DEPARTMENT OF DEFENSE

Defense Acquisition Workforce Program Desk Guide

August 30, 2022

Signed/Issued by
Director, Human Capital Initiatives

USD(A&S)

SUBJECT: Defense Acquisition Workforce Program Desk Guide

References: See References.

PURPOSE. This desk guide provides detailed procedures for implementing policy established in Department of Defense Instruction (DoDI) 5000.66. If there is a conflict with DoDI 5000.66, the Instruction takes precedence.

PROCEDURES. See Sections 1 through 5.

RELEASABILITY. Unlimited. This desk guide is approved for public release and is available on the Human Capital Initiatives homepage at https://www.hci.mil/.

EFFECTIVE DATE. This desk guide is effective immediately.

BAUER.SCOTT.W.1075490913 Digitally signed by BAUER.SCOTT.W.1075490913 Date: 2022.08.29 11:12:46 -04'00'

Scott W. Bauer
Director, Human Capital Initiatives (HCI)

TABLE OF CONTENTS

PURPOSE. ii
PROCEDURES. ii
RELEASABILITY. ii
EFFECTIVE DATE. ii
Table of Contents 1
Section 1: Defense Acquisition Positions 1
1.1. Positions to be Designated. 1
1.2. Process for Designating Acquisition Positions. 1
1.3. Position Requirements. 2
1.4. Functional Area Certification. 2
1.5. Position Review and Validation. 4
1.6. Key Leadership Positions (KLPs). 4
1.7. Critical Acquisition Positions (CAPs). 5
Section 2: Competency Development and Management 6
2.1. DoD Competency Management Framework. 6
Figure 1: DoD Competency Management Framework 7
2.2. Functional Area and Knowledge Area Competency Models. 7
Figure 2: Acquisition Education and Training Competency Model Framework 8
2.3. Knowledge Areas. 8
Section 3: Training and Continuous Learning 9
3.1. Assignment Specific Training. 9
3.2. Defense Acquisition Credential Program. 11
3.3. Continuous Learning. 12
Section 4: Education 14
4.1. Statutory Education Requirements. 14
4.2. Methods for Meeting the Education Requirements. 14
Section 5: Experience 15
5.1. Experience to be Credited. 15
5.2. Meeting Experience Standards. 15
5.3. Alternate Experience Methods. 15
Section 6: Waivers 16
6.1. Waiver Requirements. 16
6.2. Tenure Waivers. 16

6.3. Position Waivers. 16
Glossary 18
PART I. Abbreviations and Acronyms 18
PART II. Definitions 19
References 21

SECTION 1: DEFENSE ACQUISITION POSITIONS

1.1. POSITIONS TO BE DESIGNATED.

Component designation of civilian and military acquisition positions forms the framework for DoD's implementation of Chapter 87 of Title 10 United States Code (U.S.C.), the Defense Acquisition Workforce Improvement Act (DAWIA), and Defense acquisition workforce (AWF) programs established by DoD Instruction (DoDI) 5000.66, Defense Acquisition Workforce Education, Training, Experience and Career Development Program. Appropriate designation of AWF positions in military and civilian personnel systems and position descriptions (or equivalent) is the basis for identification of the workforce and analytics and informs workforce strategic human capital and talent management. Appropriate position designation informs prospective applicants and incumbents of job requirements and ensures the education, training, and experience needed for acquisition certification are met in a timely manner.[1]

1.2. PROCESS FOR DESIGNATING ACQUISITION POSITIONS.

a. Designate all positions identified in paragraph 4.1. of DoDI 5000.66.

b. Component acquisition executives (CAEs) are responsible for the position designation function. The Directors for Acquisition Career Management (DACMs) and Director of Acquisition Talent Management (DATM) are responsible for component implementation policy, guidance, quality reviews, and delegation. Component human resources managers are responsible for recording designations in systems of record.

c. Component-authorized position designators determine if a position is an acquisition position based on assessment of position job responsibilities. Acquisition is defined as "the conceptualization, initiation, design, development, test, contracting, production, deployment, integrated products support, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions."[2] The Component can further refine the definition and core acquisition responsibilities.

d. If the position is deemed an acquisition position, the Component-authorized position designator assesses if acquisition job responsibilities comprise greater than 50 percent of position responsibilities. If acquisition job responsibilities comprise greater than 50 percent of position responsibilities, the appropriate acquisition functional area is designated and certification requirement assigned. Position designators use the Functional Area Position Category Description (PCD) as a standard for assessing which Functional Area to designate. Functional Area certification categories are assigned based on complexity of Functional Area job

[1] Functional area certification requirements may include a comprehensive assessment, if applicable.
[2] The definition of acquisition is specified in the Defense Acquisition University (DAU) glossary of defense acquisition acronyms and terms: Defense Acquisition Glossary (dau.edu).

responsibilities. Functional Area certification standards of record are stored and available in the Defense Acquisition University (DAU) iCatalog at: https://icatalog.dau.edu.

e. Additional position determinations:

(1) Determine if the position is a Critical Acquisition Position (CAP) or a Key Leadership Position (KLP) as specified in section 4 of DoDI 5000.66.

1.3. POSITION REQUIREMENTS.

The position designation and coding process determines the acquisition position requirements. The following requirements apply uniformly across DoD and will not be modified or augmented by the DoD Components:

a. Functional Area certification

b. Continuous Learning (CL)

c. Tenure (applies to CAPs and KLPs)

d. Special Statutory Requirements (applies to program executive officers; ACAT I program managers and deputy program managers; and ACAT II program managers; Flag/General Officers and Senior Executive Service (SES) members; senior contracting officers; contracting officers; 1102s; and comparable military) in accordance with section 4 of DoDI 5000.66

e. The defense acquisition position requirements addressed in this section are based on Chapter 87 of Title 10 U.S.C. (DAWIA) and are separate from Office of Personnel Management (OPM) qualification requirements which apply to occupational series.

1.4. FUNCTIONAL AREA CERTIFICATION.

Defense acquisition positions will be designated in accordance with section 4.1. of DoDI 5000.66.

For the purposes of this section, the term “certification requirement” is used to denote the category (tier) of certification required and the specific acquisition functional area associated with a given defense acquisition position. The term “certification standard” is used to refer to the mandatory education, training, and experience required to meet the current functional area certification requirements assigned to the defense acquisition position. Certification is the process through which the DoD Components determine an individual meets the mandatory education, training, and experience standards for an acquisition functional area.

The certification requirements of a defense acquisition position are based on the acquisition functional area and the certification category (tier) assigned to the position.

Defense Acquisition Functional Area Leaders (FALs) establish the mandatory education, training, and experience standards required within each acquisition functional area and at each certification category (tier). Certification categories include: 1) Foundational/Contracting

Professional; 2) Practitioner; and 3) Advanced. FALs lead standing Functional Integration Teams (FITs) with component subject matter expertise and other experts to manage functional area workforce requirements.

The online iCatalog, located at https://icatalog.dau.edu/, is the official source for publication of certification standards. The iCatalog provides a description of the education, training, and experience required for all categories of certification. The iCatalog also includes a section on training providers who offer courses deemed equivalent to specified DAU courses and a list of predecessor courses that may be used toward prerequisite requirements or certification for a specified period of time.

AWF members must meet the certification requirements of their encumbered position before achieving secondary certification or certification to a higher certification category (tier) in the same acquisition functional area.

The acquisition functional area certification requirement for all positions must be met within the grace period based on the start date for encumbering the position as specified in section 5.1 of the DoDI 5000.66. Section 6 of this desk guide discusses waivers, where applicable.

Prior to assignment to a defense acquisition position, the supervisor should ensure the individual is informed of the position certification requirement. If the individual does not meet the requirement, the supervisor should ensure the employee's individual development plan (IDP), established jointly by the supervisor and employee, addresses how the employee will meet the certification requirements of the position within the allotted grace period. Personnel selected for KLPs are required to meet certification requirements upon assignment in accordance with DoDI 5000.66 section 4.

At a minimum, the IDP should identify the gap and a timeline to obtain certification. To be certified, one must meet the certification standards in place at the time of the request for certification. Those who do not meet their functional area certification requirements within the prescribed grace period in accordance with DoDI 5000.66 require a position waiver. This waiver allows the person to occupy the position for a designated period of time without the required certification. A certification cannot be granted through a waiver. See section 6 of this desk guide for additional details.

When an AWF member is assigned to a new defense acquisition position with different certification requirements, they are given a new grace period to meet position requirements in accordance with DoDI 5000.66. In instances where an AWF member is reassigned to a position with the same certification requirements (i.e. same acquisition functional area and same certification category (tier) required), the grace period does not reset.

If upon review or audit, it is determined that a certification was approved when the workforce member did not meet the certification requirements, the certification shall be withdrawn by the workforce member's parent organization to correct the erroneous action and provide notification to the workforce member of the change. For AWF personnel who are not properly certified as required in Chapter 87 of Title 10, U.S.C. and are not covered by a waiver as indicated in DoDI

5000.66, funding for developmental assignments and/or non-certification-related training should not be available.

1.5. POSITION REVIEW AND VALIDATION.

a. Components periodically review and validate acquisition position designations, specifically prior to recruitment, during reorganizations, and when the duties and responsibilities of the positions change.

b. Position validation should be included as an assessable unit and statement of assurance in management control plans.

1.6. KEY LEADERSHIP POSITIONS (KLPs).

a. Acquisition functional area certified, qualified military personnel, and full-time DoD civilian employees must fill KLPs. KLPs require tenure in order to ensure stability and prove accountability for the acquisition program, effort, or function. CAEs designate all KLPs in the functional area associated with the position's lead function, in accordance with DoDI 5000.66, section 4.1.

b. All positions listed below may be designated as KLPs for ACAT I and IA programs and should be designated in the functional area associated with the lead function. With the exception of the Program Executive Officers, Deputy Program Executive Officers, and Senior Contracting Officials, the following KLPs should be dedicated to a single ACAT I/IA Program:

(1) Program Executive Officer (PEO)/Deputy Program Executive Officer (DPEO).

(2) Senior Contracting Official.

(3) Program Manager (PM) (Additionally, ACAT II).

(4) Deputy Program Manager (DPM) (Additionally, ACAT II).

(5) Program Lead, Systems Engineer (Chief Engineer).

(6) Product Support Manager (PSM) (Program Lead Logistician).

(7) Chief Developmental Tester.

(8) Program Lead, Business Financial Manager.

c. The following lead positions on major defense acquisition programs (MDAPs) are necessary when the function is required based on the phase or type of acquisition program. Components may determine the appropriate functional area designation for the following lead positions. These lead positions may be associated exclusively with a single program or be shared across multiple programs:

(1) Program Lead, Contracting Officer.

(2) Program Lead, Cost Estimator.

(3) Program Lead, Production, Quality, and Manufacturing (functional area determined by Component).

(4) Program Lead, Information Technology (functional area determined by Component).

(5) Program Lead, Software.

d. In accordance with Section 4324(c) of Title 10, U.S.C and Section 1706(a)(7) of Title 10, U.S.C, CAEs must ensure PSMs are designated and assigned for each covered system. In accordance with DoD Instruction 5000.91, Para 2.9.b(2), all covered systems and ACAT II programs will be supported by a PSM, no later than at program initiation, throughout the life of the system. IAW DoDI 5000.80, all programs using the middle tier of acquisition (MTA) pathway will also be assigned a PSM. Assignment of a PSM is encouraged for all other programs.

e. CAEs also may designate other KLP positions.

1.7. CRITICAL ACQUISITION POSITIONS (CAPs).

a. CAPs are typically located in a program office, PEO portfolio, or organization that has a primary acquisition mission. CAPs require tenure in order to ensure stability and provide accountability for the acquisition program, effort, or function, and must be filled by military officers at the O-5 grade or higher, or civilians at the GS-14 grade or higher (and equivalent). Acquisition Senior Executive Service positions and senior level/scientific/professional positions that are not KLPs must be designated by the CAE as CAPs, in accordance with DoDI 5000.66, section 3.4.

SECTION 2: COMPETENCY DEVELOPMENT AND MANAGEMENT

2.1. DOD COMPETENCY MANAGEMENT FRAMEWORK.

a. In order to establish a consistent framework for constructing acquisition competency models and to facilitate the analysis of cross-functional competencies, the DoD has adopted the five-tiered DoD Competency Management Framework outlined in volume 250 of DoDI 1400.25 (Figure 1) and in accordance with DoDI 5000.66, section 3.3.

b. The core precepts for DoD Competency Management Framework, as shown in figure 1 are based on:

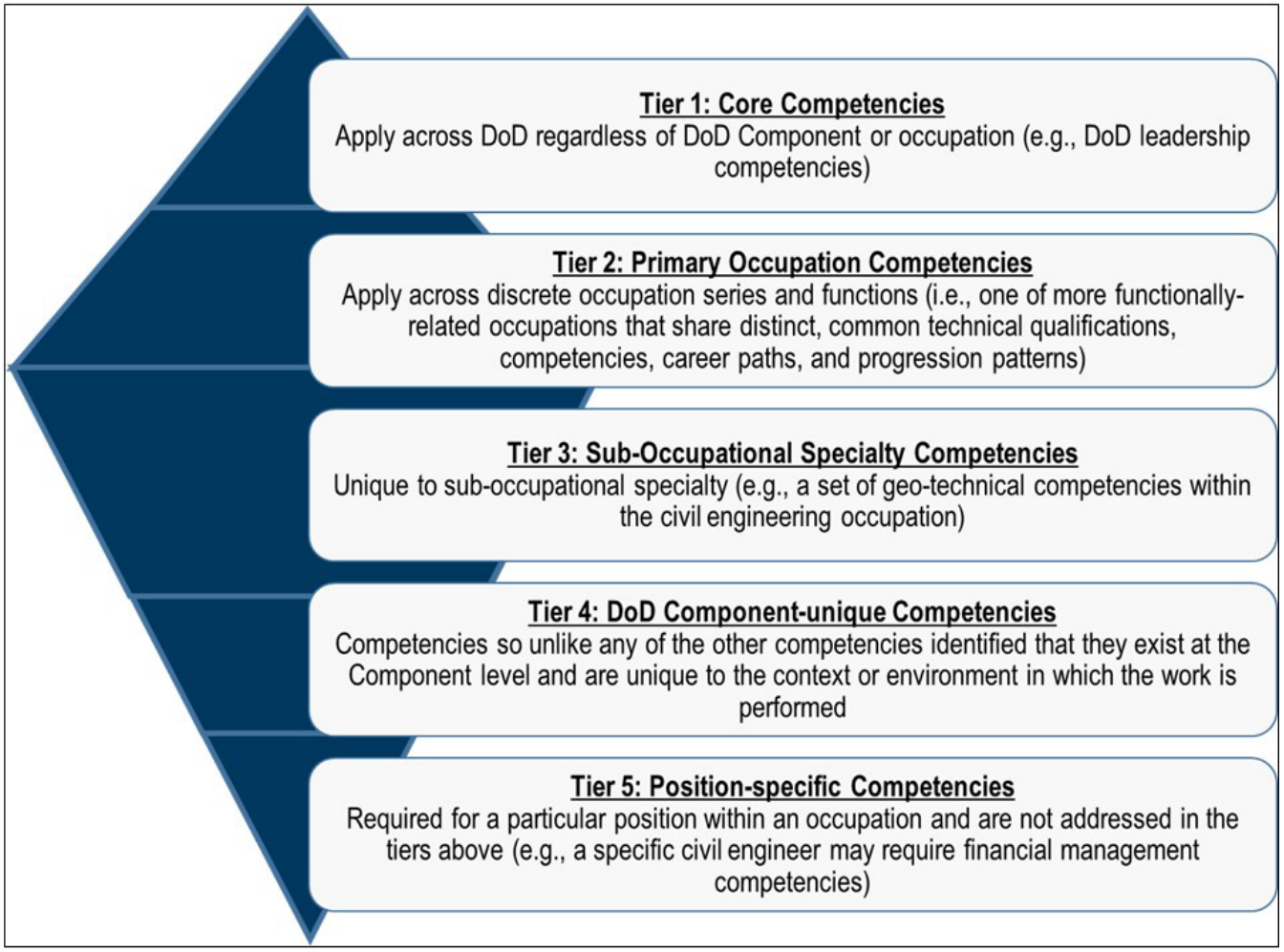
(1) Aligning mission outcomes with expectations for employee behaviors.

(2) Providing a meaningful and consistent structure within which to define and assess workforce competency needs and gaps.

(3) Providing employees and supervisors with observable, transparent, and measurable indicators associated with successful job performance.

c. Figure 1 consists of five tiers and includes technical and non-technical competencies. These tiers categorize and organize competencies within and across occupations and differentiate between mission-based competency requirements.

Figure 1: DoD Competency Management Framework



2.2. FUNCTIONAL AREA AND KNOWLEDGE AREA COMPETENCY MODELS.

FALs, working through their respective teams, will develop competency models for their respective Functional Area(s) and knowledge area(s), as assigned. The WLT is responsible for competencies at Tier 1, which apply across the entire acquisition workforce.

a. FALs will coordinate with DAU to appropriately define the knowledge, skills, and abilities (sub-competencies) that comprise the competency models, including proficiency standards, learning objectives, and other talent management applications, as appropriate.

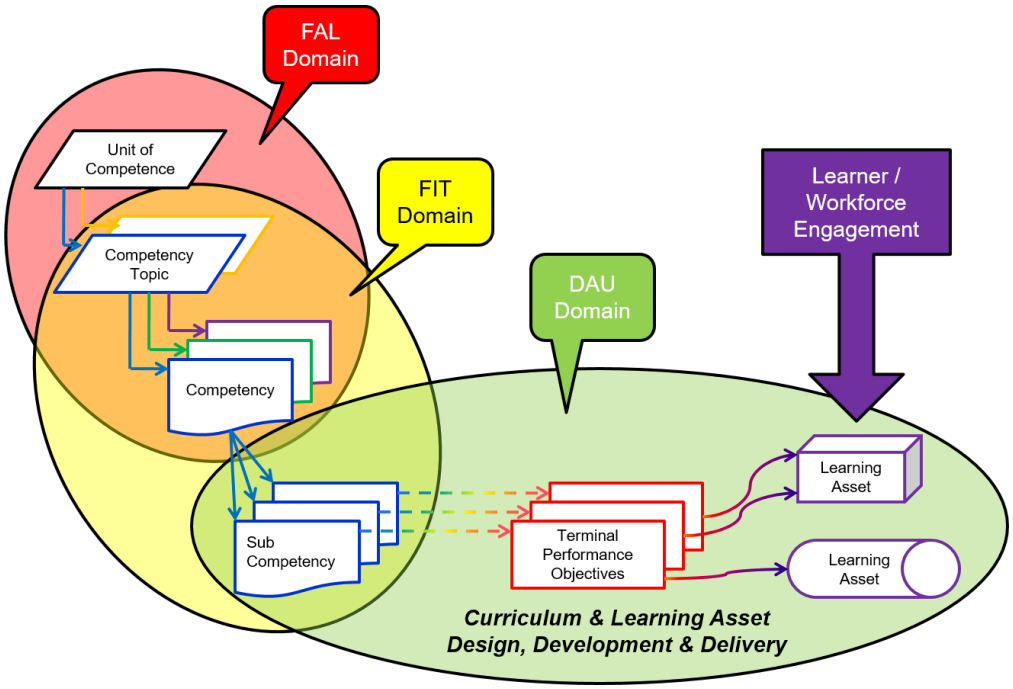
(1) FALs are responsible for competencies at Tier 2 (i.e. primary occupation) and Tier 3 (i.e., sub-occupational specialty).

(2) Components are responsible for competencies at Tier 4 and Tier 5.

b. Working through their teams, FALs will validate, update, and approve the models, as required. DAU will maintain models in a repository.

c. Figure 2 illustrates the relationship between acquisition functional area competencies and DAU-developed curricula and learning assets. The FAL is responsible for developing competencies and DAU will translate them into terminal/performance learning objectives.

Figure 2: Acquisition Education and Training Competency Model Framework



2.3. KNOWLEDGE AREAS.

A knowledge area is an acquisition-related function designated by the WLT as a DoD-level high priority for meeting defense acquisition mission requirements. Knowledge areas are cross-functional in nature and address emerging and rapidly changing acquisition subjects. Incumbents of positions with knowledge area responsibilities may not be members of the acquisition workforce by virtue of solely practicing a knowledge area.

FALs, in accordance with DoDI 5000.66 section 3, oversee the management of their respective knowledge areas, as assigned, to include maintaining a knowledge area charter.

a. FALs identify and maintain the competencies for assigned knowledge areas, to include:

(1) Determining the need for and identifying enterprise specialty training and Credential(s), as appropriate, to meet competency requirements;

(2) Coordinating and working with other FALs to identify and meet cross-functional knowledge area requirements; and,

(3) Designating a knowledge area lead (with WLT approval) and subject matter expert (SME) working group which supports the FAL through recommending competency, training, and other Credential requirements, as applicable.

SECTION 3: TRAINING AND CONTINUOUS LEARNING

3.1. ASSIGNMENT SPECIFIC TRAINING.

Whether obtaining Functional Area certification or meeting other training requirements associated with this program, DoD Components are responsible for assigning civilian and military employees to attend the DAU. Components should prioritize persons registering for DAU training to meet mission needs, to ensure they meet position certification requirements, to equip them for duties to which they are assigned, and to provide career development opportunities.

a. DAU Training.

(1) Components prioritize and authorize attendance at DAU courses for any of the following purposes:

(a) Emergent situations where there is a need to qualify persons deploying to theaters of operations.

(b) Qualifying incumbents (including selectees) of acquisition positions for which the course is mandatory by statute.

(c) Qualifying incumbents (including selectees) of acquisition positions for which the course has been deemed required for position certification.

(d) Providing training identified as "desired" by components and/or functional area stakeholders, such as Credentials and other CL opportunities.

(e) Qualifying AWF members for the next higher category (tier) in their primary (i.e. the functional area indicated by one's position description) functional area.

(f) Providing AWF members training in competencies added to certification standards in their acquisition functional area after the highest category (tier) of certification has been obtained.

(g) Providing acquisition training to personnel outside the AWF, such as members of the DoD Inspector General or direct-hire foreign national employees, when such training has been identified by the Undersecretary of Defense (Acquisition and Sustainment) (USD(A&S)) or CAE as meeting a valid acquisition-related need.

b. Training priority is determined by Components assigning one of the following priority levels to each registrant for DAU courses.

(1) Priority 1 – Incumbents of acquisition-designated positions for which training is:

(a) Mandatory for functional area certification at the required category (tier) for their current position, or

(b) A mandatory course required for the position.

(2) Priority 2 – Incumbents in acquisition-designated positions who plan to complete certification at a higher category (tier) than required by their position in the same functional area.

(3) Priority 3 – Incumbents of acquisition positions who plan to complete training as part of development in a functional area other than that required for their current position.

(4) Priority 4 (or other designation as applicable) – Previously certified or repeat course.

(5) Priority 5 (or other designation as applicable) – DoD employees or military members not in acquisition-designated positions, including Federal civilian agency and defense industry employees.

c. Course Quotas. DAU course quotas are assigned to the DoD Components for management and control purposes. Quotas will be assigned to individual students in accordance with DoD Component policies, including statutory and regulatory provisions, availability, priority, cost-effective location, and available travel and per diem resources.

d. Prerequisite Training. Many DAU courses require completion of prerequisite courses prior to attendance. Students must either complete all prerequisite courses or have completed acceptable alternatives prior to attending DAU courses. Acceptable alternatives include predecessor courses still accepted as current, equivalent courses, or fulfillment (each of these alternatives is addressed below in the paragraph titled "Alternate Methods to Meet Training Requirements").

e. Registration. Employees register for DAU courses through their Component registration systems, as detailed below.

(1) Army Civilian and Military Personnel: *https://www.atrrs.army.mil/channels/aitas*

(2) Department of the Navy Civilian and Military Personnel:

https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx

(3) Air Force/Space Force Civilian and Military Personnel:
https://acqnow.atrrs.army.mil/Home/Dashboard

(4) Civilians employed by DoD Components Outside the Military Departments:
https://www.atrrs.army.mil/datms

(5) Military personnel assigned to other Defense agencies must go to the website for their military department.

(6) Non-DoD entities (Federal, Industry, and Contractors):
https://www.atrrs.army.mil/channels/nondod

f. Travel and Per Diem. DoD Components have oversight responsibility and accountability to ensure travel and per diem funds are executed in accordance with their Service's written travel procedures. DoD Components are expected to use cost-effective procedures to minimize rental cars and maximize use of government lodging. Each DoD Component should have written procedures for periodic review by the DACMs/DATM.

g. Alternate Methods to Meet Training Requirements. Instead of completing a mandatory DAU course, individuals may meet the training requirements by one of the following methods:

(1) The employee may complete a DAU-certified equivalent course delivered by accredited academic institutions, other DoD schools, private sector course providers, or professional organizations.

(2) The employee may use the course fulfillment process. Fulfillment is an option for those courses in which DAU provides a fulfillment guide found at https://icatalog.dau.edu/. Fulfillment enables members of the AWF to receive credit for mandatory DAU courses for which they can demonstrate that they possess the required competencies through meeting the learning objectives.

(a) Each DoD Component has its own process for determining if the applicable competencies for a particular course have been satisfactorily addressed and for approving a fulfillment request.

(b) Members of the AWF should refer to their DoD Component's DACM or DATM website for guidance regarding fulfillment procedures.

(3) The employee may have completed a currently accepted predecessor of the mandatory DAU course. A list of approved predecessor courses and the expiration date of each can be found at https://icatalog.dau.edu/.

3.2. DEFENSE ACQUISITION CREDENTIAL PROGRAM.

a. Delivered through the DAU, a Defense acquisition credential recognizes an individual's knowledge, skills, and abilities to perform a DoD acquisition-related function or set of tasks. Credentials developed and deployed by DAU equip DoD workforce members with required skills through completion of a learning pathway and an assessment to verify correct application of the skills in a DoD context. Credentials are designed to support in-depth, specific training needs of a defense acquisition functional area or cross-functional training needs for several functional areas. More detailed information on the Defense Acquisition Credential Program can be found at Credentials (dau.edu).

b. FALs identify functional and knowledge area needs to DAU who in turn recommends if a credential is an appropriate solution, in accordance with section 3.3. of DoDI 5000.66 and DAU Directive 703.

c. The following applies to all credentials:

(1) The FALs establish the required learning objectives for a credential. Requirements should align with workforce competencies of either a FA or knowledge area and reflect an AWF training need.

(2) Credentials are elective, point-of-need trainings separate from the mandatory functional area certification and can be applied to meet continuous learning requirements.

(3) Workforce members are encouraged to pursue a credential while also pursuing a Functional Area certification or when Credential-specific learning will benefit the performance of the member's assigned duties.

(4) Earned credentials are recognized across DoD components.

(5) Except credentials that include paid licenses, credentials normally will be made available for enrollment to all DoD, Federal, and Industry employees. Those that include paid licenses will be restricted to the AWF.

(6) The Defense Acquisition Credential Program complements, but does not duplicate, other established credentialing programs nor are credentials included within Functional Area certification standards.

3.3. CONTINUOUS LEARNING.

CL is a requirement for members of the AWF.

AWF members must participate in meaningful CL activities to stay current and proficient in functional disciplines, DAWIA policy initiatives, and leadership and management skills. CL should include career broadening assignments as well as completing initial or additional certification training. AWF members should maintain currency in their functional area by earning continuous learning points (CLPs) for any new competencies added to the certification standards after the highest category (tier) of functional area certification is achieved. Reference DoDI 5000.66 section 3.3.

AWF members should discuss broadening activities with their supervisor. These activities may include, but are not limited to, credentials, certification training in other functional areas (once primary certification is achieved), leadership training, and rotational and developmental assignments.

a. CL Requirement. Members of the AWF are required to earn 80 CLPs every two years, with a goal to attain 40 CLPs each fiscal year.

b. DAU Continuous Learning Center. The DAU Continuous Learning Center at Continuous Learning Center (dau.edu) offers a large range of learning activities. DAU training courses are listed at https://icatalog.dau.edu/. Additionally, the DoD Components sponsor various learning opportunities that are listed on their respective websites. AWF members should register for courses through their Component registration systems (see paragraph 3.1.(e) of this guide).

c. CL Opportunities. Workforce members should follow Component procedures for obtaining and documenting CLPs. Suggested CLP guidelines are listed at DAU's Continuous Learning Center (dau.edu).

d. Acquisition Functional Area Certification Training and Cross-training. Acquisition Functional Area certification training is required by DAWIA. Additionally, for personnel fulfilling the experience requirements after training is complete, other continuous learning activities may be appropriate. Certification training in these areas will count for continuous learning points (CLPs).

(1) Where applicable, members of the AWF who are not certified to the highest category (tier) of their position-designated functional area may strive to achieve higher category (tier) certification in their functional area for professional growth and preparation for other opportunities.

(2) Once fully certified in their primary functional area, members of the workforce may achieve certification in other functional areas. Formal training or developmental assignments that complete a requirement for certification in a different functional area will be awarded CLPs.

e. Using Experience for CL Credit. The experience category includes on-the-job experiential assignments and intra/inter-organizational rotational career broadening and developmental experiences. While supervisors and employees must use discretion in arriving at a reasonable point value to be awarded for rotational and developmental assignments, a sliding scale is recommended. Workforce members should follow Component procedures for obtaining and documenting CLPs. CLP guidelines are listed at Creditable Activities and Activity Point Values (dau.edu).

(1) When experience or other non-assessed activities are to be used to earn CLPs, supervisors and employees should pre-define, as closely as possible, the tasks to be accomplished, expected outcomes, and learning opportunities to the extent practicable.

(2) The workforce member should be mentored during the assignment.

(3) Accomplishment of a product, such as a briefing, a project design, a report, or other work product that shows the learning attained, is desirable.

(4) Workforce member reporting the knowledge and experience gained and/or sharing the deliverable with others in the organization should be highly encouraged.

f. Application of Guidelines. Supervisors should use the guidelines and their own professional judgment in arriving at CLPs to be awarded for any activity undertaken to meet the standards. While supervisors have the authority to establish CLPs for activities, any concerns of employees or disputes may be addressed through applicable dispute resolution procedures.

SECTION 4: EDUCATION

4.1. STATUTORY EDUCATION REQUIREMENTS.

Statutory educational requirements for 1102 series positions and similar military positions are specified in sub-section 1724 (a)(3) of Title 10, U.S.C.

4.2. METHODS FOR MEETING THE EDUCATION REQUIREMENTS.

a. Attendance at an accredited institution of higher education. Components may have special education programs leading to undergraduate and graduate degrees.

b. American Council on Education (ACE). The ACE evaluates formal education and training programs and courses sponsored by service schools, other DoD organizations, other government agencies, businesses, and industry and makes college credit recommendations. The ACE itself does not grant academic credit; rather, the ACE evaluates courses offered by non-academically accredited organizations and recommends the amount of credit it believes a course is worthy of being granted by an academically accredited institution. Personnel wishing to use ACE evaluated courses toward statutory requirements or for academic degree programs must have these courses documented on a transcript from an accredited college or university to receive credit. Many DAU courses have been evaluated by ACE and have received recommended semester credit hours at the undergraduate and graduate levels. A complete listing of ACE recommended credits can be found at: Defense Acquisition University (acenet.edu). In addition, DAU maintains partnerships with many universities which have already agreed to grant credit for DAU courses toward their degrees. Information on partnerships can be found at: Strategic Partnerships (dau.edu).

c. Defense Activity for Non-Traditional Education Support (DANTES). Employees may use credit hours earned through completion of DANTES.

SECTION 5: EXPERIENCE

Each acquisition functional area requires general and/or specialized acquisition experience.

5.1. EXPERIENCE TO BE CREDITED.

Experience gained while serving in a designated position counts toward achievement of certification and statutory experience requirements. Experience requirements may be met by identifying and designating comparable experience gained in non-acquisition coded positions, experience gained in acquisition functions within a government agency, or in private industry.

5.2. MEETING EXPERIENCE STANDARDS.

To support professional currency objectives, it is recommended that the experience claimed for the purpose of meeting acquisition functional area certification requirements should have been obtained within the past eight years of the certification request.

5.3. ALTERNATE EXPERIENCE METHODS.

In accordance with section 1723(c) of 10 U.S.C., not more than one year of a period of time spent pursuing a program of academic training or graduate-level education in acquisition may be counted toward fulfilling experience standards for functional area certification or to meet the special experience requirements identified in DAWIA for certain positions, e.g., ACAT I program managers, Flag, General Officer, and Senior Executive Service members, et.al. In some cases, credit is given for military tour of duty. See respective Service/Component guide for additional details.

SECTION 6: WAIVERS

Section 4.4. of DoDI 5000.66 provides full details on position and tenure waivers.

6.1. WAIVER REQUIREMENTS.

a. The waiver must identify the specific standards or tenure that is being waived and explain the circumstances justifying the waiver.

b. DoD Component acquisition career/talent management offices are responsible for tracking the numbers and types of waivers approved. The metrics will be used for DoD Component and OSD oversight purposes.

c. All waivers must be prepared with employee personnel information obtained from the employee's official record on file.

d. The position requirements waiver must also address the individual's ability to perform successfully in the position without meeting the standards.

e. All waivers for KLPs must be by exception only and approved in accordance with paragraph 4.4. of DoDI 5000.66.

f. The position requirements and tenure waiver must be signed by:

(1) The authorized management official requesting the waiver *and*

(2) The authorized management official approving the waiver.

6.2. TENURE WAIVERS.

a. Tenure waivers permit the incumbent of a KLP or CAP to be reassigned or released from the position before completing the tenure obligation.

b. Section 4.4.b. of DoDI 5000.66 provides details on processing tenure waivers.

6.3. POSITION WAIVERS.

a. If it is not feasible for the workforce member to meet the requirements within the period provided, a position waiver is required at the time of assignment. KLPs must meet position requirements when encumbering the position.

b. Waivers are position-specific and are not carried forward with the person when that person moves from one AWF position to another AWF position. If the position's acquisition coding changes, the incumbent's qualifications must be reassessed. There is no waiver for functional area certification.

c. Position waivers should be executed only when a need for one has been determined. They must be fully justified, document the shortfall, and include a plan of action to meet the

requirements on the Position Requirements Waiver form (DD Form 2905) via the Defense Acquisition Waiver System (DAWS) or comparable Component system.

(1) Position waivers should have an end date not to exceed two years.

(2) Position waivers are not applicable to the CL Program. Workforce members either are or are not compliant with meeting the continuous learning requirement.

d. When waiving a requirement for a contracting officer's warrant, the waiver is valid only for the particular warrant for which it is granted.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ACAT	acquisition category
AWF	acquisition workforce
CAE	Component Acquisition Executive
CAP	critical acquisition position
CL	continuous learning
DACM	Director, Acquisition Career Management
DATM	Director, Acquisition Talent Management
DAU	Defense Acquisition University
DoDI	DoD instruction
FIT	Functional Integration Team
FAL	Functional Area Leader
HCI	Human Capital Initiatives
KLP	key leadership position
OPM	Office of Personnel Management
PCD	position category description
SAE	Service Acquisition Executive
U.S.C.	United States Code
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this desk guide.

ACAT. All defense acquisition programs are designated by an ACAT (i.e., ACAT I through III) and type (e.g., MDAP or Major System). Further description is provided in DoDI 5000.02T.

CAE. The individual within the DoD Component who is responsible for all acquisition functions. Within the Military Departments (Army, Navy, and Air Force), the CAE is called the SAE.

CAP. A subset of Defense AWF positions specifically designated by the CAEs in accordance with Chapter 87 of Title 10, U.S.C., and this issuance. CAPs are AWF positions that have significant supervisory, managerial, or lead acquisition responsibilities and must be filled by military officers at the O-5 grade or higher, or civilians at the GS-14 grade or higher (and equivalent).

Certification. The professional credentialing process through which a DoD Component determines that an employee meets the education, training, and experience standards required for the appropriate category (tier) in any acquisition functional area.

Contracting officer. A person with the authority to enter into, administer, and terminate contracts and make related determinations and findings (reference Federal Acquisition Regulation Subpart 2.1).

Defense acquisition credential. A documented indicator of an individual's knowledge, skills, and abilities to perform an acquisition-related function. The credential equips the DoD workforce members through a set of training and/or other means of learning and assessments. Credentials are designed to support in-depth, specific training needs of a defense acquisition functional area or cross-functional training needs for several functional areas.

Defense acquisition knowledge area. A knowledge area is an acquisition-related function designated by the Defense Acquisition Workforce Leadership Team (WLT) as a DoD-level high priority for meeting defense acquisition mission requirements. Knowledge areas will be cross-functional in nature, and will often address emerging and rapidly changing acquisition subjects.

Defense acquisition positions. In accordance with section 5 of DoDI 5000.66, civilian and military positions in the DoD that are coded acquisition positions and include acquisition functions, as defined in Chapter 87 of Title 10, U.S.C., as the predominant (greater than 50 percent) duty in a specific functional area. They do not include wage grade and clerical, foreign national, non-appropriated fund, or political appointee positions. Also referred to as “Defense Acquisition Positions,” “Defense AWF positions,” and “AWF positions.”

Defense AWF. A group comprised of those persons who occupy defense acquisition positions. Also referred to as “Defense acquisition workforce.”

Defense AWF Education, Training, Experience, and Career Development Program. Includes the structure, resources, policies, and procedures that enable the AWF to achieve the competencies necessary to perform the duties and responsibilities required by defense acquisition positions and to promote integrated AWF management.

Functional area. One or more related occupations that are characterized by a common set of core acquisition and functional competencies. A Functional Area is a self-sustaining designation with defined or recognized career progression and certification requirements based on experience and training.

Functional area leader. A senior DoD official, designated by the USD(A&S), who serves as the subject matter expert for their respective functional area for oversight and management of career development and training requirements**.**

Functional integration team. An acquisition functional area team chaired by the FAL, or designee, to support the FAL in carrying out their responsibilities, and identify functional stakeholder training requirements, certification standards, position category description, human capital strategic planning initiatives, and professional development.

KLPs. Defense acquisition positions with a significant level of responsibility and authority that are key to the success of a program or effort. These positions warrant special management attention and oversight for qualification and tenure requirements.

Major Defense Acquisition Program (MDAP). An acquisition program that is designated by the USD(A&S) as an MDAP; or is estimated to require an eventual total expenditure for research, development, test, and evaluation (RDT&E), including all planned increments, of more than $480 million in FY 2014 constant dollars or, for procurement, including all planned increments, of more than $2.79 billion in FY 2014 constant dollars.

PCD. A document that describes the typical duties, job titles, and occupational series for each acquisition position category.

Position waiver. Documentation that permits an AWF member to remain in a specific acquisition-designed position who does not or will not meet the position requirements within the established timeframes. A position waiver does not relieve the workforce member from the requirement nor is it transferrable to another position.

SAE. The individual within the Military Department who is responsible for all acquisition functions. The SAEs are the Assistant Secretary of the Army, Acquisition Logistics and Technology; the Assistant Secretary of the Navy for Research, Development, and Acquisition; and the Assistant Secretary of the Air Force for Acquisition.

REFERENCES

DoD Instruction 5000.02T, "Operation of the Defense Acquisition System," January 5, 2015, as amended

DoD Instruction 5000.66, "Defense Acquisition Workforce Education, Training, Experience, and Career Development Program," Change 3, March 25, 2022

DoD Instruction 5000.91, "Product Support Management for the Adaptive Acquisition Framework," November 4, 2021

Title 10, U.S.C. Chapter 87

Title 10, U.S.C. Chapter 323