



## DEFENSE LOGISTICS AGENCY

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IN REPLY  
REFER TO DESC-CPA

**JUL 01 2004**

### CONTRACTING INSTRUCTION (CI): 04-10 MEMORANDUM FOR CI DISTRIBUTION

**SUBJECT: Elective Requirements for the Defense Acquisition Workforce Improvement Act (DAWIA) Certification**

This Contracting Instruction provides guidance on the new training requirements added to the DAWIA certification process for the contracting career field. As of Oct 1, 2003, the mandatory training includes completion of electives at each level of certification. Level I certification requires completion of a single elective; Level II requires completion of two additional electives and Level III requires completion of two additional electives. In order to allow for greater managerial flexibility and provide a wider range of possible elective training for the employee, the electives can be any training opportunity as long as the elective meets the approval of the employee's supervisor. The training opportunity, as agreed to by the supervisor, should be related to the employee's job or necessary for career development, or for cross-training and meets the criteria listed below. The electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU, and other training opportunities funded by the student's organization.

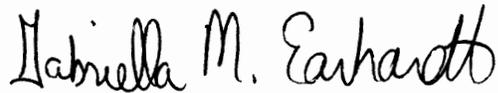
While there is a wide latitude of discretion allowed in selecting electives, we strongly suggest that the electives selected be substantive in nature rather than requiring mere attendance. For example, attendance at trade shows, commercial conferences, or government-sponsored conferences would not be considered viable elective candidates. One way to determine if a training opportunity is a viable candidate as an elective is if a formal certificate of successful completion is provided to the participants. Procurement Oversight Branch, DESC-CPB, will evaluate the suitability of electives chosen as part of the DAWIA certification request analysis.

For DAU courses used as electives, they will be entered in the Acquisition Training Application System (ACQTAS), which is the web-based registration system for civilian AT&L employees assigned to DoD Agencies outside the Military Departments. During the ACQTAS registration process, employees will have the opportunity to identify the course as a DAU course that is being taken as an elective training event, and supervisors/quota managers will be required to validate the event as an elective training event.

The website for the ACQTAS is <https://www.atrrs.army.mil/channels/acqtas>. For non-DAU courses used as electives, an elective tracking capability is being developed into the ACQTAS for the Continuous Learning module with an anticipated completion by the end of the fiscal year.

Point of contact is Dennis Stanley at (703)767-8478 or Charlene Baez at (703)767-7365.

This CI expires 12 months after the issue date.



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