

Federal Acquisition Certification - Contracting Level III

PART A - EMPLOYEE INFORMATION

Name _____

Title, Series, Grade _____

Email Address _____ Phone _____

Agency Name _____

Agency Address _____

PART B – CERTIFICATION REQUIREMENTS

_____ **Education:** Baccalaureate degree or at least 24 hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
(Provide a copy College Transcript showing completed education requirement)

_____ **Experience:** Minimum of two-years of contracting experience (SERIES 1102).
(Provide copy of Resume detailing experience)

Training requirements: Include copies of all certificates or approved fulfillment forms for applicable courses with application request.

Method of Completion - (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (<http://www.dau.mil/catalog/>).*

CON 353 Advanced Business Solutions for Mission Support or _____ **Date Fulfillment Approved**

Date Completed _____

Course Provider _____

Or ___ **Equivalent course(s)*** _____
(Course name, Course Provider, and Date completed)

ELECTIVE (Electives for the requested certification level must have been completed within the previous five (5) years, be a minimum of 16 hours, and may not be used for more than one certification level).

(Course name & hrs) (Course Provider) (Date)

(Course name & hrs) (Course Provider) (Date)

Previously held certification from another Federal agency. (*Attach a copy of certification*)

• **Name of Agency:** _____

• **Date Certification Issued:** _____

Federal Acquisition Certification - Contracting Level III

PART C – SIGNATURES

Applicant's Signature _____ Date _____

Supervisor's Endorsement: I recommend the above individual for certification at Level III.

Name _____ Signature _____ Date _____

Component ACM: I concur with the supervisor's recommendation for the above individual for certification at Level III.

Name _____ Signature _____ Date _____

BPC Approval: I approve the above individual for certification at Level III.

Name _____ Signature _____ Date _____