



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A AVENUE, BUILDING 10500
FORT LEE, VA 23801-1809

June 10, 2022

MEMORANDUM FOR COMPONENT HEADS

SUBJECT: DCMA Policy-Type Memorandum 22-003, "Requirements for Acquisition Warrants and Appointments Based on the Back-to-Basics Certification Framework"

References: DCMA-MAN 4201-01, "Acquisition Warrants and Appointments," December 2, 2020
DCMA-MAN 501-01, "Policy Issuances Procedures," April 12, 2017
DoD Instruction 5000.66, "Defense Acquisition Workforce Education, Training, Experience, and Career Development Program," July 27, 2017, as amended

Purpose. This DCMA Policy-Type Memorandum (DCMA-PTM) amends DCMA-MAN 4201-01, "Acquisition Warrants and Appointments," and replaces all references to legacy Defense Acquisition Workforce Improvement Act (DAWIA) career fields mentioned in the paragraphs below with the current Back-to-Basics (BtB) functional areas and certification tiers for the acquisition workforce.

Applicability. This DCMA-PTM applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence.

Policy. It is DCMA policy that candidates (i.e. Contracting Officers, Property Administrators, and Plant Clearance Officers) complete mandatory certification requirements prior to requesting Warrants and Other Official Appointments.

Responsibilities. No changes in responsibilities listed in DCMA-MAN 4201-01.

Procedures. The following paragraphs in Sections 3 and 4 are amended:

- 3.8.d. Newly-selected KOs must obtain a warrant within 12 to 36 months of their report date (12 months for DAWIA Contracting Professional certified employees; up to 36 months for individuals uncertified at date of hire). All DAWIA Contracting Professional certified newly selected KOs must make their first CORB attempt within 6 months of their report date, unless deployed. Candidates must be found "Ready" or "Ready with Reservation" (pass) by a CORB to obtain a warrant. Each candidate for warrant may have up to four attempts to "pass" the CORB, but no attempts may be permitted outside of 12 months from the later of report date, certified date, or unless extenuating circumstances require additional time. (See Paragraph 3.11.j., for additional information on unsuccessful attempts.)
- 3.9.a. CORB panels consist of 4 members and must include pay grade General Schedule (GS)-13/14 or Business Management and Technical Management

- Professional (NH) 03/04 equivalent 1102, and DAWIA Contracting Professional certified members consisting of any combination of the following:

(1) One GS-14/15 or NH 04 equivalent (mandatory).

(2) The second mandatory panel member should be, at a minimum, a GS-13 or NH 03 equivalent.

(3) One GS-13/14 or NH 03/04 equivalent (ACO, Price Cost Analyst, Supervisor or Contracts Director, or similar 1102 employee).

(4) A military equivalent rank (O-4 or above for unlimited CORBs). The ACO board member cannot be a grade lower than the CORB candidate being assessed (O-2 for GS-11 CORBs and O-3 for GS-12 CORBs).

(5) The CORB panel for the Commercial Item Division may include one GS-13/14 or NH03/04 equivalent 0801 DAWIA Engineering and Technical Management Practitioner certified member.

- 4.4.c. The candidate must include the following in the warrant request package as one portable document format as identified on the form:

(1) ARQS form.

(2) DAWIA Contracting Professional certificate.

(3) Resume showing years of relevant experience and education level to meet the requirements IAW DFARS 201.603.

(4) COAT documentation.

Labor Codes. Located on Resource Page.

Resource Page. <https://360.intranet.dcma.mil/Sites/Policy/TM/SitePages/4201-01r.aspx>

Releasability. Cleared for public release.

Effective. This DCMA-PTM is effective immediately and will be incorporated into DCMA-MAN 4201-01 “Acquisition Warrants and Appointments.” This DCMA-PTM will expire 12 months from the date of issuance.

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