



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JUN 16 2021

ACQUISITION  
AND SUSTAINMENT

MEMORANDUM FOR COMPONENT ACQUISITION EXECUTIVES

SUBJECT: Transforming the Business Financial Management and Cost Estimating Certification Program of the Acquisition Workforce

References: (a) Under Secretary of Defense for Acquisition and Sustainment Memorandum, "Back-to-Basics for the Defense Acquisition Workforce," dated September 2, 2020

(b) Office of the Under Secretary of Defense for Acquisition and Sustainment Memorandum, "Back-to-Basics Implementation for the Defense Acquisition Workforce," dated February 4, 2021

Reference (a) initiated a phased implementation of a Back-to-Basics (BtB) talent management framework and new governance structure for the Defense Acquisition Workforce beginning October 1, 2020, with full deployment on October 1, 2021. The BtB initiative transforms how the workforce will be managed and trained to better align the acquisition and delivery of goods and services to support the Warfighter. The Acquisition Workforce career fields and paths have been restructured to six functional areas, which includes Business Financial Management and Cost Estimating. As the Department of Defense (DoD) Business Functional Leader, I am announcing a new Professional Certification Program for the DoD Acquisition Business Functional Area comprised of two tracks, for Business-Financial Management (BUS-FM) and Business-Cost Estimating (BUS-CE), effective October 1, 2021 (attachment 1). DAU will deploy a revised curriculum of courses in support of the new framework with pilot courses in Q1 FY 2022 for both communities, and full deployment in Q2 FY 2022.

We are implementing recommendations of Taskforces composed of subject matter experts with representatives and advisors from the Office of the Secretary of Defense, the Military Departments, Defense Agencies, and the Defense Acquisition University (DAU). Following an extensive review of the current competencies and certification requirements, the recommendation was for a new certification framework structure to replace the current three-level certification program, and to identify job focused specific credential training.

Certification will move to a two-level certification framework, Practitioner and Advanced. This certification will be based on competencies common to both the Acquisition Financial Management and Cost Estimating communities, as well as functional specific competencies aligned to one of the two tracks (BUS-FM or BUS-CE). The redesigned BUS Professional Certifications will prepare our workforce members to support acquisition programs throughout the life cycle, and substantially reduce training relative to the previous certification model; while providing more flexibility to individuals, supervisors, and/or Components to tailor training to job performance and mission needs.

The Acquisition Financial Management Competency Model, which was developed by the DoD BUS-FM community, covers a set of competencies that are core to all DoD 05xx Occupational Series positions regardless of organization or mission area, and will be assessed to meet the DoD FM Certification program. Therefore, in addition to achieving certification in DAWIA BUS-FM, a workforce member may earn credit toward the DoD FM Certification program. Workforce members may also earn credentials that focus on specialty training relevant to skill specific assignments, or duties required to meet an emerging need.

The BUS-CE Competency Model, which was developed by the DoD BUS-CE community, covers competencies for all DoD cost estimators regardless of organization or mission area. Workforce members may also earn credentials that focus on specialty training relevant to specific skill assignments, or duties required to meet an emerging need.

All BUS personnel are required to follow Continuous Learning requirements as outlined in DoDI 5000.66. Individuals in the BUS functional area are to achieve 80 continuous learning points every two years (>50 hours of course work pertaining to Acquisition, >20 hours of leadership training).

When the Taskforces concluded chartered efforts, follow-on teams were established to focus on the details involved in the transition to and implementation of the approved development framework for BUS. These groups are working closely on the transition from the existing certification structure to the new certification standards and training framework.

Beginning on 1 October 2021, the new training courses for certification will be as follows:

<b>Business Financial Management</b>	
<b>Practitioner</b>	<b>Advanced</b>
ACQ 1010 Fundamentals of Systems Acquisition Management	BFM 3000 Advanced Acquisition Financial Management
BUS 1100 Business Essentials	BFM 4000 Executive Financial Management
BFM 1000 Fundamentals of Acquisition Financial Management	
BFM 2000 Applied Acquisition Financial Management	

<b>Business Cost Estimating</b>	
<b>Practitioner</b>	<b>Advanced</b>
ACQ 1010 Fundamentals of Systems Acquisition Management	BCE 2500 Cost Assessment Data Enterprise (CADE) 201
BUS 1100 Business Essentials	BCE 3000 Advanced Cost Estimating
BCE 0010 Cost Modeling	
BCE 1700 Cost Assessment Data Enterprise (CADE) 101	
BCE 1710 Flex Files 101	
BCE 1000 Fundamentals of Cost Estimating	
BCE 2000V Intermediate Cost Estimating	

Additionally, individuals designated to achieve an advanced certification must meet the relevant specific experience requirement prior to achieving certification.

By reference (b) memorandum, the Office of the Under Secretary of Defense for Acquisition and Sustainment approved the new framework and the plan for further BtB implementation that includes a component review to verify that billets are properly designated. Also, as part of the review, components will validate and verify all acquisition financial management and cost estimating experience for the BUS-FM and BUS-CE practitioner and advanced certification level. The components are responsible for providing procedures to review and update position designations consistent with the DoD Position Category Description for each position in the BUS career field.

Individuals certified at any level prior to October 1, 2021 in DAWIA Business Financial Management or Cost Estimating will retain any previously earned certifications. This applies to all incumbents on designated Business Financial Management or Cost Estimating positions as of October 1, 2021. As outlined in attachments 2 and 3, the following applies to incumbents on component-designated Acquisition Business Financial Management and Business Cost Estimating positions as of October 1, 2021.

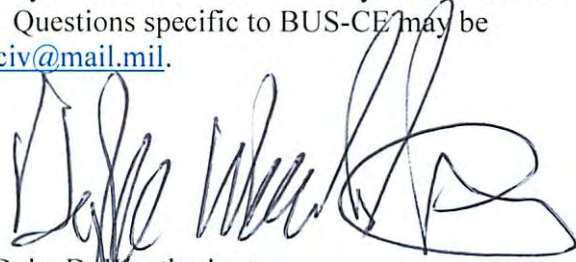
- Individuals certified prior to October 1, 2021 at Level I will need to meet the Practitioner requirements.
- Individuals certified at Level II will maintain their certification and will be “grandfathered” as Practitioner.
- For BUS-CE, individuals currently certified at Level III will be “grandfathered” to Advanced.
- For BUS-FM, individuals currently certified at Level III in BUS-FM will either be “grandfathered” to Practitioner, or if it is determined that the acquisition experience level has been achieved, they will be “grandfathered” to the Advanced level.

The Components will establish a process to review workforce members in progress of achieving certification, but who have not met legacy requirements by October 1, 2021, and determine what is needed to achieve the new BUS-FM and BUS-CE certification requirements. Individuals are advised to retain documentation of prior training and certifications as part of your professional career achievements.

All referenced documents and updates pertaining to BtB, Acquisition Business competency models, Acquisition Business certification requirements, transition framework, and training standards can be found on the HCI website at: <https://www.hci.mil/btb.html>.

This transformation of the Acquisition Business certification program is a significant undertaking and I look forward to your support as we work collectively on a successful transition. Deployment of the new certification program and credential training will enable an improved talent development approach for a professional, capable, and mission-focused Business workforce.

Workforce questions for the BUS community overall and BUS-FM may be addressed to Ms. Sharon Jackson at [Sharon.jackson@dau.edu](mailto:Sharon.jackson@dau.edu). Questions specific to BUS-CE may be addressed to Min-Jung Gantt at [min-jung.s.gantt.civ@mail.mil](mailto:min-jung.s.gantt.civ@mail.mil).



Dyke D. Weatherington  
Performing the Duties of the Assistant  
Secretary of Defense for Acquisition

Attachments:

As stated

cc:

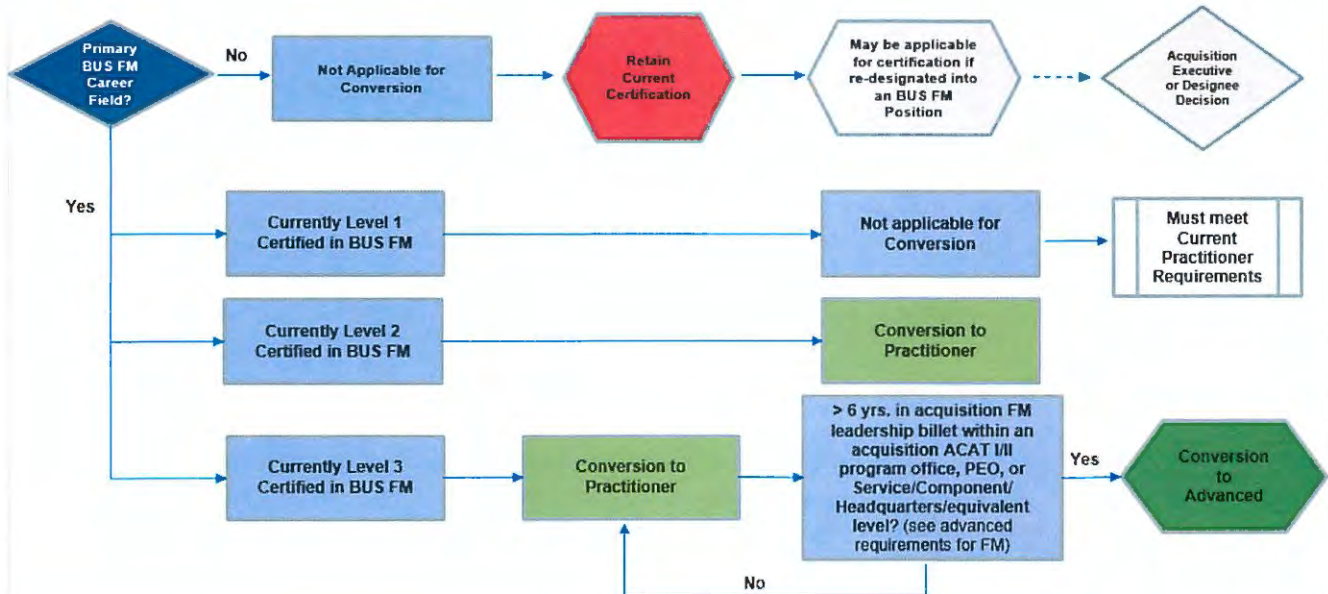
Under Secretary of Defense for Acquisition and Sustainment  
Under Secretary of Defense (Comptroller)  
Director, Cost Assessment and Program Evaluation  
Defense Acquisition Workforce Leadership Team  
Director, Human Capital Initiatives  
President, Defense Acquisition University  
Director, Defense Civilian Personnel Advisory Service  
Army Director, Acquisition Career Management  
Navy Director, Acquisition Talent Management  
Air Force Director, Acquisition Career Management  
Fourth Estate Director, Acquisition Career Management

Attachment 1

Element	Business - Financial Management
Structure	Practitioner and Advanced
Education	Not required (Hiring agencies determine Occupational Series which may have requirements)
Training	Acquisition Common Competencies, Business Common Competencies, Acquisition Financial Management Competencies
Experience	<p><b>Practitioner:</b> At least 4 years of relevant acquisition experience in financial management</p> <p><b>Advanced:</b> At least of 6 years in an advanced acquisition financial management position within an ACAT I/II program office or Business System Category I, PEO, or Service/Component/Headquarters/equivalent level.</p>
Assessment	No comprehensive exam - Assessment included in training.
Validation	<p><b>Practitioner:</b> Services/Components validate relevant acquisition experience according to Services processes</p> <p><b>Advanced:</b> Service/Components verify and validate 6 years relevant acquisition experience in an advanced acquisition financial management position within an ACAT I/II program office or Business System Category I, PEO, or Service/Component/Headquarters/ equivalent level according to Services processes.</p>
Currency	80 hours Continuous Learning every 2 years – with an acquisition and/or leadership focus. CL guidelines: >50 hours of course work pertaining to Acquisition, >20 hours of leadership training

Element	Business – Cost Estimating
Structure	Practitioner and Advanced
Education	Ops Research degree required or 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or subject-matter courses requiring substantial competency in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been in calculus
Training	Acquisition Common Competencies, Business Common Competencies, Acquisition Cost Estimating Competencies
Experience	<p><b>Practitioner:</b> At least 4 years of acquisition experience in cost estimating and serving a program office, PEO, Service/Defense agency level, or supporting a program that reports to a Service Acquisition Executive (SAE)</p> <p><b>Advanced:</b> At least 6 years of acquisition experience in cost estimating and serving a program office, PEO, Service/Defense agency level, or supporting a program that reports to a Service Acquisition Executive (SAE)</p>
Assessment	No comprehensive exam - Assessment included in training.
Validation	<p><b>Practitioner:</b> Services/Components validate relevant acquisition experience according to Services processes</p> <p><b>Advanced:</b> Service/Components verify and validate 6 years of acquisition experience in cost estimating and serving a program office, PEO, Service/Defense agency level, or supporting a program that reports to a Service Acquisition Executive (SAE)</p>
Currency	80 hours Continuous Learning every 2 years – with an acquisition and/or leadership focus. CL guidelines: >50 hours of course work pertaining to Acquisition, >20 hours of leadership training

## BUS FM Certification Flowchart "Grandfathering"

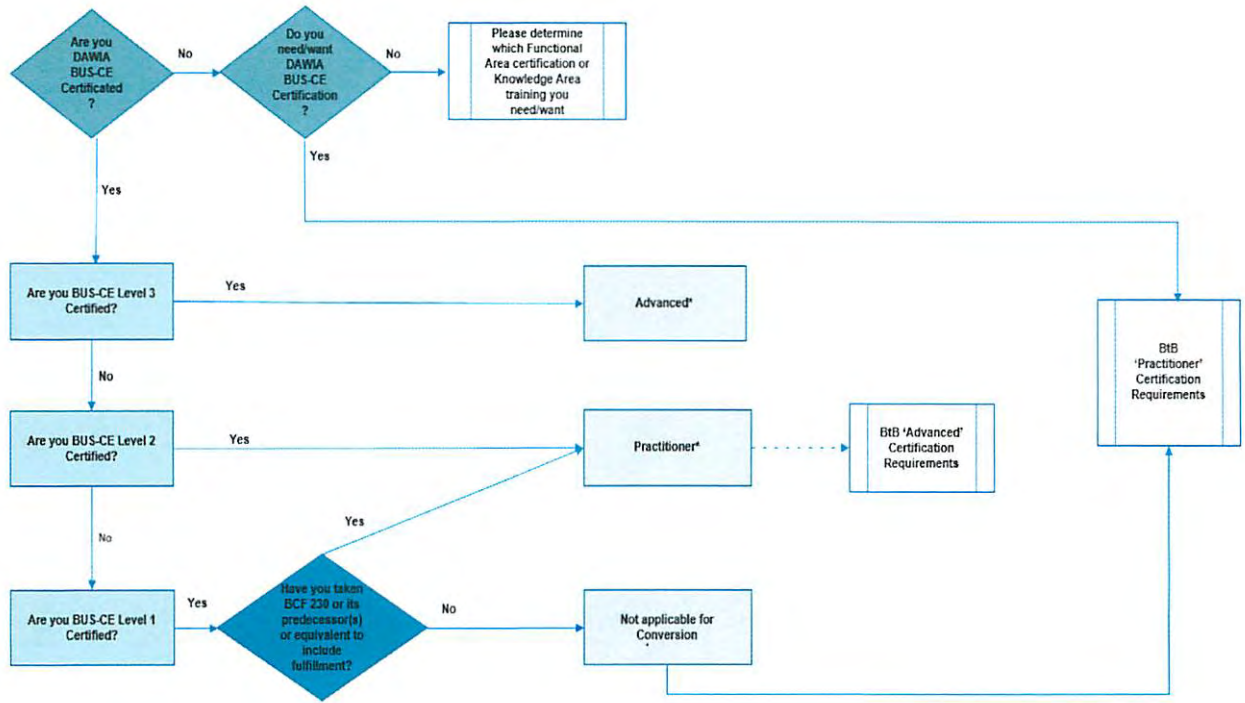


Implementation subject to component policies and procedures



### Attachment 3

#### BUS-CE Certification Grandfathering Flowchart: Baseline



\* When satisfy new certification experience requirement