



SECTION 8



ACQUISITION CAREER FIELD (ACF) CERTIFICATION

AAW professionals must apply for DAWIA certification within 24 months of assuming their acquisition position. Ensure your AAW employees meet their certification deadline.

Certification Request Process

1. AAW professional completes requirements of their position including:
 - ✓ DAU Training
 - ✓ Education
 - ✓ Experience
2. Apply for certification through the automated CAPPMS Certification Management System (CMS)
 - 🔗 <https://rda.altess.army.mil/camp/apps/camp/modules/portal/index.cfm>

- Select the CMS tab and click the "Apply for Certifications" link.
- Select the "Apply" link next to the appropriate ACF level.
- The AAW professional updates the application ensuring all required training, education and experience categories show a green check mark.

*Any section with an exclamation point in a yellow-filled triangle must contain relevant entries, as applicable.

- When an AAW professional ensures all the information is correct, validates their Civilian resume entries mirror ACRB information elements, Military use the Officer Record Brief (ORB) or Enlisted Record Brief (Soldier Record Brief) along with evaluation report(s) vice an ACRB, and his/her supervisor information is correct, the "Submit" tab is selected.

Resumes

- Supervisors are encouraged to coach Civilian AAW professionals on the importance of resumes.
- The resume is used by a Certifying Official to determine experience eligibility and qualifications to award the requested certification.
- The resume entries are in chronological order with a start and end date for each work experience and fully describe the acquisition competencies obtained from duties performed.

ORB and ERB

Officer Record Brief (ORB) Enlisted Record Brief (ERB)

- Used with officer or noncommissioned officer evaluation report to determine experience eligibility and qualifications to award the requested certification.

Reserve & NG

- A supervisor must complete the Army National Guard (ARNG), M-DAY/US and Army Reserve (USAR), Troop Program Unit (TPU) certification application form.

iCatalog Certification Guide

- 🔗 <https://icatalog.dau.edu/onlinecatalog/CareerLvl.aspx>
- Supervisors should review the DAU certification guidance to advise their AAW employees whether there is a need to stair-step certification submissions.
- In those AFCs where an AAW professional believes she/he has already met the higher level requirements for their position she/he may be able to apply directly for this higher level certification and not apply for the lower level of the certification.

Failing to Meet Certification Requirements

- The Army DACM Office tracks AAW professionals who have failed to meet to meet DAWIA certification requirements and reports these certification delinquencies to command/agency Acquisition Career Management Advocates or your senior acquisition leadership.

Requesting a Waiver

- It falls on the supervisor, not the individual AAW professional, to submit a position requirement waiver package.
- This waiver is executed at supervisor's/management's discretion and is not guaranteed.
- Contact a supporting Organization Acquisition POC (OAP) or submit a CAMP/CAPPMS Help Request to receive answers to specific position waiver package requirements questions.

Post-Certification Work

- Supervisors should encourage AAW professionals to pursue higher level certifications in the current ACF as well as certifications in other ACFs after successfully earning the required duty position certification.