



ACQUISITION LETTER

This Acquisition Letter is issued under the authority of the Procurement Executives of DOE and NNSA

Subject: DOE Order 361.1A, Acquisition Career Development Program, Chapter I, Contracting and Purchasing Career Development Program Module Revised DOE Core Curriculum

References:

DOE Order 361.1A Acquisition Career Development Program

When is this Acquisition Letter (AL) Effective?

This AL is effective immediately. The information and guidance provided in the AL does not apply to the National Nuclear Security Administration (NNSA).

When Does This AL Expire?

This AL remains in effect until superseded or canceled.

Who is the Point of Contact?

Contact Cynthia Yee, Director, Acquisition Career Development Program, Office of Procurement and Assistance Management at (202) 287-1666 or by email at Cynthia.Yee@hq.doe.gov.

Visit our website at www.pr.doe.gov for additional information on Acquisition Letters and other policy issues.

What is the Purpose of this Acquisition Letter?

The purpose of this Acquisition Letter (AL) is to revise the core career path curriculum for certification in the contracting career field under the Acquisition Career Development Program thus incorporating **Earned Value Management and Performance Based Service Acquisition** into the core requirements.

What is the Background?

The DOE Acquisition Career Development (ACD) Program is modeled after the Department of Defense (DOD) acquisition career development program, as it is considered one of the most comprehensive in the Federal Government. DOD recently revised its certification program for GS-1102s to provide a more business-focused approach that emphasizes the role of the contracting officer as business advisor and focuses on understanding and supporting the customer's mission. Because the DOE certification program is modeled after, and is analogous, to the DOD curriculum, the DOE curriculum is similarly being revised. The ACD, as modified, also provides the GS-1102 workforce in-depth training in such areas as earned value management and performance-based contracting.

What are the revisions to the ACD Program Curriculum?

Revised Core Curriculum

As described in DOE Order 361.1A, Chapter I, Section 5 paragraph a, the table of core courses is amended as follows:

<u>Grade</u>	<u>Level</u>	<u>Course</u>
GS 5-7	I	CON 100 Shaping Smart Business Arrangements CON 110 Mission Support Planning CON 111 Mission Support Execution CON 112 Mission Performance Assessment CON 120 Mission Focused Contracting
GS 9-12	II	CON 210 Government Contract Law CON 202 Intermediate Contracting CON 204 Intermediate Pricing One assignment-specific course from the following: Earned Value Management Performance-Based Contracting
GS 13-15	III	CON 353 Advanced Business Solutions for Mission Support Project Management One assignment-specific course from the following: Construction Contracting Performance-Based Contracting Advanced Cost/Price Analysis

Assignment-specific Requirement

Level II - Any GS-1102 requiring certification to Level II having responsibility for a project which requires an earned value management system must take a course in Earned Value Management in order to attain certification. All other GS-1102s requiring certification to Level II may take either a course in earned value management or in performance-based contracting.

Level III - Individuals and supervisors are encouraged to discuss which of the three assignment-specific courses would be most appropriate given the individual's current and projected assignments.

Note: Individuals certified to Level II and III on the effective date of this AL retain their certification regardless of the new requirements.

What training courses are available?

Course and Training Providers

The courses and training providers indicated below are deemed to be satisfactory for meeting the requirement for the assignment-specific courses. Other courses offered by local trainers or universities may satisfy the requirements.

Earned Value Management

Course	Provider
Earned Value in Project Management	Management Concepts, Inc. www.managementconcepts.com
Earned Value Management	PMCDP, Course Code 001026
Earned Value	DOE, PMJ173, Course Code 001061
Fundamentals of EVM	DAU, BCF102 www.dau.mil

AL-2005-07 (06/03/05)

Performance-Based Contracting

Performance-Based Service Contracting	Management Concepts, Inc.
Performance-Based Services Acquisition	AMCI www.amciweb.com
Performance-Based Contracting	PMCDP, Course 001040

Project Management

Managing Projects	ESI International www.esi-intl.com
Project Management for Contracting Professionals	ESI International
Project Management Essentials	PMCDP, Course Code 001022
Project Management Principles	Management Concepts Inc.
Project Management	USDA www.grad.usda.gov