

6 FAH-6 H-330 REQUIRED TRAINING COURSES FOR CIVIL SERVICE PERSONNEL

*(TL:AQM-1; 11-20-2003)
(Office of Origin: A/OPE)*

6 FAH-6 H-331 INTRODUCTION

(TL:AQM-1; 11-20-2003)

There are three levels of training requirements, as described below, for GS-1102 personnel and employees in other Civil Service classification series who perform contracts or simplified acquisition for 50% or more of their time. Employees who spend less than 50% of their time on contracts or simplified acquisition should contact A/OPE for guidance. Each course must be completed with at least a passing grade. Equivalency training for courses not listed below will be considered by A/OPE on a case-by-case basis. For example, one 3-semester or 4-quarter hour credit course at a college or university on an acquisition topic is considered equivalent to 40 training hours. In addition, A/OPE may approve fulfillment of required courses by alternate methods. Course durations listed below are minimum requirements, and must be supplemented by the training described in 6 FAH-6 H-356 to maintain current knowledge and skills.

6 FAH-6 H-332 LEVEL I: ENTRY-LEVEL/ STANDARD SIMPLIFIED ACQUISITION

(TL:AQM-1; 11-20-2003)

Level I encompasses GS-1102, grade GS-05 through GS-08 employees who normally manage simplified acquisitions not exceeding \$100,000 and delivery orders issued against existing contracts. This training requirement is designed to establish basic qualifications and expertise in simplified acquisition procedures: Simplified Acquisition (40 hours) or Defense Acquisition University (DAU) CON 237, Simplified Acquisition Procedures (web-enabled).

6 FAH-6 H-333 LEVEL II: INTERMEDIATE LEVEL

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Level II encompasses GS-1102, grade GS-09 through GS-12 employees who normally manage simplified acquisition of commercial items up through \$5,000,000 during the pilot test authorized by FAR Subpart 13.5, and noncomplex contracts for noncommercial items generally of \$500,000 or less, including options. These training requirements are designed to establish basic and intermediate qualifications and expertise for noncomplex acquisition:

(1) Simplified Acquisition (40 hours) or DAU CON 237, Simplified Acquisition Procedures (web-enabled);

(2) Basics of Contracting DAU course CON 101 (19 class days) or equivalent. For example, Introduction to Contracting, Procurement Planning, Contracting by Sealed Bidding, Contracting by Negotiation, and Basic Contract Administration, collectively, are considered equivalent (approximately 5 weeks);

(3) Cost and Price Analysis (40 hours or one week) or equivalent, such as DAU CON 104, Principles of Contract Pricing (14 class days);

(4) Negotiation Techniques (40 hours or one week); and

(5) Government Contract Law (40 hours or one week) or equivalent, such as DAU CON 210 (10 class days).

Total training hours for Level II: 312.

6 FAH-6 H-334 LEVEL III: SENIOR LEVEL

(TL:AQM-1; 11-20-2003)

Level III encompasses GS-1102, grade GS-13 and higher employees who, in addition to Level II duties, manage complex contracts for noncommercial items exceeding \$500,000, or commercial items exceeding \$5,000,000, including options. The following training requirements are designed to provide greater depth of knowledge and specialization in more complex acquisitions:

(1) Simplified Acquisition (40 hours) or DAU CON 237, Simplified Acquisition Procedures (web-enabled);

(2) Basics of Contracting DAU course CON 101 (19 class days) or equivalent. For example, Introduction to Contracting, Procurement

Planning, Contracting by Sealed Bidding, Contracting by Negotiation, and Basic Contract Administration, collectively, are considered equivalent (approximately 5 weeks);

(3) Cost and Price Analysis (40 hours or one week) or equivalent, such as DAU CON 104, Principles of Contract Pricing (14 class days);

(4) Negotiation Techniques (40 hours or one week);

(5) Government Contract Law (40 hours or one week) or equivalent, such as DAU CON 210 (10 class days);

(6) DAU CON 202, Intermediate Contracting (19 class days); or DAU CON 204, Intermediate Contract Pricing (10 class days), plus a one-week course on a topic relevant to the employee's job, such as Source Selection, or Contracting for Services (120 hours or 3 weeks);

(7) Specialized course in topical area such as Acquisition of Information Technology Resources (5 class days), DAU IRM 101, Basic Information Systems Acquisition (web enabled), or IRM 201, Intermediate Information Systems Acquisition (10 class days), for employees conducting information technology acquisitions; Architect-Engineering Class for employees conducting A-E contracts; or Construction Contracting for employees awarding construction contracts (minimum 40 hours or 5 class days).

Total training hours for Level III: 472.

6 FAH-6 H-335 CERTIFICATION

(TL:AQM-1; 11-20-2003)

Certification is the process by which the head of the contracting activity (HCA) determines that an employee meets the mandatory training requirements established for the level that an individual occupies. Upon determination that an employee has completed all training for a specific level, the head of the contracting activity (HCA) should submit certification of completion to A/OPE. A/OPE will issue a formal certificate to the employee, signed by the Procurement Executive. A/OPE will perform periodic reviews to assess whether certification is being achieved.

6 FAH-6 H-336 MANAGEMENT TRAINING

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Contracting personnel at Level III are also encouraged to attend training to further develop their management skills, such as DAU CON 333, Management for Contracting Supervisors (5 class days), or DAU CON 301,

Executive Contracting (5 class days), in addition to acquisition training, because professional contract management requires both management and technical skills.

6 FAH-6 H-337 NEEDED TRAINING

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A current Civil Service employee who does not meet the training requirements listed above may be permitted up to three years to complete mandatory courses provided that the employee has an Individual Development Plan (IDP) in place which schedules the required training.

6 FAH-6 H-338 AND H-339 UNASSIGNED