

Introduction to the Department of the Navy Acquisition Workforce Program DAWIA 101



**for
Naval Air Systems Command
Acquisition Workforce Members**

January 2009

Components of the Program

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Acronyms

- **AT&L** – Acquisition Technology & Logistics
- **AWP** – Acquisition Workforce Program
- **AWTAP** – Acquisition Workforce Tuition Assistance Program
- **CAP** – Critical Acquisition Position
- **CL** – Continuous Learning
- **DAC** – Defense Acquisition Corps (formerly APC)
- **DACM** – Director of Acquisition Career Management
- **DAU** – Defense Acquisition University
- **DAWIA** – Defense Acquisition Workforce Improvement Act
- **KLP** – Key Leadership Position
- **MDCPDS** – Modern Defense Civilian Personnel Data System (Civilians)
- **PCD** – Position Category Description
- **TFMMS** – Total Force Manpower Management System (Navy military)
- **TIMS** - Training & Education Command (TECOM) Integrated Management System (Marine Corps military)

I. Background:

What is Acquisition?

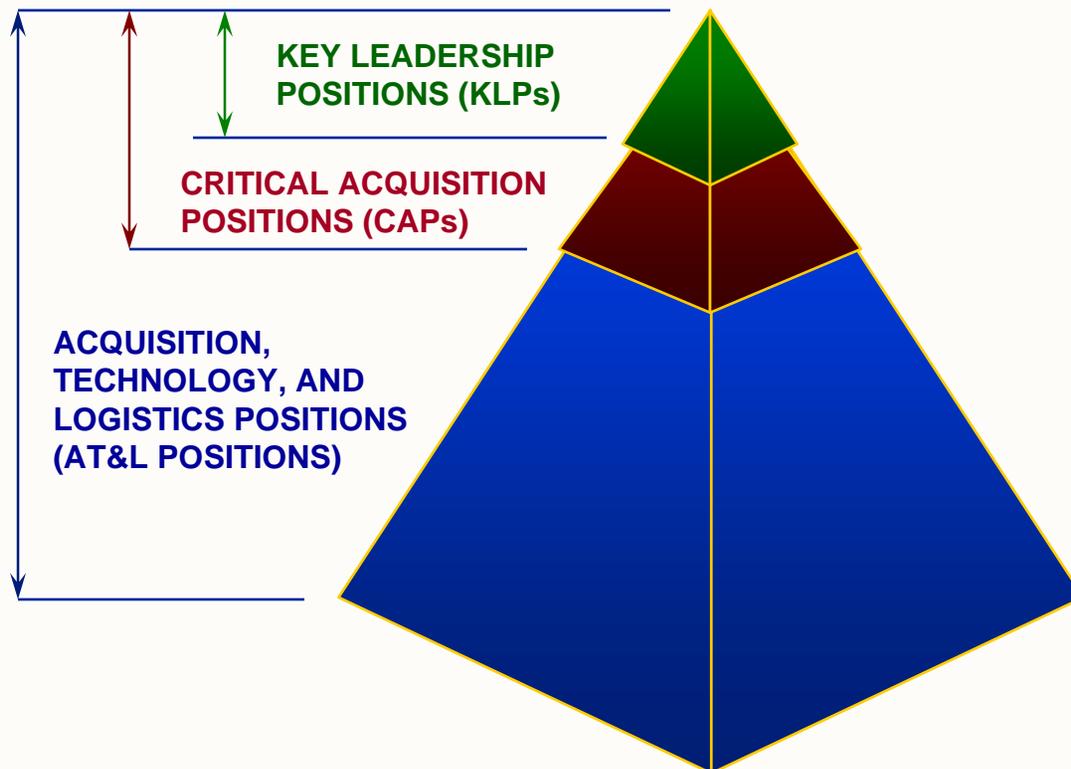
“Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services to satisfy DOD needs, intended for use in, or in support of, military missions.”

NAVAIR is a Major Acquisition and Technology Organization responsible for managing programs that acquire materiel, systems, or service capabilities in response to an approved need.

Acquisition involves many processes: concept, development, cost, design, manufacture, deployment, maintenance, or support of those materials and systems.

DAWIA established: United States Code, Title 10, Chapter 87

I. Background: AT&L Position Designation



KLPs: A subset of CAPs and include all critical major program positions. Require special ASN(RDA) and USD(AT&L) attention—have significant leadership responsibilities and are held by personnel in the most demanding AT&L positions (Program Managers/Deputy Program Managers, Senior Contracting Officials, Chief Engineers, Lead Systems Engineers, Lead Cost Estimators, Lead Contracting Officers).

CAPs: Senior AT&L positions with significant responsibility, primarily involving supervisory or management duties, in acquisition systems.

AT&L Positions: Fall within the definition of acquisition, comply with DON DAWIA Operating Guide criteria, and have a valid AT&L Position Category assigned.

II. Requirements: AT&L Program Requirements

| Acquisition Career Field | Navy Position | NAVAIR Criteria | | NAVAIR Level | Career Field Certification | | | Timeframe | Continuous Learning <i>Register-Now for Continuous Learning</i> | Statutory Requirements | | |
|--------------------------|--|-------------------------------------|-----------------------------|--------------|----------------------------|--------------------------------|--------------------------------|--|---|--|---|------------------------------------|
| | | Grade / Rank | NAVAIR Acquisition Position | | Education Required | Experience Required | Training Required | | | DAC Membership | Tenure Agreement | Rotation Review |
| | DAU Catalog, Appendix B – www.dau.mil | | | | | | | | www.acquisition.navy.mil | | | |
| | | | | | | | | | | | | |
| | General AT&L Position | GS-5/8 (or Equiv) O-1/3 | Non-Critical | Level I | Career Field Dependent | 1 Year, Career Field specific | Career Field & Level Dependent | Within 24 months of assignment | 80 Points at a minimum of every two years <i>Suggestion: Use the Core Plus Development Guide on the Certification Checklist</i> | Not eligible | Not required | Not required |
| | | GS-9/12 (or Equiv) O-4 | Non-Critical | Level II | Career Field Dependent | 2 Years, Career Field specific | Career Field & Level Dependent | | | Not eligible | Not required | Not required |
| | | GS-13 (or Equiv) O-5 Above | Non-Critical | Level III | Career Field Dependent | 4 Years, Career Field specific | Career Field & Level Dependent | | | Eligible – Not Required | Not required | Not required |
| | Critical Acq. Position (non-KLP) | GS-14 (or Equiv) O-5 Above | Critical (CAP) | Level III | Career Field Dependent | 4 Years, Career Field specific | Career Field & Level Dependent | Required - Prior to assignment Statutory | | Required - Min. 3-Year Statutory | Required - Every 5 Years Statutory | |
| | Key Leadership Position | GS-15 (or Equiv) O-6 Above | KLP | Level III | Career Field Dependent | 4 Years, Career Field specific | Career Field & Level Dependent | At time of assignment | | Required - Prior to assignment Statutory | Required - 3-year tenure for all, except 4-year tenure for DRPM/DDRPM and ACAT I PM/DPM | Required - Every 5 Years Statutory |

II. Requirements:

What are designated Acquisition Positions?

Positions within Navy Commands must meet specific criteria before being designated as Acquisition Technology & Logistics (AT&L) workforce positions. That criteria is outlined in the DoN DAWIA Operating Guide.

Significant factors are:

- 50% or more of the duties and responsibilities of the position must fall within “conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DOD needs, intended for use in, or in support of, military missions.”
- Acquisition duties fit into one of the available Career Categories/Fields as determined by a review of the Position Category Description (PCD). Civilian positions must also conform to the Civilian Occupational Series Crosswalk in the Guide.
- The position must be properly identified as “acquisition” in the appropriate personnel system of record. -- MDCPDS (Civilians), TFMMS (Navy), TIMS (Marine)

III. Career Fields/Levels:

Acquisition Career Field Certification Levels

| Acquisition Career Field | Navy Position | NAVAIR Criteria | | NAVAIR Level |
|----------------------------------|---------------|--------------------------------------|-----------------------------|--------------|
| | | Grade / Rank | NAVAIR Acquisition Position | |
| General AT&L Position | | GS-5/8 (or Equiv.) O-1/3 | Non-Critical | Level I |
| | | GS-9/12 (or Equiv.) O-4 | Non-Critical | Level II |
| | | GS-13 (or Equiv.) O-5 Above | Non-Critical | Level III |
| Critical Acq. Position (non-KLP) | | GS-14 (or Equiv.) O-5 Above | Critical (CAP) | Level III |
| Key Leadership Position | | GS-15 (or Equiv.) O-6 Above | KLP | Level III |

The Certification Level Required is assigned to your position.

III. Career Fields/Levels:

Acquisition Career Fields

| | | |
|----------------------|---|--|
| <u>Career Fields</u> | <p>A Program Management</p> <p>C Contracting</p> <p>D Industrial and/or Contract Property Management</p> <p>E Purchasing</p> <p>F Facilities Engineering</p> <p>GH Production, Quality & Manufacturing G = Production Management H = Quality Assurance</p> <p>K Business, Cost Estimating & Financial Management</p> <p>L Life Cycle Logistics</p> <p>R Information Technology</p> <p>S Systems Planning, Research, Development and Engineering Track: Systems Engineering</p> <p>I Systems Planning, Research, Development and Engineering Track: Science and Technology Manager</p> <p>W Systems Planning, Research, Development and Engineering Track: Program Systems Engineer</p> <p>T Test and Evaluation</p> | <p>Your Career Field is assigned to your position and determined by major function, duties, and mission of position. Civilian positions must also use the Occupational Series Crosswalk</p> |
|----------------------|---|--|

IV. Certification:

Acquisition Career Field Certification Requirements

| Acquisition Career Field | Navy Position | NAVAIR Criteria | | Career Field Certification | | | Timeframe | |
|----------------------------------|----------------------------|-----------------|-----------------------------|----------------------------|--|--------------------------------|--------------------------------|-------------------|
| | | Grade / Rank | NAVAIR Acquisition Position | NAVAIR Level | Education Required | Experience Required | | Training Required |
| | | | | | <i>DAU Catalog, Appendix B – www.dau.mil</i> | | | |
| General AT&L Position | GS-5/8 (or Equiv) O-1/3 | Non-Critical | Level I | Career Field Dependent | 1 Year, Career Field specific | Career Field & Level Dependent | Within 24 months of assignment | |
| | GS-9/12 (or Equiv) O-4 | Non-Critical | Level II | Career Field Dependent | 2 Years, Career Field specific | Career Field & Level Dependent | | |
| | GS-13 (or Equiv) O-5 Above | Non-Critical | Level III | Career Field Dependent | 4 Years, Career Field specific | Career Field & Level Dependent | | |
| Critical Acq. Position (non-KLP) | GS-14 (or Equiv) O-5 Above | Critical (CAP) | Level III | Career Field Dependent | 4 Years, Career Field specific | Career Field & Level Dependent | | |
| Key Leadership Position | GS-15 (or Equiv) O-6 Above | KLP | Level III | Career Field Dependent | 4 Years, Career Field specific | Career Field & Level Dependent | At time of assignment | |



IV. Certification:

Career Field Certification

Core Certification Standards identify education, training and experience requirements for each level. Current Core Standards are found in the online DAU Catalog at <http://clc.dau.mil/>

—Primary Career Field Certification

- Required to achieve certification to the level required of the position within 24 months
 - Do not need to meet lower certification levels, however, must meet course prerequisites
 - Changes to standards do not start a new 24-month period
 - Changes to a position's certification requirements, e.g., a change to Career Field or level, starts a new 24-month period
 - Cannot be certified through a waiver

—Must apply for certification on Register-Now for Career Field Certification once you have met the requirements.

—Subsidiary Certifications

- No timeframes
- Must begin at Level I
- Separate, Command specific Final Approval Authority process

IV. Certification:

Example: Certification Requirements

Education, Experience, & Training



| CERTIFICATION STANDARDS & CORE PLUS DEVELOPMENT GUIDE BUSINESS, COST ESTIMATING, AND FINANCIAL MANAGEMENT LEVEL 1 | |
|--|--|
| Type of Assignment | Representative Activities |
| Budget/Program/ FM Analyst | <ul style="list-style-type: none"> Applies basic concepts of budget and program principles, policies, procedures, concepts, standards, terminology, and a general knowledge of the financial management and business operation systems. Possesses a basic knowledge of acquisition; recognizes the life-cycle process of an acquisition program. |
| CE Analyst | <ul style="list-style-type: none"> Relates the processes of life cycle cost estimating within the context of materiel system acquisition in the Department of Defense. |
| EVM Analyst | <ul style="list-style-type: none"> Relates earned value management to acquisition and financial management associated processes, identifies DoD and DFARS earned value contractual requirements, calculates simple EVM metrics from EVM data. |



| Core Certification Standards ("R" indicates Resident Instruction.) | |
|--|---|
| Acquisition Training | <ul style="list-style-type: none"> ACO 101 Fundamentals of Systems Acquisition Management BCF 102 Fundamentals of Earned Value Management BCF 103 Fundamentals of Business Financial Management BCF 106 Fundamentals of Cost Analysis |
| Functional Training | <ul style="list-style-type: none"> If you primarily perform Cost Estimating Functions you must also complete: BCF 107 Applied Cost Analysis (R) |
| Education | <ul style="list-style-type: none"> Formal education not required for certification. |
| Experience | <ul style="list-style-type: none"> 1 year of acquisition experience in business, cost estimating, earned value, and/ or financial management |



| Core Plus Development Guide Training ("R" indicates Resident Instruction.) | Type of Assignment | | |
|--|--------------------|----|-----|
| | Bud/Prg/FM | CE | EVM |
| CLB 007 Cost Analysis | | ✓ | ✓ |
| CLB 014 Acquisition Reporting Concepts and Policy Requirements for APB, DAES, and SAR | ✓ | ✓ | ✓ |
| CLB 016 Introduction to Earned Value Management | ✓ | ✓ | ✓ |
| CLC 024 Basic Math Tutorial | ✓ | | |
| CLM 016 Cost Estimating | | ✓ | |
| Education | | | |
| <ul style="list-style-type: none"> Associate in Applied Science (A.A.S.) or equivalent in business or a business-related field | | | |
| Experience | | | |
| <ul style="list-style-type: none"> One (1) year of acquisition experience in business, cost estimating, earned value, and/or financial management in support of an acquisition program (in addition to core certification experience) | | | |

Notes:
 1. The Core Certification Standards section lists the training, education and experience required for certification at this level.
 2. "R" following a course title indicates the course is delivered as resident based instruction.
 3. When preparing your IDP, you and your supervisor should consider the training, education and experience listed in this Core Plus Development Guide if not already completed.

The time spent pursuing your professional degree in an acquisition field may be substituted for up to 12 months of acquisition experience.
 Currency of requirements should always be verified with the online DAU Catalog, Appendix B at www.dau.mil



IV. Certification: Education, Experience, & Training

—The Defense Acquisition University (DAU) is chartered to provide course curriculum to meet the training requirements established by DAWIA.

—**Classes are offered via:**

- Classroom
- Web-Based
- Hybrid (combination of web-based and classroom training)

—**Alternative Methods:**

- Certified equivalent courses
 - <http://clc.dau.mil/learning>
- Course Fulfillment
 - [DAU Course Fulfillment Self-Assessment](#)



- Tuition funded by the Director of Acquisition Career Management (DACM)
- Travel and Per Diem funded by the DACM if course is required for certification

—DAU course completions automatically recorded in Register-Now within 10 days of completion

—Equivalencies and Fulfillments are recorded manually in Register-Now



V. Tuition Assistance

Civilian Workforce members may apply for DACM-provided funding to pursue meeting Education Requirements from an accredited institution of higher learning through the Acquisition Workforce Tuition Assistance Program (AWTAP).

- Policy, guidelines, and a list of allowable schools is available on [Register-Now for Tuition Assistance](#) under *Policy & Guidelines*
- Funds are limited to **\$6,300** per fiscal year per employee
- **Priority 1** is given to requests that meet **REQUIRED** Education Requirements (I.e., Bachelor's Degree, or 24 Business Credit hours for DAC Membership)
- **Priority 2** is given to requests that meet **DESIRED** Education Requirements (I.e., Master's Degree in DAWIA enhancing fields). *Career Field Certification is required for eligibility consideration.*



Apply online at [Register-Now for Tuition Assistance](#) and follow the *AWTAP Workflow Diagram*

<http://www.register-now.cms.navy.mil>



VI. Defense Acquisition Corps

- Defense Acquisition Corps (DAC) Membership is a statutory requirement for assignment to CAPs/KLPs. Must be member prior to assignment.

- Eligibility Criteria
 - Grade
 - Military: O-4 and above
 - Civilian: Occupy Level III position
 - Education:
 - Baccalaureate degree
 - 24 semester hours in business-related courses (Engineers in SPRDE or T&E positions require 12 semester hours)
 - Experience: At least 4 years of acquisition experience
 - Certification: Level II in Primary career field

- Membership cannot be obtained through a waiver.

- Membership is permanent and recognized by all DOD Components.

- Apply online at [Register-Now for Defense Acquisition Corps.](#)



VII. Continuous Learning Requirement

| |
|--|
| Continuous Learning |
| <i>Register-Now for Continuous Learning</i> |
| <p>80 Points at a minimum of every two years</p> <p><i>Suggestion: Use the Core Plus Development Guide on the Certification Checklist</i></p> |

Continuous Learning (CL) activities should be relative to one of the Acquisition Career Fields and may include:

- Functional/Technical Training/Activities
- Leadership Training/Activities
- Academic Courses/Degrees
- Experiential/Developmental Assignments
- Professional Activities
- Register-Now CL Courses, DAU Courses, AWTAP Courses (points automatically awarded)
- Online Point Request at Register-Now for Continuous Learning
- 2-Year CL Period

VIII. Resources

www.register-now.cms.navy.mil

DEPARTMENT OF THE NAVY
eDACM
Sustaining the Naval Acquisition Workforce

HOME | ANNOUNCEMENTS | PRIVACY & SECURITY | CONTACT US | LOGOUT

Welcome to eDACM

Accounts
 Update Registration
 Request MIS User Account

Register-Now
 Register-Now for DAU Training
 Register-Now for Continuous Learning
 Register-Now for Career Field Certification
 Register-Now for Defense Acquisition Corps
 Register-Now for Acquisition Workforce Tuition Assistance

MIS
 MIS Reporting

Links
 DON DACM Website
 DON DAWIA Operating Guide
 Career Field Certification Checklists
 Defense Acquisition Corps Membership Criteria

Register-Now! for DAU Training [Click Here](#)

Register-Now! for Continuous Learning [Click Here](#)

Register-Now! for Career Field Certification [Click Here](#)

Register-Now! for the Defense Acquisition Corps [Click Here](#)

Register-Now! for Tuition Assistance [Click Here](#)

▪ **Register-Now! For DAU Training:** Find and Register for your mandatory DAU training.

▪ **Register-Now! for Continuous Learning:** Find and Register for CL training/activities and request CL Points for creditable activities.

▪ **Register-Now! for Career Field Certification:** Review requirements and apply for Career Field Certification online.

▪ **Register-Now! for Defense Acquisition Corps:** Review requirements and apply for DAC Membership online.

▪ **Register-Now! for Tuition Assistance:** Review policy and apply for Acquisition Workforce Tuition Assistance (AWTAP) funding.

VIII. Resources:

Your Register-Now Support Team

| If your Last Name begins with: | Your Register-Now Support Team Member is: |
|---|--|
| A - DO | RNHelpA-DO@jhtpax.com |
| DP - K | RNHelpDP-K@jhtpax.com |
| L - RL | RNHelpL-RL@jhtpax.com |
| RM - Z | RNHelpRM-Z@jhtpax.com |
| <p>Technical Support for all Register-Now modules. CL Event posting, CL Event applications, graduations, and cancellations. AWTAP applications.</p> | |

VIII. Resources:

New Employees & Register-Now

Your official personnel records do NOT indicate that you occupy a designated Acquisition position.

You MAY STILL SUBMIT AN APPLICATION, however, your priority for acquisition training is significantly lower and you are not eligible for centralized travel funding.

Click for Instructions to [Correct your Acquisition Record](#)

or

Click to [Continue to the Student Action Menu](#)

Warning: Unless you are employed by the Department of Navy or Marine Corps as a Civilian, a designated Foreign National, Active Duty Military or Naval Reservist, please [LOG-OFF.](#)

Please indicate the following in the Comments Box on your electronic application:

“I am a new employee at NAVAIR in a designated Acquisition Position. This training is required in order to meet Certification Requirements.”

It can take **60 - 90 days** for your personnel information to be updated and reflected in the Register-Now system.

R-Now Screen update 7/9/03

VIII. Resources:

NAVAIR Acquisition Workforce Program Representatives

| Competency Representatives | |
|----------------------------|----------------|
| AIR-1.0/PEOs | (301) 757-9008 |
| AIR-2.0 | (301) 757-7133 |
| AIR-4.0 | (301) 342-3452 |
| AIR-5.0 | (301) 757-0979 |
| AIR-6.0 | (301) 757-8414 |
| AIR-7.0/7.1/AIR-11.0 | (301) 757-6716 |
| AIR-7.2 | (301) 757-1755 |
| AIR-7.8 | (301) 757-6296 |
| AIR-10.0 | (301) 757-7789 |

| Site Representatives | |
|------------------------|----------------|
| Cherry Point, NC | (252) 464-9471 |
| China Lake, CA | (760) 939-8113 |
| Jacksonville, FL | (904) 542-0861 |
| Lakehurst, NJ | (732) 323-2206 |
| NATEC North Island, CA | (619) 545-2330 |
| North Island, CA | (619) 767-7267 |
| Orlando, FL | (407) 380-4505 |
| Patuxent River, MD | (301) 757-4116 |
| Point Mugu, CA | (805) 989-3994 |

| | |
|----------------|--|
| (301) 757-6606 | <i>AWTAP and Continuous Learning</i> |
| (301) 757-9008 | <i>Career Field Training and Education</i> |
| (301) 757-9013 | <i>Fulfillments and Position Waivers</i> |

VIII. Resources:

Points to Take Away

- Know the Career Field and Level of your position
- Know your Certification Requirements and meet them within 24 months of assignment
- Apply for Defense Acquisition Corps membership when you are eligible and meet all membership requirements
- Ensure that your MDCPDS/TFMSS/TIMS records are up to date
- Retain copies of all DAWIA documents for your personal records
- Include your DAWIA acquisition credentials when applying for positions
- Know these important links
 - Register-Now www.register-now.cms.navy.mil
 - DAU Continuous Learning Center www.clc.dau.mil
 - DACM Career Management www.acquisition.navy.mil/rda/home/career_management
- ***Know where to go for help!***