

DEPARTMENT OF THE ARMY
ACQUISITION CAREER FIELD CERTIFICATION POLICY AND PROCEDURES
01 JUNE 2010

1. **PURPOSE:** The Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)) approves the training, education, and experience required to meet the standards for certification in all Acquisition, Logistics and Technology (ALT) career fields. Army commands and organizations are responsible for determining the Level (I, II, or III) of certification required for their acquisition positions, based on the complexity of duties carried out in that category of positions. All Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs) require Level III certification. This document establishes the policy and procedures through which the Army processes acquisition certifications and amplifies USD(AT&L) guidance contained in the Department of Defense (DoD) Desk Guide for AT&L Workforce Career Management.

2. **REFERENCES.** References (with web links) are attached in Appendix 1.

3. **APPLICABILITY AND SCOPE.**

a. This document applies to those personnel listed below who are seeking certification in any Acquisition Career Field (ACF) at any level.

1) Army civilian ALT Workforce members.

2) Army civilian non-ALT certification applicants.

3) Non-Army certification applicants (including private industry guests) who are tentatively selected for an Army CAP (see paragraph 3b below).

4) Active duty Army, Army National Guard (ARNG), and US Army Reserve (USAR) military ALT Workforce members.

b. Non-Army individuals will not be considered for acquisition certification unless they have been tentatively selected for an Army CAP.

c. Non-Acquisition military will not be considered for acquisition certification.

d. Local and Foreign Nationals will not be certified in accordance with Appendix 1, reference 4, page 10

e. References to the ALT Workforce throughout this document include members of the Army Acquisition Corps.

4. POLICY.

a. Position certification must be obtained within 24 months of assignment to a position or a waiver must be initiated and approved for an additional 12 months (in accordance with Appendix 1, reference 10). This date is based on how long the individual has been in a position(s) within the same ACF and the level required for the current position. The certification deadline date is obtained from the assignment history data in the Acquisition Career Record Brief (ACRB), Officer Record Brief (ORB), or Enlisted Record Brief (ERB).

b. Acquisition certification standards are published annually and maintained on the Defense Acquisition University (DAU) website, located at <http://catalog.dau.mil/>. The DAU website is the official source of standards and is updated as needed.

c. Army ALT Workforce members must become certified in the ACF in which the encumbered position is designated and to the level for their current position before requesting certification in another ACF.

d. Under the USD(AT&L) reciprocity policy, certifications issued by other military departments of the Secretary of Defense or Defense Agency Acquisition Corps are recognized with proof of certification following the validation procedures (see paragraph 6C below).

e. An individual may not be certified through a waiver. Certification may only be achieved by meeting the training, education, and experience standards required for each designated level in an ACF at the time that certification is requested.

f. The DoD Acquisition Career Management Mandatory Course Fulfillment Program enables ALT Workforce members to receive credit for completing mandatory DAU courses for which they can demonstrate competency in all specified areas. While fulfillment of DAU training is an alternative, course attendance is preferable.

g. The DAU Catalog lists courses from other training providers that have been accepted as equivalent to the DAU curriculum courses. Equivalent courses may be credited in lieu of the mandatory DAU courses taken only during the dates indicated in the current on-line catalog.

h. Up to 12 months of training or education in the individual's primary ACF may be counted towards meeting the experience standard for certification. However, it may not be substituted for the first year of acquisition experience. In addition, the same training and education used to obtain certification in one ACF may not be applied to meet the specialized experience standards in an additional ACF.

i. Experience standards require that individuals document on their ACRB and resume how they met the specialized experience of the ACF.

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

2) Acquisition military officers and NCOs should consult with the US Army Human Resources Command (HRC) Acquisition Certification Manager for position and experience coding requirements for certification of their encumbered position.

3) Experience standards for acquisition certification shall be consistent for service members across the Active Army, USAR, and ARNG components. Soldiers shall receive one-for-one credit for each duty day that they are performing acquisition functions in an acquisition position, which will be counted towards their experience time. Acquisition experience will be tracked in terms of months, with one month equaling at least 20 work days. Soldiers will not receive a full month of credit for a weekend drill period. Supervisors at the organizational level are responsible for tracking and documenting these days, in order to show that their Soldiers met the requirements.

j. When certification standards are changed, an individual who is certified at a particular level remains certified at that level, regardless of any new requirements made effective after the date of the certification.

k. An individual must meet the current requirements for acquisition certification at the time of request.

l. The official ACRB, ORB, or ERB is the official document of record. Individuals are responsible for retaining a copy of this official document in their personal records. If a certification is not listed on the ACRB, the individual must provide supporting documentation of their certification to their Acquisition Career Manager (ACM).

m. Denial of a request for certification can be appealed within 30 calendar days of denial through a formal appeal process. Appeal determination is final.

n. If determined to be erroneously granted, the Certifying Official (CO), with agreement from the appropriate Acquisition Functional Representative (AFR), may revoke certification at any time. The revocation can be appealed within 30 calendar days of notification through a formal appeal process. Appeal determination is final.

o. With the completion of the DAU courses PMT352A and PMT352B (or their predecessors or equivalents), credit is automatically granted for ACQ101, ACQ201A, and ACQ201B, which can be used towards certification in all ACFs.

p. Acquisition military officers can only receive certification in those ACFs listed in the Department of the Army Pamphlet 600-3.

q. Once Acquisition NCOs achieve Level III certification in Contracting, they may pursue Level I certification in Program Management.

5. RESPONSIBILITIES.

a. Deputy Director, Acquisition Career Management (DDACM). Under the authority delegated by the Director, Acquisition Career Management (DACM), the DDACM shall establish policy and procedures that provide a common foundation of knowledge necessary to ensure that the validation of certification is consistent across the Army and is in accordance with applicable regulations.

b. Functional Designees. The Functional Designees provide the final approval/disapproval of an appeal to a denied request for certification, fulfillment, or validation that is referred to them by the appropriate Acquisition Proponency Officer.

c. Acquisition Proponency Officers.

1) Provide final approval/disapproval for appeal to a denied request for certification, fulfillment, or validation that is referred to them by the AFRs.

2) Recommend approval/disapproval of a certification revocation appeal that is referred to them by the AFRs.

D. Acquisition Functional Representatives.

1) Recommend approval/disapproval of requests for certification from all Army civilian non-acquisition individuals.

2) Recommend approval/disapproval of questionable requests for certification, fulfillment, and validation that are referred to them by the appropriate CO for Army civilian and military ALT Workforce members and non-Army individuals who have been tentatively selected for a CAP.

3) Recommend approval/disapproval of a certification revocation appeal that is referred to them by the appropriate CO.

4) Provide the final approval/disapproval of an appeal to a denied request for certification, fulfillment, and validation that is referred to them by the appropriate CO.

e. Certifying Officials. COs are responsible for reviewing, validating, and approving/disapproving requests for certification and fulfillment in all ACFs and levels, ensuring that the requesting individual meets all mandatory requirements. All questionable certification or fulfillment requests should be referred to the appropriate AFR. The following personnel are designated as COs:

1) Regional ACMs are responsible for all Army civilian ALT Workforce members and non-Army individuals who have been tentatively selected for a CAP.

2) The Acquisition Certification Manager, Acquisition Management Branch (AMB), HRC, is responsible for ALT Workforce active duty officers and NCOs.

3) The National Guard Bureau (NGB) Acquisition Management Officer, and his/her designated representative, are responsible for designated ARNG ALT Workforce personnel and Title 5 and Title 32 employees

4) The USAR Acquisition Certification Manager is responsible for Reserve officers and NCOs.

5) From this point forward, this document will collectively refer to Regional ACMs, Assignment Officers, and the Acquisition Certification Manager as COs.

f. First Line Supervisors. First line supervisors have direct responsibility for ensuring that their ALT Workforce members' acquisition position requirements are met within the regulatory timeframes. In addition, supervisors (or the individual approving the ALT Workforce member's Individual Development Plan (IDP)) may make a recommendation to the CO for approval/disapproval at the time that the applicant submits the certification request.

g. Senior Regional Acquisition Officer (SRAO). Each SRAO is responsible for ensuring that his/her respective region's military officers are aware of their acquisition requirements and request certification when they meet requirements.

h. Individual ALT Workforce Members. Individual ALT Workforce members are responsible for meeting acquisition position requirements within the established timelines indicated in paragraph 4A. This responsibility includes keeping accurate and complete acquisition records (ACRB, IDP, etc) and ensuring that these documents are updated as necessary.

6. PROCEDURES.

a. Requesting Acquisition Certification.

1) Department of the Army civilians, Active duty and USAR acquisition officers and NCOs, and ARNG (Title 32) ALT Workforce members will request acquisition certification through the Certification Management System (CMS). Detailed instructions can be found within the CMS Portal at the website <https://rda.altess.army.mil/camp/>.

2) Army civilian non-ALT Workforce members.

a) Individuals who have an account in the Career Acquisition Management Portal (CAMP) should request acquisition certification through the CMS.

b) Individuals who do not have a CAMP account:

(1) Scan a copy of a recent Standard Form 50 (SF50) and email it to the appropriate Regional Customer Support Office (RCSO).

(2) The RCSO will notify them when they have been entered into the database. At that time, they should update Section IX (Assignment History) in their ACRB.

(3) DAU courses will automatically be posted onto the individual's ACRB as a result of the Army Training Requirement and Resource System (ATRRS) data push. The individual can conduct a periodic review of his/her ACRB to verify that the courses have been added.

(4) Once the ACRB is updated, the individual will request acquisition certification through the CMS.

3) Non-Army applicants who have been tentatively selected for CAPs. Applicants should provide a copy of their resume, college transcripts (if required), DAU transcripts, Tentative Offer Letter, and any additional documents for certification to the appropriate RCSO. The RCSO will create a CAMP account, update the applicants' ACRB with certification(s) as applicable, and forward an email message to the applicants with notification of completion.

b. Requesting Fulfillment.

1) ALT Workforce members can request fulfillment of DAU course by providing the documents listed below to the appropriate CO. The DOD specific details, policies, procedures, DD Form 2518, and the self-assessment forms (listing the competencies) can be found at <http://www.dau.mil/workforce/pdf/Fulfillment.pdf>

2) Scan and email the following documents to the CO:

(a) DD Form 2518 with self-assessment.

(b) Copy of resume for civilians.

(c) Officer Evaluation Report or Non-commissioned Officer Evaluation Report for military.

(d) Supporting documents as appropriate (such as ACRB, ORB, ERB, SF50, college transcripts, Government-sponsored training certificates, etc)

3) When reviewing the fulfillment package, the CO should:

(a) Use the current course material from the DAU on-line catalog.

(b) Concentrate on the employee's self-assessment to determine if the course competencies have been successfully met through training, education, and experience.

(c) After review, the CO will sign the DD Form 2518 and approve/disapprove. If the fulfillment is disapproved, the CO will annotate a justification on the form.

(d) The individual can appeal the denial through the formal appeal process (see paragraph 6D below).

c. Requesting Validation.

1) For a previously awarded acquisition certification issued by Army that is not reflected on the ACRB, ORB, ERB, or ARACMIS:

(a) The requesting individual electronically submits documentation supporting any certifications that he/she has received (for example, ORB, ERB, ARACMIS, ACRB or any other documentation signed by a CO) to the CO.

(b) If the CO validates the certification, it is entered into the database with the original date of certification and the name of the new CO. The appropriate document of record is also updated.

(c) If the CO does not validate the certification, the individual must apply for certification in CMS, meeting the current ACF certification standards.

(2) For a certification issued by other military departments of the Secretary of Defense or Defense Agency Acquisition Corps:

(a) The individual will forward an electronic copy of the proof of certification to the CO.

(b) The CO updates the appropriate database (ACRB, ORB, ERB, or ARACMIS), using the Air Force, Navy, or DoD DACM as the official CO, based on the documentation that the individual furnished.

d. Requesting an Appeal (see paragraph 5 for responsible individuals).

1) Appealing a denial to a request for certification or fulfillment may be requested within 30 days after the date of denial. The appeal is requested at the CMS tab at <https://rda.altess.army.mil/camp>.

2) Appealing a certification revocation.

(a) If a certification was found to have been erroneously granted, the CO will notify the individual of this finding. The individual will have 30 calendar days to provide sufficient proof that the certification requirements at that time were met.

(b) After the review of the proof by the CO as well as the AFR, if a determination is made that the individual does not meet the certification requirements or no response is received within the 30 day timeframe, then the certification will be deleted from the appropriate database. The CO will send an email notification to the individual.

(c) The individual may appeal the CO/AFR's certification revocation decision by responding to the original email and providing a justification for the appeal.

7. LABOR RELATIONS. Activities and organizations are reminded to meet all statutory labor relations obligations in the implementation of this policy.

8. EFFECTIVE DATE AND IMPLEMENTATION. This document rescinds the Department of the Army Acquisition Career Field Certification Policy and Procedures, dated 01 October 2007. This document is effective immediately and remains in effect until rescinded.

A handwritten signature in black ink, appearing to read 'CRAIG A. SPISAK', written in a stylized, cursive script.

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

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APPENDIX 1 – REFERENCES

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).
2. Department of Defense Directive (DoDD) 5000.52, "Defense Acquisition, Technology and Logistics Workforce Education, Training, and Career Development Program," 12 January 2005.
<http://www.dtic.mil/whs/directives/corres/pdf/500052p.pdf>
3. Department of Defense Instruction (DODI) 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training and Career Development Program," 21 December 2005.
<http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>
4. Department of Defense (DoD) "A Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management," 10 January 2006.
<http://icatalog.dau.mil/workforce/01-10-06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with%20Forms.pdf>
5. DoD "Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards," ADS-99-03-GD, April 1999.
<http://www.dau.mil/workforce/pdf/Fulfillment.pdf>
6. Army Regulation (AR) 70-1, Army Acquisition Policy, 31 December 2003.
http://www.army.mil/usapa/epubs/pdf/r70_1.pdf
7. Department of the Army (DA) Pamphlet 600-3, "Commissioned Officer Professional Development and Career Management," 01 February 2010.
http://www.apd.army.mil/pdf/files/p600_3.pdf
8. Memorandum, SFAE-CM, subject: Enforcement of Mandatory Certification Requirements Relating to Acquisition Workforce and Corps Members, 12 October 2006.
http://asc.army.mil/docs/policy/Enforcement_Mandatory_Certification_Requirements.pdf

9. US Army Acquisition Support Center document, "Army Implementing Instructions for the DoD Acquisition Career Management Mandatory Course Fulfillment Program," 27 October 2006.

http://asc.army.mil/docs/policy/Fulfillment_Document.pdf

10. Memorandum, SFAE-CM, subject: Designation of Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs), 30 July 2007.

http://asc.army.mil/docs/CAP_KLP_Memo.pdf

11. Defense Acquisition University (DAU) Catalog

<http://icatalog.dau.mil/>