

Federal Acquisition Certification - Contracting Level I

PART A - EMPLOYEE INFORMATION

Name (Last, First, Middle Initial) _____

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 one year 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/>).*

NOTE: *The DAU courses CON 101 and CON 104 are no longer offered by DAU. These two courses were replaced with CON 110, 111, 112, and 120. If a student previously completed CON 101 & 104 successfully, they are exempt from completing CON 110, 111, 112 & 120. The certification application allows students to substitute CON 101 & 104 for CON 110, 111, 112, & 120. Students must complete CON 100.*

_____ **CON 100 SHAPING SMART BUSINESS ARRANGEMENTS** or _____ **Date Fulfillment Approved**

Date Completed _____

Course Provider _____

_____ **CON 101 BASICS OF CONTRACTING** or _____ Equivalent Course(s), Dates, and Course Provider

Date Completed _____

Course Provider _____

_____ **CON 104 PRINCIPLES OF CONTRACT PRICING** or _____ Equivalent Course(s), Dates, and Course Provider

Date Completed _____

Course Provider _____

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_____ **CON 100 SHAPING SMART BUSINESS ARRANGEMENTS** or _____ **Date Fulfillment Approved**

Date Completed _____

Course Provider _____

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_____ CON 110 MISSION SUPPORT PLANNING

or _____ Date Fulfillment Approved

Date Completed _____

Course Provider _____

_____ CON 111 MISSION PLANNING EXECUTION

or _____ Date Fulfillment Approved

Date Completed _____

Course Provider _____

_____ CON 112 MISSION PERFORMANCE

or _____ Date Fulfillment Approved

Date Completed _____

Course Provider _____

_____ CON 120 MISSION FOCUSED CONTRACTING

or _____ Date Fulfillment Approved

Date Completed _____

Course Provider _____

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 _____

Course Provider _____

Date _____ # of hours _____

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

• **Name of Agency:** _____

• **Date Certification Issued:** _____

PART C – SIGNATURES

Applicant's Signature _____ **Date** _____

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

Name _____ Signature _____ Date _____

Component ACM: I have reviewed and concur with the supervisor's recommendation for the above individual to be certified at Level I.

Name _____ Signature _____ Date _____

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

Name _____ Signature _____ Date _____