

TRICARE Management Activity (TMA)

TRICARE Acquisition Directorate (TAD)

**Implementation Plan
For
Education, Training, Certification and
Career Development**

**A Closed-Loop Plan for Implementing Defense Acquisition Workforce
Improvement Act (DAWIA) Guidelines to Critical Acquisition and Key Leadership
Positions**

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1.0 PURPOSE

This document establishes an implementation plan for the TRICARE Management Activity, TRICARE Acquisition Directorate (TAD), Acquisition, Technology and Logistics (AT&L) Defense Acquisition Workforce Improvement Act (DAWIA) education, training and certification program. The processes and procedures in this document provide a uniform approach for development and career level ascension of TAD civilian and military acquisition workforce professionals in accordance with the Department of Defense (DoD) standards established in DoD 5000.52-M. The goal of the TAD DAWIA education, training and certification program is to provide both the civilian and uniformed workforce greater opportunity for professional growth and career mobility through compliance with DAWIA and the AT&L Workforce Desk Guide, dated January 10, 2006. Education, training, certification and continuous learning are a joint responsibility of the employee and his or her supervisor. A highly trained and ethical workforce is paramount to meeting the challenging acquisition goals and objectives of TMA now, and in the future. This plan is to ensure all critical acquisition positions (CAP) are identified, and employees in those positions are properly trained and certified at the requisite certification level.

2.0 DESCRIPTION

The procedures described herein are provided for career development and a standardized certification program for TMA civilian and military employees working in a variety of assignments in the acquisition workforce. The procedures establish minimum standards for the achievement of professional certification at three hierarchical levels. Employee participation in the certification program is voluntary unless mandated by DAWIA, Critical Acquisition Position and/or Key Leadership Position placement.

The TAD program is modeled after the Defense Acquisition Workforce Improvement Act (DAWIA) and the AT&L Workforce desk Guide. The career development and certification program recognizes the need for all AT&L positions, regardless of career field, to meet DAWIA requirements. This program plan is designed to compliment the DAWIA program and to provide the mechanism to integrate and streamline the development of all AT&L workforce positions within TAD. DAWIA certification establishes a standard level of professional skill, education and training in all AT&L positions.

3.0 BACKGROUND

The Defense Acquisition Workforce Improvement Act (DAWIA) is the legal foundation upon which today's DoD acquisition workforce exists. It provides the contextual framework and baseline for reference when formulating new implementation strategies and human capital strategic plans. This section provides a brief background of DAWIA and an outline of its primary tenets.

In 1990 Congress adopted DAWIA (Public Law 101-510, Title XII) (sections 1701-64 of title 10 United States Code). The purpose of DAWIA is to improve the quality and effectiveness of DoD's acquisition processes by enhancing the capabilities of the Acquisition Workforce. It

requires the Secretary of Defense to implement specific provisions. Principally, the law addresses:

- Recognition of acquisition as a professional career field
- Criteria for admission into the acquisition corps in terms of education, training, and experience; establishment of a career development program for acquisition professionals
- Establishment of career management structures in DoD and the Military Departments
- Establishment of a Defense Acquisition University structure
- Establishment of programs to assist acquisition personnel in their professional development.

DAWIA states general authorities and responsibilities of the Secretary of Defense and the Under Secretary of Defense for Acquisition, Technology and Logistics. It also calls for the establishment of the position of the Director, Acquisition Education, Training, and Career Development (AET&CD) with principal responsibility to serve as the Director of Acquisition Career Management (DACM) for OSD and the Defense Agencies. Additionally, the law provides statutory direction for the Service Acquisition Executives to establish DACMs.

DAWIA lists 15 acquisition-related positions, and it stipulates requirements for establishing career paths.

- Auditing
- Business, Cost Estimating and Financial Management
- Contracting
- Education, Training and Career Development
- Facilities Engineering
- Industrial/Contract Property Management
- Information Technology
- Life Cycle Logistics
- Production, Quality, and Manufacturing
- Program Management
- Program management Oversight
- Purchasing
- Systems Planning, Research, Development and Engineering – Science Technology Manager
- Systems Planning, Research, Development and Engineering – Systems Engineering
- Test and Evaluation

Lesser-known provisions in DAWIA include requirements for DoD to establish Intern, Cooperative Education, Scholarship, and Tuition and Training Programs. These programs can have significant recruitment, development, and retention implications relevant to TAD. The effectiveness of the programs in this regard becomes largely a function of funding and follow-through.

DoD has satisfied the requirements of DAWIA by establishing policies for position management

and career development. These policies divide acquisition positions into position categories and establish a formal certification process. DoD 5000.52, Career Development Program for Acquisition Personnel, November 1991, defines the certification process, as well as career paths with specific education, training, and experience requirements for those in acquisition positions.

The Secretary of Defense documented DoD Acquisition Workforce management policy by issuing DoD 5000.52, DoD 5000.52M and DoD 5000.58R. The DoD Components were directed to manage positions by identifying the Acquisition Workforce by career fields and critical acquisition positions. These efforts constitute DoD's primary implementation of the law.

4.0 AT&L WORKFORCE IDENTIFICATION

Acquisition includes such functions as program management; systems planning, research, development, engineering, and testing; procurement, including contracting; industrial property management; logistics; quality control and assurance; manufacturing and production; business, cost estimating, financial management and auditing; education, training, and career development. *All supervisors, in coordination and communication with Human Resources, are responsible for ensuring positions under their supervision are properly identified as AT&L positions, as applicable.*

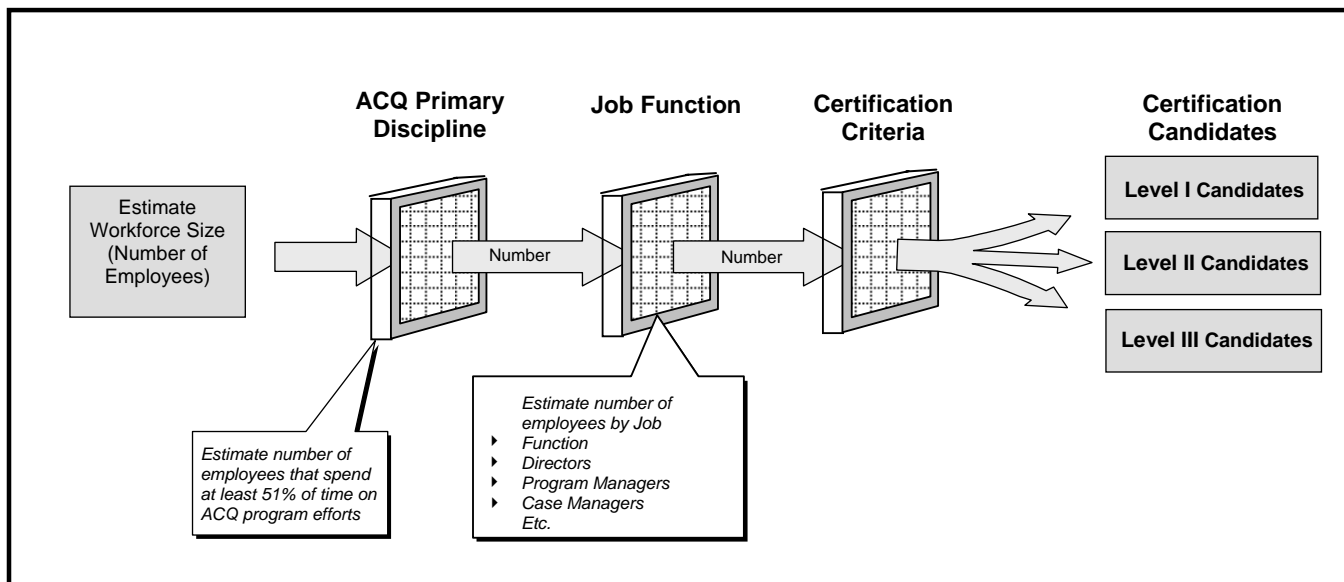
Individuals in some career fields or disciplines, such as contracting, are involved in acquisition no matter what organization to which they are assigned. But there are other individuals for whom the determination of whether or not they are said to be in acquisition is dependent on whether or not they are performing acquisition functions. Examples of the latter include individuals in the program management; quality assurance; auditing, financial management; and education and training career fields. The DAWIA is not intended to alter the status of individuals in these latter areas within their own "functional" area or specific technical career field. However, the DAWIA attempts to ensure that when assigned to perform functions integral to the *acquisition* process, personnel in these functions or career fields are appropriately trained, educated, and experienced in acquisition matters.

Although it is sometimes difficult to ascertain the dimensions of the term "acquisition positions," the legislative powers assume the organization is much more capable of defining that term than describing the acquisition workforce. Thus, the act requires that the department designate all "acquisition positions," to include, at a minimum, those acquisition-related positions in the areas designated in the statute, as well as any additional positions the Secretary deems appropriate. Thus the Department of Defense is given the necessary flexibility to delineate the specific positions within the guidelines provided.

The policy for identification of members in the AT&L Workforce is that members will be uniformly identified using the Refined Packard algorithm. An 18 December 1997 SECDEF letter to the Congress stated this policy. In addition, a USD (AT&L) memorandum dated May 13, 1999, also established the Refined Packard algorithm as the official identification method for the DoD AT&L Workforce.

The Refined Packard algorithm is an updated and refined version of the approach used by the 1986 President's Blue Ribbon Commission on Defense Management (Packard Commission) to identify DoD personnel performing acquisition functions.

The methodology used to identify members of AT&L involved identifying activities aligned to acquisition job functions, as illustrated in the figure below. As a result, a standardized process was developed for TRICARE, TAD to use in identifying its AT&L candidates for certification.



5.0 DESIGNATION OF KEY LEADERSHIP POSITIONS (KLP)

On January 12, 2005, the Deputy Secretary of Defense signed the updated Department of Defense Directive (DoD) 5000.52, Defense Acquisition, Technology, and Logistics Workforce Education, Training and Career Development Program. The updated directive implements fiscal year 2004 and 2005 revisions to the Defense Acquisition Workforce Improvement Act. Paragraph 4.2 of the directive requires that Component Acquisition Executives (CAE) identify KLP for USD (AT&L) approval. For purposes of this plan, the TRICARE Acquisition Executive (TAE) acts as the CAE, or as delegated.

The directive established KLP as a subset of Critical Acquisition Positions (CAP) to improve focus and appropriate management attention to qualification and tenure requirements for selected CAP that have a significant level of responsibility and authority, and are imperative to the success of DoD programs or efforts.

KLP, at a minimum, shall consist of Program Executive Officers (PEO); Program Managers (PM) and Deputy PM (DPM) for Major Defense Acquisition Programs (MDAP) and Major Automated Information Systems (MAIS) programs; and PM of significant non-major programs.

Positions that also should be considered for designation as KLP include Deputy PEO, Senior Contracting Officials, DPM of selected significant non-major defense acquisition programs, and

positions related to other significant acquisition efforts, and all AT&L Senior Executive Service members in AT&L positions.

KLP may also include selected staff positions, as well as any CAP that, by the criticality of the duties, warrants special management attention to qualification and tenure requirements.

The CAE may designate other positions as KLP as deemed appropriate. The CAE shall ensure that there are position requirements in place for KLP, and the career development and management processes that support program stability, accountability, and success.

6.0 THE CERTIFICATION PROGRAM

The Department of Defense career development guidelines, DoD 5000.52-M, established a requirement that each DoD organization establish a program leading to the professional certification of all employees identified as members of acquisition workforce. Workforce members seeking certification are required to meet the mandatory standards of training and experience and the desired standards of education in order to achieve each level of certification. These requirements are specifically detailed in Section 7.

The DoD acquisition workforce includes government civilian and uniformed military personnel from the U.S. Army, Air Force, Navy, Marine Corps, Coast Guard, and specific Defense Agencies (DA). (**Note:** *Members of the uniformed Services must have their positions coded as AT&L positions by their respective Service to receive DAU-funded (non-web enabled) training opportunities.*) Each AT&L implementation plan uniformly includes minimum requirements for certification along with respective discipline unique requirements. This program is designed as such that an acquisition professional certified at Level I, II, or III in one's respective discipline will *not necessarily* be deemed to be at the required certification level if reassigned, transferred, or hired by any other agency.

6.1 Certification Process, Review, and Approval

Certification is the process through which the TRICARE and DoD determines that an individual meets the mandatory standards of experience and training and desired standards of education established for an AT&L certification level (i.e., Level I, II, or III).

All current TRICARE employees placed in an AT&L position are required to submit an AT&L Certification Level Request (Appendix A) through their chain of command describing their experience, education, and training. The AT&L Certification Level Request must be verified and endorsed through the supervisory chain, ensuring all the requirements for the recommended career level (i.e., Level I, II, or III) have been satisfactorily completed. Requests that are in full and complete compliance with the required Certified Standards will be forwarded for processing to the AM&S P&PO Training Monitor.

Upon completion and processing of these actions, a certificate will be awarded in recognition of the individual achieving the professional certification at the proper certification level.

An employee who has completed the requirements for the next level of certification should submit a request form for that level of certification to initiate the approval process.

7.0 TAD, AT&L CAREER DEVELOPMENT, TRAINING, EDUCATION, AND CERTIFICATION REQUIREMENTS

The underlying framework of the three certification levels is described below. Following each description is a table, detailing the specific experience, education, and training requirements for certification. The duties and responsibilities listed herein are provided as a guideline only. Current TAD employees requesting certification should submit their Certification Level Request (Appendix A) at the level he or she desires to be certified. Newly hired employees, who have been selected to fill a position with a specified AT&L certification level, should make every effort to obtain the certification level within a 24 month time period. The following are examples of level certification for the Program Management career field. Please note, however, *each career field has its own unique certification requirements*. The AM&S P&PO Training Monitor will maintain files for each employee in an AT&L position to ensure documentation of development, training, education and certification achievement.

7.1 Level I (Basic or Foundational Level)

Basic level standards are designed to establish fundamental qualifications and expertise in the individual's acquisition career field. Development at the basic level provides a foundation for career progression and is designed to prepare qualified and motivated personnel for positions of increasing responsibility.

At the basic level, individuals should be exposed to acquisition functions and the roles of its various specialized areas. In addition to participating in education and training courses, it is extremely beneficial for individuals to develop enhanced capabilities through structured on-the-job rotational assignments among a variety of functional offices.

TRICARE Program Management Certification Standards

Level I

Experience	Education	Training
<p><u>Mandatory:</u> One year in any assignment related to acquisition.</p>	<p><u>Desired:</u> Bachelor's degree or equivalent. Preferably with a major in engineering, systems management, or business administration.</p>	<p><u>Mandatory:</u> 1) ACQ 101 Fundamentals of Systems Acquisition Management* <u>Desired:</u> 2) ACQ 201 (Parts A & B) Intermediate Systems Acquisition 3) One DAU Level 100 course in another functional area</p>
<p>*Many courses offered through various agencies may serve as an equivalent to mandatory DAU courses. Check with your Training Monitor for clarification.</p>		

Additional Requirements: Candidates are encouraged to fulfill the guidelines established by the DoD for their appropriate grade level. Upon fulfillment of all requirements, candidates will be certified as a Level I Acquisition Workforce Professional.

7.2 Level II (Intermediate Level)

At the intermediate level, specialization is initially emphasized. Development continues but the responsibilities and length of time an individual spends in each position generally increase.

While specialization is emphasized at the beginning of this level, the individual should later begin to broaden his or her background toward a more general expertise in the overall process of acquisition management.

TRICARE Program Management Certification Standards

Level II

Experience	Education	Training
<p><u>Mandatory:</u> Minimum of 2 years of acquisition experience. At least 1 year of this experience must be in program management.</p> <p><u>Desired:</u> Additional 2 years of acquisition experience, preferably in a systems program office or similar organization.</p>	<p><u>Desired:</u> Master's degree, preferably with a major in engineering, systems acquisition management, business administration, or a related field.</p>	<p><u>Mandatory:</u> 1) ACQ 201 (Parts A & B) Intermediate Systems Acquisition</p> <p><u>and</u></p> <p>2) PMT 250 Program Management Tools</p> <p><u>Desired:</u> 3) One DAU Level 200 course in another functional area. 4) Intermediate-level management and leadership training</p>

Additional Requirements: Candidates must have previously achieved or met the minimum requirements for Level I certification. Candidates are encouraged to fulfill the guidelines established by the DoD for their appropriate grade level. Upon fulfillment of all requirements, candidates will be certified as a Level II Acquisition Workforce Professional.

7.3 Level III (Advanced or Expert Level)

At the senior level, advanced acquisition education and training becomes essential. Individuals at this level should seek acquisition related opportunities throughout TRICARE and DoD components and pursue additional formal education opportunities.

TRICARE Program Management Certification Standards

Level III

Experience	Education	Training
<p><u>Mandatory:</u> Minimum 4 years total experience working with specialty acquisitions. At least 2 year of this experience must be in a program office or similar organization. At least 1 year of this experience must be in a program management position with cost, schedule, and performance responsibilities</p> <p><u>Desired:</u> Additional 2 years of acquisition experience.</p>	<p><u>Desired:</u> At least 24 semester hours of business related coursework*</p> <p>or</p> <p>At least 24 semester hours in the individual's career field and 12 semester credit hours in business related coursework</p> <p>or</p> <p>Master's degree in engineering, systems acquisition management, business administration, or a related field.</p>	<p><u>Mandatory:</u> 1) PMT 352 (Parts A & B) Program Management Office Course</p>
<p>*Accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (DANTES or CLEP equivalency exams may be substituted).</p>		

Additional Requirements: Candidates must have previously achieved or met the minimum requirements for Level II certification. Candidates are encouraged to fulfill the guidelines established by the DoD for their appropriate grade level. Upon fulfillment of all requirements, candidates will be certified as a Level III Acquisition Workforce Professional.

Program Managers and Deputy Program Managers of major programs must also complete PMT 401 and PMT 402 to meet additional statutory or regulatory requirements.

8.0 CONTINUOUS LEARNING PROGRAM

In addition to meeting the basic certification requirements for one's career field, a Continuous Learning Program is required for all TAD acquisition personnel. It is incumbent upon all supervisors to ensure his or her employees, occupying an AT&L position, meet the DoD requirement of eighty (80) hours of Continuous Learning (CL) every two years, with a goal of obtaining forty (40) hours of CL per year. CL objectives should be discussed with employees and scheduled on a recurring basis, but not less than twice per year during interim and final performance evaluations. The AM&S, P&PO training monitor will maintain files for each employee in a TAD AT&L position, ensuring adequate documentation of CL needs, requirements and CL goal attainment.

8.1 Acquisition Training Application System (ACQTAS)

In 2002, the USD, AT&L established new requirements for acquisition workforce members to participate in CL events. CL may be obtained through a variety of events including DAU training opportunities, local training events, conferences, rotational assignments and other professional events. More information about CL can be found at <https://www.atrrs.army.mil/channels/acqtascl>.

TAD is committed to helping all acquisition workforce members stay up-to-date in both their technical disciplines and their acquisition career professional development. To assist in that endeavor, the Director, Acquisition Career Management (under the 4th Estate for Acquisition) has developed a system to allow for on-line request and tracking of CL credits for all members of the Acquisition Workforce.

ACQTAS for Continuous Learning is the 4th Estate's web-based system for requesting credit for a wide variety of CL events one may have already attended. By using the ACQTAS-CL system, one can submit credit requests for CL events as well as keep track of the CL points one has already earned.

Workforce members who are working on certification requirements by taking DAU classes will automatically be credited with CL points for those events upon completion. When a request for a CL activity is approved, ACQTAS-CL will automatically update CL point total and notify the employee and supervisor of progress. After one has earned at least 80 points within two years, ACQTAS-CL will again notify the employee and supervisor of CL success, and the employee will receive a 4th Estate Continuous Learning Certificate of Achievement. Everyone must "renew" their CL certificate every two years by earning 80 more CL credits to meet the goal. For more information on how to use the system please visit the website and click on ACQTAS-CL Tutorials under the Help section. Questions regarding the ACQTAS system may be addressed to the AM&S P&PO Training Monitor.

8.2 Courses/Activities/Continuous Learning Point Calculation (CLP):

Courses/Activities qualifying for CLP include training (DAU, in-house, commercial), education (academic courses), experience (job assignments), and professional activities.

Upon completion of each course/activity, CLP are earned and recorded.

- Continuing Educational Unit (CEU)—each CEU equals 10 continuous learning points (CLP), hence, three CEU equate to 30 CLP. Eighty CLP are needed to earn a CLC.
- Below is a table which summarizes *recommended* point credit assignment for **Educational Activities**. Source documents (certificates of completion) are to be provided to the Training Monitor.

Courses/activities completed since date of last CLC or DAWIA Level Certification are counted as follows:

- Accumulation of 80 CLP is required every two years from the date of the last CLC or DAWIA Level Certification, whichever is later. Note: *Required* courses for DAWIA Level Certification, i.e., CON 353 for DAWIA Level III, do not count towards the accumulation of the 80 CLP unless they are taken after the respective date the DAWIA Level Certification is achieved.
- The course/activity description and points are recorded on the ACQTAS CL web site. At the time 80 or more CLP are accumulated, the CLC is generated.

CREDITABLE ACTIVITIES	POINT CREDIT (see note)
Academic Courses	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Equivalency Exams	Same points as awarded for the course
Training Courses/Modules	
DAU Courses/Modules	10 per CEU (see DAU catalog) or:
<ul style="list-style-type: none"> • Awareness Briefing/Training—no testing/assessment associated • Continuous Learning Modules—testing/assessment associated 	.5 point per hour of instruction 1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
Professional Activities	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

Note - All activities may earn points only in the year accomplished, awarded or published.

9.0 INDIVIDUAL DEVELOPMENT PLAN (IDP) FOR CIVILIAN PERSONNEL

Appendix B provides guidelines for developing an IDP. An IDP should be prepared annually and updated as necessary for each civilian member of the AT&L Workforce. IDP should be prepared with the assistance, advice, and review of the employee's supervisor or personnel office/career advisor, as appropriate. In the IDP, the employee and supervisor document the employee's short-range and long-range career goals, developmental objectives, training, and development toward those goals and objectives, maintenance of the continuous learning requirement (if applicable), and desired future developmental activities or assignments.

10.0 TAD ADMINISTRATOR AND POINT OF CONTACT

TAD Administrator and Points of Contact (POC) for this program will be the Training Monitor, AM&S, Contract Policy and Pricing Office.

11.0 WAIVERS

Per DoD 5000.52-M, Appendix AP12.15.3, assignment to acquisition positions requires the candidate possess the certification standards of the position before or within 24 months of being assigned to a position to which certification standards apply. If the incumbent does not meet the certification standards within 24 months, the organization must initiate a position certification waiver. A position certification waiver does not constitute certification of the individual. The waiver allows the individual to remain in his or her assigned position.

DD Form 2905, AT&L Workforce Position Requirements or Tenure Waiver, shall be used to document any waivers.

Only Acquisition Corps members can fill Critical Acquisition Positions (CAP), i.e., senior civilian AT&L positions in the National Security Personnel System (NSPS), General Schedule System, or equivalent, or in the SES, having direct responsibility or influence on an acquisition program, effort, or function; and have duties and responsibilities that require Acquisition Corps membership and level III AT&L career field certification.

There is no “grace period” for obtaining Acquisition Corps membership. If an individual does not meet one or more of the requirements for Corps membership, those requirements may be waived. It should be noted that any such waiver is only applicable to the instant position and does not transfer with the employee if re-assigned to a different AT&L CAP.

Waivers are processed in accordance with DoD Instruction 5000.55, Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions, and DoD Instruction 5000.58, Defense Acquisition Workforce. Waivers may be requested using DD Form 2905, AT&L Workforce Position Requirements or Tenure Waiver. When the waiver has been approved, the individual may be approved for membership in the Corps.

12.0 DAWIA LEVEL CERTIFICATION

Individuals in the acquisition workforce are recognized as having achieved professional status in accordance with DAWIA and the implementing manual, DoD 5000.52-M, Acquisition Career Development Program. A DoD component may determine that an employee has met the professional standards (education, training, and experience) established for a career level (I, II, or III) in their career field. Each position requires a certain level of the incumbent. The incumbent must be certified at that level within 24 months of filling the position or a waiver must be requested and granted.

When requesting certification, employees shall electronically complete and provide the four following forms to the AM&S, P&PO Training Monitor:

- ACMP Form 1, Department of Defense (DoD) Acquisition Personnel—Certification (Parts A&B only)
- Defense Acquisition Career Management (DACM) Acquisition Workforce Qualification Profile Part 1: CREDITED EXPERIENCE

"General" experience is that necessary to accumulate minimum years required for your Level (by definition, these are "Mandatory"). "Specialized" experience is any years beyond the minimum (by definition, these are "Desirable").

- Defense Acquisition Career Management (DACM) Acquisition Workforce Qualification Profile Part 2: CREDITED EDUCATION
- Defense Acquisition Career Management (DACM) Acquisition Workforce Qualification Profile Part 3: CREDITED TRAINING (Complete only for the level you are applying for).

These documents are available upon request from the AM&S P&PO Training Monitor or on the TRICARE training website at <http://www.tricare.osd.mil/contracting/Training/index.cfm?fuseaction=hom.acdp>. Copies of college transcripts and diplomas as well as any training completion certificates should be submitted for confirmation and review at the time paperwork is submitted to the AM&S P&PO Training Monitor.

Once paperwork is reviewed and determined to be complete, the Training Monitor will pursue approval signatures for all documents. Signed certificates and supporting documentation will be kept in a training folder in P&PO. Certificates of level accomplishment will be awarded by the candidates' supervisor at a time he or she deems appropriate.

13.0 ACQUISITION CORPS MEMBERSHIP

Experience	Education*	Training
<p><u>Mandatory:</u> Minimum of four years of acquisition experience.</p>	<p><u>Mandatory:</u> Has a baccalaureate degree</p> <p><u>and</u> Has 24 semester credit hours of study from among the following disciplines: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management</p> <p><u>or</u> Has 24 semester credit hours in the person's career field</p> <p><u>and either</u> 12 semester credit hours from among the disciplines listed above</p>	<p><u>Mandatory:</u> Certification at Level II or Level III</p> <p><u>or</u> Completion of all mandatory Level II or Level III acquisition career field training.</p>
<p>*Education standards (degree and credit-hour standards) do not apply to employees with 10 years of acquisition experience on October 1, 1991. Such employees may enter the Acquisition Corps with the education standards being waived.</p>		

An employee can voluntarily request to become a member of the Defense Acquisition Corps if they have received a Level II or higher certification; and is employed in a position at the grade GS-13, its NSPS equivalent, or above. This benefits the acquisition field by increasing competition for Critical Acquisition Positions and allowing for upward mobility for the employee.

Once Level II or III Certification is achieved, the employee will send an e-mail with the Request for Membership to the AM&S P&PO Training Monitor. A template of the request is available from the Training Monitor or at the TRICARE web site:

<http://www.tricare.osd.mil/contracting/Training/index.cfm?fuseaction=hom.dac>

Utilizing the information provided from the approved ACMP-1 Form and associated Profile Sheets; the Training Monitor will complete the DACM Acquisition Corps Membership Qualifications Assessment Worksheet and the DD Form 2587, DoD Acquisition Corps-Certification of Admission.

The Training Monitor will then prepare the Memorandum to the Director, AM&S for approval of the DD Form 2587, DoD Acquisition Corps – Certification of Admission.

14.0 DEFENSE ACQUISITION UNIVERSITY (DAU) COURSE REGISTRATION

Registration for DAU courses is accomplished through the Acquisition Training Application System (ACQTAS) found at <https://www.atrrs.army.mil/channels/acqtas/>. DAU, funds training, assists with TDY orders, places individuals in a wait or reservation status or may disapprove an application. Any questions about the status of an application should be addressed to the AM&S P&PO Training Monitor.

Upon arrival to the ACQTAS web site, one will be prompted to choose a DoD component. Select “TRICARE Management Activity (TMA)” and complete entry by entering SSN and DOB. Employees should know in advance which class and section they want to attend, e.g., ACQ 101.

The program may prompt an employee to update or create the student profile. Fill out the application completely. Note all the other options available on the menu, including canceling a class.

If the selected class does not appear in the drop down list of available classes, contact the registering agency. DAU does NOT manage the application programs for each student category and cannot make changes to service and agency-specific application programs.

The application will go to the employee’s supervisor, who must approve/disapprove. As a courtesy, employees should alert their supervisors to this pending message.

The application then goes to the acquisition Training Monitor associated with TMA. In conjunction with the Quota Manager at WHS, the training monitor will review the employee’s

profile and either register the employee in the class, or place the employee on a wait list, or disapprove the request. Employees will receive various messages from “the system” advising of activity concerning application and ultimately reservation status. Web enabled classes cannot be started until the employee receives a message telling the employee he or she may begin. Classes must be completed within the DAU-proscribed time. If classes are not completed within this timeframe, the employee will be dropped from the class and the class will have to be rescheduled.

Call the AM&S P&PO Training Monitor if there are any questions about the status of an application, TDY orders, cancellations, etc. DAU does not have visibility of an application until the agency registrar representative registers the employee or places the employee on a wait list.

For classroom-style classes (not web enabled): After the employee has a quota reserved for a course, 60 days before the start of the class the employee will receive an email explaining where and when to report for the class, lodging contacts, local POC and much more. **SAVE THIS MESSAGE** for future reference. Some courses have pre-course assignments or reading material. *Employees should pay close attention to various messages received about these.*

The application and approval process may take several days. An employee can determine the status of an application by returning to the application program.

14.1 Canceling a Class

If an employee is not able to attend the class, the employee must officially cancel the reservation through the ACQTAS site used to apply for the course. DAU does not have user rights to cancel a seat in a class. **If the class is not properly canceled, the employee status will be “No Show” when the class starts, which could prohibit the employee from applying for additional courses for 6 or more months.**

14.2 Standard Registration Time Limits

The ACQTAS system is designed in such a way that all student reservations must be entered in ACQTAS **75 calendar days prior to the class report date**. If reservations are not placed against allocated quotas 75 calendar days prior to the class start date, unused quotas automatically become available for use by any ACQTAS user assigned to a DoD Component. At 65 days prior to the class report date any unfilled quotas become available to any employee of the Military Departments, non-DoD agencies and the private sector.

Registration for DAU equivalency examinations can be accomplished through ACQTAS. The DAU will distribute course materials, grade the examinations, and enter "pass" or "fail" into ATRRS. Currently, PMT 250 is the only DAU course that offers an equivalency examination.

15.0 STUDENT TRAVEL AND PER DIEM FUNDING

Components are required to process travel orders using ACQTAS to process student travel orders for DAU training. Please contact the ACQTAS Help Desk if assistance is required. In Fiscal Year 2007, it may be possible for all travel orders for DAU training to be completed using the Defense Travel System (DTS). Work is currently underway to establish interface capabilities between ACQTAS and DTS.

To promote the optimum availability of funds to support all component applicants, the use of the Cost Effective Location (CEL) module will take priority with regard to registering students for DAU courses. Management officials should work with students to ensure work assignments are such as to allow students the flexibility to attend course offerings that are identified by the CEL module as most cost effective.

Appendix A
Acquisition Technology & Logistics Certification Level Request

Employee Name: _____
Grade Level: _____

Organization: _____
Current Acquisition Workforce Certification Level: _____

Career Field(s): _____

Certification Level Requested: _____

In the area below, please include information demonstrating your achievement of the minimum standards required for TRICARE AT&L Certification, as outlined in Section 7.

Assignments:

Experience:

Education:

Training:

Employee Signature: _____

Supervisor Endorsement: _____

Supervisor's Comments and Recommendations:

**Appendix B
Recommended Individual Development Plan (IDP) Form**

Name/Grade Level: _____ From: _____
 AT&L Certification Level: _____ Date: _____
 Organization: _____ Position: _____

Key Objectives/Results to Achieve (short- and long-term job-specific and/or career-related goals):
1.
2.
3.

Development Objectives <i>(each development objective should be linked to a specific certification requirement and/or organizational objective)</i>	Development Activities <i>(may include training and education opportunities, work experiences, coaching, assignments, etc.)</i>	Involvement of Others/ Resources Needed	Projected Completion Date
Basic Skills <i>Development Objectives:</i>			
Acquisition Knowledge <i>Development Objectives:</i>			
Services/Agencies/Organizations <i>Development Objectives:</i>			
Cross-Discipline <i>Development Objectives:</i>			
Application <i>(Document how you used your development on the job. When you meet with supervisor to follow-up on development accomplishments, include these examples.):</i>			

Signature indicates that the Development Plan has been reviewed, discussed, and approved by the supervisor.

Employee's Signature: _____

Supervisor's Signature: _____

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