DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-1000

MAR 3 7 1992

'CE OF THE SECRETARY

SAF/AQ
Pentagon, Room 4D977
Washington DC 20330-1000

MEMORANDUM FOR ALMAJCOM/FOA/CV

SUBJECT: Certification in the Acquisition Professional Development Program - ACTION MEMORANDUM

As part of the implementation of the Defense Acquisition Workforce Improvement ACT (PL101-510), the Department of Defense established a Career Development Program for Acquisition Personnel. Within the Office of the Under Secretary of Defense (Acquisition) (USD(A)), the Office of Education, Training and Career Development Policy published new guidance in November 1991 through revisions to DoDD 5000.52 and DoD 5000.52M. These regulations apply to officer, enlisted and civilian personnel occupying acquisition positions. Personnel paid from non-appropriated funds or foreign nationals employed overseas under tailored foreign employment programs are not governed by the directives.

With the publication of the new DoD guidance, Air Force Acquisition Professional Development Program (APDP) regulations (AFR 36-27 for officers and certification requirements listed in AF/DPC letters, "Implementation of Acquisition Professional Development Program (APDP) for Civilians" dated 19 Mar 91 and 11 Jul 91, and AF/DPC letter, "Scientist and Engineer Certification Requirements for the Acquisition Professional Development Program (APDP)" dated 31 Dec 91, for civilians) are no longer current. The recision of this policy has been coordinated with the responsible directorates in HQ USAF/DP. New Air Force policy is being developed. In the interim, organizations shall use the functional certification requirements provided in Attachment 1, for the establishment or continuation of a certification program. **For civilian certification applications, bases should be reminded to satisfy local bargaining obligations prior to implementation.** The certification training, education and experience requirements apply equally to officer, enlisted and civilian acquisition personnel. Air Force members not on extended active duty (Non-EAD), and assigned in acquisition functions, will not be included in the Acquisition Professional Development Program professional certification process at this time.

There are no required grades for any certification level. This means that any officer, civilian or enlisted person who meets the training, education and experience requirements can be certified up to and including Level III. In the near future, the

Acquisition Professional Development Council will direct all MAJCOMs to establish a certification level requirement for every acquisition position. Accordingly, certification of all acquisition personnel is of increased importance.

Unless otherwise noted in the functional descriptions in Attachment 1, Levels I and II certification approval for military and civilians is delegated to the MAJCOM Functional Managers. For Air Force personnel assigned to the DLA, other defense agencies, or AF organizations not under the management of an AF MAJCOM, Levels I and II certification approval is the Air Force Functional Manager. All Level III certifications will be approved by the Air Force Functional Manager. Attachment 2 lists the Air Force Functional Managers and MAJCOM Functional Manager points of contact as we know them today. Please note the MAJCOM lists are incomplete. Implementation of the certification program in your command cannot occur until functional managers are appointed. To allow inclusion of a complete list of functional managers and points of contact in the revised Air Force regulation, you are requested to provide an updated list of your MAJCOM Functional Managers and points of contact to Mr Ted Houston, AFPEO/CM, Pentagon, Room 5D340, Washington DC, 20330-1000, NLT 18 Apr 92.

The certification process remains unchanged. Applicants are required to submit their applications to their base functional manager for review and forwarding to their MAJCOM. Each MAJCOM is encouraged to develop their own internal process and notify their personnel of the procedures. Provided at Attachment 3 is a copy of the certificate that should be presented to individuals as they meet each certification level. This certificate will eventually have an AF Form number, but until the form becomes available through normal distribution, submit your request for the forms through one of the Air Force level Functional Points of Contact.

Our experience with the initial requests for certification showed additional guidance was needed in the processing of fulfillments (DD Forms 2518s). Instructions and examples are provided (Atch 4) for your use. This form may be used by military and civilian personnel. Fulfillment should be used prudently and only when fully substantiated.

All course information and course equivalency information is contained in the DoD Acquisition Education and Training ACE Catalog. You will notice there are limited mandatory courses and approved equivalent courses listed. We have asked the ACE Program Office to evaluate other AFIT and Lowry courses for equivalency consideration, and once approved an amendment to the catalog will be published.

The Acquisition Professional Development Program is designed to provide the acquisition community with a structure that ensures our people get the necessary training, education, and experience to effectively progress into more responsible and demanding positions. The program has already allowed us to justify and realize significant increases in course quotas for several of functional areas. While full implementation of the requirements of the Defense Acquisition Workforce Improvement Act and Air Force implementing policy will not take place until October 1, 1993, it is important that

MAJCOM and other activity acquisition staffs as well as individual acquisition personnel map out their professional development goals and vigorously pursue the certification process now. It is incumbent upon all managers to take care of their people by making sure that they are given these professional development opportunities.

Questions or comments of a general nature regarding APDP policy should be addressed to Mr Ted Houston, AFPEO/CM, DSN 224-9446 or Commercial 703-614-9446. Functional specific concerns should be addressed to the appropriate Air Force level Functional Points of Contact. Personnel specific concerns should be addressed to your local personnel office.

DANIEL S. RAK
Deputy Assistant Secretary
(Acquisition)

4 Atchs
1. Functional Requirements
2. Functional Managers List
3. Certificate
4. DD Form 2518 Instructions

cc: Functional Managers

FUNCTIONAL CERTIFICATION REQUIREMENTS
(Interim Guidance)

This attachment provides the Air Force requirements for certification in the Acquisition Professional Development Program (APDP) as modified to incorporate DoD 5000.52M policy. The requirements presented here are effective immediately and supersede those listed in AFRs 36-27 and 40-110 (as modified by AF/DPC letters "Implementation of Acquisition Professional Development Program (APDP) for Civilians" dated 19 Mar 91 and 11 Jul 91, and AF/DPC letter "Scientist and Engineer Certification Requirements for the Acquisition Professional Development Program (APDP)" dated 31 Dec 91). They will remain in effect until superseded by the issuance of the new Air Force APDP regulation. **For civilian certification applications, bases should be reminded to satisfy local bargaining obligations prior to implementation.**

Please note that for each functional area, in addition to the new certification requirements, the functional descriptions may direct functional unique certification procedures. Standards listed as "Mandatory" are required for certification. In the event mandatory training requirements cannot be met, alternate courses may be used if they can be shown to "fulfill" the requirement. Standards listed as "Desired" are designed to improve the qualifications of the acquisition workforce and in many cases lead to accomplishing mandatory standards at a higher level. Mandatory and desired standards shall be used as quality ranking factors for the recruitment and selection of civilian personnel.

All functional unique questions should be addressed to the Air Force Functional Manager as necessary.

TABLE OF CONTENTS

Program Management ..... pgs 3 - 6.

Communications - Computer Systems..... pgs 7 - 11.

Contracting, Purchasing and Industrial Property Management ..... pgs 12 - 21.

Systems Planning, Research, Development and Engineering ..... pgs 22 - 24.

Test and Evaluation ..... pgs 25 - 28.

Manufacturing and Production ..... pgs 29 - 32.

Quality Assurance ..... pgs 33 - 36.

Acquisition Logistics ..... pgs 37 - 44.

Business, Cost Estimating, and Financial Management ..... pgs 45 - 47.

PROGRAM MANAGEMENT

A. GENERAL: The education, training, and experience requirements applicable to all personnel interested in applying for certification in the program management program track follows. Please note that while statutory qualifications and provisions exist for PMs and Deputy PMs of MDAPs and significant non-major defense acquisition programs, and for PEOs, that information is not covered here. You should refer to DoD 5000.52M for that information.

B. CERTIFICATION REQUIREMENTS:

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of acquisition experience. (To receive credit, the applicant must have been performing in any "acquisition coded" type position. Direct operational experience (ie, pilot) does not fulfill this requirement.)

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - A baccalaureate degree in discipline.

Check through this guide to make sure we didn't exclude courses.

c. TRAINING:

(1) Mandatory -

a. One basic systems acquisition course. Only the following courses meet this requirement:

DSMC-26	"Fundamentals of Systems Acquisition Management Course"
SYS 100	"Fundamentals of Acquisition Management"
SAS 001	"Basic Systems Acquisition Management"
SYS 123	"Fundamentals of Acquisition Management" (no longer offered)
USAFA 485	"Systems Acquisition and Management"
DSMC-31	"Systems Acquisition for Contracting Personnel"
LMMMF04	"Basic Acquisition"
ATC	"Acquisition Fundamentals Course"

Any course that meets the mandatory training requirements for Levels II or III below.

b. An additional systems acquisition course. To receive credit the course must be of substantial duration and at a depth greater than that provided in the basic systems acquisition course. Technical specialty courses (ie, Laser Optics) or courses meeting the Level II mandatory training requirement, will not meet this requirement. Essentially any acquisition short course offered by AFIT or DSMC will meet this requirement.

(2) Desired - None.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - Four years of acquisition experience.

(2) Desired - Two years acquisition experience gained in a systems program office, or similar organization.

To receive credit at a systems program office, the office must have been charged by an implementing command or agency with the mission to develop or modify a system and deliver it to the user. A "similar organization" shall be taken to include time served in direct matrix support to a systems program office, or time served on the staff of a PEO.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - A master's degree in an appropriate field such as engineering or systems management.

c. TRAINING:

(1) Mandatory -

a. Meets Level I requirements

b. An intermediate level course in systems acquisition. Only the following courses meet this requirement:

DSMC-37	"Acquisition Basics"
SYS 200	"Acquisition Planning and Analysis"
SAS 006	"Intermediate Systems Acquisition Management"
DSMC	"Management of Systems Acquisition Process"
SYS 223	"Systems Program Management" (no longer offered)
AFIT Systems Management Degree	
SYS 400	"Advanced Program Management"

DSMC "Basics of Defense Acquisition"
DSMC "Business Managers Advanced Workshop"
DSMC "Executive Managers Course"
DSMC "Executive Managers Workshop"
DSMC "Executive Refresher Course"
DSMC "Systems Acquisition for General/Flag Officers"
"Program Management Course, Part I (no longer offered)
Any course that meets the mandatory training requirements for Level III.

(2) Desired -

a. An additional systems acquisition course. To receive credit the course must be of substantial duration and at a depth greater than that provided in the basic systems acquisition course. Technical specialty courses (ie, Laser Optics) or courses meeting the Level II mandatory training requirement, will not meet this requirement. Essentially any acquisition short course offered by AFIT or DSMC will meet this requirement.

b. Management and leadership training. A leadership course is normally any office of Personnel Management, Department of Defense, Air Force, or civilian institution equivalent leadership or management course that is concerned with techniques, principles, or theory of human resource management focusing on the development of executive skills in problem solving and negotiations. It is preferable that the courses rely on peer group learning and exercise in practical application. The course should consist of 40 or more hours. Professional Military Education (SOS for Level II and ISS for Level III and SSS at any level) will satisfy this requirement.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of acquisition experience of which at least two years must have been gained in a systems program office or similar organization. To receive credit as at systems program office, the office must have been charged by an implementing command or agency with the mission to develop or modify a system and deliver it to the user. A "similar organization" shall be taken to include time served in direct matrix support of a systems program office or time served on the staff of a PEO.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Same as Level II.

c. TRAINING:

(1) Mandatory - Completion of the DSMC Program Management Course. To date there are no approved equivalents to this course.

(2) Desired - Management and leadership training. See paragraph B.2.c.(2)b. above.

COMMUNICATIONS-COMPUTER SYSTEMS

A. GENERAL: Includes Computer, Information Systems, Telecommunications Managers and Specialists, as well as Program Analysts directly supporting the acquisition of communications-computer systems (C-CS). C-CS include automated information systems and interconnecting components (to include hardware, software, firmware or other items) used to create, record, produce, store, retrieve,process, transmit, disseminate, present or display data or information. Includes computers, ancillary equipment, software, telecommunications and other related services. Involves identifying requirements, writing and/or reviewing specifications, identifying costs, obtaining resources (manpower, funding, training), system integration, testing, evaluating, planning, obtaining and managing life-cycle support (operations, maintenance and replacement) or program/project management. The following requirements are primarily in support of automated information system acquisition programs as defined in DOD Directive 7920.1. (Note: Experience gained while performing similar C-CS duties on other than AIS acquisitions also meets the requirements of this functional area.)

B. CERTIFICATION REQUIREMENTS:

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of acquisition experience. (To receive credit, the applicant must have been performing in an any "acquisition coded" type position. Direct operational experience (ie, pilot) does not fulfill this requirement.)

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Baccalaureate degree, preferably with a major in computer science, management of automated information systems, business administration or related fields.

c. TRAINING:

(1) Mandatory -

a. One basic systems acquisition course. Only the following courses meet this requirement:

DSMC-26	"Fundamentals of Systems Acquisition Management Course"
SYS 100	"Fundamentals of Acquisition Management"
SAS 001	"Basic Systems Acquisition Management" (no longer offered)
SYS 123	"Fundamentals of Acquisition Management"
USAFA 485	"Systems Acquisition and Management"
DSMC-31	"Systems Acquisition for Contracting Personnel"
LMMMF04	"Basic Acquisition"
ATC	"Acquisition Fundamentals Course"

Any course that meets the mandatory training requirements specified in paragraph 2.c.(1)b. below.

b. One acquisition information systems specialty course. To receive credit the course must be at least 32 classroom hours in duration and provide training in any of the following C-CS acquisition responsibilities: identifying requirements, writing and/or reviewing specifications, identifying costs, obtaining resources (manpower, funding, training), system integration, testing, evaluating, planning, obtaining and managing life-cycle support (operations, maintenance and replacement) or program/project management. Additionally, courses which provide the training in C-CS technology necessary to perform the acquisition tasks. Any of the courses listed as intermediate or senior level AIS acquisition management courses qualify as an AIS/C-CS specialty. However, they may be used tomeet specialty requirements only if they are not being used tomeet other mandatory course requirements. The following courses are examples of C-CS specialty courses:

WSCE 462	"Computer Communication Networks"
WSCE 471	"Software Engineering Concepts"
WSCE 472	"Specification of Software Systems"
WSCE 473	"Principles and Application of Software Design"
WSCE 474	"Software Generation and Maintenance"
WSCE 475	"Software Verification and Validation"
WSCE 455	"Introduction to Digital Communication"
WENE 458	"Spread Spectrum Communication Systems"
WENE 466	"Database Systems"
WENE 468	"Fiber Optic Communication"
WMAC 467	"Programming Languages"
MLMDC841	"Executive Forum on Comm-Computer Systems"
MLMDC851	"Executive Forum on Software Management"
E4OST4925	"Software Quality Assurance"

(2) Desired - None.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - Four years of Communications-Computer acquisition experience.

(2) Desired - Two years acquisition experience gained in a systems program office, or similar organization.

To receive credit at a systems program office, the office must have been charged by an implementing command or agency with the mission to develop or modify a system and deliver it to the user. A "similar organization" shall be taken to include time served in direct matrix support to a systems program office, or time served on the staff of a PEO.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Master's degree, preferably with a major in computer science or engineering, management of automated systems, business administration or related fields.

c. TRAINING:

(1) Mandatory -

a. Meets Level I requirements.

b. An intermediate level course in systems acquisition. Only the following courses meet this requirement:

DSMC-37	"Acquisition Basics"
SYS 200	"Acquisition Planning and Analysis"
SAS 006	"Intermediate Systems Acquisition Management"
DSMC	"Management of Systems Acquisition Process"
SYS 223	"System Program Management" (no longer offered)
AFIT Systems Management Degree	
SYS 400	"Advanced Program Management"
DSMC	"Basics of Defense Acquisition"
DSMC	"Business Managers Advanced Workshop"
DSMC	"Executive Managers Course"
DSMC	"Executive Managers Workshop"
DSMC	"Executive Refresher Course"
DSMC	"Systems Acquisition for General/Flag Officers"
DSMC	"Program Management Course, Part I" (no longer offered)
DSMC	"Program Management Course"

c. An intermediate course in Automated Information Systems (AIS) acquisition management. To date only the following courses meet this requirement:

E30AR4911-001	"Advanced Comm-Computer Officer Training"
E50ZD4945C-005	"IRM Program Planning and Preparation"

E50ZD4945C-007	"AIS Functional Requirements"
E50ZD4945C-011	"MAISRC Planning and Control"
E50ZD4945C-012	"Corporate Information Management"
E50ZD4945C-014	"Information Engineering Management"
E50ZD4945C-015	"AIS Security Strategies"
E50ZD4945C-017	"AIS Procurement Procedures"
J50ZD2900-014	"Management of Software Acquisition"
SYS-200	"Acquisition Planning and Analysis"
SYS-225	"Acquisition Logistics"
SYS-228	"Applied Configuration Management"
SYS-229	"Test and Evaluation Management"
SYS-230	"Air Force Technical Order Acquisition and Mgt"
SYS-370	"Defense Data Management"
SYS-400	"Advanced Program Management"
AFSCSAS-003	"Subcontracting Management for Sys Acquisition"
AFSCSAS-005	"Computer Resources Acquisition II
AFSCSAS-002	"Computer Resources Acquisition I

(2) Desired - One acquisition information systems specialty course. Acceptable type courses are explained in paragraph B.1.c.(1).b. above.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of acquisition experience, six years of which must have been gained in Communication-Computer systems acquisition. Also, two years experience must have been gained in a systems program office or similar organization as defined in paragraph 2.a.(2). above.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Same as Level II plus:

a. At least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, industrial management, economics, marketing, quantitative methods, and organization management, or

b. At least 24 semester credit hours (or equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or equivalent) from such an institution from among the disciplines listed above.

c. TRAINING:

(1) Mandatory -

a. Meets Level II requirements.

b. A senior level course in AIS acquisition management. Only the following courses meet this requirement:

E30AR4911-001	"Advanced Comm-Computer Officer Training"
E50ZD4945C-005	"IRM Program Planning and Preparation"
E50ZD4945C-010	"AIS Oversight and Control"
E50ZD4945C-011	"MAISRC Planning and Control"
E50ZD4945C-012	"Corporate Information Management"
E50ZD4945C-014	"Information Engineering Management"
E50ZD4945C-015	"AIS Security Strategies"
E50ZD4945C-016	"AIS Procurement Strategies"
E50ZD4945C-017	"AIS Procurement Procedures"
J50ZD2900-014	"Management of Software Acquisition"
TRAIL BOSS	GSA Course for 'Brooks Act' Program Managers
DSMC-3	"Program Management Course"

NOTE: Some courses qualify as intermediate and senior level AIS acquisition management courses. However, a course used to meet a Level II requirement may not also be used to meet a Level III requirement.

(2) Desired -

a. Completion of a capstone information systems course. Only the following course meets this requirement:

IRMC	"Advanced Management Program"

b. A senior level program management course if only a senior level AIS acquisition course has been taken. Only the DSMC Program Management Course meets this requirement.

CONTRACTING, PURCHASING AND INDUSTRIAL PROPERTY MANAGEMENT

A. GENERAL: DoD 5000.52M established three categories of certification for contracting personnel: Contracting for 1102 civilians and comparable military personnel, Purchasing (Small Purchase orientation) for 1105 and 1106 civilians and comparable military personnel and Industrial Property Management for 1103 and1150 civilians. All categories have progressive levels of certification. In the contracting category, Level I and II certification approval for military and civilians is delegated to the MAJCOMs. For Air Force military members assigned to DLA, other defense agencies, or AF organizations not under the management of an AF MAJCOM, Level I and II certification approval is SAF/AQC. All Level III certifications will be approved by SAF/AQC.

In the Purchasing category, approvals for all certification levels are delegated to the MAJCOMs and can be further redelegated to field activities. This category can be used for our junior enlisted, i.e. E-4 and below, as an initial training ground for progressing to the more stringent requirements of the Contracting category (similar to the 1105/1106 positions being a training ground for 1102s).

Industrial Property Management approvals for all certification levels are delegated to the MAJCOMs and can be further redelegated to field activities.

The actual process of requesting certification is a manual operation for military and an automated one for civilians. A flow chart depicting the process for military applications and a sample application form were included in a separate SAF/AQC memorandum, dated 24 Jan 92.

The certification process is automated for the civilian 1102, 1103, 1105, 1106 and 1150 series. Base-level Civilian Personnel Offices are accomplishing the automated certification listings and notices are being generated for each employee indicating their certification level. The notices are attached to a cover letter from the Civilian Personnel Officer which includes instructions to the employee regarding any discrepancies the employee wishes to correct in the computerized information. The employee will be responsible for verifying that the information provided and the level of certification is correct. Test runs of the automated system have been conducted and notices are beginning to be issued.

The current version of AFR 40-110 requires 80 hours of mandatory Management Training for Level III certification for civilian Contracting personnel and the requirement is programmed into the computerized personnel data system. Although the 80 hours of Management Training is not yet a DOD 5000.52M requirement, it is being used as criteria for Level III certification.

B. CERTIFICATION REQUIREMENTS:

1a. CONTRACTING: Includes Contract Negotiator, Contract Specialist, Contract Termination Specialist, Contract Administrator, Procurement Analyst, Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, Procuring Contracting Officer and Termination Contracting Officer. (These instructions address only the certification requirements for contracting personnel. The SAF/AQC memorandum, dated 24 Jan 92, contains other specific requirements for Contracting Officers and GS-1102s.)

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of acquisition experience. (To receive credit, the applicant must have been performing in any "acquisition coded" type position.)

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - AS OF OCTOBER 1, 1993: A baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees, OR has completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management, OR has passed an examination approved by the Office of Personnel Management and considered by the Secretary of Defense, acting through the USD(A), to demonstrate skills, knowledge, or abilities comparable to that of an individual who has completed at least 24 semester hours (or equivalent) of study from an accredited institution of higher education in any of the disciplines listed above.

(2) Desired - Baccalaureate degree including or supplemented by at least 24 semester hours in accounting, economics, business law, procurement, or management-related studies.

c. TRAINING -

(1) Mandatory[1] -

a. Management of Defense Acquisition contracts (Basic) (8D-4320 (JT))

b. Principles of Contract Pricing (QMT 170 (JT))

(2) Desired - None.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - Four years of contracting experience in acquisition positions of increasing complexity and responsibility. Familiarity with the various functional and technical areas related to acquisition and contract management.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Same as Level I.

(2) Desired - It is recommended that individuals begin graduate studies leading to a master's degree in business administration, procurement, management, or related fields that will prepare them for entry to the senior level.

c. TRAINING:

(1) Mandatory[2] -

a. Meet Level I requirements.

b. For ALL Level II personnel: Government contract Law (PPM 302 (JT))

---

[1] Some of the mandatory training requirements have DoD approved equivalent courses. The FY92 DoD Acquisition Education and Training Catalogue lists all approved equivalent courses.

[2] For individuals whose duties do not clearly fall within one or more of these areas (pre-award, post-award, or pricing) the Components shall assign personnel the area that most closely approximates the greatest portion of their duties and shall provide training accordingly.

c. In addition to subparagraph B.1a.2.c.(1)a and b. above, if job is primarily PRE-AWARD ORIENTED: Management of Defense Acquisition Contracts (Advanced) (8D-F12) (JT)).

d. In addition to subparagraph B.1a.2.c.(1)a and b, above, if job is primarily POST-AWARD ORIENTED: Advanced Contract Administration (PPM 304 (JT)).

e. In addition to subparagraph B.1a.2.c.(1)a and b, above, if job primarily ORIENTED TO COST AND PRICE ANALYSIS: Quantitative Techniques for Cost & Price Analysis (QMT 345 (JT))

f. In addition to guidance outlined in subparagraphs B.1a.2.c.(1)a through e, above, if involved in ACQUISITION OF INFORMATION RESOURCES (in addition to the aforementioned): Defense Contracting for Information Resources (ALMC-ZX).

(2) Desired - For all contracting officers within 1 year of assignment to a major program: Systems Acquisition for Contracting Personnel.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of contracting experience in acquisition positions of increasing complexity and responsibility.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Same as Level I.

(2) Desired - Master's degree in business administration, management, procurement, or a contract-related field.

c. TRAINING:

(1) Mandatory[1] -

a. Meets Level II requirements.

---

1 For individuals whose duties do not clearly fall within one or more of these areas (pre-award, post-award, or pricing) the Components shall assign personnel the area that most closely approximates the greatest portion of their duties and shall provide training accordingly.

b. For ALL personnel: Defense Acquisition and Contracting Executive Seminar 2 ER (JT).[1]

c. In addition to subparagraph B.1a.3.c.(1)a and b above, if job is PRIMARILY PRE-AWARD ORIENTED: Management of Defense Acquisition Contracts (Executive) ALMC-B5 (JT).

d. In addition to subparagraph B.1a.3.c.(1)a and b above, if job is PRIMARILY POST-AWARD ORIENTED: Contract Administration (Executive) (PPM 057 (JT)).

e. In addition to subparagraph B.1a.3.c.(1)a and b above, if job is primarily COST AND PRICE ANALYSIS ORIENTED: Advanced Contract Pricing QMT 540 (JT).

f. In addition to requirements outlined in subparagraphs B.1a.3.c.(1)a through e above, for GS-1102 civilians or equivalent military assigned to a major systems acquisition, or who devote 50 percent of their time to a major system(s): Systems Acquisition for Contracting Personnel (DSMC-34).

2a. PURCHASING (GS-1105 AND COMPARABLE MILITARY) REQUIREMENTS

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - None.

(2) Desired - One year of experience in the purchasing career field.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Sixty four (64) semester hours of undergraduate work.

c. TRAINING:

(1) Mandatory - Defense Small Purchase (Basic) (ALMC-B3 (JT)).

(2) Desired - None.

1 This is a dynamic course designed to update senior personnel and should be attended every 3-5 years.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - One year of current and progressively responsible experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Sixty four (64) semester hours of undergraduate work with emphasis in business.

c. TRAINING:

(1) Mandatory - Same as Level I.

(2) Desired - None.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Three years of current and progressively more responsible experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Sixty four (64) semester credit hours of undergraduate work with emphasis in business.

c. TRAINING:

(1) Mandatory -

a. Meets Level II requirement.

b. Defense Small Purchase (Advanced) (ALMC-B4 (JT)).[1]

(2) Desired - None.

3a. PROCUREMENT ASSISTANT (GS-1106) REQUIREMENTS

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - None.

(2) Desired - One year of clerical or office experience.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - A high school diploma or high school equivalency.

c. TRAINING:

(1) Mandatory - None.

(2) Desired - None.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - None.

(2) Desired - Two years of clerical or office experience in a contracting office.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Sixty four (64) semester hours of undergraduate work with emphasis in business.

[1] Pending functional board recommendation to move this to Level II mandatory training.

c. TRAINING:

(1) Mandatory - None.

(2) Desired - If job is PRIMARILY POST, STATION, INSTALLATION (BASE) ORIENTED: Defense Small Purchase (Basic) (ALMC-B3 (T)).

3. Level III: Not Applicable.

4a. INDUSTRIAL PROPERTY MANAGEMENT: Industrial Property Management (GS/GM-1103m GS/GM-1150 (where primarily involved with property management), and comparable military. Includes property administration and plant clearance functions).

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of acquisition experience. (To receive credit, the applicant must have been performing in any "acquisition coded" type position.)

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Baccalaureate degree or equivalent.

c. TRAINING:

(1) Mandatory -

a. Defense Contract Property Administration (PPM 151 (JT)).

b. Management of Defense Acquisition Contracts (Basic) (8D-4320) (JT).

c. Defense Contract Property Systems Analysis (PPM 151 (JT) Modified).

(2) Desired - None.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - Four years experience in Industrial Property Management acquisition positions. Demonstrated knowledge of technical aspects of property administration.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Baccalaureate degree, preferably with a major in a business-related field.

c. TRAINING:

(1) Mandatory -

a. Meets Level I requirements

b. Advanced Defense Contract Property Administration (PPM 300 (JT)).

c. Government Contract Law (PPM 302 (JT)).

d. Advanced Contract Administration (PPM 304 (JT))

e. Executive Contract Property Management Seminar.

(2) Desired - None.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of current, complete and progressively responsible experience in Industrial Property Management acquisition positions.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Baccalaureate degree, and

a. At least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, industrial management, economics, marketing, quantitative methods, and organization management, or

b. At least 24 semester credit hours (or equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or equivalent) from such an institution from among the disciplines listed above.

c. TRAINING:

(1) Mandatory -

a. Meets Level II requirements.

b. Defense Acquisition and Contracting Executive Seminar ER (JT).

c. Contract Administration (Executive) (PPM 057 (JT)).

(2) Desired - None.

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT, AND ENGINEERING

A. GENERAL: Degreed engineers and scientists performing systems planning, research and development, and/or engineering in support of acquisition. May include managers and technical specialists in engineering, chemistry, physics, operations research, mathematics, and computer science fields.

B. CERTIFICATION REQUIREMENTS:

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of science or engineering experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Baccalaureate degree in engineering, physics, chemistry, mathematics, or related fields.

(2) Desired - None.

c. TRAINING:

(1) Mandatory - One basic systems acquisition course. Only the following courses meet this requirement:

DSMC-26	"Fundamentals of Systems Acquisition Management Course"
SYS 100	"Fundamentals of Acquisition Management"
SAS 001	"Basic Systems Acquisition Management" (no longer offered)
SYS 123	"Fundamentals of Acquisition Management"
USAFA 485	"Systems Acquisition and Management"
DSMC-31	"Systems Acquisition for Contracting Personnel"
LMMMF04	"Basic Acquisition"
ATC	"Acquisition Fundamentals Course"

Any course that meets the mandatory training requirement in paragraph 3.c.(1)b below.

(2) Desired - None.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - Four years of engineering or science acquisition experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory -

a. Meets Level I requirement.

b. Twelve credit hours in Accounting, Business Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organizational Management.

(2) Desired - None.

c. TRAINING:

(1) Mandatory -

a. Meets Level I requirement.

b. An intermediate course in systems engineering management. To date only the following courses meet this requirement:

DSMC-28 "Systems Engineering Management".
DSMC-3 "Program Management Course"
BS, MS or PhD in Systems Engineering

(2) Desired - None.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of engineering or science acquisition experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Same as Level II requirement.

(2) Desired - Master's degree in engineering, physics, chemistry, operations research, or mathematics.

c. TRAINING:

(1) Mandatory -

a. Meets Level II requirement.

b. An intermediate level course in systems acquisition. Only the following courses meet this requirement:

DSMC-37	"Acquisition Basics"
SYS 200	"Acquisition Planning and Analysis"
SAS 006	"Intermediate Systems Acquisition Management"
DSMC	"Management of Systems Acquisition Process"
SYS 223	"System Program Management" (no longer offered)
AFIT Systems Management Degree	
SYS 400	"Advanced Program Management"
DSMC	"Basics of Defense Acquisition"
DSMC	"Business Managers Advanced Workshop"
DSMC	"Executive Managers Course"
DSMC	"Executive Managers Workshop"
DSMC	"Executive Refresher Course"
DSMC	"Systems Acquisition for General/Flag Officers"
DSMC	"Program Management Course, Part I" (no longer offered)
DSMC	"Program Management Course"

(2) Desired - None.

TEST AND EVALUATION

A. GENERAL: Degreed engineers and scientists performing test and evaluation duties in support of acquisition. Includes managers and technical specialists in engineering, physics, operations research, mathematics, and computer science fields. Technical or engineering experience is expected to be in test and evaluation. Individuals previously certified (at any level) retain their certification level and are not required to resubmit. Graduates of any Military Test Pilot School (TPS) may apply their student time as Test and Evaluation Acquisition experience at any level. In addition, TPS graduates receive credit for all test specialty courses. DSMC-PMC graduates receive credit for all acquisition training and the Test and Evaluation Management Course.

B. CERTIFICATION REQUIREMENTS:

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of technical or engineering acquisition experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Baccalaureate degree, with 24 semester hours or academic equivalent, in physical science, mathematics, engineering, chemistry, physics, operations research, or related fields.

(2) Desired - None.

c. TRAINING:

(1) Mandatory -

a. One basic systems acquisition course. Only the following courses meet this requirement:

DSMC-26	"Fundamentals of Systems Acquisition Management Course"
SYS 100	"Fundamentals of Acquisition Management"
SAS 001	"Basic Systems Acquisition Management" (no longer offered)
SYS 123	"Fundamentals of Acquisition Management"
USAFA 485	"Systems Acquisition and Management"
DSMC-31	"Systems Acquisition for Contracting Personnel"
LMMMF04	"Basic Acquisition"

ATC "Acquisition Fundamentals Course"
Any course that meets the mandatory training requirements specified in paragraph 3.c.(1)c. below.

b. The "Introduction to Acquisition Workforce Test and Evaluation" course, or equivalent. This course will not be needed for certification until the course becomes available. Future and current certified individuals (any level), who qualify or have qualified without this course, will not be required to take this course at any time.

(2) Desired - None.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - Four years acquisition experience, of which at least two years is technical or engineering experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Same as for Level I

(2) Desired - None.

c. TRAINING:

(1) Mandatory -

a. Meets Level I requirements.

b. Two courses of at least 3 continuing education units each in a test and evaluation specialty area.

(2) Desired - None.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of acquisition experience. Four years of the eight must be test and evaluation experience. Test and Evaluation positions encompass both those who do and those who manage and supervise the planning, programming, conducting, evaluating, and reporting of both developmental and operational testing.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Same as Level I.

(2) Desired - Master's degree in engineering, physics, operations research, or mathematics, and

a. At least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, industrial management, economics, marketing, quantitative methods, and organization management, or

b. At least 24 semester credit hours (or equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or equivalent) from such an institution from among the disciplines listed above.

c. TRAINING:

(1) Mandatory -

a. Meets Level II requirements.

b. One course of a least 3 continuing education units in a test and evaluation specialty area.

c. An intermediate level course in systems acquisition. Only the following courses meet this requirement:

DSMC	"Acquisition Basics"
SYS 200	"Acquisition Planning and Analysis"
SAS 006	"Intermediate Systems Acquisition Management"
DSMC	"Management of Systems Acquisition Process"
SYS 223	"System Program Management " (no longer offered)
AFIT Systems Management Degree	
SYS 400	"Advanced Program Management"
DSMC	"Basics of Defense Acquisition"
DSMC	"Business Managers Advanced Workshop"
DSMC	"Executive Managers Course"
DSMC	"Executive Managers Workshop"
DSMC	"Executive Refresher Course"
DSMC	"Systems Acquisition for General/Flag Officers"
DSMC	"Program Management Course, Part I" (no longer offered)
DSMC-3	"Program Management Course"

d. The "Test and Evaluation Management Course" (DSMC). Approved equivalents will be referenced in the ACE catalog. To date there are none.

(2) Desired: None.

MANUFACTURING AND PRODUCTION

A. GENERAL: Manufacturing and Production (GS-8XX, GS -11XX and comparable military personnel). Includes engineers (electrical, mechanical, chemical, aeronautical, or industrial), industrial specialists and others performing manufacturing and/or production functions.

B. CERTIFICATION REQUIREMENTS:

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of manufacturing and production or quality assurance acquisition experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - For Engineers, baccalaureate degree, preferably with a major in engineering, manufacturing or production management, industrial technology, or related fields.

(2) Desired - For non-engineers, the baccalaureate degree, is desired only.

c. TRAINING:

(1) Mandatory -

a. Production Management I (PPM 153 (JT)).

b. Management of Defense Acquisition Contracts (Basic) (8D-4320 (JT)).

c. A basic course in systems acquisition. Only the following courses meet this requirement:

DSMC-26	"Fundamentals of Systems Acquisition Management Course"
SYS 100	"Fundamentals of Acquisition Management"
SAS 001	"Basic Systems Acquisition Management" (no longer offered)
SYS 123	"Fundamentals of Acquisition Management"
USAFA 485	"Systems Acquisition and Management"
DSMC-31	"Systems Acquisition for Contracting Personnel"
LMMMF04	"Basic Acquisition"
ATC	"Acquisition Fundamentals Course"

Any course that meets the mandatory training requirements for 3.c.(1).b. below.

(2) Desired - None.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - Four years of manufacturing and production or quality assurance acquisition experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Same as Level I.

(2) Desired - Same as Level I and/or graduate study with a major in engineering or production or business management.

c. TRAINING:

(1) Mandatory -

a. Meet Level I requirement.

b. Production Management II (PPM 305 (JT)).

c. Management of Defense Acquisition Contracts (Advanced) (8D-F12 (JT)).

d. The Defense Manufacturing Management Course

(2) Desired -

a. One intermediate course in systems acquisition. See paragraph B.3.c.(1)b. below for applicable courses.

b. Government Contract Law (PPM 302 (JT)).

c. Advanced Contract Administration (PPM 304 (JT)).

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of acquisition experience in manufacturing and production, engineering, or quality assurance acquisition positions.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Same as Level I.

(2) Desired - Masters degree, preferably with a major in engineering, production management, or a related field and,

a. At least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, industrial management, economics, marketing, quantitative methods, and organization management, or

b. At least 24 semester credit hours (or equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or equivalent) from such an institution from among the disciplines listed above.

c. TRAINING:

(1) Mandatory -

a. Meet Level II requirements.

b. One intermediate course in systems acquisition. Only the following courses meet this requirement:

DSMC-37	"Acquisition Basics"
SYS 200	"Acquisition Planning and Analysis"
SAS 006	"Intermediate Systems Acquisition Management"
DSMC	"Management of Systems Acquisition Process"
SYS 223	"System Program Management" (no longer offered)
AFIT Systems Management Degree	
SYS 400	"Advanced Program Management"
DSMC	"Basics of Defense Acquisition"
DSMC	"Business Managers Advanced Workshop"
DSMC	"Executive Managers Course"
DSMC	"Executive Managers Workshop"
DSMC	"Executive Refresher Course"
DSMC	"Systems Acquisition for General/Flag Officers"
DSMC	"Program Management Course, Part I" (no longer offered)
DSMC	"Program Management Course"

c. The Defense Acquisition, Engineering, Manufacturing, and Quality Assurance Executive Seminar (DSMC). (This course is not yet available. Until such time, completion of "The Defense Acquisition and Contracting Executive Seminar (ER) (JT)" is required.

(2) Desired - None.

QUALITY ASSURANCE

A. GENERAL: Quality Assurance includes GS-1910; GS-801, 855, 896; other 800 series, other GS and GM series and comparable military. When in an acquisition command, GS-1910 is normally acquisition. Includes quality assurance specialists, engineers, and other personnel performing quality assurance duties. Quality Assurance Specialist (e.g. GS/GM-1910, other technical series, and comparable military), includes In-plant Quality Assurance Representatives, quality specialists at organic facilities, and project support specialists. Engineering and Scientific Series Performing Quality Functions (e.g., GS/GM-800,-1500, -1300, and comparable military). Includes In-plant quality engineer and scientists, quality engineers and scientists at organic facilities, and quality engineers and scientists engaged in project support and quality management.

B. CERTIFICATION REQUIREMENTS:

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of quality assurance acquisition experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - **For Quality Engineers and Scientists,** baccalaureate degree in engineering science, physics, professional engineer registration or equivalent of 4 years of college level education, training, and/or technical experience.

(2) Desired - **For Quality Assurance Specialist,** baccalaureate degree, with 24 semester hours, or academic equivalent, in physical science, mathematics, engineering, chemistry, industrial technology, industrial management, or related fields.

c. TRAINING:

(1) Mandatory -

a. DoD Acquisition Quality Assurance Fundamentals (AMEC-210), or equivalent. Approved equivalents will be/are referenced in the ACE catalog.

b. A basic course in systems acquisition. Only the following courses meet this requirement:

DSMC-26	"Fundamentals of Systems Acquisition Management Course"
SYS 100	"Fundamentals of Acquisition Management"
SAS 001	"Basic Systems Acquisition Management" (no longer offered)
SYS 123	"Fundamentals of Acquisition Management"
USAFA 485	"Systems Acquisition and Management"
DSMC-31	"Systems Acquisition for Contracting Personnel"
LMMMF04	"Basic Acquisition"
ATC	"Acquisition Fundamentals Course"

Any course that meets the mandatory training requirements in para. B.3.c.(1).d. below.

c. FOR LEVEL I PERSONNEL RESPONSIBLE FOR ASSURING QUALITY IN CONTRACTOR-OPERATED FACILITIES; not less than 2 weeks of structured on-the-job training, to be completed within 6 months of assignment.

Training shall include understanding of product characteristics; use and inter-relationships; contractor production control processes; and inspection methods applicable to assigned commodities.

(2) Desired - None.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - Four years of quality assurance experience in a Quality Assurance acquisition position.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Same as Level I.

(2) Desired - Same as Level I.

c. TRAINING:

(1) Mandatory -

a. Meet Level I requirements.

b. DoD Acquisition Quality Assurance Course (ALMC-QC), or equivalent. Approved equivalent courses will be/are referenced in the ACE catalog.

(2) Desired - An intermediate course in systems acquisition. See paragraph B.3.c.(1)d. below for applicable courses.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of current quality assurance experience in a Quality Assurance acquisition position.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - Same as Level II.

(2) Desired - Same as Level II, plus:

a. At least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, industrial management, economics, marketing, quantitative methods, and organization management, or

b. At least 24 semester credit hours (or equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or equivalent) from such an institution from among the disciplines listed above.

c. TRAINING:

(1) Mandatory -

a. Meet Level II requirements.

b. DoD Acquisition Quality Assurance Management Course (ALMC-QD), or equivalent. Approved equivalent courses will be/are referenced in the ACE catalog.

c. Defense Acquisition Engineering, Manufacturing, and Quality Assurance Executive Seminar (DSMC). Course becomes mandatory when it is developed and available.

d. An intermediate course in systems acquisition. Only the following courses meet this requirement:

DSMC-37	"Acquisition Basics"
SYS 200	"Acquisition Planning and Analysis"
SAS 006	"Intermediate Systems Acquisition Management"
DSMC	"Management of Systems Acquisition Process"
SYS 223	"System Program Management" (no longer offered)
AFIT Systems Management Degree	
SYS 400	"Advanced Program Management"
DSMC	"Basics of Defense Acquisition"
DSMC	"Business Managers Advanced Workshop"
DSMC	"Executive Managers Course"
DSMC	"Executive Managers Workshop"
DSMC	"Executive Refresher Course"
DSMC	"Systems Acquisition for General/Flag Officers"
DSMC	"Program Management Course, Part I" (non longer offered)
DSMC	"Program Management Course"

(2) Desired - None.

ACQUISITION LOGISTICS

A. GENERAL: Acquisition Logistics Personnel (GS/GM-346, GS/GM-8XX, other civilian series and comparable military occupational specialties). Acquisition Logistics is a wide spectrum of functions not limited to duties within a program management office. It encompasses the entire process of systematically identifying, developing, assessing, purchasing, and upgrading logistics requirements through the acquisition process. Acquisition logistics personnel include individuals, regardless of civil service series or military occupational specialty, who are involved in Integrated Logistics Support (ILS) activities as defined in DoDD 5000.1 and DoDI 5000.2, or who manage logistics activities associated with the procurement, integration, and fielding of the support systems and/or environment (to include the logistics support elements described in DoDI 5000.2) for weapon systems and/or equipment or for system modifications. Acquisition Logistics personnel are typically employed with program management offices, on management support staffs, or within other logistics activities responsible for conducting ILS program reviews or for establishing acquisition logistics policies and procedures. Common duty titles include: Director of Logistics (DOL), Deputy DOL, Integrated Logistics Support Manager (ILSM), or Logistics Manager.

B. CERTIFICATION REQUIREMENTS:

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of acquisition logistics experience.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - A baccalaureate or advanced degree in a technical, scientific, or managerial field. Technical education of a long-term nature in a Service school may be used to satisfy the requirement.

c. TRAINING:

(1) Mandatory -

a. One basic systems acquisition course.

b. One Integrated Logistic Support (ILS) course.

(2) Desired - One course in Logistics Support Analysis (LSA).

2. Level II

a. EXPERIENCE:

(1) Mandatory - Four years acquisition logistics experience gained as follows:

a. Two years in the logistics support of systems or in systems acquisition performed while assigned to a program management office, headquarters activity, or staff organization whitch provides direct matrix support to an acquisition activity. At least one of these two years must be experience in acquisition logistics gained while assigned to a program management office or an acquisition management activity.

b. Two years of general experience in logistics support or in acquisition logistics.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Same as Level I.

c. TRAINING:

(1) Mandatory -

a. Meets Level I requirements.

b. One course in Integrated Logistics Support (ILS) Management.

c. One course in Logistics Support Analysis (LSA).

(2) Desired - Basic courses in Systems Engineering, Reliability and Maintainability, Configuration Management, Provisioning and Contracting.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of acquisition logistics experience gained as follows:

a. Four years in the logistics support of systems or in systems acquisition performed while assigned to a program management office, headquarters activity, or staff organization which provides direct matrix support to an acquisition activity. At least two of these four years must be experience in acquisition logistics gained while assigned to a program management office or an acquisition management activity.

b. Four years of general experience in logistics support or in acquisition logistics.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Same as Level II plus,

a. At least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, industrial management, economics, marketing, quantitative methods, and organization management, or

b. At least 24 semester credit hours (or equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or equivalent) from such an institution from among the disciplines listed above.

c. TRAINING:

(1) Mandatory -

a. Meets Level II requirements

b. Complete either 1. or 2. below:

1. One intermediate level course in Systems Acquisition Management.

2. A basic course in each of the following: Reliability and Maintainability, Configuration Management, Provisioning and Contracting.

(2) Desired - The DSMC Program Management Course is necessary for individuals assigned as Director of Logistics (DOL), Deputy DOL and Support Systems Director for Major Defense Acquisition Programs and significant Non-Major Defense Acquisition Programs. Attendance at DSMC is desirable but not mandatory for individuals to be certified at Level III.

COURSES WHICH MEET REQUIREMENTS FOR LEVEL I

BASIC SYSTEMS ACQUISITION (M):

*/**	DSMC-26	"Fundamentals of Systems Acquisition Management Course"
*	SYS 100	"Introduction to Acquisition Management"
*/#	SAS 001	"Basic Systems Acquisition Management"
*/#	SYS 123	"Fundamentals of Acquisition Management"
*	USAFA 485	"Systems Acquisition and Management"
*	DSMC-31	"Systems Acquisition for Contracting Personnel"
*	SYS 100	Test-out offered by Education Office
	SYS 100	Correspondence offered by the Education Office (CDC 6611)
*	LMMMF04	"Basic Acquisition"
	ATC	"Acquisition Fundamentals Course"
	DSMC	"Acquisition Basics Course"
	DSMC	"Program Management Course (Part I)

Any course listed in Level III Mandatory requirement for Intermediate Systems Acquisition Management training.

INTEGRATED LOGISTICS SUPPORT (ILS) (M): -

**	ALMC-IW	"Integrated Logistics Support Basic"
**	CCPO	"An Integrated Logistics Support Overview"
*/**	SYS 200	"Acquisition Planning and Analysis"
*	SAS 006	"Intermediate Systems Acquisition Management"
*	DSMC	"Management of Systems Acquisition Process"
*	DSMC-37	"Acquisition Basics"
#	SYS 223	"System Program Management"
*	SYS 200	Test-out offered by the Education Office
	DSMC	"Program Management Course (Part I)"
	ALMC-IU	"Integrated Logistics Support Basic"

Any course listed in Level II Mandatory requirement for Integrated Logistics Support Management (ILS) training.

LOGISTICS SUPPORT ANALYSIS (LSA) (D):

**	ALMC-LR	"Defense Basic Logistics Support Analysis"
	CSTI	"Logistics Support Analysis Course"
	8A-F35	"Logistics Support Analysis Modeling"
	SYS 225	"Acquisition Logistics"

Completion of this course can be applied toward this requirement, but the course is no longer offered.

* Established/recommended equivalencies approved by the APDC Education and Training Panel.

** Referenced in DOD Directive 5000.52, November 1991

COURSES WHICH MEET REQUIREMENTS FOR LEVEL II

INTEGRATED LOGISTICS SUPPORT (ILS) MANAGEMENT (M):

**	DSMC-24	"Management of Acquisition Logistics"
	AFALC-001	"Deputy Program Management for Logistics"
	ALMC-IT	"Integrated Logistics Support Advanced"
	DSMC	"Program Management Course"
	SYS 225	"Acquisition Logistics"

LOGISTICS SUPPORT ANALYSIS (LSA) (M):

Any course listed in Level I Desired requirement for Logistics Support Analysis (LSA) training.

BASIC SYSTEMS ENGINEERING (D):

4A-F7	"Systems Engineering"

BASIC RELIABILITY AND MAINTAINABILITY (R&M) (D):

**	LOG 032	"RCM Analysis"
**	ALMC-RE	"RCM Course"
	QMT 020	"Reliability and Maintainability Overview'
	QMT 335	"Reliability and Maintainability Design in Systems Acquisition"
	QMT 372	"Reliability"
	QMT 578	"Reliability and Maintainability Research and Applications"
	8A-F30	"Reliability and Maintainability Orientation Seminar"
	8A-F27	"Reliability and Maintainability Testing"
	7A-F28	"Workshop in Reliability and Maintainability Program Mgt"
	5L-F6	"Basic Maintainability Design"
	5L-F4	"Basic Reliability Design"
	8D-F39	"Production Reliability Assurance"
	8D-F41	"Reliability and Maintainability Engineering Management"
	AMEC-121	"Reliability, Availability and Maintainability Requirements"
	AMEC-165	"Specialized Reliability Design"
	AMETA-101	"Reliability and Maintainability Engineering Management"

BASIC CONFIGURATION MANAGMENT (D):

**	CCPO	"Configuration Management"
**	SYS 028	"Introduction to Configuration Management"
	SYS 128	"Advanced Configuration Management"
	SYS 228	"Applied Configuration Management"
	AMEC-12	"Configuration Management"

** Referenced in DOD Directive 5000.52, November 1991

COURSES WHICH MEET REQUIREMENTS FOR LEVEL II (Con't)

BASIC PROVISIONING (D):

**	LOG 260	"Provisioning Management"
**	ALMC-AH	"Army Provisioning Process"
	ALMC-MP	"Maintenance Provisioning Procedures Course"

BASIC CONTRACTING (D):

DSMC-29	"Contract Management for Program Managers Course"
PPM 151	"Contract Executive Course"
PPM 301	"Contract Management of Engineering Programs"
PPM 302	"Government Contract Law"
PPM 304	"Advanced Contract Administration"
PPM 306	"Contractual Aspects of Value Engineering"
QMT 170	"Principles of Contract Pricing"
QMT 355	"Contractor Overhead Management"
QMT 540	"Advanced Contract Pricing"
G30BR6531-007	"Central/System Level Contracting"
G3AZR65170-004	"Contract Placement"
G3ABR65130-003	"Contracting Specialist"
ALMC-CL	"Contracting Officers Representative Course"
ALMC-ZX	"Defense Contracting for Information Resources"
8D-4320	"Management of Defense Acquisition Contracts (Basic)"
ALMC-B5	"Management of Defense Acquisition Contracts (Executive)"
ALMC-1B	"Management of Installation Level Contracts"
7A-F57	"Contract Cost Performance Analysis"
OAS/S&L	"Defense Acquisition and Contracting Executive Seminar"
OAS/S&L	"Defense Contract Negotiation Workshop"
OAS/S&L	"Defense Contracting and Subcontracting with Small and Disadvantaged Business Concerns"
OAS/S&L	"Defense Contracts Management for Technical Personnel"
OAS/S&L	"Defense Cost and Price Analysis"
OAS/S&L	"Defense Fundamentals of Incentive Contracting"
OAS/S&L	"Defense Termination Settlement"
DSMC-6	"Contractor Performance Measurement Course"
DSMC-34	"Systems Acquisition for Contracting Personnel"

** Referenced in DOD Directive 5000.52, November 1991

COURSES WHICH MEET REQUIREMENTS FOR LEVEL III

INTERMEDIATE SYSTEMS ACQUISITION MANAGEMENT (M):

*	DSMC-37	"Acquisition Basics"
*/**	SYS 200	"Acquisition Planning and Analysis"
*	SAS 006	"Intermediate Systems Acquisition Management"
	DSMC	"Management of Systems Acquisition Process"
*/#	SYS 223	"System Program Management"
*	AFIT	Systems Management Degree
*	SYS 400	"Advanced Program Management"
	DSMC	"Basics of Defense Acquisition"
*	DSMC	"Business Managers Advanced Workshop"
*	DSMC	"Executive Managers Course"
*	DSMC	"Executive Managers Workshop"
*	DSMC	"Executive Refresher Course"
*	DSMC	"Systems Acquisition for General/Flag Officers"
*	DSMC-3	"Program Management Course"

BASIC RELIABILITY AND MAINTAINABILITY (M):

Any course listed in Level II Desired requirement for Basic Reliability and Maintainability training.

BASIC CONFIGURATION MANAGEMENT (M):

Any course listed in Level II Desired requirement for Basic Configuration Management training.

BASIC PROVISIONING:

Any course listed in Level II Desired requirement for Basic Provisioning training.

BASIC CONTRACTING:

Any course listed in Level II Desired requirement for Basic Contracting training.

Completion of this course can be applied toward this requirement, but the course is no longer offered.

* Established/recommended equivalencies approved by the APDC Education and Training Panel

** Referenced in DOD Directive 5000.52, November 1991.

BUSINESS, COST ESTIMATING, AND FINANCIAL MANAGEMENT

A. GENERAL: Includes financial planning, formulating financial programs and administrating budgets, accounting for obligations and expenditure of funds, cost performance management of contractors, cost estimating, and advising or assisting commanders, PMs and other officials in discharging all aspects of their responsibilities for financial management, in direct support of the Defense Acquisition process.

B. CERTIFICATION REQUIREMENTS:

1. LEVEL I:

a. EXPERIENCE:

(1) Mandatory - One year of acquisition related experience in business, cost estimating, or financial management.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Baccalaureate degree.

c. TRAINING:

(1) Mandatory -

a. A basic course in systems acquisition. Only the following courses meet this requirement:

DSMC-26	"Fundamentals of Systems Acquisition Management Course"
SYS 100	"Fundamentals of Acquisition Management"
SAS 001	"Basic Systems Acquisition Management" (no longer offered)
SYS 123	"Fundamentals of Acquisition Management"
USAFA 485	"Systems Acquisition and Management"
DSMC-31	"Systems Acquisition for Contracting Personnel"
LMMMF04	"Basic Acquisition"
ATC	"Acquisition Fundamentals Course"

Any course that meets the desired training requirements stated in para. B.3.c.(2) below.

(2) Desired - Two courses in business, contractor performance measurement, cost estimating or financial management.

2. LEVEL II:

a. EXPERIENCE:

(1) Mandatory - Four years of acquisition related experience in business, cost estimating, and financial management.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Same as Level I, plus 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (or at least 12 hours of graduate studies in these fields).

c. TRAINING:

(1) Mandatory -

a. Meets Level I requirements.

b. A financial management course, or equivalent. Only the following courses meet this requirement:

DSMC	"System Acquisition Funds Management Course"
	"Professional Military Comptroller Course"
	"Comptroller Staff Officer Course"
SYS 227	"Financial Management in Weapon Systems Acquisition"
DSMC	"Program Management Course"
	"Defense Resources Management Course"
Industrial College of the Armed Forces (ICAF)	

c. A contractor performance measurement course, or equivalent. Only the following courses meet this requirement:

DSMC	"Contractor Performance Measurement Course"
SYS 360	"Evaluation of C/SCSC"
SYS 361	"Surveillance of C/SCSC"
SYS 362	"C/SCSC"
SYS 363	"Basic Analysis of Performance Measurement"

Any course that meets the desired training requirements stated in para.B..3.c.(2) below .

(2) Desired - Two courses in business, cost estimating and financial management.

3. LEVEL III:

a. EXPERIENCE:

(1) Mandatory - Eight years of acquisition related experience in business, cost estimating and financial management.

(2) Desired - None.

b. EDUCATION:

(1) Mandatory - None.

(2) Desired - Masters degree in business administration, management, procurement, or related fields plus,

a. At least 24 semester credit hours (or equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, industrial management, economics, marketing, quantitative methods, and organization management, or

b. At least 24 semester credit hours (or equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or equivalent) from such an institution from among the disciplines listed above.

c. TRAINING:

(1) Mandatory - None.

(2) Desired - An intermediate systems acquisition course. Only the following courses meet this requirement:

DSMC-37	"Acquisition Basics"
SYS 200	"Acquisition Planning and Analysis"
SAS 006	"Intermediate Systems Acquisition Management"
DSMC	"Management of Systems Acquisition Process"
SYS 223	"System Program Management" (no longer offered)
AFIT Systems Management Degree	
SYS 400	"Advanced Program Management"
DSMC	"Basics of Defense Acquisition"
DSMC	"Business Managers Advanced Workshop"
DSMC	"Executive Managers Course"
DSMC	"Executive Managers Workshop"
DSMC	"Executive Refresher Course"
DSMC	"Systems Acquisition for General/Flag Officers"
DSMC	"Program Management Course, Part I" (no longer offered)
DSMC	"Program Management Course"

FUNCTIONAL MANAGERS

This attachment lists the Functional Managers for the functional areas of the Acquisition Professional Development Program (APDP), as outlined in the DoD 5000.52M.

Please note that for each functional area there is one overall FUNCTIONAL MANAGER at the Air Staff or Secretariat level and numerous MAJCOM Points of Contact. The various functional managers are responsible for the acquisition professional development of personnel performing duties in their functional area. Each functional manager is involved in the APDP certification process.

All questions regarding APDP should be addressed to the appropriate functional manager, starting at the MAJCOM level first, then to the Air Staff level as necessary.

TABLE OF CONTENTS

Program Management ..... pgs 3 - 4.

Communications - Computer Systems ..... pgs 5 - 6.

Contracting, Purchasing and Industrial Property Management ..... pgs 7 - 8.

Systems Planning, Research, Development and Engineering ..... pgs 9 - 10.

Test and Evaluation ..... pgs 11 - 12.

Manufacturing and Production ..... pg 13.

Quality Assurance ..... pg 13.

Acquisition Logistics ..... pgs 14 - 15.

Business, Cost Estimating, and Financial Management ..... pgs 16 - 17.

ATC	Lt Col Mike Shoemaker HQ ATC/XPR Randolph AFB, TX 78150	DSN: 487-6134
MAC	TBD	
SAC	Lt Col Bruce Ashcraft HQ SAC/XRRR Offutt AFB, NE 68113-5001	DSN: 271-7500
TAC	Lt Col Henson HQ TAC/LGMZ Langley AFB, VA 23665-6233	DSN: 574-6233
Air Weather Service	Maj Burnett HQ USAF/XOWR Pentagon, Rm BF866 Washington, DC 20330	(703) 693-8282
PACAF	Mr Ronald Martin HQ PACAF/LG Hickum AFB, HI 96853-5000	DSN: 449-5330

COMMUNICATIONS-COMPUTER SYSTEMS

FUNCTIONAL MANAGER	POINT OF CONTACT	
Lt Gen Robert H. Ludwig USAF/SC	Maj Greg Brundidge USAF/SCPB Pentagon, DC 20334-1000	DSN: 225-6199

MAJCOM POINTS OF CONTACT

AFSC	Capt Denise Bailey HQ AFSC/SCXM Andrews AFB, MD 20334-5000	DSN: 858-9760
AFMC	Marti Paul AFMC/SCRH Wright-Patterson AFB, OH 45433-5001	DSN: 787-7210
AFOTEC	Lt Col R. R. Baird HQ AFOTEC/SC Kirtland AFB, NM 87117	DSN: 246-5216
AFSPACECOM	Mr George Hemmings HQ AFSPACECOM/LKNS Peterson AFB, CO 80914-6001	DSN: 692-5725
AFCC	Maj Knight AFCC/PGP Scott AFB, IL 62225-6001	DSN: 576-6535
AFIC	Mr Archie Temple HQ AFIC/SCX San Antonio, TX 78243-5000	DSN: 969-2600

AFRES	Ms Sara Holden HQ AFRES/SCP Robins AFB, GA 31098-6001	DSN: 468-6416
AWS	Mr Martin Wisniewski AWS/SC Scott AFB, IL 62225	DSN: 576-4731
7CG	Capt Judy Jackson 7CG/XPXA Washington DC 20330	DSN: 227-2625
MAC	TBD	
SAC	TBD	
TAC	Capt Candy Tomlinson HQ TAC/SCBA Langley AFB, VA 23665-6343	DSN: 574-7633
AFSOC	Capt T. Sluschewski HQ AFSOC/SCP Hurlbert AFB, FL 32544-5000	DSN: 579-2481
AFDW	Ms Sylvia Godfrey AFDW/DPCPH Bolling AFB, DC 20332-5000	DSN: 354-7071

CONTRACTING, PURCHASING, AND INDUSTRIAL PROPERTY MANAGEMENT

FUNCTIONAL MANAGER	POINT OF CONTACT	
Brig Gen Robert W. Drewes Mr Ira L. Kemp SAF/AQC	Lt Col Joe Magnone Ms Mary Mann SAF/AQCX Pentagon, DC 20330-1000	DSN: 224-5337 DSN: 225-9051

MAJCOM POINTS OF CONTACT

AFSC	Maj James Bixler HQ AFSC/PKX Andrews AFB, MD 20334-5000	DSN: 858-2406
AFLC	Ms Sonya Carleton HQ AFLC/PKX Wright-Patterson AFB, OH 45433-6503	DSN: 787-2971
AFSPACECOM	Maj Karen Osborn CMsgt Cochrane HQ AFSPACECOM/PK Peterson AFB, CO 80914-5001	DSN: 692-5302 692-3369
AFCC	CMSgt Johnny Richardson HQ AFCC/PK Scott AFB, IL 62225-6001	DSN: 576-5791
AFIC	Ms Juanita (Bitsy) Condra HQ AFIC/LEC San Antonio, TX 78243-5000	DSN: 969-2453

ATC	CMSgt Cleon Eason Ms Cindy Hall Ms Joyce Nollen HQ ATC/LGC Randolph AFB, TX 78150-5001	DSN: 487-2519
MAC	Maj Tim McGlynn HQ MAC/LEC Scott AFB, IL 62225-5001	DSN: 576-2122
SAC	Capt Van Matthews HQ SAC/LGC Offutt AFB, NE 68113-5001	DSN: 271-2310
TAC	Ms Debbie Muire CMSgt Webb HQ TAC/LGC Langley AFB, VA 23665-6233	DSN: 574-4108
PACAF	Mr Mark Miyakawa HQ PACAF/LGCP Hickam AFB, HI 96853-5001	DSN: 449-0025
USAFE	CMSgt Strande HQ USAFE/LGC APO AE 09094-5001	DSN: 480-5910
DLA	Capt Deborah Meeks DLA/MDM Cameron Station, VA 22304-1000	DSN: 284-6143
AU	Lt Col Harold Brown HQ AU/LGC Bldg 800 Maxwell AFB, AL 36112-5001	DSN: 493-2178

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT, AND ENGINEERING

FUNCTIONAL MANAGER	POINT OF CONTACT	
Mr Daniel S. Rak SAF/AQ	Mr Ted Houston AFPEO/CM Pentagon, DC 20334-1000	DSN: 224-9446

MAJCOM POINTS OF CONTACT

AFSC	Capt Michael Plowman HQ AFSC/EN Andrews AFB, MD 20334-5000	DSN: 858-9383
	Mr Donald O. Tarazano HQ AFSC/XTOD Andrews AFB, MD 20334-5000	DSN: 858-2904
AFLC	Maj P. Dever HQ AFLC/EN Wright-Patterson AFB, OH 45433-5000	DSN: 787-5574
AFOTEC	CMSGT J. Shea HQ AFOTEC/MP Kirtland AFB, NM 87117-7000	DSN: 246-5318
AFSPACECOM	Mr B. Bauer AFSPACECOM/XPR Peterson AFB, CO 80914-5000	DSN: 692-6806
AFCC	Mr D. Morton TIC/ET (AFCC) Scott AFB, IL 62225-5001	DSN: 576-5084

AFIC	Mr Dennis B. Richburg HQ AFIC/CA San Antonio, TX 78243-5000	DSN: 969-2005
ATC	Lt Col Mike Shoemaker HQ ATC/XPR Randolph AFB, TX 78150	DSN: 487-6134
AFSOC	TBD	
MAC	Maj G. Bricicer HQ MAC/XR Scott AFB, IL 62225-5001	DSN: 570-2536
SAC	Lt Col J. Holt HQ SAC/XRN 901 SAC Blvd. Suite 2B4 Offutt AFB, NE 68113-5410	DSN: 271-2763
TAC	Lt Col B. French HQ TAC/DRP Langley AFB, VA 23665-5000	DSN: 574-7597

TEST AND EVALUATION

FUNCTIONAL MANAGER	POINT OF CONTACT	
Lt Gen Howard Leaf, USAF (Ret) AF/TE	Col Foster AF/TER Pentagon, DC 20330-1000	DSN: 227-1165

MAJCOM POINTS OF CONTACT:

AFMC	Maj Scott Marshall HQ AFMC (I)/DOP Wright-Patterson AFB, OH 45433-5001	DSN: 787-8223 or 787-7581
AFOTEC	TBD HQ AFOTEC/XP Kirtland AFB, NM 87117-7001	
AFSOC	Col Shott AFSOC/XPT Hurlburt Field, FL	DSN: 579-6924
AFSPACECOM	Maj Don Carroll AFSPACECOM/XPFE Peterson AFB, CO 80914	DSN: 692-3938
AFCC	TBD	
AFIC	Mr Dennis B. Richburg HQ AFIC/CA San Antonio, TX 78243-5000	DSN: 969-2005
ATC	TBD	
MAC	TBD HQ MAC/XRT Scott AFB, IL 62225-6001	

SAC	TBD HQ SAC/XRT Offutt AFB, NE 68113-5001
TAC	TBD HQ TAC/DRP Langley AFB, VA 23665-6233

MANUFACTURING AND PRODUCTION
AND
QUALITY ASSURANCE

FUNCTIONAL MANAGER	POINT OF CONTACT	
Brig Gen Stephen P. Condon SAF/AQX	Mr Syed Karim SAF/AQXM Pentagon, DC 20330-1000	DSN: 227-1715

MAJCOM POINTS OF CONTACT

AFSC	Ms Jane Scifres HQ AFSC/EN Andrews AFB, MD 20334-5000	DSN: 858-9397
AFSPACECOM	Capt Doug Snell HQ AFSPACECOM/PKP Peterson AFB, CO 80914-5000	DSN: 692-5251

All other MAJCOMs should direct questions and certification applications to the AFSC Point of Contact.

ACQUISITION LOGISTICS

FUNCTIONAL MANAGER	POINT OF CONTACT	
Lt Gen Hammond USAF/LG	Mr Robert Storts USAF/LGMM Pentagon, DC 20330-1000	DSN: 227-1052
	Col Tom Howard USAF/LGXX Pentagon, DC 20330-1000	DSN: 227-8860

MAJCOM POINTS OF CONTACT

AFMC AFSC AFLC	Ms Pam McFeeters HQ AFLC/XRL Wright-Patterson AFB, OH 45433-5001	DSN: 787-6220
AFOTEC	Mr Mike Toyzan HQ AFOTEC/MPK Kirtland AFB, NM 87117-5000	DSN: 246-5319
AFSPACECOM	Mr Dennis Edwards AFSPACECOM/LKLXY Peterson AFB, CO 80914-5000	DSN: 692-5906
AFCC	Mr D.L. Rupper AFCC/PGL Scott AFB, IL 62225-6001	DSN: 576-4175
AFIC	Mr W.N. Carroll HQ AFIC/LE SanAntonio, TX 78243-5000	DSN: 969-2288

ATC	Col Thomas A. Klimas HQ ATC/LGX Randolph AFB, TX 78150-5001	DSN: 487-2526
MAC	Col John H. Happ HQ MAC/XRS Scott AFB, IL 62225-5001	DSN: 576-2919
SAC	Col Ray Linville HQ SAC/LGX Offutt AFB, NE 68113-5001	DSN: 271-2483
TAC	Lt Col Sam Henson HQ TAC/LGMZ Langley AFB, VA 23665-5001	DSN: 574-5128
AU	Lt Col Harold Brown HQ AU/LGC Maxwell AFB, AL 36112-5001	DSN: 493-2178
AFRES	Col John Moore HQ AFRES/LG Robins AFB, GA 31098	DSN: 468-3850

BUSINESS, COST ESTIMATING, AND FINANCIAL MANAGEMENT

FUNCTIONAL MANAGER	POINT OF CONTACT	
Mr John J. Nethery SAF/FMP	Mr Charles E. Bennett SAF/FMP Pentagon, DC 20330-1000	DSN: 227-2905

MAJCOM POINTS OF CONTACT

AFSC	Ms Judith Peuler HQ AFSC/FMP Andrews AFB, MD 20334-5000	DSN: 858-5326
AFLC	Maj Tim Addison HQ AFLC/FME Wright-Patterson AFB, OH 45433	DSN: 787-1930
AFOTEC	Maj Wally Closner HQ AFOTEC/RMRQ Kirtland AFB, NM 87117-7001	DSN: 245-5467
AFSPACECOM	Maj Arthur Peaden AFSPACECOM/FME Peterson AFB, CO 80914	DSN: 692-3791
AFCC	Maj Juan Guzman AFCC/FMC Scott AFB, IL 62225-6001	DSN: 576-5541
AFIC	Col J. G. Tattini HQ AFIC/FM San Antonio, TX 78243-5000	DSN: 969-2866
ATC	Ms Pam Struzyk HQ ATC/FMATF Randolph AFB, TX 78150	DSN: 487-6322

MAC	Ms Barbara J. West HQ MAC/FME Scott AFB, IL 62225-5001	DSN: 576-3337
SAC	Mr Ed Albertson HQ SAC/FMC Offutt AFB, NE 68113-5001	DSN: 271-4227
TAC	Capt Tom Adams HQ TAC/FMAOM Langley AFB, VA 23665	DSN: 574-2860

FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENT

Privacy Act Statement

THORITY: EO 9397, November 1943 (SSN).

ICIPAL PURPOSE(S): To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification.

TINE USE(S): The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.

LOSURE: Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose or use of the requested information.

SECTION I - INDIVIDUAL REQUEST *(Type or print in ink)*

(Last, First, Middle Initial)	2. COURSE NUMBER
E TITLE	4. COURSE LEVEL *(Entry, Intermediate, Senior, etc.)*

MENT

pose that the skills and knowledge provided by the DoD mandatory course identified above have been ed by experience, education, equivalency test, or alternate training. Based on the attached justification, st this be considered fulfillment of the mandatory training requirement indicated.

JR	7. DATE SIGNED *(YYMMDD)*	8. SOCIAL SECURITY NUMBER	
		10. SERIES	11. GRADE/RANK
YMBOL	13. LOCATION	14. CURRENT LEVEL *(Entry, Intermediate, Senior, etc.)*	15. DATE ENTERED CURRENT LEVEL *(YYMMDD)*

SECTION II - SUPERVISOR'S RECOMMENDATION

RENCE/NONCONCURRENCE *(X one)*

NCUR - INDIVIDUAL HAS GAINED REQUISITE SKILLS D KNOWLEDGE AS PROPOSED IN SECTION I.	b. DO NOT CONCUR *(Return request to individual)*

SOR SIGNATURE	18. DATE SIGNED *(YYMMDD)*
LE	20. OFFICE SYMBOL / 21. LOCATION

SECTION III - DISPOSITION

APPROVAL *(X one)*

	b. DISAPPROVED

E OF APPROVING OFFICIAL	24. DATE SIGNED *(YYMMDD)*
E	26. OFFICE SYMBOL / 27. LOCATION

Certified Acquisition Professional

Has successfully fulfilled the requirements for professional certification at

in the functional specialty of

DATE

CERTIFYING OFFICIAL

SAMPLE

MDAC EXEC

The Executive Refresher Course in Acquisition Management was completed in 1987. This fifteen-day course as well as the Advanced International Management Course completed in 1990 (both at DSMC) covered a broad range of acquisition issues including risk management, negotiations, source selection, should cost, and the PPBS process. The Cost Accounting Standards (CAS) Workshop was also completed in 1981 at Ft Lee, VA. Training from these courses has been applied in several ways. I served as the Air Force representative to the DOD CAS Working Group from August 1981 until October 1982 and served as principle action officer for DOD assumption of CAS waiver authority when the CAS Board was disbanded. Certification was received from the Institute of Cost Analysis as a certified cost analyst in 1982. As Director of Contracting for the last five and one-half years, I have led the incorporation of advanced contracting techniques in my assigned organization. The first source selections using AFR 70-30 were conducted at the Air Force Academy in 1985 - 1988. Acquisition Strategy Panels have been introduced at the Flight Test Center since 1988. The combination of acquisition training, staff experience, and field level acquisition experience at the senior level provide fulfillment of this training requirement.

S A M P L E

SUBJECT: Justification for Fulfillment of DOD Mandatory Training Requirement Course: Advanced Contract Administration Exec

I propose that the skills and knowledge provided by the DOD mandatory course - Advanced Contract Admin Exec have been obtained through my work experience, education, and alternate training. Specifics are listed below:

Work experience at the senior level:

1 1/2 years as the Assistant Chief of the Technical Management Division, Hq DCASR CHGO HQ staff responsibilites included conducting Quality System Reviews at various contractor plants and briefing management of findings. Quality Assurance aspects involved with contract administration were covered and mastered by this executive level assignment.

3 years as the Commander of DCASPRO Bendix Had complete contract management responsibility for 3 separate collocated contractor divisions. Responsibilites reflected the full range of contract administration: contract management, production surveillance, cost and pricing support, cost monitoring, quality assurance, engineering, and property management. The assignment was at the executive level.

1 1/2 years as Deputy Director/Director Contracting for a SPO - ESD Duties and responsibility for management of on-going contracts at the executive level. Work effort involves full interdisciplinary addressing of contract requirements.

Education: Master's Degree - MBA - University of North Dakota

Alternate training includes:

Program Management Course Part I (DSMC) 1989

Completion of a Senior Service School - National Security Management Course 1986

Contractor Overhead Monitorship (QMT 355 88-D) 1988

request that this be considered fulfillment of the mandatory aining requirement for the Advanced Contract Admin Exec course.

ector, Strategic C3
stems Contracting

S A M P L E

JECT: Justification for Fulfillment of DOD Mandatory Training Requirement Course: System Acq for Contracting Personnel

I propose that the skills and knowledge provided by the DOD mandatory course - System Acq for Contracting Personnel have been obtained through my work experience, education, and alternate training. Specifics are listed below:

Work experience applicable to systems acquisition:

2 years as contract negotiator and PCO at ESD - These two years were spent in support of a basket SPO. Examples of skills and knowledge gained would include: how various functional disciplines interact within the SPO, the acquisition process from the PM point of view, and customer awareness (the user).

8 months as Deputy Director Strategic Systems Contracting - ESD

As a deputy director I supported two major program SPOs and two basket SPOs. This further broadened my knowledge as it revealed the differences in handling major programs vice basket SPO efforts.

9 months as Director Strategic C3 Systems Contracting - ESD

'Y responsibilities are at the executive level and indicates a wel of knowledge that would exceed the SACP course.

Education: Master's Degree - MBA - University of North Dakota

Alternate training includes:

Program Management Course Part I (DSMC) 1989

Program Management for Contract Administrators Course (DSMC) 1980

Intro to Acq Management Systems 100 - ECI 100S (AF) 1985

request that this considered fulfillment of the mandatory 'aining requirement for the System Acq for Contracting Personnel urse.

rector, Strategic C3
ystems Contracting

Atch 04
Page 4 of 7

INFORMATION ONLY