

SECTION 8



ACQUISITION FUNCTIONAL AREA (AFA) CERTIFICATION



Army Acquisition Workforce (AAW) professionals must apply for DAWIA certification within the required time for their acquisition position level and AFA. Grace Periods are: 3 years for Foundational/Professional; 5 years for Practitioner, and 4 years for Advanced. 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://apps.asc.army.mil/camp/>

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

*An exclamation point in a yellow triangle represents required training that has not yet been met.

- AAW professionals must ensure all information is correct including supervisor. Civilians ensure 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. When all information is correct, the "Submit" tab is selected.

RESUMES

- Supervisors are encouraged to coach Civilian AAW professionals on the importance of their resume accurately reflecting their acquisition experience.
- 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) DA Form 67-10
Enlisted Record Brief (ERB) DA Form 2166-9

- 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 GUIDE



<https://icatalog.dau.edu/onlinecatalog/CareerLvl.aspx>

- In those AFAs 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 DAWIA certification requirements within the prescribed grace period and reports these certification delinquencies to command/agency Acquisition Career Management Advocates or your senior acquisition leadership.

REQUESTING A WAIVER

- It is the AAW Supervisor's responsibility, 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. Review "Section 11 Waivers and Tenure Agreements" for more info.

POST-CERTIFICATION WORK

- Supervisors should encourage AAW professionals to pursue higher level certifications in the current AFA as well as pursue credentials, specialty training and cross functional training as needed.