

Department of the Navy (DON) Civilian Acquisition Assignment Coding Sheet

Instructions:

- All DON acquisition positions must include an accurate Coding Sheet. Please find detailed guidance for designating DON acquisition positions in the DON DAWIA Operating Guide: https://acquisition.navy.mil/rda/home/acquisition_workforce/strategy_policy
- Acquisition position supervisors at each command are required to complete and sign this Coding Sheet, attach it to the Position Description (PD) and submit the PD with a Request for Personnel Action (RPA, form SF-52 to their human resources office for coding into the Defense Civilian Personnel Data System (DCPDS).
- Acquisition position supervisors at each command must update Coding Sheets and provide them to their human resources office when changes to the position occur that affect the acquisition coding.

HR personnel at the Human Resource Service Center (HRSC) shall ensure that the acquisition information provided by the supervisor is accurately input into DCPDS. **PD Number:** _____ **Organization & Org Code:** _____

Position Title: _____ **Pay Plan** ____ **-Series-** ____
Grade: _____

SECTION 1. ACQUISITION POSITION CATEGORY

- A** – Program Management
- C** – Contracting*† (All 1102 series and Contracting Professional Development Program positions must be “C”)
- D** – Industrial/Contract Property Management (All 1103 series positions must be “D”)
- E** – Purchasing (All 1105 series positions must be “E”)
- F** – Facilities Engineering
- H** – Production, Quality and Manufacturing
- I** – SPRDE-Science and Technology Manager*
- K** – Business-Financial Management
- L** – Life Cycle Logistics
- P** – Business-Cost Estimator *†
- R** – Information Technology
- S** – SPRDE-Systems Engineering*
- T** – Test and Evaluation*†
- W** – SPRDE – Program Systems Engineer*

* Requires bachelor’s degree. † Requires semester hours in specific disciplines.

SECTION 2. ACQUISITION POSITION TYPE —CRITICAL ACQUISITION POSITIONS (CAPS)/KEY LEADERSHIP POSITIONS (KLPs)

- 1** – CAP—Not Division Head
- 2** – CAP—Division Head*
- 3** – Not CAP—Development**
- 4** – Not CAP or Developmental
- 6** – KLP

* A Division Head is the official with responsibility for managing an acquisition organization or major subordinate unit, the mission of which is to support or administer acquisition functions.

** Positions in the DON Contracting Professional Development Program must = 3.

DON CIVILIAN ACQUISITION ASSIGNMENT CODING SHEET (CONTINUED)

SECTION 3. ACQUISITION CERTIFICATION LEVEL REQUIRED FOR THE POSITION

- 1 – Level I (Entry)
- 2 – Level II (Intermediate)
- 3 – Level III (Advanced)*

*CAPs and KLPs (Section 2 = 1, 2, or 6) must be Level III

SECTION 4. ACQUISITION JOB SPECIALTY 1—This Section applies only to positions in Program Management. Check only if Section 1 = A, and the career path is in International Acquisition. Otherwise leave blank.

- I – International Acquisition

SECTION 5. ACQUISITION PROGRAM INDICATOR

- 1 – Major Defense Acquisition Program (ACAT I)
- 2 – Significant Non-Major Defense Acquisition Program (ACAT II)
- 3 – ACAT I/II (supports both ACAT I/II Programs)
- 4 – ACAT III or IV
- 9 – N/A (none of the above)

SECTION 6. SPECIAL ASSIGNMENT —This Section applies only to KLPs. Check one of the following if

Section 2=6. Otherwise, leave blank.

- A – Program Executive Officer (PEO), Executive Dir PEO, Direct Reporting Program Manager (DRPM)
- B – Program Manager (PM), where the PM reports directly to a PEO
- C – Deputy PM, where the PM reports directly to a PEO
- D – Senior Contracting Official
- L – Deputy PEO, Deputy DRPM
- N – Program Lead Systems Engineer/Chief Engineer
- P – Program Lead Cost Estimator
- Q – Program Lead Business Financial Manager
- S – Other

- T – Program Lead Contracting Officer
- U – Program Lead Logistician (Product Support Manager)
- V – Program Lead Test and Evaluation
- W – Program Lead Production, Quality, & Manufacturing
- X – Program Lead Information Technology

SECTION 7. This Section applies only to CAPs and KLPs. Fill in only if Section 2=1, 2, or 6.

a. Date Tenure Agreement Ends (mm/dd/yyyy): _____*

*Employees in CAPs and KLPs must sign a 3-year tenure agreement with the following exception: Direct Reporting Program Managers (DRPMs), Deputy DRPMs, and ACAT I Program Managers (PMs) and Deputy PMs have a commitment aligned with the major milestone closest to 4 years or as tailored by ASN(RDA).

b. Date Assignment Review (mm/dd/yyyy): _____*

* This reflects the date the employee is due to be reviewed for possible rotation which is 5 years from the date assigned to the position.

APPROVING OFFICIAL SIGNATURE: _____ **DATE:** _____

POINT OF CONTACT (NAME, EMAIL, PHONE): _____