

**DON ACQUISITION INTERN PROGRAM
INDIVIDUAL DEVELOPMENT PLAN
FOR CONTRACTING INTERNS**

NAME: _____ **COMMAND:** _____ **HOST ACTIVITY:** _____

APPOINTMENT DATE: _____

GRADUATION DATE: _____

ELIG GS-9 DATE: _____

ELIG GS-11 DATE: _____

CAREER TRACK (check one)

____ **POST-AWARD**

____ **PRE-AWARD**

____ **CONSTR/FAC**

Signatures below signify agreement to the attached Individual Development Plan.

INTERN: _____ **DATE:** _____

CAREER COUNSELOR: _____ **DATE:** _____

COMMAND REPRESENTATIVE: _____ **DATE:** _____

ASN(RDA)ABM: _____ **DATE:** _____

ADMINISTRATOR DON AIP: _____ **DATE:** _____

**ACQUISITION INTERN DEVELOPMENT PLAN
CONTRACTING CAREER FIELD**

COMPETENCY DESCRIPTION (Skill/knowledge/ability or experience)	Level I		Level II		TRAINING METHODS				SPECIFIC SOURCE	SPENDING PLAN		
	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project	(Course title, or Agency & Dept. name or code)	Dates	Estimated Travel	Estimated Tuition
SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)						Cost	Cost
<u>I. ORIENTATION</u>												
A. New Employee Orientation to Activity	i											
B. Acquisition Workforce Program Orientation	i											
C. Security Briefing (initial and annual)	i		i									
D. Standards of Conduct (annual)	i		i									
E. Prevention of Sexual Harassment (annual)	i		i									
<u>II. FUNCTIONAL ENVIRONMENT</u>												
A. Understand roles/responsibilities of Executive, Legislative and Judicial branches of Federal Government			i									
B. Understand roles/responsibilities of DoD/Military Departments/Defense agencies			i									
C. Understand structure of Department of the Navy (with emphasis on roles/responsibilities of Marine Corps and Navy)	i		i									
D. Understand DoD/DoN acquisition structure			i									
E. Understand roles/responsibilities of host activity	i		ii									
<u>III. CONTRACTING MATERIAL</u>												
A. CONTRACT PLANNING AND COORDINATION												
1. Understand delegation of authority to contracting officer	i		iii									
2. Understand roles/responsibilities of acquisition team members (including DCAA, DCMC, etc.)	i		i									

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2. Proficiency Level Key:

- i = Understanding/Awareness of impact
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SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
6. Understand impact of: a. Production requirements b. Research and development requirements c. Service requirements d. Architect/Engineer requirements e. Construction f. Ship leasing g. Multi-year contracting h. Second source/dual source/leader-follower i. Indemnification/insurance j. Government property k. Technical instructions l. Period of performance 7. Understanding of contracting with/for Foreign sources: a. Foreign Military Sales b. Foreign Contracting: understand implications of (i) Domestic award to foreign source (ii) Overseas award to foreign source c. Impact of Trade Agreements Act, Buy American Act, etc. 8. Contract funding: a. Source/authority/responsibility for funding b. Full funding vs. incremental funding c. Appropriate use and charges d. Antideficiency Act	i		ii									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project	(Course title, or Agency & Dept. name or code)	Date	Estimated Travel	Estimated Tuition
SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)						Cost	Cost
9. Understand information systems equipment and service			i									
10. Familiarity with DOD 5000.1 et al			i									
11. Perform or participate in:												
a. Writing/developing Acquisition Plan			ii									
b. Writing/developing source selection plan			ii									
c. Writing/developing technical evaluation plan	i		i									
d. Justification & Approval/Determination & Findings	i		ii									
e. Developing documentation/data requirements			i									
f. Developing material and delivery requirements			i									
g. Developing Work Statement and specifications			i									
h. Period of performance			i									
B. PRE-SOLICITATION PHASE												
1. Understand negotiation/sealed bid source selection procedures	i		ii									
2. Understand Bidders' List and Offerors' List procedures	i		ii									
a. Qualified Bidders List			i									
b. Qualified Products List			i									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota- tional	Senior Project	(Course title, or Agency & Dept. name or code)	Date	Estimated Travel	Estimated Tuition
SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)							Cost
3. Understand Small Business/Small Disadvantaged Business and 8(a) provisions/procedures	i	iii										
4. Understand delivery requirements (i.e., DD 4336/1)		ii										
5. Understand Government policy for Commercial Items, including												
a. Preference for Commercial Items;	i	ii										
b. FAR definitions for Commercial Item, Non-development Item, Government Unique Item, Component.		ii										
6. Understand role of Market Research in defining Government requirements and selection of appropriate method(s) for acquisition of supplies and services.	i	ii										
7. Understand impact of commercial practices on acquisition of supplies and services.	i	ii										
8. Understand process of acquisition of Commercial Items, including required elements of solicitation and contract												
9. Understand pricing of Commercial Items.	i	ii										
10. Understand Contract financing for Commercial Items.		ii										
11. Understand provisions/procedures for special considerations (i.e., R&D contracting)		ii										
12. Understand patent/royalty/copyright/proprietary data requirements		i										

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition
SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
13. Understand technical data/computer software requirements			i									
14. Understand data requirements (e.g., DD 1423)			ii									
15. Understand requirements for submission of cost or pricing data or cost/price information for evaluation			ii									
16. Understand Equal Employment Opportunity provisions			i									
17. Understand task order and delivery order contracting and when appropriate	i		ii									
a. Understand task/delivery order contracting for contractor Advisory and Assistance services.			i									
b. Multiple Awards for CAAS and non-CAAS			i									
18. Understand source selection plan and evaluation criteria			ii									
19. Prepare and issue Commerce Business Daily synopsis	i		iii									
20. Obtain approvals for special provisions/requirements			ii									
21. Arrange/participate in source selection meetings (e.g., SSAC, SSEB, review board, etc.)			ii									
22. Obtaining necessary Department of Labor determinations and approvals			ii									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition
SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
23. Understand and implement appropriate basis for award: a. Sealed bid: low price b. Negotiated: low price c. Negotiated: best value	i i i		iii iii iii									
24. Draft solicitation documents and obtain necessary approval a. Issue Draft solicitation for industry comment			ii iii									
25. Understand Procurement Integrity requirements	i		iii									
C. SOLICITATION PHASE												
1. Issue solicitation (IFB/RFP/RFQ)	i		iii									
2. Hold Bidders/Pre-proposal conference			ii									
3. Respond to inquiries			ii									
4. Issue amendments when required	i		ii									
5. Provide assistance to Bid Opening Officer for sealed bid	i		ii									
6. Perform solicitation closing procedures for negotiated procurement			ii									
7. Complete appropriate bid/proposal receipt/safeguarding/handling	i		ii									
8. Handle late bids/offers			ii									
9. Handle protests			ii									
10. Handle unsolicited proposals			ii									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition
SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
D. EVALUATION/AWARD: SEALED BID												
1. Know appropriate bid safeguarding and handling procedures	i		iii									
2. Understand mistake-in-bid, late bid procedures	i		ii									
3. Understand pre-award survey policy/procedures			i									
4. Draft contract and obtain necessary approvals	i		iii									
5. Obtain appropriate funding	i											
6. Understand determination of responsibility, including Small Business Administration Certificate of Competency			ii									
7. Obtain required performance/guarantee bonds			i									
8. Obtain required clearances (e.g., CHINFO, EEO)			ii									
9. Understand contract reporting requirements (DD 350)	i		ii									
10. Debrief unsuccessful bidders			i									
E. EVALUATION/AWARD: NEGOTIATED PROCUREMENTS												
1. Know appropriate offer/proposal safeguarding and handling procedures	i		iii									
2. Understand mistake in, late offer/proposal procedures			iii									
3. Arrange/attend source selection meetings (SSAC, SSEB, review board, etc.)			ii									
4. Understand DCAA/DCMC interface with PCO/ACO	i		ii									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition
SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
5. Evaluate cost/pricing data, cost/price information	i		ii									
6. Understand forward pricing rate agreements			ii									
7. Understand contractor past performance in evaluation			ii									
8. Perform price analysis	i		iii									
9. Perform cost analysis of:												
a. material costs			ii									
b. subcontracts			ii									
c. labor hours and labor rates			ii									
d. indirect rates			ii									
e. other cost elements			ii									
10. Perform cost realism analysis			ii									
11. Perform profit analysis			iii									
12. Understand competitive range	i		ii									
13. Prepare pre-negotiation clearance and obtain approvals			ii									
14. Conduct and conclude negotiations with a firm in a non-competitive procurement			ii									
15. Conduct and close negotiations in competitive environment			ii									
16. Understand policy/procedures to re-open negotiations			ii									
17. Prepare post-negotiation business clearance and obtain approvals			ii									
18. Draft contract and obtain necessary approvals			ii									
19. Debrief unsuccessful offerors			ii									

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SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
f. Contracting officer correspondence relating to contract g. Definitization modification	i		iii ii									
2. Understand: a. contract price redetermination requirements and procedures b. defective pricing requirements and procedures c. negotiation and settlement of terminations for i. default ii. convenience d. taxes e. requirements and appropriate actions involving a contractor's labor, strikes and labor agreement matters f. pricing formula for spares/provisioned items g. insurance requirements and types of indemnification h. excusable and other delays i. consequential & other damages j. subcontract clauses & review k. contractor/subcontractor reports & performance l. Disputes avoidance and resolution			i i i i i i i i i ii i ii									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project	(Course title, or Agency & Dept. name or code)	Date	Estimated Travel	Estimated Tuition
SECTION A: COMPETENCIES	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)							Cost
H. RELATED TASKS 1. Prepare point papers 2. Participate in briefings 3. Handle Congressional & FOIA requests 4. Research issues in FAR, DFARS, and NAPS I. COMMAND/ACTIVITY SPECIFIC COMPETENCIES			ii ii ii iii									

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SECTION B: ROTATIONAL ASSIGNMENTS. GUIDANCE FOR CONTRACTING INTERNS

PURPOSE: To allow the intern to obtain personal experience which will:

1. Provide on-the-job application of completed training;
2. Provide contracting experience in addition to those of the host activity; and
3. Permit the intern to compare and contrast contracting processes at different locations to broaden the intern's background and increase the intern's comprehension of the contracting process.

DESCRIPTION: Each Intern will complete a **minimum of two rotational assignments** as described below:

1. One will be **internal to the host activity's various contracting elements**, e.g., divisions, branches, sections. Typically, it will be necessary for contracting interns to be assigned to all or most of the host activity's contracting elements in order to obtain exposure to the mandatory competencies.

AND

2. One must be **outside the host activity's contracting elements**, such as:
 - (a) to a functional element other than contracting at the same activity, e.g., from Contracting to Acquisition Logistics departments. Assignments to other acquisition functions must demonstrate significant educational potential and not be proposed as a matter of convenience.
 - (b) to another activity within the same command, e.g., from NAVAIRSYSCOM to NADOC Patuxent River;
 - (c) to a different naval command (e.g., NAVFAC Lantdiv to FISC Norfolk);
 - (d) or to an activity outside of DoN (e.g., from SPAWARSYSCOM to BMDO or from MARCORSYSCOM to OFPP).

Outside rotations are an important tool in developing the intern and are necessary for contracting interns to graduate from the AIP. Plans should be based on the educational and experience potential of the assignment and must be approved by ASN(RDA)ABM.

Outside assignments should be within the intern's local commuting area where practicable. However, to the extent feasible and within budgetary constraints, expenses related to outside rotations away from the intern's local commuting area may be funded by the NACMC.

POLICY ASSIGNMENT: To the extent practicable, one of the rotational assignments, either within the host activity or an outside rotation, should provide an understanding of the policy formulation function and process.

RECOMMENDED TIMING: Rotations within the host activity contracting elements are at the discretion of the host activity provided they are consistent with the intern's Individual Development Plan. Outside rotations should be approximately three months in duration and fall within the last 18 months of the intern program. However, outside rotations of greater or lesser period or earlier in the intern program may be considered based upon the educational and experience potential of the assignment.

INDIVIDUAL DEVELOPMENT PLAN: Each intern's Individual Development Plan should identify specific learning objectives for rotational assignments, potential rotational assignments within the host activity's contracting elements, and outside rotations, tentative schedules for rotational assignments, and other specific issues identified by the intern and the host activity.

INTERN PARTICIPATION: Interns are to actively participate in identifying and securing outside rotational assignments based on the specific education or experience objective(s) in their Individual Development Plan. ASN(RDA)ABM will attempt to facilitate outside rotational assignments if the intern and host activity efforts fail to identify or secure an appropriate outside rotational assignment. Once an outside rotation is arranged, the intern should take reasonable steps to ensure a smooth transition into the receiving activity. At a minimum, interns should contact their receiving activity managers and introduce themselves before commencing the outside rotation.

**SECTION B: ROTATIONAL ASSIGNMENT
PLAN**

Name:

Host Activity:

REQUIREMENT #1. ASSIGNMENT/S INTERNAL TO HOST ACTIVITY'S CONTRACTING COMPONENT. This form can be reproduced to describe/plan each host activity assignment.

COMPETENCY SUMMARY: The purpose of this assignment is to attain the following competencies:

(list the applicable competencies identified in Section A)

-
-
-
-
-
-
-
-

DESCRIPTION:

LOCATION:

LENGTH OF ASSIGNMENT:

PLANNED DATES:

**SECTION B: ROTATIONAL ASSIGNMENTS
PLAN**

Name:

Host Activity:

REQUIREMENT #2. ASSIGNMENT/S OUTSIDE OF THE HOST ACTIVITY'S CONTRACTING COMPONENT.

COMPETENCY SUMMARY : The purpose of this assignment is to attain the following competencies:

(list the applicable competencies identified in Section A)

-
-
-
-
-
-
-
-

DESCRIPTION:

LOCATION:

LENGTH OF ASSIGNMENT:

PLANNED DATES:

ASN(RDA)ABM APPROVAL:

SECTION C: SENIOR PROJECT. GUIDANCE FOR CONTRACTING INTERNS

During the first two years of the intern program, the intern's training is concentrated on formal training classes and hands-on training assignments in specific areas of contracting. While these experiences may be narrow in scope individually, collectively they will provide the intern with the knowledges, skills and abilities of the core competencies. In the third year of the internship, however, each intern should complete a senior project which will provide the intern a "big picture" perspective of Naval acquisition.

The Senior Project is an opportunity for the intern to:

1. Demonstrate a comprehensive understanding of contracting on a macro-basis;
2. Share experiences which may enhance subsequent interns' training program; and
3. Gain experience in written and oral communication with Executive-level personnel.

The intent of the senior project is to have the intern place a significant educational, training or work experience in a broad framework of the Navy acquisition environment. Moreover, the intern should be able to articulate to senior management what the framework is and how the senior project increases or complements their experience.

There is no set format for the senior project. It may vary in scope and presentation. It can concentrate on contracting or cover more than one career field. The senior project may be a presentation or discussion on a paper completed for a class; a presentation on an acquisition issue researched by the intern; a "lessons learned" from a significant contract negotiation or award completed by the intern; a presentation on a special assignment, or any project which increases the intern's professional development and demonstrates his or her abilities.

Both the intern and host activity must participate in the design and coordination of the senior project. An outline of the senior project shall be submitted to OASN(RDA)ABM for approval not less than 12 months before scheduled graduation from the intern program.

The official designated by ASN(RDA)ABM to evaluate or receive the presentation of a senior project is responsible for advising the NACMC of successful completion of the senior project.

SECTION C: SENIOR PROJECT PLAN

Name:

Host Activity:

OUTLINE FOR SENIOR PROJECT: The outline shall contain the following information:

Description and objective. (Provide a brief description of the proposed project, including location, time frame, anticipated benefit to the activity (if any); and anticipated contribution to the intern's development. If a group effort is proposed, each individual's contribution and responsibility shall be detailed.)

Contacts: (Identify organizations/activities it is anticipated the intern will contact during the source of the senior project. Host activities must recognize that much of the senior project may need to be completed during normal working hours and proceed accordingly.)

Deliverables: (Identify the deliverables that each intern will be responsible for producing. If the proposed deliverable is a presentation, include the nature of the presentation.)

Presentations: (If the deliverable is a presentation, the presentation shall be made to ASN(RDA)ABM or designee. The host activity and the intern are responsible for coordinating times and location for the presentation **prior to the intern's graduation from the intern program .**)

Milestones: (Identify major milestone to be met toward completion of the project. To the extent practicable, senior project completion should be scheduled within the last six months of the internship.)

OASN(RDA)ABM APPROVAL:

SECTION D: DAWIA TRAINING REQUIREMENTS In addition to the following mandatory **DAWIA** courses, host activities should identify assignment-specific training requirements addressed in the current Defense Acquisition University catalog. (Requirements are subject to change; current DOD 5000.52M prevails).

ACQUISITION CAREER FIELD: CONTRACTING			CAREER PATH: (CHECK ONE) ___ POST-AWARD ___ PRE-AWARD ___ CONSTR/FAC			EOD DATE:			
			PROGRAM GRADUATION DATE:						
DAU COURSE TITLE	DAU COURSE NUMBER	CHECK RQMNTS FOR YOUR CAREER PATH	RQD AT AWF LEVEL		RECOMMENDED TIMEFRAME TO BE ASSIGNED	SCHEDULED DATES PER NACMC	DATE APPLIED FOR LEVEL I	DATE APPLIED FOR LEVEL II	NOTES
			I	II					
Complete one of:									
Contracting Fundamentals	CON 101		X		4-6 MONTHS				
OR Facilities Contracting Fundamentals	CON 103		X		4-6 MONTHS				
and one of:									
Contract Pricing	CON 104		X		7-12 MONTHS				
OR Facilities Contract Pricing	CON 106		X		7-12 MONTHS				
Government Contract Law	CON 201	(ALL)		X	10-15 MONTHS				
Intermediate Contract Pricing	CON 231	(ALL)		X	18-24 MONTHS				
And at least one of:									
Intermediate Contracting	CON 211			X	12-18 MONTHS				
OR Intermediate Contract Administration	CON 221			X	12-18 MONTHS				
OR Intermediate Facilities Contract Management	CON 223			X	12-18 MONTHS				
Assignment-Specific DAW Training (if applicable)									
Overhead Management of Defense Contracts	CON 232				12-18 MONTHS				
Cost Accounting Standards Workshop	CON 233				12-18 MONTHS				
Information Technology Contracting	CON 241				12-18 MONTHS				
Systems Acquisition for Contracting Personnel	PMT 341				12-18 MONTHS				

SECTION E: FORMAL TRAINING REQUIREMENTS: Training courses of the **type** listed below are beneficial to ensure the success of interns in the contracting career field. Some of the courses listed should be offered to all interns (e.g., DoN PPBS, Program planning) while others (e.g., effective writing, effective briefing techniques) should be based on the abilities and needs of the individual intern. Also, while most interns are familiar with a variety of software programs, it may be more efficient to provide training on the specific programs used at the host activity if the intern is not conversant with those programs. Each intern's individual development plan should identify specific courses and schedule.

DISCIPLINE/COURSE TITLE	REQUIRE DURING		RECOMMENDED VENDOR/LOCATION	DATE PLANNED		FUNDING SOURCE	SPENDING PLAN	
	LEVEL I	LEVEL II		(CHECK IF COMPLETED)	X		ESTIMATED TRAVEL	ESTIMATED TUITION
<p>Management courses:(suggested topics) (NACMC will fund one/others funded by Command)</p> <ul style="list-style-type: none"> a. Total quality management b. Systems planning c. Planning, programming, & budgeting systems d. Briefing techniques e. Professional writing <p>Technical courses: (suggested topics) (Commands should fund at least one Technical course)</p> <ul style="list-style-type: none"> a. Systems acquisition overview b. Small/disadvantaged business contracting c. Service Contracts <p>Personal Computer Literacy: (Funded by command if needed)</p> <ul style="list-style-type: none"> a. Word processing software b. Spread sheet software c. Technical tools software d. Graphic software <p>Command-Specific Courses: (Funded by command)</p> <ul style="list-style-type: none"> a. 								

SECTION F: EDUCATION: In order to enter the GS-1102 series; obtain a contracting officer's warrant above the small purchase threshold; be certified to Level I, II and III in the Acquisition Workforce; or qualify for the Acquisition Professional Corps, individuals must meet specific education criteria. Your baccalaureate degree meets or partially meets the criteria. Document your degree/s below in item I; and further document your status towards meeting the other mandatory and/or desired education requirements in items II, III and IV.

I. Baccalaureate Degree Attained: School: Date of Degree:

- a. Fully meets the education requirement for ACQUISITION WORKFORCE LEVELS I, II and III CERTIFICATION, and
- b. Fully meets the education requirement for CONTRACTING OFFICER'S WARRANT above small purchase threshold.

II. ACQUISITION WORKFORCE LEVEL II CERTIFICATION Desired Education: In addition to Baccalaureate degree, Graduate studies in Business Administration or Procurement.

Title of courses completed: School: Date completed: grade: credit hrs:

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III. ACQUISITION WORKFORCE LEVEL III CERTIFICATION Desired Education: In addition to Baccalaureate degree, Masters degree in Business Administration or Procurement.

Degree Attained: School: Date of Degree:

IV. CRITERIA FOR THE ACQUISITION PROFESSIONAL COMMUNITY Required Education: In addition to, or as part of your Baccalaureate degree:

a. 24 SEMESTER CREDIT HOURS (or academic equivalent) or study from an accredited institution of higher education from among the business related disciplines of accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management:

OR

b. Successful completion of acceptable Equivalency Exam (DANTES or CLEP) from among the business related disciplines listed above.

Title of courses (or Equivalency Exams) completed: Exam or School: Date completed:

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SECTION F: EDUCATIONAL PLAN: Show how you plan to meet criteria listed in Item I, II and/or III above.

ITEM #	#CR HRS	ACADEMIC DISCIPLINE	COURSE TITLE	SCHOOL	DATE SCHEDULE D	(CHECK) MET	TUITION ASSISTANCE PLANNED COSTS