

## Level II Certification Guide

Type of Assignment	Representative Activities
1 - Operational Contracting	▶ Contracting functions in support of post, camp or stations
2 - Res & Dev	▶ Contracting functions in support of research and development
3 - Sys Acq	▶ Contracting functions in support of systems acquisition to include all ACAT programs
4 - Log & Sustainment	▶ Contracting functions performed by the Defense Logistics Agency or by other offices to sustain weapon systems
5 - Construction/A&E	▶ Contracting functions in support of construction and/or architect and engineering services
6 - Contingency/Combat Ops	▶ Contracting functions performed in a contingency or combat environment
7 - Contract Admin Office	▶ Contracting function is primarily focused on contract administration
8 - Contract Cost/Price Analyst	▶ Contracting function is primarily focused on advanced cost/price analysis
9 - Small Bus Specialist	▶ Contracting function is primarily focused on advising small businesses or on strategies for maximizing use of small businesses
10 - Other	▶ Contracting functions that perform a variety of assignments or are at a headquarters, secretariat, or OSD

### Core Certification Standards (Required for DAWIA certification.)

Acquisition Training	▶ <b>ACQ 101</b> Fundamentals of Systems Acquisition Management
Functional Training	<ul style="list-style-type: none"> <li>▶ <b>CON 214</b> Business Decisions for Contracting</li> <li>▶ <b>CON 215</b> Intermediate Contracting for Mission Support <b>(R)</b></li> <li>▶ <b>CON 216</b> Legal Considerations in Contracting</li> <li>▶ <b>CON 217</b> Cost Analysis and Negotiation Techniques <b>(R)</b></li> <li>▶ <b>CON 218</b> Advanced Contracting for Mission Support <b>(R)</b></li> </ul>
Education	<ul style="list-style-type: none"> <li>▶ At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management</li> <li>▶ Baccalaureate degree (Any Field of Study)</li> </ul>
Experience	▶ 2 years of contracting experience.

### Unique Position Training Standards

Level II contracting personnel assigned to support a MDAP/MAIS program ▶ **ACQ 201A** Intermediate Systems Acquisition, Part A  
 ▶ **ACQ 201B** Intermediate Systems Acquisition, Part B **(R)**

Core Plus Development Guide (Desired training, education, and experience.)

Type of Assignment



<b>HBS 223</b> Presentation Skills	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>HBS 229</b> Team Leadership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>HBS 239</b> Team Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>IND 100</b> Contract Property Administration and Disposition Fundamentals (R)		✓	✓	✓				✓						
<b>Education</b>														
▶ Graduate studies in business administration or procurement														
<b>Experience</b>														
▶ Two (2) additional of contracting experience														

**Notes:**

- 1** The Core Certification Standards section lists the training, education and experience REQUIRED for certification at this level.
- 2** "R" following a course title indicates the course is delivered as resident based instruction.
- 5** When preparing your IDP, you and your supervisor should consider the training, education and experience listed in the Core Plus Development Guide at this and the lower level(s) if not already completed.
- 12** See 10 U.S.C. 1724 (provides for limited exceptions).
- 14** Workforce members assigned to the position(s) identified in the Unique Position Training Standards section should meet the training standard(s) identified within 6 months of assignment.