

# **Human Resources Reference Document: Back-to-Basics**

**March 2022  
Version 2.0**

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## PURPOSE

This **Human Resources Training Guide** serves as a reference document for Department of Defense (DoD) human resources professionals and supervisors for the Back-to-Basics framework initiative (implementation began 1 February 2022). This guide is intended for DoD human resources (HR) professionals and defense acquisition workforce (AWF) supervisors and managers. Defense acquisition career managers, acquisition leaders, managers, and supervisors are responsible for planning and executing implementation consistent with Office of Secretary of Defense (OSD) and Component direction.

The “**FY 2022 DAWIA Certification Update Checklist**” section provides an overview of management activities to assist HR professionals and supervisors prepare for the transition to the new framework. Where applicable, the subsequent sections provide further detail and guidance.

*Disclaimer: This guide provides general guidelines and should only be used as a reference tool. It is not a policy document. Specific implementation guidance may vary by Component. Components may use the following information where applicable. In the event of a conflict, the DoDI 5000.66, “Defense Acquisition Workforce Education, Training, Experience, and Career Development Program,” takes precedence.*

# FY 2022 DAWIA CERTIFICATION UPDATE CHECKLIST

1. **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 year grace periods, level-to-category updates, exams and their policies, new course predecessors and prerequisites, certification transition rules, etc. (<https://www.dau.edu/back-to-basics>)
2. **Credentials:** Familiarize yourself with the Defense Acquisition Credential Program ([Credentials \(dau.edu\)](https://www.dau.edu/credentials))
3. **Position Recoding**
  - Partner with DAWIA managers to ensure acquisition-coded billets have been reviewed to comply with the new DAWIA requirements
  - Confirm timeline for billet/PD coding updates based on Back-to-Basics implementation start date of 1 February 2022
  - Coordinate with Supervisor and/or DAWIA manager to ensure all processes are followed for anticipated changes to conditions of employment (including formally notifying employees of changes to position descriptions)
  - Coordinate with Supervisor, Workforce Development, and/or DAWIA manager to ensure job aids/training opportunities are available for employees
  - Update Position Descriptions (PDs) (also known as Position Requirement Documents or standard core documents) with all appropriate changes, including new functional area designations and conditions of employment
  - Once impacted individuals are identified and bargaining units notified, provide written notification letters outlining changes
4. **Training Application System Changes (if applicable to Component):**
  - Familiarize yourself with all applicable system changes
  - Participate in system functionality testing and sprints, if applicable
5. **Direct Reports (Supervisors):** HR professionals advise organization supervisors to schedule time with direct reports to review the following elements:
  - Individual Development Plans (IDPs), including short- and long-term goals
  - Current certification position designation status
  - Functional Area and Category (aka level/tier) changes
  - Transition eligibility status (e.g., does a prior certification satisfy new Back-to-Basics certification requirements)
6. **Resources:** Familiarize yourself with the following resources
  - [Back-to-Basics website](#)
  - Director, Acquisition Talent Management (DATM) or Director, Acquisition Career Management (DACM) generated resources:
    - Air Force: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?>
    - Army: <https://asc.army.mil/web/dacm-office/>
    - Navy: <https://www.atrrs.army.mil/Channels/navyedacm/Public/Login>
    - 4<sup>th</sup> Estate: <https://4edacm.dau.edu/>
  - [Position Category Descriptions](#)
  - [Certification Eligibility Tool](#)
  - [Functional Area Gateways](#)
  - [Equivalency process](#)
  - [Fulfillment process](#)
  - [iCatalog](#)
  - [Back-to-Basics FAQs](#)

- ❑ [Defense Acquisition Credential Program](#)
- ❑ DAU Other [Training Opportunities](#), e.g., webinars, etc.

## BACKGROUND

The current DAWIA certification framework requires extensive training time – most of it early in a professional’s career – to achieve the required acquisition functional certification. The current certification framework is highly structured and overly comprehensive, making it inflexible and inefficient.

The Department of Defense (DoD) Back-to-Basics (BtB) initiative improves how the DoD equips and empowers its acquisition workforce – those who develop, acquire, and sustain operational capability for the warfighter. The initiative supports President Biden’s February 4, 2021 memorandum to revitalize the national security workforce. BtB modernizes the DAWIA certification framework by reducing the amount of required certification training and empowering the employee to select job-centric, specialized training at the point-of-need.

The [September 2, 2020 USD\(A&S\) memorandum](#) streamlined the 14+ career fields/paths to six Functional Areas: Program Management, Contracting, Life Cycle Logistics, Engineering and Technical Management, Test and Evaluation, and Business – Financial and Cost Estimating. Future actions by USD(A&S) senior leadership could impact the number of Functional Areas in the framework. Please continue to reference the Back to Basics website at [www.dau.edu/back-to-basics](http://www.dau.edu/back-to-basics) for the most current information.

## DAWIA CERTIFICATION CHANGES

### Framework Updates

[DAU training crosswalks](#) demonstrate the transition from FY 2021 training requirements to the updated FY 2022 training requirements for each Functional Area. The DAU [Functional Area landing pages](#) outline the new FY 2022 certification training requirements. The iCatalog has been updated with the new FY 2022 certification requirements. Legacy requirements are located on the iCatalog as well ([https://icatalog.dau.edu/onlinecatalog/Archived\\_Catalogs.aspx](https://icatalog.dau.edu/onlinecatalog/Archived_Catalogs.aspx)). DAU also maintains [resources](#) on equivalency and fulfillment processes, which may assist workforce members during the transition.

### Comprehensive Examinations

Updated certification standards for the Program Management (PM) and Contracting (CON) Functional Areas require the completion of a comprehensive examination(s). The requirement for the PM comprehensive exam is deferred until October 2022 (FY 2023). System tracking of this requirement is per the discretion of each Component. Refer to Functional Area guidance for more information ([Back to Basics - Helpful Resources \(dau.edu\)](#) and [DAU Functional Areas](#)).

## INFORMATION SYSTEMS & DATA

### Coding Impacts and Position Recoding

Components are responsible for designating positions as acquisition positions and assigning certification requirements (DoDI 5000.66). The designation process includes coding positions in systems of record. Position coding decisions are made at the individual Component-level in accordance with Position Category Descriptions (PCDs) and DoDI 5000.66. PCDs are available on the DAU iCatalog.

Defense Civilian Personnel Advisory Service (DCPAS) approved a change request to the Defense Civilian Personnel Data System (DCPDS) and the Defense Civilian Human Resources Management System (DCHRMS) to update Functional Area (Career Field) Description codes and Acquisition Career Category (Level) codes. DCPDS will migrate to DCHRMS at a future date. The DCPAS website includes helpful resources on the DCHRMS migration: <https://www.dcpas.osd.mil/dchrms>.

**Appendix A** outlines the crosswalk of career field codes and acquisition career level codes to the updated functional area codes and acquisition career category codes.

### Position Descriptions (PDs)

PDs should reflect updated certification requirements for new hires on or after 1 February 2022, to include updated grace periods, Functional Area and certification category designations, and conditions of employment.

Table 1 provides a notional example of PD language in the Program Management functional area; however, each organization may determine the appropriate language updates.

*Table 1: Position Description Crosswalk Sample*

FROM	TO
<p>“This position requires a Program Management, Level I acquisition certification. The incumbent has 24 months to achieve this certification.”</p>	<p>“This position requires a Program Management, <b>Practitioner</b> acquisition certification. The incumbent has <b>60 months</b> to achieve this certification.”</p>

### CAP/KLP Position Descriptions

Table 2 provides a notional example of PRD/PD language for Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs). CAP/KLP PRD/PD should no longer reference the Acquisition Corps on and after 1 February 2022. CAPs and KLPs must achieve the highest category of certification in the applicable functional area per DoDI 5000.66.

Table 2: PRD/PD Crosswalk for CAPs/KLPs Sample

	FROM	TO
<b>Position Duties</b>	<p>This is a Critical Acquisition Position. Unless specially waived by the appropriate official, the following are statutory mandated requirements:</p> <ul style="list-style-type: none"> <li>Selectee must be an Acquisition Corps member at the time of permanent selection for the position or have been granted a waiver;</li> <li>Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in the position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.</li> </ul> <p>This critical acquisition position requires certification in the acquisition career field of .</p>	<p>This is a Critical Acquisition Position. Unless specially waived by the appropriate official, the following are statutory mandated requirements:</p> <ul style="list-style-type: none"> <li><del>Selectee must be an Acquisition Corps member at the time of permanent selection for the position or have been granted a waiver;</del></li> <li>Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in the position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.</li> </ul> <p>This critical acquisition position requires certification in the acquisition functional area of [functional area].</p>
<b>Conditions of Employment</b>	<ol style="list-style-type: none"> <li>This is a Critical Acquisition Position (CAP). Must be a member of the Acquisition Corps at the time of appointment or eligible for a waiver. Note: Waiver is position specific and must be approved prior to being appointed to the position.</li> <li>This is a Key Leadership Position (KLP) and selectees must have Level III certification in Career Field "Contracting" and meet all other KLP requirements prior to entering the position in accordance with OUSD (AT&amp;L) memo, Key Leadership Positions and Qualification criteria dtd 8 Nov 2013. Any deviation from KLP requirements can only be waived by the Service or Component Acquisition Executive.</li> <li>This position requires a 3-year tenure agreement. Must sign DD Form 2889 (Critical Acquisition Positon (CAP) Service Agreement Key Leadership Position (KLP)) and execute, as a condition of employment, a written tenure agreement.</li> <li>Must have completed at least one DAU 400 Level Acquisition Course.</li> </ol>	<ol style="list-style-type: none"> <li>This is a Critical Acquisition Position (CAP). <del>Must be a member of the Acquisition Corps at the time of appointment or eligible for a waiver. Note: Waiver is position specific and must be approved prior to being appointed to the position.</del></li> <li>This is a Key Leadership Position (KLP) and selectees must have [category] certification in [functional area] and meet all other KLP requirements prior to entering the position in accordance with Department of Defense Instruction (DoDI) 5000.66, Change 3. Any deviation from KLP requirements can only be waived by the Service or Component Acquisition Executive.</li> <li>This position requires a 3-year tenure agreement. Must sign DD Form 2889 (Critical Acquisition Positon (CAP) Service Agreement Key Leadership Position (KLP)) and execute, as a condition of employment, a written tenure agreement.</li> <li>Must have completed at least one DAU 4000 Level Acquisition Course, in accordance with DoDI 5000.66, Change 3.</li> </ol>

## **Grace Periods**

Components may determine to “reset” the grace period for all workforce members upon implementation of the Back-to-Basics framework. Planning is underway to potentially expand the current 24-month grace period to the following for each category of certification (regardless of functional area):

- Foundational/Contracting Professional: 36 months
- Practitioner: 60 months
- Advanced: 48 months

## **Conditions of Employment**

AWF members must achieve 80 hours of Continuous Learning Points (CLPs) every two years, in accordance with DoDI 5000.66. Workforce members may be encouraged to achieve their CLPs through completing Defense Acquisition University (DAU) Credentials. Obtaining certification within the allotted grace period and maintaining CLPs before and after achieving certification are conditions of employment. Components will enforce conditions of employment in accordance with Component policies.

## **Defense Acquisition Workforce Data Standards Guide**

The [Defense Acquisition Workforce Data Reporting Standards Guide](#) provides the procedures and standards for the Components’ reporting of AWF personnel and position data in accordance with DoDI 5000.66. DAU/HCI will issue an update of the Data Standards Guide upon publication of the DoDI 5000.66, Change 3.

# **EMPLOYEE DEVELOPMENT**

## **Individual Development Plans**

Supervisors should discuss IDPs with employees and update information according to the new certification standards required of their position, if applicable. Employees should also review current certification status, any applicable Functional Area and/or certification level changes, and certification transition status with their supervisor.

## **Certification Transition and Eligibility Status**

DAU published a [Certification Eligibility Tool](#) to allow workforce members to view how individual certifications may transition into the new framework. Workforce members should be encouraged to retain (either physically or electronically) documentation of any previously earned certifications and AWF career briefs for their records. Supervisors should also encourage workforce members to review and update their resumes to reflect all achieved certifications.

## **RECRUITMENT & SELECTION**

### **Job Open Announcements**

Updated certification requirements should be reflected in applicable job announcements beginning 1 February 2022. Each individual Service or Component will determine specific job announcement language based on position coding reviews.

### **Acquisition Coding Templates**

Components may create separate, tailored acquisition coding templates to identify and address Service or Agency-specific acquisition coding needs and processes.



## APPENDIX A: DATA CROSSWALK

Ending Jan 31, 2022			Beginning Feb 1, 2022		
Title*	Career Field Code	Acquisition Career Level	Title*	Functional Area (Code)	Acquisition Career Category
Auditing	U	1	Auditing	U	2 (Practitioner)
	U	2		U	2 (Practitioner)
	U	3		U	3 (Advanced)
Business – Cost Estimating	P	1	Business – Cost Estimating	P	2 (Practitioner)
	P	2		P	2 (Practitioner)
	P	3		P	3 (Advanced)
Business – Financial Management	K	1	Business – Financial Management	K	2 (Practitioner)
	K	2		K	2 (Practitioner)
	K	3		K	2 (Practitioner) or 4 (Advanced)
Contracting	C	1	Contracting	C	1 (Contracting Professional)
	C	2		C	1 (Contracting Professional)
	C	3		C	1 (Contracting Professional)
Engineering	S	1	Engineering and Technical Management	N	1 (Foundational)
	S	2		N	2 (Practitioner)
	S	3		N	2 (Practitioner)
Facilities Engineering	F	1	Based on Component designation review		
	F	2			
	F	3			
Industrial / Contract Property Management	D	1	Contracting	C	1 (Contracting Professional)
	D	2		C	1 (Contracting Professional)
	D	3		C	1 (Contracting Professional)
Information Technology	R	1	Engineering and Technical Management (See PM and T&E for alternatives)	N	1 (Foundational)
	R	2		N	2 (Practitioner)
	R	3		N	2 (Practitioner)
Life Cycle Logistics	L	1	Life Cycle Logistics	L	1 (Foundational)
	L	2		L	1 (Foundational)
	L	3		L	3 (Advanced)
Production, Quality, Manufacturing	H	1	Engineering and Technical Management	N	1 (Foundational)
	H	2		N	2 (Practitioner)
	H	3		N	2 (Practitioner)
Program Managemnt	A	1	Program Managemnt	A	2 (Practitioner)
	A	2		A	2 (Practitioner)
	A	3		A	2 (Practitioner) or 4 (Advanced)
Purchasing	E	1	Contracting	C	1 (Contracting Professional)
	E	2		C	1 (Contracting Professional)
Science and Technology Manager	I	1	Engineering and Technical Management	N	1 (Foundational)
	I	2		N	2 (Practitioner)
	I	3		N	2 (Practitioner)
Test and Evaluation	T	1	Test and Evaluation	T	1 (Foundational)
	T	2		T	2 (Practitioner)
	T	3		T	2 (Practitioner)

\*Transition to Functional Area will be determined by Component. Please refer to your specific Component guidance.