



COVID-19 DAWIA Certification 12-month Extension FAQs

Q1. Will my Supervisor or I need to do anything for me to get the 12-month extension?

No. Acquisition Workforce (AWF) members who meet the requirements outlined in the memo extending the grace period will be automatically updated* in the Defense Acquisition Talent Management System (DATMS). *4th Estate DACM is working with our vendor for an implementation date.

Q2. Does this memo apply to me?

ONLY IF you are currently within your 24-month grace period, as of 4/1/2020; OR you are a new employee/your position requirements change, e.g., official coding change due to promotion, temporary assignment, etc., within 12 months of the effective date of the memo (4/1/2020).

Q3. If I have an additional 12 months to meet my certification requirements, how will I apply for certification?

Nothing has changed in the way you apply for certification: DATMS>Manage Career>Manage Certification Requests

Q4. Will I be eligible for a waiver after the expiration of this memo?

At your Agency's discretion and with proper justification.

Q5. Does the memo affect my Continuous Learning Cycle due date (12/31/2021)?

As of 4/1/2020, there are no official changes to the Continuous Learning Cycle due date.

What are some examples of when the extension will affect individuals in different scenarios?

Example One: Bob's current DAWIA requirement is Program Management (PM), Level 2, with a Certification Due Date of 10/1/2020. He is currently PM Level 1 certified. Bob's new certification deadline will be extended by 12 months – to 10/1/2021 because he is currently in his 24-month grace period.

Example Two: Maria's current DAWIA requirement is Life Cycle Logistics (LCL), Level 3, with a Certification Due Date of 10/1/2020. She is currently Level 2 certified in LCL and is still within her 24-month grace period. However, if Maria's requirements change to Program Management, Level 3, on 7/1/2020, her new Certification Due Date for Level 3 PM certification will be 36 months from then – 7/1/2023 – because her requirements changed.

Example Three: Damon is overdue. The Certification Due Date for his current Contracting (CON), Level 3, was 1/1/2020. Because he is already overdue, he will not receive an extension. He should check with his Acquisition Workforce Lead/DAWIA Team to determine his options, e.g., waiver, register for future offering, etc.

Example Four: Bill's position is re-coded from requiring Engineering Level 3 certification to Program Management Level 3 on 6/21/2021, approximately 14 months after the memorandum was signed, which is outside the 12-month extension window. As a result, his Certification Due Date will, once again, be 24-months – 6/21/2023.

Example Five: Scott's current requirement is Program Management (PM), Level 3. He met his position requirement on 4/1/2020. He would like to achieve a secondary certification in Contracting (CON), Level 2. Secondary certifications do not have a Certification Due Date and, as a result, are not impacted by the 12-month extension memo.

Example Six: Hallema's current requirement is Information Technology (IT), Level 2, with a Certification Due Date of 3/31/2020. She was registered for her last course that was scheduled to graduate on 3/27/2020. Due to COVID-19-related DAU course adjustments, her course was cancelled. As of 4/3/2020, she is now overdue. Due to the memo, she will not receive an extension of her 24-month grace period. She should check with her Acquisition Workforce Lead/DAWIA Team to determine her options, e.g., waiver, register for future offering, etc.