CERTIFICATION STANDARDS & CORE PLUS DEVELOPMENT GUIDE
PURCHASING LEVEL I

Type of Assignment	Representative Activities
Purchasing Agent or Supervisory Purchasing Agent	Purchases, rents, or leases supplies, services and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments to support operational requirements

Core Certification Standards (required for DAWIA certification)	
Acquisition Training	None required
Functional Training	● **CON 100** Shaping Smart Business Arrangements ● **CON 237** Simplified Acquisition Procedures ● **CLC 030** Essentials of Interagency Acquisitions/Fair Opportunity ● **CLC 058** Introduction to Contract Pricing ● **CLG 001** DoD Government Purchase Card ● ● Effective 1 October 2014, the below CL module is added as a requirement: ● **CLC 025** Small Business Program for Contracting Officers
Education	Formal education not required for certification
Experience	1 year of purchasing experience

Core Plus Development Guide (desired training, education, and experience)	Type of Assignment
Training	**Sup/Pur Agent**
CLC 003 Sealed Bidding	✔
CLC 004 Market Research	✔
CLC 009 Service-Disabled, Veteran-Owned Small Business Program	✔
CLC 046 Green Procurement	✔
CLC 054 Electronic Subcontracting Reporting System (eSRS)	✔
CLC 055 Competition Requirements	✔
CLC 062 Intra-Governmental Transactions	✔
CLC 113 Procedures, Guidance, and Information	✔
CLG 001 DoD Government Purchase Card	✔
CLG 005 Purchase Card Online System (PCOLS)	✔
CLM 023 DAU AbilityOne Contracting	✔
SPS 101 Standard Procurement System and federal Procurement Data System -- Next Generation User	✔
Education	
16 semester hours of undergraduate work with emphasis in business	
Experience	
None specified	

Notes:

1 The Core Certification Standards section lists the training, education, and experience REQUIRED for certification at this

level.

2 "(R)" following a course title indicates the course is delivered as resident based instruction.

3 When preparing your IDP, you and your supervisor should consider the training, education, and experience listed in this Core Plus Development Guide if not already completed.

13 Some continuous learning (CL) modules have been created by extracting lessons in their entirety from a training course. If this is the case for the CL module(s) identified in the above core certification standards, the course from which the CL module was extracted is identified in the "Notes" section of the CL course description and the course can be substituted to meet the certification standard.