

FY2011 - FY2013 CORE SKILLS REQUIREMENTS
Acquisition and Contract Management
Subspecialty 1306
Curriculum 815

CORE SKILL REQUIREMENTS FOR: Acquisition and Contract
Management/1306

Billet subspecialty coding is to be based on the minimum education/training/experience level required for optimum performance. Acquisition and Contract Management/1306 subspecialty coding is justified when, in addition to the general criteria stated in NAVPERS 15839 series (Manual of Navy Officer Manpower and Personnel Classification) Part B, the following specific criteria are satisfied:

1. Subspecialty Coding Restrictions:

a. Billets assigned to: Supply Corps

2. Applicable Officer Designator(s):

a. Billets assigned to: Supply Corps Officers

3. Applicable Billet Designators:

310X

4. Significant Experience Criteria

a. Acquisition and Contract Management/1306 S-coded Billets are authorized.

b. Acquisition and Contract Management/1306 S-coded Officers are authorized.

c. Acquisition and Contract Management/1306 R-coded Billets are not authorized.

d. Acquisition and Contract Management/1306 R-coded Officers are not authorized.

5. Baccalaureate Criteria

a. Acquisition and Contract Management/1306 E-coded Billets are not authorized.

b. Acquisition and Contract Management/1306 E-coded Officers are not authorized.

6. Elective Level Criteria -

a. Acquisition and Contract Management/1306 H-coded Billets are not authorized.

7. Functional Education Criteria

a. Acquisition and Contract Management/1306 F-coded Billets are not authorized.

b. Acquisition and Contract Management/1306 G-coded Officers are not authorized.

8. Masters Criteria for Acquisition and Contract Management/1306

a. Acquisition and Contract Management/1306 P-coded Billets are justified when:

- (1) The billet utilizes theories and techniques of acquisition and contract administration, systems design and analysis, resource allocation, managerial theory, organization coordination and control, finance, and accounting to manage or administer contracts.
- (2) The billet is a senior contracting billet at NAVSUP Headquarters, Systems Command, ICP, FISC, NRCC, SUPSHIPS, and other major field activities.
- (3) The billet is a key acquisition and contract management position involved in contracting policy and operational matters affecting contracting and/or weapon systems acquisition.
- (4) The billet is involved in developing and managing contract plans, policies and methods of contracting for general application and requires knowledge of business practices regarding acquisition contracting and the principles of accounting, financial management, and organizational theory.

- (5) The billet requires utilization of various economic analysis techniques, investment evaluation and quantitative methods in order to analyze contracting offers or bids.
- (6) The billet is involved in reviewing and approving large dollar value contracts, and in preparing acquisition plans, business clearances and requests for authority to negotiate major contracts.

b. Acquisition and Contract Management/1306 P-coded Officers are justified when:

(1) The Officer completes Acquisition and Contract Management/1306 ESRs.

(2) Full Subspecialty will not be given if Thesis or Project is not completed.

c. Acquisition and Contract Management/1306 Q-coded Billets are not authorized.

d. Acquisition and Contract Management/1306 Q-coded Officers are not authorized.

9. Post-Masters

a. Acquisition and Contract Management/1306 N-coded Billets are not authorized.

b. Acquisition and Contract Management/1306 N-Coded Officers are not authorized.

c. Acquisition and Contract Management/1306 M-coded Billets are not authorized.

d. Acquisition and Contract Management/1306 M-Coded Officers are not authorized.

10. Doctorate Criteria

a. Acquisition and Contract Management/1306 D-coded Billets are not authorized.

b. Acquisition and Contract Management/1306 D-Coded Officers are not authorized.

c. Acquisition and Contract Management/1306 C-coded Billets are not authorized.

d. Acquisition and Contract Management/1306 C-Coded Officers are not authorized.

11. Community Managers and the Budget Submitting Office have agreed to allow Officers to be educated for Acquisition and Contract Management/1306.

Designator	Officer Community Manager Name	Approval Date
a.310X	CDR Brad Emerson	04 May 2011

12. Sponsor and Subject Matter Experts

Sponsor: RDML Althea H. Coetzee, Deputy Assistant Secretary of
the Navy for Acquisition and
Procurement

Subject Matter Expert: CDR Brad Emerson, Supply Corps
Community Manager

APPROVED:



MAJOR AREA SPONSOR

8-22-12
DATE

APPROVED:

Director, TFTE (OPNAV N15)

DATE

Encl (3)