

**DEPARTMENT OF DEFENSE ACQUISITION CORPS -  
CERTIFICATE OF ADMISSION**

REPORT CONTROL SYMBOL  
DD-P&R(Q&A)1841

This certifies that \_\_\_\_\_, Social Security Number \_\_\_\_\_,  
(Name)  
was admitted to the \_\_\_\_\_ Acquisition Corps on \_\_\_\_\_.  
(YYYYMMDD)

**THIS INDIVIDUAL MEETS THE FOLLOWING ADMISSION CRITERIA** (X as applicable in order from top to bottom)

1. a. Is employed in a position at the grade of GS/GM-13 or above; OR
- b. Is a member of the U.S. armed forces serving in the grade of major/lieutenant commander or higher; OR
- c. Has been certified by the appropriate career management program board as having experience in industry or government equivalent to a. or b. above; **AND**
2. a. (1) Has a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; OR
- (2) Has been certified by the appropriate career management program board as possessing significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience; **AND**
- b. (1) Has 24 semester hours (or the equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; OR
- (2) Has 24 semester hours (or the equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or the equivalent) from such an institution from among the disciplines listed in b.(1) above; OR
- c. As of October 1, 1991 had at least 10 years' experience in acquisition positions or comparable positions in other government agencies or the private sector; OR
- d. On October 1, 1991 did not meet the 10-year experience level in c. above but has passed (an) OPM certified examination(s) demonstrating knowledge comparable to that of an individual who has completed 24 semester credit hours from among the disciplines listed in b.(1) above; **AND**
3. Has four years' experience in an acquisition position in the Department of Defense or in a comparable position in industry or government; **OR**
4. Has been granted a waiver of selected minimum acquisition corps qualification requirements by the appropriate acquisition career program board's certification that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical ability and decision-making capabilities, job performance, and qualifying experience. A copy of the waiver and its rationale have been submitted to the Director of Acquisition Education, Training and Career Development. The requirement(s) waived is (are):  
  
\_\_\_\_\_  
  
\_\_\_\_\_ and do not include 2.a.(2).

**5. CERTIFICATION.**

**This Certification of Admission qualifies the individual for membership in any DoD Acquisition Corps.**

a. NAME	c. SIGNATURE	d. DATE SIGNED (YYYYMMDD)
b. TITLE		