

Date of Request

MEMORANDUM FOR:

(Note: please place the appropriate address of the APDP Functional manager in this block)

FROM:

(Note: please place the applicant's information here)

SUBJECT: Application for Certification in the Acquisition Professional Development Program (APDP), Contracting

1. IAW DoD 5000.52M, request Acquisition Professional Development Level certification. The attached documentation reflects the requirements I have completed to qualify for certification.

2. Please address any questions to me at DSN , Comm: ,  
FAX DSN

Name

Duty Title

Attachments:

1. Completed APDP Certification Requirements Worksheet
2. Acquisition Career Management SURF for verification of acquisition coded experience (<https://acms.afpc.randolph.af.mil/>)
3. Copy of Certification Certificate for Previous Level (If Applicable)
4. Copies of Documentation Required for Certification not Reflected in SURF (e.g. Copies of Course Completion Certificates)

Endorsement by Supervisor (With Complete Mailing Address)

# Contracting FY04 APDP CERTIFICATION REQUIREMENTS WORKSHEET

**Circle One:**                      LEVEL I                                      LEVEL II                                      LEVEL III

NAME:	GRADE:
SSAN:	ORGANIZATION:

## MANDATORY

### 1. Training

#### Level I

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>DATES</u>
CON 100	Shaping Smart Business Arrangements (JHE)	
CON 101	Basics of Contracting (BDQ)	
CON 104	Principles of Contract Pricing (BDR)	

#### Level II

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>DATES</u>
CON 202	Intermediate Contracting (PGE)	
CON 204	Intermediate Contract Pricing (BU6)	
CON 210	Government Contract Law (BDP)	

#### Level III

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>DATES</u>
CON 353	Advanced Contracting	
Elective	2 Electives ( As agreed to by the supervisor, the electives may be any training opportunities related to the employee's job, or necessary for career development, or for cross training. The electives may include no-cost distance learning or other training opportunities; assignment specific courses funded by DAU/DACM; other training opportunities funded by students organization.)	

### 2. Experience      (Coded APDP Experience as Reflected on SURF) Check

Level I	1 year of correctly coded contracting acquisition experience	
Level II	2 years of correctly coded contracting acquisition experience	
Level III	4 years of correctly coded contracting acquisition experience	

### 3. Education (If level I has already been awarded, this section is N/A. Atch copy of Level I certification)

<u>Degree</u>	<u>Major</u>	<u>Graduation Dates</u>
Baccalaureate		
Masters		
	OR	
24 Sem. Hrs.	Accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management (attach official transcripts or appropriate documentation to validate 24 sem hrs in business if not reflected on other attached documentation, e.g. a SURF. Not required if you hold a degree that's reflected in your SURF.	YES NO <input type="radio"/> <input type="radio"/>
	OR	
Grandfather	10 years acquisition coded experience as of 1 Oct 1991	YES NO

## Equivalencies

Several training providers offer courses that have been certified equivalent to DAU curriculum courses. For current information on equivalencies, go to <http://www.dau.mil/learning/appg.asp>.