

Level I Certification Guide

Type of Assignment	Representative Activities
1 - Operational Contracting	▶ Contracting functions in support of post, camp or stations
2 - Research and Development	▶ Contracting functions in support of research and development
3 - Sys Acquisition	▶ Contracting functions in support of systems acquisition to include all ACAT programs
4 - Logistics & 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	▶ None required
Functional Training	<ul style="list-style-type: none"> ▶ CON 100 Shaping Smart Business Arrangements ▶ CON 110 Mission-Support Planning ▶ CON 111 Mission Strategy Execution ▶ CON 112 Mission-Performance Assessment ▶ CON 120 Mission-Focused Contracting (R) ▶ CLC 033 Contract Format and Structure for DoD eBusiness Environment ▶ Effective 1 June 2010, the following course is also required: ▶ CON 090 Federal Acquisition Regulation (FAR) Fundamentals (R)
Education	<ul style="list-style-type: none"> ▶ At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management ▶ Baccalaureate degree (Any Field of Study)
Experience	▶ 1 year of contracting experience.

Unique Position Training Standards

Level 1 Contracting Personnel Assigned to support a MDAP/MAIS program

▶ **ACQ 101** Fundamentals of Systems Acquisition Management

Core Plus Development Guide (Desired training, education, and experience.)	Type of Assignment									
	1	2	3	4	5	6	7	8	9	10
Training										
CLC 003 Sealed Bidding	✓			✓	✓					
CLC 004 Market Research	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLC 005 Simplified Acquisition Procedures	✓	✓	✓	✓	✓	✓			✓	✓
CLC 009 Service Disabled, Veteran-Owned Small Business Program	✓	✓	✓	✓	✓	✓			✓	✓
CLC 020 Commercial Item Determination	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLC 024 Basic Math Tutorial	✓	✓	✓	✓	✓	✓	✓			✓
CLC 028 Past Performance Information	✓	✓	✓	✓	✓	✓			✓	✓
CLC 030 Essentials of Interagency Acquisitions/Fair Opportunity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLC 043 Defense Priorities and Allocations System	✓	✓	✓	✓	✓	✓			✓	✓
CLC 045 Partnering	✓	✓	✓	✓	✓	✓				✓
CLC 046 Green Procurement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLC 054 Electronic Subcontracting Reporting System (eSRS)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLC 060 Time and Materials Contracts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLC 105 DCMA Intern Training							✓			
CLC 113 Procedures, Guidance, and Information	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLC 131 Commercial Item Pricing	✓	✓	✓	✓			✓	✓		✓
CLC 132 Organizational Conflicts of Interest	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLC 133 Contract Payment Instructions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLE 043 Online Representations & Certifications Application (OCRA)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLE 044 Intra-Governmental Transactions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLG 001 DoD Government Purchase Card	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLG 004 DoD Government Purchase Card Refresher Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CLM 023 Javits-Wagner-O'Day (JWOD) Tutorial	✓	✓	✓	✓	✓	✓			✓	✓
CON 237 Simplified Acquisition Procedures	✓	✓	✓	✓	✓	✓			✓	✓
CON 243 Architect-Engineer Contracting (R)					✓					
CON 244 Construction Contracting (R)					✓					
FAC 007 Certificate of Competency Program	✓	✓	✓	✓	✓	✓	✓		✓	✓
SPS 101 Standard Procurement System and federal Procurement Data System - Next Generation User	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Education										
▶ None specified										
Experience										
▶ None specified										

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.
- 3 When preparing your IDP, you and your supervisor should consider the training, education and experience listed in this Core Plus Development Guide if not already completed.
- 7 Workforce members assigned to the position(s) identified in the Unique Position Training Standards section should meet the training standard(s) identified within 1 year of assignment.
- 12 See 10 U.S.C. 1724 (provides for limited exceptions).
- 13 Some continuous learning (CL) modules have been created by extracting lessons in their entirety from a training course. If this is the case for the CL module(s) identified in the above core certification standards, the course the CL module was extracted from is identified in the "Notes" section of the CL course description and the course can be substituted to meet the certification standard.