



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

SFAE-ASC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Validation for Foreign Local Nationals Policy and Procedures

1. References:

a. Department of Defense Instruction (DoDI) 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).

b. Defense Acquisition University Interactive Catalog (<https://icatalog.dau.edu/>).

c. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Defense Acquisition Workforce Improvement Act Certification Policy for the Army Acquisition Workforce), 26 August 2022.

2. Purpose: This memorandum establishes policies and procedures through which the Department of the Army recognizes and credits the training, education, and experience of Foreign Local National (FLN) employees for contracting validation, in accordance with Department of Defense established standards and issuances. All previous versions of this policy are hereby rescinded.

3. Definition. In this document, validation is defined as the process through which the Army determines that a FLN meets the training, education, and experience standards established in the Contracting Functional Area. This recognition is used for local tracking of qualifications and esprit de corps to recognize FLNs as valued team members of the Army contracting community.

4. Policy.

a. FLN validation will not be used for Defense Acquisition Workforce Improvement Act (DAWIA) certification. Per Reference 1.c, FLNs are not eligible to apply for DAWIA certification.

b. FLN contracting validation will not be documented or maintained in the Career Acquisition Personnel and Position Management Information System, which is the Army's official repository of Army Acquisition Workforce (AAW) data.

c. Certification requirements for the Contracting Functional Area are published annually and maintained on the DAU iCatalog website (Reference 1.b), which is the official source for all DAWIA acquisition certification requirements. FLNs may only

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achieve contracting validation by meeting all the training, education, and experience standards required for the Professional level certification in the Contracting Functional Area, excluding the Contracting Certification Exam given FLNs are not eligible to take it. If DAWIA certification standards for the Contracting Functional Area change, a FLN who has already achieved contracting validation will keep this status, regardless of any new certification requirements in effect after the date of the FLN's validation.

d. Experience standards should be consistent between FLNs and AAW contracting professionals. See Reference 1.c for experience standards.

5. Procedures.

a. Senior Contracting Official (SCO). The SCO will serve as the reviewing official for FLN documentation to support validation requests. The SCO will verify the individual has met the training, education, and experience standards and that adequate documentation was provided.

b. International degrees must have a credential evaluation report by an external agency, verifying the international degree is comparable to a US accredited higher-level degree.

c. Upon completion of the review, the SCO may create and issue a Letter or Certificate of Validation to the FLN. To avoid confusion, the word "certification" shall not be used in the Letter/Certificate of Validation.

6. Effective date and implementation. This policy is effective immediately and remains in effect until officially superseded or rescinded.

7. For general questions about this policy, please contact the Army DACM Office Policy Mailbox at [usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil](mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil).



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