



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

JUL 24 2006

ACQUISITION
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC

SUBJECT: Changes in the Purchasing and Industrial/Contract Property Management
Career Field Training Requirements

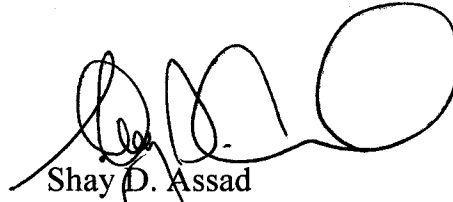
DPAP memoranda of December 23, 2005, and May 8, 2006, advised of revisions to the Contracting Level II core curriculum. Changes have also been made to the Purchasing and Property career field certification requirements, since certification requirements in these career fields include some of the core contracting course requirements.

The attachments outline the current FY 2006 and revised FY 2007 certification requirements for the Purchasing and Property career fields. The revised certification requirements will become effective October 1, 2006. These changes are made as a result of recommendations of the Contracting FIPT which includes Functional and Acquisition Career Management representatives from the military departments and defense agencies. The Contracting FIPT reviewed the position category descriptions for these career fields, the composition of individuals currently holding positions in these position categories, the responsibilities of the position, and the revised content of the contracting curriculum. As a result of their review, it was decided that changes were warranted to better align training requirements to job responsibilities.

A Property Sub-FIPT reports to the CON FIPT on property matters. The Sub-FIPT has scheduled a Property summit on August 1 & 2, 2006, at Defense Acquisition University to better understand the competencies required to perform in a property position and to review the overall requirements for the career field. Information on this summit is attached for dissemination to interested participants.



My point of contact for these changes is Teresa Brooks and she can be reached on 703-681-8309 or via e-mail at teresa.brooks@osd.mil.

A handwritten signature in black ink, appearing to read 'Shay D. Assad', with a large circular flourish at the end.

Shay D. Assad
Director, Defense Procurement
and Acquisition Policy

Attachments:

As stated

cc: Army Director, Acquisition Career Management (SAAL-ZB)
Navy Director, Acquisition Career Management (ASN/RDA)
Air Force Director, Acquisition Career Management (SAF/AQX)
DoD Director, Acquisition Career Management (DAU/AWCM)

PURCHASING CERTIFICATION CHANGES

Current Purchasing

Level I

- EDUCATION**
(Desired) 16 semester hours of undergraduate work with emphasis in business
- EXPERIENCE**
1 year of experience in purchasing
- TRAINING**
 - CON 100 Shaping Smart Business Arrangements [JHE]
 - CON 110 Mission Support Planning [BE0]
 - CON 111 Mission Planning Execution [BE8]
 - CON 112 Mission Performance Assessment [BE9]
 - CON 120 Mission Focused Contracting [JHN]
 - CON 237 Simplified Acquisition Procedures [PAS] (or students may elect to take the Simplified Acquisition Procedures continuous learning module available at <http://clc.dau.mil>).
 - 1 Elective

Level II

- EDUCATION**
(Desired) 32 semester hours of undergraduate work with emphasis in business
- EXPERIENCE**
2 years of experience in purchasing
- TRAINING**
 - CON 202 Intermediate Contracting [PGE]³
 - 2 Electives

Level III

- EDUCATION**
(Desired) 64 semester hours of undergraduate work with emphasis in business
- EXPERIENCE**
3 years of experience in purchasing
- TRAINING**
2 Elective

Revised Purchasing (as of 1 Oct 2006)

Level I

- EDUCATION**
(Desired) 16 semester hours of undergraduate work with emphasis in business
- EXPERIENCE**
1 year of experience in purchasing
- TRAINING**
 - CON 100 Shaping Smart Business Arrangements [JHE]
 - CON 237 Simplified Acquisition Procedures [PAS] (or students may elect to take the Simplified Acquisition Procedures continuous learning module available at <http://clc.dau.mil>).
 - CLG 001 DoD Government Purchase Card (DAU continuous learning course)**

Level II

- EDUCATION**
(Desired) 32 semester hours of undergraduate work with emphasis in business
- EXPERIENCE**
2 years of experience in purchasing
- TRAINING**
 - CON 110 Mission Support Planning [BE0]**
 - CON 111 Mission Planning Execution [BE8]**
 - CON 112 Mission Performance Assessment [BE9]**
 - CON 120 Mission Focused Contracting [JHN]**

Level III (no change)

- EDUCATION**
(Desired) 64 semester hours of undergraduate work with emphasis in business
- EXPERIENCE**
3 years of experience in purchasing
- TRAINING**
2 Electives

INDUSTRIAL/CONTRACT PROPERTY MANAGEMENT CERTIFICATION CHANGES

Current Property

Level I

- EDUCATION**
(Desired) baccalaureate degree or at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- EXPERIENCE**
1 year of property management experience
- TRAINING**
 - CON 100 Shaping Smart Business Arrangements [JHE]
 - CON 110 Mission Support Planning [BE0]
 - CON 111 Mission Planning Execution [BE8]
 - CON 112 Mission Performance Assessment [BE9]
 - CON 120 Mission Focused Contracting [JHN]
 - IND 100 Contract Property Administration and Disposition Fundamentals [BZP]
 - IND 103 Contract Property Systems Analysis Fundamentals [BRL]
 - 1 Elective

Level II

- EDUCATION**
(Desired) baccalaureate degree or at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- EXPERIENCE**
2 years of experience in an industrial property management position
- TRAINING**
 - CON 202 Intermediate Contracting [PGE]
 - CON 210 Government Contract Law [BDP]
 - IND 200 Intermediate Contract Property Administration and Disposition [BZQ]
 - 2 Electives

Revised Property (as of 1 Oct 2006)

Level I

- EDUCATION**
(Desired) baccalaureate degree or at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- EXPERIENCE**
1 year of property management experience
- TRAINING**
 - CON 100 Shaping Smart Business Arrangements [JHE]
 - CON 110 Mission Support Planning [BE0]
 - CON 111 Mission Planning Execution [BE8]
 - CON 112 Mission Performance Assessment [BE9]
 - IND 100 Contract Property Administration and Disposition Fundamentals [BZP]
 - IND 103 Contract Property Systems Analysis Fundamentals [BRL]

Level II

- EDUCATION**
(Desired) baccalaureate degree or at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- EXPERIENCE**
2 years of experience in an industrial property management position
- TRAINING**
 - CON 214, Business Decisions for Contracting**¹
 - CON 216, Legal Considerations in Contracting**¹
 - CON 217, Cost Analysis and Negotiation Techniques**¹
 - IND 200 Intermediate Contract Property Administration and Disposition [BZQ]
 - 1 Elective

Current & Revised Property (same for Level III)

Level III

- EDUCATION**
(Desired) baccalaureate degree or at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- EXPERIENCE**
 - 4 years of experience in industrial property management positions of increasing responsibility and complexity
 - (Desired) 4 additional years of experience in industrial property management
- TRAINING**
 - CON 353 Advanced Business Solutions for Mission Support [JHI]
 - 2 Electives

¹The below conversion matrix was developed to assist individuals transitioning from the current to the revised Level II Property training requirements.

If completed	Required to take
CON 202	CON 216 & CON 217
CON 210	CON 214 & CON 217

“Property People Summit”

The GS-1103 Series: A Job Series in Transition

- **When:** August 1 and 2, 2006
- **Where:** Defense Acquisition University, Ft. Belvoir, VA, Bldg 226, Multi-Purpose Room
- **Purpose:** This 2-day conference will explore the challenges facing today’s Industrial Property Management Specialist
- **Who Should Attend:** *Anyone interested in improving the contract property career field. For more information, please contact Ms. Pam Peach, 703-604-6350 x104 or via e-mail at pamela.peach.ctr@osd.mil*