



ADS-99-03-GD

## **DEPARTMENT OF DEFENSE**

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# **ACQUISITION CAREER MANAGEMENT**

# **MANDATORY COURSE FULFILLMENT PROGRAM AND COMPETENCY STANDARDS**

**April 1999**

**Under Secretary of Defense  
(Acquisition and Technology)**



ACQUISITION AND  
TECHNOLOGY

## THE UNDER SECRETARY OF DEFENSE

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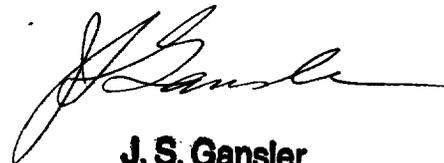
MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Reinstatement of ADS 97-03-GD, Department of Defense  
"Acquisition Career Management Mandatory Course  
Fulfillment Program and Competency Standards"

Pursuant to Section 8147 of Public Law 105-262 (FY 1999 Defense Appropriations Act) of October 17, 1998, I am reinstating ADS 97-03-GD (January 1997), "Acquisition Career Management Mandatory Course Fulfillment and Competency Standards," as ADS 99-03-GD, effective immediately. Procedures to request, review, and approve fulfillment actions are attached. ADS 99-03-GD includes the policy, the procedures, DD Form 2518, and the course competencies. This information will be available on the Defense Acquisition University world-wide-website (<http://www.acq.osd.mil>) and will not be published as a document.

The fulfillment program enables members of the acquisition workforce to receive credit for mandatory Defense Acquisition University (DAU) courses for which they are able to demonstrate competency through experience, education, and/or alternative training. Course participation, however, remains the preferred method.

The Director, Acquisition Education, Training and Career Development (AET&CD) within the Office of the Secretary of Defense is delegated responsibility for the integrity of the fulfillment program. The Directors, Acquisition Career Management, will periodically review selected approved fulfillment packages. DAU will update changes in course competencies and, also, conduct a periodic reviews of the program to assess its net benefit from an academic perspective. The Heads of the DoD Components may issue instructions necessary to implement this program.



**J. S. Gansler**

Attachment



## TABLE OF CONTENTS

	<u>Page</u>
Policy	i
Table of Contents	ii
CHAPTER 1 - FULFILLMENT PROGRAM	1-1
A.    Introduction	1-2
B.    Documenting Course Competencies	1-2
C.    Fulfillment Reviews	1-2
D.    Special Procedures for PMT 302	1-3
E.    Additional Implementation Guidance	1-3
CHAPTER 2 - COMPETENCY STANDARDS	2-1
A.    Acquisition (ACQ)	2-2
B.    Auditing (AUD)	2-15
C.    Business, Cost Estimating and Financial Management (BCF)	2-21
D.    Contracting (CON)	2-54
E.    Industrial and/or Contract Property Management (IND)	2-86
F.    Information Resources Management (IRM)	2-99
G.    Logistics (LOG)	2-114
H.    Program Management (PMT)	2-128
I.    Production and Quality Management (PQM)	2-144
J.    Systems Engineering (SYS)	2-156
K.    Test and Evaluation (TST)	2-163
Appendix	
A.    DD Form 2518 - Sample	A-1

# *Chapter 1*

## *Fulfillment Program*

## **MANDATORY COURSE FULFILLMENT PROGRAM PROCEDURES**

### **A. INTRODUCTION**

The Director, Acquisition Education, Training and Career Development, will maintain the procedures needed to support the fulfillment process.

Members of the acquisition workforce begin the process by determining which training requirement (i.e., which Defense Acquisition University (DAU) course) they are seeking to satisfy through fulfillment. Information on which DAU courses are mandatory for each functional career path and documents supporting the fulfillment program can be found in the DAU catalog on the DAU world-wide web site.

### **B. DOCUMENTING COURSE COMPETENCIES**

Members complete the self-assessment form available on the DAU Homepage, documenting each course competency they believe they have satisfied through experience, education and/or alternative training. Individuals then complete Section I of DD Form 2518 (Fulfillment of DoD Mandatory Training Requirements) found at A-1. This form, with supporting self-assessment documentation, is submitted to his/her immediate supervisor.

### **C. FULFILLMENT REVIEWS**

The official authorized to conduct a review (in most cases, the first-level supervisor) of the completed DD Form 2518 shall determine whether the individual has the competencies to fulfill the course. If, in the judgment of a reviewing official (first or second level), additional or amplifying information is needed to reach a conclusion, the official shall interview the employee and/or request further documentation to support the self-assessment. An individual must satisfactorily meet all the competencies for a course to qualify for fulfillment credit for that course. The official designated to conduct a second-level review will vary depending on the procedures of each DoD Component.

Upon completion of the review, the first-level reviewing official concurs or non-concurs in block 16 of the DD Form 2518 and signs block 17. For all courses except PMT 302 (Advanced Program Management Course), the second-level reviewing official then approves or disapproves the complete package. If a reviewing official (first or second level) determines that additional information is required, the official shall interview the employee and/or request further documentation.

The second-level reviewing official follows the same procedures as the first-level reviewer, except that if additional information is required, that information may be obtained from either the individual, or the first-level reviewer or both. The second-level reviewer then completes section III as appropriate.

Reviewing officials should preferably be certified in the acquisition functional area being reviewed and at the same level as the course for which the documentation is being evaluated. Course graduates are preferred.

#### **D. SPECIAL PROCEDURES FOR PMT 302**

For PMT 302, the second-level review shall be completed by an official designated by the Component Head or Service Acquisition Executive. After the first-level concurrence, the reviewer forwards the completed DD Form 2518 and appropriate supporting documentation (such as self-assessment form, resumes, career briefs, transcripts, etc.) in accordance with Component procedures for higher level review and approval.

#### **E. ADDITIONAL IMPLEMENTATION GUIDANCE**

When either the first or second-level reviewer disapproves a request, the reviewer must provide justification to the requester in writing. The supervisor of the individual is expected to develop alternate training strategies that will assist the individual in obtaining certification. The Individual Development Plan required by DoD Manual 5000.52M should be used to document the strategy for civilian acquisition workforce members. Military members shall adhere to the career management policies and practices of the Military Departments in developing such a strategy.

Questions concerning the fulfillment program should be directed to the appropriate Director, Acquisition Career Management.