

Officer Quick Reference Guide -DAWIA

This Guide is to assist active duty Navy officers in understanding and navigating processes associated with the Department of Navy's application of the Defense Acquisition Workforce Improvement Act (DAWIA). The information provided 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 career field 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 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 could be eligible for partial credit as acquisition-related experience.

For officers assigned to a major systems command or a lower echelon command with an acquisition function, DAWIA Program Directors and DAWIA Managers are knowledgeable resources for questions and guidance. Command points of contact are displayed on eDACM DAWIA transcripts. Other helpful resources and links are listed on page 5 of this Guide.

I. Acquisition Experience

Acquisition experience time is system-credited by eDACM when official personnel records indicate an officer's billet is acquisition-designated. It typically takes 30-45 days for a new billet assignment to flow into eDACM.

To determine if experience gained in non-acquisition billets or industry counts as acquisition-related time, officers should contact their Officer Community Manager (OCM). The OCM may require the officer to submit a summary for consideration of experience (sample on page 4). The OCM will coordinate experience endorsements with the Military Community Liaison from the Director of Acquisition Talent Management (DATM) office. After receiving OCM concurrence, officers may enter that time into their own eDACM record. The experience will be available to designated approving authorities if/when needed to support a request for career field certification or APM.

II. Career Field Certification

OSD Functional Advisors set career field certification standards and review them annually. While Defense Acquisition University (DAU) provides workforce training, designated approving authorities within each Service are responsible for granting DAWIA certifications.

Billet requirement - Acquisition billet assignments require career field certification in only one career field and specified level within 24 months of assignment.

Optional - Officers may pursue secondary career field certification. However, it is not mandatory and acquisition experience credit cannot be doubled and tripled to acquire multiple

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

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certifications. It is important to focus on quality over quantity, and depth of acquisition knowledge versus volume of certifications.

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

The FY20 NDAA Subtitle F eliminated the Defense Acquisition Corps. Knowing how important this credential is to Navy officer careers, senior leaders decided to continue the 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 or above certification in any acquisition career field.
- (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.

FAQs & Tips

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 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 Officer Community Manager (OCM) before pursuing any DAWIA related qualifications.

Recommended: Review the DoD Position Category Description (PCD) and current Career Field Certification Standards first. Write a brief summary for your OCM that demonstrates how your experience aligns to that career field. You may upload a copy of the endorsed experience assessment into eDACM to support a request for career field certification or APM.

2. Where do I go for help with eDACM and DAU registration?

Look on your eDACM DAWIA transcript. The top section displays DAWIA points of contact at your respective command. For eDACM navigation or technical support, contact the help desk:

eDACM_Support@navy.mil

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

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3. How do I get DAU 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 – Officers 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 to follow for fulfillment packages. 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. They will help determine proper routing of the fulfillment package.
- (2) Equivalencies – DAU has formal agreements with DoD schools, colleges and universities, and commercial training providers. If you believe you have completed equivalent training, visit DAU’s website and view their current Equivalency Guide. If the course is listed, and it was completed during the specified timeframes, officers may send a request directly to eDACM_Support@navy.mil and attach the applicable course completion certificate or college transcript. Suggested format:

To: eDACM_Support@navy.mil

Re: Please post DAU equivalency

Please post the following NPS courses as DAU equivalents.

Training Provider: Naval Post Graduate School

Course(s): List NPS courses

DAU course(s): ACQ XXX, ENG XXX

4. Where do I apply for Career Field Certification?

Officers in acquisition billets may request certification via eDACM. Approval is dependent upon designated authorities in the organization’s approval chain. It is not “automatic.”

Officers *not currently assigned to acquisition billets* may request certification offline² via their OCM under the following conditions:

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

² OCMs coordinate offline certification requests with the DATM Military Community Manager Liaison.

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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. Approval is dependent upon designated authorities in the organization's approval chain. It is not "automatic."

Sample Request for Acquisition Experience Credit

DD MMM YY

From: LCDR Joseph DAWIA, USN, 1510

To: Aerospace Engineering Duty Officer Community Manager

Via: Commander, Naval Information Warfare Systems Command

Subj: REQUEST FOR EXPERIENCE TO SUPPORT PROGRAM MANAGEMENT LEVEL I CERTIFICATION

Ref: (a) DEPARTMENT OF THE NAVY (DON) DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) OPERATING GUIDE, MARCH 25, 2019

Encl: (1) Supporting information and Program Management Experience Alignment to Program Management Core Certification Standards

(2) Program Management Position Category Description

(3) Document

(4) Document

1. Per reference (a), I respectfully request Program Management experience credit for my experience as the...elaborate here with details such as assignment, time periods, duties and responsibilities related to acquisition program management functions. The Unit Identification Code and Billet Sequence Code of this billet are XXXXX and XXXXX. I respectfully request qualified experience time at the 50% rate toward a DAWIA PM Level I certification. I have completed all training requirements toward Level I and will be eligible for Level I certification with this approval. My duties included:

2. The extensive Program management experience gained in support of... is congruous with Program Management activities of

I trust that the above is sufficient to meet the requirements set forth in the DAWIA PM Level I Core Certification Standards. If there are any questions, I can be reached at first.last@navy.mil

Signed

LCDR Joe DAWIA

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Resources

Career Field Certification Standards

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

DAU Cornerstone on Demand (CSOD)

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

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://icatalog.dau.edu/pcds.aspx>

DON Director, Acquisition Talent Management (DATM) website:

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

eDACM

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

Officer Community Management and Detailing

<https://www.public.navy.mil/bupers-npc/officer/Pages/default2.aspx>

Officer Detailing>Acquisition

<https://www.public.navy.mil/bupers-npc/officer/Detailing/acquisition/Pages/default2.aspx>