



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

MEMORANDUM FOR DISTRIBUTION

OCT 23 2009

SUBJECT: Business – Cost Estimating Course Expedited Fulfillment

- Reference: (a) Office of the Under Secretary of Defense memo, Implementation Guidance for the Restructure of the Acquisition, Technology and Logistics (AT&L) Business, Cost Estimating, and Financial Management Career Field of 1 April 2009
- (b) Department of the Navy Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide of 19 February 2008

Reference (a) provides Business – Cost Estimating (BUS-CE) career path requirements. Level III BUS-CE certification includes six DAU courses not previously required. Senior-level cost estimators qualified to fulfill some or all of these courses in accordance with reference (b), can submit a single expedited fulfillment package to request fulfillment of multiple courses. Note that Continuous Learning modules cannot be fulfilled and therefore, are not part of the expedited fulfillment process.

Candidates for the BUS-CE expedited fulfillment must satisfy all of the criteria on the Candidate Certification for BUS-CE Expedited Fulfillment form (attachment 1). Expedited fulfillment packages are to be completed as follows for each qualified employee:

1. Candidate Certification for BUS-CE Expedited Fulfillment Form (see attachment 1) signed by first-level supervisor
2. One DD Form 2518 (see attachment 2, it is also available at <http://www.dtic.mil/whs/directives/>)
 - Section I completed, listing all courses to be fulfilled in parts 2-4
 - Section II completed by first level supervisor
 - Section III:
 - For all applicants: Section III must be signed by a person other than the applicant who are (1) a member of the Senior Executive Service or BUS-CE Level III certified, and (2) at least equal in rank/grade to the applicant. If BCF 302 is one of the courses to be fulfilled, the person signing Section III must be at least at the O-6 (military) or GS-15 (or equivalent) level.

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- For System Command (SYSCOM) applicants including Warfare Centers: Director or Deputy Director of SYSCOM Cost Organization or SYSCOM Executive Director (ED) signs Section III.
 - For Naval Center for Cost Analysis (NCCA) applicants: Director or Deputy Director of NCCA signs Section III.
 - For the Director of NCCA: PDASN (FM&C) signs Section III.
 - For those outside of DON SYSCOMs and NCCA, packages can be submitted to the DON DACM.
3. BUS-CE Course Fulfillment Justification for DD Form 2518 (see attachment 3) for each applicable course (includes write-up of how applicant meets the learning objectives through previous work experience, education, and/or training).

The completed packages should be submitted to respective DAWIA Program Directors (DPD). The DPDs should forward packages to the DACM office. The DACM will review the packages and after issuing final approval, forward them to Register-Now. Once Register-Now is updated, the employee can request BUS-CE Level III certification through Register-Now.

For specific questions, please contact Ms. Susan Wileman at (703) 614-3265 or via email at susan.wileman@navy.mil.



Rene' Thomas-Rizzo
Director, Acquisition Career Management

Attachments:
As stated

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Distribution:

NAVAIR 1.0

NAVSEA Total Force

SPAWAR 8.0

MARCORSYSCOM (Director of Resources)

Naval Engineering Logistics Office (NELO)

NAVICP

DASN (C&E)

cc:

NAVAIR 4.2

NAVSEA 05C

SPAWAR 016

MCSC AC PROG

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