



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

DEC 13 2011

MEMORANDUM FOR DISTRIBUTION

Subject: Contracting On-The-Job Training (OJT) Tool

The attached Director, Defense Procurement and Acquisition Policy memorandum announces an optional use OJT Tool for the contracting workforce. The OJT Tool links demonstrated proficiencies to appropriate experience levels for each of the 28 Contracting Career Field competencies and 10 professional elements. The tool can be tailored to address the competencies and professional elements directly related to an individual position description.

The tool is available on the Defense Acquisition University Acquisition Community Connection at:

<https://acc.dau.mil/communitybrowser.aspx?id=398979&lang=en-us>

My point of contact is Molli Thacker at marlene.thacker@navy.mil or 703-693-2939.



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Attachment: As Stated

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

DEC 5 2011

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
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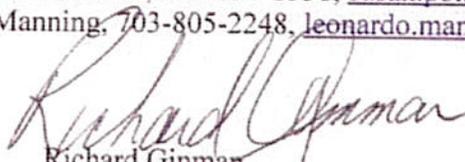
SUBJECT: Contracting On-the-Job Training (OJT) Tool

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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and Acquisition Policy