

# GUIDELINE FOR CERTIFYING OFFICIALS

Updated as of October 4, 2004

## **CERTIFICATION DEFINITION:**

Certification is the process through which the Army determines that an individual meets the mandatory education, training, and experience standards established for acquisition career level (ACL) I, II, or III in an acquisition career field (ACF). Certification is awarded when an ACF Certifying Official validates by signature that the mandatory ACF standards for certification have been met.

**CERTIFICATION DOCUMENTS:** Certification accomplishments are documented on one of three forms, depending on the employment status of the individual requesting certification.

1. Civilians, Army National Guard (ARNG), and Noncommissioned Officers (NCO): Acquisition Career Record Brief (ACRB).
2. Active Duty Military: Officer Record Brief (ORB).
3. U.S. Army Reserve: Army Reserve Acquisition Corps Management Information System (ARACMIS).
4. Other government agencies or the private sector: None.

## **CERTIFICATION REFERENCE:**

1. DoD 5000.52-M, Defense Acquisition Technology and Logistics Workforce Education, Training and Career Development Program, November 1995, Change 1, March 2002 (under revision).
2. The Defense Acquisition University (DAU) Catalog provides a Certification Standards Checklist for each certification level in an ACF. The on-line catalog is at <http://www.dau.mil/catalog>.

**REVIEWING OFFICIAL:** The Reviewing Official (Acquisition Career Manager/Assignment Officer/NCO Acquisition Workforce Manager), provides the Certifying Official with the following documents:

1. ACF certification standards checklist, annotated with the requesting individual's name, the date, and the Reviewing Official's section completed.
2. Copy of an ACRB (signed for civilians), ORB, or ARACMIS, as appropriate.

3. A resume for civilians and an Officer Efficiency Report (OER) Duty Description for active duty officers (if determined to be necessary). Reviewing Officials or Certifying Officials may request additional information when the ACRB, ORB, or ARACMIS do not adequately address experience.

#### **CERTIFICATION VALIDATION:**

1. When reviewing the ACRB or the ORB, Certifying Official should concentrate on the four following sections:

- a. **Section X, Certifications/Licenses (ACRB); Remarks (ORB):** Pen and ink change by the requesting individual indicates the certification level and ACF being sought.
- b. **Section VI, Acquisition/Leadership Training (ACRB); Military Education (ORB):**
  - (1) Using the certification standards checklist, ensure all mandatory DAU courses for the level being sought are reflected in this section. (Due to limited space, active duty military may attach certificates to verify completion of mandatory courses in lieu of documentation on the ORB.)
  - (2) The DAU Catalog provides a summary of courses from other training providers that have been certified equivalent to the DAU curriculum courses. Equivalent courses may be credited in lieu of the mandatory DAU course **only during the dates indicated in the catalog.**
- c. **Section VII, Education:** This section contains the academic degrees held by the individual and an "Acquisition Corps Qualifications –Credit Hours" section for the 12-24 hours in a business discipline. (Note that the Credit Hours block is for annotating the business hours required for Acquisition Corps membership; it is also used for annotating the business hours required for the Contracting ACF.) Currently, only the Contracting ACF standard requires 24 semester hours in a business discipline, which will require academic transcripts for verification if the individual does not have the 24 hours documented as an Acquisition Corps member. Currently, only Test and Evaluation requires a baccalaureate degree with 24 semester hours or equivalent in physical science, mathematics, chemistry, engineering, physics, operations research or a related field. In this case, transcripts may be necessary to verify the required hours.

- (1) The certification standards checklist will indicate the education standard that is mandatory for certification purposes, if applicable.
- (2) If a certification requires the 24 business hours, pure mathematics courses such as calculus and differential equations do not meet the intent and cannot be counted toward credit in “quantitative methods.” Applicable courses are those in mathematics applied to business and management such as statistics, operations research, and mathematics normally taught in schools of business or management.
- (3) Credit may be given for any combination of course work taken at regionally accredited institutions and by examinations. An academic transcript (official or unofficial) for course work or a certificate of completion for examinations document the credit received. (Any or part of the required credits may be met by the successful completion of examinations administered by the Defense Activity for Non-Traditional Education Support (DANTES). (Note: the examination option does not apply to the Contracting ACF; it may only be used to qualify military personnel for membership in the Contingency Contracting Force.)
- (4) For Contracting certification, the education standards do not apply to an employee or member of the armed forces who served, on or before September 30, 2000,
  - In a GS-1102 position (or comparable military occupational specialty); or
  - As a contracting officer with authority to award or administer contracts for amounts above the simplified acquisition threshold.

Additionally, the Contracting ACF will only accept training courses with American Council of Education (ACE) credit recommendations if the credits have been accepted by, and appear on, an academic transcript (or comparable document) from an accredited institution of higher education.

- d. **Section IX, Assignment History:** Experience duration standards vary slightly among the ACFs. Each ACF requires a specified number of years of direct experience for each level in the career field being sought. Documentation of experience must be supported with a resume for civilians. An OER Duty Description for active duty officers

or other supporting documentation for NCOs, ARNG, or USAR personnel may be requested to verify experience, if the Certifying Official deems it necessary.

- (1) The “months” column indicates the number of months served in a particular assignment. The Acquisition Position Category (APC) code indicates the ACF for which the experience applies; e.g., “L” indicates experience in ACF Life Cycle Logistics. Referring to the applicable ACF certification standards checklist, determine the experience required for the level of certification sought. Using the months and the APC column, establish that the required experience has been achieved.
- (2) Up to one year of a period of time spent pursuing a program of academic training or education in acquisition may be counted toward meeting the experience standards for a particular acquisition career field. (Note: For Contracting, the education or training must be in contracting, purchasing, or procurement.)
- (3) Experience may be evaluated independent of the APC on the ACRB or the Duty Military Occupation Specialty (DMOS) on the ORB. This allows for dual credit when individuals are assigned to a position that provides experience in an ACF in addition to the ACF to which they are assigned on their ACRB, ORB, or ARACMIS. Example: For two years, an individual is assigned to a Program Management position but also receives experience in Life Cycle Logistics. In this example, the documentation for annotating the dual experience must be supported in detailed specificity that clearly indicates experience in both ACFs. Individuals in the military will need to provide written documentation. Experience in the additional ACF must be accepted by a Certifying Official for the ACF concerned when applying for certification. (Note: In the Contracting ACF, an individual may not be certified beyond level II based on dual experience.) Dual experience does not count toward total acquisition experience requirements; i.e., using the example, only two years total—not four--would be allowed for acquisition experience required for Acquisition Corps membership.

2. When reviewing the ARACMIS, Certifying Officials should concentrate on the following sections: (For clarification, an example is used of a reserve officer requesting certification for Program Management (PMT) Level II, his/her primary career field.)

- a. **CERT-LVL A:** Certification in primary career field. (Block would show **PMT 1**, indicating the Officer is currently certified at Level 1 in Program Management.)
- b. **CERT LVL B, C, D:** If applicable, block will indicate certifications in other career fields.
- c. **CERT-PEND:** This block indicates the certification level requested; using the example, the block would indicate **PMT 2** for Program Management level II.
- d. **DAU 1:** This block indicates the next DAU course the officer needs for certification in his/her primary career field. Using the example, the block would reflect **ACQ 201 and PMT 250**.
- e. **ACQ YRS EX:** This block indicates the total number of years acquisition experience that may be counted for certification (or AC membership).
- f. **CREDIT HRS:** "A" indicates completion of 24 semester hours in a business discipline; "B" indicates 12 hours in a business discipline and 24 semester hours in the individual's ACF.

**NOTE:** All the guidance under paragraph 1., above, applies to U.S. Army Reserve Officers applying for certification.

**SPECIFIC GUIDANCE FROM ACF FCRs:** Questions or clarification on the ACF FCR guidance may be directed to the ASC Proponency Officer for the ACF concerned.

#### 1. **Program Management:**

- a. The function entails centralized management (generally through IPTs) of a specific weapon system(s) or information system(s) to (typically) include authority and responsibility for planning, organizing, staffing, controlling, and leading the combined efforts of participating and/or assigned civilian and military personnel or organizations practicing any acquisition management function. The management of specific defense acquisition program(s), project(s), product(s), or subsets by exercising cost, schedule and performance (C/S/P) responsibility throughout the system life cycle.
- b. Note that experience for Level III in Program Management (PM) requires that at least two of the four years experience be in a program office or similar organization; i.e., dedicated matrix support to a PEO or

PM. At least one of the years of experience must be in a PM position with cost, schedule, and performance responsibilities.

## **2. Life Cycle Logistics:**

- a. The Deputy Assistant Secretary (Integrated Logistics Support), the Functional Chief Representative (FCR) for the Life Cycle Logistics career field, has determined that obtaining equivalency through the DoD Mandatory Course Fulfillment Program for Log 304, Executive Acquisition Logistics Management, and Log 235 A/B, Performance Based Logistics A/B will be approved only by himself or his FCRR. Certifying officials in Life Cycle Logistics may not approve fulfillment for these courses. The appropriate fulfillment package, approved by the supervisor for submission, must be forwarded to the FCRR—not the FCR—for approval. The FCR will make the final determination. Fulfillment of these courses will be by exception on a case-by-case basis and will take into consideration the individual's experience in acquisition and logistics and completion of level I and level II courses. The FCR's view of fulfillment is that it is an adjunct to other course completion and not the sole means of certification.
- b. Log 102 is required, along with Log 101, for level I certification for all acquisition and sustainment logisticians.
- c. Log 203 and Log 204 or Log 205 completed prior to January 1, 2004 will be accepted in lieu of Log 235 A/B for level II certification only through September 30, 2004. Log 201, Intermediate Acquisition Logistics, continues to be a level II requirement. Applicants for Level II certification beginning October 1, 2004, must have completed Log 235 A/B.

## **3. Contracting:**

- a. Except as noted in b., and to the extent possible, all contracting personnel shall be certified within their contracting activity by the Principal Assistant Responsible for Contracting (PARC) or another duly appointed certifying official who is in a position to adequately assess their experience.
- b. The Director, Contingency Contracting Directorate, U.S. Army Contracting Agency, shall certify all active duty Non-Commissioned Officers (ASI G1) in the Contingency Contracting Force. This individual must meet the requirements for appointment as a certifying official.

- c. The Principal Assistant Responsible for Contracting, Army Field Support Command (Provisional) shall certify all USAR officers in AOC 51C. Certification packages shall be forwarded to the ASC Customer Support Office in Rock Island, Illinois.
- d. Certification at Level III in the Contracting ACF requires at least four years of experience in which the Individual has performed the full range of contract placement or contract administration activities or served in a contracting position performing oversight or support of such functions. No less than one year of this experience must be hands-on contract placement or administration, without limitation in scope, on a full-time basis. Experience as a Contracting Officer's Representative (COR), civilian contracting career manager, or military assignment officer shall not be the basis for certification in the Contracting ACF.
- e. In addition to the established DAU curriculum, electives are required for each certification level. The electives must be a course or structured learning activity with specific learning objectives that are tailored to the needs of the employee or the organization. The electives must earn a minimum of 4 continuous learning points each and be documented on the Continuous Learning Summary or Completed Items Section of the employee's Individual Development Plan. A copy of this shall be included with the request for certification and indicates the supervisor's approval of the elective(s). The elective must be taken after the date the employee enters the career field or after the date the employee obtained his or her last certification, whichever is later.

#### **4. Purchasing:**

- a. See guidance on the electives requirement under Contracting.
- b. Certification at Level III requires prior completion of all training required for Level I and II certification.

**5. Industrial Contract Property Management.** See guidance on the electives requirement under Contracting.

**6. Production, Quality, and Manufacturing.** No input.

**7. Business, Cost Estimating & Financial Management:** No input.

**8. Information Technology (IT).** Level III certification requires 4 years of information technology or software-intensive systems acquisition experience of which at least 2 years must be in a program office or similar organization (dedicated matrix support to a PM or PEO, DCMA Program Integrator, or

Supervisor of Shipbuilding). In evaluating the experience for certification at level III, experience in the C4IT developmental testing arena in support of PEO/PM requirements counts toward the 2 years in a program office or similar organization.

**9. Systems Planning, Research, Development & Engineering (SPRDE):** SPRDE has two career paths: Systems Planning, Research, Development and Engineering and Science and Technology Manager. There are separate certification requirements for each path.

**10. Test and Evaluation (T&E):** At least one or two years in T&E experience is required for Level II and III, respectively. Work experience in non-T&E assignments consisting of the following will constitute credible T&E experience:

- a. Serve on a T&E Working-level Integrated Product Team (T&E WIPT) in a primary role (e.g., program manager, materiel developer, combat developer, system evaluator, or tester.) PM role shall consist of T&E WIPT Chair, Assistant PM for T&E, or primary project test POC.
- b. Serve as a Test Director, Test Officer, or technical test support in the system acquisition process.

**11. Facilities Engineering.** No input.

**CERTIFYING OFFICIAL SIGNATURES/DATES:** Upon review and approval of the certification package, the Certifying Official returns the following documents to the Reviewing Official. The date on the certificate must be the same as the date on the ACRB, ORB or ARACMIS.

- a. Annotated Acquisition Career Field Certification Checklist.
- b. Signed ACRB, ORB or ARACMIS, as appropriate.
- c. Signed Certification Certificate.

NOTE: At some point in the future, hard-copy certification certificates will no longer be included in the certification package. At that time, individuals certified may obtain a certificate automatically through CAPPMS.

**This is a “living document” and suggestions for change and updates may be made at any time by contacting an Acquisition Support Center Proponency Officer. If the change is specific to an ACF, please contact the Proponency Officer for that career field so that he or she may ensure coordination with the ACF FCR/FCRR concerned.**