

**APPENDIX J**  
**MASTER TRAINING PLAN AND CAREER PATH**  
**CONTRACTING (ACQUISITION CAREER FIELD - C) - 1102 Series**  
**Level I (Entry/Intern) GS-7 through GS-9**

Typical Assignments	Experience	Education <sup>1</sup>	Training <sup>3</sup>	Self-Development
<ul style="list-style-type: none"> <li>Intern</li> </ul>	<p><b><u>Mandatory :</u></b> One year of contracting experience</p> <p><b><u>Desired:</u></b> 3-6 months in an OJT developmental or rotational assignment in another organizational or functional setting</p>	<p><b><u>Mandatory :</u></b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management; or, (3) Pass equivalency exam(s); or, (4) Have at least 10 years acquisition experience as of October 1, 1991<sup>2</sup></p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>One basic (Level I<sup>4</sup>) DAU course in contracting</li> <li>One basic (Level I) DAU course in contract pricing</li> <li>Simplified Acquisition Procedures (CON 237)<sup>5</sup></li> </ul> <p><b><u>Mandatory (Intern) :</u></b></p> <ul style="list-style-type: none"> <li>Intern Leadership Development Course (ILDC)</li> <li>Action Officer Development Course (AODC)</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>One basic (Level I) DAU course in an additional ACF (Objective is to begin work toward certification in an additional ACF)</li> <li>Office Automation (Knowledge of personal computers and office automation, e.g., spreadsheets, word processing, data base management, and communications packages)</li> <li>Training in basic LEF competencies (see Appendix M)</li> </ul>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>Membership in professional association.</li> <li>Toastmasters</li> <li>Academic study in business management disciplines</li> <li>Professional Reading Program</li> </ul>

<sup>1</sup> See Appendix M, sections M. and N. DoD 5000.52-M, for specific requirements for contracting personnel.  
<sup>2</sup> Credit by examination is directed by 10 U.S.C. 1724 and covered in DoD Instruction 5000.58.  
<sup>3</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.  
<sup>4</sup> Level I courses are those courses whose number begin with a 1, e.g., 101.  
<sup>5</sup> This course should be taken by contracting personnel who received their basic training in contracting prior to the implementation of FASA and Clinger-Cohen and who have been assigned to a position requiring knowledge of simplified acquisition procedures.

**NOTE: At each level, for each Occupational Series, 80 Continuous Learning Points are annotated as “Mandatory”. In all cases they are “Mandatory” only after achieving the certification level associated with the position occupied. Virtually all of the training, education, or experience activities marked as**

**APPENDIX J**  
**MASTER TRAINING PLAN AND CAREER PATH**  
**CONTRACTING (ACQUISITION CAREER FIELD - C) - 1102 Series**

“Desired” may be credited toward the Continuous Learning Points requirement with the supervisor’s concurrence. For CP-14 the preferred method of obtaining Continuous Learning Points is through Continuing Education Units.

**Level II (Intermediate or Journeyman) GS-11 through GS-12**

Typical Assignments	Experience	Education <sup>1</sup>	Training <sup>3</sup>	Self-Development
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<sup>1</sup> Education requirements are not applicable to individuals with at least 10 years of acquisition experience (as of October 1, 1991) in Government or industry acquisition positions. (See DAWIA, 10 U.S.C. 1724 (c))  
<sup>2</sup> Credit by examination is directed by 10 U.S.C. Section 1724 and covered in DoD Instruction 5000.58.  
<sup>3</sup> Refer to current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field. One or more Level II DAU courses may be mandatory, depending upon functional specialty but not required for career certification.  
<sup>4</sup> Level II courses are those courses whose number begins with a 2, e.g., 201.  
<sup>5</sup> See Appendix M of DoD 5000.52-M for specific requirements for Acquisition Corps admission (Army policy limits Army Acquisition Corps membership to GS-14 and above with certain exceptions). Credit by examination is directed by 10 U.S.C. Section 1732(c) and covered in DoD Instruction 5000.58.

<ul style="list-style-type: none"> <li>• Contract Specialist</li> <li>• Contract</li> </ul>	<p><b><u>Mandatory:</u></b> Two years contracting</p>	<p><b><u>Mandatory :</u></b> (1) Baccalaureate degree; or,</p>	<p><b><u>Mandatory :</u></b><sup>4</sup></p> <ul style="list-style-type: none"> <li>• One intermediate (Level II) DAU course in contract law</li> </ul>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points</li> </ul>
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**APPENDIX J**  
**MASTER TRAINING PLAN AND CAREER PATH**  
**CONTRACTING (ACQUISITION CAREER FIELD - C) - 1102 Series**

<ul style="list-style-type: none"> <li>Administrator</li> <li>Contract Cost and/or Price Analyst</li> <li>Contracting Officer</li> <li>Procurement Analyst</li> </ul>	<p>experience</p> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>An additional 2 years of experience in contracting</li> <li>Cross-training experience in other ACF (Level I Certification)</li> </ul>	<p>(2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or,</p> <p>(3) Pass equivalency exam(s); or,</p> <p>(4) Have at least 10 years acquisition experience as of October 1, 1991<sup>2</sup></p> <p><b>Desired:</b> Graduate studies in business administration, procurement, or public administration</p>	<ul style="list-style-type: none"> <li>One intermediate (Level II) DAU course in cost and price analysis</li> <li>One intermediate (Level II) DAU course depending on contracting orientation specialty (e.g., pre-award or post-award)</li> <li>Simplified Acquisition Procedures (CON 237) - See footnote 5 Level I</li> <li>Assignment-Specific Contracting Courses (For those in positions requiring assignment-specific training)</li> </ul> <p><b>Mandatory :</b></p> <ul style="list-style-type: none"> <li>Supervisor Development Course (SDC) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>Leadership Education and Development (LEAD) - SDC is a prerequisite</li> </ul> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>Army Management Staff College (AMSC); Command and General Staff Officer Course (CGSOC) may be taken in lieu of AMSC for those eligible to attend CGSOC</li> <li>Intermediate (Level I or II) DAU courses in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>Training in basic and additional First-Level LEF competencies (see Appendix M)</li> <li>Basic Acquisition Reform Training</li> </ul>	<p>every 2 years (Continuing Education Units (CEUs) preferred)</p> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>Membership in professional societies and associations</li> <li>Professional license / certification in discipline, e.g., CPCM, CPM</li> <li>Professional Reading Program</li> </ul>
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**Career path note:** Upon achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in an acquisition position graded GS-13, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines, i.e., accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) Pass equivalency exam(s); and (4) have completed mandatory acquisition training at either Level 2 or Level 3 in you acquisition career field; or have been certified at Level 2 or 3 in your acquisition career field.<sup>5</sup>

**Level III (Advanced or Senior) GS-13 and above**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>Procurement Analyst</li> <li>Branch Head</li> <li>Division Director</li> <li>Director Of Contracts</li> <li>Supervisory Contracting Officer</li> </ul>	<p><b>Mandatory :</b> Four years contracting experience</p> <p><b>Desired :</b></p> <ul style="list-style-type: none"> <li>An additional 4 years of contracting experience</li> <li>Cross-training</li> </ul>	<p><b>Mandatory :</b></p> <p>(1) Baccalaureate degree; or,</p> <p>(2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing,</p>	<p><b>Mandatory :</b></p> <ul style="list-style-type: none"> <li>One advanced (Level III) DAU course in executive contracting<sup>3</sup></li> <li>One advanced (Level III) DAU course in primary contract orientation (e.g., pre-award or post-award)</li> <li>Assignment-specific Contracting Courses as required for a position</li> <li>Simplified Acquisition Procedures (CON 237) - See footnote 5 Level I</li> </ul> <p><b>Mandatory (Priority I)</b></p> <ul style="list-style-type: none"> <li>Supervisor Development Course (SDC) (for anyone appointed to a supervisory position) - must be completed by all newly appointed civilian</li> </ul>	<p><b>Mandatory :</b></p> <ul style="list-style-type: none"> <li>80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>Professional</li> </ul>

**APPENDIX J**  
**MASTER TRAINING PLAN AND CAREER PATH**  
**CONTRACTING (ACQUISITION CAREER FIELD - C) - 1102 Series**

<ul style="list-style-type: none"> <li>• SADBUs Specialist</li> <li>• DOC</li> <li>• PARC</li> </ul>	<p>in other ACF, Level II &amp; III Certifications</p> <ul style="list-style-type: none"> <li>• Developmental Assignments</li> </ul>	<p>quantitative methods, organization and management; or,</p> <p>(3) Pass equivalency exam(s); or,</p> <p>(4) Have at least 10 years acquisition experience as of October 1, 1991<sup>2</sup></p> <p><b>Desired:</b>  Master's degree in business administration, procurement, or public administration</p>	<p>supervisors within six months after assignment to first supervisory position</p> <ul style="list-style-type: none"> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> <li>• Manager Development Course (MDC) (for anyone newly appointed to a managers position - "manager" is defined as a supervisor of supervisors)</li> </ul> <p><b>Mandatory (Priority II)</b></p> <ul style="list-style-type: none"> <li>• Organizational Leadership for Executives (OLE) (MDC is a prerequisite)</li> <li>• Personnel Management for Executives I (PME I) (OLE is a prerequisite)</li> <li>• Personnel Management for Executives II (PME II) - (PME I is a prerequisite)</li> <li>• Basic Acquisition Reform Training</li> </ul> <p><b>Desired:</b></p> <ul style="list-style-type: none"> <li>• Army Management Staff College (AMSC); Command and General Staff Officer Course (CGSOC) may be taken in lieu of AMSC (see Level II)</li> <li>• Additional intermediate or advanced (Level II or III) DAU courses in additional ACFs (the objective is to acquire multiple ACF certification)</li> <li>• Management Training / Executive Education</li> <li>• Long-Term Training, e.g., Senior Acquisition Course at ICAF</li> <li>• Training in basic and additional Levels of LEF competencies through higher-level for SES (see Appendix M)</li> </ul>	<p>license / certification in discipline, e.g., CPCM, CPM</p> <ul style="list-style-type: none"> <li>• Professional Reading Program</li> <li>• Independent Research</li> </ul>
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<sup>1</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF C and for the assignment specific course at that level.

<sup>2</sup> Credit by examination is directed by 10 U.S.C. Section 1724 and covered in DoD Instruction 5000.58.

<sup>3</sup> Executive Contracting should be taken as a refresher course every 3 to 5 years, but does not have to be repeated to maintain certification.

**Career path note:** Critical Acquisition Positions (CAPs) (GS-14 and above) may only be filled by members of the Acquisition Corps. DoDI 5000.58 Section F.4, and DoD 5000.52-M Appendix M, specifies the standards for membership in the Acquisition Corps.

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - D / 1103 Series)**  
**Master Training Plan and Career Path**  
**Level I (Basic or Entry) GS-5 through GS-9**

Typical Assignments	Experience	Education <sup>1</sup>	Training <sup>2</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Industrial Property Management Specialist</li> <li>• Industrial Property Clearance Specialist</li> </ul> (This could include Contract or Industrial Specialist performing industrial and/or contract property management responsibilities.)	<p><b><u>Mandatory</u></b> :</p> One year of experience in contracting, property or plant clearance management <p><b><u>Desired</u></b>:</p> 3-6 months in an OJT developmental or rotational assignment in another organizational or functional setting	<p><b><u>Desired</u></b> :</p> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management.	<p><b><u>Mandatory</u></b>:</p> <ul style="list-style-type: none"> <li>• One basic (Level I<sup>3</sup>) DAU course in contracting</li> <li>• Three basic (Level I) DAU courses in Contract Property Administration</li> </ul> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>• One basic (Level I) DAU course in an additional ACF</li> <li>• Office Automation (Knowledge of personal computers and office automation, e.g., spreadsheets, word processing, data base management, and communications packages)</li> <li>• Training in basic LEF competencies (see Appendix M)</li> </ul>	<p><b><u>Mandatory</u></b>:</p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired</u></b>:</p> <ul style="list-style-type: none"> <li>• Membership in professional association.</li> <li>• Toastmasters</li> <li>• Academic study in business management disciplines</li> <li>• Leadership Development</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> See Appendix M, sections M. and N. DoD 5000.52-M, for specific requirements for contracting personnel.

<sup>2</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>3</sup> Level I courses are those courses whose number begin with a 1, e.g., 101.

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - D / 1103 Series)**  
**Master Training Plan and Career Path**  
**Level II (Intermediate or Journeyman) GS-9 through GS-12**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Industrial Property Management Specialist</li> <li>• Property Administrator</li> <li>• Industrial Property Clearance Specialist</li> <li>• Plant Clearance Officer</li> <li>• Supervisor Property/Plant Clearance Specialist</li> </ul>	<p><b><u>Mandatory:</u></b> Two years experience in property or plant clearance management, or contracting experience if assigned to contract property management or property clearance</p> <p><b><u>Desired:</u></b> An additional 2 years of experience in an industrial property management acquisition position</p>	<p><b><u>Desired :</u></b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.</p> <p>Or, (If already possessing a baccalaureate) Graduate studies in business administration or procurement</p>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• One intermediate (Level II) DAU course in Contract Law</li> <li>• One intermediate (Level II) DAU course in Contract Administration</li> <li>• Two intermediate (Level II) DAU courses in Contract Property Administration Management<sup>2</sup></li> </ul> <p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• One basic or intermediate (Level I or II) DAU course in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• Army Management Staff College (AMSC)</li> <li>• Training in basic and additional First-Level LEF competencies (see Appendix M)</li> <li>• Basic Acquisition Reform Training</li> </ul>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional societies and associations</li> <li>• Professional license / certification in discipline, e.g., CPCM,</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> Refer to current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field. One or more Level II DAU courses may be mandatory, depending upon functional specialty but not required for career certification.

<sup>2</sup> One course, "Contract Property Management Seminar," should be taken as a refresher course every 3 to 5 years, but does not have to be repeated to maintain certification.

<sup>3</sup> See Appendix M of DoD 5000.52-M for specific requirements for Acquisition Corps admission (Army policy limits Army Acquisition Corps membership to GS-14 and above with certain exceptions). Credit by examination is directed by 10 U.S.C. Section 1732(c) and covered in DoD Instruction 5000.58.

**Career path note:** Upon achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in an acquisition position graded GS-13, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines, i.e., accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) Pass equivalency exam(s), and (4) have completed mandatory acquisition training at either Level 2 or Level 3 in your acquisition career field; or have been certified at Level 2 or 3 in your acquisition career field.<sup>3</sup>

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - D / 1103 Series)**  
**Master Training Plan and Career Path**  
**Level III (Advanced or Senior) GS-13 and above**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Division Chief</li> <li>• Branch Chief</li> <li>• Supervisor and/or Manager</li> <li>• Staff Action Officer</li> </ul>	<p><b><u>Mandatory:</u></b> Four years experience in property or plant clearance management, or contracting experience if assigned to contract property management or property clearance with positions of increasing responsibility and complexity.</p> <p><b><u>Desired:</u></b> An additional 4 years of experience in an industrial property management acquisition position.</p>	<p><b><u>Desired :</u></b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.</p> <p>Or, (If already possessing a baccalaureate) Graduate studies in business administration, procurement, or one of the fields listed above.</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• Two advanced (Level III) DAU course in executive contracting</li> <li>• One intermediate (Level II) DAU course in Contract Property Management<sup>2</sup></li> </ul> <p><b><u>Mandatory (Priority 1)</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) (for anyone appointed to a supervisory position) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> <li>• Manager Development Course (MDC) (for anyone newly appointed to a managers position - “manager” is defined as a supervisor of supervisors)</li> </ul> <p><b><u>Mandatory (Priority 2)</u></b></p> <ul style="list-style-type: none"> <li>• Organizational Leadership for Executives (OLE) (MDC is a prerequisite)</li> <li>• Personnel Management for Executives I (PME I) (OLE is a prerequisite)</li> <li>• Personnel Management for Executives II (PME II) - (PME I is a prerequisite)</li> <li>• Basic Acquisition Reform Training</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• Additional intermediate or advanced (Level II or III) DAU courses in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• Training in basic and additional First &amp; Mid-Levels of LEF competencies (see Appendix M)</li> </ul>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Professional license / certification in discipline, e.g., CPCM</li> <li>• Professional Reading Program</li> <li>• Independent Research</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF D and for the assignment specific course(s) at that level.

<sup>2</sup> Contract Property Management Seminar should be taken as a refresher course every 3 to 5 years, but does not have to be repeated to maintain certification.

**Career path note:** Critical Acquisition Positions (CAPs) (GS-14 and above) may only be filled by members of the Acquisition Corps. [DoDI 5000.58 Section F.4](#), and [DoD 5000.52-M](#), Appendix M, specifies the standards for membership in the Acquisition Corps.

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - G / 1150 Series)**  
**Master Training Plan and Career Path**  
**Level I (Basic or Entry) GS-5 through GS-9**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Program Office</li> <li>• Industrial Assessment Office</li> <li>• Manufacturing Staff Office</li> <li>• Defense Plant Representative</li> </ul>	<p><b><u>Mandatory :</u></b> One year of acquisition experience in engineering, manufacturing, or production</p> <p><b><u>Desired :</u></b> 3-6 months in an OJT developmental or rotational assignment in another organizational or functional setting, which could be satisfied by a rotational assignments at a contractor and/or government industrial facility to include experience in quality, manufacturing, engineering and contracting; or a developmental assignment in a program management office</p>	<p><b><u>Desired :</u></b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management.</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• One basic (Level I<sup>2</sup>) DAU course in systems acquisition management</li> <li>• One basic (Level I) DAU course in production and quality management</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• One basic (Level I) DAU course in an additional ACF</li> <li>• Office Automation (Knowledge of personal computers and office automation, e.g., spreadsheets, word processing, data base management, and communications packages)</li> <li>• Training in basic LEF competencies (see Appendix M)</li> </ul>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional association.</li> <li>• Toastmasters</li> <li>• Academic study in business management disciplines</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>2</sup> Level I courses are those courses whose number begin with a 1, e.g., 101.

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - G / 1150 Series)**  
**Master Training Plan and Career Path**  
**Level II (Intermediate or Journeyman) GS-9 through GS-12**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Program Office Branch Chief or Division Chief</li> <li>• Contract Administrator</li> <li>• Industrial Assessment Office</li> <li>• Acquisition Command Staff</li> <li>• HQ Staff Office</li> <li>• Broadening and/or operational assignment</li> <li>• Education with industry</li> </ul>	<p><b><u>Mandatory:</u></b> Two years of acquisition experience in engineering, manufacturing, production</p> <p><b><u>Desired:</u></b> 3-6 months in an OJT developmental or rotational assignment in another organizational or functional setting, which could be satisfied by a rotational assignments at a contractor and/or government industrial facility to include experience in quality, manufacturing, engineering and contracting; or a developmental assignment in a program management office, or in another ACF.</p>	<p><b><u>Desired:</u></b> Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, or related field</p> <p><b><u>Desired:</u></b> Master's degree in business, production management, engineering, or a related field</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• One intermediate (Level II) DAU course in systems acquisition management</li> <li>• One intermediate (Level II) DAU course in production and quality management</li> </ul> <p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• Army Management Staff College (AMSC)</li> <li>• One or more basic or intermediate (Level I or II) DAU course(s) in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• Training in basic and additional First-Level LEF competencies (see Appendix M)</li> <li>• Basic Acquisition Reform Training</li> </ul>	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional societies and associations</li> <li>• Professional license / certification in discipline, e.g., CPCM,</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> Refer to current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field. One or more Level II DAU courses may be mandatory, depending upon functional specialty but not required for career certification.

<sup>2</sup> See Appendix M of DoD 5000.52-M for specific requirements for Acquisition Corps admission (Army policy limits Army Acquisition Corps membership to GS-14 and above with certain exceptions). Credit by examination is directed by 10 U.S.C. Section 1732(c) and covered in DoD Instruction 5000.58.

**Career path note:** Upon achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in an acquisition position graded GS-13, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines, i.e., accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) Pass equivalency exam(s); and (4) have completed mandatory acquisition training at either Level 2 or Level 3 in your acquisition career field; or have been certified at Level 2 or 3 in your acquisition career field.<sup>2</sup>

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - G / 1150 Series)**  
**Master Training Plan and Career Path**  
**Level III (Advanced or Senior) GS-13 and above**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Director of Manufacturing</li> <li>• Director of Industrial Relations</li> <li>• Industrial Base Advocate</li> <li>• Director of Product Assurance</li> <li>• Chief, Contractor Assessment</li> <li>• Contract Administrator</li> <li>• HQDA or MACOM / MSC Staff</li> </ul>	<p><b><u>Mandatory</u></b> : At least 4 years of acquisition experience in engineering, manufacturing, or production,</p> <p><b><u>Desired</u></b> : Four additional years of experience in manufacturing, or production.</p>	<p><b><u>Desired</u></b> : Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, or related field.</p> <p><b><u>Desired</u></b>: Master's degree in business, production management, engineering, or a related field</p>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>• One advanced (Level III) DAU course in production and quality management</li> </ul> <p><b><u>Mandatory (Priority I)</u></b></p> <ul style="list-style-type: none"> <li>• Supervisor Development Course (SDC) (for anyone appointed to a supervisory position) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</li> <li>• Leadership Education and Development (LEAD) - SDC is a prerequisite</li> <li>• Manager Development Course (MDC) (for anyone newly appointed to a managers position - “manager” is defined as a supervisor of supervisors)</li> </ul> <p><b><u>Mandatory (Priority II)</u></b></p> <ul style="list-style-type: none"> <li>• Organizational Leadership for Executives (OLE) (MDC is a prerequisite)</li> <li>• Personnel Management for Executives I (PME I) (OLE is a prerequisite)</li> <li>• Personnel Management for Executives II (PME II) - (PME I is a prerequisite)</li> <li>• Basic Acquisition Reform Training</li> </ul> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>• One advanced seminar in current acquisition management issues.<sup>2</sup></li> <li>• One or more intermediate or advanced (Level II or III) DAU course(s) in an additional ACF (the objective is to acquire multiple ACF certification)</li> </ul>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired</u></b>:</p> <ul style="list-style-type: none"> <li>• Professional license / certification in discipline, e.g., CPCM</li> <li>• Professional Reading Program</li> <li>• Independent Research</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF G and for any assignment specific course at that level.

<sup>2</sup> This course is not currently available through DAU, individuals should work with local training offices to determine course availability from other sources.

**Career path note:** Critical Acquisition Positions (CAPs) (GS-14 and above) may only be filled by members of the Acquisition Corps. [DoDI 5000.58 Section F.4.](#) and [DoD 5000.52-M Appendix M.](#) specifies the standards for membership in the Acquisition Corps.

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - E / 1105 Series)**  
**Master Training Plan and Career Path**  
**Level I (Basic or Entry) GS-5**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Purchasing Specialist</li> </ul>	<p><b><u>Mandatory:</u></b> One year of experience in purchasing</p> <p><b><u>Desired:</u></b> 3-6 months in an OJT developmental or rotational assignment in another organizational or functional setting</p>	<p><b><u>Desired:</u></b> Sixteen semester hours of undergraduate work, with emphasis in business</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• One basic (Level I) DAU course in purchasing</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• One basic (Level I) DAU course in an additional ACF</li> <li>• Office Automation (Knowledge of personal computers and office automation, e.g., spreadsheets, word processing, data base management, and communications packages)</li> <li>• Training in basic LEF competencies (see Appendix M)</li> </ul>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional association.</li> <li>• Toastmasters</li> <li>• Academic study in business management disciplines</li> <li>• Professional Reading Program</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - E / 1105 Series)**  
**Master Training Plan and Career Path**  
**Level II (Intermediate) GS-6 through GS-8**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>Purchasing Specialist</li> </ul>	<p><b><u>Mandatory:</u></b> Two years of experience in purchasing</p> <p><b><u>Desired:</u></b> Cross-training experience in other ACF (Level I Certification)</p>	<p><b><u>Desired:</u></b> Thirty-two semester hours of undergraduate work, with emphasis in business</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>One intermediate (Level II) DAU course in purchasing</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>Intermediate (Level I or II) DAU courses in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>Training in basic LEF competencies (see Appendix M)</li> </ul>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>Membership in professional societies and associations</li> <li>Professional license/certification in discipline, e.g., CPM, CACM</li> <li>Professional Reading Program</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF E and for the assignment specific course at that level.

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - E / 1105 Series)**  
**Master Training Plan and Career Path**  
**Level III GS-9**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>Purchasing Specialist</li> </ul>	<p><b><u>Mandatory</u></b> : Three years of experience in purchasing</p> <p><b><u>Desired</u></b> : Cross-training in other ACF, Level II &amp; III Certifications</p>	<p><b><u>Mandatory</u></b> : Sixty-four semester hours of undergraduate work, with emphasis in business</p> <p><b><u>Recommended:</u></b> Undergraduate Degree in business</p>	<p><b><u>Mandatory (Priority I)</u></b> Supervisor Development Course (SDC) (for anyone appointed to a supervisory position) - must be completed by all newly appointed civilian supervisors within six months after assignment to first supervisory position</p> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>Additional intermediate or advanced (Level II or III) DAU courses in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>Basic Acquisition Reform Training</li> <li>Training in basic and First-level LEF competencies (see Appendix M)</li> </ul>	<p><b><u>Mandatory</u></b> :</p> <ul style="list-style-type: none"> <li>80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired</u></b> :</p> <ul style="list-style-type: none"> <li>Professional license / certification in discipline, e.g., CPM, CACM</li> <li>Professional Reading Program</li> <li>Independent Research</li> </ul>

<sup>1</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF E and for the assignment specific course at that level.

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - E / 1106 Series)**  
**Master Training Plan and Career Path**  
**Level I (Basic or Entry) GS-3 through GS-5**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Procurement Technician</li> </ul>	<p><b><u>Mandatory:</u></b> One year of clerical or office experience</p> <p><b><u>Desired:</u></b> 3-6 months in an OJT developmental or rotational assignment in another organizational or functional setting</p>	<p><b><u>Desired:</u></b> High school diploma or high school equivalency</p> <p><b><u>Recommended:</u></b> Thirty-two semester hours of undergraduate work, with emphasis in business</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• One basic (Level I) DAU course in purchasing</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• One basic (Level I) DAU course in an additional ACF</li> <li>• Office Automation (Knowledge of personal computers and office automation, e.g., spreadsheets, word processing, data base management, and communications packages)</li> <li>• Training in basic LEF competencies (see Appendix M)</li> </ul>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired :</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional association.</li> <li>• Toastmasters</li> <li>• Academic study in business management disciplines</li> <li>• Professional Reading Program</li> </ul>

**APPENDIX J**  
**Contracting and Acquisition CP-14 (Acquisition Career Field - E / 1106 Series)**  
**Master Training Plan and Career Path**

**Level II (Intermediate) GS-6 through GS-7**

Typical Assignments	Experience	Education	Training <sup>1</sup>	Self-Development
<ul style="list-style-type: none"> <li>• Purchasing Specialist</li> </ul>	<p><b><u>Mandatory:</u></b> Two years of experience in purchasing</p> <p><b><u>Desired:</u></b> Cross-training experience in other ACF (Level I Certification)</p>	<p><b><u>Desired:</u></b> Thirty-two semester hours of undergraduate work, with emphasis in business</p> <p><b><u>Recommended:</u></b> Undergraduate Degree</p>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• One intermediate (Level II) DAU course in purchasing</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Intermediate (Level I or II) DAU courses in an additional ACF (the objective is to acquire multiple ACF certification)</li> <li>• Training in basic LEF competencies (see Appendix M)</li> </ul>	<p><b><u>Mandatory :</u></b></p> <ul style="list-style-type: none"> <li>• 80 Continuous Learning Points every 2 years (Continuing Education Units (CEUs) preferred)</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Membership in professional societies and associations</li> <li>• Professional license/certification in discipline, e.g., CPM</li> <li>• Professional Reading Program</li> </ul>

**Career Path Note:** There are no Level III standards for GS-1106. Also, effective March 31, 1996, the “procurement technician” career path shall no longer be covered by the

<sup>1</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for ACF E and for the assignment specific course at that level.

Defense Contracting Career Management Board.