



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

Office Of The Assistant Secretary

15 OCT 2003

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

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

SUBJECT: Priority for Acquisition Professional Development Program (APDP) Certification Training

APDP certification is an important and integral part of career development for all contracting professionals. Accurate position coding is critical and used to determine the appropriate priority of our work force for required training. Accuracy of position coding becomes even more critical when DAU funding is available for Priority 1 students only. This policy defines our priorities for APDP certification courses and provides position-coding instructions for intern positions to ensure that each 1102 has appropriate access to training.

DoD 5000.52M provides basic guidance for coding of positions. The APDP Web Guide at [http://www.safaq.hq.af.mil/acq\\_workf/career\\_training/apdp/](http://www.safaq.hq.af.mil/acq_workf/career_training/apdp/) provides additional information. Priorities for training are based on the position requirements coded into the personnel systems. Our best coding efforts, however, do not always support a realistic priority for training. The following priorities are established for personnel who may be assigned to positions with higher certification requirements than warranted by the current rank/grade of the incumbent, e.g., lieutenants shown as military overages against higher ranking positions, enlisted personnel whose current rank does not match that of the position to which they are assigned, and interns currently coded throughout the internship at target grades:

**Officers, O-1 and O-2:** APDP certification requirement is Contracting Level I. Student will be priority 1 for level 1 courses.

**Enlisted:**

**SrA and below:** APDP certification requirement is Contracting Level I. Student will be priority 1 for level I courses.

**SSgt, TSgt, or MSgt (not serving as Superintendent):** APDP Certification requirement is Contracting Level II. Student will be priority 1 for level II courses.

**SMSgt, CMSgt, MSgt (serving as Superintendent):** APDP Certification requirement is Contracting Level III. Student will be priority 1 for level III courses.

**COPPER CAP and locally sponsored 1102 interns:**

**GS-1102-5 or 7:** Positions of interns at these grades shall be coded\* as level I. APDP certification requirement is Contracting Level I. Student will be priority 1 for level I courses.

**GS-1102-9, 11, and 12:** Positions of interns at these grades shall be coded as level II. APDP certification requirement for interns in these grades is Contracting Level II. Student will be priority 1 for level II courses.

\* The supervisor and servicing civilian personnel organization must ensure that appropriate acquisition coding is accomplished as the intern progresses.

Our goal is to ensure that our work force is scheduled for the right training at the right time in their career progression. Rushing through courses just to obtain the next higher certification does not meet the intent of the training process and is not in the best interests of the contracting community. Each student should attend courses appropriate to their level of development so they can participate meaningfully and maximize their learning experience. Please ensure that your employees and their supervisors schedule training in accordance with this policy.

If you have any questions regarding this policy, please contact Ms. Dianne Holmes, DSN 425-7052, [dianne.holmes@pentagon.af.mil](mailto:dianne.holmes@pentagon.af.mil).



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cc:  
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