

**CERTIFICATION STANDARDS & CORE PLUS DEVELOPMENT GUIDE
PURCHASING LEVEL II**

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	<ul style="list-style-type: none"> ● CON 121 Contract Planning ● CON 124 Contract Execution ● CON 127 Contract Management ● CLC 033 Contract Format and Structure for DoD e-Business Environment
Education	Formal education not required for certification
Experience	2 years of experience in purchasing
Core Plus Development Guide (desired training, education, and experience)	
Training	Sup/Pur Agent
ACQ 101 Fundamentals of Systems Acquisition Management	✓
CLC 020 Commercial Item Determination	✓
CLC 023 Commercial Item Determination Executive Overview	✓
CLC 027 Buy American Statute	✓
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 216 Legal Considerations in Contracting	✓
Education	
32 semester hours of undergraduate work with emphasis in business.	
Experience	
None specified	

Notes:

- 1** The Core Certification/Training Standards section lists the training and/or education and experience REQUIRED for certification at this level or training for this career path within 24 months of assignment.
- 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.