

**Department of the Army
Acquisition Career Field Certification
Policy and Procedures
October 4, 2004**

1. REFERENCES:

(a) Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended by Section 808, Public Law No. 106-398, National Defense Authorization Act for Fiscal Year 2001, October 30, 2000; Section 824, PL No. 107-107, December 28, 2001; NDAA for FY2004, November 24, 2003, PL No. 108-136; and as may be subsequently amended by future statutory change

(b) DA PAM 600-3, Army Acquisition Corps Functional Area

(c) DoD 5000.52-M, Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program, November 1995, with Change 1, March 2002 (under revision)

(d) Department of Defense Mandatory Course Fulfillment Program and Competency Standards, April 1999

(e) Army Implementing Instructions for the Department of Defense Mandatory Course Fulfillment Program, March 17, 2003

(f) Department of the Army Acquisition Career Field Certification Procedures, December 1999 (rescinded)

(g) Department of the Army Policy on Acquisition Career Field Certification, December 1999 (rescinded)

2. PURPOSE. The Under Secretary of Defense for Acquisition, Technology and Logistics approves the education, training and experience required to meet the standards for certification in an Acquisition, Logistics and Technology (AL&T) career field. Army commands and organizations determine the Level (I, II, or III) of certification required for their acquisition positions based on the complexity of duties carried out in that category of positions. (All critical acquisition positions are Level III.) This document establishes the policy and procedures through which the Army validates that an AL&T Workforce member meets the certification standards established for a particular career

field and level. (References to the AL&T Workforce throughout this document include members of the Acquisition Corps (AC)).

3. APPLICABILITY AND SCOPE. Guidance in this document applies to all civilian and Active and Reserve Component military AL&T Workforce members seeking certification in an acquisition career field (ACF). It also applies to individuals from other government organizations or the private sector who seek Army certification in an ACF.

4. POLICY

a. The certification standards in the Defense Acquisition University (DAU) Catalog, <http://www.dau.mil/catalog>, are used for all certifications. If a hard copy of the catalog varies from the Web-based version, the Web-based version is used.

b. An individual may not be certified through a waiver; i.e., certification may only be achieved by meeting the standards required for a designated level in an ACF.

c. The DoD Mandatory Course Fulfillment Program (reference (d)) allows individuals to receive credit for mandatory DAU courses for which they can demonstrate competency. While fulfillment is an alternative, course attendance is preferable. The Army does not support equivalency through fulfillment if the course is offered through distance learning. Additionally, ACF Functional Chief Representatives (FCRs) may place restrictions on fulfilling designated courses in their career field. (See the Guideline for Certifying Officials on the Acquisition Support Center (ASC) homepage at http://www.asc.army.mil/docs/policy/cert_guide.pfd. Information on the Fulfillment Program may be found at <http://www.dau.mil/career/files/fulfil99.pdf>.

d. Up to one year spent pursuing a program of academic training or education in acquisition may be counted toward meeting the experience standard for certification.

e. When certification standards are changed, an individual certified at a particular level remains certified at that level regardless of any new requirements made effective after the date of the certification.

f. Only the ACF FCR or his or her representative (FCRR) may appoint a Certifying Official. The Certifying Official must be an AC member who is currently serving in an acquisition position, certified Level III in the ACF to which appointed, and at least a GS-14/broadband equivalent or lieutenant colonel.

g. In the event the requesting individual contests the decision of a Certifying Official, the ASC Proponency Officer for the ACF concerned will provide an independent review of the certification documents. If the review results in an agreement with the Certifying Official's decision, no further action is required. If the review results in a decision that the certification needs further review, it is sent to the appropriate ACF FCR/FCRR for a final decision. Since Proponency Officers may be called upon to provide an independent review, they may not be designated as Certifying Officials.

h. Authority lies with the FCR to challenge, invalidate, or uphold any certification rendered by a Certifying Official.

i. Certifying Officials must use discretion in accepting certification requests for which they are unable to provide an objective assessment. All certification packages must have been reviewed by a Reviewing Official (see paragraph 5.c.) and sent directly to the Certifying Official. Certifications will not be accepted as valid unless they follow the procedures outlined in this document.

j. The Acquisition Career Record Brief (ACRB), Officer Record Brief (ORB), or Army Reserve Acquisition Career Management Information System (ARACMIS) signed by the Certifying Official and the Certification Certificate are the individual's official certification documents. The individual is responsible for keeping a copy of the ACRB, ORB, or ARACMIS and a copy of the signed certificate in his or her personal records.

k. If an individual was certified prior to October 1, 1999 (the date the ACRB, ORB, and ARACMIS were designated as documents of record for certifications), and the appropriate document has not been updated to reflect the certification, it must be revalidated prior to the update. Revalidation is not required if the individual has a certification certificate signed by a recognized Certifying Official or FCR. Certification revalidation will not be considered if the required documents are not provided.

l. Certifications issued by other military departments of the Secretary of Defense or Defense Agency Acquisition Corps are automatically accepted with proof of certification.

5. RESPONSIBILITIES:

a. The Deputy Director, Acquisition Career Management (DDACM), under the authority delegated by the Director of Acquisition Career Management, shall establish policy and procedures that provide a common foundation of knowledge necessary to ensure that the validation of certification is consistent Army wide and is in accordance with references.

b. The FCR/FCRR, with assistance from the ASC, is responsible for designating senior AL&T Workforce members, in their respective ACFs, as Certifying Officials. He or she is also responsible for providing ACF-specific guidance for inclusion in the Guideline for Certifying Officials.

c. In addition to providing career management guidance and assistance to AL&T Workforce members, Acquisition Career Managers (ACMs)/Assignment Officers serve as Reviewing Officials for all certification documentation. In this capacity, they determine that the mandatory education, training, and experience standards appear to have been met and that adequate documentation is provided to allow the Certifying Official to validate the certification.

(1) Civilian ACMs in the Acquisition Management Branch (AMB), U.S. Army Human Resources Command (HRC), are responsible for AC and Competitive Development Group (CDG) members. Assignment Officers in AMB are responsible for active duty officers. AMB's Noncommissioned Officers (NCO) Acquisition Workforce Manager (AWM) is responsible for NCOs. Regional ACMs are responsible for AL&T Workforce members in the grade of GS-13 and equivalent personnel demonstration project and below.

(2) ACMs in the Army National Guard (ARNG) Acquisition Management Office are responsible for ARNG officers and technicians.

(3) ACMs/Assignment Officers in the Army Acquisition Management Branch, HRC, St. Louis, MO, are responsible for officers in the U. S. Army Reserves (USAR).

NOTE: From this point on in this document, ACMs, Assignment Officers, and the NCO AWM will be collectively referred to as Reviewing Officials.

d. Certifying Officials are responsible for validating that certification standards have been met for certification requests at Levels I, II, and III in their appointed ACF.

e. Individuals requesting certification are responsible for providing updated records and support documentation.

6. PROCEDURES.

a. Designation of Certifying Officials.

(1) When the need for a new Certifying Official is determined, the Director of the Regional Customer Support Office (RCSO) recommends candidates within the region concerned.

(2) Once an appropriate candidate is identified and has agreed to act as a Certifying Official, the RCSO sends an e-mail request along with the candidate's ACRB/ORB/ARACMIS to the ACF FCR/FCRR concerned.

(3) Upon approval of the candidate by the FCR/FCRR, the RCSO prepares the ASC Welcome Letter for Certifying Officials (form letter), obtains the signature of the Regional Director, and sends the letter to the new Certifying Official. The RCSO ensures that the Program Structure and Information Analysis (PSIA) Division, ASC, receives a copy of the signed letter, thereby providing the authority to add the individual to the list of Certifying Officials maintained in the Civilian Acquisition Personnel & Position Management Information System (CAPPMIS) database.

(4) The FCR/FCRR may direct the deletion of a Certifying Official by contacting the Regional Director for the Certifying Official's region. If the Regional Director wishes to delete a Certifying Official (who has not retired, relocated, or requested to be relieved of duties) he or she must receive approval (e-mail is sufficient) from the FCR/FCRR. The RCSO issues a Letter of Termination of Certifying Official Duties (form letter) to the Certifying Official concerned and provides a copy to the ASC PSIA as the authority to delete the Certifying Official from the list maintained in the CAPPMIS database.

(5) The RCSOs periodically review the list of Certifying Officials in their regions to ensure the accuracy of the contact information and to ensure deleted and added Certifying Officials have been documented.

b. Validation of Certification for Civilian/Military/ARNG:

(1) The requesting individual collects all applicable documentation to include:

(a) Updated ACRB or ORB. To update the ACRB or ORB, the requesting Individual provides the Reviewing Official the information that reflects the education, training and experience standards for the certification level requested.

(b) A resume (for civilians only) and, if required, an Officer Evaluation Report (OER) Duty Description for officers.

(c) Any supporting information deemed necessary by the Reviewing Official or the Certifying Official.

(2) The requesting individual prints the updated ACRB or ORB and annotates Section X with the ACF and certification level requested. (Civilians are required to sign the ACRB in the designated block on the bottom left-hand side of the form and have it initialed by their supervisors.) The requesting individual forwards the document and any backup documentation (fax and e-mail accepted) to the Reviewing Official.

(3) Upon receipt of the above documentation, the Reviewing Official checks the certification package for completeness; determines that the mandatory education, training, and experience standards appear to have been met; prepares and attaches a certificate and a current copy of the certification standards checklist; and forwards to a ACF Certifying Official for the ACF concerned.

(4) The Certifying Official reviews the certification standards checklist to ensure that all the standards have been met. The Certifying Official validates the certification by signing the ACRB/ORB and the certificate and returns the documents to the Reviewing Official. For disapprovals, the Certifying Official annotates the reason(s) for disapproval on the certification standards checklist and returns to the Reviewing Official.

(5) The Reviewing Official completes the process as follows:

(a) For civilians, the Reviewing Official forwards the signed ACRB and certificate to the requesting individual; updates CAPP MIS; and includes a copy in the Career Management Information File for AC and CDG members.

(b) For active duty military, the Reviewing Official forwards the original of the signed ORB and certificate to the requesting individual and updates the Total Officer Personnel Management Information System and CAPP MIS databases.

(c) For ARNG personnel, the Reviewing Official forwards the original of the signed ACRB to the requesting individual, and sends a copy of the ACRB to the National Guard Bureau Acquisition Career Management Advocate in the ARNG Acquisition Management Office for update of the CAPP MIS database.

c. Validation of Certification for USAR officers:

(1) The officer submits a request to the Reviewing Official at the HRC in St. Louis for certification in an ACF.

(2) Upon receipt of the request, the Reviewing Official looks at the individual's Acquisition Career Management Information File and collects all applicable documentation that reflects the individual's education, training and experience for the certification level requested. If additional or updated documentation (e.g., resume, biography) is needed, the Reviewing Official notifies the individual.

(3) Upon receipt of all supporting documentation, the Reviewing Official checks the certification package for completeness; prepares and attaches a certificate and a current copy of the certification standard checklist; generates and signs a current copy of the individual's ARACMIS printout and forwards the package to the Certifying Official.

(4) The Certifying Official reviews the certification standards checklist to ensure that all the standards have been met. The Certifying Official validates accomplishment of the certification by his or her signature on the ARACMIS and the certificate and returns the documents to the Reviewing Official. For disapprovals, the Certifying Official annotates the reason(s) for disapproval on the certification standards checklist and returns to the Reviewing Official.

(5) The Reviewing Official forwards the original signed certification and ARACMIS printout to the individual; updates CAPPMS, the ARACMIS, and the Active Guard Reserve Management Information System as needed; places a copy of the board documents in the individual's career management information file; and forwards a copy of the certificate to the Personnel Electronic Records Management System for placement in the individual's military record.

d. Validation of Certification for Acquisition NCOs:

(1) NCOs submit a signed copy of their ACRB, Enlisted Record Brief, a copy of the DAU transcript or certificates and diploma from an accredited institution to the Reviewing Official, located at HRC AMB.

(2) The Reviewing Official reviews the certification package for completeness, prepares and attaches a certificate and the certification standards checklist, and forwards to the ACF Certifying Official.

(3) The Certifying Official reviews the certification standards checklist to ensure that all the standards have been met. The Certifying Official validates the certification by signing the ACRB and the certificate and returns the documents to the Reviewing Official. For disapprovals, the Certifying Official annotates the reason(s) for disapproval on the certification standards checklist and returns to the Reviewing Official.

(4) The Reviewing Official forwards the approved documents and certificate to the requesting individual and updates CAPPMS.

e. Validation of Certification for individuals in other government organizations or the private sector. Individuals from other government organizations or the private sector should contact a regional or civilian AMB Reviewing Official for instructions on the documents required. At a minimum, a resume, certificates of course completion and, where needed, documentation of education are required. Establishment of an ACRB is not required; therefore, the certificate signed by the Certifying Official is the sole document of record. Processing the certification package is as outlined in paragraph 6.b. under the "Civilian/Military/ARNG" category.

f. Validation of Certifications issued prior to October 1, 1999. Certifications issued prior to October 1, 1999, that are not on an ACRB, ORB, or ARACMIS are processed as follows:

(1) In addition to a resume for civilians and an OER Duty Description (if needed) for active duty officers, academic transcripts, course certificate(s) or other official verification of certification, such as Army Training Requirements and Resources System records, must be included. The Reviewing Official compares the documents to the certification standards that were in place the year the certification was granted. If the standards are clearly met, the certification is entered in CAPPMS and the document of record is updated using the date of the original certification and the "Army DACM" as the Certifying Official. If certification cannot be conclusively validated, the Reviewing Official forwards the certification package to a Certifying Official for a decision.

(2) If the Certifying Official validates the certification, it is entered in the database with the original date of certification and the name of the new Certifying Official, and the appropriate document of record is updated. If the certification is not validated, the individual must meet the current ACF certification standards.

g. Validation of Certifications from other military departments of the Secretary of Defense or Defense Agency Acquisition Corps. The Reviewing Official enters the date

of certification in the database using the Air Force, Navy, or DoD DACM, as appropriate, and updates the document of record (ACRB/ORB/ARACMIS).

7. EFFECTIVE DATE AND IMPLEMENTATION. This document is effectively immediately.

//original signed//

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