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Department of Energy Procurement and Financial Assistance Career Guide

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May 1980

U.S. Department of Energy
Procurement and Contracts Management Directorate

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Department of Energy Procurement and Financial-Assistance Career Guide

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Washington, D.C. 20585

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PREFACE

This guide is designed to improve career development and advancement opportunities of Department of Energy procurement and financial assistance people and thereby improve Departmental capability in these functional areas. In the achievement of this objective, particular emphasis should be placed on projecting and effecting planned work assignments that follow clear lines of progression to higher skill and grade levels and to successively more responsible positions.

Supervisors and procurement careerists of the Department are encouraged to use this guide to help enhance the professionalism and competence of the Department's procurement and financial assistance workforce.

M. J. Tashjian, Director
Procurement and Contracts
Management

DEPARTMENT OF ENERGY
PROCUREMENT AND FINANCIAL ASSISTANCE
CAREER GUIDE

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A. GENERAL INFORMATION

1. Purpose

This Guide supports the Procurement Career Management and Development Program which is administered by the Procurement Career Management and Development Board.

2. Objectives

a. To meet current and future Department of Energy-wide needs for procurement and financial assistance people and to provide capable replacements for key procurement and financial assistance positions on a planned, systematic basis.

b. To attract, select, develop and retain, on a long-term career basis, a highly qualified workforce capable of performing current and future Department of Energy procurement and financial assistance functions.

c. To increase the proficiency of Department of Energy procurement and financial assistance people in their present positions and to give talented people opportunities for broadening experiences and progression commensurate with their abilities.

d. To stimulate self-development.

3. Applicability

The program applies to all procurement and financial assistance people, or those who perform key related functions, in the Department of Energy who are serving under career or career-conditional appointments in the competitive service. The provisions of the Guide, particularly Appendices C and D, are considered vital to furtherance of the careers of procurement and financial assistance people occupying positions at Grade GS-5 and above in the following classification series.

- 1102 - Contract and Procurement
- 1103 - Industrial Property
- 1105 - Purchasing Agent
- 1106 - Procurement Clerical/Assistant
- 2001 - General Supply Specialist
- 2003 - Supply/Property Management Specialist
- 2005 - Supply Technician

Financial assistance is a relatively new and rapidly growing field within the Department both in terms of dollar expenditures and workforce size. At the present time there is no single classification series covering this field. This explains the absence of the financial assistance career field in the above list. People now performing financial assistance functions are found in several career fields such as 1101, 501, 301 and 341 series. Efforts have been initiated to define and establish a special classification series for this large and important career field.

4. Responsibilities

The Director, Procurement and Contracts Management is responsible for the operation of the program consistent with overall personnel policies issued by the Director, Office of Personnel. The Procurement and Financial Assistance Functional Heads in each Department of Energy organization are responsible for implementing the program within his/her organization in coordination with the Personnel Office.

The Procurement Career Management and Development Board is responsible for administering the program and providing periodic assessments and recommendations to the Director, Procurement and Contracts Management.

The Directorate of Procurement and Contracts Management Procurement Training Coordinator is responsible for maintaining close liaison with Federal and other procurement/financial assistance education and training organizations; disseminating education and training information to Department of Energy organizations; providing such assistance as is possible; and serving as Secretariat for the Procurement Career Management and Development Board.

5. Evaluation

An annual evaluation of the program will be made by the Procurement Career Management and Development Board and submitted to the Director, Procurement and Contracts Management.

The Procurement Career Management and Development Board may use the Procurement Management Assistance Reviews to evaluate the effectiveness of Department of Energy organizations in implementing the program.

B. PROGRAM ELEMENTS

1. Career Patterns

Appendix A discusses and depicts the Department of Energy career structure for Procurement and Financial Assistance careers. Using this structure, Department of Energy organizations should establish career patterns, by organizational level, to meet future staffing needs.

2. Career Counseling

Counseling is a continuing day-to-day responsibility of supervisors and managers at all levels. The thrust is to advise and assist individuals in developing their own individual career pattern and identifying essential skills, knowledge and talents to attain the objectives. Effectiveness in this area is a skill which most supervisors and managers must develop. Some guidelines are set forth in Appendix B.

3. Training and Development

a. Determining Training and Development Requirements

The necessary training and development requirements must be determined to insure appropriate budgetary planning as well as individual and workload planning. This can normally be done during the counseling session with the individual. Preparation of an individual development plan, as discussed in Appendix C, is a recommended device

for recording these requirements. The plan should be reviewed and updated at least annually.

b. Levels

Courses available for broadening background and improving knowledge and skills are set forth in Appendix D. Both training and development are specified for career levels as described below.

(1) Entry Level (GS-5 through GS-8)

People at this level should receive a foundation in specialized knowledge and skills together with a general orientation with respect to the position and role of the employing activity in accomplishing the Department of Energy mission. Progressively more responsible work assignments, job-related training, formal courses of instruction and self-development activities should be included.

(2) Intermediate Level (GS-9 through GS-12)

At this level, primary emphasis is placed on increased and advanced technical knowledge and skills. Progressively more responsible work assignments add to depth and breadth of technical competence. Both on-the-job and off-the-job training and developmental activities should be concerned with increasing technical skills, human relations and supervisory skills. In addition, individuals identified for supervisory positions should be given appropriate courses in management.

(3) Senior Level (GS-13 and above)

(a) At this level procurement careerists are expected to be fully competent in technical matters relating to their field. However, there will be a continuing need to keep abreast of changes and to learn advanced management skills. Education and training become more generalized with greater emphasis on self-development.

(b) The senior procurement careerists also come within the purview of Department of Energy Executive Development programs. Training and development under these programs includes developmental and rotational assignments.

c. Intern Program

The Department of Energy has established a Procurement Intern Program to provide a formal, planned program for entry of individuals into procurement or financial assistance professional careers to assure highly trained people are available to meet on-going and future staffing requirements throughout the Department.

d. Rotational Assignments

Opportunity will be provided for rotational assignments within and between organizational entities of the Department of Energy as well as between Department of Energy organizations and outside agencies. The immediate supervisor should recommend and arrange for rotational assignments, where warranted, as part of the career development plan.

4. Mobility

Mobility includes any change in organizational assignment, functional or sub-functional area of specialization, or nature of assignment (line to staff, staff to supervisory, organization to organization, etc.). It may also require geographic relocation. Geographic relocation is required only in a limited number of career positions above the trainee level for developmental purposes, generally upon execution of a mobility assignment agreement, signed voluntarily, at the time of entrance into the position.

Career interns/trainees entering the procurement field at the normal entrance level may be required to sign a mobility agreement as a condition of employment.

APPENDIX A

Career Workforce Structure

The career workforce structure, shown in Figures A-1 and A-2, represents the total number of procurement and financial assistance positions in the Department of Energy as of 1 January 1980. The uniqueness of the Department's mission; organization to accomplish it; and size of some organizations demands that many of our people be multi-functional. Therefore, the workforce structure portrayed includes all people in the Department who devote fifty percent or more of their time to procurement and financial assistance oriented functions. The total number of positions and the number within various grade levels can be expected to fluctuate, however, the overall structure will remain essentially the same.

Most key positions require multi-specialty experience. Careerists who aspire to these levels should seek assignments which provide the qualifying experience required. To obtain this experience the individual must have served in several specialty areas. To become qualified for a specialty area in which the individual does not have experience, training and development must be accomplished and recorded in the individual's personnel folder (see Appendices C and D). Personnel classification specialists, staffing specialists and career program advisors are available to assist individuals and supervisors in career planning.

It will be noted that Figure A-2 does not portray an individual financial assistance career field. Financial assistance responsibilities have recently grown rapidly within the Department with future trends indicating a continuing growth in both dollar expenditures and workforce size. Presently, people performing financial assistance functions are found in several classification series such as 1101, 501, 301 and 341. An effort has been initiated to define and establish a specific classification series for the financial assistance career field. When it has been completed this Guide will be modified to include the new series.

Procurement and Financial Assistance Career Structure

(Includes 1102, 1103, 1105, 1106, 2001, 2003, 2005)

Note: () - Number in Grade

Figure A-1

Procurement and Financial Assistance Career Structure

(Includes 1102, 1103, 1105, 1106, 2001, 2003, 2005)

Contracts, Procurement and Purchasing

(1102, 1105, 1106)

Equipment and Property Management

(1103, 2001, 2003, 2005)

Note: () - Number in Level

Figure A-2

APPENDIX B

Career Counseling

The purpose of career counseling is to provide the individual and the supervisor with the opportunity to review current job performance, discuss career interests, assess capability for progression, and establish an appropriate program of training and development to support the individual's career interests and the needs of the Department of Energy. The counseling session should be geared to a frank and open discussion to motivate interest in career development. It should result in a specific individual development plan aimed at enabling the individual to attain appropriate career goals. Specific methods for achieving a mutually beneficial counseling session will vary with each individual and each individual supervisor. Regardless of the techniques used, the supervisor should ensure that a friendly and cooperative atmosphere is maintained. Likewise, the individual must maintain an open mind and freely discuss all aspects of individual development; honest self-appraisal is imperative. In such an environment, the session will be mutually beneficial.

Although counseling is a continuing day-to-day responsibility of all supervisors and managers, there should be a formal counseling session at least annually. Unless individual organizational procedures direct otherwise, it is suggested counseling sessions be geared to an alphabetical grouping or employee's birthdate to spread the sessions to preclude the possibility of conducting hasty, ill-prepared-for sessions.

It is recommended that the counseling session actually consist of two sessions - a pre-counseling meeting and then the counseling session. Before the pre-counseling meeting the supervisor should obtain and review the individual's previous career plan (Individual Development Plan) and assess progress against the plan. At the pre-counseling meeting the supervisor should seek an indication of the individual's long range career goals and, if appropriate, tentatively identify the individual's next career position. Between the pre-counseling meeting and the counseling session both the individual and the supervisor should review appropriate information regarding the skills, knowledge and abilities required for the downstream career positions identified by the individual. One source of such information is the Personnel Specialists who are aware of qualification and classification standards.

At the counseling session the individual and the supervisor should review the requirements of the downstream position and discuss the individual's attributes, education and training in light of those requirements. The fact that the individual is fully satisfied at the current position should not preclude further training opportunities to enhance the individual's performance.

The result of the counseling session should be a new or updated Individual Development Plan which will set forth the education, training and self-improvement efforts desirable for performance in the present position as well as those that will be helpful in the individual's overall career progression. (See Appendix C)

At the counseling session discussion might cover such topics as:

- Technical Competence
- Quality and Timeliness
- Written Communication
- Oral Communication
- Cooperation
- Stability
- Supervision and Administration

APPENDIX C

Individual Development Plan

The success of the Department of Energy Procurement and Financial Assistance Career Program will, to a large extent, be dependent upon the developmental opportunities that can be made available. The attainment of individual career goals and the fulfillment of staffing needs with high quality people can be achieved only if our people are developed in an organized and systematic fashion. The program must, therefore, include a system of planned on-the-job training and formal classroom instruction that will yield the type of professionals needed to satisfy future staffing requirements and which will make it possible for our people to develop to the maximum of their potential and desire for advancement. The Individual Development Plan must identify objectives and training requirements so that the Department can attempt to provide our people with the opportunity to receive the training and work assignments necessary to perform their present jobs, as well as that necessary to fully develop their potential.

Each individual is encouraged to complete an Individual Development Plan and discuss their career development objectives with their supervisors. A recommended format is included herein unless individual organizational procedures direct otherwise. Formulation of an Individual Development Plan which provides opportunities for increasing each person's potential for career advancement requires that many alternative forms of training be fully explored. Such alternatives might include: rotational assignments and details; on-the-job training; career development workshops; government and non-government training courses and, most importantly, individual self-development efforts. Individual career development is a shared responsibility between the Department and the individual but not a guaranteed right of employment. Therefore, it is expected that the individual will bear the greatest share of the responsibility for formulating and pursuing the objectives of the Individual Development Plan.

In using the attached Individual Development Plan format it is important to remember that it is intended to provide a flexible format to set forth the desires and needs of the individual preparing it. It should not be used as a stereotyped form. Therefore, the individual and supervisor should select only those portions that are appropriate at the time of preparation. The content of the Plan should be reviewed at least annually and modified accordingly. In addition to identifying training required, either formal or on-the-job, the individual should identify those rotational assignments, either inside or outside of the parent organization, felt desirable in reaching career objectives sought.

INDIVIDUAL DEVELOPMENT PLAN
for

Employee _____

Series/Grade _____

Title _____

Organization _____

PART I - Employees' Future Career Preferences and Objectives

PART II - Employee's Past Work Experience Summary (List in Reverse Chrono-
logical Order)

PART III - Summary of Employee's Education and Training

A. Education:

B. Training: (Exclude training of 8 hours or less)

Employee's Signature _____

Date _____

PART IV - Evaluation of Employee's Training Needs and Career Growth
Potential

A. Statement and Analysis of Strengths

B. Statement and Analysis of Areas for Improvement

C. Training and Experience Requirements to Accomplish Objectives

Supervisor	Date	Employee	Date
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PART V - INDIVIDUAL TRAINING AND DEVELOPMENT SCHEDULE

Training Requirement	Source or Method of Training	Planned Attendance Date	Date Completed (If cancelled, show date and reason for cancellation)
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A. Orientation (for new employees)

15 B. Proficiency development or improvement needed to fully perform duties presently assigned

Training Requirement	Source or Method of Training	Planned Attendance Date	Date Completed (If cancelled, show date and reason for cancellation)
----------------------	------------------------------	-------------------------	--

C. To maintain proficiency and stay abreast of technology, business trends and professional "state-of-the-art" related to present position

D. To develop or maintain effective communication skills

Training Requirement	Source or Method of Training	Planned Attendance Date	Date Completed (If cancelled, show date and reason for cancellation)
-------------------------	---------------------------------	----------------------------	---

E. To develop or maintain
supervisory skill

F. To develop or maintain
managerial skill

Training Requirement	Source or Method of Training	Planned Attendance Date	Date Completed (If cancelled, show date and reason for cancellation)
----------------------	------------------------------	-------------------------	--

G. For long range career development and preparation for responsibilities within the aspirations and potential of the employee

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H. Self-development activities to be completed at employees expense during non-duty hours

TRAINING COST ESTIMATE

[illegible]

APPENDIX D

Training Courses

Opportunities for providing education and training for our people stem from several sources. These include the network of institutions of higher education spread across the country which provide appropriate courses to be followed in the individual's program of self-development. In some cases these courses will be funded in part or totally by the Department. For example, the Procurement and Contracts Management Directorate annually sponsors a Post-Graduate Training Program which provides well-qualified employees the opportunity to obtain long-term graduate training in the field of Procurement and Contract Administration. Federal training organizations such as the Department of Defense components, the General Services Administration and the Office of Personnel Management offer courses which may be used to increase the technical competence and professionalism of the Department's Procurement and Financial Assistance workforce.

To facilitate the exchange of information on Federally sponsored training opportunities for Procurement and Financial Assistance people a Procurement Training Coordinator position has been established within the Office of Policy in the Procurement and Contracts Management Directorate at Headquarters, Department of Energy. All Department of Energy organizations are encouraged to designate a comparable contact point to facilitate communications on training needs and means of satisfying them.

The following training courses have been identified for use in providing both technical and professional training for people in the Procurement and Financial Assistance career field. Although the courses are listed in three levels (Entry - GS-5 thru 8; Intermediate - GS-9 thru 12; and Senior - GS-13 and above), the lines are not rigid. Anyone desiring to take a course listed in a different career level should consult his/her supervisor and/or career development counselor.

ENTRY LEVEL GS-5/GS-8

1. Basic Procurement

- a. Management of Defense Acquisition Contracts, ALMC, 8D-4320 - 4 wks
- b. Fundamentals of Procurement and Contracting, FAA, Oklahoma City - 15 days
- c. Basic Contracting - OPM - 5 days
- d. Basic Procurement - GSA - 5 days
- e. Basic Procurement - HEW - 5 days

2. Cost and Price Analysis
 - a. Principles of Contract Pricing - AFIT, QMT-170
15 class days
 - b. Defense Cost and Price Analysis - NAVMAT - 2 wks
 - c. Cost and Price Analysis - HEW - 5 days
3. Contract Negotiation
 - a. Defense Contract Negotiation Workshop - NAVMAT - 1 wk
 - b. Government Contract Negotiation - GSA - 5 days
 - c. Government Contract Negotiation Workshop - OPM - 5 days
4. Contract Administration
 - a. Contract Administration - AFIT, PPM-152 - 15 class days
 - b. Government Contract Administration - GSA - 5 days
 - c. Defense Termination Settlement - NAVMAT 1 wk
5. Property and Equipment Management
 - a. Industrial Property Administration - AFIT, PPM-151 -
14 class days
 - b. Government Property Administration - OPM - 5 days
 - c. Warehouse Operations Management - NSC, A-8C-0015 - 5 days
 - d. Defense Contract Property Disposal - ALMC - 1 wk
 - e. Government Property Recordkeeping and Procedures - OPM -
5 days
6. Construction Contracting
 - a. Construction Contracting - FAA, Oklahoma City - 9½ days
 - b. A&E Contracting - Army COE, TIMAECPM - 3 days
 - c. Contract Negotiating - Army COE, TIMCCN - 5 days
 - d. Network Analysis - Army COE, TIMNRS - 5 days
7. Financial Assistance
 - a. Federal Grant Process - OPM - 2 days
 - b. Financial Aspects of Grants Management - OPM - 5 days
 - c. Contracting with Federal Grant Dollars - USDA - 4 days
8. Other Suggested Courses
 - a. Defense Contracting with Small and Minority Businesses -
NAVMAT - 2 days
 - b. Federal Procurement Process - OPM - 2 days
 - c. Simplified Procurement Methods and Techniques-OPM - 5 days
 - d. Types of Government Contracts - OPM - 3 days
 - e. Contracting by Formal Advertising - GSA - 5 days
 - f. Small Purchases/Federal Supply System - GSA - 5 days
 - g. Federal Standard Requisitioning and Issue Procedures
(FEDSTRIP) - GSA - 5 days
 - h. Life Cycle Costing - GSA - 5 days
 - i. Source Evaluation Procedures in Federal Procurement -
OPM - 3 days
 - j. Federal Property Procedures - DAGS - E4113
 - k. Federal Small Purchase Procedures - DAGS - 4123
 - l. Federal Contracting - DAGS - E6343
 - m. Government Construction Contracts - DAGS - E6370
 - n. Research and Development Contracting - DAGS - E6374

INTERMEDIATE LEVEL
GS-9/GS-12

1. Advanced Procurement
 - a. Management of Defense Acquisition Contracts (Adv) - ALMC, 8D-F-12-14 class days
 - b. Advanced Procurement and Contracting - FAA, Oklahoma City - 2 wks
 - c. Defense Advanced Incentive Contracting Workshop - NAVMAT - 2 wks
 - d. Procurement Policies and Procedures - DOE - 4 days
2. Cost and Price Analysis
 - a. Advanced Procurement Pricing - AFIT, QMT-540 - 20 class days
 - b. Advanced Cost & Economic Analysis - AFIT, QMT-551 - 20 class days
 - c. Contract Pricing - OPM - 5 days
3. Contract Negotiation
 - a. The Art and Technique of Negotiation - HEW - 5 days
4. Contract Law
 - a. Federal Procurement Law - FAA, Oklahoma City - 13 days
 - b. Government Contract Law - AFIT, PPM-302 - 10 class days
 - c. Government Contract Law - OPM - 10 days
 - d. Contract Attorneys Course - Army JAG, 5F-F10 - 2 wks
 - e. Fiscal Law Course - Army JAG, 5F-F12 - 3½ days
5. Contract Administration
 - a. Advanced Contract Administration - AFIT, PPM-304 - 13 class days
 - b. Contract Administration - HEW - 5 days
6. Property and Equipment Management
 - a. Advanced Property Administration - AFIT, PPM-300 - 8 class days
 - b. Industrial Property Administration - AFIT, PPM-151 - 14 class days
 - c. Planning and Conducting Management Audits and Studies - AMETA, 7A-F53 - 2 wks
7. Construction Contracting
 - a. Construction Contracts - OPM - 5 days
 - b. Contract Estimating - Army COE, T1MAECPH - 5 days
 - c. Construction Quality Management - Army COE, T1MCQM - 2 days
8. Financial Assistance
 - a. Legal Aspects of Grants - OPM - 2 days
 - b. Cost Principles Applicable to Grants and Contracts with State and Local Governments - Fed Mgt Circular 74-4 - DOC - 2 days
 - c. Uniform Adminstrating Requirements for Grants-In-Aid to State and Local Governments - OMB Circular A-102 - IATC - 2 days

9. Managerial
 - a. Supervision I - DOE - 1 wk
 - b. Seminar for New Managers - OPM - 2 wks
 - c. Time Management for Technical and Professional Employees - DOE - 2 days
10. Communications
 - a. Effective Briefing Techniques - DOE - 3 days
 - b. Effective Briefing Techniques - OPM - 5 alternate days
 - c. Conference Leadership - OPM - 4 days
11. Other Suggested Courses
 - a. Defense Two-Step Formal Advertising and Multi-Year Contracting Seminar - NAVMAT - 1 wk
 - b. Research and Development Contracting - OPM - 5 days
 - c. Developing Work Statements for Negotiated Procurements - OPM - 5 days
 - d. Evaluating a Contractor's Performance - OPM - 5 days
 - e. Cost Accounting Standards Orientation - ALMC-CH - 4 class days
 - f. DOD Cost Accounting Standards Workshop - ALMC-CE - 2 wks
 - g. Cost Accounting for Government Contracts - DOE - 5 days
 - h. Contractor Overhead Monitorship - AFIT, QMT-355 - 13 class days
 - i. Contract Claims, Litigation and Remedies - Army JAG, 5F-F13 - 3 days
 - j. Negotiations, Changes and Terminations - Army JAG, 5F-F14 - 5 days
 - k. Contract Attorneys Workshop - Army JAG, 5F-F15 - 2 days
 - l. Management Introduction to ADP - OPM - 3 days
 - m. Automatic Data Processing Orientation Seminar - AMETA - 1 wk
 - n. Federal Contract Negotiations - DAGS, S6706 - 5 days
 - o. Defense Contract Negotiation Regulations and Principles - DAGS, S6452
 - p. Federal Contract Law: Trends and Recent Developments - DAGS - 5 days
 - q. Contract Termination: Default and Convenience - DAGS - 5 days
 - r. Defense Inventory Management - ALMC, 8B-F11 - 5 wks

SENIOR LEVEL
GS-13 and Above

1. Procurement
 - a. Defense Acquisition and Contracting Executive Seminar - NAVMAT - 1 wk
2. Contract Law
 - a. Contract Attorneys Advanced Course - Army JAG, 5F-F11 - 1 wk
3. Managerial
 - a. Management of Managers - AMETA, 7A-F-38 - 2 wks
 - b. Emerging Trends in Management Technology - AMETA - 3 days

- c. Management Development Seminar - OPM - 2 wks
- d. Seminar in Executive and Management Effectiveness - OPM - 6 days
- e. Advanced Management Seminar - OPM - 6 days
- f. Executive Leadership Seminar - OPM - 3½ days
- g. Personnel Policies and Procedures for Supervisors - DOE - 1 wk
- h. Management Development Seminar - DOE - 1 wk
- i. Decision-Making for Managers - DOE - 1 wk
- j. Innovative Management - DAGS - 2 days
- k. Managing Management Time - DAGS - 2 days

As is apparent in the above listings, there are, in most cases, several courses in the topic area available from different sources. The Department recognizes completion of any of the courses listed under a given topic as satisfying the need for training in that topic. The selection of courses can best be determined by the individual and supervisor in light of the circumstances of the organization.

The course listings, while arranged in suggested growth sequence, are a compendium of courses available. As presented they do not recognize specific career series or specialties. Therefore, in formulating individual career development plans and related training requirements the individual's aspirations and present specialty must be considered. For instance, an individual in the 1102 series as a Contract Specialist with aspirations of becoming a non-supervisory contracting officer would be expected to complete (or demonstrate experience comparable to) the following types of courses at a minimum.

- 1. Basic Procurement
- 2. Advanced Procurement
- 3. Cost and Price Analysis
- 4. Contract Negotiation
- 5. Contract Law
- 6. Contract Administration
- 7. Financial Assistance
- 8. Communications

Depending upon the primary type of contracting efforts of the organization the above could be supplemented with courses in construction or R&D contracting.

As a counterpart in the Financial Assistance field, an individual with aspirations of becoming a non-supervisory financial assistance officer would be expected to complete (or demonstrate experience comparable to) the following types of courses at a minimum.

- 1. Basic Procurement
- 2. Cost and Price Analysis
- 3. Art and Technique of Negotiation
- 4. Contract Law
- 5. Federal Grants Process
- 6. Financial Aspects of Grants Management
- 7. Legal Aspects of Grants

For various specialties such as Contract Specialist, Contract Negotiator, Contract Administrator, Contract Price Analyst as well as for individuals in other specialties or series, similar selections must be made consistent with grade level and job skill and knowledge requirements. An illustrative manner in which course selection may be tailored to specialty rather than grade is presented below.

1102 - Contract and Procurement Series - This series consists of the following specialties - (1) Contract Negotiator; (2) Contract Price Analyst; (3) Contract Specialist; (4) Contract Administrator. In addition, people awarded a Contracting Officers Warrant normally are in this series. The minimum training requirements are shown below. These should be supplemented as appropriate with the skill and knowledge demands of the position occupied.

(1) 1102 - Contract Negotiator

- Management of Defense Acquisition Contracts
- Principles of Contract Pricing
- Defense Contract Negotiation Workshop
- The Art and Technique of Negotiation
- Government Contract Law
- Contract Administration
- Financial Aspects of Grants Management

(2) 1102 - Contract Price Analyst

- Management of Defense Acquisition Contracts
- Principles of Contract Pricing
- Advanced Cost and Economic Analysis
- Government Contract Negotiation
- Government Contract Law
- Federal Grant Process

(3) 1102 - Contract Specialist

- Management of Defense Acquisition Contracts
- Principles of Contract Pricing
- Defense Contract Negotiation Workshop
- Government Contract Law
- Contract Administration
- Federal Grant Process

(4) 1102 - Contract Administrator

- Management of Defense Acquisition Contracts
- Principles of Contract Pricing
- Government Contract Negotiation Workshop
- Government Contract Law
- Contract Administration
- Advanced Contract Administration
- Defense Termination Settlement
- Federal Grant Process

(5) 1102 - Contracting Officer

- Management of Defense Acquisition Contracts
- Management of Defense Acquisition Contracts (Advanced)

Defense Cost and Price Analysis
Defense Contract Negotiation Workshop
Government Contract Law
Contract Administration
Property Administration
Financial Aspects of Grants Management
Legal Aspects of Grants

1105/1106 - Purchasing/Procurement Assistant Series - The minimum training requirements for these series are shown below.

Small Purchases/Federal Supply System
Contracting by Formal Advertising
Management of Defense Acquisition Contracts
Government Contract Negotiation
Principles of Contract Pricing

1103, 2001, 2003, 2005 - Property and Equipment Management

Government Property Recordkeeping and Procedures
Warehouse Operations Management
Defense Contract Property Disposal
Management of Defense Acquisition Contracts
Contract Administration
Industrial Property Administration
Advanced Property Administration
Advanced Contract Administration
Planning and Conducting Management Audits and Studies

DEFINITIONS

AFIT	Air Force Institute of Technology, Dayton, Ohio
ALMC	Army Logistics Management Center, Ft Lee, Va
AMETA	Army Management Engineering Training Activity, Rock Island, Ill
Army COE	Army Corps of Engineers, Huntsville, Ala
Army JAG	Army Judge Advocate General's School, Charlottesville, Va
DAGS	Department of Agriculture Graduate School, Washington, D.C.
DOC	Department of Commerce, Washington, D.C.
DOE	Department of Energy, Washington, D. C.
FAA	Federal Aviation Administration, Oklahoma City, Okla
GSA	General Services Administration, Washington, D.C.
HEW	Department of Health, Education and Welfare, Washington, D.C.
IATC	Interagency Audit Training Center
NSC	Naval School, Transportation Management, Naval Supply Center, Oakland, California
OPM	Office of Personnel Management, Washington, D.C.
USDA	U. S. Department of Agriculture - Graduate School