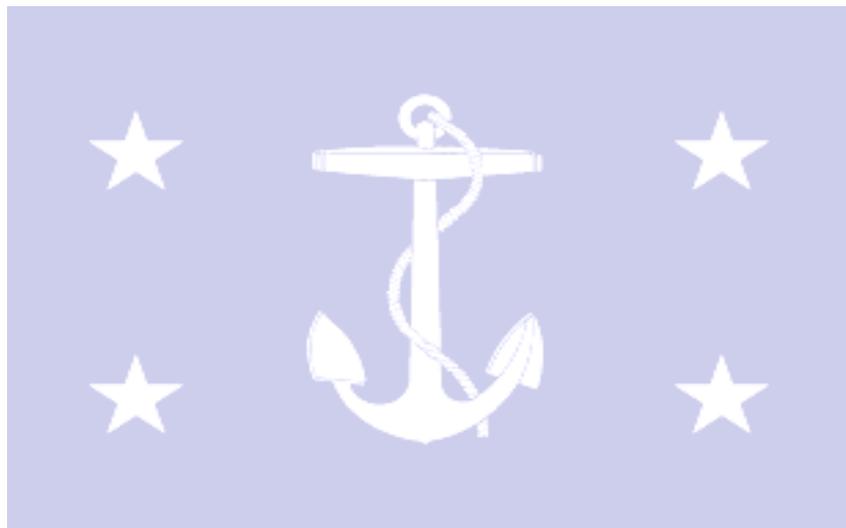


**ASSISTANT SECRETARY OF THE NAVY  
(RESEARCH, DEVELOPMENT AND  
ACQUISITION)**

---

**Department of the Navy  
Contracting Professional Development  
Operating Guide**



---

**Director, Acquisition Career Management  
November 24, 2008**

**DEPARTMENT OF THE NAVY**  
**CONTRACTING PROFESSIONAL DEVELOPMENT PROGRAM**  
**(CPDP)**  
**OPERATING GUIDE**

**1. PURPOSE**

The purpose of the Department of the Navy (DON) Contracting Professional Development Program (CPDP) is to recruit high potential employees and provide a path to meet requirements for assignment to positions in the 1102 Contracting occupational series.

**2. POLICY**

As required by the USC 10 § 1724, DON policy requires that employees selected for 1102 Contracting positions meet the statutory requirements (or authorized exceptions to those requirements) prior to assignment. Additionally, as required by implementing Defense guidance and DON policy, employees assigned to these positions meet the career field certification requirements of their positions within 24 months of assignment.

The DON CPDP is a probationary program of up to 36 months. It provides a tool to reach high potential individuals who do not meet 1102 education requirements by assigning them to developmental positions and providing the opportunity to complete these requirements within the 36-month period. It also provides them the opportunity to meet career field certification requirements during this same period.

**3. CPDP ELIGIBILITY**

Persons selected for the CPDP must:

- Meet the qualification requirements of the developmental position.
- Possess the background and experience that exhibit high potential for successful completion of the program.
- Meet one of the requirements described below:

- Have been awarded a baccalaureate degree, with a grade point average of at least 3.0 on a 4.0 scale (or the equivalent), from an accredited institution of higher education authorized to grant baccalaureate degrees; **OR**
- Have successfully completed 24 semester hours (or the equivalent) from an accredited institution of higher education in any combination of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management (hereinafter referred to as business-related courses).

#### **4. CPDP REQUIREMENTS**

Participants must successfully meet statutory education requirements for contracting specialists within the timeframes established in the agreement (not to exceed 36 months). Statutory education requirements are as follows:

- Baccalaureate degree from an accredited educational institution.
- 24 semester credit hours (or the equivalent) in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organizational management.

Contracting Special Statutory Requirements and exceptions to those requirements are addressed in the Defense Federal Acquisition Regulation, Subpart 201.603, Selection, Appointment, and Termination of Appointment at [http://www.acq.osd.mil/dpap/dars/dfars/html/current/201\\_6.htm#201.603](http://www.acq.osd.mil/dpap/dars/dfars/html/current/201_6.htm#201.603)

Participants must also meet the Contracting career field certification requirements of assigned CPDP positions within this same time period. Certification requirements can be found here: <https://icatalog.dau.mil>

Participants will take courses to meet 1102 statutory education requirements during non-working hours. Exceptions, on a case-by-case basis, may be approved by the participant's employing organization.

## **5. AGREEMENTS AND INDIVIDUAL DEVELOPMENT PLANS (IDPs)**

Participants must sign a written agreement that lays out the terms and conditions of employment and consequences for failure to successfully complete CPDP requirements. A sample agreement is provided at Attachment 1.

Organizations will ensure that each participant has an IDP that outlines the specific path to achieve 1102 statutory education requirements and certification requirements of the developmental and targeted positions. The plan must identify appropriate education and certification courses and realistic milestones for completion such that progress toward completion of required courses can be tracked and measured. A sample Individual Development Plan is provided at Attachment 2.

Participating organizations are responsible for reviewing and updating IDPs on a regular basis to ensure that participants are progressing successfully and on schedule.

## **6. TIMEFRAME FOR MEETING REQUIREMENTS**

In accordance with Department of Defense Instruction 5000.36, participants must meet requirements within 36 months of assignment. A time period of less than 30 months may be established depending on the individual situation and the participant's ability to meet the 1102 requirements within that shorter timeframe.

## **7. CONSEQUENCES FOR FAILURE TO MEET REQUIREMENTS**

The CPDP is a developmental program of up to 36 months. Participants who do not successfully complete the statutory education requirements or demonstrate a significant lack of progress to the extent that completion of the statutory requirements is not possible will be subject to personnel action to end participation in the CPDP. Depending on the participant's employment status and the availability of positions for which qualified, personnel actions include, but are not limited to, reassignment, reduction in grade/pay band, or separation from federal service.

## **8. CPDP POSITIONS**

Positions will be established and maintained by the participating organization. The grade/pay levels of CPDP developmental positions and target positions will be determined by the needs of the participating organization and are not limited to entry levels.

- Developmental positions will be in occupational series 1101 (General Business and Industry Series). Exceptions to place the developmental position in a different series require DON Director, Acquisition Career Management (DACM) approval.

Contracting developmental positions shall be designated as Acquisition, Technology and Logistics Workforce positions in the Contracting Position Category and assigned a Certification Level in accordance with Appendix F of the DON DAWIA Operating Guide. Specific guidance on position coding in the Defense Civilian Personnel System is provided in Attachment 3.

Developmental position descriptions must include duties and responsibilities that prepare the CPDP participant to meet 1102 target position requirements. An example of an 1101 Position Description is provided at Attachment 4.

## **9. TUITION ASSISTANCE**

Participating organizations will ensure that funds are available to cover tuition assistance to meet 1102 requirements. As available, the DON DACM will provide Acquisition Workforce Tuition Assistance Program (AWTAP) funds up to the current yearly cap per student. Participants will be required to comply with the employing organization's policies regarding continued service agreements and tuition assistance repayment

**DON CONTRACTING PROFESSIONAL DEVELOPMENT  
PROGRAM**

**PARTICIPANT TERMS, CONDITIONS AND AGREEMENT**

I, (*participant*), have read and agree to the attached policies, guidance and procedures established for the CPDP and will comply with the following terms and conditions:

1. I agree to successfully execute my approved Individual Development Plan (IDP) to complete all requirements and demonstrate successful progress toward completing that plan by the program end date identified in paragraph 4 of this agreement.
2. I understand and agree to the following:
  - a. The CPDP is a probationary program. Under no circumstances will the probationary period or IDP extend beyond 36 months.
  - b. Any changes to this agreement or the attached IDP require signatures of the participant, the supervisor, and the approving official. Changes that would extend completion of requirements beyond 36 months from the CPDP start date are prohibited.
  - c. Tuition assistance will be provided to meet 1102 statutory education requirements. In accordance with employing organization policies, participants may be required to sign continued service agreements and, under certain circumstances such as but not limited to voluntarily leaving DON prior to program completion, repay tuition assistance and associated fees.
  - d. Course(s) to meet education requirements must be from an accredited institution of higher learning. These courses will be taken during non-working hours; exceptions may be approved by the participant's employing organization on a case-by-case basis. Participants will provide an official transcript from the institution as proof of successful course completion.
  - e. Under normal circumstances, participants who do not successfully complete the statutory education requirements or demonstrate a significant lack of progress to the extent that completion of the statutory requirements is not possible, will be subject to personnel action to end participation in the CPDP. Depending on the participant's employment status and the availability of positions for which they are qualified, personnel actions that may be taken include, but are not limited to, reassignment, reduction in grade/pay band, or separation from federal service.

ASSISTANT SECRETARY OF THE NAVY (RESEARCH,  
DEVELOPMENT AND ACQUISITION)

---

DON CPDP Operating Guide

November 24, 2008

3. Participant's developmental position: (PD#, title, series, grade/pay plan).  
Participant's target position: (PD#, title, 1102 series, grade/pay plan).

4. Participant's CPDP start and end date: From \_\_\_\_\_ to \_\_\_\_\_.  
(Cannot exceed 36 months).

5. As evidenced by the signatures below, the terms and conditions of the CPDP are understood and agreed to by the participant, the participant's supervisor, and the approving official.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Approving Official

\_\_\_\_\_  
Date

Name		Organization
Entry position (pay plan, series and grade)		
Target position (pay plan, series, and grade)		
Start date	Mandatory end date	Expected end date
<b>EDUCATIONAL REQUIREMENTS</b> <b>EMPLOYEE MUST HAVE COMPLETED EITHER</b> <b>THE DEGREE OR THE 24 BUSINESS HOUR REQUIREMENT</b> Attach all applicable transcripts to support education claimed		
<b>BACHELOR OR MASTER DEGREE</b>  Semester hours completed:  Name of Accredited Academic Institution(s):  Major:  Semester hours required to complete degree:		
<b>24 SEMESTER HOURS OF BUSINESS</b>  Name of Accredited Academic Institution(s):  Semester hours completed:  Semester hours required:		

**ACQUISITION TRAINING REQUIREMENTS**  
Attach all applicable transcripts to support training requirements

**REQUIRED CERTIFICATION**

Contracting Level I \_\_\_\_\_ Contracting Level II: \_\_\_\_\_ Contracting Level III: \_\_\_\_\_

**DEVELOPMENTAL ACTIVITIES**

See Attached:

1. Education Plan
2. Training Plan
3. Developmental Work Assignments

**SIGNATURES**

Participant's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DON CONTRACTING PROFESSIONAL DEVELOPMENT PROGRAM  
(SAMPLE INDIVIDUAL DEVELOPMENT PLAN)**

**DEVELOPMENTAL ACTIVITIES**

**NAME:**

**I. EDUCATIONAL PLAN: SHOW HOW YOU PLAN TO FULLY MEET STATUTORY EDUCATION REQUIREMENTS**

Item	School	Course number	Course title	Semester hours	Date scheduled	Date completed
1						
2						
3						

**DON CONTRACTING PROFESSIONAL DEVELOPMENT PROGRAM  
(SAMPLE INDIVIDUAL DEVELOPMENT PLAN)**

**DEVELOPMENTAL ACTIVITIES**

**NAME:**

**II. TRAINING PLAN: SHOW HOW YOU PLAN TO FULLY MEET TRAINING REQUIREMENTS**

Certification Level for which courses are required	Course number	Course title	Date scheduled	Date actually completed

**DON CONTRACTING PROFESSIONAL DEVELOPMENT PROGRAM  
(SAMPLE INDIVIDUAL DEVELOPMENT PLAN)**

**DEVELOPMENTAL ACTIVITIES**

**NAME:**

**I. EXPERIENTIAL ASSIGNMENTS**

Assignment	Organization	Describe desired learning experience	To/From Date scheduled	To/From Date actually completed
1				
2				
3				
.				
.				
.				
999				

**CODING CONTRACTING PROFESSIONAL DEVELOPMENT PROGRAM  
POSITIONS IN THE  
DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS)**

When management initiates a Request for Personnel Action (RPA) to recruit for a position to be filled under the CPDP, or to process any other position change action (e.g. Promotion, Reassignment, etc.) on an existing CPDP participant, the following information must be provided on the RPA to assure accurate coding in DCPDS:

- Position/Extra Information/Acquisition Program:
  - Critical Position Field: Code as 3—Developmental Acquisition Position.
  - Career Category Field: Code as C—Contracting.
  - Career Level Field: Code as 1, 2, or 3, in accordance with Appendix F, Required Certification Levels, of the DON DAWIA Operating Guide.
- Participants—Employee/Extra Information/Training Program Requirements:
  - Special Program ID: Code as CP.
  - Code in the Employee/Extra Information/Personnel Contingency Area, the following fields/values:
    - CCPO Suspend Code: Use one of the available CCPO Suspend Code Fields to enter the following value: CP.
    - CCPO Suspend Date: In the corresponding CCPO Suspend Date Field, enter the participant's CPDP end date.

## **DON CONTRACTING PROFESSIONAL DEVELOPMENT PROGRAM OPERATING GUIDE**

### **SAMPLE 1101 POSITION DESCRIPTION**

The following position description is provided as an example to assist organizations in developing CPDP 1101 developmental positions for the CPDP. Modifications to this position may be necessary based on the specific needs of the organization. To meet the 1101 series, in addition to the recommended acquisition/contracting duties (paragraph A. below), general business-related work should be added to the description, e.g., assisting contracting specialists, pulling/generating automated reports, etc. The occupational series for the target position is 1102 Contracting.

---

#### PROCUREMENT COORDINATOR, GS-1101-09

INTRODUCTION. This is a developmental position in the Contracting Career Developmental Program located in \_\_\_\_\_. It is designated as an Acquisition, Technology and Logistics (AT&L) position in the Contracting Position Category at Certification Level I. The target position is in the 1102 occupational series.

#### DUTIES

A. ACQUISITION/CONTRACTING DUTIES (minimum 25%)  
(Acquisition/Contracting duties should be included in all 1101 developmental positions)

1. Performs progressively more complex and technical procurement duties and responsibilities as assigned by the supervisor, mentor/trainer or higher level specialist. Assignments may include:
  - procuring supplies or services primarily through formal advertising or through limited use of negotiation techniques
  - reviewing requisitions to determine that proper specifications or purchase descriptions are included in the solicitations documents
  - contacts technical personnel to resolve questions
  - evaluates bids or proposals for compliance with specifications or purchase descriptions and applicable clauses
  - monitoring contractors progress
  - reviewing automated reports and researching errors or conflicting information in procurement documentation
  - investigating customer or vendor complaints and developing responses
  - tracking status of requisitions
  
2. Assists higher graded specialists with more complex procurements, e.g., formal advertised methods with special specifications, restricted price bidding, packing specifications.

## B. SYSTEM AND PROCESS ANALYSIS

1. Performs periodic assessment and program process analysis to determine the adequacy and efficiencies of existing processes and to ensure that we are optimizing customer satisfaction and support.
2. Recommends changes to processes to ensure compliance with best practice processes and procedures.
3. Selects and compiles data and statistics from automated systems for tracking and preparing various types of reports, graphs, tables, etc.

## C. MISCELLANEOUS

1. Participates in resolving a variety of issues by assembling facts, evaluating information and drafting reports used as the basis for recommendations and decisions by the supervisor.

## FACTORS

### 1. KNOWLEDGE REQUIRED BY THE POSITION.

Ability to accomplish the Individual Development Plan (IDP).

Ability to establish and maintain effective relationships.

Knowledge of and ability to apply a wide range of principles, theories, and processes of management with a high degree of resourcefulness, ingenuity, and inventiveness to a variety of studies, investigations, and assignments.

Skill in written and oral communication sufficient to prepare and present findings and recommendations, carry out specific actions regarding controversial issues, and/or sell or implement new ideas and concepts.

### 2. SUPERVISORY CONTROLS.

The supervisor gives assignments with instruction regarding objectives, deadlines, and priorities. The incumbent works independently to complete assignments in accordance with established procedures. Supervisor or higher graded specialist reviews work for accuracy, adequacy and conformance with established procedures. Review of work increases with more difficult assignments if the incumbent has not previously performed similar assignments.

### 3. GUIDELINES.

General guidelines include federal procurement laws and regulations; DOD, Navy and Command directives; local instructions, precedent cases, and standard business references. The incumbent selects the appropriate guide and uses his/her own judgment to apply the guides to each situation or work assignment. The supervisor or higher graded specialist is consulted when guidelines are not directly applicable or deviations are necessary.

### 4. COMPLEXITY.

Assignments are designed to provide experience. Work includes various duties involving different and unrelated processes and methods. Decisions regarding course of action depends upon the analysis of the subject or issues involved in each assignment.

### 5. SCOPE OF EFFORT.

The work involves conventional problems/issues/situations that are dealt with in conformance with established criteria. The work product or services affect the accuracy, reliability or acceptability of further processes or services.

### 6. PERSONAL CONTACTS.

Personal contacts are with employees in the same organization and outside the immediate organization.

Contacts occur in a moderately structured environment and occur for a variety of reasons. The roles and authorities of the parties are generally identified and developed during the course of the work or assignment.

### 7. PURPOSE OF CONTACTS.

The purpose of contacts is to place, coordinate, or advise on work or to resolve problems or issues. Contacts require tact and diplomacy.

### 8. PHYSICAL DEMANDS.

Work is primarily sedentary. There is occasional walking, bending, standing, carrying light items such as reports or files.

### 9. WORK ENVIRONMENT.

The work is generally performed in an office setting. There may be some visits to other government and contractor facilities.