This Quick Reference Guide (QRG) is to assist Navy officers in understanding and navigating the processes associated with the Department of Navy’s application of the Defense Acquisition Workforce Improvement Act (DAWIA). The information is intended to supplement policy guidance contained in DoDI 5000.66 and the DON DAWIA Operating Guide.

Budget Submitting Offices (BSOs) are to designate billets with acquisition requirements if the majority of the duties meet the DON definition of core acquisition. If assigned to an acquisition-coded billet, officers are required to meet primary functional area certification within established timeframes.

Officers from the following communities pursuing an acquisition career are recognized as acquisition workforce members regardless of billet coding: URL (11X0 & 13X0) with a formal signed agreement to pursue an acquisition career path, EDO (14X0), AEDO and AMDO (15X0), SC (3100) with ACX or AKX additional qualification designation, and CEC (5100).

The two areas of most interest to the acquisition community are *functional area certification* and *Acquisition Professional Membership (APM)*. Functional area certification typically has three standards: acquisition experience, training and education. Certification may be requested through the Navy [eDACM](https://www.atrrs.army.mil/Channels/navyedacm/Public/Login) system after individuals satisfy all three standards.

Acquisition Professional Membership (APM) is an additional qualification that acquisition officers may pursue, especially if they seek joint-qualification credit to serve at the FO/GO level. Officers may request membership through [eDACM](https://www.atrrs.army.mil/Channels/navyedacm/Public/Login).

1. **Functional Area Certification**

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

* **Requirement** – Military and civilian acquisition billet assignments require certification in one functional area and specified tier within established timeframes.
* **Optional** – Acquisition personnel may elect to pursue secondary certification. It is important to focus on quality over quantity, and depth of acquisition knowledge and experience.

Acquisition experience credit from one functional area *cannot* be doubled and tripled to acquire multiple certifications. Section III provides details on experience, and FAQ #6 specifically recognizes options for PM certifications.

1. **Acquisition Professional Membership (APM)**

The FY20 NDAA Subtitle F eliminated the Defense Acquisition Corps. Realizing how important this credential is to officer careers, the DON continues to offer APM. Applicants must meet all eligibility standards at the time of application:

* Rank: O-4 & above
* Certification: Certification in any acquisition functional area
* Education: Baccalaureate or graduate 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
* Experience: 48 months of documented acquisition experience

\*Up to 12 months of acquisition experience may be credited for completion of graduate level studies at DoD-affiliated schools or other accredited academic institutions. Education resulting in the award of sub-specialty code 5100P may be credited for a maximum of 18 months. Education resulting in award of sub-specialty code 5100N may be credited for a maximum of 24 months. One education substitution for experience is permitted.

\*\*Officers may count time spent in an O-5 or O-6 command tour (CO time only) when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management, and interface with material establishment(s).

1. **Meeting Acquisition Experience Standards**

Core acquisition experience is acquired by serving in designated acquisition billets located in Program Offices, PEOs, SYSCOMs, Developmental Test Commands, Warfare Centers, Contracting Field Activities, or Supervisor of Ship Building.

Acquisition experience time is auto-credited in eDACM only 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 experience each month during the acquisition tour.

* Experience is credited at 100% for the acquisition AQD assigned to the billet, (e.g. AAN = PM experience).
* Once an acquisition tour ends, billet assignment data is no longer provided to eDACM each month and experience gained *outside* of an acquisition tour is *no longer maintained by eDACM*.

Dual experience credit may be granted *only* when the currently published DAWIA certification standards specifically state that certification in one functional area counts toward another. Certification standards are periodically updated, and officers are highly encouraged to review the current DAWIA [certification standards](https://icatalog.dau.edu/onlinecatalog/CareerLvl.aspx) before attempting to request certification.

Officers in acquisition career tracks 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. The next page contains a table containing military acquisition experience crediting guidelines.

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| **Experience Type** | **Credit** |
| **AWF Billets:** Acquisition experience in one of the functional areas is credited for assignments in AWF positions. Experience is automatically accumulated and credited in eDACM for AQD designated assignments. | 100% |
| **Non-Acquisition Billets**: Non-acquisition billets that provide acquisition-related experience: OPTEVFOR, Operations Test Commands, Maintenance Commands, HQ Marine Corps, OPNAV (N4, N8, N9, and N2 N6), FMB, FMC, and OSD J8 assignments may be granted related acquisition experience. | Up to 50% |
| **Command Tours (Commanding Officer time only)**: Must demonstrate acquisition-related experience. | 100% |
| **Industry Rotation**: SECDEF Fellows assignment, or SECNAV Tours (SNTWI) program or similar. Must demonstrate acquisition related experience gained from rotation. | Maximum of 12 months |
| **Acquisition-Related Education**: Requested when applying for certification or APM (not via eDACM experience module). Acquisition-related education may be credited towards experience in the following cases:   * Officer is pursuing certification or APM when the experience requirement is greater than or equal to 4 years, and one of the following applies:  1. Holds a master’s degree in hard sciences or business (e.g., Engineering, Computer Science, MBA) 2. Completes acquisition-related education (e.g., NDU Eisenhower School Senior Acquisition Course, Nuclear Power training, USN Test Pilot School) 3. Completes a master’s degree from any DoD-affiliated school (e.g., Naval War College, Naval Postgraduate School, etc.)   **Note (1):** Education resulting in the award of subspecialty code 5100P may be credited for a maximum of 18 months. Education resulting in the award of subspecialty code 5100N may be credited for a maximum of 24 months.  **Note (2):** After an education for experience substitution is credited, it may not be repurposed for multiple certifications. It may, however, be used to meet one certification experience standard and a request for APM. | Maximum of 12 months |

**FAQs & Tips**

1. **How do I get help using eDACM?**

Log in and view your eDACM DAWIA transcript. The top section displays DAWIA points of contact at your respective SYSCOM/organization. For eDACM 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 registration, waitlists and prioritization. If applying for a self-paced, non-instructor led DAU course go directly to DAU’s [virtual campus.](https://id.dau.edu/)

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

For AWF members, the following options exist to obtain DAU course credit if training or education was obtained through an alternate provider.

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. First, verify that DAU lists the course in their current [fulfillment guide](https://icatalog.dau.edu/DAUFulfillmentPgm.aspx). Click [here](https://www.esd.whs.mil/Directives/forms/dd2500_2999/) to access/download the DoD Mandatory Course Fulfillment Form (DD 2518). Note: Most 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 – DAU manages its course equivalency program. If you believe you have completed DAU equivalent training, review [DAU’s current Equivalency Guide](https://icatalog.dau.edu/appg.aspx). If the provider and course is listed, and the training or academic program courses were completed during the specified timeframes, officers may submit an eDACM ticket for equivalency credit. Upload a copy of the course certificate or college transcript. Be sure to include:

Training Provider: Naval Post Graduate School (example only)

Course(s): List NPS courses

DAU course(s): ACQ XXXX, PMT XXXX

1. **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 aligned to “Big A” acquisition programs or efforts, but the preponderance of billet duties were not deemed sufficient for acquisition coding. In most cases, 50% of that time may be creditable for acquisition-related experience. Officers should discuss experience crediting with their OCM before pursuing any DAWIA qualifications.

Recommended: Review the [DoD Acquisition Position Category Description](https://icatalog.dau.edu/onlinecatalog/pcd.aspx) (PCD) and current functional area certification standards before attempting to request certification.

1. **May I apply for certification if I’m not currently in an acquisition billet?**

Officers not currently assigned to a coded billet, but in an acquisition career track may use eDACM to request certification under the following conditions:

1. Officer previously served in an acquisition billet and still meets the current experience, education and 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. **How does the education for experience substitution benefit me?**

The table on page 3 of this Guide illustrates when education may be leveraged to acquire up to 12 months of acquisition experience, if needed to satisfy a functional area certification or a request for Acquisition Professional Membership (APM).

Academic credentials are typically verifiable outside the eDACM system. Do not submit requests for the education/experience substitution in the eDACM experience module. If degree information is not displayed on eDACM, but an officer wishes to leverage this option for one certification request, or to support an APM request, a copy of college transcripts should be uploaded during the certification or APM request process.

6. **How do I count experience for the Program Management (PM) Functional Area?**

The DON PM National Leads signed a memo in April 2022 permitting personnel in **PM-coded positions only** to count prior acquisition experience in other functional areas as credit toward the experience requirements for certification in both PM tiers (Practitioner and Advanced). This includes experience gained from legacy career fields such as PQM, IT and S&TM. The 24-month program office requirement for PM Advanced is a separate requirement and can only be earned for time in a PEO, PMA, PMS, PMW, PMM, IWS, SUPSHIP, PMR, MDA, or NRO.

**Resources**

Consult your Acquisition OCM for career planning and advice. Command DAWIA points of contact are displayed on your eDACM DAWIA transcripts.

This QRG is published at: Officer Detailing>Acquisition

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

The DON DAWIA Operating Guide may viewed and downloaded from [eDACM](https://www.atrrs.army.mil/Channels/navyedacm/Public/Login)

The Acquisition Officer QRG is maintained by the ASN (RD&A) Director of Acquisition Talent Management (DATM) military liaison, 1000 Navy Pentagon, Rm BF-992, Washington, DC 20350.