Officer Quick Reference Guide –DAWIA
V4 Nov 2021

This Guide is to assist active duty Navy officers in understanding policy and navigating processes associated with the Department of Navy's application of the Defense Acquisition Workforce Improvement Act (DAWIA). The information below is provided to supplement policy guidance contained in the DON DAWIA Operating Guide.[1]

Depending on billet assignment, officers may need to acquire DAWIA functional area certification and Acquisition Professional Membership (APM). Both qualifications require the individual to demonstrate a mix of experience, education and training that satisfies currently published standards. An acquisition designation means the majority of billet duties are core acquisition (often referred to as "the 50% rule"). If a billet does not meet the 50% rule it may not be designated acquisition, but certain duties and responsibilities performed may be eligible for partial credit within the parameters specified in this Guide.

I. Acquisition Experience

Core acquisition billets are acquisition designated positions in the following: Program Offices, PEOs, SYSCOMs, Developmental Test Commands, Warfare Centers, Contracting Field Activities, or Supervisor of Ship Building.

- Acquisition designated billets at organizations not identified as "core" are considered for related acquisition experience at 100% credit.

- Non-acquisition billets that may provide acquisition related experience: OPTEVFOR, Operations Test Commands, Maintenance Commands, and HQ Marine Corps may be granted related acquisition experience at 50% credit.

- Command tours (Commanding Officer time only) are credited a maximum of 18 months of related acquisition experience.

- Industry Rotation - limited to 12-month SECDEF Fellows assignment or SECNAV Tours with Industry (SNTWI) program, when the participant can demonstrate acquisition related experience gained from the rotation.

- Related acquisition experience cannot be repurposed to obtain 100% credit for multiple DAWIA certifications.

Experience time is auto-credited by the Navy's system for acquisition career management "eDACM" when official personnel records indicate a billet is acquisition-designated. It typically takes 30-45 days for an acquisition billet assignment to flow into eDACM, and the system refreshes acquisition billet experience each month during the acquisition tour.

Experience is system-credited at 100% for the acquisition AQD assigned (e.g. AAN billet would accrue PM-specific months of experience). This experience cannot be repurposed at 100% to meet experience standards for certification in other acquisition functional areas.

Once an acquisition tour ends, billet assignment data is no longer provided each month and the experience *outside* an acquisition tour is no longer maintained by eDACM.

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[1] Pending OSD (A&S) Back to Basics Acquisition Workforce Framework initiative may later supersede existing DON DAWIA Operating Guide policy guidance.

Note: For PM certification, dual experience credit may be granted <u>only</u> if the current standards state that Level III (or the highest level stated) in a technical area counts toward the PM experience requirement for certification. Before leveraging this option, Officers must review the current PM DAWIA certification standards: https://icatalog.dau.edu/onlinecatalog/CareerLvl.aspx Comments must be added by the OCM during the experience approval process that reference the current PM standards.

Officers in acquisition career tracks who are interested in requesting credit for non-coded time should read this Guide and engage their OCM. If applicable, the OCM will advise an individual to submit a request for experience credit on eDACM.

II.   Functional Area Certification

OSD Functional Area Advisors set DAWIA certification standards and review them annually. While Defense Acquisition University (DAU) provides workforce training, DAU is not authorized to grant certification. Designated approving authorities within each Service are responsible for granting DAWIA certifications.

Requirement – Military and civilian acquisition billet assignments require certification in only one functional area and specified level within established timeframes.

Optional – Acquisition personnel may elect to pursue secondary certification. However, acquisition experience credit *cannot be doubled and tripled* to acquire multiple certifications. It is important to focus on quality over quantity, and depth of acquisition knowledge and experience versus building a volume of certifications.

III.   Acquisition Professional Membership (APM) (formerly Acquisition Corps)

The FY20 NDAA Subtitle F eliminated the Defense Acquisition Corps. Realizing how important this credential is to officer careers, senior leaders decided to continue the DON program with APM. DON DAWIA policy guidance issued 11 Feb 2020 supports the APM. Minimum membership criteria:

(1) Rank - O-4 and above
(2) Certification - Hold Level II/Practitioner or above certification in any acquisition functional area.
(3) Education - Baccalaureate degree from an accredited educational institution, with at least 12 credits in the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, leadership, and organizational management.
(4) Experience - 48 months of acquisition experience. *A majority of the experience time should have been gained in acquisition-coded billets.

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FAQs & Tips

1. Where do I go for help with eDACM?

Log in and view your eDACM DAWIA transcript. The top section displays DAWIA points of contact at your respective SYSCOM/organization. For eDACM navigation or technical support, contact the help desk by clicking the person icon in the top menu bar.

The eDACM Support Team can also field questions related to DAU registrations, waitlists and prioritization. If applying for a non-instructor led DAU course go directly to DAU's portal Cornerstone on Demand (CSOD).

2. How do I get DAU course credit for education or training I completed elsewhere (e.g. NPS or other providers)?

If an officer serves in an *acquisition-designated billet,* the following options exist to obtain DAU course credit if the training or education was obtained through an alternate provider. Navy-specific tips are below.

(1) Fulfillment – Individuals prepare a package that demonstrates how previously acquired experience, formal education or training meets the preponderance of the DAU course learning objectives. Most major SYSCOMs have established SOPs for fulfillment packages and approvals. Contact your DAWIA POC for guidance. If you are not assigned to a command with a DAWIA POC, contact the eDACM help desk for assistance.

(2) Equivalencies – If you believe you have completed DAU equivalent training, review DAU's current Equivalency Guide. If the provider and course is listed, and your training or educational program courses were completed during the specified timeframes, officers may submit a request for equivalency credit by attaching a copy of the course certificate or college transcript. In the comments of your request be sure to include:

Training Provider:	Naval Post Graduate School (example only)
Course(s):	List NPS courses
DAU course(s):	ACQ XXX, ENG XXX

3. I am pursuing an acquisition career track. How can acquisition experience be counted if my billet is not designated acquisition?

Officers may acquire acquisition-related experience in several ways. The most common is when an assignment is closely aligned to "Big A" acquisition programs or efforts, but the preponderance of billet duties are not acquisition. In most cases, only 50% of that time may be creditable for acquisition experience. Officers should discuss acquisition experience with their OCM before pursuing any DAWIA qualifications.

Recommended: Review the DoD Acquisition Position Category Description (PCD) and current certification standards before attempting to request certification.

4. Where do I apply for Certification?

Officers assigned to acquisition billets may request certification via eDACM. Certification is not automatic. Approval is dependent upon designated authorities in the organizational approval chain.

Effective November 2021, officers from specific communities[2] who have chosen an acquisition career track may use eDACM to request certification <u>under the following conditions</u>:

(1) Officer previously served in an acquisition billet and still meets the current experience, education & training standards, but was unable to complete the certification request process during the acquisition tour.
(2) Officer is enroute to an acquisition billet (orders in hand) and the individual meets the current core experience, education & training standards.
(3) Acquisition career path officer meets the current standards and has a promotion board scheduled in the next 3-4 months.

5. Where do I apply for Acquisition Professional Membership (APM)?

Officers in designated acquisition and non-coded billets who meet the minimum eligibility standards may request APM via eDACM.

6. How does the education for experience substitution benefit me?

Up to 12 months of related acquisition experience may be credited for an acquisition certification or APM when the experience requirement is 48 months or longer, and one of the following applies:

- An individual holds a Master's Degree in hard sciences or business (e.g. Engineering, Computer Science, MBA), or
- Completes acquisition related education (i.e. NDU Eisenhower School Senior Acquisition Course, Nuclear Power training, USN Test Pilot School), or
- Completes a Master's Degree from the Naval War College while holding an undergraduate degree in a hard science

After 12 months of education has been credited for one certification standard it may not be repurposed for multiple certifications. It may, however, be used to meet one certification experience standard and a request for Acquisition Professional Membership (APM).

Academic information is provided from personnel records to eDACM. There is *no need to submit a separate credit request for the 12 months of education*. If graduate degree information

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[2] Acquisition career path officers are recognized in a February 2017 Memorandum for the Record issued by the DATM office. Designators are: Unrestricted Line Warfare-Qualified (11X0 and 13X0) with a formal, signed agreement to join his/her respective community's Acquisition Corps and to pursue and acquisition career path; 14X0 Engineering Duty Officer; 15X0 Aerospace Engineering Duty Officer/Aviation Maintenance Duty Officer, 3100 Supply Corps with ACX or AKX AQD, 5100 Civil Engineering Corps, 8059 Marine Acquisition Officer-Aviation, 8059 Marine Acquisition Officer-Ground 8061.

is not displayed on eDACM, but an officer wishes to leverage that option for one certification request, a copy of college transcripts may be uploaded during the certification request process.

Resources

DAWIA Program Directors and DAWIA Managers are knowledgeable resources for questions and guidance. Command points of contact are displayed on the DON eDACM DAWIA transcripts.

DAWIA Functional Area Certification Standards

https://icatalog.dau.edu/onlinecatalog/CareerLvl.aspx

DAU Cornerstone on Demand (CSOD) Tip: Go straight to CSOD to request any DAU course where the indicated delivery method is OLT.

https://www.dau.edu/training/p/apply-for-a-course

eDACM

https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx

Officer Detailing>Acquisition

https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Acquisition/

DAU Course Equivalency Guides

https://icatalog.dau.edu/appg.aspx

DAU Course Fulfillment Form (DD 2518)

https://www.esd.whs.mil/Directives/forms/dd2500_2999/

DoD Acquisition Position Category Descriptions

https://www.hci.mil/btbPositionCategoryDescriptions.html

DON Director, Acquisition Talent Management (DATM) website:

https://www.secnav.navy.mil/rda/workforce/Pages/index.aspx