

2018-20 CORE SKILL REQUIREMENTS
Acquisition and Contract Management
Subspecialty 1306
Curriculum 815

Billet subspecialty coding is to be based on the minimum education/training/experience level required for optimum performance. Acquisition and Contract Management/1306 subspecialty coding is justified when, in addition to the general criteria stated in NAVPERS 15839 series (Manual of Navy Officer Manpower and Personnel Classification) Part B, the following specific criteria are satisfied:

1. Description of CSR Competencies. The listed CSRs are a set of quantifiable skills, traits and experiences that a subspecialist must possess to perform acceptably in a coded billet for the Acquisition and Contract Management Subspecialty 1306.

a. CSR-1: Utilizes theories and techniques of acquisition and contract administration, systems design and analysis, resource allocation, managerial theory, organizational coordination and control, finance, and accounting to manage or administer contracts

b. CSR-2: Has key acquisition and contract management knowledge in contracting policy and operational matters affecting contracting and/or weapons system acquisition

c. CSR-3: Holds intricate knowledge in developing and managing contract plans, policies and methods of contracting for general application and requires knowledge of business practices regarding acquisition contracting and the principles of accounting, financial management, and organizational theory.

d. CSR-4: Significant skills in various economic analysis techniques, investment evaluation and quantitative methods in order to analyze contracting offers or bids.

e. CSR-5: Experience in reviewing and approving large dollar value contracts, and in preparing acquisition plans, business clearances and requests for authority to negotiate major contracts.

Enclosure (2)

2. Applicable Officer Designator(s)

a. Supply Corps Officers

3. Applicable Billet Designator

a. 310X

4. Educational and Significant Experience Criteria. Coded billets are authorized when the functions of the billet include the CSR competencies listed above (in paragraph 1). For additional clarification regarding definition of suffixes, refer to the NAVPERS 15839I, Vol 1.

a. 'Proven' requires at least 18-month experience tour in subspecialty coded billet or billet using the CSR of a related subspecialty.

b. Subspecialty Code Suffixes Authorized. Authorized suffixes should be annotated "X" for yes; unauthorized suffixes should be left blank. If any additional clarification is required for the code, annotate 1, 2, etc., in the notes column and add a Note below the table.

Subspecialty Code Suffixes Authorized				
Billet	Officer	Suffix	Definition	Notes
		C	Proven Doctor of Philosophy	
		D	Doctor of Philosophy	
		F	Proven Master's Degree that does not meet all ESRs	
		G	Master's Degree that does not meet all ESRs	
		H	Master's Degree desired, not required	
		L	Certificate degree at the Master's level	
		M	Proven Post Master's Degree graduate education	
		N	Post Master's Degree graduate education	
X	X	P	Master's Degree in approved Navy subspecialty	
X	X	Q	Proven Master's Degree	
X	X	R	Proven Significant Experience	
X	X	S	Significant Experience obtained through OJT	

Note 1 (example): G code authorized when degree programs lacks one or more ESR and/or a thesis.

Enclosure (2)

5. Major Area Sponsor and Subject Matter Experts

a. Major Area Sponsor: [REDACTED] Deputy Assistant Secretary of the Navy for Acquisition and Procurement DASN (AP).

b. Subject Matter Expert: [REDACTED]
Supply Corps Community Manager, BUPERS-316, [REDACTED]
[REDACTED]

APPROVED: [REDACTED]
Major Area Sponsor

10/01/2018
[DATE]

APPROVED: [REDACTED]
Director, OPNAV-N12

11 April 2019
[DATE]