

Department of the Army
Noncommissioned Officer Career Field Certification and Acquisition Corps
Membership
Policy and Procedures

FEB 25 2009

1. Purpose: This document establishes the policy and procedures through which Noncommissioned Officers (NCOs) in the Acquisition, Technology and Logistics (ALT) Workforce- Career Management Field (CMF) 51C process requests to meet the Defense Acquisition Workforce Improvement Act (DAWIA) imposed requirements for Membership into the Acquisition Corps and for satisfaction of the Education, Training, and Experience standards required for Certification and Accreditation into Career Field 51C.

2. References:

a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, *Defense Acquisition Workforce Improvement Act (DAWIA) of 1990*, as amended

b. Department of Defense Directive (DoDD) 5000.52, "*Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program*," January 12, 2005

c. Department of Defense Instruction (DoDI) 5000.66, "*Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program*," December 21, 2005

d. *Department of Defense Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management*", January 10, 2006

e. Defense Acquisition University (DAU) Catalog, www.dau.mil/catalog

f. Department of the Army, Acquisition Corps Membership Policy and Procedures, June 27, 2007; http://asc.army.mil/docs/policy/aac_policy_signed.pdf

g. Department of the Army, Acquisition Career Field Certification Policy and Procedures, October 1, 2007; http://asc.army.mil/docs/policy/acq_career_field_cert_02_21_07.pdf

h. US Army Acquisition Support Center (USAASC) Certification Management System (CMS), Version 1.3, August 29, 2008; http://asc.army.mil/docs/policy/CMS_Acq_Mili_AMEDD_Officers_App_Instruct.pdf

i. "The Report of the Commission on Army Acquisition and Program Management in Expeditionary Operations", October 31, 2007

3. Applicability and Scope: This document applies to all CMF 51 NCOs from all components (active (AC), Army National Guard (ARNG) and US Army Reserve (USAR)) seeking AAC Membership and Certification to qualify to serve in an acquisition position as a Contracting Officer or in a contracting position similar to a GS-1102 occupational series. This policy establishes two paths for the ALT Contracting NCOs. One path follows the qualification requirements for certification into such positions as provided for under the traditional DAWIA means described in 10 USC 1724(a), while the other path follows the qualification requirements for Contingency Contracting Force (CCF) positions as provided for in 10 USC 1724 (c) and (f).

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4. Standards:

a. For Contingency Contracting Force Accreditation, NCOs must complete their Noncommissioned Officer Education System (NCOES) requirement, at their current rank, and mission essential training prior to submitting their request.

1). Level I Contingency Contracting Accreditation requires that DAWIA Level I training courses be completed in accordance with (IAW) the current Defense Acquisition University (DAU) catalog, additional mission essential training (CON 234), 24 semester credit hours (or the equivalent) in a Business related discipline¹ from an accredited institution of higher education, and one year of contracting experience. As a goal, NCOs should strive to be Level I accredited NLT their fourth year in the ALT Workforce.

2). Level II Contingency Contracting Accreditation requires DAWIA Level II training courses be completed IAW the current DAU catalog, additional mission essential training (CON 243 and CON 244), with 24 semester credit hours (or the equivalent) in a Business related discipline from an accredited institution of higher education, and two years of contracting experience. As a goal, at this level, NCOs should have obtained an Associate's Degree and strive to be Level II accredited NLT their sixth year in the ALT Workforce.

b. For traditional DAWIA Certification, NCOs must meet DAWIA requirements detailed in 10 USC 1724(a) regarding education, training and experience. NCOs must also complete their Noncommissioned Officer Education System (NCOES) requirement, at their current rank, and mission essential training prior to submitting a request for Certification. As a goal, NCOs should be DAWIA Level III certified NLT their eighth year in the ALT Workforce.

c. Certification standards for the ALT Workforce are published annually and maintained on the DAU Web site (www.dau.mil) and are contained in the annual DAU Catalog. In accordance with Office of the Secretary of Defense (OSD), the DAU Web site is the official source of standards for certification and is updated as needed. An individual must meet the current requirements for contracting certification or accreditation at the time of the request.

d. NCOs are required to comply with existing Individual Development Plans (IDP) and Continuous Learning Points (CLP) Policies.

e. An Additional Skill Identifier (ASI) of 4A will be assigned to an NCO once reclassified into the MOS 51C career field. This ASI will remain in place until the NCO completes the Mission Ready Airman Course, Army Acquisition Basic Course, or designated DAU Distance Learning Level I courses: CON 100, CON 110, CON 11, CON 112 and CON 120 for USAR/ ARNG Soldiers.

¹ DAWIA recognized business disciplines are the following: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. 10 USC 1724(a)(3).

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5. Certification Process:

a. Contingency Contracting Accreditation requests will be manually processed through the respective component 51C NCO Proponent: Active Component will be processed through the USAASC for the Deputy Director Acquisition Career Management (DDACMs) approval; USAR NCOs will process their requests through the Acquisition Career Management Office (ACMO), HRC St. Louis; and the ARNG NCOs will process their requests through the ACMO, National Guard Bureau. These requests should be emailed to their respective 51C NCO Proponent and shall consist of DA Form 4187 (Requesting Accreditation), College transcripts from an accredited educational institution authorized to grant baccalaureate degrees, DAU transcripts, and NCOERs (to validate acquisition experience). NCOs may submit their request when they have achieved the standards listed in paragraph 4 (Standards). Once approved, the NCOs Accreditation will be tracked through CAPPMS.

b. NCOs will apply for traditional DAWIA Certification as described in U.S. Army Acquisition Support Center (USAASC) Certification Management System (CMS) dated 1 Oct 2007, located on the web at:

http://asc.army.mil/docs/policy/CMS_Acq_Mili_AMEDD_Officers_App_Instruct.pdf

6. AAC Membership Standards and Process: Membership is available to those NCOs in the rank of MSG and higher who are DAWIA Level II certified in contracting and have four years of acquisition experience.

a. Active Duty NCOs are required to follow the same process as officers for submitting AAC Membership requests:

1). The request for AAC Membership will consist of a written request to the Human Resources Command (HRC) Acquisition Management Branch (AMB) Acquisition Corps Membership POC; the request may be through mail, email or fax.

2). The NCO is required to submit an Enlisted Record Brief (ERB), and copies of Noncommissioned Officer Evaluation Reports (NCOERs) that substantiate four years of acquisition experience.

3). The HRC AMB Acquisition Corps Membership POC will initiate DD Form 2587 and Welcome Letter for the DDACM's signature. Once signed, the Contracting NCO Career Assignment and Training Officer at the Human Resources Command (HRC) will update the ERB and post the DD Form 2587 in the NCOs Official Military Personnel File (OMPF).

4). The NCO is responsible for printing out the system generated AAC Membership certificate and retaining the DD Form 2587 as the official document of record.

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b. USAR and ARNG NCOs will follow the process as outlined in the Department of the Army, Acquisition Corps Membership Policy and Procedures, June 27, 2007 (reference f).

7. Effective Date and Implementation: This document is effective immediately and remains in effect until rescinded.

 2/25/09

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Encl:
NCO Certification Paths
Sample Certificates

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Certification Paths

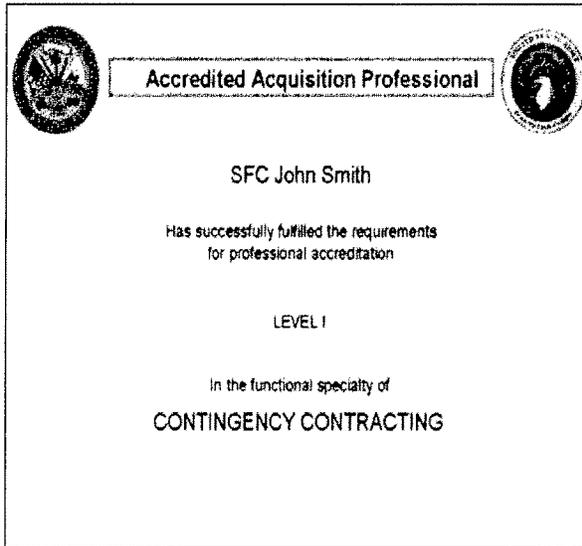
Contingency Contracting Accreditation 10 USC 1724(c) and (f)	DAWIA Certification 10 USC 1724 (a)
Level I <u>Requirements:</u> Completion of DAU (DL) / MARC / AABC - Level I 24 Semester Credit Hours (Accredited) ² 1 Year of Contracting Experience	Level I <u>Requirements:</u> Completion of DAU (DL) / MARC / AABC - Level I 24 Semester Credit Hours (Accredited) ² 1 Year of Contracting Experience Bachelor Degree
Level II <u>Requirements:</u> Completion of DAU / AAICC - Level II 24 Semester Credit Hours (Accredited) ² 2 Years of Contracting Experience Associates Degree	Level II <u>Requirements:</u> Completion of DAU / AAICC - Level II 24 Semester Credit Hours (Accredited) ² 2 Years of Contracting Experience Bachelor Degree
DAWIA Level III <u>Requirements:</u> Completion of DAU (CON 353) - Level III Bachelor Degree + 24 Semester Credit Hours (Accredited) ² 4 Years of Contracting Experience	

² 24 Business semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. 10 USC 1724(a)(3).

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Certificates

Contingency Contracting Accreditation



DAWIA Certification

