Appendix B — Certification Standards Checklists

The certification standards published in this Catalog are effective October 1, 2003. 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 career fields. The Under Secretary of Defense for Acquisition, Technology and Logistics (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 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. (See legend at the end 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 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 Appendix D.

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 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.

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 — Acquisition Logistics
- Life Cycle Logistics — Systems Sustainment Management
- 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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☐ 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 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

- ☐ 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 [QP0]
  - ○ AUD 4230 Graphic, Computational, and Improvement Curve Analysis Techniques [QPC]

■ (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

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

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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 8562 DCAA Personnel Management Policy [CBJ]
  (Mandatory for all supervisory personnel)
- ■ (Desired) Complete any of the following courses:*
  - ● AUD 4305 Quantitative Methods Refresher
  - ● AUD 8564 Administration and Management of Audits for Supervisors
  - ● ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

*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

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 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- ☐ BCF 205 Contractor Finance for Acquisition Managers [Q2A]
- ☐ Complete ONE of the following courses (not previously taken at Level I):
  - ○ BCF 101 Fundamentals of Cost Analysis [Q1A]
  - ○ BCF 102 Fundamentals of Earned Value Management [Q1B]
  - ○ BCF 103 Fundamentals of Business Financial Management [PGC]
- ☐ Complete ONE of the following courses (related to specific job duties):
  - ○ BCF 203 Intermediate Earned Value Management [Q2G]
  - ○ BCF 204 Intermediate Cost Analysis [Q2B]
  - ○ BCF 211 (Parts A & B) Acquisition Business Management [RG4 & RG5]

☐ 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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☐ Level I

☐ EDUCATION [1]

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

☐ EXPERIENCE

1 year of contracting experience

☐ TRAINING (Requirements from 1 Oct 03 through 31 Mar 04) [2]

- ☐ CON 100 Shaping Smart Business Arrangements [JHE] [3]
- ☐ CON 101 Basics of Contracting [BDQ]
- ☐ CON 104 (Parts A & B) Principles of Contract Pricing [RG6 & RGR]
- ☐ 1 Elective [4]
- ▒ (Desired) CON 237 Simplified Acquisition Procedures [PAS]

☐ TRAINING (Requirements projected for delivery effective 1 Apr 04)

- ☐ CON 100 Shaping Smart Business Arrangements [JHE] [3]
- ☐ CON 1XX Introductory Contracting and Pricing Modules
- ☐ CON 120 Negotiation Workshop and Level I Wrap-up
- ☐ 1 Elective [4]
- ▒ (Desired) CON 237 Simplified Acquisition Procedures [PAS]

☐ Level II

☐ EDUCATION [1]

- ☐ Baccalaureate degree
- ☐ At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- ▒ (Desired) Graduate studies in business administration or procurement

☐ EXPERIENCE

- ☐ 2 years of contracting experience
- ▒ (Desired) An additional 2 years of contracting experience

☐ TRAINING

- ☐ CON 202 Intermediate Contracting [PGE]
- ☐ CON 204 Intermediate Contract Pricing [BU6]
- ☐ CON 210 Government Contract Law [BDP]
- ☐ 2 Electives [4]

("CONTRACTING" is continued on the next page.)

[1] See 10 U.S.C. 1724 (provides for limited exceptions and waivers).

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

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

[4] 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.

☐ Mandatory standard ▒ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

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☐ Level III

☐ EDUCATION [1]

- ☐ Baccalaureate degree
- ☐ At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- ■ (Desired) Master's degree in business administration or procurement

☐ EXPERIENCE

- ☐ 4 years of contracting experience
- ■ (Desired) An additional 4 years of contracting experience

☐ TRAINING

- ☐ CON 353 Advanced Business Solutions for Mission Support [JHI] [5]
- ☐ 2 Electives [4]
- ■ (Desired) 2 weeks of management and leadership training
  (Not currently provided by DAU. See your local training support office.)

[1] See 10 U.S.C. 1724 (provides for limited exceptions and waivers).

[4] 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.

[5] If CON 333 has been completed by 30 Sep 03 but not CON 301, then the Level III Contracting DAWIA certification training requirements are satisfied. If CON 301 has been completed by 30 Sep 03 but not CON 333, then CON 353 must be completed for certification. CON 301 fulfills the new DAWIA Level III Contracting certification training requirement to complete 2 electives.

FACILITIES ENGINEERING

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☐ 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

Certification requirements for Level III will be established when the appropriate training becomes available. Courses are currently being developed and will be published in FY 05.

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

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☐ 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 experience in acquisition

☐ TRAINING (Requirements from 1 Oct 03 through 31 Mar 04)

- ☐ CON 100 Shaping Smart Business Arrangements [JHE] [1]
- ☐ CON 101 Basics of Contracting [BDQ]
- ☐ IND 100 Contract Property Administration and Disposition Fundamentals [BZP]
- ☐ IND 103 Contract Property Systems Analysis [BRL]
- ☐ 1 Elective [2]

☐ TRAINING (Requirements projected for delivery effective 1 Apr 04)

- ☐ CON 100 Shaping Smart Business Arrangements [JHE] [1]
- ☐ CON 1XX Introductory Contracting Module will replace CON 101 Basics of Contracting
- ☐ IND 100 Contract Property Administration and Disposition Fundamentals [BZP]
- ☐ IND 103 Contract Property Systems Analysis [BRL]
- ☐ 1 Elective [2]

☐ 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 acquisition position
- ■ (Desired) 2 years additional experience in industrial property management acquisition

☐ TRAINING

- ☐ CON 202 Intermediate Contracting [PGE]
- ☐ CON 210 Government Contract Law [BDP]
- ☐ IND 200 Intermediate Contract Property Administration [BZQ]
- ☐ 2 Electives [2]

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

[2] 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.

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☐ Level III

■ EDUCATION

(Desired) Baccalaureate degree and at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

☐ EXPERIENCE

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

☐ TRAINING

- ☐ CON 353 Advanced Business Solutions for Mission Support [JHI] [3]
- ☐ 2 Electives [2]

[2] 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.

[3] If CON 333 has been completed by 30 Sep 03 but not CON 301, then the Level III Contracting DAWIA certification training requirements are satisfied. If CON 301 has been completed by 30 Sep 03 but not CON 333, then CON 353 must be completed for certification. CON 301 fulfills the new DAWIA Level III certification training requirement to complete 2 electives.

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

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☐ Level I

■ EDUCATION

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

☐ EXPERIENCE

1 year of acquisition experience in information technology

☐ TRAINING

- ☐ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- ☐ IRM 101 Basic Information Systems Acquisition [JHD]
- ■ (Desired) SAM 101 Basic Software Acquisition Management [JHB]

☐ 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]
- ■ (Desired) 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]
- ■ (Desired) SAM 301 Advanced Software Acquisition Management [BU9]
- ■ (Desired) PMT 352 (Parts A & B) Program Management Office Course [BZH & BZJ]

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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
- ■ (Desired) Completion of graduate-level classes in Systems Design and Operational Effectiveness (SDOE) or similar systems engineering/technical education as part of a certificate program

☐ EXPERIENCE

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

☐ TRAINING

- ☐ ACQ 201 (Parts A & B) Intermediate Systems Acquisition [JHJ & JHK]
- ☐ LOG 201 (Parts A & B) Intermediate Acquisition Logistics [RGS & RGT]
- ☐ LOG 235 Performance Based Logistics [JHL]

☐ Level III

■ EDUCATION

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

☐ EXPERIENCE

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

☐ TRAINING

LOG 304 Executive Life Cycle Logistics Management [AH1]

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

Life Cycle Logistics — Systems Sustainment Management

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☐ Level I

■ EDUCATION

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

☐ EXPERIENCE

1 year of acquisition experience

☐ TRAINING (Requirements from 1 Oct 03 through 31 Mar 04)

- ☐ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- ☐ LOG 101 Acquisition Logistics Fundamentals [JR1]

☐ TRAINING (Requirements projected for availability 1 Apr 04)

- ☐ ACQ 101 Fundamentals of Systems Acquisition Management [BU5]
- ☐ LOG 102 Systems Sustainment Management Fundamentals [JHF]

☐ Level II

■ EDUCATION

- ■ (Desired) Baccalaureate degree in a technical, scientific, or managerial field
- ■ (Desired) Completion of graduate-level classes in business administration to include supply chain management as part of a certificate program

☐ EXPERIENCE

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

☐ TRAINING

- ☐ ACQ 201 (Parts A & B) Intermediate Systems Acquisition [JHJ &JHK]
- ☐ LOG 201 (Parts A & B) Intermediate Acquisition Logistics [RGS & RGT]
- ☐ LOG 235 Performance Based Logistics [JHL]

☐ Level III

■ EDUCATION

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

☐ TRAINING

LOG 304 Executive Life Cycle Logistics Management [AH1]

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☐ 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 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]

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

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 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]

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☐ Level I

■ EDUCATION

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

☐ EXPERIENCE

1 year of experience in purchasing

☐ TRAINING (Requirements from 1 Oct 03 through 31 Mar 04)

- ☐ CON 100 Shaping Smart Business Arrangements [JHE]
- ☐ CON 101 Basics of Contracting [BDQ]
- ☐ CON 237 Simplified Acquisition Procedures [PAS]
- ☐ 1 Elective [1]

☐ TRAINING (Requirements projected for delivery effective 1 Apr 04)

- ☐ CON 100 Shaping Smart Business Arrangements [JHE]
- ☐ CON 1XX Introductory Contracting Module
- ☐ CON 237 Simplified Acquisition Procedures [PAS]
- ☐ 1 Elective [1]

☐ Level II

■ EDUCATION

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

☐ EXPERIENCE

2 years of experience in purchasing

☐ TRAINING

- ☐ CON 202 Intermediate Contracting [PGE]
- ☐ 2 Electives [1]

☐ 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

[1] 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.

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

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

The certification standards published in this Catalog are effective October 1, 2003. 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.*

☐ Level I

None

☐ Level II

☐ EDUCATION

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

☐ EXPERIENCE

2 years of acquisition or acquisition-related experience

☐ TRAINING

ACQ 101 Fundamentals of Systems Acquisition Management [BU5]

☐ Level III

☐ EDUCATION

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

☐ EXPERIENCE

2 years of acquisition or acquisition-related experience

☐ TRAINING

- ☐ STM 301 Program Management for S&T Managers [PGP]
- ☐ STM 302 Systems Engineering for S&T Managers [PGR]

Systems Planning, Research, Development and Engineering — Systems 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 (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 200 or Level 100 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, 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 Life Cycle Logistics; Program Management; Production, Quality and Manufacturing; Information Technology; or Test and Evaluation

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard

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☐ Level I

☐ EDUCATION

☐ Meet one of the following criteria:
- ○ Baccalaureate degree with 24 semester hours or equivalent in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field
- ○ 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 (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, 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]

☐ Mandatory standard ■ Desired standard ■ No standard set ○ Option for meeting mandatory standard ● Option for meeting desired standard