Department of the Army
Non-Commissioned Officer (NCO) Career Management Field (CMF)
Certification and Acquisition Corps Membership
Policy and Procedures

1. **REFERENCES**: See Appendix 1.

2. **APPLICABILITY**: This document applies to all CMF NCOs from all Components (Active (AC), Army National Guard (ARNG), and U.S. Army Reserves (USAR)) in the Army Acquisition Corps Workforce.

3. **PURPOSE**: This document establishes the policy and procedures through which NCOs in the Acquisition, Logistics and Technology (ALT) Army Acquisition Workforce-Military Occupational Specialty (MOS) 51C submit requests to meet the Defense Acquisition Workforce Improvement Act (DAWIA) imposed requirements for Education, Training and Experience certification or U.S. Army Acquisition Support Center (USAASC) accreditation.

4. **SCOPE**: For all CMF 51 NCOs seeking Army Acquisition Corps (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 traditional DAWIA positions as 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).

5. **STANDARDS**:

a. Table 1 below outlines the Contingency Contracting Accreditation and DAWIA Certification standards.

Accreditation/ Certification Programs

Contingency Contracting Accreditation	DAWIA Certification
Level I Requirements: Completion of DAU (DL) / MRAC /AAFC –Level 1 24 Business Hours (Accredited) 1 Year of Contracting Experience	Level I Requirements: Completion of DAU (DL) / MRAC /AAFC –Level 1 24 Business Hours (Accredited) 1 Year of Contracting Experience Bachelor Degree
Level II Requirements: Completion of DAU / AAICC – Level II 24 Business Hours (Accredited) 2 Years of Contracting Experience Associates Degree	Level II Requirements: Completion of DAU / AAICC – Level II 24 Business Hours (Accredited) 2 Years of Contracting Experience Bachelor Degree
DAWIA Level III Requirements: Completion of DAU / CON 360 – Level III Bachelor Degree + 24 Business Hours (Accredited) 4 Years of Contracting Experience	

Table 1 Once Bachelor Degree is confirmed, NCO is tracked through DAWIA

(1) Level I Contingency Contracting Accreditation is completed in accordance with (IAW) the current Defense Acquisition University (DAU) catalog: 24 semester hours in a Business related discipline from an accredited college and one year of contracting experience. Staff Sergeants (SSG) should strive to be Level I Accredited within 12 months of reclassification. Level I Contingency Contracting Accreditation is good for a period of 36 months. If the individual fails to achieve certification after 36 months, they will be required to reapply for accreditation or be considered delinquent. When a Bachelor's degree is obtained, the individual is eligible to apply for Contracting Certification. If certification standards have changed, the individual must meet current DAU catalog requirements. If Contracting Certification is not achieved, the Contingency Contracting Accreditation will be revoked and the NCO may be subject to involuntary reclassification into another MOS.

(2) Level II Contingency Contracting Accreditation is completed IAW the current DAU catalog: with 24 semester hours in a Business related discipline from an accredited college, an Associate's Degree and two years of contracting experience. Sergeants First Class (SFC) should strive to be Level II Accredited within 24 months of reclassification. Level II Contingency Contracting Accreditation is good for a period of 36 months. If the individual fails to achieve certification after 36 months, they will be required to reapply for accreditation or be considered delinquent. When a Bachelor's degree is obtained, the individual is eligible to apply for Contracting Certification. If certification standards have changed, the individual must meet current DAU catalog requirements. If Contracting Certification is not achieved, the Contingency Contracting Accreditation will be revoked and the NCO may be subject to involuntary reclassification into another MOS.

(3) Contingency Contracting Accreditation is used to track milestones in the individual's acquisition career, and serves as a waiver when position certification is not achieved.

b. Certification standards for the Army Acquisition Workforce are published by DAU annually and maintained on the DAU Web site (www.dau.mil) and are contained in the annual DAU Catalog. In accordance with the Office of the Secretary of Defense (OSD) guidance, 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.

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

d. Failure to obtain the required certification level by grade may result in adverse actions that could deny enrollment into educational and developmental schools, denied acquisition training, promotions and negatively impact annual performance evaluations.

Note: To ensure adherence and accountability in meeting this mandatory certification requirement, recommend all acquisition workforce members add an

education objective on their annual performance counseling clearly stating how the goals will be met.

6. <u>ACCREDITATION/CERTIFICATION PROCESS</u>:

a. Contingency Contracting Accreditation requests will be manually processed through the respective component 51C NCO Proponent: Active Component requests will be processed through the USAASC for the Deputy Director, Acquisition Career Management (DDACM) approval; USAR NCO requests will be processed through the Army Reserve Proponency Officer, USAASC; and the ARNG NCO requests will be processed through the Acquisition Career Management Office, National Guard Bureau.

b. Contingency Contracting Accreditation requests should be emailed to the respective 51C NCO Proponent and shall consist of the DA Form 4187 (Requesting Accreditation), College transcripts from an accredited school, DAU transcripts or approved DAU equivalent courses, and Noncommissioned Officer Evaluation Reports (NCOER) (to validate acquisition experience). NCOs may submit their request when they have achieved the standards listed in table 1 of paragraph 5 (Standards). Once approved, the NCO's Accreditation will be tracked using the Career Acquisition Personnel and Position Management Information System (CAPPMIS).

c. NCOs will apply for DAWIA Certification via CAPPMIS as described in the USAASC Certification Management System (CMS) policy dated August 29, 2008, located on the web at:
http://asc.army.mil/docs/policy/CMS_Acq_Mili_AMEDD_Officers_App_Instruct.pdf.

7. <u>AAC MEMBERSHIP STANDARDS AND PROCESS:</u> 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, and submit AAC membership requests through the AAC Management System (AAC MS) in CAPPMIS:

(1) The request for AAC membership will consist of an Enlisted Record Brief (ERB), and copies of NCOERs that substantiate four years of acquisition experience.

(2) The USAASC Acquisition Corps Membership POC will review the information in CAPPMIS and approve it if all the requirements are met. Once AAC Membership is approved, the NCO will receive notification and a certificate with the DDACM's signature. The NCO's Acquisition Career Record Brief (ACRB) is updated automatically.

(3) The NCO is responsible for printing the system generated AAC Membership certificate and retaining it as the official document of record. It will be available for printing on the website at: http://asc.army.mil/docs/policy/aac_policy_signed.pdf.

b. USAR NCOs will request membership by contacting the Army Reserve Proponency Officer, USAASC at 703-805-1239. ARNG NCOs will request membership by contacting the ACMO POC at 703-601-2724. For more information, refer to the Department of the Army, Acquisition Corps Membership Policy and Procedures, September 1, 2010.

8. <u>EFFECTIVE DATE AND IMPLEMENTATION</u>: This document is effective immediately and remains in effect until rescinded.

Encl

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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APPENDIX 1. References.

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

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

3. 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.

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

5. Department of the Army, Acquisition Corps Membership Policy and Procedures, September 1, 2010; http://asc.army.mil/docs/pubs/Army_Supplement_DOD_Desk_Guide_ALT.pdf

6. Fiscal Year 2012 (FY12) Defense Acquisition University (DAU) Certification Standards – Army Implementation Plan, October 5, 2011.

7. Department of the Army, Acquisition Career Field Certification Policy and Procedures, June 1, 2010; http://asc.army.mil/docs/policy/acq_career_field_cert_02_21_07.pdf.

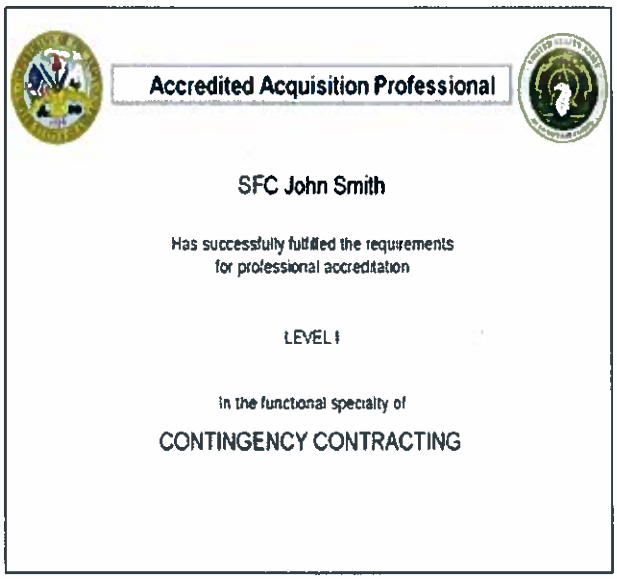
8. US Army Acquisition Support Center (USAASC) Certification Management System (CMS) Version 1.3, August 29, 2009; http://asc.army.mil/docs/policy/CMS_Acq_Mili_AMEDD_Officers_App_Instruct.pdf.

9. "Commission on Army Acquisition and Program Management in Expeditionary Operations, Urgent Reform Required: Army Expeditionary Contracting," October 31, 2007.

Enclosure

Certificates

Contingency Contracting Accreditation


Accredited Acquisition Professional

SFC John Smith

Has successfully fulfilled the requirements
for professional accreditation

LEVEL I

In the functional specialty of

CONTINGENCY CONTRACTING

DAWIA Certification

Certified Acquisition Professional

SFC John Smith

Has successfully fulfilled the requirements
for professional certification

LEVEL I

In the functional specialty of

CONTRACTING