



DEPARTMENT OF DEFENSE  
Defense Contract Management Agency

## IMMEDIATE POLICY CHANGE

### DAWIA Training Management

Human Capital Directorate  
OPR: DCMA-HCP

DCMA-INST 629 (IPC-1)  
March 28, 2016

*Administratively reissued, December 5, 2016*

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- 1. POLICY.** This Immediate Policy Change (IPC) implements changes to DCMA-INST 629, "DAWIA Training Management," March 7, 2012.
- 2. PURPOSE.** This IPC is to correct language that incorrectly identifies Critical Acquisition Position (CAP) within DCMA. DCMA Director designates CAP positions which are located on the resource page of DCMA INST 609. This instruction is in conflict with the Director's most recent designation.
- 3. APPLICABILITY.** This Instruction applies to *all DCMA Headquarters, Operations, Special Programs, International, Contract Management Offices, and their subordinate offices activities.*
- 4. NEW GUIDANCE.** Change paragraph 3.2. to read:

~~3.2. Critical Acquisition Positions (CAP) are acquisition positions in DCMA at the GS-14 level or above.~~

*3.2. DCMA CAPs are those positions identified by the Director, DCMA and are updated periodically. A link to the listing of DCMA identified CAP positions is located on the resource page for DCMA-INST 609, Civilian Mobility - CONUS.*
- 5. RELEASABILITY – UNLIMITED.** This IPC is approved for public release.
- 6. LABOR CODES.** *Located on resource page.*
- 7. RESOURCE PAGE.** *<https://360.dcm.mil/sites/policy/HC/SitePages/629r.aspx>.*
- 8. EFFECTIVE DATE.** By order of the Director, DCMA, this IPC is effective immediately and shall remain in effect until rescinded, superseded, or incorporated in a DMCA policy, whichever is sooner.

A handwritten signature in black ink, reading "Kathleen A. Butera". The signature is written in a cursive style and is enclosed in a thin black rectangular box.

Kathleen A. Butera  
Executive Director  
Human Capital

# DAWIA Training Management

## Purpose

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To establish and implement policy for the application, attendance, and cancellation of Defense Acquisition Workforce Improvement Act (DAWIA) training, in addition to incorporating processes used for certification and Acquisition Corps membership.

## References

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- a. DoD Instruction 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," January 12, 2005
- b. DoD Instruction 5000.66 "Operation of the Defense Acquisition, Technology and Logistics Education, Training, and Career Development Program," December 21, 2005
- c. Acquisition, Technology, & Logistics (AT&L) "AT&L Workforce Desk Guide," January 10, 2006
- d. Defense Acquisition University (DAU) Directive 704, "Student Academic Policies," July 1, 2009
- e. DAU iCatalog

## Policy

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It is DCMA policy that:

Employees who, as a condition of employment, have incurred a DAWIA certification requirement will be given ample opportunity to satisfy that requirement, and that all employees who otherwise meet requirements will be granted membership in the Acquisition Corps.

## Process

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1. The following procedures will be used to apply for DAU courses:

1.1 Military members' DAU quota requirements will be supported by the Military Services.

1.2. Identifying DAWIA Requirements.

1.2.1. DCMA employees officially assigned to an acquisition position will take actions necessary to identify, register, attend, and successfully complete DAU courses for DAWIA certification in their primary career field and at the career level assigned to their position. Cross training is encouraged if resources are available, but the employee's primary effort should be

achieving certification in their primary career field.

1.2.2. DCMA employees eligible to attend DAU courses must meet the following selection criteria:

- Assigned to an acquisition workforce position
- DAU course requirements must be documented on employee's electronic Individual Development Plan (eIDP)
- Completed all prerequisite course work.

1.2.3. In addition to the selection criteria, priority designation will be assigned by the supervisor as defined, and in the order of precedence listed, below.

1.2.3.1. Priority 1 Acquisition workforce members who must meet position training requirements (certification) are given the highest priority for attendance at DAU courses.

1.2.3.2 Priority 2. This training includes courses required to meet certification requirements for the next higher level of certification. Approval for these courses is contingent upon availability of seats.

1.2.3.3. Priority 3. This priority is assigned to applications for courses that are outside the employee's primary career field. Priority 3 applications are funded by DCMA; therefore all approval is contingent upon availability of funds. Reservations awarded to priority 3 applications are subject to cancellation by DAU, if a Priority 1 employee is on a wait list for the same class.

1.2.4. Non-acquisition personnel - Designated as Priority 4 after acquisition employees and may attend:

- On-line open enrollment courses
- Resident courses at no cost (prerequisite course work completed).

1.3. To register for DAU classes:

1.3.1. All civilian acquisition and non-acquisition workforce personnel who are currently assigned to DCMA are required to register for DAU courses through the Acquisition Training Application System (ACQTAS).

1.3.2. Chief, Workforce Development will ensure each program manager has a designated backup/substitute to process employee registration requests in their absence.

1.3.3. To prepare a DAU travel request: Employees will use the ACQTAS Travel System when travel and per diem funds are required. Employees must submit a completed travel worksheet no less than 30 days prior to class start date (except for those cases where 30 days is not feasible – rolling from a wait status to a resident 5 days prior to class start date). Travel amendments may be submitted within a reasonable time frame (generally not less than 5 workdays prior to travel day) to process. Employees will submit their settlement voucher to DFAS within five days of completion of travel. Employees will not travel to training without valid, approved TDY orders unless a Vocal Confirmation (VOCO) has been received by Workforce Development.

## Desktop Procedures for Completing DAU Requirements Travel Worksheets (INFORMATION)

1.3.4. First-level supervisors will ensure that employees are provided official time to complete computer based training (CBT) and attend scheduled training events.

1.3.5. Employees will attend any class that for which a reservation has been approved by the Quota Manager unless a cancellation is requested and approved in accordance with this policy. This applies to all on-line or CBT classes as well as on-site or classes requiring TDY.

1.3.6. Only rare and unusual circumstances, (e.g., family or medical emergencies) are acceptable reasons to cancel out of any class. Workload is not an acceptable reason to cancel out of a class. Supervisors will not authorize absence from class due to workload.

1.3.7. In order to meet statutory and regulatory requirements in meeting mission goals, improving performance, and enhancing the overall performance levels of employees, timely registration for training courses is imperative. Attendance in classes for which a DAU reservation has been allocated and approved is mandatory. Barring any unforeseen circumstances beyond an employee's or management's control, cancellations must be requested and approved in accordance with this policy. As with any assignment of work, failure to adhere to this policy may result in disciplinary action.

1.3.7.1. For those rare circumstances when a cancellation is required, the originating CMO should make all attempts to identify a substitute so the seat is not lost.

1.3.7.2. Cancellations due to work conflicts or personal conflicts such as vacations must be approved by the Region Commander, Executive Director, Center Director, or Division Director/Commander as appropriate and forwarded to Workforce Development for action. Deliberate planning and leave scheduling should eliminate the causes of these types of cancellations. Approval/notification may be made via letter or email.

1.3.7.3. Cancellations resulting from retirement, call to Active Duty (for Reservist/National Guard members) transfer to another agency, resignation, hospitalization, or bona fide (as determined by the chain of command) family emergencies require approval letters from the CMO Commander/Director or the Deputy.

1.3.7.4. Workforce Development will not process any cancellations until an approval letter or email is received, whichever is applicable.

1.3.8. Once a class starts, employees cannot cancel a class as it is now designated as a no-show. No shows for DAU classes also require letters or emails under the same circumstances as outlined in the above paragraph on cancellations. If the no show is not approved, employees are unable to attend DAU training for a period of 6 months. If the no show is approved, the employee is free to apply for training without constraint.

1.3.9. DCMA employees may wait list for DAU classes only if DAU resources are available, the course is listed on their IDP, all quotas for that fiscal year have been allocated, and no quota has been assigned to that employee for that course. An employee may register to wait list for multiple classes per course at one time.

1.4. For all career fields except Program Integrators, Career Level I is GS-5/8, Career Level II is GS-9/12, and Career Level III is GS-13 and above. Program Integration duties requires Level III certification, regardless of grade level. Employees assigned as Earned Value Management (EVMS) Specialists are required level III certification regardless of grade and career field.

1.4.1. Employees whose current position is not identified as an acquisition position, even if they were previously employed in an acquisition position and/or are DAWIA certified, are to be treated as Priority 4 non-acquisition employees when establishing DAU requirements on eIDPs, allocating DAU quotas, and registering for DAU classes.

1.4.2. First level supervisors are responsible for ensuring their employee's career field and level are correctly annotated in the Defense Civilian Personnel Data System (DCPDS); accomplishment of this task is executed through the manager's tab in the Civilian Personnel On Line (CPOL).

1.5. To establish and distribute DCMA DAU requirements for the following Fiscal Year, the following will take place:

1.5.1. During the 1st quarter of the current Fiscal Year, the employee/supervisor identifies course requirements on eIDP. Workforce Development identifies and requests DAU quotas for the next Fiscal Year and forwards to the 4<sup>th</sup> Estate Defense Acquisition Corps Manager (DACM). The DoD DACM consolidates all DoD agency and component civilian requirements and forwards to DAU. During the 3rd quarter (April) of current Fiscal Year, DAU distributes quotas for next Fiscal Year to services and the DoD DACM for the 4<sup>th</sup> estate. DoD DACN distributes quotas to Workforce Development. Later in the 3<sup>rd</sup> quarter (May), DAU opens courses for early enrollment. DCMA employees are strongly encouraged to apply for the required courses as early as possible to increase their chances of obtaining mandatory/required training.

1.6. To register for DAU classes, the employee identifies DAU course requirements on the eIDP and applies through ACQTAS, <http://www.atrrs.army.mil/channels/acqtas> for required DAU courses. The employee identifies the email address for first line supervisor or acting supervisor and follows up with supervisor if concurrence is not received within 3 workdays. The supervisor ensures that employees register for DAU courses in a timely manner, reviews employee's application in ACQTAS, ensures DAU courses are documented on employee eIDP, prerequisites are met, and priority levels are in accordance with the employee's assigned career field. Concurs or non-concurs with request within 3 workdays of receipt. Includes an explanation of non-concurrence in the comment section of registration. The training coordinator reviews employee registration request in ACQTAS, prerequisites are met, quotas are available, and the correct priority level is identified. Inputs course prerequisites and dates completed, and any other pertinent information in the ACQTAS comment section. Concurs or non-concurs with request within 2 workdays of receipt. Includes an explanation of non-concurrence in the comment section of registration. The Program Manager reviews the employee's application, prerequisites are met, and appropriate comments are included. Concurs or non-concurs with request based on Training Coordinator and supervisor decision within 2 workdays of receipt. Explains non-concurrence in comment block.

1.6.1. When an employee applies for a course, he/she must indicate alternate dates they are available for training. By approving the application, the supervisor is indicating the employee will be allowed to attend the training during the alternate training window specified. In the event

the program manager cannot obtain a reservation for the employee in the requested class, the program manager will seek out opportunities in classes falling within the specified alternate dates. Reservations processed/obtained during the alternate date range are mandatory and cancellation requests must be approved by the Region Commander/Division Commander/Director, Executive Director, or Center Director as appropriate. If no alternate date range is annotated, or if no seats exist within the alternate range, the employee will be wait listed in the original class requested.

1.6.2. The Training Coordinator is the principal liaison between workforce members and workforce development. Training Coordinators should make every attempt to locally solve employee issues; when that is not possible, the Training Coordinator should elevate the issue to Workforce Development (DAWIA Team).

1.7. Academic Failures. Employees who are identified as an academic failure of a course cannot re-apply for that course until the first level supervisor conducts remedial training with the employee on the area(s) failed. When the supervisor and the employee feel the employee is adequately prepared, the employee can apply for the course. The supervisor should indicate in the remarks block of the application that remediation has been completed and they feel the employee is prepared to successfully complete the course. If, in the event the employee fails a course on three consecutive attempts, consideration should be given to reassigning the employee to another occupational series or to a non-acquisition position.

2. The following procedures will be used to apply and attain required DAWIA certification(s).

2.1. Each acquisition career field has mandatory education, training, and experience requirements for certification at each career level. Employees must meet all DAWIA career field and level certification education, experience, and training requirements before requesting or being approved for certification. Recommending and approving officials will review the career field and career level mandatory requirements, and verify/validate that all requirements are fully met. This includes that the employee meets the specific mandatory acquisition experience requirements for the career field. While DCMA encourages cross training when quotas and resources are available, supervisors should ensure that all mandatory requirements for the primary acquisition career field first are met.

2.2. The DCMA Acquisition Personnel Certification Form is the document to be utilized when applying for DAWIA certification. Employees will submit a DCMA Acquisition Personnel Certification Form and supporting documents to their first line supervisor (who is the recommending official) when they have completed all required experience, education, and training requirements. The automated certification process in ACQTAS will not be used and does not support unique DCMA requirements.

2.3. The Certification Recommending Official (Part D) is the employee's first line supervisor (regardless of the supervisor's primary acquisition career field or level) who will review, verify, validate, and recommend/not recommend requests based on the career field and DAWIA career level education, experience, and training requirements. The Certification Approving Official (Part E) is the Senior agency official who has extensive knowledge, skills, abilities, and experiences in the career field under review and will be equal in rank or higher than the recommending official. The second level supervisor is the CAO if his/hers "primary acquisition career field" certification is Level III in the same career field as the requestor. Every acquisition

position is assigned a primary acquisition career field based on that position's occupational series and its duties and responsibilities. In the event the second level supervisor is not Level III certified in the career field, the complete application packet will be submitted to Workforce Development, who will then forward the packet to a Subject Matter Expert (SME) that has been designated in writing by the Executive Director of each respective functional area. If the SME approves the application, he/she will sign Part E and return that page to Workforce Development for processing in ACQTAS and notification of the CMO/Center Training Coordinator.

2.4. Reciprocity. Properly authenticated individual certifications from other DCMA or DoD organizations shall be afforded reciprocal recognition. Reciprocal recognition means that where certifications are credited there shall be no distinction in the credit afforded based on the DoD Component in which the certification originated. That policy shall apply to all personnel processes including the quality ranking of candidates for acquisition workforce positions, selection and development of Acquisition Corps members, reductions-in-force, etc. This instruction shall neither preclude nor limit the substantive review of individual qualifications in merit-based processes such as the evaluation and consideration of eligible candidates for selection for appointment, promotion, assignment, or placement.

2.5. DoD Fulfillment and Equivalency Program enables members of the Acquisition workforce to receive credit for mandatory DAU courses for which they are able to demonstrate competency through experience, education, and/or alternative training. The fulfillment process is explained in the Guidance for Equivalency and Fulfillment, dated January, 2011. The preferred method to obtain credit is course participation. Attending the course provides the employee with the most recent and up-to-date career field information.

2.5.1. Fulfillment is not a waiver.

2.5.2. An employee may not fulfill a course he/she has failed.

2.5.3. Based on changes in career field technology, methods, and theories, recency or currency may be an important factor in determining whether or not credit for past experience, education or alternative training will be given.

2.5.4. Fulfillment requests should not be recommended for an employee with an allocated DAU quota unless a substitute is available and there is sufficient time before class start date (at least 60 days) to process, review, and approve the fulfillment request.

2.5.5. Employees complete Section I of DD Form 2518 and the Competencies Self-Assessment for the course. Thoroughly document on the self-assessment form or similar document how each competency is satisfied through experience, education and/or alternative training. Submit the form, self-assessment, and any supporting documentation to first level supervisor. Provide additional information as requested by reviewers. Include copy of approved DD Form 2518 when applying for career field certification as justification of course completion.

2.5.6. First Level Supervisor (FLS). Review employee's completed DD Form 2518, self-assessment, and supporting documents. Determine if additional or amplifying information is needed to reach a conclusion. If needed, FLS may request additional information from employee or interview employee. If the employee is interviewed, the reviewing official should

document the employee's competencies on the DD Form 2518. Concur or nonconcur in block 16 and sign block 17. Nonconcurs are returned to the employee with a written explanation.

2.5.7. If the FLS concurs, he/she forwards the packet to the CMO Training Coordinator who forwards the fulfillment package through Workforce Development to the designated SME for that career field. The SME requests additional information from employee if needed, and either concurs or non-concurs on package. Provide written reasons when non-concurring. Approve/Disapprove in block 22 and sign block 23 of DD Form 2518. Return packages to the CMO Training Coordinator thru Workforce Development.

2.6. Equivalencies. Equivalencies are sources of training (commercial vendor, other governmental schools, DoD schools, or academic institutions) whose content is so similar to certain DAU courses that they are considered equal in nature, and the successful completion of which eliminates the requirement to attend the DAU course for which it is designated as an equivalency. Not all DAU courses have designated equivalencies. In order to apply for equivalency credit, the employee forwards a copy of their completion certificate through the CMO Training Coordinator to Workforce Development, who in turn forwards the certificate to the 4<sup>th</sup> Estate DACM. Once verified, the DACM establishes a graduation in ACQTAS for the DAU course, which is reflected in the employee's training history as a completion.

2.7. Certification Waivers – In those rare circumstances when an employee does not achieve the required certification within 24 months, that employee must be granted a waiver to remain in the acquisition position. Certification itself cannot be waived; the waiver merely allows the employee to remain in the acquisition position until such time as all certification requirements are met. The Chief Acquisition Executive (CAE) is the approval authority for all waivers. Supervisors will ensure that employees complete certification requirements and be certified in the primary career field and career level of their current position within 24 months of entering that career level or obtain a waiver to extend the period. When necessary, waivers should be initiated as soon as it has been determined the employee will not meet certification requirements within the 24 month window. DD Form 2905, "Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver" is used to request a waiver.

2.7.1. The Recommending Official (normally the first level supervisor) reviews the waiver request and appropriate career field standards from the DoD 5000.66 and current DAU catalog. Completes Part C of the waiver form indicating documents reviewed. Based on documentation in package, determines if the employee warrants a waiver. If recommending approval, forward thru the CMO Training Coordinator to Workforce Development for processing and routing to the Approving Official.

2.7.2. The Approving Official reviews the waiver request and appropriate career field standards from the DoD 5000.66 and current DAU catalog. If approved, the waiver is entered onto the waiver tracking log and the employee continues pursuing certification. If the waiver is disapproved, is returned to the CMO, and the employee must be immediately removed from the acquisition position if outside the 24 month window. If the waiver was submitted prior to the 24 month window expiring, the employee may remain in the position until the 24 month time line has expired, at which time they must be removed from the acquisition position.

2.7.3. All requests for waivers must include a stringent get well plan specifically tailored for that employee that results in the required certification.

2.7.4. Employees that are within their 24 month window, and called to Active Duty as a member of the Reserves or Guard, have their 24 month “clock” stopped while they are on Active Duty and away from their duty station. The clock does not reset or start over when they return to the DCMA workforce.

2.7.5. The clock does not reset for employees that are in a position requiring DAWIA certification at a specific level in a career field and transfer to another position in DCMA requiring the same level of certification and/or level. Employee’s 24 month window starts over whenever the primary career field or level changes.

3. The following procedures will be used to apply for membership in the Defense Acquisition Corps.

### 3.1. Application Instructions

3.1.1. Employee completes and signs DCMA Acquisition Corps application form and checklist, and provides documentation to support education, experience, and training.

3.1.2. Education - provides copy of college transcript(s).

3.1.3. Experience - resume or SF 50 that identifies employer, position title, GS grade/military rank/salary, dates of employment, description of duties, responsibilities, knowledge, skills, and abilities.

3.1.4. Training - copy of DAWIA certification (Level II or higher) certificate, training course certificates, or other documentation showing satisfactory course completion.

3.1.5. Forwards Acquisition Corps application package to the CMO Training Coordinator.

3.1.2. The CMO Training Coordinator assists employees with training documentation, and then forwards the completed package to Workforce Development.

3.1.3. Workforce Development reviews the application package, ensures application form and checklist are completed, verifies that documentation supports required education, experience, and training requirements and recommends approval/disapproval to the CAE.

3.1.3.1. If recommending approval, Workforce Development completes DD Form 2587 and forwards to CAE for approval and signature.

3.1.3.2. If recommending disapproval, Workforce Development sends letter to employee requesting clarification and/or additional information to support application package.

3.1.3.3. If the employee is requesting consideration of prior Military Service, the entire application package is forwarded to the SME for that career field.

3.1.4. SME recommends approval/disapproval, and forwards packet back to Workforce Development.

3.2. Critical Acquisition Positions (CAP) are acquisition positions in DCMA at the GS-14 level or above.

3.2.1. No person shall be appointed to a civilian CAP who is not eligible for the Acquisition Corps, or who has not properly attained a waiver or, in the case of non-DoD employees, eligibility confirmed by the Chief Acquisition Executive.

3.2.2. Selections to CAPs shall be tentative pending verification that the tentative selectee is an Acquisition Corps member.

3.2.3. A person shall not enter a civilian CAP unless he/she has been approved for the Defense Acquisition Corps or is a member of a Military Department Acquisition Corps.

3.3. Reciprocity. Full reciprocity shall be afforded the members of a Military Department's Acquisition Corps. On selection for a DCMA civilian acquisition position, a member of a Military Department Acquisition Corps shall be deemed a member of the Defense Acquisition Corps. Properly authenticated documentation of Corps membership, (e.g., copy of Acquisition Corps Certificate), should be forwarded to Workforce Development through the CMO Training Coordinator prior to official offer of appointment to a CAP.

#### 3.4. Acquisition Corps Waiver Process.

3.4.1. The First Level Supervisor completes DD Form 2905, "Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver" and signs block 19 as the requesting official. Provides narrative and rationale for waiver request in block 18 and separate paper if needed. Attaches supporting documentation including the Employee's Acquisition Corps application package and supporting documents, action plan with milestones showing how employee will obtain the education, training, experience, or grade level requirements the employee lacks, and an explanation of organizational need or management necessity for the waiver, if applicable.

3.4.2. If the waiver is for Acquisition Corps requirements to promote/assign an individual to a CAP, the supervisor shall provide the information requested in 3.4.1. above and the following documentation of recruitment action to fill the position:

- Copy of job opportunity announcement for the position.
- Copy of competitive and non-competitive referral lists.
- If the area of consideration is less than DoD wide, provide rationale why it was not expanded.

3.4.3. The waiver should explain why the selectee is better qualified than each referred competitive candidate who meets the Acquisition Corps requirements. Narrative should include an individual assessment of each candidate and what knowledge and skills required by the position that the employee is lacking. Forwards DD Form 2905 package through local chain of command to Region Commander/Executive Director/Center Director for review and endorsement.

3.4.4. Region Commander/Executive Director/Center Director will review DD Form 2907 package. If waiver request is supported, endorses DD Form 2588, block 15 and forward endorsed waiver request through Workforce Development to the CAE.

3.4.5. If the Region Commander/Executive Director/Center Director does not support waiver request, the waiver request package is returned to the employee with the rationale and/ or

request for additional information, as necessary.

3.4.6. Workforce Development will provide advice and assistance on training matters and Acquisition Corps requirements to Region Commander/Executive Director/Center Director, as requested.

4. Proponent. The Chief, Workforce Development Branch is the proponent and point of contact for this DCMA instruction.

  
Charlie E. Williams, Jr.  
Director