FY22 DAWIA Certification Update Checklist for **Supervisors**

Review DAWIA Certification Changes

Familiarize yourself with updates to the DAWIA certification requirements and all Back-to-Basics resources, including career field to functional areas, potentially extended 3-5-4 year grace period, level-to-tier updates, exams and their policies, new course predecessors and prerequisites, transition rules, etc.

Explore Credentials

Familiarize yourself with the Defense Acquisition Credential Program. Credentials complement certification training by providing relevant, job-specific training when needed.

Check Position Recoding Progress

Confirm with HR and/or DAWIA manager that current acquisition-coded billets are being or have been reviewed within the last six months.

Confirm timeline for billet/position coding updates based on proposed Back-to-Basics full implementation date of February 1, 2022.

Coordinate with HR and/or DAWIA manager to ensure all processes are followed for anticipated changes to conditions of employment.

Coordinate with HR and/or DAWIA manager to ensure job aids/ training opportunities are available for employees.

Work with your HR professionals to update position descriptions (also known as position requirement documents or standard core documents) with all appropriate changes, including new functional area designations and conditions of employment.

Talk with Your Employees

Schedule time with your employees to review the following elements:

IDPs, including short- and long-term goals

Current certification position status

Functional Area and Tier changes

Transition eligibility status

Review Training Application System Changes

Familiarize yourself with all proposed system changes.

Participate in testing, if possible.

Online Resources

[Updated DAWIA Certification Webpages](#)

[Certification Eligibility Tool](#)

[Functional Area Gateways](#)

[Equivalency process](#)

[Fulfillment process](#)

[Defense Acquisition Credential Program](#)

Service/Component Resources
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