

CERTIFICATION STANDARDS & CORE PLUS DEVELOPMENT GUIDE
PURCHASING LEVEL2

Type of Assignment	Representative Activities
Purchasing Agent or Supervisory Purchasing Agent	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● None required
Functional Training	<ul style="list-style-type: none"> ● CON 110 Mission-Support Planning ● CON 111 Mission Strategy Execution ● CON 112 Mission-Performance Assessment ● CON 120 Mission-Focused Contracting (R)
Education	<ul style="list-style-type: none"> ● Formal education not required for certification
Experience	<ul style="list-style-type: none"> ● 2 years of experience in purchasing

Core Plus Development Guide (Desired training, education, and experience)	Type of Assignment
Training	Sup/Pur Agent
ACQ 101 Fundamentals of Systems Acquisition Management	✓
CLC 020 Commercial Item Determination	✓
CLC 022 Profit Policy Revisions	✓
CLC 023 Commercial Item Determination Executive Overview	✓
CLC 027 Buy American Act	✓
CLC 060 Time and Materials Contracts	✓
CLC 104 Analyzing Profit or Fee	✓
CLC 131 Commercial Item Pricing	✓
CLG 004 DoD Government Purchase Card Refresher Training	✓
CON 214 Business Decisions for Contracting	✓
CON 215 Intermediate Contracting for Mission Support (R)	✓
CON 216 Legal Considerations in Contracting	✓
CON 217 Cost Analysis and Negotiation Techniques (R)	✓
CON 218 Advanced Contracting for Mission Support (R)	✓
Education	
<ul style="list-style-type: none"> ● 32 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.

8 Level II is the highest certification level for this career field.

9 The Core Certification Standards section lists the training, education and experience required for certification at this level. To be certified at this level, workforce members must also possess a level I certification in Purchasing.

10 When preparing your IDP, you and your supervisor should consider the training, education and experience listed in the Core Plus Development Guide at this and the lower level(s) if not already completed. Personnel that have completed all elements of this and the lower-level guide should consider the guides associated with the Contracting career field for further development.