

**Department of the Army
Non-Commissioned Officer (NCO) Career Management Field (CMF)
Certification and Acquisition Corps Membership
Policy and Procedures**

1. **REFERENCES:** See Appendix 1.

2. **APPLICABILITY:** This document applies to all CMF NCOs from all Components (Active (AC), Army National Guard (ARNG), and U.S. Army Reserves (USAR)) in the Army Acquisition Corps (AAC) Workforce.

3. **PURPOSE:** This document establishes the policy and procedures that NCOs in the Acquisition, Logistics and Technology (ALT) Workforce-CMF 51/Military Occupational Specialty 51C submit requests to meet the Defense Acquisition Workforce Improvement Act (DAWIA) imposed requirements for education, training and experience certification or U.S. Army Acquisition Support Center (USAASC) accreditation in CMF 51.

4. **SCOPE:** For CMF 51 NCOs seeking AAC membership and certification to qualify to serve in acquisition positions as Contracting Officers or in contracting positions similar to a civilian GS-1102 occupational series Contracting Specialist. This policy establishes two paths for the ALT Contracting NCOs: one path follows the qualification requirements for certification into such positions as provided under DAWIA (Title 10 US Code (USC) 1724(a)), while the other path follows the qualification requirements for Contingency Contracting Force (CCF) positions as provided in Title 10, USC 1724 (c) and (f).

5. **STANDARDS:**

a. The table below outlines the Contingency Contracting Accreditation and DAWIA Certification standards.

Accreditation/ Certification Programs

Contingency Contracting Accreditation	DAWIA Certification
Level I Requirements: Completion of DAU (DL) / MRAC /AABC – Level I 24 Business Hours (Accredited) 1 Year of Contracting Experience	Level I Requirements: Completion of DAU (DL) / MRAC /AABC – Level I 24 Business Hours (Accredited) 1 Year of Contracting Experience Bachelor Degree
Level II Requirements: Completion of DAU (DL) / AAICC – Level II 24 Business Hours (Accredited) 2 Years of Contracting Experience Associates Degree	Level II Requirements: Completion of DAU (DL) / AAICC – Level II 24 Business Hours (Accredited) 2 Years of Contracting Experience Bachelor Degree
DAWIA Level III Requirements: Completion of DAU / CON 353 (or current CON equivalent) – Level III Bachelor Degree + 24 Business Hours (Accredited) 4 Years of Contracting Experience	

Once Bachelor Degree is confirmed, NCO is tracked through DAWIA

b. Certification standards for the ALT Workforce are published on the Defense Acquisition University (DAU) web site at <http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx>). In accordance with Office of the Secretary of Defense guidance, the DAU web site is the official source for certification standards. An individual must meet the current requirements for contracting certification or accreditation at the time of the request.

c. NCOs are required to comply with existing Individual Development Plan (IDP) and Continuous Learning Point (CLP) policies.

6. CERTIFICATION PROCESS:

a. Contingency Contracting Accreditation requests will be manually processed through the respective component 51C NCO Proponent. AC requests will be processed through the USAASC for Deputy Director, Acquisition Career Management (DDACM) approval. USAR NCOs will process their requests through the U.S. Army Human Resources Command (HRC)'s Reserve NCO Assignment Manager, Fort Knox, Kentucky. ARNG NCOs will process their requests through the National Guard Bureau Acquisition Career Management Office (ACMO).

b. Contingency Contracting Accreditation requests should be emailed to respective 51C NCO Proponent and shall consist of a Department of the Army Form 4187 (personnel action) requesting accreditation, college transcripts from an accredited school, DAU transcripts or approved DAU equivalent courses, and NCO Evaluation Reports (NCOERs) that depict the required contracting acquisition experience. NCOs may submit their request when they have achieved the standards shown in paragraph 5a of this document. Once approved, the NCO's accreditation will be tracked through the Career Acquisition Personnel and Position Management Information System (CAPPMIS).

c. NCOs will apply for DAWIA certification via CAPPMIS as described in the USAASC Certification Management System Applicant User Guide for Army Acquisition Military Officers, Non-Commissioned Officers and Army Acquisition Medical and Materiel Command Officers. This document located at: http://asc.army.mil/docs/policy/CMS_Acq_Mili_AMEDD_Officers_App_Instruct.pdf.

7. AAC MEMBERSHIP STANDARDS AND PROCESS: Membership is available to those NCOs in the rank of MSG and higher who are DAWIA Level II certified in contracting and have four years of acquisition experience.

a. Active duty NCOs are required to follow the same process as officers when submitting AAC membership requests through the AAC Management System in CAPPMIS:

(1) The request for AAC membership will consist of an Enlisted Record Brief and copies of NCOERs that substantiate four years of acquisition experience.

(2) The USAASC Acquisition Corps Membership point of contact (POC) will review the information in CAPPMS and approve it if all the requirements are met. Once AAC Membership is approved, the NCO will receive notification and a certificate (see enclosure) with the DDACM's signature. The NCO's Acquisition Career Management Brief is updated automatically.

(3) The NCO is responsible for printing out the system generated AAC Membership certificate and retaining it as the official document of record.

b. USAR NCOs will request membership by contacting the U.S. Army HRC-Fort Knox POC at 502-613-5249.

c. ARNG NCOs will request membership by contacting the ACMO POC at 703-607-0163.

d. For more information, see the Department of the Army, Army Acquisition Corps Membership Policy and Procedures, located on the USAASC website at: http://asc.army.mil/docs/policy/aac_policy_signed.pdf.

8. EFFECTIVE DATE AND IMPLEMENTATION: This document is effective immediately and remains in effect until rescinded.

Encl



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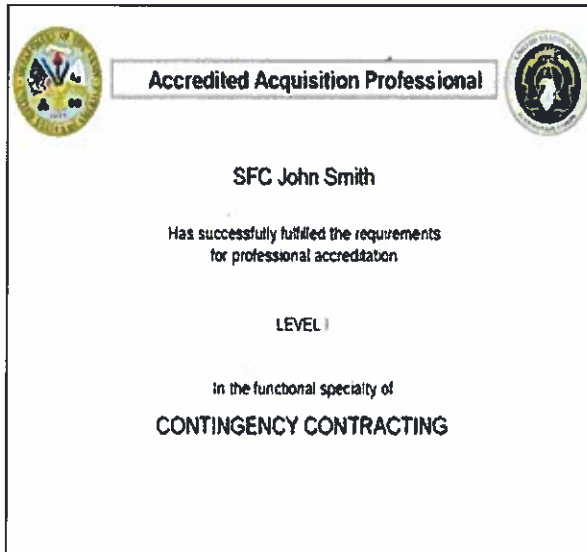
APPENDIX 1. References.

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended.
2. Department of Defense Directive (DoDD) 5000.52, *"Defense Acquisition, Technology and Logistics Workforce Education, Training and Career Development Program,"* January 12, 2005.
3. Department of Defense Instruction (DODI) 5000.66, *"Operation of the Defense Acquisition Technology and Logistics Workforce Education Training and Career Development Program,"* December 21, 2005.
4. *Department of Defense Desk Guide for "Acquisition, Technology and Logistics Workforce Career Management"* January 10, 2006.
5. Defense Acquisition University (DAU) Catalog, www.dau.mil/catalog.
6. Department of the Army, Acquisition Corps Membership Policy and Procedures, June 27, 2008; http://asc.army.mil/docs/policy/aac_policy_signed.pdf
7. Department of the Army, Acquisition Career Field Certification Policy and Procedures, June 1, 2010; http://asc.army.mil/docs/policy/acq_career_field_cert_02_21_07.pdf.
8. US Army Acquisition Support Center (USAASC) Certification Management System (CMS) Version 1.3, August 29, 2009; http://asc.army.mil/docs/policy/CMS_Acq_Mili_AMEDD_Officers_App_Instruct.pdf.
9. "Commission on Army Acquisition and Program Management in Expeditionary Operations, Urgent Reform Required: Army Expeditionary Contracting," October 31, 2007.

Enclosure

Certificates

Contingency Contracting Accreditation



DAWIA Certification

