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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (CONTRACTING)
DIRECTORS OT THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Contracting On-the-Job Training (OJT) Tool

Section 813 of the John Warner National Defense Authorization Act for Fiscal Year 2007 directed the Secretary of Defense to establish a 'Panel on Contracting Integrity' to conduct reviews of the progress made by the Department of Defense (DoD) to eliminate areas of vulnerability of the defense contracting system that allow fraud, waste, and abuse to occur. As one of the Panel's actions, the Capable Contracting Workforce subcommittee developed a new contracting On-the-Job Training (OJT) tool to help with Component's OJT Program. The tool is available on the Defense Acquisition University (DAU) Acquisition Community Connection:

https://acc.dau.mil/CommunityBrowser.aspx?id=398979&lang=en-US.

The tool may be used at the discretion of the Components in developing an OJT Program and/or Individual Development Plan. It links demonstrated proficiencies to appropriate experience levels by tracking an individual's OJT at the task level to each of the 28 Contracting Career Field competencies and 10 professional elements. Each competency has its own worksheet which may be reviewed and completed together by the supervisor and employee. The supervisor can indicate which tasks are applicable and required to be performed and may also edit the tool as appropriate. The tool allows the employee to fill in the completion date and provide a brief explanation of how a task was accomplished. Organizations can tailor the contracting functions at the appropriate certification level to best match an employee's job description.

My Points of Contact are: Ms. Susan Pollack, 703-697-8336, susan.pollack@osd.mil, for policy-related issues, and Mr. Leonardo Manning, 703-805-2248, leonardo.manning@dau.mil, for OJT tool-related issues.

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