



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

DEC 29 2006

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Mandatory Training Requirement for Contracting Personnel in the  
Department of Defense

A recent sampling of contracts awarded in FY 2005 revealed that many contain ambiguous and imprecise terms, conditions and deliverables. These would impede the ability to effectively comply with affiliated requirements, such as, inspection and acceptance and Item Unique Identification (IUID). To improve contract quality, my staff has worked with the Defense Acquisition University (DAU), industry advisers, and the components to produce an online continuous learning module that addresses the most frequently identified weaknesses, and re-emphasizes proper contract construction.

As the Functional Advisor for Procurement & Contracting/Government Property, I am designating this module as mandatory for all contracting personnel serving in acquisition positions, as designated in Section 1721(a) of title 10, United States Code (USC). This module must be completed no later than May 15, 2007. The DAU training, entitled "Contract Format and Structure for the DoD e-Business Environment (CLC033)," can be accessed at <http://clc.dau.mil/> beginning January 2, 2007.

In addition, I request that the heads of the DoD Components, acting through their Component Acquisition Executives, incorporate this training into their component acquisition career development programs. This includes the education and training programs required by 10 USC, Subchapter IV, for all new entrants into the Contracting career field of the Defense Acquisition Workforce, effective January 2, 2007.

Shay D. Assad  
Director, Defense Procurement and  
Acquisition Policy



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