

Department of the Army
Policy on Acquisition Career Field Certification

SUBJECT: Army Acquisition Career Field Certification Policy

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 (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 Civilian Acquisition Workforce Handbook (25 October 1994); and associated Certification Record Brief (CRB) Guide (Sep 1994); Certification Decision Phase (Phase 3), 1994 Final Draft; and Army Acquisition Civilian Workforce Certification Handbook, 1994, Final Draft (5 October 1994)

A. PURPOSE

This document establishes policy for an individual seeking Army certification in an Acquisition Career Field (ACF). Achievement of certification is accomplished when an individual meets all the education, training, and experience standards established for an ACF. As a result of this Policy, references in e above are hereby rescinded.

B. APPLICABILITY AND SCOPE

This policy applies to individuals seeking Army acquisition certifications in the ACFs as outlined in the current edition of the Defense Acquisition University catalog.

C. DEFINITIONS

Terms used in this Policy are defined in Enclosure 1.

D. POLICY

1. The Deputy Director, Acquisition Career Management (DDACM) shall establish policy for achievement and documentation of acquisition certification. This policy will provide an Army-wide, common foundation of knowledge necessary to ensure that AAW personnel are fully proficient in the certification process.

2. This Policy implements DoD Instructions and Manual, as referenced, and shall be the sole regulatory authority for certification.
3. The Acquisition Career Record Brief (ACRB), the Officer Record Brief (ORB), and the Army Reserve Acquisition Corps Management Information Systems (ARACMIS) Data File are the documents of record for certification.

E. RESPONSIBILITIES

1. Deputy Director, Acquisition Career Management (DDACM). The DDACM has oversight and control of the certification policy and procedures. The DDACM may delegate responsibility for developing and implementing the policy and procedures to the Director, Acquisition Career Management Office (ACMO).
2. Director, Acquisition Career Management Office (ACMO).
 - a. The Director, ACMO is the delegated authority to ensure certification policy and procedures are consistently implemented Army-wide.
 - b. The ACMO Proponency Officers are responsible for the development and maintenance of the acquisition career model as well as establishing a career path for each acquisition career field.
 - c. The ACMO interfaces with the Career Program Functional Chief Representatives (FCR) to ensure currency of the certification process and standards. The ACMO shall assist the FCR in identifying senior Army Acquisition Workforce members, in their respective Career Programs, as Certifying Officials.
 - d. The ACMO will periodically provide a list of possible candidates, to serve as Certifying Officials, to the FCRs and ensure the maintenance of the lists for each ACF.
3. U.S. Total Army Personnel Command (PERSCOM).
 - a. Acquisition Career Managers (the Functional Acquisition Specialist (FAS) and the Military Assignment Officers) will provide career management guidance, consistent with the career model, to AAC individuals and Competitive Development Group (CDG) members seeking certification. As Reviewing Officials, they also conduct an independent review of AAC and CDG certification records to assess compliance with references (a), (c), and (d).

- b. The Certification Manager updates and maintains the certification data in the DACM database.

4. Acquisition Career Management Advocate (ACMA) and Acquisition Workforce Support Specialist (AWSS)

- a. The ACMA is responsible for ensuring the workforce within his/her area of responsibility is knowledgeable of the certification process and the requirements for each acquisition career field certification.
- b. The Acquisition Career Manager (AWSS) will provide career management guidance, consistent with the career model, to AAW individuals seeking certification. As Reviewing Officials, they also conduct an independent review of AAW certification records to assess compliance with references (a), (c), and (d).

5. Functional Chief Representative (FCR).

- a. The FCR and/or his/her representative shall advise the ACMO of any functional changes that may affect the ACF they represent.
- b. The FCR shall approve and maintain a list of certifying officials selected from a list of candidates provided by the ACMO.

6. Certifying Official.

- a. The designated Certifying Official is responsible for approving certification requests at Levels I, II, and III or as specified by the FCR or his/her representative. The Certifying Official, either military or civilian, must be Level III certified in the same ACF as the individual requesting certification and must be approved by the FCR or his/her representative.
- b. The Certifying Official will sign the ACRB/ORB/BRB/ARACMIS as the certifying document indicating certification approval.

7. Reviewing Official.

- a. For civilians, the Acquisition Career Manager (FAS or AWSS), in the capacity of a Reviewing Official, is responsible for reviewing all back-up documentation to ensure certification requirements are met.
- b. For active duty military, the Assignment Officer, in the capacity of a Reviewing Official, is responsible for reviewing all backup documentation. For National Guard officers, the Chief of the National Guard Acquisition Career Management Office will conduct the review. For Reserve officers, the

Chief of the Reserve Acquisition Career Management Office will conduct the review.

8. The Requesting Individual.

- a. The Requesting Individual is responsible for applying the guidelines and meeting the mandatory certification requirements set forth in reference (a), (c), and (d) and the current edition of the DAU catalog when seeking Army acquisition certification.
- b. The Requesting Individual shall be responsible for formally and accurately documenting their certification achievements.
- c. The Requesting Individual will sign the ACRB/ORB/ARACMIS.

F. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective immediately. The DDACM may issue procedures as necessary to implement this directive.

(Original Signed)

KEITH CHARLES
Deputy Director
Acquisition Career Management

Enclosure

Enclosure 1

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 provide acquisition information and career guidance to the workforce. The AWSS will also serve as a Reviewing Official in the absence of an acquisition supervisor.

Functional Acquisition Specialist. Individuals assigned to PERSCOM AMB responsible for CMIF development and maintenance, implementation of the IDP and providing acquisition information and career guidance to AAC and CDG members. The FAS 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 IDP.

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), Authenticated record of an individual's education, training and acquisition assignment history.
5. 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.
6. 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.

7. Proponency Officer. Individual assigned to the ACOMO, 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.
8. Requesting Individual. An individual requesting certification within an acquisition career field.
9. Reviewing Official. The 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 to conduct independent review of certification records to assess compliance with regulations, guidance and law.