

Guidance for DOD Acquisition Technology and Logistics Civilian Employees – DAWIA Certification and Acquisition Corps Membership November 2007

Purpose

This guidance is issued to assist DOD civilian acquisition workforce employees to apply for approval for DAWIA certification and/or membership in the single DOD Acquisition Corps. The DOD DACM office deployed an automated system in 2007. Please check with your Agency Training Office to see if you should use the automated system or another internal procedure before you use this system.

Note: If you are a member of the military or a civilian member of one of the Military Services, please contact your Army, Navy, or AF Career Management Office for their procedures.

Certification and Acquisition Corps Application Process:

To navigate to the web pages shown below, go to ACQTAS - <https://www.atrrs.army.mil/channels/acqtas/> - to the lower left hand corner of the main menu under "Links": "ACQTAS for Career Field Certification", and "ACQTAS for Defense Acquisition Corps".

ACQTAS for Career Field Certification Log Off

Student Menu

- Update Profile
- Certification History
- Certification Application
- Application Status
- Resend Approval Request Email
- Frequently Asked Questions

Links

- DAU's Certification Checklists
- ACQTAS for DAU
- ACQTAS for CL
- ACQTAS for Defense Acquisition Corps
- DoD Warning & Usage Statement

ACQTAS for Career Field Certification

Presented to

In recognition of having achieved

Career Field Certification

Announcements

2 Jun 2006

[CFC test](#)

1 Jun 2006

[ALL TEST](#)

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ACQTAS for Defense Acquisition Corps Log Off

Student Menu

- Update Registrant Profile
- Membership Application
- Application Status
- Request Certificate
- Frequently Asked Questions

Links

- ACQTAS for DAU
- ACQTAS for Career Field Certification
- ACQTAS for CL
- DoD Warning & Usage Statement

**ACQTAS for
Defense Acquisition Corps**
Department of Defense

This signifies that
has been granted membership in the
Defense Acquisition Corps

Announcements

2 Jun 2006
[APC test](#)

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[ALL TEST](#)

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Roles and Responsibilities

Defense Agency Civilian Employees:

To apply for certification, civilian employees in agencies using this process may use ACQTAS to complete their requests for career field certification or Acquisition Corps certification. Approval/disapproval is based upon the current certification checklists (see: www.dau.mil/catalog)

Employees should electronically submit backup documentation via email to their agency pocs in line for approval (which may include their supervisor, training office, etc). Employees should clearly demonstrate how they met education, training, and experience requirements to expedite this process. NOTE: The automated system does not accept backup documentation and totally relies upon the checklists. After your local agency training office validates, reviews, and approves the request, the agency system authorizer will approve in the automated system. Employees will be notified of final decision by email generated in the automated system. Employees are responsible for maintaining their backup records.

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Military Members within DOD AT&L:

Military members may utilize the automated procedures noted above from their respective websites. Additional information on certification is available at the websites listed below:

Army - <http://asc.army.mil/>

Navy – <http://acquisition.navy.mil/navyaos/content/view/full/62>

Air Force - <https://www.safaq.hq.af.mil/mil/career/index.cfm>

References:

- The career field certification checklists are available at www.dau.mil/catalog
- Information on the Acquisition Corps is available in the DOD AT&L Workforce Deskguide available from the DAU AWCM homepage (www.dau.mil/workforce).
 - Click on this link for the acquisition corps requirements: <http://www.dau.mil/workforce/01-10-06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with%20Forms.pdf>