INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202–4704

March 20, 2003

MEMORANDUM FOR ASSISTANT INSPECTOR GENERAL FOR INSPECTIONS AND POLICY
AUDITOR GENERAL, DEPARTMENT OF THE ARMY
AUDITOR GENERAL, DEPARTMENT OF THE NAVY
AUDITOR GENERAL, DEPARTMENT OF THE AIR FORCE
DIRECTOR, ACQUISITION MANAGEMENT DIRECTORATE
DIRECTOR, AUDIT FOLLOWUP AND TECHNICAL SUPPORT DIRECTORATE
DIRECTOR, DEFENSE FINANCIAL AUDITING SERVICE DIRECTORATE
DIRECTOR, READINESS AND LOGISTICS SUPPORT DIRECTORATE
DEPUTY DIRECTOR, CONTRACT MANAGEMENT DIRECTORATE

SUBJECT: Updated Guidance on Implementation of the DoD Logistics Auditor and Evaluator Certification Program

The purpose of this memorandum is to provide updated guidance on the implementation of the DoD Logistics Auditor and Evaluator Certification Program (the Program). The Attachment cites Office of the Inspector General of the Department of Defense (IG DoD) goals for the Program, policies and procedures for the certification process, representatives on the Certification Board (the Board), and the frequency that the Board reviews applications. The 1st Edition of the Program was implemented in November 1997 to provide a focused approach to training for auditors and evaluators in the logistics areas they review, to improve effectiveness, and to reduce cycle times. Our goal is to ensure that at least 25 percent of the auditors and evaluators who perform logistics audits and evaluations are certified at one of the three levels. Although the Program has been successful, the guidance is outdated, resulting in confusion regarding requirements for documentation and completion of the Program.

Specifically, with the advent of on-line learning, a reduction in mandatory classroom hours was needed. Satisfactory completion of the course material, whether through on-line or classroom learning, should be the relevant indicator of accomplishment. Further, the listing of courses included in the November 1997 edition of the Program was outdated. We also found that the application needed modification to better identify the documentation needed for certification.

Accordingly, the Attachment provides updated materials for applying for and completing the Program. I encourage you to provide this updated guidance to your staff so they can focus their training on pertinent areas. The Grandfather Provisions of the Program expired in August 1998. I encourage those auditors and evaluators who have the experience, but little or no formal training, to carefully review the Fulfillment Program, Part V of the Attachment, for

information about substituting experience for formal training. Finally, managers of auditors and evaluators who lack both training and experience should encourage them toward certification in Logistics or one of the other certification programs.

Should you have questions or comments on the Attachment, please contact Mr. Richard B. Vasquez of the Readiness and Logistics Support Directorate at (703) 604-9174, email rvasquez@dodig.osd.mil, or Ms. Kimberley A. Caprio, Deputy Director, Readiness and Logistics Support Directorate, at (703) 604-8828.

David K. Steensma

David K. Steensma
Deputy Assistant Inspector General
for Auditing

Attachment

DOD LOGISTICS
AUDITOR AND EVALUATOR
CERTIFICATION PROGRAM

2ND EDITION

MARCH 2003

FOREWORD

The Auditors General of the Departments of the Army, the Navy, and the Air Force and the Assistant Inspector General for Auditing, Office of the Inspector General of the Department of Defense (the Audit Organizations) agreed to establish the DoD Logistics Auditor and Evaluator Certification Program (the Program). The 1st Edition of the Program was implemented in November 1997. The Program is intended to provide a focused approach to training for auditors and evaluators in the logistics areas they review, to improve effectiveness, and to reduce cycle times. Specific objectives and goals for the Program are described in Part I. There are three levels of certification, with each level having its own experience, education, and training requirements. The certification criteria are set forth in Part II, and the career development path for certification is in Part IV.

For purposes of the Program, logistics is defined as including supply management, maintenance, and transportation. Accordingly, formal training and on-the-job experience in those areas will count toward certification. In addition, for the formal training course curriculum, auditors and evaluators working toward any of the three certification levels can specialize in one of the three logistics areas or take courses in all three. However, the intent of the Program is to provide the broadest training and experience possible in the logistics field. For this reason, we suggest that training be obtained in all three logistics functional areas. The courses are listed in Part III.

Members of our workforce have years of experience, education, and training in auditing and evaluating logistics operations and functions. In fact, some members already hold logistics workforce certifications. We have still included a fulfillment program in Part V, which substitutes experience for formal classroom training.

The Program is administered internally by each participating Audit Organization. The DoD training community assisted us in the development of the Program, and continues to play a vital role in ensuring course availability for our auditors and evaluators.

Should you require additional information or assistance, please contact Mr. Richard B. Vasquez of the Readiness and Logistics Support Directorate at (703) 604-9174, email rvasquez@dodig.osd.mil, or Ms. Kimberley A. Caprio, Deputy Director, Readiness and Logistics Support Directorate, at (703) 604-8828.

Department of the Army
Auditor General

Francis E. Reardon

Department of the Navy
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Office of the Inspector General of the DoD
Deputy Assistant Inspector General
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David K. Steensma

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OFFICE OF THE INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE

DOD LOGISTICS AUDITOR AND EVALUATOR CERTIFICATION PROGRAM

STANDARD OPERATING PROCEDURES*

1. EFFECTIVE DATE: Immediately

2. IG DOD IMPLEMENTATION

The 1st Edition of the DoD Logistics Auditor and Evaluator Certification Program (the Program) was issued in November 1997. For the IG DoD, this is the date of implementation. Eligible auditors and evaluators should submit their applications for certification as soon as they have met the requirements for certification.

3. IG DOD OBJECTIVES AND GOALS

The IG DoD objectives for implementing the Program are to improve the effectiveness, stature, and credibility of the IG DoD auditors and evaluators in the logistics functional areas they review and to reduce cycle times. In addition, the Program will provide a focused approach to logistics in either formal classroom or online training, and ensure a proper mix of on-the-job training and experience in logistics auditing and program evaluations.

The IG DoD primary goals for the Program are to have its logistics auditors and evaluators meet the career development education, training, and experience requirements outlined in Part IV, "Career Path for Certification." To achieve that, we have devised a short-range goal to provide the needed logistics training, combined with the education and experience already achieved by the audit and evaluation staff, in order to maximize the number of people eligible for certification. Our goal is to ensure that at least 25 percent of the auditors and evaluators who perform logistics audits and evaluations are certified at one of the three levels.

4. APPLICATION FOR CERTIFICATION

Auditors and Evaluators with the required experience, education, and training should apply for certification at the appropriate level as soon as they are eligible. The application form is located in Part VI, "Forms." We prefer that applicants list their formal training and experience as an enclosure. For experience, applicants should list audits and evaluations they have performed. The list should include the report number, title, date, objective, and a brief synopsis

*These standard operating procedures are intended only for the Office of the Inspector General of the Department of Defense. The other groups participating in this Program should establish similar standard operating procedures.

of the findings and recommendations. The list of formal training courses should contain the course number, title, date, and location. A copy of the completion certificate should be attached. Applications should be mailed to:

DoD Logistics Auditor and Evaluator Certification Board
Office of the Inspector General of the DoD
Attention: Mr. Richard B. Vasquez (OIG DoD-AUD-RLS)
400 Army Navy Drive
Room 534
Arlington, VA 22202-4704

5. GRANDFATHER PROVISIONS

The Grandfather Provisions of the Program expired August 1998.

6. FULFILLMENT PROGRAM

The purpose of Part V, "Fulfillment Program," is to allow IG DoD auditors and evaluators to receive credit for courses for which they already have the required competencies. Auditors and evaluators with significant logistics auditing or program evaluation experience should carefully review the core competencies for each course in Part V, and apply for certification by substituting their experience for the formal courses. The Fulfillment Program enables logistics auditors and evaluators to receive credit for courses in which they have the required competencies (knowledge, skills, and abilities). The applicants must demonstrate that competencies they gained through experience, education, and training equaled the competencies they would have gained through the training course.

7. CERTIFICATION BOARD

The Certification Board will be chaired by the Assistant Inspector General for Auditing, who is the Approving Official. The Board will have representatives from the Deputy Under Secretary of Defense (Logistics and Material Readiness), and IG DoD directorates for Administration and Information Management, Audit Followup and Technical Support, Acquisition Management, and Readiness and Logistics Support.

The first meeting of the Certification Board was February 18, 1998. The Certification Board currently meets on an as-needed basis.

The Certification Board will grant certifications for the level requested, providing the applicant meets all the requirements established for that level. If an application is disapproved, as stated in Part II, page 2, "Reasons must be given for nonconcurrence and disapproval." The applicant is encouraged to reapply as soon as corrective measures have been taken, per the Certification Board's instructions.

PART I. CERTIFICATION OBJECTIVES AND GOALS

A. CERTIFICATION OBJECTIVES

The objectives of the DoD Logistics Auditor and Evaluator Certification Program (the Program) are to provide better customer support by reducing cycle times for audits and evaluation reports, to improve the stature and credibility of auditors and evaluators in the functional areas they review, and to enhance one's career. The career development program for DoD internal logistics auditors and evaluators will ensure the proper mix of experience and training. Participation in the Program is strictly voluntary.

The Program is structured in three levels or groupings of education, training, and experience standards. The Program is a combination of audit and evaluation experience and training, and specialized logistics experience and training for both auditors and evaluators. Part IV, "Career Path for Certification," outlines the career path, including experience, education, and training, for the three levels of the career development program.

B. CERTIFICATION GOALS

The DoD audit community's intention is to have its logistics auditors and evaluators meet the career development education, training, and experience requirements outlined in Part IV. Our goal is to ensure that at least 25 percent of the auditors and evaluators who perform logistics audits and evaluations are certified at one of the three levels.

The number of available logistics auditor and evaluator positions, staff turnover, rotational assignments, and workload requirements vary significantly among the Audit organizations. Further, each Audit organization has established its own internal training and career development programs established to meet the requirements of the Government Auditing Standards. Based on these differences, the Audit organizations will establish certification goals that suit its needs, and will identify the universe of dedicated logistics auditor and evaluator positions to be used in measuring accomplishment. The Joint Logistics Audit Planning Group will review auditor standards and reassess the program content periodically.

PART II. CERTIFICATION CRITERIA

Three levels of certification have been established. The experience, education, and training outlined in Part IV, "Career Path for Certification," must be met in order to obtain the certifications. The intent of the Program is to provide the broadest training and experience possible in the logistics field. For this reason, training should be obtained in all three logistics functions, such as supply, maintenance, and transportation. It is assumed that the audit-function training will be obtained as part of the audit organization's training program.

A. CERTIFICATION APPLICATION

To obtain the Logistics Auditor and Evaluator Certification, the auditor or evaluator must complete and sign the Application for Logistics Audit and Evaluation Certification contained in Part VI. The applicant's first and second level supervisor must concur or nonconcur with approval of the application. The Certifying Official has the final authority to approve or disapprove the application. Reasons must be given for nonconcurrences and disapproval. Some reasons for nonconcurrences and disapprovals can be that the logistics-related experience is not described sufficiently or that the class taken does not appear to be equivalent to the required course. If the supervisor or Certifying Official needs additional documentation, the applicant has three weeks from the notification date to provide the information. The Certifying Official should establish procedures for the approval process that ensure the general requirements of the certification program are followed and that the intent of the career development program is met.

B. CERTIFYING OFFICIALS

The certifying officials for the DoD Logistics Auditor and Evaluator Certification Program shall be:

Organizations	Official
Office of the Inspector General of the DoD and Defense Agencies	Assistant Inspector General for Auditing
Army Audit Agency	Auditor General of the Army
Naval Audit Service	Auditor General of the Navy
Air Force Audit Agency	Auditor General of the Air Force

C. SPECIAL CRITERIA

There are many highly qualified auditors and evaluators currently on staff who have conducted logistics audits and evaluations for many years. Accordingly, we have established the following criteria to fulfill the certification requirements. The special criteria apply to those auditors and evaluators applying for certification based on meeting the logistics training requirement in the Fulfillment program, based on qualifying experience, or based on the existing workforce certification. To receive the certification, the auditor or evaluator must complete the Application for Logistics Auditor and Evaluator Certification contained in Part VI, and the applicable course(s) fulfillment forms (Competencies Employee Self-Assessment) contained in Part V.

D. FULFILLMENT PROGRAM

The Fulfillment Program enables logistics auditors and evaluators to receive credit for courses in which they already have the required competencies (knowledge, skills, and abilities). The applicants must demonstrate that the competencies they gained through experience, education, and training equaled the competencies they would have gained through the training course. Those applying to fulfill the certification requirements using these special criteria must

provide sufficient documentation for each course, including a self-assessment fulfillment form that is verified by the supervisor. Only certain courses qualify for this substitution of experience and they have an employee self-assessment form attached. If there is no employee self-assessment form in Part V, then the course is not a part of the Fulfillment Program, and experience cannot be substituted. The course must be taken.

E. GRANDFATHER CLAUSE

No longer applicable. The Grandfather provisions of the Program expired August 1998.

F. ACCEPTANCE OF LOGISTICS WORKFORCE CERTIFICATIONS

The Defense Audit Community will recognize logistics workforce certifications received based on the DoD 5000 series.

G. CHANGES TO THE DoD LOGISTICS AUDITOR AND EVALUATOR CERTIFICATION PROGRAM

Proposed changes to this program should be directed to:

Director, Readiness and Logistics Support Directorate
Office of the Assistant Inspector General for Auditing of the DoD
400 Army Navy Drive Room 539A
Arlington, VA 22202-4704

Major changes will be evaluated by the Joint Logistics Audit Planning Group and recommended actions will be presented to the Audit organizations. The procedures outlined herein are the minimum requirements for certification. The Audit organizations can add more requirements based on their needs, but they have agreed not to reduce the requirements specified herein.

PART III. LIST OF COURSES BY CERTIFICATION LEVEL

List of Courses (as of March 2003)

by Certification Level, Logistics Area, and DoD Training Agency

LEVEL I

CATEGORY A - SUPPLY MANAGEMENT

COURSE NUMBER	COURSE TITLE	AGENCY
ACQ 101	Fundamentals of Systems Acquisition Management	DAU[1]
LOG 101	Acquisition Logistics Fundamentals	DAU
LOG 102	Systems Sustainment Fundamentals	DAU
LOG 131[2]	Industrial Maintenance Management	AFIT[3]
LOG 199[2]	Introduction to Logistics	AFIT
LOG 205[4]	Provisioning	DAU
LOG 260[2]	Fundamentals of Supplying an Expeditionary Air and Space Force	AFIT
CON 101	Basics of Contracting	DAU
IND 101	Contract Property Administration Fundamentals	DAU
IND 102	Contract Property Disposition	DAU
8A-F3[2]	Army Maintenance Management	ALMC[5]
8B-F10[2]	Defense Distribution Management	ALMC
ALMC-HA[2]	Defense Hazardous Materials/Waste Handling	ALMC
8B-F11[2]	Defense Inventory Management	ALMC
8G-F1[2]	Defense Reutilization and Marketing Operations-Basic	ALMC
8G-F2[2]	Qualified Recycling Program	ALMC

CATEGORY B - MAINTENANCE MANAGEMENT

COURSE NUMBER	COURSE TITLE	AGENCY
ACQ 101	Fundamentals of Systems Acquisition Management	DAU
LOG 101	Acquisition Logistics Fundamentals	DAU
LOG 102	Systems Sustainment Fundamentals	DAU
LOG 131[2]	Industrial Maintenance Management	AFIT
LOG 199[2]	Introduction to Logistics	AFIT
CON 101	Basics of Contracting	DAU
8A-F3[2]	Army Maintenance Management	ALMC
8B-F10[2]	Defense Distribution Management	ALMC
ALMC-HA[2]	Defense Hazardous Materials/Waste Handling	ALMC

CATEGORY C - TRANSPORTATION MANAGEMENT

COURSE NUMBER	COURSE TITLE	AGENCY
LOG 102	Systems Sustainment Fundamentals	DAU
LOG 199[2]	Introduction to Logistics	AFIT
8B-F10[2]	Defense Distribution Management	ALMC
ALMC-HA[2]	Defense Hazardous Materials/Waste Handling	ALMC
N/A[2]	Introduction to Defense Transportation	TRANSCOM[6]
8C-F12/553-F1[2]	Basic Freight Traffic	TRANSCOM
8C-F9/811-F1[2]	Military Standardization Transportation and Movement Procedures	TRANSCOM
8C-F11/542-F6[2]	Passenger Travel Specialist	TRANSCOM
8C-SI3V/553-F13[2]	Joint Personal Property	TRANSCOM

Note: See the list of acronyms at the end of Part III.

LEVEL II

CATEGORY A - SUPPLY MANAGEMENT

COURSE NUMBER	COURSE TITLE	AGENCY
ACQ 201	Intermediate Systems Acquisition	DAU[1]
LOG 131[2]	Industrial Maintenance Management	AFIT[3]
LOG 201	Intermediate Acquisition Logistics	DAU
LOG 204[4]	Configuration Management	DAU
LOG 205[4]	Provisioning	DAU
LOG 235	Performance-Based Logistics	DAU
LOG 260[2]	Fundamentals of Supplying an Expeditionary Air and Space Force	AFIT
LOG 299[2]	Combat Logistics	AFIT
LOG 399[2]	Strategic Logistics Management	AFIT
CON 101	Basics of Contracting	DAU
CON 202	Intermediate Contracting	DAU
CON 210	Government Contract Law	DAU
IND 201	Intermediate Contract Property Administration	DAU
8A-F3[2]	Army Maintenance Management	ALMC[5]
8B-F10[2]	Defense Distribution Management	ALMC
ALMC-HA[2]	Defense Hazardous Materials/Waste Handling	ALMC
8B-F11[2]	Defense Inventory Management	ALMC
8G-F1[2]	Defense Reutilization and Marketing Operations-Basic	ALMC
8G-F2[2]	Qualified Recycling Program	ALMC

CATEGORY B - MAINTENANCE MANAGEMENT

COURSE NUMBER	COURSE TITLE	AGENCY
ACQ 201	Intermediate Systems Acquisition	DAU
LOG 131[2]	Industrial Maintenance Management	AFIT
LOG 203[4]	Reliability and Maintainability	DAU
LOG 204[4]	Configuration Management	DAU
LOG 205[4]	Provisioning	DAU
LOG 235	Performance-Based Logistics	DAU
LOG 260[2]	Fundamentals of Supplying an Expeditionary Air and Space Force	AFIT
LOG 262[2]	Applied Maintenance Management Concepts	AFIT
LOG 299[2]	Combat Logistics	AFIT
LOG 399[2]	Strategic Logistics Management	AFIT
CON 101	Basics of Contracting	DAU
CON 202	Intermediate Contracting	DAU
8A-F3[2]	Army Maintenance Management	ALMC
8B-F10[2]	Defense Distribution Management	ALMC
ALMC-HA[2]	Defense Hazardous Materials/Waste Handling	ALMC

CATEGORY C - TRANSPORTATION MANAGEMENT

COURSE NUMBER	COURSE TITLE	AGENCY
LOG 399[2]	Strategic Logistics Management	AFIT
8B-F10[2]	Defense Distribution Management	ALMC
8C-F4/553-F10[2]	Installation Traffic Management	TRANSCOM[6]
8C-F3[2]	Defense Advanced Traffic Management	TRANSCOM

Note: See the list of acronyms at the end of Part III.

LEVEL III

CATEGORY A - SUPPLY MANAGEMENT

COURSE NUMBER	COURSE TITLE	AGENCY
LOG 235[4]	Performance-Based Logistics	DAU[1]
LOG 260[2]	Fundamentals of Supplying an Expeditionary Air and Space Force	AFIT[3]
LOG 304	Executive Acquisition Logistics Management	DAU
LOG 399[2]	Strategic Logistics Management	AFIT
CON 101	Basics of Contracting	DAU
CON 202	Intermediate Contracting	DAU
IND 201	Intermediate Contract Property Administration	DAU
ALMC-HA[2]	Defense Hazardous Materials/Waste Handling	ALMC[5]
8B-F11[2]	Defense Inventory Management	ALMC
8G-F1[2]	Defense Reutilization and Marketing Operations-Basic	ALMC
8G-F2[2]	Qualified Recycling Program	ALMC

CATEGORY B - MAINTENANCE MANAGEMENT

COURSE NUMBER	COURSE TITLE	AGENCY
LOG 131[2]	Industrial Maintenance Management	AFIT
LOG 235	Performance-Based Logistics	DAU
LOG 260[2]	Fundamentals of Supplying an Expeditionary Air and Space Force	AFIT
CON 101	Basics of Contracting	DAU
CON 202	Intermediate Contracting	DAU
ALMC-HA[2]	Defense Hazardous Materials/Waste Handling	ALMC

CATEGORY C - TRANSPORTATION MANAGEMENT

COURSE NUMBER	COURSE TITLE	AGENCY
LOG 399[2]	Strategic Logistics Management	AFIT
8B-F10[2]	Defense Distribution Management	ALMC

[1]Defense Acquisition University (http://www.dau.mil).

[2]Experience cannot be substituted for this course.

[3]Air Force Institute of Technology (http://www.afit.edu).

[4]According to the Defense Acquisition University, LOG 203, LOG 204, and LOG 205 will be replaced by LOG 235, Performance-Based Logistics, when it becomes available for enrollment. At that time, LOG 203, LOG 204, and LOG 205 will qualify as predecessor courses.

[5]U.S. Army Logistics Management College (http://www.almc.army.mil).

[6]U.S. Army Transportation School (http://www.transchool.eustis.army.mil).

PART IV. CAREER PATH FOR CERTIFICATION

PART IV - CAREER PATH FOR CERTIFICATION

INTERNAL AUDIT/EVALUATION PROGRAM FOR DEFENSE LOGISTICS

LEVEL/ TYPICAL GRADE	TYPICAL ASSIGNMENTS	EXPERIENCE	EDUCATION	TRAINING
LEVEL I	Junior Auditor Junior Evaluator Auditor Evaluator	Mandatory: A minimum of 1 year of auditing, program evaluation, or inspection experience with 1 logistics-related program, functional audit, or evaluation.	Mandatory: A baccalaureate degree with a major in accounting or business; or 24 semester hours of accounting; or 80 hours of logistics or business courses.	Mandatory: Acquisition Logistics Fundamentals or equivalent course. Training requirements to meet the Government Auditing Standards requirements. Organizational training provided to all auditors and evaluators for grade level and position, such as Basic Auditor Training (IGATI) or equivalent.
			Desired: A baccalaureate degree with an accounting major, including at least 24 semester hours in accounting, or a baccalaureate degree in a business related area or 24 semester hours in a logistics area.	Desired: One additional course in a logistics-related function (examples include supply management, acquisition, DRMS management, maintenance-related management, transportation management, or logistics management).

Applies to all Levels:
Military experience in supply, logistics, transportation, and associated fields decreases mandatory experience by half.

PART IV - CAREER PATH FOR CERTIFICATION

INTERNAL AUDIT/EVALUATION PROGRAM FOR DEFENSE LOGISTICS

LEVEL/ TYPICAL GRADE	TYPICAL ASSIGNMENTS	EXPERIENCE	EDUCATION	TRAINING
LEVEL II				
	Intermediate Auditor Intermediate Evaluator	Mandatory: A minimum of 2 years of auditing, program evaluation, or inspection experience, including 1 year of logistics management-related auditing and evaluation experience.	Mandatory: A baccalaureate degree with a major in accounting or business; or 24 semester hours of accounting; or 80 hours of logistics or business courses.	Mandatory: Completion of LEVEL I requirements. Two additional courses in supply, maintenance, or transportation. One of these courses should be at the LEVEL II. Training requirements to meet the Government Auditing Standards requirements. Organizational training provided to all auditors and evaluators for grade level and position, such as Intermediate or Advanced Auditor Training (IGATI) or equivalent.
Applies to all Levels: ***Military experience in supply, logistics, transportation, and associated fields decreases mandatory experience by half.***				
			Desired: Beginning graduate studies leading to a master's degree in accounting, business administration, management, logistics, or a related field. Desired: Professional certification (CPA, CMA, CIA, CFE, CISA, CISSP, CGFM, SOLE, CPCM).	Desired: Additional supply, maintenance, or transportation management-related course. This course would be in addition to the classes used to meet the LEVEL I and II certification requirements.

PART IV - CAREER PATH FOR CERTIFICATION

INTERNAL AUDIT/EVALUATION PROGRAM FOR DEFENSE LOGISTICS

LEVEL/ TYPICAL GRADE	TYPICAL ASSIGNMENTS	EXPERIENCE	EDUCATION	TRAINING
LEVEL III	Senior Auditor Senior Evaluator Auditor-in-Charge Evaluator-in-Charge Audit Project Manager Evaluation Project Manager Audit Program Director Evaluation Program Director	Mandatory: A minimum of 4 years of auditing, program evaluation, or inspection experience, including 2 years of logistics management-related auditing and evaluation experience. Knowledge of and experience using statistical sampling techniques.	Mandatory: A baccalaureate degree with a major in accounting or business; or 24 semester hours of accounting; or 80 hours of logistics or business courses.	Mandatory: Completion of LEVEL II requirements. Two additional courses in logistics or logistics related functions. These courses should be at the LEVEL II and above. Training requirements to meet the Government Auditing Standards requirements. Organizational training provided to all auditors and evaluators for grade level and position, such as Advanced Auditor Training (IGATI), advanced program evaluation supervisory or management training and report writing for supervisors/managers.
Applies to all Levels*:** ***Military Experience in logistics, transportation, and associated fields decreases mandatory experience by half.		Desired: An additional 1 year of logistics related auditing and evaluation course.	Desired: Master's degree in accounting, business administration, management, or other related field. Desired: Professional certification (CPA, CMA, CIA, CFE, CISA, CISSP, CGFM, SOLE, CPCM).	Desired: One additional logistics-related course in Configuration Management, Quality Assurance, Maintenance Management, or other similar courses. This course would be in addition to the classes used to meet the Level I and Level II certification or the above mentioned requirements.

Internal Audit/Evaluation for Defense Logistics

Typical Duties: Perform auditing/program evaluation and provide services to the Department of Defense in connection with DoD Logistics operations and functions. The auditors/evaluators assist Department management in satisfying statutory and fiduciary responsibilities, as well as assist managers in resolving issues and using resources effectively and efficiently. The basic nature of auditing/program evaluation is to plan and scope the audit/evaluation based on an assessment of risk, perform tests and analyses as necessary to gather sufficient evidential data, evaluate the results and reach logical, well-supported conclusions and recommendations for corrective actions. The duties of the Logistics auditor/evaluator include evaluating information relative to DoD Logistics systems or functions, comparing the information with established criteria or best practices, drawing conclusions concerning program results, economy and efficiency of operations, and compliance with laws and regulations. Based on the information developed and conclusions reached, the auditor/evaluator makes recommendations to improve or meet program objectives, improve economy and efficiency of operations, or avoid actual or perceived fraud, waste or abuse. Logistics audits/evaluations cover supply, maintenance, or transportation systems and functions, all aspects of the management of logistics operations and disposal of DoD property and weapon systems. Logistics auditors/evaluators support the investigations of criminal allegations, conduct audits/evaluations as requested by Congress or as specified in legislation, and respond to requests from all levels of DoD Logistics management. DoD logistics auditors must comply with Generally Accepted Government Auditing Standards.

Typical Career Codes

Civilian Series
GS/GM 511* or GS/GM 343

Representative Job Titles: Auditor/Evaluator, Auditor/Evaluator-in-Charge, Audit/Evaluation Project Manager, Audit/Evaluation Program Director, Audit/Evaluation Director

Office Locations: The Office of the Inspector General, DoD is located in Arlington, Virginia. Logistics auditors are located primarily within the Readiness and Logistics Support Directorate, Office of the Assistant Inspector General for Auditing, and could be located in other directorates within the Office of the Assistant Inspector General for Auditing. Army Audit Agency headquarters is located in Alexandria, VA. Audits of Army logistics operations and functions are accomplished by staff auditors primarily at client locations. Army Audit Agency has field offices in CONUS, Hawaii, Korea and Germany. Naval Audit Service headquarters is located in Falls Church, VA. Logistics audits are planned and coordinated at headquarters. Auditors assigned to logistics audits are located in one of three regional offices - Virginia Beach, VA; San Diego, CA; or Arlington, VA. Air Force Audit Agency headquarters is located at the Pentagon. Internal logistics auditors are assigned to the Acquisition and Logistics Audits Directorate, Wright Patterson AFB, OH. The Directorate includes a division at Wright-Patterson with audit managers who perform Air Force level logistics audits and four field offices of the Air Force Materiel Command. The Defense Logistics Agency headquarters is at Ft. Belvoir, VA, and has auditors throughout its organization who may perform logistics related audits.

Explanatory Note: This series includes positions whose duties are to manage, supervise, or perform work consisting of a systematic examination and appraisal of records, documents, management practices and controls, policies and practices affecting the condition and operating results of organizations responsible for acquiring operating, maintaining, accounting for, or disposal of DoD weapon systems or property or organizations responsible for specific functions related to the logistics process; analytical work related to the development and execution of audit policies and program.

PART V. FULFILLMENT PROGRAM

A. INTRODUCTION

Members of the audit/evaluation workforce may fulfill their mandatory training requirements based on previous experience, education, or alternative training programs. The fulfillment plan outlined in this guide utilizes competencies developed by the four DoD Audit organizations, Deputy Under Secretary of Defense (Logistics and Material Readiness), and the consortium of schools under the Defense Acquisition University (DAU). These competencies establish the baseline standards for demonstrating fulfillment of the courses listed in Part III of this document.

The purpose of the fulfillment program is to enable audit/evaluation workforce members to receive credit for courses in which they already have the required competencies. With an increased emphasis on training, employees with training in their personnel record are more competitive. However, some employees have the abilities that the course imparts, but lacks the formal training. This program is designed to allow those employees to receive credit for the course, rather than fall behind other employees who have taken the course. This program provides less experienced employees greater opportunities to receive training, and grants more experienced employees fulfillment based on their work experience. This program is not designed to restrict attendance for any course to any employee who requires the training.

The dynamic nature of logistics management will dictate regular updates to this guide. Changes in courses and/or competencies approved by the Joint Logistics Audit Planning Group and the career management functional boards in each Audit organization will be reflected in future updates. Since future versions will supersede this version of the guide, employees seeking fulfillment should ensure that they are using the most current version.

B. PROCEDURES

Individuals begin the process by determining which training requirements they are seeking to satisfy through fulfillment. Self-assessment forms for each course can be found in Part V, "Fulfillment Program" of this guide. Individuals will complete a self-assessment form (Competencies Employee Self-Assessment) and Section I of the DD Form 2518, "Fulfillment of DoD Mandatory Training Requirements" for each course they believe they can satisfy through experience, education, and/or alternative training. (See a copy of DD Form 2518 in Part VI.) Please note: not all of the courses are a part of the Fulfillment Program. Therefore, if there is no employee self-assessment form in Part V for a course, individuals cannot substitute experience. The course is mandatory.

The employee's self-assessment will be reviewed by the official authorized (in most cases, this is the first-level supervisor) who determines whether the assessment adequately meets each of the individually listed competencies for the course. If, in the judgment of the reviewing official (first or second-level), additional or amplifying information is needed in order to reach a

conclusion, the official shall interview the employee and/or request further documentation to support the self-analysis. An individual must satisfactorily meet the competencies for each course.

Upon completion of the review, the first-level supervisor concurs or nonconcurs in block 16 of the DD Form 2518 and signs block 17. The complete package is then approved or disapproved by the second-level supervisor. If the DD Form 2518 is not approved, the non-concurring official shall provide the individual with the rationale for non-concurrence. The supervisor of the individual is expected to develop alternate strategies for course competency fulfillment.

C. AUDITS

To ensure the integrity of the course fulfillment program, each participating Audit Agency shall conduct periodic reviews of selected, approved fulfillment packages. These reviews will ensure that first and second-level supervisors are properly conducting fulfillment evaluations. Further, the Joint Logistics Audit Planning Group will periodically review fulfillment packages to ensure consistency in granting fulfillment.

D. TRANSITION

The course fulfillment procedures outlined in this guide are intended to be a transition tool for the Program. The fulfillment program is designed to ensure that employees who are already in the workforce are not sent to unnecessary training. The program is not intended to provide individuals with the opportunity to use fulfillment as a substitute for necessary career or professional development training.

E. IMPLEMENTATION AND SUPPLEMENTATION

Each Audit organization may issue instructions necessary to implement the fulfillment program. However, the procedures outlined above shall not be supplemented without prior consultation with the Joint Logistics Audit Planning Group.

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

ACQ 101 - FUNDAMENTALS OF SYSTEMS ACQUISITION MANAGEMENT

Before completing the self-assessment for ACQ 101 (Fundamentals of Systems Acquisition Management), the employee must have **at least two years of logistics auditing/program evaluation experience in supply, maintenance, or transportation.**

ACQ 101	Competency	Yes	No	Work Description/Justification
1	Recognize how DoD implements the Defense Acquisition Workforce Improvement Act (DAWIA), and how this Act applies to you as a defense acquisition professional.			
2	Define systems acquisition management and identify major institutions, key drivers, and the key players that influence defense acquisition.			
3	Identify the defense acquisition life cycle phases and milestones and the key activities associated with each. Identify the need for a phased-acquisition approach and a tailored acquisition approach.			
4	Recognize acquisition categories and the principal regulations governing defense systems acquisition.			
5	Identify the goals and tools of Acquisition Reform, while understanding the use of IPPD/IPT in successful acquisition management.			
6	Identify the stages of small group development and explain how group participation can enhance individual performance.			
7	Recognize that the Requirements Generation System is antecedent to the acquisition management process, is integral to all activities in developing defense systems, and is the key driver of new defense acquisition programs.			
8	Define the purpose and types of Work Breakdown Structure (WBS).			
9	Recognize the advantages and disadvantages of different cost estimating methodologies.			
10	Recognize the development process of the DoD budget and its resource allocation and decision making role in defense acquisition management.			

ACQ 101	Competency	Yes	No	Work Description/Justification
11	Recognize the funds allocation process, the percepts of the "life span" of Government funds, and the rules associated with different appropriations and the two laws associated with the execution of DoD budgets.			
12	Recognize why and how DoD uses contracts to acquire needed supplies and services, the legal nature of contracts, their preparation process, and the different contracts and solicitations that can be used based on the program risk equation.			
13	Recognize the proposal, preparation, formal source selection, and contract award processes and each processes' interrelationship.			
14	Identify the mission and responsibilities of the Defense Contract Management Agency (DCMA), the Defense Contract Audit Agency (DCAA), and the Defense Finance and Accounting Service (DFAS).			
15	Identify the purpose and process of Earned Value Management (EVM). Recognize the value and benefits of EVM in the acquisition process.			
16	Define the role of configuration management in the SE Process. Recognize that the SE Process is the process of technical management in the defense environment, and how it is used in translating operational needs into an integrated system design solution.			
17	Recognize the DoD 5000 defined process for evolving from operational requirements to systems specific and the major goals of this process.			
18	Recognize the state of the U.S. Science and Technology (S&T), the role and planned evolution of S&T, while understanding how these two elements apply to the different phases of defense acquisition.			
19	Identify the major objectives and types of developmental and operational testing.			
20	Recognize the importance of supportability to achieving system readiness requirements and reducing life-cycle costs.			
21	Recognize the importance of the 10 support elements in supportability planning.			

ACQ 101	Competency	Yes	No	Work Description/Justification
22	Recognize the integral nature of systems software in modern defense systems and the policies applicable to software intensive systems.			
23	Recognize the complexity of the software development process to the acquisition life cycle. Understand the software development integral nature to the SE Process and the top-level "best practices" for successful software development.			
24	Recognize the major producibility goals of the design effort and the DoD quality process which translates a released design to a producible product.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

ACQ 201 - INTERMEDIATE SYSTEMS ACQUISITION

Before completing the self-assessment for ACQ 201 (Intermediate Systems Acquisition), the employee must have **at least two years of logistics auditing/program evaluation experience in supply, maintenance, or transportation.**

ACQ 201	Competency	Yes	No	Work Description/Justification
1	Compare and contrast, in the changing Department of Defense (DoD) environment, the impacts of major institutional players, major new acquisition initiatives, and policies on defense systems acquisition management.			
2	Summarize the requirements generation system and procedures leading to a potential new start or modification.			
3	Distinguish the purpose and key activities of each phase of the life cycle process.			
4	Using an acquisition system, apply the risk management process as a basis for making sound acquisition program decisions.			
5	Using an acquisition system, apply the Integrated Product and Process Development (IPPD) concepts and processes necessary to effectively lead and participate in an Integrated Product Team (IPT).			
6	Given a critical incident, apply qualitative and quantitative tools to support problem solving and decision making in an acquisition environment.			
7	Given an acquisition system, apply alternative ethical decision-making approaches to aid in resolving a dilemma.			
8	Recognize the relationship between the various topics comprising the financial management process and the systems acquisition management process.			
9	Given a scenario, summarize the terms, laws, directives, and policies associated with the financial management process as a basis for making sound acquisition decisions.			
10	Apply funding policies associated with five primary appropriation categories in order to translate cost estimates to acquisition program budgets.			

ACQ 201	Competency	Yes	No	Work Description/Justification
11	Identify the various policies, procedures, and events of the Planning, Programming, and Budgeting System (PPBS) at the Service Headquarters and Office of the Secretary of Defense (OSD) level.			
12	Identify the terms, procedures, rules, and public laws associated with the execution of DoD budgets.			
13	Summarize the role of contracting in the acquisition process and the major contractual contributions towards managing program risk.			
14	Identify the process and procedures for preparing a solicitation.			
15	Demonstrate the process for conducting a source selection.			
16	Summarize the process and roles of IPT members in the preparation and support of a contract negotiation.			
17	Identify the major contract administration activities.			
18	Relate a contractor's significant financial motivations and constraints to achieve acquisition objectives.			
19	Relate key cost accounting terms and concepts to a contractor's cost proposal.			
20	Recognize the key processes in the development and management of a Performance Measurement Baseline in a program control process.			
21	Given a contract situation, including selected performance data, appraise the contractor's status applying typical EV analysis techniques.			
22	Identify the role of SE and its associated planning activities in transforming a validated requirement into an affordable, operational system.			
23	Identify the purpose and timing of the SE Process outputs over the life cycle, such as program-unique specifications, IT architectures, technical data packages, and other system-specific information.			
24	Identify the roles that Work Breakdown Structure (WBS), technical performance measurements, trade studies, and modeling and simulation play in the systems engineering process throughout the acquisition life cycle.			
25	Identify the role and functions of configuration management in the acquisition process.			

ACQ 201	Competency	Yes	No	Work Description/Justification
26	For current laws and policies, identify key software acquisition management activities that should be emphasized during the acquisition of a DoD software intensive system.			
27	Using a software-intensive system and software development planning information, identify key practices that can be used by developers to create a quality software product.			
28	Using a software-intensive system, identify acquirer key planning roles and activities. Describe "best practices" for software-intensive systems acquisitions and development that acquirers may use.			
29	Identify the Test and Evaluation (T&E) Process, and its role and contributions within the SE and acquisition management process during the acquisition life cycle.			
30	Identify the fundamental roles of Developmental Test and Evaluation (DT&E) in the acquisition life cycle.			
31	Identify the role of Operational Test and Evaluation (OT&E) in the acquisition life cycle.			
32	Explain how the Test and Evaluation Management Plan (TEMP) is used to integrate T&E planning activities in support of a program's acquisition strategy.			
33	Identify acquisition logistics activities, their impact, and how they relate with other functional areas within the acquisition life cycle.			
34	Given a scenario, summarize acquisition logistics support activities and requirements associated with fielding/deployment, and post-production support of a system.			
35	Given an acquisition system, understand critical program management and logistics decisions concerning system supportability issues and alternatives that would optimize system design for supportability.			
36	Identify the manufacturing considerations in the SE process throughout the acquisition life cycle.			
37	Identify the major variables and trends encountered in production and how they relate to other functional areas.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

CON 101 – BASICS OF CONTRACTING

Before completing the self-assessment for CON 101 (Basics of Contracting), the employee must have **at least one year of acquisition experience.**

CON 101	Competency	Yes	No	Work Description/Justification
1	Describe the roles and responsibilities of a Business Advisor (Manager).			
2	Examine the contracting activity's customer base and related mission(s) including potential requirements for supplies and services.			
3	Distinguish among the various customer acquisition-related roles and responsibilities.			
4	Describe procurement integrity requirements (watch topic in Fed framework).			
5	Determine an effective long-range strategy and related budget requirements in partnership with customers and prospective suppliers (forecasting).			
6	Classify the need for and the elements of an acquisition plan.			
7	Describe the roles and responsibilities of the branches of Government within the procurement process.			
8	Identify the statutes, regulations, court and administrative rulings, and other guidance that define the procurement process.			
9	Trace the budget cycle.			
10	Recognize the constitutional and statutory authority for contracting.			
11	Explain how the FAR is organized, administered, and updated.			
12	Explain how DFARS is organized, administered, and updated.			
13	Identify the major categories of contracts outlined in the FAR.			
14	Recognize the methods of procurement authorized for Government contracting.			
15	Indicate the elements of a contract and how they apply in Government contracting.			

CON 101	Competency	Yes	No	Work Description/Justification
16	List the guiding principles for the Federal Acquisition System.			
17	Identify standards of conduct and ethical principles that apply to procurement decisions.			
18	Describe market research.			
19	Choose sources and types of market information needed for the acquisition.			
20	Examine the impact of market research on the acquisition.			
21	Describe early exchanges.			
22	Determine whether to initiate early exchanges.			
23	Advise customers on the completeness and accuracy of the procurement request.			
24	Determine the type of funding, the date by which funds must be obligated, and whether the amount of funding is realistic.			
25	Determine if a requirement is a micro-purchase, other simplified acquisition or large dollar acquisition (exceeds the SAT).			
26	Critique draft requirements documents and related elements of a Procurement Request.			
27	Determine if the Services Contract Act applies to this procurement and appropriate follow up activities.			
28	Determine whether and how to provide for the use of Government furnished property (GFP) (DFARS 245).			
29	Determine whether to authorize contractors to use Government supply sources.			
30	Determine whether there is a required source for the identified supply or service.			
31	Identify whether the need can be met through an interagency acquisition under the Economy Act.			
32	Determine if a source list is necessary for the acquisition.			
33	Recognize procedures for using a qualified bidders list (QBL), qualified manufacturers list (QML), or qualified products list (QPL).			
34	Identify whether special standards of responsibility are applicable.			

CON 101	Competency	Yes	No	Work Description/Justification
35	For acquisitions not exceeding the simplified acquisition threshold, describe when only one source is reasonably available.			
36	Identify an acquisition situation where full and open competition after excluding one or more sources is appropriate.			
37	Describe the process for acceptance/rejection of unsolicited proposals.			
38	Identify when to limit competition to small business concerns or provide preferences in the evaluation for an award.			
39	Recognize when preferences in the evaluation for an award is required and the course of actions for a rejection and withdrawal of a SBA set-aside recommendation.			
40	Identify the extent of the support to the Small Business Administration 8(a) Business Development Program, when the determination has been made.			
41	Determine the correct procedures for handling the required administrative actions with the SBA and SAB Administrator.			
42	Identify price-related factors for incorporation in the solicitation (DFARS 225.202).			
43	Identify non-price factors for incorporation in the solicitation.			
44	Describe evaluation techniques.			
45	Determine whether a written source selection plan is necessary or desirable.			
46	Describe when to use simplified acquisition procedures.			
47	Discuss methods of acquisition for other than simplified acquisition procedures.			
48	Describe the process of requiring oral presentations.			
49	Describe the basic types of contracts and agreements (DFARS 216.104).			
50	Describe pricing arrangements for fixed price contracts.			
51	Describe methods of ordering for recurring requirements.			
52	Recognize when the different vehicles for satisfying recurring requirements should be used.			
53	Recognize the purpose of an unpriced purchase order.			

CON 101	Competency	Yes	No	Work Description/Justification
54	Recognize the purpose of a letter contract.			
55	Recognize reasons for providing Government financing and the methods available.			
56	Describe the process for handling contractors' request for financing.			
57	Identify bond requirements for the solicitation.			
58	Distinguish among the methods of payment.			
59	Determine a need for publicizing proposed contracting actions.			
60	Identify additional methods/tools available for publicizing proposed acquisitions.			
61	Recognize the required components for building solicitations.			
62	Describe conditions and specific steps for orally soliciting.			
63	Identify the procedures for preparing written solicitations.			
64	Distinguish when a subcontracting plan is required.			
65	Recognize conditions for obtaining a required deviation from the FAR or agency regulations and/or legal, requiring activity, technical, or management concurrence.			
66	Determine methods for responding to an inquiry about a solicitation received prior to contract award.			
67	Determine methods for responding to requests for information under the Freedom of Information Act (FOIA).			
68	Identify how to conduct a pre-quote, pre-bid, pre-proposal conference when appropriate.			
69	Determine whether an amendment or cancellation is appropriate for a solicitation.			
70	Describe the process for safeguarding, opening, reading, marking, and abstracting of bids.			
71	Assess bid acceptance periods to determine appropriate action(s).			
72	Identify any late bids, modifications, or withdrawals to determine appropriate action.			
73	Identify any mistakes in bids to determine appropriate resolution.			
74	Determine responsiveness.			

CON 101	Competency	Yes	No	Work Description/Justification
75	Determine the responsibility or nonresponsibility of a contractor.			
76	Outline the procedures for safeguarding quotes and proposals; the procedures for processing both timely and late offers.			
77	Determine procedures to evaluate technical and other non-price-related factors.			
78	Recognize prenegotiation positions on terms and conditions other than price.			
79	Describe the decision process for awarding with or without discussions.			
80	Explain the process for conducting communications to enhance the Government's understanding of proposals, or facilitate the Government's evaluation process.			
81	Recognize the procedure for selecting offerors/quoters for discussions.			
82	Describe the planning process for negotiations/discussions.			
83	Describe steps in conducting negotiations/discussions.			
84	Identify price-related factors to be considered in evaluating offers by bid or proposal.			
85	Determine what pricing or costing information (if any) to require from offerors.			
86	Explain the terms associated with accounting, estimating, cost accounting standards (CAS) and auditing.			
87	Describe how to prepare purchase orders using SAP and document award.			
88	Describe how to prepare contract and documentation of the award (other than SAP).			
89	Describe the methods for making contract awards and related notifications.			
90	Determine whether to debrief.			
91	Determine appropriate actions to resolve protests.			
92	List the process and procedures for preparing and conducting a postaward conference.			
93	Distinguish between the Government obtaining consent to subcontract from the contractor and determining contractor compliance with subcontracting goals.			
94	Describe the function and purpose of monitoring Government property inclusive of Intellectual Property.			

CON 101	Competency	Yes	No	Work Description/Justification
95	Recognize administrative issues in labor and environmental laws and other miscellaneous terms and conditions.			
96	Explain the process for processing a contract modification.			
97	Apply the contract modification process in exercising an option.			
98	Describe administration of Multiple Award Task/Delivery Order Contracts.			
99	Explain administration roles and responsibilities including that of the Administrative Contracting Officer (ACO), and the procedures for contract-monitoring and acceptance.			
100	Determine when performance or delivery delays are excusable and if consideration is appropriate.			
101	Identify when a stop work order should be used and its potential impact.			
102	Select commercial and non-commercial remedies.			
103	Summarize documentation requirements for monitoring and reporting contractor performance.			
104	Identify the Disputes Process.			
105	Determine the appropriate type of commercial and noncommercial financing and its impact on contract administration.			
106	Identify the process for determining the price or fee adjustment, following the applicable price/fee adjustment clause included in the contract.			
107	Recognize the procedures for the determination and recovery of debts from contractors.			
108	Choose whether to authorize payment against an invoice in full, in part, or not at all.			
109	Determine the method of termination based on the decision to terminate.			
110	Identify the procedures for a termination for convenience (T4C).			
111	Compare and contrast the circumstances for a Termination for Default (T4D) and a Termination for Cause.			
112	Explain the process for properly closing out a contract, within the stated timelines.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

CON 202 - INTERMEDIATE CONTRACTING

Before completing the self-assessment for CON 202 (Intermediate Contracting), the employee must have **at least two years of logistics auditing/program evaluation experience in supply, maintenance, or transportation.**

CON 202	Competency	Yes	No	Work Description/Justification
1	Given applicable resources and information on upcoming requirements, analyze that information so that sound business judgments can be made.			
2	Given applicable resources, purchase request for a complex requirement and market research data, determine its adequacy and impact on an acquisition so that sound business judgments can be made.			
3	Given applicable resources and requirements documents analyze the documents so that sound business judgment can be made.			
4	Given appropriate resources and various sample requirements for specialized services, analyze those requests to determine if advisory and assistance services are appropriate and if there are potential conflicts of interest so that sound business judgment can be made.			
5	Given appropriate resources, a purchase request and information on the availability of Government property, determine whether to furnish that property so that sound business judgment can be made.			
6	Given appropriate resources and a variety of acquisitions that need to be made, determine the appropriate type of contract agreement, as well as associated pricing arrangements, so that sound business judgment can be made.			
7	Given appropriate resources and a purchase request and market research data, complete the appropriate provisions and clauses for inclusion in the solicitation so that sound business judgment can be made.			

CON 202	Competency	Yes	No	Work Description/Justification
8	Given appropriate resources distinguish the types of situations, that require bonds and the acceptance/rejection requirements so that sound business judgments can be made.			
9	Given appropriate resources and information on acquisition histories, market data, purchase requests, requirements documents, the statement of work and/or recommended non-cost factors for award, determine how to apply evaluation factors so that sound business judgments can be made.			
10	Given applicable resources and acquisition forecasts, histories, and market research, develop an acquisition plan so that sound business judgment can be made.			
11	Given appropriate resources and data on purchase requests, acquisition histories, market data, and decisions made in all previous steps of the procurement planning phase, develop a source selection plan so that sound business judgments can be made.			
12	Given appropriate resources and data on purchase requests, acquisition histories, market data, and presolicitation business decisions, prepare instructions for a written solicitation and an oral presentation so that sound business judgments can be made.			
13	Given appropriate resources including data on solicitation, proposals, and information from the offeror, analyze non-price evaluations so that sound business judgments can be made.			
14	Given appropriate resources and data on solicitation, proposals/quotes, technical reports and cost/price analysis reports, analyze the decisions regarding discussions and the composition of the competitive range so that sound business judgments can be made.			
15	Given a solicitation and proposal information, critique the proposed subcontracting plan so that sound business judgments can be made.			
16	Given a solicitation, several offers, and a preaward survey, make a responsibility determination so that sound business judgment can be made.			

CON 202	Competency	Yes	No	Work Description/Justification
17	Given an evaluated proposal and supporting documentation, develop the award recommendation and the debriefing agenda for the source selection authority so that sound business judgments can be made.			
18	Given a protest, a recommended resolution for the protest, offers, solicitation, and supporting documents, determine the reasonableness of the protest resolution and whether sound business judgment was made.			
19	Given appropriate resources, prepare to administer a contract so that sound business judgments will be made.			
20	Given a noncommercial contract situation and a request to modify, apply procedures for completing a modification so that sound business judgments can be made.			
21	Given various financial management contract scenarios, applicable references, and input from the contractor, determine the Government's reaction/position so that sound business judgments can be made.			
22	Given various contract situations involving monetary limitations or adjustments, distinguish the available alternatives and the procedures for each so that sound business judgments can be made.			
23	Given multiple contract administration problems involving contract performance, resolve those performance problems so that the remedy reflects sound business judgment.			
24	Given a contract scenario, determine appropriate management of subcontracting issues so that sound business judgments can be made.			
25	Given a contract, apply procedures relative to Government property so that sound business judgments are made.			
26	Given a potential contract termination situation, resolve that situation so that sound business judgments can be made.			
27	Given a contract scenario with an issue of controversy, resolve the issue so that sound business judgments can be made.			
28	Given a contract situation determine necessary actions for contract closeout so that sound business judgments can be made.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

CON 210 – GOVERNMENT CONTRACT LAW

Before completing the self-assessment for CON 210 (Government Contract Law), the employee must have **at least two years of logistics auditing/program evaluation experience in supply, maintenance, or transportation.**

CON 210	Competency	Yes	No	Work Description/Justification
1	Discriminate between statutory, regulatory, and ethical restrictions applicable to Government contracts.			
2	Compare historical acquisition processes and demonstrate changes in how the Government acquires goods and services.			
3	Determine the authority of the contracting officer, how that authority can be delegated, and the impact of that delegation.			
4	Analyze and determine the manner in which the various pieces of Federal legislation and judicial and administrative decisions impact the formation of Government contracts.			
5	Compare and contrast the different procedures and remedies available to an adversely affected bidder or offeror in the forums available in which to protest a Government acquisition.			
6	Given different types and forms of property, summarize the Government's contractual rights in such property and the remedies available to both the Government and the contractor resulting from the improper use of such property.			
7	Given various contracting situations, identify those in which the Government has properly obligated Federal moneys.			
8	Identify the social and economic concerns which have resulted in use of Government contracting as a means of furthering national goals of improving the environment and the quality of life.			
9	Given factual situations involving Government contracts, identify whether actionable fraud is present and recommend any possible options for remedying such conduct.			

CON 210	Competency	Yes	No	Work Description/Justification
10	Given different types of contracts, identify and select the Government's right with respect to delivery, and/or any expressed or implied warranties, and make a determination about when acceptance takes place.			
11	Given various situations in which a contractor has performed additional work not required by the original contract, (1) differentiate those situations in which the contractor is entitled to an equitable adjustment from those in which the contractor is not, and (2) if so entitled, determine the elements of the equitable adjustment.			
12	Provided the facts underlying pending disputes, propose the probably course of the litigation, to include the nature of Government employees' participation in such litigation.			
13	Determine the availability of and the circumstances necessary to terminate a Government contract, given different factual situations.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

IND 101 - CONTRACT PROPERTY ADMINISTRATION FUNDAMENTALS

Before completing the self-assessment for IND 101 (Contract Property Administration Fundamentals), the employee must have **at least one year of acquisition experience.**

IND 101	Competency	Yes	No	Work Description/Justification
1	Describe the official Government Policy on providing property to contractors.			
2	State the exceptions to the Government's Official Policy on providing property to contractors.			
3	Describe the origins of Government Property.			
4	Name the five classes of Government Property.			
5	Define each of the five classes of Government Property.			
6	Compare and contrast the Fixed-Price and Cost-Reimbursement Government Property Clauses.			
7	Compare and contrast the Government Property Facilities Clauses.			
8	Explain the contractor's responsibility for material including receipt, records, segregation, commingling, and the prompt reporting of excess.			
9	Identify the ten Standards of a Material Management Accounting System.			
10	Describe the contractor's requirements for performing a physical inventory.			
11	Explain the policy on providing Special Tooling to contractors.			
12	Describe the provisions for the Government taking title to Special Tooling.			
13	State the policy on providing Special Test Equipment to contractors.			
14	Explain the responsibility of the ACO on authorizing the acquisition of new Special Test Equipment.			
15	Explain the records requirement for Special Tooling, Special Test Equipment, and Agency Peculiar Property.			
16	Describe the policy exceptions for providing facilities to contractors.			
17	Compute the rental rates contractors are charged for the use of Government Property.			
18	Explain the requirements for a contractor's maintenance system.			

IND 101	Competency	Yes	No	Work Description/Justification
19	Define Progress Payments.			
20	Differentiate when title for property vests in the Government versus when it vests in the contract under the Progress Payments Clause.			
21	Describe the requirements for subcontractor control of Government Property.			
22	Outline the requirements for the contractor establishing and maintaining a property control system.			
23	Explain the process of performing a property control system analysis.			
24	Differentiate between the full risk of loss and the limited risk of loss provisions in the Government Property Clauses.			
25	Distinguish between excess and surplus Government Property.			
26	Explain the priority requirements for the disposal of Government Property.			
27	Describe the duties and responsibilities of the Plant Clearance Officer.			
28	Outline the process of contract closeout for Government Property.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

IND 102 - CONTRACT PROPERTY DISPOSITION

Before completing the self-assessment for IND 102 (Contract Property Disposition), the employee must have **at least one year of acquisition experience.**

IND 102	Competency	Yes	No	Work Description/Justification
1	Identify the responsibilities and authorities of the Plant Clearance Officer.			
2	List the disposal priorities set forth in the FAR, in order.			
3	Describe the contractor's option of Purchase/Retention of Contractor Acquired Property at cost.			
4	Describe the use of the Plant Clearance Automated Reutilization Screening (PCARSS) System.			
5	Describe the contractual requirement for the submission of Inventory Schedules by Defense Contractors.			
6	Critique the preparation of an inventory for accuracy and completeness.			
7	Describe the requirement for an Inventory Verification.			
8	Apply the condition codes set forth in FAR and DFARS and used to indicate the condition of the property.			
9	Define the four types of Screening required of contractor inventory.			
10	Differentiate between the Screening timeframes and Deviations.			
11	Describe the screening process.			
12	Describe the Requisition Process for Reutilization of Government Property.			
13	Describe the Donation Process and eligible donees for the Reutilization of Government Property.			
14	Identify the sales process for use in disposing of Surplus Government Property.			
15	Describe the scrap procedures, its uses and the sales proceeds process.			
16	Identify when the Government may Abandon Government Property.			
17	List the environmental laws that impact the disposal process for hazardous materials and hazardous wastes.			

IND 102	Competency	Yes	No	Work Description/Justification
18	Describe the disposal requirements for items requiring demilitarization.			
19	Describe the disposal process and forms necessary to properly perform vehicle transfers, donation of computers to schools, precious metals recovery program, and classified items.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

IND 201 - INTERMEDIATE CONTRACT PROPERTY ADMINISTRATION

Before completing the self-assessment for IND 201 (Intermediate Contract Property Administration), the employee must have **at least two years experience in an Industrial Property Management acquisition position.**

IND 201	Competency	Yes	No	Work Description/Justification
1	Given a contracting scenario, determine the appropriate Government Property Clause and any related clauses that need to be used with this contract.			
2	Given a contracting scenario, determine the appropriate methods that the contractor should include in their Property Control System for performing physical inventories of Government Property.			
3	Given a contracting scenario, apply the Special Tooling Clause.			
4	Given a contracting scenario, apply the Special Test Equipment Clause.			
5	Given a contractor's request for facilities, apply the Government's policy on providing facilities.			
6	Given a new contractor, develop and prepare a Property Control System as a Property Administration assignment.			
7	Given a contracting scenario, solve a liability case for lost, damaged, or destroyed Government Property in the possession of a defense contractor.			
8	Given a contractor's Property Control System scenario, plan a Property Control System Analysis.			
9	Given a scenario, determine the appropriate disposition requirements and/or priorities for abandonment of Government Property.			
10	Given a plant tour of a contractor's plant, analyze and discuss the methods used to control, protect, preserve, and maintain the property/assets and compare it to the Government's requirement for controlling this type of property/assets.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

LOG 101 - ACQUISITION LOGISTICS FUNDAMENTALS

Before completing the self-assessment for LOG 101 (Acquisition Logistics Fundamentals), the employee must have **at least two years of logistics auditing/program evaluation experience in supply, maintenance, or transportation.**

LOG 101	Competency	Yes	No	Work Description/Justification
1	Identify the sources of operational requirements and the decision process that governs the acquisition of DoD systems and equipment.			
2	Apply the Integrated Product and Process Development (IPPD) process via the Integrated Product Teams (IPTs).			
3	Identify the systems engineering process as it relates to acquisition logistics within the IPPD environment.			
4	Identify DoD acquisition strategies as they relate to acquisition logistics.			
5	Identify changes underway in the sustainment logistics base and the impact on acquisition logistics.			
6	Identify life cycle cost concepts as they pertain to acquisition logistics.			
7	Identify the acquisition logistician's role in the contracting process throughout the life cycle.			
8	Identify the importance of supportability analyses as an integral part of the systems engineering process.			
9	Recognize a variety of environmental issues and identify a range of requirements and issues that foster understanding of implications on acquisition logistics.			
10	Distinguish the key concepts of acquisition management that are unique to acquisition logistics.			
11	Identify how the maintenance planning process provides a basis for the establishment of supportability and support element design.			
12	Identify Depot Maintenance and Depot Maintenance Interservicing Processes and the impact on the establishment of a logistics support structure.			

LOG 101	Competency	Yes	No	Work Description/Justification
13	Identify the concepts of developmental and operational testing and the logistics activities associated with the planning and conduct of a DoD weapon system test program.			
14	Identity the forms of contractor support and the role of the acquisition logistician.			
15	Identify the management concepts and decision processes which govern acquisition and support of computer resources.			
16	Identify supply support, source coding, and provisioning processes employed during the systems acquisition process.			
17	Predict issues associated with the packaging, handling, storage, and transportation (PHS&T) of systems and equipment.			
18	Identify the process involved in the identification, design, and construction of facilities.			
19	Identify the purpose, policies, and procedures for the development of technical data in support of systems and equipment.			
20	Distinguish the difference between manpower and personnel requirements, policies, procedures, and documentation, and summarize the key elements of training in support of acquisition logistics.			
21	Identify the policies, procedures, and processes associated with the identification, development, acquisition, and support of support equipment.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

LOG 201 – INTERMEDIATE ACQUISITION LOGISTICS

Before completing the self-assessment for LOG 201 (Intermediate Acquisition Logistics), the employee must have **at least two years of experience in the logistics support of systems or in systems acquisition; at least one year of experience must be acquisition logistics experience obtained while assigned to a systems program office or acquisition management support staff.**

LOG 201	Competency	Yes	No	Work Description/Justification
1	Given access to DoD policy guidance (DoD 5000.1 and 5000.2-R), summarize emerging concepts and define their impact on acquisition logistics.			
2	Utilize the requirements analysis element of the systems engineering process to establish supportability-related requirements.			
3	Given access to a market investigation, analyze technical performance characteristics to determine supportability impacts to a proposed acquisition strategy.			
4	Recommend changes necessary to improve supportability test planning.			
5	Analyze maintenance planning variables from a best value perspective, and identify how Reliability and Maintainability performance parameters will impact the maintenance plan.			
6	Given access to a system acquisition and a sparing-to-availability model, develop an optimum maintenance concept that impacts quality of spares and life cycle costs for logistics support.			
7	Analyze the manpower and personnel issues that impact Human Systems Integration (HSI), as it relates to the systems engineering process.			
8	Distinguish between models and simulations and identify how they will enhance capabilities to perform logistics planning throughout the acquisition life cycle. Identify the value of Simulation Based Acquisition to logistics planning.			

LOG 201	Competency	Yes	No	Work Description/Justification
9	Using the Performance Based Logistics concept, develop a Performance Based Work Statement to ensure product support is planned and provided.			
10	Develop the support related section of the Request for Proposal with emphasis on the relationship of sections C, L and M to a best value solution.			
11	Given access to a system acquisition, assess, analyze, and develop the life cycle cost estimate, using the CAIV concept, for the Program Manager's (PM) program documentation.			
12	Given access to a system acquisition, analyze risk management areas for logistic support and provide recommendations to the PM in the form of a Support Strategy.			
13	Recognize impacts of a chosen acquisition strategy (Commercial Item, Non-Developmental Item, Developmental Item and/or combinations) on development of acquisition logistics requirements to include contractual documents and formats.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

LOG 203 - RELIABILITY AND MAINTAINABILITY

Before completing the self-assessment for LOG 203 (Reliability and Maintainability), the employee must have **at least four years experience in the logistics support of systems, or in acquisition logistics—at least two years of which must be experience obtained while assigned to a program office or to an acquisition management support staff.**

LOG 203	Competency	Yes	No	Work Description/Justification
1	Describe what reliability can mean from the perspective of an operator, maintainer, or engineer.			
2	Describe the interrelationships of reliability and maintainability (R&M) and supportability.			
3	Describe how user requirements are translated into qualitative and quantitative R&M parameters.			
4	Describe the capabilities and limitations of R&M predictions in developing support requirements.			
5	Describe the relationship between R&M testing and risk management.			
6	Describe how manufacturing variability reduction affects field reliability.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

LOG 204 - CONFIGURATION MANAGEMENT

Before completing the self-assessment for LOG 204 (Configuration Management), the employee must have **at least four years experience in the logistics support of systems, or in acquisition logistics—at least two years of which must be experience obtained while assigned to a program office or to an acquisition management support staff.**

LOG 204	Competency	Yes	No	Work Description/Justification
1	Given a specific situation, correctly relate the role and interrelationships of the key elements of Configuration Management (CM) (e.g., CM Planning, Identification, Status Accounting, Audits, Control, and Data Management).			
2	Provided a scenario, distinguish the role of CM in the Systems Engineering (SE) Process.			
3	Given a case exercise, explain how CM concepts, definitions, principles, and applications are applied within the system life cycle.			
4	Given a scenario, identify Configuration Items and interfaces for a proposed system.			
5	Given a scenario, identify, determine, and analyze CM data requirements.			
6	Given a scenario, build a status accounting system.			
7	Given a set of alternatives, differentiate among Functional and Physical Configuration Audits (FCA/PCA) and technical reviews.			
8	Given a scenario, control the configuration of a system throughout its life cycle, including: • Develop, assess and justify an Engineering Change Proposal (ECP)/Request for Deviation (RFD) • Review an ECP/RFD and recommend actions for the configuration manager • Determine the implementation method for a change			
9	Given a scenario, prepare/review System CM documentation.			
10	Given a scenario, select performance metrics to manage a CM program.			

LOG 204	Competency	Yes	No	Work Description/Justification
11	Given a scenario, develop and review a CM plan for a Contractor and a Government program office.			
12	Given a scenario, develop a structure for a CM program.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

LOG 205 - PROVISIONING

Before completing the self-assessment for LOG 205 (Provisioning), the employee must have **at least four years experience in the logistics support of systems, or in acquisition logistics—at least two years of which must be experience obtained while assigned to a program office or to an acquisition management support staff.**

LOG 205	Competency	Yes	No	Work Description/Justification
1	Identify the basic concepts and definitions germane to the provisioning process.			
2	Identify the various considerations which affect the provisioning planning process.			
3	Identify major considerations in the process by which provisioning data is obtained.			
4	Identify the data typically required to support the provisioning process.			
5	Define the definitions of four common provisioning methods.			
6	Compare the advantages and disadvantages of each of these provisioning methods.			
7	Given a systems acquisition, select the appropriateness of particular provisioning methods.			
8	Identify how common provisioning techniques are used to enhance the provisioning process.			
9	Identify the various contractor support options available and how they influence the provisioning requirements for a program.			
10	Explain the sequencing and relationships of the events in a typical provisioning process.			
11	Identify basic integrated item management policies and procedures.			
12	Determine the use of various technical codes and factors assigned/approved during the provisioning process.			
13	Explain the various quantitative factors used in determining initial requirements.			
14	Explain how the requirements process provides necessary spare and repair parts for initial support of a newly operational system or end item, and how requirements are compared for different types of support items.			

LOG 205	Competency	Yes	No	Work Description/Justification
15	Identify the importance of parts cataloging and the procedures and policies affecting it.			
16	Identify the importance of parts standardization and the procedures and policies affecting it.			
17	Identify the effects on the provisioning process of changes in the acquisition environment.			
18	Given simple acquisition scenarios, develop a high-level provisioning strategy.			
19	Given a sample hardware item, assign basic Source, Maintenance, and Recoverability codes.			
20	Given a simple program scenario, develop a flowchart model of its provisioning and answer system-level management questions related to the effect on provisioning of programmatic changes.			

COMPETENCIES
EMPLOYEE SELF-ASSESSMENT

LOG 304 – EXECUTIVE ACQUISITION LOGISTICS MANAGEMENT

LOG 304	Competency	Yes	No	Work Description/Justification
1	Identify the acquisition system and distinguish the role of the acquisition logistician.			
2	Identify Integrated Product and Process Development through IPTs.			
3	Analyze the role of the acquisition logistician in the overall systems engineering process.			
4	Distinguish reliability, maintainability, and availability (RM&A) measurements and characteristics and relate RM&A in the systems engineering process.			
5	Identify and apply DoD policies to relevant contractual issues.			
6	Identify the implications of eliminating Government specifications and standards for private industry and the Department of Defense.			
7	Given an Operational Requirements Document (ORD), outline and defend the system supportability characteristics for the Request for Proposal (RFP) and the Test Evaluation Master Plan (TEMP), and the rationale for support-related testing.			
8	Analyze environmental, safety, and health (ESH) impacts on the logistics supportability of a weapons system acquisition program.			
9	Given source selection criteria relevant to acquisition logistics issues, determine strategies for final award in accordance with appropriate FAR and DFARS references.			
10	Given an ORD, analyze logistics programs requirements and thresholds established for each of the HSI domains (manpower, personnel, training, human factors, system safety, health hazards, and survivability).			
11	Apply ethical considerations to various negotiation situations.			
12	Apply methods to incentivize and motivate contractor performance in achieving logistic requirements.			

LOG 304	Competency	Yes	No	Work Description/Justification
13	Analyze the logistics and contracting issues concerning the use of commercial and non-developmental items in weapons system acquisitions.			
14	Analyze a major weapons system solicitation and contract award document.			
15	Identify Foreign Military Sales support considerations and Foreign Sourced Materiel considerations.			
16	Given a system and scenario and reference materials, choose possible software tools to enhance support.			
17	Given the current preference for re-invention of Government, re-engineering logistics functions, and the changing DoD business environment, critique all weapons system sustainment alternatives to include maintenance concepts, source of support, and post-production support.			
18	Given a joint program, identify the organizational structure, technical issues, and joint requirements as an alternative concept aimed at maximizing jointness and savings.			
19	Create and defend an acquisition logistics budget position.			
20	Given a scenario calling for a series of major technology insertions (product improvements) into an existing, deployed, major system, identify the logistics implications.			

PART VI. FORMS

APPLICATION FOR LOGISTICS AUDIT AND EVALUATION CERTIFICATION

Applicant Name, Phone Number, Email Address:_____

Employer:_____

Job Series, Grade and Title:_____

Special Criteria Request (Select one)

☐ Logistics Workforce Certification ☐ Fulfillment

Certification Level Requested (Select one) (Part IV describes the mandatory and desired experience, education, and training)

☐ Level I ☐ Level II ☐ Level III

1. Describe the logistics audit/evaluation experience you have gained that meets the requirements of the Logistics Auditor/Evaluator career development program. Be specific and include audits/evaluations conducted in the logistics areas or functions. Include the dates you personally worked on the project/audit (start and completion) and the organization (i.e. IG DoD, Army, Navy or Air Force Audit Agencies) that performed the audit/evaluation.

Example:

Organization: _____
Report No.: _____; **Report Title:** _____;
Report Date: _____; **Project No.:** _____;
Project Title: _____; **Project Dates: [Start]**_____ **[Completion]**____;
Logistics related activities: _____

Mandatory:_____
_____
_____
_____
_____
_____

Desired:_____
_____
_____
_____
_____
_____

2. List the class, date, organization, and location of logistics training that meets the training requirements in the Logistics Auditor/Evaluator career development program. If applying under the fulfillment program, specify what training course is being fulfilled and attach the completed DD Form 2518 and course competencies form. Include certificates of completion for each course listed.

Mandatory:_____

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Desired:_____

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3. If not currently a GS/GM-511, Auditor or GS/GM-343, Evaluator, list the courses that demonstrate you have met the educational requirements specified in the Career Path for the Logistics Auditor/Evaluator Certification Program. Use additional pages if needed. Attach proof of completion for each course listed.

Mandatory:_____

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Desired:_____

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4. Attach copies of last 2 Annual Evaluations. (First year employees attach Mid-Year and Year-End Evaluation.)

<u>Applicant:</u>

_____	_____	_____
Name/Title	Signature	Date

DISPOSITION OF CERTIFICATE APPLICATION

Supervisor: ☐ **CONCUR** ☐ **NONCONCUR**
(1st level)

Name/Title	Signature	Date

Supervisor: ☐ **CONCUR** ☐ **NONCONCUR**
(2nd level)

Name/Title	Signature	Date

Certification Board: ☐ **CONCUR** ☐ **NONCONCUR**

Name/Title	Signature	Date

Certifying Official: ☐ **CONCUR** ☐ **NONCONCUR**

Name/Title	Signature	Date

Reason for Nonconcurrence/Disapproval (initial remarks):

FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENT

Privacy Act Statement

AUTHORITY:	EO 9397, November 1943 *(SSN)*.
PRINCIPAL PURPOSE*(S)*	To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification.
ROUTINE USE *(S)*:	The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.
DISCLOSURE:	Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose of use of the requested information.

SECTION I – INDIVIDUAL REQUEST *(Type of print in ink)*

1. NAME *(Last, First, Middle Initial)*	2. COURSE NUMBER
3. COURSE TITLE	4. COURSE LEVEL *(Entry, Intermediate, Senior, etc.)*

5. STATEMENT

I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.

6. SIGNATURE	7. DATE SIGNED *(YYMMDD)*	8. SOCIAL SECURITY NUMBER
9. TITLE	10. SERIES	11. GRADE/RANK

12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL *(Entry, Intermediate, Senior, etc.)*	15. DATE ENTERED CURRENT LEVEL *(YYMMDD)*

SECTION II – SUPERVISOR'S RECOMMENDATION

16. CONCURRENCE/NONCONCURRENCE *(X one)*

	a. CONCUR – INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I.		b. DO NOT CONCUR *(Return request to individual)*

17. SUPERVISOR SIGNATURE	18. DATE SIGNED *(YYMMDD)*

19. DUTY TITLE	20. OFFICE SYMBOL	21. LOCATION

SECTION III - DISPOSITION

22. APPROVAL/DISAPPROVAL *(X one)*

	a. APPROVED		b. DISAPPROVED

23. SIGNATURE OF APPROVING OFFICIAL	24. DATE SIGNED *YYMMDD)*

25. DUTY TITLE	26. OFFICE SYMBOL	27. LOCATION

DD FORM 2518, SEP 88 (EF) **PREVIOUS EDITIONS ARE OBSOLETE.**