

# THE DEFENSE ACQUISITION WORKFORCE

## Auditing

Level	Education	Experience	Training
<b>I</b>	A baccalaureate degree in accounting; or A baccalaureate degree in a business-related field with • At least 24 semester credit hours in accounting; or 4 years of experience in accounting; or • An equivalent combination of accounting experience, college education, and training	1 year of contract auditing experience	AUD 1130
<b>II</b>	Entry below GS-9: Same as Level I Entry at GS-9: Same as Level I and • 2 full years of graduate education leading to a master's degree in accounting, auditing, or related field such as business administration or finance; or • 1 full year of professional accounting, auditing, or related experience	2 years of contract auditing experience of increasing complexity and responsibility	Complete one of the following: AUD 1320 AUD 4120
<b>III</b>	Same as Level II	3 years of contract auditing experience and attainment of position beyond senior auditor	None required
<b>Unique Position Training Standards</b>			
Supervisory Auditor: AUD 8562 Financial Liaison Auditor: ACQ 101, AUD 6240, AUD 6510, AUD 8414 Technical Specialist: AUD 1431, AUD 1541, AUD 2311, AUD 4035, AUD 5651			

## Business - Cost Estimating

Level	Education	Experience	Training
<b>I</b>	Baccalaureate degree, including • 3 semester credit hours from a calculus course • 21 semester credit hours in any combination of the following fields of study: operations research, economics, mathematics, chemistry, physics or other sciences that use advanced mathematical skills in geometry, trigonometry, statistics, probability, and/or quantitative analysis	2 years of acquisition experience in cost estimating	ACQ 101 BCF 102 BCF 103 BCF 106 BCF 107
<b>II</b>	Baccalaureate degree, including • 3 semester credit hours from a calculus course • 21 semester credit hours in any combination of the following fields of study: operations research, economics, mathematics, chemistry, physics or other sciences that use advanced mathematical skills in geometry, trigonometry, statistics, probability, and/or quantitative analysis	4 years of acquisition experience in cost estimating	ACQ 201A ACQ 201B BCF 204 BCF 206 BCF 211 BCF 215 CLB 026 CLB 030
<b>III</b>	Baccalaureate degree, including • 3 semester credit hours from a calculus course • 21 semester credit hours in any combination of the following fields of study: operations research, economics, mathematics, chemistry, physics or other sciences that use advanced mathematical skills in geometry, trigonometry, statistics, probability, and/or quantitative analysis	7 years of acquisition experience in cost estimating	BCF 302 CLB 023 CLB 029

## Business - Financial Management

Types of Assignment: Budget/Program FM Analyst and EVM Analyst

Level	Education	Experience	Training
<b>I</b>	Formal education not required for certification	2 years of acquisition experience in budgeting, financial and/or earned value management	ACQ 101 BCF 102 BCF 103 BCF 106
<b>II</b>	Formal education not required for certification	4 years of acquisition experience in budgeting, financial and/or earned value management	ACQ 201A ACQ 201B BCF 106 (If not already completed at Level I) BCF 203 BCF 205 BCF 211 CLM 017 CLM 024
<b>III</b>	Formal education not required for certification	6 years of acquisition experience in budgeting, financial and/or earned value management	BCF 301 CLM 013 CLM 031

## Contracting

Types of Assignment: Operational Contracting, Research and Development, Systems Acquisition, Logistics and Sustainment, Construction/A&E, Contingency/ Combat Operations, Contract Administration Office, Contract Cost/Price Analyst, and Small Business Specialist

Level	Education	Experience	Training
<b>I</b>	Baccalaureate degree (any field of study) • At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management	1 year of contracting experience	CON 100 CON 110 CON 111 CON 112 CON 120 CLC 033 CON 090 (Required effective 1 June 2010)
<b>II</b>	Baccalaureate degree (any field of study) • At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management	2 years of contracting experience	ACQ 101 CON 214 CON 215 CON 216 CON 217 CON 218
<b>III</b>	Baccalaureate degree (any field of study) • At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management	4 years of contracting experience	ACQ 201A CON 353 One additional course from the Harvard Business Management Modules
<b>Unique Position Training Standards</b>			
Level I contracting personnel assigned to support a MDAP/MAIS program: ACQ 101 Level II contracting personnel assigned to support a MDAP/MAIS program: ACQ 201A, ACQ 201B Level III contracting personnel assigned to or devoting at least 50% of their time in support of a MDAP/MAIS program: ACQ 201B			

## Facilities Engineering

Level	Education	Experience	Training
<b>I</b>	Formal education not required for certification	1 year of acquisition experience in facilities engineering	ACQ 101
<b>II</b>	Formal education not required for certification	2 years of acquisition experience in facilities engineering	FE 201
<b>III</b>	Formal education not required for certification	4 years of acquisition experience in facilities engineering	FE 301

# CERTIFICATION PROGRAM

Effective October 1, 2009 through September 30, 2010

## Industrial/Contract Property Management

Level	Education	Experience	Training
<b>I</b>	Formal education not required for certification	1 year of property management experience	CON 100 CON 110 CON 111 CON 112 IND 100 IND 103
<b>II</b>	Formal education not required for certification	2 years of experience in an industrial property management position	ACQ 101 CON 214 CON 216 CON 217 IND 200
<b>III</b>	Formal education not required for certification	4 years of experience in industrial property management positions of increasing responsibility and complexity	ACQ 201A CON 353 One course from the Harvard Business Management Modules

## Information Technology

Types of Assignment: CIO Office/Central Design Activity (CDA) and Project Office/Field Activities

Level	Education	Experience	Training
<b>I</b>	Formal education not required for certification	1 year of acquisition experience in information technology	ACQ 101 IRM 101 or SAM 101
<b>II</b>	Formal education not required for certification	2 years of acquisition experience; at least 1 year of this experience must be in information technology	ACQ 201A ACQ 201B IRM 202 or both IRM 201 and SAM 201
<b>III</b>	Formal education not required for certification	4 years of information technology or software-intensive systems acquisition experience	IRM 304 SAM 301

## Life Cycle Logistics

Types of Assignment: Acquisition Logistics and Sustainment

Level	Education	Experience	Training
<b>I</b>	Formal education not required for certification	1 year of acquisition and/or sustainment experience in life cycle logistics	ACQ 101 LOG 102 LOG 102 CLL 008 CLL 011
<b>II</b>	Formal education not required for certification	2 years of acquisition and/or sustainment experience in life cycle logistics	ACQ 201A ACQ 201B LOG 200 LOG 201 LOG 235 LOG 236 Two additional supervisor-employee agreed-upon courses or continuous learning (CL) modules
<b>III</b>	Formal education not required for certification	4 years of acquisition and/or sustainment experience in life cycle logistics	LOG 350 Two additional supervisor-employee agreed-upon courses or continuous learning (CL) modules

## Production, Quality, and Manufacturing

Types of Assignment: Quality Assurance Engineer, Quality Assurance Specialist, Manufacturing/Production Engineer, and Manufacturing/Production Specialist

Level	Education	Experience	Training
<b>I</b>	Formal education not required for certification	1 year of acquisition experience in manufacturing, production, or quality assurance	ACQ 101 PQM 101 CLC 024 CLM 017
<b>II</b>	Formal education not required for certification	2 year of acquisition experience in manufacturing, production, or quality assurance	ACQ 201A ACQ 201B PQM 201A PQM 201B CLE 003
<b>III</b>	Formal education not required for certification	4 years of acquisition experience in manufacturing, production, or quality assurance	PQM 301

## Program Management

Types of Assignment: Weapon Systems, Services, Business Management Systems/IT, and International Acquisition

Level	Education	Experience	Training
<b>I</b>	Formal education not required for certification	1 year of acquisition experience	ACQ 101 SYS 101 CLB 007 CLB 016
<b>II</b>	Formal education not required for certification	2 years of acquisition experience; at least: • 1 year of this experience must be in program management	ACQ 201A ACQ 201B PMT 250 CON 110 SAM 101, or IRM 101 if completed on or after Nov 15, 2005
<b>III</b>	Formal education not required for certification	4 years acquisition experience with at least: • 2 years in a program office/ similar organization (dedicated matrix support to a PM, PEO, DCMA program integrator, or supervisor of shipbuilding) • 1 year in a program management position with cost, schedule, and performance responsibilities	PMT 352A PMT 352B SYS 202
<b>Unique Position Training Standards</b>			
International Acquisition: PMT 202, PMT 203, PMT 304 PEO; PM/DPM of MDAP/MAIS; PM/DPM of Significant and Non-Major Programs: PMT 401, PMT 402			

## Purchasing

Level	Education	Experience	Training
<b>I</b>	Formal education not required for certification	1 year of purchasing experience	CON 100 CON 237 CLG 001 CLC 030
<b>II</b>	Formal education not required for certification	2 years of purchasing experience	CON 110 CON 111 CON 112 CON 120

## Systems Planning, Research, Development, and Engineering - Program Systems Engineer

Types of Assignment: Acquisition Program Systems Engineer and Sustainment Program Systems Engineer

Level	Education	Experience	Training
<b>I</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science	2 years of technical experience in an acquisition position, to include government or industry equivalent, from among the following career fields/paths: SPRDE-SE, SPRDE-STM, IT, T&E, PQM, FE, PM, or LCL	ACQ 101 SYS 101
<b>II</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science	4 years of technical experience in an acquisition position, to include government or industry equivalent, from among the following career fields/paths: SPRDE-SE, SPRDE-STM, IT, T&E, PQM, FE, PM, or LCL	ACQ 201A ACQ 201B LOG 204 SYS 202 SYS 203 CLE 003
<b>III</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science	8 years of technical experience in an acquisition position, to include government or industry equivalent, from among the following career fields/paths: SPRDE-SE, SPRDE-STM, IT, T&E, PQM, FE, PM, or LCL	SYS 302 CLL 008

## Systems Planning, Research, Development, and Engineering - Science and Technology Manager

Level	Education	Experience	Training
<b>I</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, psychology, mathematics, operations research, engineering management, or computer science	1 year of technical experience related to science and technology management	ACQ 101 SYS 101 CLE 045
<b>II</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, psychology, mathematics, operations research, engineering management, or computer science	2 years of technical experience related to science and technology management	ACQ 201A STM 202 CLE 021
<b>III</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, psychology, mathematics, operations research, engineering management, or computer science	4 years of technical experience related to science and technology management	CLM 014 STM 303
<b>Unique Position Training Standards</b>			
Advanced Technology Development Manager*: ACQ 201B, CLB 017, CLB 018, CLB 020, CLE 026, CLM 029, CLM 041, PMT 250, PMT 352A *Individuals with primary management responsibilities for significant BA 3 projects such as Advanced Technology Demonstrations, Joint Capability Demonstrations, and Future Naval Capabilities Programs			

## Systems Planning, Research, Development, and Engineering - Systems Engineering

Types of Assignment: Functional Specialist, Software/IT Engineer, Developmental Engineer, and Science and Technology (Research Engineer or Scientist)

Level	Education	Experience	Training
<b>I</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science	1 year of technical experience in an acquisition position, to include government or industry equivalent, from among the following career fields/paths: SPRDE-SE, SPRDE-STM, IT, T&E, PQM, FE, PM, or LCL	ACQ 101 SYS 1016
<b>II</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science	2 years of technical experience in an acquisition position, to include government or industry equivalent, from among the following career fields/paths: SPRDE-SE, SPRDE-STM, IT, T&E, PQM, FE, PM, or LCL	ACQ 201A ACQ 201B SYS 202 SYS 203 CLE 003
<b>III</b>	Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science	4 years of technical experience in an acquisition position, to include government or industry equivalent, from among the following career fields/paths: SPRDE-SE, SPRDE-STM, IT, T&E, PQM, FE, PM, or LCL	SYS 302 CLL 008

## Test and Evaluation

Types of Assignment: Headquarters and Staff (OSD, JS, COCOMs, JITC, SYSCOMs, etc.), Program Management and Matrix Support, and Range/Lab/Field Supporting Activities

Level	Education	Experience	Training
<b>I</b>	Baccalaureate degree or higher, including • 24 semester hours or equivalent in technical or scientific courses such as mathematics (e.g., calculus, probability, statistics), physical sciences (e.g., chemistry, biology, physics), psychology, operations research/systems analysis, engineering, computer sciences, and information technology	1 year of acquisition experience	ACQ 101 SYS 101 TST 102 CLE 023
<b>II</b>	Baccalaureate degree or higher, including • 24 semester hours or equivalent in technical or scientific courses such as mathematics (e.g., calculus, probability, statistics), physical sciences (e.g., chemistry, biology, physics), psychology, operations research/systems analysis, engineering, computer sciences, and information technology	2 years of test and evaluation experience	ACQ 201A ACQ 201B SYS 202 TST 203
<b>III</b>	Baccalaureate degree or higher, including • 24 semester hours or equivalent in technical or scientific courses such as mathematics (e.g., calculus, probability, statistics), physical sciences (e.g., chemistry, biology, physics), psychology, operations research/systems analysis, engineering, computer sciences, and information technology	4 years of test and evaluation experience	TST 302

If changes are made to these certification standards during the fiscal year, the changes will be reflected on the Defense Acquisition University Web site at <http://icatolog.dau.mil>



## CERTIFICATION

“Certification is the process through which a Military Service or DoD Component determines that an employee meets the education, training, and experience standards required for a career level in any acquisition, technology, and logistics career field.”

The Defense Acquisition Workforce Improvement Act (DAWIA) requires the Department of Defense (DoD) to promote the professionalism of its acquisition workforce. One action taken by DoD was to establish a Defense Acquisition Workforce would be recognized as having achieved professional status. This process is called the Certification Program.

Certification is the process through which a military service or DoD component determines that an employee meets the education, training, and experience standards required for the AT&L career field. This brochure lists the core certification standards for each of the AT&L career fields.

The certifying components listed in this brochure are authorized to certify employees against these standards; no other certification standards are authorized for use in DoD. Normally,

The background for each person in an acquisition position must be compared to the professional standards prescribed for that position, and the individual must be certified if fully qualified. Each military service or component is responsible for instituting detailed procedures for certification. Since procedures vary, component officials must be consulted to determine the correct process.

Individuals should meet the career field standards for the appropriate career level before being assigned to an acquisition position at that level. Unless previously certified, all personnel appointed, promoted, assigned, reassigned, or detailed in excess of 120 days to an acquisition position shall be reviewed for certification within 30 days of the effective date of the action. In cases where the potential assignee does not meet the certification standards, the certifying military service or component has 24 months after the assignment to qualify the individual to meet the standards or to process a waiver.

Under the Certification Program, an Individual Development Plan (IDP) should be prepared by the supervisor and employee to plan what education, training, or experience is needed if certification level required.

## CERTIFICATION PROGRAM for the Defense Acquisition Workforce



For more information on the Defense Acquisition Workforce Certification Program, contact your service or agency Director of Acquisition Career Management. Contact information is available at [www.dau.mil/doddacm/](http://www.dau.mil/doddacm/).



## STRATEGIC PARTNERSHIPS

DAU has established more than 100 strategic partnerships with academic institutions, corporate universities, other government agencies, professional organizations, and industry. While each partnership is unique in what it offers, the objective of all partnerships is to provide students with opportunities to maximize their academic accomplishments.

In most cases, credit for college classes can be applied to DAWIA certification or DoD continuous learning requirements. Similarly, many of DAU's strategic partners will apply credit for DAU courses toward their graduate, undergraduate, or certificate programs. For more information on the specific benefits of each partnership, and links to their respective Web sites, visit [www.dau.mil](http://www.dau.mil) and select Strategic Partnerships under Career Long Learning.

“DAU has established more than 100 strategic partnerships with academic institutions, corporate universities, other government agencies, professional organizations, and industry.”



## ACQUISITION WORKFORCE CERTIFICATION STANDARDS

DAWIA (Public Law 101-510, 1990) (Chapter 87, Title 10, United States Code), as amended, requires the Secretary of Defense to establish education, training, and career development standards for persons serving in acquisition positions in the Department of Defense.

Education, experience, and training requirements differ for each career field and are approved by your certifying military service or agency. Requirements are identified on the reverse side of this brochure. The training requirements may be met in several ways, including the successful completion of DAU courses, the fulfillment program, or the equivalency program. Detailed information about both is available at <http://catalog.dau.mil>.



While course participation is the preferred method, the fulfillment program enables members of the Defense Acquisition Workforce to receive credit for mandatory DAU courses for which they are able to demonstrate competency through experience, education, and/or alternative training such as professional association certificates. Information about the fulfillment program and procedures for applying are available at <http://catalog.dau.mil/daufulfillmentpgm.aspx>.

## FULLFILLMENT



Several training providers offer courses that have been certified as equivalent to DAU curriculum courses and can be used to meet DAWIA requirements. Following is a list of those providers; specific information about equivalent courses offered by these providers is available at [catalog.dau.mil/appg.aspx](http://catalog.dau.mil/appg.aspx).

### Colleges and Universities

American Graduate University  
Bellevue University  
Bowie State University  
California State University, San Bernardino  
Florida Institute of Technology  
Macon State College  
Northern Virginia Community College  
St. Mary's College of Maryland  
University of Virginia  
University of West Florida  
Webster University

### Professional Organizations

International Council on Systems Engineering (INCOSE)  
International Society of Logistics (SOLE)  
National Contract Management Association (NCMA)  
Project Management Institute (PMI)

### Commercial Offerings

2XCL Training, LLC  
ADOA Experts, Inc.  
Atlantic Management Center, Inc. (AMCI)  
BRTRC Technology  
Business Management Research Associates, Inc. (BMRA)  
Centre Consulting  
ESI International  
Government\*Horizons  
Gonzales McCaulley Investment Group, Inc. (GMIG)  
iknowma USA, LLC  
Jack Donovan Seminars  
Management Concepts, Inc. (MCI)  
MCR Training Institute (MTI)  
Northwest Procurement Institute, Inc. (NPI)  
Serco  
The Federal Market Group

## CERTIFYING COMPONENTS

Office of the Secretary of Defense  
The Chairman of the Joint Chiefs of Staff and The Joint Staff  
U.S. Special Operations Command  
The DoD Inspector General  
Defense Advanced Research Projects Agency  
Missile Defense Agency  
Defense Commissary Agency  
Defense Contract Audit Agency  
Defense Finance and Accounting Service  
Defense Information Systems Agency  
Defense Intelligence Agency  
Defense Logistics Agency  
Defense Contract Management Agency  
National Geospatial-Intelligence Agency  
Defense Security Service  
Defense Threat Reduction Agency  
National Security Agency  
Defense Media Activity  
Tricare Management Activity  
Department of Defense Education Activity  
Washington Headquarters Services  
National Defense University  
Defense Acquisition University  
Uniformed Services University of the Health Sciences  
Joint Simulation System Joint Program Office  
United States Army  
United States Navy (to include the Marine Corps)  
United States Air Force

## EQUIVALENCY



### DoD Schools and Federal Agencies

Air Force Command & Staff College  
Air Force Institute of Technology (AFIT)  
Army Logistics Management College (ALMC)  
Army Test & Evaluation Command Graduate School, USDA  
National Defense University, Industrial College of the Armed Forces  
National Reconnaissance Office Acquisition Center of Excellence  
Naval Facilities Acquisition Center for Training  
Naval Postgraduate School (NPS)  
345th Training Squadron, Lackland AFB  
U.S. Air Force Test Pilot School  
U.S. Army Medical Research and Materiel Command (MRMC)  
U.S. Navy Engineering Duty Officer School  
U.S. Navy Test Pilot School