



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

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AUG 20 2014

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Department of the Army, Acquisition Career Field Certification Policy**

1. References: See Enclosure.

2. Purpose. Provide uniform guidance for managing acquisition career field (ACF) certification. It is Department of Defense (DoD) policy that the primary objective of the Army Acquisition Workforce (AWF) Education, Training, and Career Development Program is to create a professional, agile and motivated acquisition workforce that consistently makes smart business decisions, acts in an ethical manner, and delivers timely and affordable capabilities to the Soldier. This document establishes the policy through which the Army processes acquisition certification and broadens Under Secretary for Defense, Acquisition, Technology and Logistics (USD(AT&L)) guidance contained in the DoD Desk Guide for Acquisition, Technology and Logistics (AT&L) Workforce Career Management.

3. Applicability and Scope. This document applies to Department of the Army civilian and military AWF members seeking ACF certification at any level. Non-AWF personnel, both military and civilian, are not eligible to apply for ACF certification.

4. Policy. The USD (AT&L) approves the training, education, and experience required to meet the standards for certification in all Army ACFs.

a. The Defense Acquisition Workforce Improvement Act (DAWIA) requires the Army to assign certification levels to each acquisition position. Position certification must be obtained within 24 months of assignment to a position or a waiver must be initiated and approved for an additional 12 months. This date is based on how long the individual has been in a position(s) within the same ACF and the level required for the current position. The certification deadline date is obtained from the assignment history data in the Acquisition Career Record Brief (ACRB), Officer Record Brief (ORB), Enlisted Record Brief (ERB), or Army Reserve Acquisition Career Management Information System (ARACMIS).

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

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c. Army civilian AWF members must be certified in the ACF in which the encumbered position is designated before requesting certification in another ACF.

d. All Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs) require Level III certification.

e. FA51 Military Officers will focus on obtaining primary certification in one of two ACFs: Program Management (ACF A); or Contracting (ACF C), as determined by their first acquisition assignment. The officers' ultimate goal is to achieve DAWIA Level III certification in their primary ACF before promotion to LTC. Officers should then strive for other experiences that lead to broadening assignments and/or growth in a secondary ACF. Military officers can only obtain certification in the following ACFs: Program Management, Contracting, Test & Evaluation, Information Technology and Engineering.

f. The 51C Military Occupational Specialty (MOS) positions are only identified within the Contracting ACF. NCOs are only able to obtain certification in the Contracting ACF with the following exceptions.

1) Prior to 1 October 2014, NCOs who are DAWIA Level III certified in Contracting may apply for their Level I Program Management certification provided they meet all required certification criteria at the time of application.

2) After 1 October 2014, NCOs are no longer able to apply for any DAWIA ACF certification other than Contracting.

g. In compliance with the USD (AT&L) reciprocity policy, certifications issued by other military departments of the Secretary of Defense or Defense Agency Acquisition Corps are recognized, with proof of certification, following the validation procedures.

h. An individual may not be certified through a waiver. Certification may only be achieved by meeting the training, education, and experience standards required for each designated level in an ACF at the time that certification is requested.

i. The DoD Acquisition Career Management Mandatory Course Fulfillment Program enables Army AWF members to receive credit for completing mandatory DAU courses for which they can demonstrate competency in all specified areas. While fulfillment of DAU training is an alternative, course attendance is preferable.

j. The DAU Catalog lists courses from other training providers that have been accepted as equivalent to the DAU curriculum courses. Equivalent courses may be credited in lieu of the mandatory DAU courses taken only during the effective dates indicated in the current on-line catalog (<http://icatalog.dau.mil/appg.aspx>).

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k. Up to 12 months of training or education in the individual's primary ACF may be counted towards meeting the experience standard for certification. However, training or education may not be substituted for the first year of acquisition experience. Experience standards require that individuals document how they meet the ACF specialized experience on their ACRB, ORB, ERB, and resume.

1) The same months of specialized experience used to obtain certification in one ACF may not be applied to meet the specialized experience standards in an additional ACF.

2) Experience standards for acquisition certification shall be consistent for Service members across the Active Army, USAR, and ARNG components. Military acquisition members should consult with the US Army Human Resources Command (HRC), Acquisition Career Manager for position and experience coding requirements for certification in their encumbered position.

(a) Acquisition experience is defined as the date of assignment to the first acquisition position as reflected on the ACRB, ORB or ERB in the primary ACF.

(b) Soldiers will receive one-for-one credit for each duty day that they are performing acquisition functions in an acquisition position, which will be counted towards their experience time.

(c) Acquisition experience will be tracked in terms of months, with one month equaling at least 20 work days.

(d) Soldiers will not receive a full month of credit for a weekend drill period. Supervisors at the organizational level are responsible for tracking and documenting these days, in order to verify that their Soldiers met the requirements.

(e) NCOs who are accredited in accordance with Enclosure, reference 10 are considered to be grand-fathered for a period of 36 months from the date of their accreditation. If certification is not obtained within this 36 month period, the individual NCO must meet all current DAWIA catalog requirements.

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

m. The ACRB, ORB, or ERB is the official document of record. Individuals are responsible for retaining a copy of this official document in their personal records. If a certification is not listed on the official record, the individual must provide supporting

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documentation, awarding them certification, through the U.S. Army Acquisition Support Center (USAASC) Army Director of Acquisition Career Management (DACM) Office Workforce Management Inquiry (WMI) help desk system in the Career Acquisition Personnel and Position Management Information System (CAPPMS) database to update their record. CAPPMS is the Army's official repository for Army AWF member data requirements.

n. Denial of a request for certification can be appealed, within 30 calendar days of denial, through a formal appeal process. The appeal determination is final.

o. If certification is determined to be erroneously granted, the Certifying Official (CO), with agreement from the appropriate Acquisition Functional Representative (AFR), may revoke the certification at any time. The revocation can be appealed, within 30 calendar days of notification, through a formal appeal process. The appeal determination is final.

#### 5. Responsibilities.

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

b. Functional Designees. The Functional Designees provide the final approval/disapproval of an appeal to a denied request for certification, fulfillment, or validation that is referred to them by the appropriate Acquisition Proponency Officer.

#### c. Acquisition Proponency Officers.

1) Provide final approval/disapproval for appeal to a denied request for certification or validation that is referred to them by the Acquisition Functional Representative (AFR).

2) Recommend final approval/disapproval of a certification revocation appeal that is referred to them by the AFRs.

#### d. Acquisition Functional Representatives (AFRs).

1) Recommend approval/disapproval of questionable requests for certification, fulfillment, and validation that are referred to them by the appropriate CO for civilian and military Army AWF members. AFRs are also responsible for recommending approval/disapproval of certification, fulfillment and validation of any non-Army and non-acquisition individuals who have been tentatively selected for a CAP.

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2) Recommend approval/disapproval of a certification revocation appeal that is referred to them by the appropriate CO.

3) Provide the approval/disapproval of an appeal to a denied request for certification, fulfillment, and validation that is referred to them by the appropriate CO.

e. Certifying Officials. COs are responsible for reviewing, validating, and approving/disapproving requests for certification in all ACFs, and ensuring that the requesting individual meets all mandatory requirements. All questionable certification requests should be referred to the appropriate AFR. The following personnel are designated as COs:

1) The Army DACM Office is responsible for all Army AWF member certifications to include civilian, Active Military, USAR, as well as any non-AWF members who have been tentatively selected for a CAP.

2) The National Guard Bureau (NGB) Acquisition Management Officer, and his/her designated representative, is responsible for designated ARNG AWF personnel and Title 5 and Title 32 employees.

f. Army Acquisition organizations are responsible for determining 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.

g. First Line Supervisors have direct responsibility for ensuring their Army AWF Workforce Members' acquisition position requirements are met within the regulatory timeframes.

h. Individual Army AWF members are responsible for meeting acquisition position requirements within the established timelines indicated in paragraph 4a. This responsibility includes keeping accurate and complete acquisition records (ACRB, IDP, etc.) and ensuring that these documents are kept up to date.

6. Procedures. Certification is not automatically generated and must be requested by the individual AWF member through the CAPPMS Certification Management System (CMS). An individual must meet the current requirements for acquisition certification at the time of the request.

a. Requesting Acquisition Certification.

1) Department of the Army civilians, Active duty and USAR acquisition officers and NCOs, and ARNG (Title 32) AWF members will request acquisition certification through the Career Acquisition Management Portal (CAMP) by accessing the

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CAPPMIS tab and then the CMS tab. Detailed instructions can be found within the CAMP at the website <https://rda.altess.army.mil/camp/>.

2) Non-Army applicants who have been tentatively selected for CAPs. Organizations or the Civilian Personnel Advisory Center (CPAC) should provide a copy of the applicant's resume, college transcripts, DAU transcripts, Tentative Offer Letter, Position Description and any additional documents for certification through the WMI in the CAPPMIS database to the USAASC Army DACM Office WMI help desk system (<https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>) for review. A CAMP account will then be created for the applicant to include an ACRB with certification(s) as applicable. The applicant will receive an email message with notification of completion.

b. Requesting Validation.

1) For a previously awarded acquisition certification issued by Army that is not reflected on the ACRB, ORB, ERB, or ARACMIS:

(a) The requesting individual electronically submits documentation supporting any certifications that he/she has received (for example, ORB, ERB, ARACMIS, ACRB, or any other documentation signed by a CO) through the WMI help desk system in the CAPPMIS database.

(b) If the certification is validated, it is entered into the database with the original date of certification and the name of the original CO, if possible. The appropriate document of record is also updated.

(c) If the CO does not validate the certification, the individual must apply for certification in CMS under the current ACF certification standards.

2) For a certification issued by other military departments of the Secretary of Defense or Defense Agency Acquisition Corps:

(a) The individual will forward an electronic copy of the proof of certification through the WMI help desk system in the CAPPMIS database for the updating of their record.

(b) The USAASC Army DACM Office will update the CAPPMIS database using the Air Force, Navy, or DoD DACM as the official CO, based on the documentation that the individual furnishes.

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c. Requesting a Certification Appeal.

1) Appealing a denial to a request for certification must be requested within 30 days after the date of denial. The appeal is requested at the CAPPMS CMS tab at <https://rda.altess.army.mil/camp>.

2) Appealing a certification revocation.

(a) If a certification was found to have been erroneously granted, the USAASC Army DACM Office will notify the individual of the finding and the certification will be removed from the database immediately. The individual will have 30 calendar days to provide sufficient proof that the certification requirements were met, at the time the certification was granted.

(b) If the individual provides proof that the certification requirements were met at the time the certification was granted, the certification will be reinstated in the database.

7. Labor and Relations. Activities and organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

8. Effective Date and Implementation. This document rescinds the Department of the Army Acquisition Career Field Certification Policy and Procedures, dated 01 June 2010. This document is effective immediately and remains in effect until rescinded.

9. For questions regarding the implementation of this policy, please contact the USAASC Army DACM Office via the Career Acquisition Management Portal: <https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>, or Commercial: (575) 678-2247. My point of contact for this memorandum is LTC Monique N. Rivera: (703) 805-1248, or email: [monique.n.rivera.mil@us.army.mil](mailto:monique.n.rivera.mil@us.army.mil).



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### Enclosure-References

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2. Department of Defense Directive (DoDD) 5000.52, "Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program," 12 January 2005.  
<http://www.dtic.mil/whs/directives/corres/pdf/500052p.pdf>
3. Department of Defense Instruction (DODI) 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training and Career Development Program," 21 December 2005.  
<http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>
4. Department of Defense (DoD) "A Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management," 10 January 2006.  
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5. DoD "Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards," ADS-99-03-GD, April 1999.  
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6. Army Regulation (AR) 70-1, Army Acquisition Policy, 31 December 2003.  
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7. Department of the Army (DA) Pamphlet 600-3, "Commissioned Officer Professional Development and Career Management," 01 February 2010. (*Updated DA Pamphlet 600-3 in staffing as of July 2014*) [http://www.apd.army.mil/pdffiles/p600\\_3.pdf](http://www.apd.army.mil/pdffiles/p600_3.pdf)
8. U.S. Army Acquisition Support Center memorandum, "Army Implementing Instructions for the DoD Acquisition Career Management Mandatory Course Fulfillment Program," 27 October 2006.  
[http://asc.army.mil/docs/policy/Fulfillment\\_Document.pdf](http://asc.army.mil/docs/policy/Fulfillment_Document.pdf)

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9. Memorandum, SFAE-CDD, subject: Designation of Critical Acquisition Positions and Key Leadership Positions, 1 September 2011.

[http://asc.army.mil/docs/policy/Designation\\_of\\_Critical\\_Acquisition\\_Positions\\_\(CAPs\)\\_and\\_Key\\_Leadership\\_Positions\\_\(KLPs\).pdf](http://asc.army.mil/docs/policy/Designation_of_Critical_Acquisition_Positions_(CAPs)_and_Key_Leadership_Positions_(KLPs).pdf)

10. U.S. Army Acquisition Support Center Policy "Non-Commissioned Officer (NCO) Career Management Field (CMF) Certification and Acquisition Corps Membership Policy and Procedures", 10 February 2014

<http://asc.army.mil/web/wp-content/uploads/2014/02/NCO-CertPolicy-10Feb14.pdf>