



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Military Joint Training Management

Chief of Staff
OPR: DCMA-DCM

DCMA-INST 1025
September 24, 2013

1. PURPOSE. This Instruction:

a. Reissues, updates, and renames DCMA Instruction (DCMA-INST), “Military DAWIA Training” (Reference (a)).

b. Outlines, establishes, and implements policy for the application and cancellation of Defense Acquisition Workforce Improvement Act (DAWIA) training, Tuition Assistance (TA), Aircraft Operations training, Continuous Learning Points (CLP), and formal training in addition to incorporating processes used for certification and Acquisition Corps membership.

c. Is established in accordance with DoD Directive 5105.64 (Reference (b)) and all references listed herein.

2. APPLICABILITY. This Instruction applies to all military members and ensures members are provided the opportunity to attend Defense Acquisition University (DAU)-sponsored training to obtain certification in the assigned DCMA acquisition-coded position.

3. MANAGERS’ INTERNAL CONTROL PROGRAM. In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (c)), this Instruction is subject to evaluation and testing. The process flow is not applicable for this policy.

4. RELEASABILITY. This Instruction is approved for public release.

5. PLAS CODE. 223B – Personnel Management

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/1025r>

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective September 24, 2013 and all applicable activities shall be fully compliant within 60 days from this date.



Steven C. Buetow, Colonel, USAF
Chief of Staff

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REFERENCES

- (a) DCMA-INST 1025, "Military DAWIA Training," January 2009 (hereby canceled)
- (b) DoD Directive, 5105. 64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers Internal Control Program," September 12, 2011
- (d) Section 1701 through 1764 of title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended (DAWIA II)
- (e) DoD Directive 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," January 12, 2005
- (f) Department of Navy (DON) DAWIA Operating Guide, December 21, 2011
- (g) Department of the Army, Acquisition Career Field Certification Policy and Procedures, October 1, 2007

CHAPTER 1

POLICY

1.1. POLICY. It is DCMA policy that:

1.1.1. Requests for military training will be forwarded to the headquarters (HQ) Military Personnel (DCM) training manager through the regional Military Personnel Liaison Officer (LNO).

1.1.2. DCMA civilian training offices will direct all military personnel to the regional LNO for matters related to military training such as DAU, professional military education, or course that are required by the Services.

1.1.3. Certification for billet coding is based on the organization requirements.

1.1.4. Members selected for service Professional Military Education attendance will be afforded the opportunity to attend appropriate professional development training for their Service. Course quotas are advertised when received.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. MILITARY PERSONNEL (DCM) TRAINING MANAGER. The DCMA training manager will:

2.1.1. Be the principal liaison between HQ DCMA divisions/components, subordinate Commanders, and workforce development.

2.1.2. Maintain an accurate list of certifications held by military members via the DCMA Military Online Personnel System (MOPS).

2.1.3. Assist military personnel in submitting DAWIA certification requests, via supervisors, to designated certifying officials for review and approval.

2.1.4. Refer military personnel to their local Education Office for assistance with the Service TA program.

2.1.5. Review and submit Aircraft Processing and formal training requests to the appropriate Service for further processing.

2.1.6. Monitor CLP on all military personnel to ensure they meet their Service CLP requirements.

2.1.7. Perform GOTRAN Administrator duties for assigned military members.

2.2. CONTRACT MANAGEMENT OFFICE (CMO), COMMANDERS, AND COMPONENT HEADS. Commanders and Component Heads will:

2.2.1. Monitor training of assigned acquisition workforce personnel to ensure certification requirements are met within 24 months of initial assignment.

2.2.2. Monitor service members assigned to acquisition coded billets, advise service members of training requirements, and provide assistance where needed in securing quotas for required classes.

2.3. SUPERVISORS. Supervisors will:

2.3.1. Ensure service members have developed an Individual Development Plan (IDP) for certification and continuous learning points requirement for their service acquisition requirements.

2.3.2. Ensure service members are provided duty time for planned continuous learning activities within organizational workload and funding constraints.

2.3.3. Ensure annual IDPs or comparable documents prepared for their military personnel include opportunities for participating in continuous learning activities.

2.3.4. Monitor their service members' progress for completion of continuous learning requirements.

2.3.5. Ensure enrollment in GOTRAN and monitor their service members' progress for completion of assigned Safety and Occupational Health training requirements.

2.4. SERVICE MEMBERS. Service members will:

2.4.1. Complete all DAU training requirements within 24 months of entering on duty with DCMA.

2.4.2. Provide copies of current DAWIA certifications to the DCM Training Program Manager upon entering a DCMA duty assignment.

2.4.3. Provide the training manager official documentation of any new certifications acquired while in his or her DCMA duty assignment.

2.4.4. Identify and discuss continuous learning activities with his or her supervisor during annual reviews.

2.4.5. Verify records to ensure completion of continuous learning requirements have been recorded.

2.4.6. Complete assigned Safety and Occupational Health training requirements in GOTRAN and as applicable at contractor locations.

2.5. MILITARY PERSONNEL LIAISON OFFICER (LNO). LNOs will:

2.5.1. Monitor the MOPS database as needed to identify billet coding information and service member's individual DAWIA certifications for purposes of advisement.

2.5.2. Monitor MOPS for completion of DAWIA certifications.

CHAPTER 3

PROCEDURES

3.1. ACQUISITION COURSES.

3.1.1. Acquisition training will be completed within DoD Acquisition Technology and Logistics (AT&L) guidelines. All service members will complete DAU training as “required by the billet” they are assigned to and obtain required certifications within 24 months of arriving at DCMA.

3.1.2. “Required by the billet” training is required to meet the Core Certification Standards of the member’s assigned billet (see the DAU iCatalog for specific requirements).

3.1.3. Members who do not know the acquisition coding assigned to their billet should contact their supervisor.

3.1.4. All military acquisition training will be requested directly through the member’s service acquisition portal (U.S. Army (USA), U.S. Navy (USN)/US. Marine Corps (USMC), and U.S. Air Force).

3.1.5. Quota approval and temporary duty (TDY) funding for in-residence courses will be supported by the Military Services. Agency funding may be utilized, if available, for courses pertaining to acquisition requirements for the assigned billet.

3.1.6. Online courses are typically available to anyone serving in an acquisition-coded billet. As a general rule, online courses outside of the primary career field should not be taken until all “billet required” training is complete.

3.1.7. Service Specific Information Regarding DAU Courses.

3.1.7.1. Army. USA officers with a 51-series Military Occupational Specialty may obtain central funding for DAU in-residence training outside their acquisition specialty on a case-by-case basis, as determined by Army Acquisition Assignment Managers.

3.1.7.2. All Other Services. USAF, USMC, and USN typically require CMO funding be utilized to attend DAU in-residence training outside of “billet required” training.

3.1.8. Fund cites, accounting data, and TDY orders will be provided (via email) by the individual Service Acquisition Travel Office directly to the student.

3.2. CANCELLATION OR NO SHOWS.

3.2.1. Service related instructions pertaining to cancellations and no show policies will be adhered to. “No shows” (including deployment related) require coordination with the service

member's supervisor prior to forwarding documentation to Directors for Acquisition Career Management (DACM).

3.2.2. Failure to follow service related cancellation or "no show" policy could result in debarment from future courses.

3.3. DAWIA CERTIFICATION.

3.3.1. Certification. For specific DAWIA Certification Requirements, refer to the DAU iCatalog Core Certification Standards.

3.3.2. Proof of DAWIA certification must be submitted to the DCM Military Training Program Manager (MTPM) upon arrival at DCMA. Source documents include copies of DAWIA certificates, Acquisition Career Record Brief, Acquisition Single Uniform Retriever File (SURF), Officer Record Brief, and/or Officer Data Card.

3.3.3. Procedures for requesting DAWIA Certification (procedures are service specific and subject to change):

3.3.3.1. USA. USA Service members apply for certification through the Army's Career Acquisition Management Portal (CAMP). Complete instructions for applications are available at the U.S. Army Acquisition Support Center (USAASC) Web site.

3.3.3.2. USAF. A request for Certification is sent via email from the members Supervisor to the MTPM. Supervisors should include a copy of the Acquisition Career Management System (ACMS) SURF (available through virtual Military Personnel Flight (vMPF)) and any supporting documentation not listed on the SURF (i.e, transcripts, completion certificates).

3.3.3.2.1. DCM will verify all certification requirements have been met and forward the request to Secretary of Air Force (SAF)/Acquisition Career Management (AQH).

3.3.3.2.2. If SAF/AQH approves the request, the member will receive a portable document format (PDF) copy of the certificate, along with a request for the official mailing address via email. The official certification will be mailed to the service member and his or her ACMS will be updated.

3.3.3.3. USN/USMC. USN/USMC Service member applies for certification through the Navy's eDACM website (aka Register Now).

3.3.3.3.1. DCM will review the request and forward to the supervisor of record listed on the member's profile.

3.3.3.3.2. Supervisor will review the request and forward to the Final Approval Authority (PERS 447).

3.3.3.3.3. Service member will receive an email from dawia.cert.help@navy.mil when the request is approved and will be provided a link to print a certificate.

3.4. TUITION ASSISTANCE (TA).

3.4.1. Military TA is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100 percent for the tuition expenses of its members.

3.4.2. Each service has its own criteria for eligibility, obligated service, application process, and restrictions. This money is usually paid directly to the institution by the individual services. Additionally, active duty members may elect to use the Montgomery GI Bill “top-up” in addition to their service-provided TA to cover high cost courses.

3.4.2.1. USAF. USAF members must apply for TA online using the Air Force Virtual Education Center. This must be done through the Air Force Portal.

3.4.2.2. USMC. First-time students must complete a TA Orientation Class **prior** to using TA.

3.4.2.2.1. Marines at remote sites (non-Marine Corps installations) may access the course by clicking on the TA Orientation through Marines Online Portal. All others should proceed to the local base Lifelong Learning or Education Office.

3.4.2.2.2. Marines must apply for and receive written authorization for TA through the appropriate education office, **prior** to enrollment. Use form NETPDTC 1560.

3.4.2.3. USA. The Army Continuing Education System has launched a new automated tuition assistance project. The TA automation will allow active duty soldiers to request TA and enroll in courses online. This will speed up the enrollment process and minimize wait times at Army Education Centers. Active Duty soldiers are now able to request TA online through GoArmyEd.

3.4.2.4. USN. Contact the Navy College Office to receive educational counseling in person, by phone, or email. The Navy College advisor will help with requested courses for TA funding. Complete a TA Application form NETPDTC 1560/3 listing course(s) and fee(s). Check with the institution to make sure the amounts for tuition and fees are correct.

3.5. CONTINUOUS LEARNING POINTS (CLP).

3.5.1. Acquisition members assigned to DCMA must acquire 80 CLPs every 2 years from the date of assignment for as long as the member remains in an acquisition-coded position. Members are encouraged to set a goal of achieving 40 CLPs within any 12-month period.

3.5.2. DCM MTPM will track completion and report concerns to LNO/CMO/Commanders and Component Heads.

3.6. FORMAL TRAINING PROCESS.

3.6.1. Each Service is responsible for the funding of professional military education and other career enhancing development; i.e., Squadron Officer School, Intermediate Development Education, Noncommissioned Officer Academy.

3.6.2. USAF Training. The Program Manager will provide Training RIPs to LNOs for supervisor and member signature and forward to Andrews AFB Military Personnel Section (formal training office) for processing.

3.6.3. USA Training. The Program Manager will submit Mission Training Specific Allotment request forms to Army Human Resources Command for further coordination and accounting.

3.6.4. The Service member will receive notification from their Service on how to process travel orders directly.

3.6.5. USN Training. The Service member formal training will be processed prior to assignment to DCMA.

3.7. SAFETY AND OCCUPATIONAL HEALTH TRAINING.

3.7.1. Military service members shall complete safety and occupational health level training through the Skillsoft GOTRAN Platform. All service members will complete GOTRAN courses as “required by the billet” they are assigned within agency prescribed time lines.

3.7.2. GOTRAN provides awareness level safety and occupational health training. Site specific hazard awareness as well as contractor specific safety and occupational health training requirements may apply based on exposure and assigned duties.

GLOSSARY

ACRONYMS

ACMS	Acquisition Career Management System
AQH	Acquisition Career Management
AT&L	Acquisition Technology & Logistics
CLP	Continuous Learning Points
CMO	Contract Management Office
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DCM	Military Personnel
DCMA-INST	DCMA Instruction
IDP	Individual Development Plan
LNO	Military Personnel Liaison Officer
MOPS	Military Online Personnel System
MTPM	Military Training Program Manager
OPR	office of primary responsibility
PLAS	Performance Labor Accounting System
SAF	Secretary of Air Force
SURF	Single Uniform Retriever File
TA	Tuition Assistance
TDY	Temporary Duty
USA	U.S. Army
USAF	U.S. Air Force
USMC	U.S. Marine Corps
USN	U.S. Navy