

SUMMARY OF CHANGES

PARA	SIGNIFICANT CHANGES FROM THE PREVIOUS POLICY
4	Applicability: Changed last sentence of this paragraph to include non-appropriated fund personnel as not being eligible to apply for certification.
5.e(2)	Responsibilities (First Line Supervisor): Provided an example when a first line supervisor might contact the Army Director, Acquisition Career Management Office about their Army Acquisition Workforce professional's certification application.
5.f(1)	Responsibilities (AAW Professional): Added the clause "as a condition of employment".
6.a	Official Records: Added Soldier Talent Profile (STP) as an official document of record and updated where applicable.
7.c	DAWIA Certification for AAW Professionals: Removed the term "position category" and replaced it with "Acquisition Functional Area".
8.d	Grace Periods: Removed the term "position category" and replaced it with "Acquisition Functional Area".
10	Reciprocity: Identified Federal Acquisition Certifications – Contracting (FAC-C) as the one exception for which the Army DACM Office will accept certification issued by a federal (non-Department of Defense) organization.
13	Experience Standards: Added sub-paragraphs 13.a(1) and 13.a(2) to provide more guidance on what types of work experiences may count as creditable acquisition experience.
13	Experience Standards: Added sub-paragraph 13.i(2) to provide more guidance for Soldiers who attend Advanced Civil Schooling (ACS) after they complete training at The Army Acquisition School.
Encl 2	Updated the tabulation worksheet within the form to show The Army Acquisition School, instead of the Army Acquisition Center of Excellence.



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

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7 July 2024

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). This memorandum supersedes reference 1.a.

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. 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 (see reference 1.b). 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 an Acquisition Functional Area (AFA)), in support of DAWIA.

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, non-appropriated fund 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 AFA.

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2) Assigns Certifying Officials (COs) who review and approve/disapprove certification requests in their designated AFAs, ensuring that the requesting AAW professionals meet all education, training, and experience requirements at the time of application.

3) Serves as the Career Acquisition Personnel and Position Management Information System (CAPPMS) administrator, in order to make system changes and updates, as needed, that 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 AFA. 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.

d. 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, such as, if the supervisor has serious concerns about the accuracy of an AAW professional's stated acquisition experience on their certification application. 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) As a condition of employment, meets the acquisition position requirements (AFA and DAWIA certification level) for their current position within the established timelines.

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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), Soldier Record Brief (SRB), and Soldier Talent Profile (STP) are 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, SRB and STP are the documents of record for Active Component, USAR and ARNG officers and NCOs.

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

c. CAPPMS is a database within CAMP and 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. Each AFA has two certification levels, except for Contracting that only has one level. Each AFA has specific experience and training requirements for these certification levels. The below table outlines the certification levels established for the AFAs:

ACQUISITION 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	

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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 the AFA and certification level assigned to the position. The AFA 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 AFA required for their acquisition positions. See reference 1.b for general coding guidance.

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 their certification.

f. Certification can only be achieved by meeting the training, education and experience standards required for each designated level in an AFA 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 AFA 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 AFAs.

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 (Defense Acquisition 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

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employee's assignment history data on their ACRB, ORB, SRB or STP. 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 AFA 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 AFA, except for Program Management, which requires Practitioner or higher-level certification.

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

c. Please see references 1.c, 1.d, and 1.e 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 federal (non-DoD) organizations are not accepted, with one exception: the DACM Office will accept Federal Acquisition Certifications—Contracting (FAC-C) issued by the Federal Acquisition Institute (FAI).

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

12. 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 STP 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.

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13. Experience Standards.

a. Experience to be credited: Experience gained while serving in a civilian or military defense acquisition workforce position counts toward achievement of certification and statutory experience requirements.

1) Experience requirements may also be met through comparable civilian experience gained while serving in a position within a government agency and/or private industry where the majority of the duties of the position require performing acquisition functions. Civilian AAW professionals should clearly identify this comparable experience on their resume and provide sufficient details about the duties, in order to support their certification request.

2) Prior military experience may only be counted toward certification experience for civilian AAW professionals if the prior military experience was gained while assigned as a FA51 officer, 51C NCO, or AMEDD officer with an 8X ASI.

b. AAW professionals may count up to 12 months of education towards meeting the experience standard for certification in their primary AFA. 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 experience, after they have obtained 12 months of creditable experience in their AFA.

c. 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 AFA (as described in paragraph 13.a above), does not qualify as acquisition experience to meet certification requirements. For example, if an acquisition officer participates in a full-time Advanced Civil Schooling (ACS) program for 18 months, they may substitute 12 months of this education in lieu of experience when applying for certification in their primary AFA; however, they may not count the other six months as acquisition experience.

d. Experience standards require that AAW professionals clearly document how they meet the AFA specialized experience on their ACRB, ORB, SRB, or STP. Civilians must submit their resume while military personnel must submit their OER or NCOER to supplement their ACRB, ORB, SRB or STP (whichever official record type is appropriate). Resumes 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. It should mirror the ACRB.

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

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

g. Pathway Interns supporting acquisition functions shall receive a half-day credit towards the experience requirement for their AFA 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.

h. 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 AFA certification for each workday that they participate in their programs.

i. 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 School (TAAS), whichever event occurs earliest.

a) If course attendance at TAAS comes first, Soldiers should upload a copy of their graduation certificate in CAPPMS 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 STP, ORB or SRB in CAPPMS 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 CAPPMS.

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2) If the Soldier does not go directly to their first acquisition assignment after attending TAAS and instead proceeds to ACS, they will receive acquisition experience credit for the time that they spent at TAAS. Once they arrive at ACS, their acquisition experience clock will stop. When they complete ACS and arrive at their first acquisition assignment, their acquisition experience clock will resume. ACS is education. It is not counted as acquisition experience with one exception: in accordance with paragraphs 13.a and 13.b above, Soldiers may request to substitute up to 12 months of education time at ACS in lieu of acquisition experience.

3) In general, Soldiers will receive one-for-one credit towards the experience requirement for AFA 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 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, along with the STP and/or ORB, to demonstrate experience.

14. 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

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standards for each DAU course for which fulfillment is sought. Actual course attendance is the preferred method for completing a course. See Reference 1.f for more information on course fulfillment and which courses are fulfillable.

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/>).

15. 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 AFA at the level at which their encumbered position is designated before they can request certification in another AFA. The first priority for AAW professionals is to meet their current acquisition position requirements.

b. Requesting certification under reciprocity. For certifications issued by other military services, 4th Estate, or FAI, the requesting AAW professional must forward an electronic copy of the proof of certification through CAPPMIS to the Army DACM Office Help Desk (<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 FAI or 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

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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 meet 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.

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

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

18. 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
Acquisition Career Management

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Defense Acquisition Workforce Improvement Act Certification Policy for the Army
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ENCLOSURE 1
References

- a. 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 – hereby superseded.
- b. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).
- c. Department of Defense (DoD) Defense Acquisition Workforce Program Desk Guide.
- d. Department of Defense Instruction (DoDI) 5000.66 (Defense Acquisition Workforce Education, Training, Experience, and Career Development Program).
- e. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Critical Acquisition Position and Key Leadership Position Policy), 13 September 2023.
- f. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Army Acquisition Procedures for Implementing the Department of Defense Acquisition Career Management Mandatory Course Fulfillment Program), 31 January 2019.

Defense Acquisition Workforce Improvement Act Certification Policy for the Army
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ENCLOSURE 2
ARNG M-Day and USAR Troop Program Unit (TPU) Acquisition Experience
Certification Application Form

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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

Tabulation Worksheet.

	Typical Amounts (or Max. Allowed)*	Career Totals (in days)	Applicant-Provided Supporting Documentation
Regularly Scheduled Drills	<i>24 days/FY</i>		
Annual Training	<i>15 days/FY</i>		
Other Creditable (without supporting documentation)	<i>0 to 24 days/FY*</i>		<i>Not Applicable</i>
Other Creditable (with supporting documentation)	<i>1 to 48 days/FY*</i>		
DAU or TAAS Resident or MILT schools	<i>Per Orders</i>		
Acquisition -coded AD or State Orders	<i>Per Orders</i>		
Grand Total	<i>0 to 365 day/FY</i>		

Documentation Examples:

- Regularly Scheduled Drills: ORB, Assignment Orders, LES.
- Annual Training: ORB, Assignment Orders, LES.
- Other Docs (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.