

Defense Acquisition Workforce Improvement Act Certification Policy for the Army
Acquisition Workforce

SUMMARY OF CHANGES

| PARA | SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY |
|---------|--|
| General | Removed the term “Acquisition Career Field” throughout the document and replaced it with “Functional Area” to align with the implementation of the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S))’s Back to Basics (BtB) framework. |
| 2.a | Purpose: Added new sub-paragraph to discuss USD(A&S) BtB framework. |
| 3.b | Background: Added new sub-paragraph to discuss USD(A&S) BtB framework. |
| 3.c | Background: Added new sub-paragraph to discuss USD(A&S) BtB framework. |
| 5.a | Responsibilities (Army Director, Acquisition Career Management (DACM) Office): Added responsibilities for the Army DACM Office. |
| 5.b | Responsibilities (Army Acquisition Functional Leader (AAFL)): Added responsibilities for the AAFL. |
| 5.c(2) | Responsibilities (First Line Supervisor): Added sentence “Supervisors should have a discussion with the AAW professional about these reasons, before notifying the DACM Office.” Also provided more detail on how supervisors should submit a Career Acquisition Management Portal (CAMP) Help Desk ticket in this situation. |
| 5.f(2) | Responsibilities (AAW Professional): Added note “The DACM Office strongly recommends AAW professionals print hard copies of their current official documents of record, in case they need to view these records but no longer have access to CAMP (for example, after retirement or separation from federal employment, transfer to another military service, or assumption of duties in a non-acquisition coded position).” |
| 7.a | DAWIA Certification for AAW Professionals: Added description of the three levels of certification under the USD(A&S) BtB framework and added Table 1 (Certification Levels for the Functional Areas). |
| 7.c | DAWIA Certification for AAW Professionals: Added new sub-paragraph. |
| 8.a | Grace Periods: Added new paragraph. |
| 9 | Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs): Restructured this paragraph to discuss CAP and KLP requirements. |
| 10 | Reciprocity: Added a sentence in this paragraph that reads “Certification issued by other federal (non-DoD) organizations are not accepted (for example, Federal Acquisition Institute (FAI) / Federal Acquisition Certification (FAC)).” |

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| PARA | SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY |
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| 11 | Certification for Functional Area 51 (FA51) officers: Reworded this paragraph to reflect USD(A&S) BtB changes. It now reads “FA51 officers should focus on obtaining the highest level of certification in either Program Management (PM) or Contracting. Once officers achieve certification in one of these Functional Areas, they may seek broadening assignments or other opportunities that provide experience in the other Functional Area.” |
| 14.c | Experience Standards: Reworded this sub-paragraph to clarify that “Civilians must submit a resume and military personnel must submit their OER/NCOER to supplement their ACRB, ORB or SRB respectively. If a civilian submits a resume, it must be organized in chronological order, listing the most recent employment first and showing the start and end dates (month/year) for each subsequent work experience.” |
| 14.f | Experience Standards: Reworded this sub-paragraph to read “Pathway Interns supporting acquisition functions shall receive a half-day credit towards the experience requirement for their Functional Area certification for each workday that they participate in the Pathways Intern Program (formerly Student Career Experience Program). However, Pathway Interns (college students in Occupational Series XX99) will only receive this half-day credit for experience if they are occupying an acquisition-coded position. Occupational Series XX99 is not classified as Acquisition.” |
| 14.h(1) | Experience Standards: Reworded this sub-paragraph due to the name change of the Army Acquisition Center of Excellence (AACoE) initial training course. |
| 14.h(2)(b) | Experience Standards: Inserted new language to provide more guidance on counting acquisition experience for ARNG and USAR Soldiers. It now reads “A calendar day of drill/training for ARNG M-Day and USAR TPU Soldiers is counted as one workday of experience. The number of Unit Training Assemblies (UTA) does not determine the amount of acquisition experience.” |

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| PARA | SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY |
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| 14.h(2)(c) | Experience Standards: Inserted new language to provide more guidance on counting acquisition experience for ARNG and USAR Soldiers. It now reads “Reserve Component (RC) Soldiers typically perform 24 days of Regularly Scheduled Drills (RSD) and 15 days of Annual Training (AT) per fiscal year. In addition, they often perform creditable work experience outside of the RC Duty Types outlined in DoDI 1215.06 (Uniform Reserve, Training, and Retirement Categories for the Reserve Components). In order to account for these unique circumstances, RC personnel may claim up to an additional 24 days of acquisition experience per fiscal year without supporting documentation, and up to an additional 48 days of acquisition experience per fiscal year with supporting documentation (for example, DAU transcripts, Memorandums for Record, or Leave and Earnings Statements, disclosing Additional Training Periods (ATPs) or Readiness Management Periods (RMPs)).” |
| Encl 2 | Updated the “ARNG M-Day and USAR Troop Program Unit (TPU) Acquisition Experience Certification Application Form” |



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26 August 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Acquisition Workforce Improvement Act Certification Policy for the Army Acquisition Workforce

1. References: See Enclosure 1.

2. Purpose.

a. Establish policy for the certification of Army Acquisition Workforce (AAW) professionals, in support of the Defense Acquisition Workforce Improvement Act (DAWIA) and the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S))'s "Back-to-Basics" (BtB) framework.

b. Provide guidance to ensure the Army Director, Acquisition Career Management (DACM) Office's certification request, decision and appeal processes are applied consistently across the Army acquisition community and are performed in accordance with applicable Department of Defense issuances and other requirements.

3. Background.

a. Congress enacted DAWIA by Public Law 1010-510 on 05 November 1990 to improve the overall effectiveness and professionalism of military and civilian personnel charged with the management and administration of defense acquisition programs. Certification is the process used across the defense acquisition enterprise to determine and recognize when a defense acquisition workforce professional has successfully met the mandatory core standards (experience, education and training) within an Acquisition Career Field (now called a Functional Area under the BtB framework), in support of DAWIA.

b. On 02 September 2020, the USD(A&S) issued a memorandum (Reference 1.d) that announced the phased implementation of a new BtB framework across the entire defense acquisition enterprise. In this document, the USD(A&S) directed the defense acquisition community reorganize to Functional Areas, streamline DAWIA certification processes, and take a more flexible and tailored approach towards training. The USD(A&S) issued a follow-on memorandum on 04 February 2021 (Reference 1.e), which outlined the first phase of the Functional Area framework changes and provided guidance on coding guidance. A third memorandum, signed by the USD(A&S) Director, Human Capital Initiatives on 07 September 2021, established 01 February 2022 as the full implementation start date for the BtB framework (Reference 1.f).

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c. The BtB framework represents a significant change to the way AAW professionals are trained and developed throughout their careers, shifting the focus from a prescriptive, centralized training system and moving towards a more flexible, just-in-time, tailorable approach. The DACM Office revised its “Defense Acquisition Workforce Improvement Act Certification Policy for the Army Acquisition Workforce” to reflect the changes in Functional Areas and DAWIA certification mandated by the implementation of the USD(A&S)’s BtB framework.

4. Applicability. This policy applies to military (Active Component, Army National Guard (ARNG) and US Army Reserve (USAR)) and civilian AAW professionals, as well as US Army Medical Department (AMEDD) officers with the Additional Skill Identifier (ASI) “8X”, who are seeking DAWIA certification at any level. Non-AAW, wage-grade personnel, and foreign nationals are not eligible to apply for certification.

5. Responsibilities.

a. DACM Office.

1) Coordinates with Army Acquisition Functional Leaders (AAFLs) to identify and assign Acquisition Functional Representatives (AFRs) to support their Functional Area.

2) Assigns Certifying Officials (COs).

3) Serves as the Career Acquisition Personnel and Position Management Information System (CAPPMIS) administrator in order to make system changes and updates, as needed, to support certification request, decision, and appeal processes and ensure system compliance with DAWIA certification standards.

b. AAFL: In coordination with the Army DACM Office, identifies and assigns AFRs who are experienced senior leaders within their assigned Functional Area and occupational series. AAFLs and Army Acquisition Functional Advisors may serve as AFRs at the AAFL’s discretion.

c. AFR.

1) Provides approval/disapproval of appeals for certification requests referred to them by a CO.

2) Provides approval/disapproval of fulfillment requests referred to them by a CO.

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d. Certifying Official (CO): Reviews and approves/disapproves certification requests in their designated Functional Area(s), ensuring that the requesting AAW professionals meet all education, training, and experience requirements at the time of application.

e. First Line Supervisor.

1) Provides the necessary time, resources, and oversight to ensure their AAW employees meet acquisition position requirements within the regulatory timelines.

2) Notifies the DACM Office if one of their AAW professionals has requested certification but there are compelling reasons why the individual should not be certified. Supervisors should have a discussion with the AAW professional about these reasons, before notifying the DACM Office. Supervisors should notify the DACM Office by submitting a Career Acquisition Management Portal (CAMP) Help Desk ticket (<https://apps.asc.army.mil/camp/index.cfm?fuseaction=support.helpRequest>). They should identify the employee by name and provide a brief explanation about their concerns in the "Problem Description" section.

f. AAW Professional.

1) Meets the acquisition position requirements (Functional Area and DAWIA certification level) for their current position within the established timelines.

2) Maintains a current and accurate copy of their official document of record in their personnel file. Note: The DACM Office strongly recommends AAW professionals print hard copies of their current official documents of record, in case they need to view these records but no longer have access to CAMP (for example, after retirement or separation from federal employment, transfer to another military service, or assumption of duties in a non-acquisition coded position). See paragraph 6.a below for more information on official documents of record.

6. Official Records.

a. The Acquisition Career Record Brief (ACRB), Officer Record Brief (ORB), and Soldier Record Brief (SRB) are the three official documents of record which track and display an AAW professional's position, assignment, training, education, and acquisition certification information. The ACRB is the document of record for AAW civilians. The ORB is the document of record for Active Component, USAR, and ARNG officers, and the SRB is the document of record for Active Component, USAR, and ARNG NCOs.

b. The primary document of record for AMEDD acquisition officers is the ORB, which must be coded with the ASI "8X" to indicate acquisition.

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c. CAPPMIS is a database within CAMP. It is the official repository of AAW data.

7. DAWIA Certification for AAW Professionals.

a. There are three levels of DAWIA certification: Foundational/Professional, Practitioner, and Advanced. Under the BtB framework, each Functional Area established two certification levels, with the exception of Contracting that only has one level of certification. The Functional Areas also established new experience and training requirements for these certification levels. Table 1 below outlines the certification levels established for the Functional Areas:

| FUNCTIONAL AREA | DAWIA CERTIFICATION LEVEL | | |
|--|-----------------------------|--------------|----------|
| | Foundational / Professional | Practitioner | Advanced |
| Business - Financial Management (BUS-FM)* and Business - Cost Estimating (BUS-CE)* | | X | X |
| Contracting (CON) | X | | |
| Engineering and Technical Management (ETM) | X | X | |
| Life Cycle Logistics (LCL) | X | | X |
| Program Management (PM) | | X | X |
| Test and Evaluation (T&E) | X | X | |

Table 1: Certification Levels for the Functional Areas

* Note: BUS-CE and BUS-FM are considered one overall Functional Area; however, each have their own separate certification coding and certification requirements.

b. Acquisition certification standards are published annually and maintained on the Defense Acquisition University (DAU) website. The DAU Interactive Catalog (iCatalog) (<https://icatalog.dau.edu/>) is the official source of certification standards.

c. All personnel occupying acquisition-coded positions have a primary certification requirement which is identified by an acquisition position category and certification level assigned to the position. The functional area and certification level assigned to an acquisition position is based on the duties, responsibilities, complexities, and authorities of the position.

d. Army acquisition organizations are responsible for determining the certification level and Functional Area required for their acquisition positions. See Reference 1.c (Defense Acquisition Workforce Program Desk Guide) for general coding guidance.

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e. If certification standards change, an AAW professional who is certified at a particular level will remain certified at that level, regardless of any new requirements made effective after the date of his/her certification.

f. Certification can only be achieved by meeting the training, education and experience standards required for each designated level in a Functional Area at the time that certification is requested.

8. Grace Periods.

a. Upon assignment to an acquisition-coded position, AAW professionals, except those filling Key Leadership Positions (KLPs), must meet their respective Functional Area's certification level requirements within the prescribed grace period. The duration of this grace period is based on the position's required certification level (3 years for Foundational/Professional, 5 years for Practitioner, and 4 years for Advanced). The duration of grace periods for these levels are consistent across the Functional Areas.

b. Individuals assigned to KLPs must meet their position certification requirements at the time of assignment or have an approved waiver signed by the Army Acquisition Executive. The grace period to achieve certification does not apply to KLPs.

c. If AAW professionals cannot attain the certification level required for their position within the prescribed 3, 5, or 4 year grace period, their organization may submit a position requirements waiver, using a DD Form 2905 (Acquisition, Technology and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver), to the Army DACM Office for approval. The DACM Office may grant a waiver for up to an additional 12 months (in very rare instances, up to 24 months), in order to allow the AAW professional to stay in the position and provide additional time beyond the prescribed 3, 5, or 4 year grace period to meet certification requirements. The start date for the waiver is determined by the employee's assignment history data on their ACRB, ORB, or SRB. This waiver does not eliminate the requirement for an AAW professional to obtain certification.

d. If the AAW professional is reassigned to an acquisition-coded position with the same certification requirements (that is, same acquisition position category and same certification level required), the grace period does not reset.

9. Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs).

a. All CAPs (non-KLPs) are required to be coded at the highest level of certification in the applicable Functional Area, except for Program Management, which requires Practitioner or higher-level certification.

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b. All KLPs are required to be coded at the highest level of certification in the applicable Functional Area.

c. Please see References 1.b (DoDI 5000.66) and 1.c (Defense Acquisition Workforce Program Desk Guide) for more detailed information about unique CAP and KLP requirements.

10. Reciprocity. There is reciprocity among all Department of Defense (DoD) organizations with respect to DAWIA certifications. The Army DACM Office will recognize and accept DAWIA certifications issued by other military departments, defense agencies, and field activities of the DoD, as long as the certification was appropriately awarded and the AAW professional provides sufficient proof of certification. Certification issued by other federal (non-DoD) organizations are not accepted (for example, Federal Acquisition Institute (FAI) / Federal Acquisition Certification (FAC)).

11. Certification for Functional Area 51 (FA51) officers. FA51 officers should focus on obtaining the highest level of certification in either Program Management (PM) or Contracting. Once officers achieve certification in one of these Functional Areas, they may seek broadening assignments or other opportunities that provide experience in the other Functional Area.

12. Certification for Career Management Field (CMF) 51C NCOs. 51C Military Occupational Specialty (MOS) positions are only identified within the Contracting Functional Area. Active Component, USAR, and ARNG CMF 51C NCOs are only eligible to apply for certification in Contracting.

13. Certification for AMEDD officers. Only AMEDD officers with an ASI 8X can apply for acquisition certification. AMEDD officers can only apply for certification in PM, Contracting, Engineering and Technical Management, and T&E. T&E certification applies only to AMEDD officers assigned to 8X designated billets at the US Army Medical Department Board. AMEDD officers should upload their ORB and relevant Officer Evaluation Reports (OERs) and/or Academic Evaluation Reports (AERs) into CAPPMS as supporting documents for the certification level that they are requesting.

14. Experience standards.

a. AAW professionals may count up to 12 months of education towards meeting the experience standard for certification in their primary Functional Area. This education must be in an acquisition or business-related discipline. The DACM Office will only recognize education that is earned through a degree-granting, accredited institution. AAW professionals may only request this education substitution, in lieu of acquisition

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experience, after they have obtained 12 months of credible experience in their Functional Area.

b. Any time spent attending a degree-granting, accredited academic institution, beyond the 12 months of education that an AAW professional may count towards meeting the experience standard for certification in their primary Functional Area (as described in paragraph 14.a above), does not qualify as acquisition experience to meet certification requirements. For example, if an acquisition officer participates in a full-time ACS program for 18 months, they may substitute 12 months of this education in lieu of experience when applying for certification in their primary Functional Area; however, they may not count the other six months as acquisition experience.

c. Experience standards require that AAW professionals clearly document how they meet the Functional Area specialized experience on their ACRB, ORB, or SRB. Civilians must submit a resume and military personnel must submit their OER/NCOER to supplement their ACRB, ORB or SRB respectively. If a civilian submits a resume, it must be organized in chronological order, listing the most recent employment first and showing the start and end dates (month/year) for each subsequent work experience. The resume should mirror the ACRB.

d. The same months of specialized experience used to obtain certification in one Functional Area may not be applied to meet the specialized experience standards in an additional Functional Area.

e. AAW professionals can count time (up to 12 months) spent participating in a Training with Industry Program towards the experience requirement.

f. Pathway Interns supporting acquisition functions shall receive a half-day credit towards the experience requirement for their Functional Area certification for each workday that they participate in the Pathways Intern Program (formerly Student Career Experience Program). However, Pathway Interns (college students in Occupational Series XX99) will only receive this half-day credit for experience if they are occupying an acquisition-coded position. Occupational Series XX99 is not classified as Acquisition.

g. Department of the Army Interns / Army Fellows Program (AFP) (formerly called the Army Civilian Training, Education and Development System (ACTEDS)) Interns shall receive a full day credit towards the experience requirement for Functional Area certification for each workday that they participate in their programs.

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h. Experience standards for certification shall be consistent for AAW military professionals (FA51 officers and 51C NCOs serving in the Active Component, USAR, or ARNG), as well as AMEDD officers.

1) The start of acquisition experience is defined as the date of assignment to the Soldier's first acquisition-coded position or the first date of attendance at initial acquisition training at the Army Acquisition Center of Excellence (AACoE), whichever event occurs earliest.

a) If course attendance at the AACoE comes first, Soldiers should upload a copy of their graduation certificate in CAPP MIS as supporting documentation with their certification request.

b) If the assignment to an acquisition-coded position comes first, Soldiers should upload a copy of their ORB or SRB in CAPP MIS as supporting documentation.

c) Non-Active Guard Reserve USAR/ARNG officers and NCOs must provide a copy of a completed "ARNG M-Day and USAR Troop Program Unit (TPU) Acquisition Experience Certification Application Form" (Enclosure 2) to adjudicate experience/time credit to meet certification requirements. Soldiers should upload this form with their certification request in CAPP MIS.

2) In general, Soldiers will receive one-for-one credit towards the experience requirement for Functional Area certification for each duty day that they are performing acquisition functions in an acquisition-coded position.

a) Acquisition experience is tracked in terms of months, with one month equaling at least 20 workdays.

b) A calendar day of drill/training for ARNG M-Day and USAR TPU Soldiers is counted as one workday of experience. The number of Unit Training Assemblies (UTA) does not determine the amount of acquisition experience.

c) Reserve Component (RC) Soldiers typically perform 24 days of Regularly Scheduled Drills (RSD) and 15 days of Annual Training (AT) per fiscal year. In addition, they often perform creditable work experience outside of the RC Duty Types outlined in DoDI 1215.06 (Uniform Reserve, Training, and Retirement Categories for the Reserve Components). In order to account for these unique circumstances, RC personnel may claim up to an additional 24 days of acquisition experience per fiscal year without supporting documentation, and up to an additional 48 days of acquisition experience per fiscal year with supporting documentation (for example, DAU transcripts, Memorandums

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for Record, or Leave and Earnings Statements, disclosing Additional Training Periods (ATPs) or Readiness Management Periods (RMPs)).

d) For AMEDD acquisition officers participating in the Acquisition Procurement Intern Program and Program Management Intern Program, OERs and AERs can serve as supporting documents to demonstrate experience.

16. DAU Fulfillment and Equivalency.

a. Fulfillment. The DAU Fulfillment Program enables AAW professionals to receive credit for completing mandatory DAU courses for which they can demonstrate competency through an in-depth assessment of their previous work experience, education, training, or any combination thereof. The AAW professional is required to provide the DACM Office with a written, detailed self-assessment of the competency standards for each DAU course for which fulfillment is sought. While fulfillment of DAU courses is a possible alternative, the process can be very time-consuming for AAW professionals. Actual course attendance is the preferred method. See Reference 1.I for more information on course fulfillment.

b. Equivalency. The DAU i-Catalog lists courses, programs, or certifications from external providers (colleges and universities, DoD schools, other federal agencies, commercial vendors, and professional societies) that will be accepted as equivalent to selected DAU curriculum courses. However, in order to receive equivalency credit in lieu of taking the mandatory DAU course(s), AAW professionals must complete the provider course within the approval period shown on the current online DAU i-Catalog (<https://icatalog.dau.edu/>).

17. Procedures.

a. Requesting acquisition certification. Certification is not automatically generated. AAW professionals must request certification through CAMP/CAPPMIS, under the Certification Management System (CMS) tab, and click "Apply for Certification." DAWIA certification standards that are in place at the time of application must be met. AAW professionals must be certified in the Functional Area at the level at which their encumbered position is designated before they can request certification in another Functional Area. The first priority for AAW professionals is to meet their current acquisition position requirements.

b. Requesting certification under reciprocity. For a certification issued by other military departments, defense organizations, or field activities of the DoD, the requesting AAW professional will forward an electronic copy of the proof of certification through CAPPMIS to the Army DACM Office Help Desk

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(<https://apps.asc.army.mil/camp/>). Depending on the supporting documentation that the AAW professional furnishes, the Army DACM Office will update the CAPPMIS database, using the appropriate DoD (Navy, Air Force, or 4th Estate) DACM as the official CO.

c. Requesting a certification appeal. If a request for certification is disapproved, AAW professionals will receive an email notification from CAPPMIS, informing them of this decision and providing them with instructions on how to appeal. To appeal, they should log into CAPPMIS, go to the CMS tab, click "Apply for certification" hyperlink, and select the appeal button. They have 30 calendar days from the date of decision to appeal. The appeal determination is final.

d. Appealing a certification revocation.

1) If a certification is found to have been erroneously granted, the DACM Office will notify the AAW professional of this finding and will remove the certification from the CAPPMIS database immediately. The AAW professional has 30 days from the date of this notification to provide sufficient proof that the certification requirements were satisfactorily met at the time when the certification was granted.

2) If the AAW professional provides proof that the certification requirements were satisfactorily met at the time the certification was granted, the certification will be reinstated in the CAPPMIS database.

e. The Army DACM has the final decision authority for all AAW certification requests and appeals.

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

19. Effective Date and Implementation. This document is effective immediately and remains in effect until rescinded.

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20. For questions about this policy, please contact the USAASC, Army DACM Office at usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil.

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Encls

RONALD R. RICHARDSON, JR.
Director
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ENCLOSURE 1
References

- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).
- b. Department of Defense Instruction (DoDI) 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).
- c. Department of Defense (DoD) Defense Acquisition Workforce Program Desk Guide.
- d. Under Secretary of Defense (Acquisition and Sustainment) memorandum (“Back to Basics” for the Defense Acquisition Workforce), 02 September 2020.
- e. Under Secretary of Defense (Acquisition and Sustainment) memorandum (Back to Basics Implementation for the Defense Acquisition Workforce), 04 February 2021.
- f. Defense Acquisition University memorandum (Implementation of Back-to-Basics Framework), 07 September 2021.
- g. Department of the Army Pamphlet 600-3 (Commissioned Officer Professional Development and Career Management).
- h. Defense Acquisition University Interactive Catalog (iCatalog), <http://icatalog.dau.edu/>.
- i. Assistant Secretary of the Army for Acquisition Logistics and Technology, SAAL-PW memorandum (Functional Chief Representative, Contracting and Acquisition Career Program, Memorandum #1 – Realignment for Occupational Series 1101 and 1102), 13 August 2012.
- j. Assistant Secretary of the Army for Acquisition Logistics and Technology, SFAE-CDD memorandum (Army Key Leadership Positions (KLPs) and Qualification Criteria Policy), 21 March 2014.
- k. Assistant Secretary of the Army for Acquisition Logistics and Technology, SFAE-ASC memorandum (Critical Acquisition Position and Key Leadership Position Policy), 15 July 2022.
- l. Assistant Secretary of the Army for Acquisition Logistics and Technology, SFAE-CDD memorandum (Army Acquisition Procedures for Implementing the Department of Defense Acquisition Career Management Mandatory Course Fulfillment Program), 31 January 2019.

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ENCLOSURE 1
References

- m. Assistant Secretary of the Army for Acquisition Logistics and Technology, SFAE memorandum (Department of the Army, Acquisition Career Field Certification Policy), 10 October 2019 – hereby superseded.
- n. Memorandum of Understanding, Agreement Number OTSG 14-001 (Army Acquisition Workforce Management of Army Medical Officers in Unique Education and Training Specialties), 19 June 2015.
- o. Memorandum of Understanding between U.S. Army, Director Acquisition Career Management, the U.S. Surgeon General, and the Commanding General, U.S. Army Human Resources Command, Subject: Army Acquisition Workforce Management of the U.S. Army Medical Department (AMEDD) Officers in Unique Education and Training Specialties.
- p. US Army Acquisition Support Center Policy, “Non-Commissioned Officer (NCO) Career Management Field (CMF) Certification and Acquisition Corps Membership Policy and Procedures,” 10 February 2014 – hereby rescinded.
- q. US Army Corps of Engineers, CECT-Z memorandum (Request for Exception to Policy from Selected Portion of Memorandum, Designation of Critical Acquisition Positions and Key Leadership Positions), 17 May 2012.

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ENCLOSURE 2
ARNG M-Day and USAR Troop Program Unit (TPU) Acquisition Experience Certification Application Form



Army National Guard (ARNG) M-Day / US Army Reserve (USAR) Acquisition Experience Certification Form

Purpose. To certify the number of duty days that the applicant performed in an acquisition-coded position. Note: This form does not apply to Active Guard Reserve (AGR) Soldiers.

Instructions. Complete. Merge w/supporting docs into a single PDF. Upload to CMS.

Applicant Information.

| NAME (Last, First, Middle) | RANK | UNIT | AOC/MOS |
|----------------------------|--------|------|--------------|
| | select | | ---select--- |

Tabulation Worksheet.

| | Typical Amounts (or Max. Allowed)* | Career Totals (in days) | Applicant-Provided Supporting Documentation |
|---|------------------------------------|-------------------------|---|
| Regularly Scheduled Drills | 24 days/FY | 0 | |
| Annual Training | 15 days/FY | 0 | |
| Other Creditable (without supporting documentation) | 0 to 24 days/FY* | 0 | Not Applicable |
| Other Creditable (with supporting documentation) | 0 to 48 days/FY* | 0 | |
| DAU or AACoE Resident or VILT schools | per orders | 0 | |
| Acquisition-coded AD or State Orders | per orders | 0 | |
| Grand Total | 0 to 365 days/FY | 0 | |

Documentation Examples.

- Regularly Scheduled Drills: ORB, Assignment Orders, LES.
- Annual Training: ORB, Assignment Orders, LES.
- Other (w/o supporting docs): **Not Applicable.**
- Other (w/supporting docs): DAU transcripts, MFRs (signed by an O-4 or higher supervisor), LES showing Additional Training Periods (e.g. ATPs or RMPs).
- Schools: Orders, 1059.
- AD or State Orders: Orders.

Applicant's Digital Signature

Supervisor's Full Name

Supervisor's Digital Signature

A false statement on any part of this document may be grounds for denial or removal of certification, disqualifying you from eligibility to participate in acquisition career development programs or terminating you after you are hired or selected for one of the acquisition career development programs. Also you may be administratively disciplined or punished by fine or imprisonment. - U.S. Code title 5 section 552a; title 18 section 1001; Art 107 MCM 1984 (1995 ed); AR 690-751.

I have read the above statement and certify that to the best of my knowledge and belief all of my statements are true, correct, complete and made in good faith.

Note: Please see the USAASC Army DACM Policy Library for a fillable form