

DEPARTMENT OF ARMY
ACQUISITION CAREER FIELD
CERTIFICATION PROCEDURES

- References: (a) DoD Directive 5000.52, "Defense Acquisition, Education and Training Program, " October 25, 1991
(b) Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990
(c) DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1995
(d) DoD 5000.58, "Defense Acquisition Workforce," January 14, 1992
(e) Army Acquisition Career Field Certification Policy dated 30 Sep 1999

A. PURPOSE

This document establishes procedures for an individual seeking Army certification in an acquisition career field. Achievement of certification is accomplished when an individual meets all the minimum requirements (education, training, experience) established for an Acquisition Career Field (ACF).

B. SCOPE

This Army ACF certification procedure applies to all individuals that meet the requirements set forth in the References.

C. PROCESS

1. The Functional Chief Representative (FCR), with assistance from the Acquisition Career Management Office (ACMO) and the functional representative on the Army Acquisition Career Management Functional Working Group (AACM-FWG), appoints Certifying Officials for each ACF. (PERSCOM maintains the list of Certifying Officials.) The FCRs determine who will sign Certification Certificates for their respective career fields and provide the information to ACMO for dissemination to Acquisition Career Managers (ACM) and Certifying Officials. (See definitions for ACM.)
2. The Requesting Individual reviews the education, training, and experience requirements necessary to achieve the requested certification level. The certification requirements are outlined in Reference (c) and in the Defense

Acquisition University Catalog at the following website:
<http://www.acq.osd.mil/dau/>.

3. Upon completion of all requirements necessary for certification, the Requesting Individual takes the following steps to document his/her record and achieve certification:
 - a. Collects all applicable documentation to include:
 - an Acquisition Career Record Brief (ACRB) (for civilians and National Guard); Officer Record Brief (ORB) (for active military); or Army Reserve Acquisition Corps Management Information Systems (ARACMIS) (for Army Reserve) that verify education, training and experience for the certification they are seeking, and
 - additional documentation to verify experience, as determined by the ACM; e.g., Acquisition Assignment History.
 - b. Obtains assistance from ACM, if required, to ensure all requirements for certification are met. ACM updates the ACRB, ORB or ACMIS to reflect the education, training and experience achieved by the Requesting Individual for the certification level (e.g., I, II, III) requested.
 - c. Annotates the updated document (Section X for the ACRB and ORB) with the ACF and certification level requested and signs. (For ACRB, Requesting Individual signs in designated block on bottom left-hand side of form. For ORB, Requesting Individuals signs on the bottom of the form.) Civilians obtain initials of their Supervisor. (Supervisor initials next to Requesting Individual's signature.) The Requesting Individual forwards the signed document and any necessary backup documentation to the ACM, who acts as the Reviewing Official, for review and signature.
4. After the Requesting Individual submits the documentation to the ACM, the following is accomplished.
 - a. The Reviewing Official (i.e., ACM) reviews the certification packet, signs and forwards to the appropriate Certifying Official. The ACM monitors the status of the certification packet during this process.
 - b. The ACF Certifying Official reviews the certification criteria contained within Reference (c) and current Defense Acquisition University Catalog to ensure all certification requirements have been met. The Certifying Official returns the packet with the signed documents to the submitting ACM.
 - c. The ACM performs the following tasks:

For Civilians:

- Updates the DACM Database to reflect the new certification level.
- Forwards a copy of the signed ACRB to the individual.
- Includes copy of signed ACRB in the Career Management Information File (CMIF) for Acquisition Corps, Corps Eligibles, and Career Development Group members.

For Active Duty Military:

- Forwards the original of the signed ORB to the Requesting Individual.
- Updates ORB in TAP-BD, places copy in official file, and provides copy to PERSCOM Certification Manager for update of DACM Database.

For National Guard:

- Forwards the original of the signed ACRB to the Requesting Individual.
- National Guard Career Manager sends copy of ACRB to PERSCOM Certification Manager for update of DACM Database.

For Army Reserve:

- Forwards the original of the signed ARACMIS to the Requesting Individual.
 - Army Reserve Career Manager sends copy of ARACMIS to PERSCOM Certification Manager for update of DACM Database and a copy to AR-PERSCOM, ATTN: ARPC-OPQ, for update of ARACMIS.
- e. For each individual certified, the level of certification, the date of certification, and the Certifying Official is entered in the DACM Database. (The entry updates the ACRB and the Certification Historical Record and is the authoritative source for certification.)
- f. The ACRB, ORB, or ARACMIS is the individual's official certification document. The individual is responsible for keeping a copy of the ACRB, ORB, or ARACMIS in his/her personal records.

DEFINITIONS

1. Acquisition. The conceptualization, initiation, design, development, test, contracting, production, deployment, logistic support (LS), 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. Acquisition Career Managers: The individual who provides career development guidance to Acquisition Workforce members. Acquisition Career Managers were formally known as:

Acquisition Workforce Support Specialist. An individual, subordinate to an ACMA, located throughout areas where there are large concentrations of workforce members to assist the workforce with ACRB updates, IDP implementation and dissemination of acquisition information and career guidance to the workforce. The AWSS (Career Manager) will also serve as a Reviewing Official.

Functional Acquisition Specialist. Individuals assigned to PERSCOM AMB responsible for Career Management Information File development and maintenance, implementation of the IDP and dissemination of acquisition information and career guidance to AAC and CDG members. The FAS (Career Manager) also serves as a Reviewing Official.

Assignment Officer. A military officer assigned to PERSCOM AMB serving in a capacity to assign AAC military personnel to AAC positions, act as Reviewing Official for certification back-up documentation, provide assistance on updates to the ORB and facilitate the implementation of the officer's Individual Development Plan.

Chief, Army Reserve Acquisition Career Management Office: The individual serving in this position acts as Reviewing Official for certification, provides assistance on updates to the ARACMIS and facilitates the implementation of the officer's Individual Development Plan.

Chief, National Guard Acquisition Career Management Office. The individual serving in this position assigns Guard personnel to AAC positions, acts as Reviewing Official for Certification, provides assistance on updates to the ACRB and facilitates the implementation of the officer's Individual Development Plan.

3. Acquisition Career Management Advocate. A senior level acquisition corps member, chartered by the DACM and/or DDACM, located throughout areas where

there are large concentrations of workforce members to serve as an advocate for the Army Acquisition Corps.

4. Acquisition Career Record Brief (ACRB), Officer Record Brief (ORB), Army Reserve Acquisition Corps Management Information System (ARACMIS). Authenticated record of an individual's education, training and acquisition assignment history.
5. Army Acquisition Career Management Functional Working Group (AACM-FWG). Provides a standing body to conduct working level review and analysis of issues appropriate for consideration by the Army Acquisition Career Program Board and all issues concerning the Army Acquisition Workforce, to include certification issues.
6. Certifying Official. An individual who is Level III certified and has been identified by the FCR and his/her representative to certify individuals within a specific career field.
7. Functional Chief Representatives. The Functional Chief Representatives are representatives of the Functional Chief in the occupational area associated with their acquisition career fields. The FCR is responsible for approving the list of certifying officials in his/her career field.
8. Proponency Officer. Individual assigned to the ACMO, responsible for developing policy and procedures for acquisition initiatives and training opportunities, responsible for the development and maintenance of the career model and establishment of a career path for each acquisition career field.
9. Requesting Individual. An individual requesting certification at Levels I, II or III within an acquisition career field.
10. Reviewing Official. The Acquisition Career Manager (the AWSS, the FAS, the Assignment Officer, the Chief, National Guard Acquisition Career Management Office and, Chief, Reserve Acquisition Career Management Office) responsible for conducting an independent review of certification records to assess compliance with regulations, guidance and law.