



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

16 SEP 2003

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: CON 100, *Shaping Smart Business Arrangements*, for Contracting Military Accessions

CON 100 is intended for personnel new to the contracting workforce and required for Acquisition Professional Development Program (APDP) level 1 certification in contracting. Individuals must either take this mandatory course or demonstrate achievement of the course competencies through the fulfillment process.

Other Air Force contracting military initial-skills training includes the Mission Ready Airman (enlisted accessions) and Contracting Fundamentals (officer accessions) courses taught by the 345th Training Squadron at Lackland AFB, TX. For APDP certification purposes, the following courses are equivalent to CON 101, *Basics of Contracting*:

Contracting Fundamentals (L3OBR64P1-000)

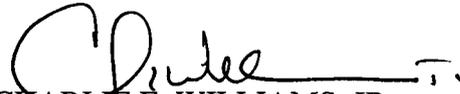
Mission Ready Airman (MRA) (L3ABR6C031-005/006) **and** Career Development Course (CDC) 6C051A and CDC6C051B

We plan to pursue CON 100 equivalency with the MRA and/or the CDCs. Until the curriculum in the AF courses is revised, military personnel should register for CON 100 immediately upon arrival at the first duty station and must complete CON 100 prior to registering for CON 104. Course registration can be accomplished using AcqNOW at <https://www.atrrs.army.mil/channels/acqnow/>.

Course fulfillment for CON 100 may be appropriate for some personnel who have achieved the course competencies through experience, education, and alternative training. While fulfillment is not intended to substitute for professional development training, it should be used to ensure that workforce members are not sent to training unnecessarily. For members who have six to eight months of on-the-job experience, have completed CON 101 equivalents, and have

begun CON 104, fulfillment can be granted with the supervisor's concurrence. The standard for CON 100 may be found on pages 50-57 of the DoD fulfillment guide that is provided at http://www.safaq.hq.af.mil/acq_work/fulfillment/fulfillmentprogram.html.

Our point of contact is Ms. Dianne Holmes, DSN 425-7052, dianne.holmes@pentagon.af.mil.



CHARLIE E. WILLIAMS, JR.
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

cc: SAF/AQXD (AFATO)