

DAWIA Certification Standards Checklist

CONTRACTING

LEVEL I

EDUCATION

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

EXPERIENCE

1 year of contracting experience

TRAINING

- CON 101 Basics of Contracting [BDQ]
- CON 104 Principles of Contract Pricing [BDR]
- 1 Elective¹

LEVEL II

EDUCATION

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- (Desired) Graduate studies in business administration or procurement

EXPERIENCE

- 2 years of contracting experience
- (Desired) An additional 2 years of contracting experience

TRAINING

- CON 202 Intermediate Contracting [PGE]
- CON 204 Intermediate Contract Pricing [BU6]
- CON 210 Government Contract Law [BDP]
- 2 Electives¹

("CONTRACTING" is continued on the next page)

¹ Electives are required for anyone requesting certification on or after Oct 1, 2003. As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DSU/DAMC, or other training opportunities funded by the student's organization.

Mandatory standard

Desired standard

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CONTRACTING *(Continued)*

LEVEL III

EDUCATION

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- (Desired) Master's degree in business administration or procurement

EXPERIENCE

- 4 years of contracting experience
- (Desired) An additional 4 years of contracting experience

TRAINING

- CON 301 Executive Contracting [BB3]²
(This class is required every 3 to 5 years as a refresher, but it does not have to be repeated to maintain certification.)
- CON 333 Management for Contracting Supervisors [BU7]²
- 2 Electives¹
- (Desired) 2 weeks of management and leadership training
(Not currently provided by DAU. See your local training support office.)

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² Level III - CON 301 and CON 333 were replaced by CON 353 – Advanced Business Solutions for Mission Support [JHI] effective Oct 1, 2003. If CON 333 has been completed by 30 Sep 03 but not CON 301, then the Level III Contracting DAWIA certification training requirements are satisfied. If CON 301 has been completed by 30 Sep 03 but not CON 333, then CON 353 must be completed for certification. CON 301 fulfills the new DAWIA Level III Contracting certification training requirement to complete 2 electives.

Mandatory standard Desired standard

FY'2001 Certification Standards – October 1, 2000
(Revised as of October 1, 2003)