



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

SFAE-CDD

JAN 30 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Director of Army Acquisition Career Management (DACM) Memorandum #8 – Enforcement of Department of the Army Defense Acquisition Workforce Improvement Act (DAWIA) Certification Compliance Policy

- 1. The certification of our Army Acquisition Corps and Workforce personnel is one of my top priorities. In support of this priority, I have issued the enclosed DAWIA Certification Compliance Policy. This policy is effective immediately and will remain in effect until rescinded or superseded.**
- 2. Compliance with certification requirements is not separate from an organization's mission; rather, it is an integral part of an organization's mission. Enforcing certification education, training, and career development is a leadership responsibility. This issue must be given the utmost emphasis.**
- 3. Although the Army's certification rate continues to improve, we must be vigilant to ensure future progress. In October 2007, the Army's certification rate was 41.4 percent. In August 2010, the certification rate was 55.4 percent. Today, the Army's certification compliance rate has increased to 64.6 percent. I encourage your active participation and leadership to ensure continued success within your organizations.**
- 4. I am personally involved and have instituted certification compliance requirements within the Program Executive Office (PEO) community. This has resulted in dramatic improvements with certification outcomes and workforce capability. I suggest the same oversight within your organizations to affect increased certification rates.**
- 5. In order to demonstrate the seriousness of this issue, I am directing that the Army Acquisition Education, Training, and Experience program no longer fund developmental assignments or non-certification-related training for any Army Acquisition, Logistics and Technology Workforce member who is not properly certified as required under DAWIA in accordance with the position certification requirements recorded in the Career Acquisition Personnel and Position Management Information System database. I have directed the Deputy Director, Acquisition Career Management to make all possible efforts to ensure Defense Acquisition University-required training is resourced to meet requirements.**
- 6. Additionally, I have instituted a quarterly General Officer/Senior Executive Service (GO/SES) meeting to discuss the state of the Army Acquisition Corps/Workforce. At**

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these meetings, I review the certification status of our workforce with our acquisition senior leaders.

7. At future quarterly meetings, I will ask the Commanders and other acquisition organization leaders to provide status updates on any personnel actions they have taken pursuant to the DAWIA Certification Compliance Policy for those acquisition personnel who have failed to meet DAWIA certification requirements. This level of oversight will increase overall situational awareness of certification compliance and will emphasize the importance I place on achieving the highest standards of acquisition competence.

8. My point of contact is Ms. Joan L. Sable, commercial (703) 805-1243, DSN 655-1243, or e-mail: joan.l.sable@us.army.mil.

Encl

*I look forward to
working closely with you
as we improve compliance and
the overall health of our
Acquisition workforce.
Bill*

William N. Phillips
WILLIAM N. PHILLIPS
Lieutenant General, GS
Director, Acquisition Career Management

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Enforcement of Department of the Army Defense Acquisition Workforce Improvement
Act (DAWIA) Certification Compliance Policy**

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**DEPARTMENT OF THE ARMY
DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA)
CERTIFICATION AND CONTINUOUS LEARNING
COMPLIANCE POLICY**

1. PURPOSE: This document establishes the policy and procedures for failure to meet DAWIA Certification and Continuous Learning requirements.

2. APPLICABILITY AND SCOPE: This policy applies to all civilian and military Army Acquisition Corps (AAC) and acquisition workforce members.

3. BACKGROUND: The Under Secretary of Defense (Acquisition, Technology and Logistics)(USD(AT&L)) approves certification and continuous learning requirements for all Acquisition Career Fields (ACFs). Army commands and organizations are responsible for determining the Level (I, II, or III) of certification required for each acquisition position under their purview, based upon the complexity of duties carried out in the acquisition position.

4. POLICY:

a. Acquisition certification standards are published annually and are maintained on the Defense Acquisition University (DAU) website, located at <http://icatalog.dau.mil/>. The DAU website is the official source of certification standards and is updated as needed.

b. The AL&T workforce members must meet certification requirements within the period of time specific to their acquisition career field. Exceptions to this grace period require a waiver. The AL&T workforce members with approved waivers will be granted an additional 12 months to complete their certification requirements.

c. An approved waiver only extends the certification grace period; it does not confer certification or eliminate the requirement to satisfy all certification requirements. Workforce members must meet the training, education, and experience standards required for each level of certification within an ACF at the time certification is requested.

d. In instances where certification requirements cannot be met within the established timeframes due to extenuating circumstances that are carefully documented, a certification waiver must be requested using DD Form 2905, "Acquisition, Technology and Logistics Workforce Position Requirements or Tenure Waiver." Additional guidance on the Position Requirements Waiver may be found in *Department of Defense Acquisition, Technology, and Logistics Desk Guide*, Chapter 9, as well as *Department of Defense Instruction 5000.66*, Department of Defense Instruction, subject: *Operations of the Defense Acquisition, Technology, and Logistics*

Workforce Education, Training, and Career Development Program, December 21, 2005, Sections E2.1.3 and E5.

5. RESPONSIBILITIES:

a. Deputy Director of Acquisition Career Management (DDACM). The DDACM is responsible for the oversight and management of this policy.

b. Supervisors. Supervisors must ensure workforce members are afforded the opportunity to successfully complete requisite acquisition certification and continuous learning requirements.

(1) Organizational Commanders/Leaders are responsible for workforce compliance with acquisition certification and continuous learning requirements. Barring exigent and exceptional circumstances approved by the DACM, acquisition personnel who fail to meet the statutory ACF certification within the grace period of assignment to their acquisition position are subject to various personnel actions.

(2) Personnel actions may include, but are not limited to:

(a) Reassignment;

(b) Reduction in grade/pay band;

(c) Loss of consideration for promotion or future employment into another acquisition position; or

(d) Separation from federal service.

(3) Personnel actions will be documented in writing. The appropriate local servicing Human Resources Office and legal office must review the proposed and final personnel actions to be taken. Additionally, all proposed and final decisions on personnel actions must be in accordance with the law and applicable collective bargaining unit agreement, as appropriate.

c. Acquisition Personnel. Personnel in coded acquisition positions are responsible to enroll in and successfully complete the specific certification training courses required for the ACF and level dictated by their acquisition position. In addition, acquisition personnel must verify records and ensure certification requirements are properly documented on their Individual Development Plan (IDP) and verified on their Acquisition Career Record Brief (ACRB).

6. LABOR RELATIONS. Activities and organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

7. PROCEDURES. All procedures related to this policy are included in the referenced documents below and at <http://asc.army.mil/docs/policy>.

a. Title 10 United States Code (U.S.C.) Title 10 U.S.C. Sections 1732 and 1734, Chapter 87.

b. Department of Defense Instruction, Number 5000.66, subject: Operations of the Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program, 21 December 2005.

c. Defense Acquisition University (DAU) Continuous Learning Policy (CLP) Guidance at <http://www.dau.mil/clc/Pages/policyguidance.aspx>.

d. Deputy Director of Acquisition Career Management (DDACM) Policy, Department of the Army Continuous Learning Policy and Implementation Guidance, 6 April 2011.

e. Director of Acquisition Career Management (DACM) Memorandum #7– Acquisition Workforce Standards, 27 January 2012.

f. DDACM Memorandum for Record, Subject: Business Cost Estimating Acquisition Career Field Strategy, 19 April 2010.

g. Department of Defense, “A Desk Guide for Acquisition, Technology and Logistics Workforce Career Management”, 10 January 2006.

h. Army Supplement to the Department of Defense “A Desk Guide for Acquisition, Technology and Logistics Workforce Career Management”, 1 September 2010. http://asc.army.mil/docs/pubs/Army_Supplement_DOD_Desk_Guide_ALT.pdf.

8. EFFECTIVE DATE AND IMPLEMENTATION. This document is effective immediately and remains in effect until rescinded or superseded.