRAINING**
  - ACQ 201 (Parts A & B) Intermediate Systems Acquisition [JHJ] & [JHK]
  - BCF 205 Contractor Business Strategies [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]

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# Contracting

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**A**s business advisors, contracting specialists create effective, efficient, and proper business arrangements, have a strategic focus on acquisition, and leverage DoD spending to use taxpayers' money prudently based upon customers' needs.

The Contracting career field includes the positions of contract negotiator, contract specialist, contract termination specialist, contract administrator, procurement analyst, administrative contracting officer, procuring contracting officer, contract price and/or cost analyst, contracting officer, and termination contracting officer.

Individuals in this career field develop, manage, supervise, or perform procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration; and termination or closeout of contracts. Employees are required to have knowledge of the legislation, policies, regulations, and methods used in contracting, as well as knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques, and general requirements characteristics.

## Level I

- EDUCATION**<sup>1</sup>
  - 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 100 Shaping Smart Business Arrangements [JHE]
  - CON 110 Mission Support Planning [BE0]
  - CON 111 Mission Planning Execution [BE8]
  - CON 112 Mission Performance Assessment [BE9]
  - CON 120 Mission Focused Contracting [JHN]<sup>2</sup>
  - 1 Elective<sup>3</sup>

## Level II

- EDUCATION**<sup>1</sup>
  - 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]<sup>4</sup>
  - CON 204 Intermediate Contract Pricing [BU6]<sup>4</sup>
  - CON 210 Government Contract Law [BDP]<sup>4</sup>
  - 2 Electives<sup>3</sup>

## Level III

- EDUCATION**<sup>1</sup>
  - 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 Business Solutions for Mission Support [JHI]
  - 2 Electives<sup>3</sup>
  - (Desired) 2 weeks of management and leadership training

*(Not currently provided by DAU. See your local training support office.)*

<sup>1</sup>See 10 U.S.C. 1724 (provides for limited exceptions and waivers).

<sup>2</sup>Students who completed CON 101 and were unable to take CON 104 during FY05 must complete CON 120.

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

<sup>4</sup>Since Level II certification courses may change in FY07, it is recommended that students complete CON 202, CON 204, and CON 210 during FY06.

# Facilities Engineering

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The Facilities Engineering career field encompasses a variety of professional individuals with diverse skills focused on the design, construction, and life cycle maintenance of military installations, facilities, civil works projects, airfields, roadways, and ocean facilities. It involves all facets of life cycle management from planning through disposal, including design, construction, environmental protection, base

operations and support, housing, real estate, and real property maintenance. 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.

## 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 [JHM]

## Level III

FE 301 Advanced Facilities Engineering is in development and will be available in late FY06.

Check the online Catalog at <http://www.dau.mil/catalog> for updates.

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# Industrial/Contract Property Management

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This career field includes the industrial property management specialist, property administrator, industrial plant clearance specialist, plant clearance officer, and contract or other specialists (if assigned property management responsibilities). Individuals in this career field include personnel who perform or supervise the process of managing Government property in the possession of contractors, or develop policies and procedures for managing Government property in the possession of contractors. 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.

Responsibilities include providing 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.

These functions are normally performed by property administrators as part of the contract administration team and as required by Parts 42.3, and 45, of the Federal Acquisition Regulation (FAR) and Part 245 of the Department of Defense FAR Supplement (DFARS). Plant Clearance Officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of the FAR and Part 245.6 of the DFARS requirements.

## Level I

### EDUCATION

(Desired) 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 property management experience

### TRAINING

- CON 100 Shaping Smart Business Arrangements [JHE]
- CON 110 Mission Support Planning [BE0]
- CON 111 Mission Planning Execution [BE8]
- CON 112 Mission Performance Assessment [BE9]
- CON 120 Mission Focused Contracting [JHN]
- IND 100 Contract Property Administration and Disposition Fundamentals [BZP]
- IND 103 Contract Property Systems Analysis Fundamentals [BRL]
- 1 Elective <sup>1</sup>

## Level II

### EDUCATION

(Desired) 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 position

### TRAINING

- CON 202 Intermediate Contracting [PGE]
- CON 210 Government Contract Law [BDP]
- IND 200 Intermediate Contract Property Administration and Disposition [BZQ]
- 2 Electives <sup>1</sup>

## Level III

### EDUCATION

(Desired) 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

- 4 years of experience in industrial property management positions of increasing responsibility and complexity
- (Desired) 4 additional years of experience in industrial property management

### TRAINING

- CON 353 Advanced Business Solutions for Mission Support [JHI]
- 2 Electives <sup>1</sup>

<sup>1</sup>As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

# Information Technology

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This career field includes computer scientists, information technology management specialists, computer engineers, telecommunications managers, etc., who directly support the acquisition of information technology. This may include hardware, software, or firmware products used to create, record, produce, store, retrieve, process, transmit, disseminate,

present, or display data or information. The employee identifies requirements; writes and/or reviews specifications; identifies costs; obtains resources (manpower, funding, and training); and tests, evaluates, plans, obtains, and manages life cycle development and support (operations, maintenance, and replacement).

## 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 (if student was enrolled in these courses prior to 15 Nov 05)

□ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

□ IRM 101 Basic Information Systems Acquisition [JHD]

□ SAM 101 Basic Software Acquisition Management [JHB]

### □ TRAINING (requirements after 15 Nov 05)

□ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

□ IRM 101 Basic Information Systems Acquisition [JHD]

*Note: Both IRM 101 and SAM 101 are required if the courses were completed prior to 15 Nov 05. Only IRM 101 is required if the course was completed after 15 Nov 05.*

## 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 & B) Intermediate Systems Acquisition [JHJ & JHK]

□ IRM 201 Intermediate Information Systems Acquisition [QN5]

□ SAM 201 Intermediate Software Acquisition Management [JHC]

## 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]

□ SAM 301 Advanced Software Acquisition Management [BU9]

■ (Desired) PMT 352 (Parts A & B) Program Management Office Course [BZH & BZJ]

# Life Cycle Logistics

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**T**he Life Cycle Logistics career field includes professionals responsible for planning, development, implementation, and management of a comprehensive, affordable, and effective systems support strategy. Life cycle logisticians have principal roles during the acquisition and operational sustainment phases of the weapon or materiel systems life cycle to: (1) ensure product support strategies meet the program goals for operational effectiveness, optimize readiness, and facilitate iterative technology enhancements during the systems life cycle; (2) ensure supportability requirements are addressed consistently with cost, schedule, and performance; (3) perform an

integral role in systems engineering to ensure supportability considerations are implemented during systems design; and (4) plan and develop performance-based logistics initiatives as the preferred approach to product support. Life cycle logistics is a core program management function that ensures the integration of all support elements to maximize deployability, supportability, and mobility of the system throughout the program life cycle. They can work directly in a program management office, in support of the Program Manager, or in other supporting logistics activity offices.

## Level I

### EDUCATION

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

### EXPERIENCE

1 year of acquisition experience (to include Life Cycle Logistics)

### TRAINING

- ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- LOG 101 Acquisition Logistics Fundamentals [JR1]
- LOG 102 Systems Sustainment Management Fundamentals [JHF]
- Performance Based Logistics (PBL) continuous learning module
- Designing for Supportability in DoD Systems continuous learning module

## Level II

### EDUCATION

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

(Desired) Completion of a certificate program in Systems Design and Operational Effectiveness (SDOE) or similar systems engineering/technical education

(Desired) Completion of a certificate program in Business Administration to include Supply Chain Management

### EXPERIENCE

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

### TRAINING

- ACQ 201 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- LOG 201 (Parts A & B) Intermediate Acquisition Logistics [RGS & RGT]
- LOG 235 (Parts A & B) Performance Based Logistics [JHL & RGY]
- (Desired) LOG 203 Reliability and Maintainability [AKA]
- (Desired) LOG 204 Configuration Management [QMB]
- (Desired) One or more intermediate (Level II) DAU courses or fulfillment in Systems Engineering or Program Management

## Level III

### EDUCATION

- (Desired) master's degree in Systems Design and Operational Effectiveness (SDOE) or similar systems engineering/technical education *or*
- (Desired) master's degree in Business Administration to include Supply Chain Management

### EXPERIENCE

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

### TRAINING

- LOG 304 Advanced Life Cycle Logistics Management [AH1]
- (Desired) One or more advanced (Level III) DAU course(s) or fulfillment in Systems Engineering or Program Management

# Production, Quality and Manufacturing

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**A**cquisition-related manufacturing and production duties vary greatly in managerial, administrative, and technical content; but they usually involve program management or monitoring of the manufacturing and production efforts of contractors. The quality assurance specialist manages quality assurance activities to establish essential quality standards and controls. This person also develops and executes plans that focus on quality of design and conformance

and fitness for use; integrates quality plans into the system engineering process; and develops policies, procedures, test provisions, and quality requirements in specifications, standards, and solicitations. Using design reviews, functional and configuration audits, production readiness reviews, and milestone reviews, the specialist evaluates quality assurance during acquisition.

## 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

- 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

- 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 & B) Intermediate Systems Acquisition [JHJ & JHK]
- PQM 201 (Parts A & B) Intermediate Production, Quality and Manufacturing [BZK & BZL]

## Level III

### ■ 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 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]
- (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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**A**cquisition professionals in the Program Management career field are concerned with all of the functions of a Program Management Office (PMO) or a Program Executive Office (PEO). Program management professionals serve in a wide range of PMO and PEO positions, including Program Integrators and Analysts, Program Managers, Program Executive Officers, and their deputies. They may also serve in a number of support and management positions throughout the workforce. The fundamental responsibilities of the Program Manager are to balance the

many factors that influence cost, schedule, and performance; to interpret and tailor application of the DoD 5000 series regulations; and to ensure that high-quality, affordable, supportable, and effective defense systems are delivered to the warfighter as quickly as possible.

**Program Managers and Deputy Program Managers of major programs (ACAT I/IA/II) must also complete PMT 401 and PMT 402 to meet additional statutory or regulatory requirements.**

## 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 & B) Intermediate Systems Acquisition [JHJ & JHK]

(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; 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 & B) Intermediate Systems Acquisition [JHJ & JHK]

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, and organization and management (DANTES or CLEP equivalency exams may be substituted.)

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:

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)

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 & B) Program Management Office Course [BZH & BZJ]

# Purchasing

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Individuals in the Purchasing career field are typically purchasing agents or supervisory purchasing agents. This function requires the individuals to purchase, rent, or lease supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures. The primary objec-

tive of their work is the rapid delivery of goods and services in direct support of operational requirements. It requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

## Level I

### EDUCATION

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

### EXPERIENCE

1 year of experience in purchasing

### TRAINING

- CON 100 Shaping Smart Business Arrangements [JHE]
- CON 110 Mission Support Planning [BE0]
- CON 111 Mission Planning Execution [BE8]
- CON 112 Mission Performance Assessment [BE9]
- CON 120 Mission Focused Contracting [JHN] <sup>1</sup>
- CON 237 Simplified Acquisition Procedures [PAS] (or students may elect to take the Simplified Acquisition Procedures continuous learning module available at <http://clc.dau.mil>)
- 1 Elective <sup>2</sup>

## 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] <sup>3</sup>
- 2 Electives <sup>2</sup>

## Level III

### EDUCATION

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

### EXPERIENCE

3 years of experience in purchasing

### TRAINING

- 2 Electives <sup>2</sup>

<sup>1</sup>Students who completed CON 101 and were unable to take CON 104 during FY05 must complete CON 120.

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

<sup>3</sup>Since Level II certification courses may change in FY07, it is recommended that students complete CON 202 during FY06.

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

# Systems Planning, Research, Development and Engineering— Science and Technology Manager

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**S**cience 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 include developing overall program goals for S&T funds; acquiring the services of scientists,

engineers, and technical support personnel, who are experts in their fields, to perform S&T research for DoD; providing funds to and oversight of S&T performers, including universities, industry, and Federal Government organizations; and interfacing with the technology customer to expedite the transition of technology to the user.

## Level I

None

## Level II

### EDUCATION

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

### EXPERIENCE

2 years of acquisition-related experience in science and technology

### TRAINING

- ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- STM 201 Intermediate S&T Management [JHZ]

## Level III

### EDUCATION

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

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

### EXPERIENCE

2 years of acquisition-related experience in science and technology

### TRAINING

STM 302 Advanced S&T Management [PGR]

# Systems Planning, Research, Development and Engineering— Systems Engineering

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**P**ersonnel in this field are usually engineers and scientists who perform systems planning, research and development, and/or other engineering tasks. These individuals, who directly support acquisition programs, projects, or activities, may include managers or technical specialists in engineering, chemistry, physics, operations research, mathematics, and computer science fields. These positions

require the incumbent to plan, organize, monitor, oversee, and/or perform engineering activities that relate to the design, development, fabrication, installation, modification, or analysis of systems or system components. Duties may require identification, establishment, organization, or implementation of acquisition engineering objectives and policies or establishment of specifications.

## Level I

### EDUCATION

- Meet one of the following criteria:
  - Baccalaureate degree in engineering, physics, chemistry, biology, mathematics, or a related field
  - At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of 1 October 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, biology, mathematics, or a related field
  - At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of 1 October 1991)
- (Desired) master's degree in engineering, physics, chemistry, biology, 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 & B) Intermediate Systems Acquisition [JHJ] & [JHK]

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

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

## Level III

### EDUCATION

- Meet one of the following criteria:
  - Baccalaureate degree in engineering, physics, chemistry, biology, mathematics, or a related field
  - At least 10 years of acquisition experience in Systems Planning, Research, Development and Engineering (as of 1 October 1991)
- (Desired) Advanced degree in engineering, physics, chemistry, biology, 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 Life Cycle Logistics; Program Management; Production, Quality and Manufacturing; Information Technology; or Test and Evaluation

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

B

# Test and Evaluation

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Individuals who work in this field are usually engineers, scientists, operations researchers, computer scientists, and other degree-holding technical personnel who perform test and evaluation tasks in support of acquisition. The field includes managers and technical specialists in engineering, physics, operations research, mathematics, and computer science

fields. They are responsible for planning, monitoring, conducting, and evaluating tests of prototype, new, or modified weapon systems equipment or materiel. Individuals also analyze, assess, and evaluate test data and results; prepare assessments of the data; and write reports of the findings.

## Level I

### EDUCATION

- Meet one of the following criteria:
  - Baccalaureate degree with 24 semester hours or equivalent in physical science, mathematics, chemistry, engineering, physics, biology, operations research, or a related field
  - At least 10 years of experience in acquisition positions (as of 1 October 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, biology, operations research, or a related field
  - At least 10 years of experience in acquisition positions (as of 1 October 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) 4 years of acquisition experience, of which 2 years is test and evaluation experience

### TRAINING

- ACQ 201 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- 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, biology, operations research, or a related field
  - At least 10 years of experience in acquisition positions (as of 1 October 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, biology, 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) 8 years of acquisition experience, of which at least 4 years is test and evaluation experience

### TRAINING

- TST 301 Advanced Test and Evaluation [QL9]

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